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Faculty Handbook

August 15, 2005

The University of Arkansas Faculty Handbook is maintained on-line. The Handbook is a collection of information about the university from many sources including Board of Trustees policy statements, Fayetteville Policies and Procedures, and Academic Policies, among others. Material unique to the Handbook is contained primarily in section II, Academic Responsibilities of Faculty. The Faculty Handbook is reviewed annually to update unique material and connect to their primary web-based sources all major policy statements duplicated in the Handbook, summarized there, or identified there. The University of Arkansas reserves the right to revise, modify, or repeal any of its policies or procedures at any time.

Questions or comments about the Faculty Handbook

may be sent to Linda Dizney

UNIVERSITY OF ARKANSAS VISION AND GOALS

It is the vision of the University of Arkansas to be **a nationally competitive, student-centered research university serving Arkansas and the world.** Our students, faculty, staff, alumni, and friends are working to realize that vision through five major institutional goals:

- Strengthening academic quality and reputation by enhancing and developing programs of excellence in teaching, research and outreach;
- Increasing the size and quality of the student body;
- Enhancing diversity among our faculty, students, and staff;
- Increasing public financial support;
- Increasing private gift support.

This is an exciting time for the University of Arkansas. We are the major land-grant and state university for Arkansas, as well as the state's only major research university, and we are striving for recognition as one of the top 50 public universities in America. Our university community is committed to getting better at everything we do so that we can fulfill our potential to drive economic development and improve the quality of life for all the people of Arkansas.

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Section I

UNIVERSITY OF ARKANSAS: ADMINISTRATION AND GOVERNANCE

OVERVIEW

The University of Arkansas, Fayetteville, is one campus in the University of Arkansas System, a statewide, multi-campus, public university whose purpose is to provide quality comprehensive post-secondary education to a wide and varied constituency. All programs and activities of the University of Arkansas are governed by its Board of Trustees, which has been accorded constitutional status for the exercise of its powers and authority by Amendment 33 to the Arkansas Constitution. The Board of Trustees has delegated to the president of the system the administrative authority for all aspects of the university's operations. Administrative authority is further delegated to the chancellors and vice president for agriculture, who have responsibility for the programs and activities of their respective campuses or state-wide operating division.

The president exercises his authority in consultation with a staff of chancellors, vice presidents, and senior advisers. The chancellors and vice president for agriculture have direct administrative and operational responsibility for their programs and activities. The fiscal authority and contractual responsibilities of the university are shared by the president and chief fiscal officer of the university, subject to such delegation of that authority as may be approved by the Board of Trustees. The university is a single corporate entity under the laws and Constitution of the State of Arkansas, but the president, chancellors, and vice presidents have delegated their authority broadly throughout the university and its campuses and operating divisions. In practice the university functions in a highly decentralized manner, with faculty accorded significant governance responsibilities, and with many administrative initiatives being exercised in colleges, departments, and divisions.

The central administration of the university, headed by the president and composed of the chancellors, the vice presidents and senior staff advisers, coordinates various operations of the university components to ensure that the university operates as a whole and maximizes its advantages of size and diversity. In addition, the central administration provides those administrative and professional services that are more effectively and efficiently furnished on a university-wide basis.

The chief administrative officer of the University of Arkansas, Fayetteville, is the chancellor. Under his leadership, administrative affairs are conducted in keeping with policy established or approved by the Board of Trustees.

Directly responsible to the chancellor are the provost and vice chancellor for academic affairs, the vice chancellor for finance and administration, the vice chancellor for university advancement, the vice chancellor for student affairs, the vice chancellor for government and community relations, and the directors of affirmative action and men's and women's athletics.

Deans are the chief administrative officials of the colleges and schools. Deans, directors, and other administrative officials or units are responsible to the appropriate vice chancellors or, under certain circumstances, directly to the chancellor, for the discharge of the duties and responsibilities placed upon them.

The general areas of administrative or academic responsibilities of each of these officials are indicated by the official title that the individual bears. Written charges, or memoranda of understanding, pertaining to specific areas of responsibility are prepared whenever such actions are considered necessary or appropriate.

The Council of Deans includes deans (and other officials as may be designated) and advises the provost and vice chancellor for academic affairs. The dean or director of each college, school, or other division is the executive head of the division. Such offices are responsible for and are empowered to execute university policies applicable to the school or college. They may require such reports from members of their faculty and staff as may be needed in the administrative work of their unit. They are responsible for recommending appointments, promotions, and other personnel changes to the provost and vice chancellor for academic affairs after consultation with appropriate members of the department concerned, other related department heads, and the deans of other interested divisions. Deans and directors are authorized to control the workload and assignments of the individual members of their faculty and staff.

The chairperson (or head) of a department is responsible for the general conduct of the affairs of the department. At least once in each semester he or she shall call a meeting of the departmental staff for the purpose of discussing departmental affairs. The chancellor appoints the head of a department on recommendation of the dean. On recommendation of the dean, following his consultation with all members of the departmental faculty and such departmental faculty concurrence as is appropriate, the chancellor may appoint a departmental chairperson, in lieu of a head of a department, for a specified time.

GOVERNANCE WEB SITES

Board of Trustees policy 810.1, Articles of Local Campus Government for the University of Arkansas, Fayetteville is provided below as Appendix A. This policy contains information on the Faculty, Faculty Senate, College and School at-Large Faculties, The Students, The Student Senate, The Staff, The Staff Senate, and The Campus Council.

<http://www.uark.edu/admin/vcfainfo/systempp/systemindex.html>

Rules of Procedure of the Faculty Senate is provided below as Appendix B.

For current information regarding campus governance groups, including agendas, minutes, committees, membership, and annual reports, consult the Governance website maintained by the secretary of the Faculty Senate at <http://www.uark.edu/admin/vcacsey/vcaa/governance.html>.

For current information regarding the Graduate Council, the governance body of the Graduate School, see the website <http://www.uark.edu/depts/gradinfo/faculty/gradcouncil/index.html>.

For the UA organizational structure, see <http://www.uark.edu/home/4881.htm>

For brief descriptions of University Centers and Research Units, see the listing maintained in the *Catalog of Studies*, <http://catalogofstudies.uark.edu>

For a Profile of the University of Arkansas, see the Chancellor's website, http://www.uark.edu/rd_vcad/urel/publications/profile/2003/

For memorable moments in the history of the institution, see the Historic Markers information at the Alumni website, http://advancement.uark.edu/info/historical_markers/.

APPENDIX B

Rules Of Procedure Of The Faculty Senate

(Faculty Senate, adopted April 3, 1997; most recently revised April 17, 2002)

The Faculty Senate has adopted its own rules of procedure to supplement the Board of Trustees policy 810.1 which establishes the Senate and its authority and organizational structure. The text is provided below.

1. Parliamentary procedure:

The Faculty Senate shall be governed by the current edition of *The Standard Code of Parliamentary Procedure* by Alice Sturgis.

2. Campus-wide elections

- A. During the spring semester of each year, the Faculty Chair, Faculty Vice Chair, and the campus-wide representatives on the Faculty Senate shall be elected by the following members of the faculty: those holding a halftime (or greater) faculty appointment who are tenured or on the tenure track or have been declared eligible to vote by the Faculty Senate, and those in their third (or greater) consecutive year of full-time appointment who are instructors or lecturers.
- B. During the spring semester of each year, the members of the Committee on Appointment, Promotion and Tenure shall be elected by tenured and tenure-track members of the faculty.
- C. The elections described in Sections A and B hereof shall be conducted by campus mail each year by the Nominating and Election Coordinating Committee ("The Committee" herein) pursuant to these rules and any additional rules adopted by the Committee that are consistent with these rules. The Committee is hereby given the authority to resolve any questions concerning the elections or elective procedures.
- D. On or before February 15 of each year, the Committee shall distribute the following to all eligible voters:
 1. A list of at least four nominees for the position of Faculty Chair.
 2. A list of nominees for the positions of campus-wide representatives on the Faculty Senate. The number of individuals on the list shall be at least twice the number of campus-wide representatives to be elected.
 3. A list of nominees for the Committee on Appointment, Promotion and Tenure. The number of individuals on the list shall be at least twice the number of members of the Committee on Tenure to be elected
 4. A brief biographical sketch for each nominee described in subsections 1, 2, and 3 hereof.
 5. A call for additional nominations for any of the offices, each such nomination to be (a) made by a petition signed by ten or more members of the faculty eligible to vote in the election for the office in

question, (b) submitted to the Committee within one week after the call is mailed, and (c) accompanied by a brief biographical sketch for the nominee.

- E. The nomination of any one person to more than one of the positions described in Section D hereof is not precluded.
- F. On or before March 1 of each year, the Committee shall distribute the following to all eligible voters:
 - 1. Separate ballot-form lists of the nominees for the primary election of each of the following:
 - a. The Faculty Chair
 - b. Campus-wide representatives on the Faculty Senate, and
 - c. Members of the Committee on Appointment, Promotion and Tenure.Each list shall include all nominees nominated either by the Committee or by valid petition.
 - 2. A brief biographical sketch for each nominee.
 - 3. A call for the return of the completed ballots, specifying that valid ballots must be received by the Secretary of the Committee within 12 days after the call is mailed. The call shall be accompanied by appropriate instructions regarding proper voting procedures under the provisions of Sections I, J, and K hereof.
- F. On or before March 15 of each year, having counted the primary ballots in accordance with the provisions of sections I, J, and K hereof, the Committee shall announce by official publication the results of the primary elections.
- H. By April 1 of each year, the Committee shall have completed any run-off elections required under the provisions of sections I, J, and K hereof, and shall announce by official publication the results of such run-off elections. Except for the reduction in the number of candidates as provided therein, the procedures set forth in sections F and G hereof shall apply to any such run-off election.
- I. The Faculty Chair and Faculty Vice Chair shall be elected from a common list of nominees for the office of Faculty Chair.
 - 1. In the primary election, each eligible voter shall be entitled to vote for two of the nominees.
 - 2. The three candidates receiving the greatest number of votes in the primary election shall stand for a run-off election in which each eligible voter shall be entitled to vote for two of the three candidates.
 - 3. The winner of the run-off election shall be the elected Faculty Chair, and the runner-up shall be the elected Faculty Vice Chair.
- J. Campus-wide representatives on the Faculty Senate shall be elected as follows:
 - 1. In both the primary election and any run-off election, each eligible voter shall be entitled to cast as many unit votes as there are campus-wide representatives to be elected, and to distribute these votes among the several nominees in any way, except that no more than half of these votes may be cast for any single nominee.

2. In the primary election, each nominee shall be declared elected upon receiving a number of votes equal to a majority of the valid ballots cast, unless the number of such nominees exceeds the number of campus-wide representatives to be elected. In the later event, the nominees shall be declared elected in order of decreasing number of votes received, until all positions have been filled.
 3. Should the number of nominees elected in the primary election be less than the number of positions to be filled, there shall be a run-off election among the runner-up nominees who received the greatest number of votes the number such candidates in the run-off election to be equal to the number of positions to be filled, plus three (or the number of remaining candidates, if fewer than three). The candidates receiving the most votes in the run-off election shall be declared elected.
 4. Should a campus-wide representative elected to the Faculty Senate be unable to complete his or her term of office, the vacancy shall be filled by referring to the results of the same election in which that representative was elected. Among the candidates who were eliminated in that election, the individual who received the most votes and who is able to fill the vacancy shall be a campus-wide representative in the Faculty Senate for the remainder of the unexpired term.
- K. Members of the Committee on Appointment, Promotion and Tenure shall be elected as follows:
1. In both the primary election and any run-off election, each eligible voter shall be entitled to cast as many unit votes as there are members of the Committee on Appointment, Promotion and Tenure to be elected, and to distribute these votes among the several nominees in any way, except that no more than half of these votes may be cast for any single nominee.
 2. In the primary election, each nominee shall be declared elected upon receiving a number of votes equal to a majority of the valid ballots cast, unless the number of such nominees exceeds the number of members of the Committee on Appointment, Promotion and Tenure to be elected. In the latter event, the nominees shall be declared elected in order of decreasing number of votes received, until all positions have been filled.
 3. Should the number of nominees elected in the primary election be less than the number of positions to be filled, there shall be a run-off election among runner-up nominees who received the greatest number of votes, the number of such candidates in the run-off election to be equal to the number of positions to be filled, plus three (or the number of remaining candidates, if fewer than three). The candidates receiving the most votes in the run-off election shall be declared elected.

3. Vacancy in the office of Faculty Vice Chair
Should the office of Faculty Vice Chair become vacant during the term of office, a new Faculty Vice Chair shall be elected for the unexpired term by the Faculty Senate. In such election, no one shall be declared elected until he or she has received at least twenty four votes.

4. Election of faculty representatives on the Campus Council
At the Faculty Senate's first meeting of each academic year, the Senate shall elect 16 senators from among its voting members (other than its Chair and Vice Chair to be faculty representatives on the Campus Council. The Senate shall be governed by the following procedures for the election of these senators:
 - A. Before any voting occurs, nominations for filling all of the representative positions shall be made from the floor.
 - B. In case there are more nominations than positions to be filled, voting shall be each senator shall be entitled to cast as many unit votes as there are positions to be filled, and to distribute these votes among the several nominees for the positions in any way, except that no more than half of these votes may be cast for any single candidate.
 - C. In the first round of voting, each nominee shall be declared elected upon receiving a number of votes equal to a majority of the valid ballots cast, unless the number In the latter event, the nominees shall be declared elected in order of decreasing number of votes received, until all positions have been filled.
 - D. Should the number of nominees elected in the first round of voting be less than the number of positions to be filled, there shall be a run-off election among the runner-up nominees who received the greatest number of votes, the number of such candidates in the run-off election to be equal to the number of positions to be filled, plus three (or the number of remaining candidates, if fewer than three). The candidates receiving the most votes in the run-off election shall be declared elected.
 - E. Should a faculty representative elected to the Campus Council be unable to complete his or her term of office, the vacancy shall be filled by referring to the results of the Senate's election in which that representative was elected. Among the candidates who were eliminated in that election, the senator who received the most votes and who is able to fill the vacancy shall be a faculty representative on the Campus Council for the remainder of the unexpired term.

5. Campus representative on the Arkansas Higher Education Faculty Council
The Faculty Chair shall serve as the representative-elect to the Arkansas Higher Education Faculty Council, and the Chair of the Faculty Senate shall serve as the representative on the Council.

6. Action on legislation of a separate faculty or the Graduate School Faculty

When the Faculty Senate receives legislation from a separate faculty or the Graduate School Faculty concerning its own academic affairs ("the legislation" herein), the Senate's action on the legislation shall be governed by the following procedures:

The presiding officer shall first call for a motion to approve the legislation.

- A. If a motion to approve is made and is passed, the Senate shall take no other action on the legislation (unless, of course, it reconsiders or rescinds the motion). After approval of the legislation, if the Senate has sole legislative jurisdiction over the legislation, the Chair of the Senate shall advise the Chancellor of the Senate's approval of the legislation; if the Senate does not have sole legislative jurisdiction over the legislation and it directly affects students or staff, it shall be referred to the Campus Council for final action.
- B. If a motion to approve is not made or if a motion to approve is made and is defeated, the presiding officer shall call for a motion to negate the legislation.
 1. If a motion to negate is made and is passed, the Senate shall take no other action on the legislation (unless, of course, it reconsiders or rescinds the motion). After approval of the legislation, if the Senate has sole legislative jurisdiction over the legislation, the Chair of the Senate shall advise the Chancellor of the Senate's negation of the legislation; if the Senate does not have sole legislative jurisdiction over the legislation and it directly affects students or staff, it shall be referred to the Campus Council for final action.
 2. If a motion to negate is not made or if a motion to negate is made and is defeated, the presiding officer shall announce that, in the absence of an objection from the floor, the legislation will be filed. After filing of the legislation, if the Senate has sole legislative jurisdiction over the legislation, the Chair of the Senate shall advise the Chancellor of the Senate's filing of the legislation; if the Senate does not have sole jurisdiction over the legislation and it directly affects students or staff, it shall be referred to the Campus Council for final action. If a senator objects to filing the legislation, the presiding officer shall entertain a motion to file the legislation. When a motion to file is made, if the Senate has sole legislative jurisdiction over the legislation, the Chair of the Senate shall advise the Chancellor of the Senate's action on the motion to file the legislation; if the Senate does not have sole legislative jurisdiction over the legislation and it directly affects students or staff, it shall be referred to the Campus Council for final action.

7. Notices and minutes

- A. In any year, the distributions to faculty members required by Subsection D.2 and D.4 of Article II of Board Policy 810.1 may be complied with by (a) sending the required information by e-mail to all faculty members who receive e-mail, and (b) placing the required information on a website dedicated to faculty governance, provided however that early in the fall semester all faculty members are notified by campus mail of the Web site's address and of the times tentatively scheduled for the six regular meetings of the Faculty Senate that year.
- B. Even if minutes of Faculty Senate meetings are distributed to them by e-mail, hard copies shall be distributed to the chairpersons of the Student Senate and the Staff Senate, to the Chair of the Campus Council, to the Chair of the Agenda Committee of the Campus Council, to all chairs of academic departments, to all directors of units, to all vice chancellors and deans, and to the Chancellor. The office of the Provost and Vice Chancellor for Academic Affairs shall send to the President and to the Board of Trustees all actions involving approval by, or notification to, the Board of Trustees. These postings, which shall be done in a timely manner, will be accompanied with explicit information in the required format.
- C. Although supporting information shall be distributed with each tentative agenda when it is feasible to do so, Subsection D.2 or Article II of Board Policy 810.1 shall be complied with whenever the agenda lists by item all of the business known by the one preparing the agenda to be scheduled for the meeting in question.

8. "Prefiling" of motions

When any main motion (except to reconsider, rescind, or resume consideration) is made at a meeting, it shall not be voted upon at that meeting unless its language has been distributed to all members of the Faculty Senate at least 24 hours before the meeting; such distribution may be made by e-mail to all Senators who receive e-mail.

9. Committee reports

When the Faculty Senate asks a committee to act, the committee's report shall be addressed to the Faculty Senate. The original of the report shall be filed with the Chair of the Faculty Senate, and a copy of the report shall also be sent to the Faculty Chair. When a committee addresses a report to the Campus Faculty, a copy shall also be sent to the Chair of the Faculty Senate. All committee reports received by the Chair of the Senate shall be distributed to members of the Senate; such distribution may be made by e-mail to all senators who receive e-mail.

10. Faculty Senate Curriculum Review

(Faculty Senate 11-14-96)

Curriculum review is the responsibility of the Faculty Senate and is exercised as described herein. The University Committee on Courses and Programs and the University Committee on Program Review are committees jointly of the Graduate Council and the Faculty Senate.

A. University Committee on Courses and Programs

The University Committee on Courses and Programs reviews and makes recommendations to the Graduate Council and Faculty Senate for actions on proposals approved by a college or school for the following: 1) new courses; 2) changes in title, description, number, prerequisites, etc. of courses; 3) new undergraduate and graduate degree programs; and 4) modifications to degree programs. The committee is responsible for resolving questions concerning course numbering, course or program duplication, completeness of course or program revision forms, and other questions pertaining to course and program changes, including compliance with administrative guidelines implementing Board Policy.

Proposals made to this Committee will be collected by the Graduate School and distributed to the members prior to each meeting. A summary sheet listing all recommendations from the committee is distributed with the agenda to the Graduate Council and the Faculty Senate prior to the meetings at which they are reported. Proposals which affect graduate courses or programs will be approved by the Graduate Council prior to consideration by the Faculty Senate.

Voting committee membership consists of a representative with graduate faculty rank to be appointed by the dean of each undergraduate college or school, a representative with graduate faculty rank from each undergraduate college and school to be chosen from the voting membership of the Faculty Senate, a representative of the Graduate Council, a representative of the university libraries appointed by the Dean of Libraries, a representative of the School of Law chosen by the Dean of Law, a student member selected by the ASG and a student member selected by the Graduate Dean's Student Advisory Board, the chair of the Campus Faculty, the Vice Chair of the Faculty Senate, and the chair of the Graduate Council. In addition, one non-voting representative appointed by the Dean of the Division of Continuing Education will serve on the committee, and a representative from the Registrar's Office will meet with the committee to provide technical support. The committee elects its own chair.

B. The University Committee on Program Review

The University Committee on Program Review has the responsibility for initiating, participating in, or evaluating the results of undergraduate and graduate program reviews consistent with University guidelines and the

review schedule as set forth in Academic Policy 1620.10 and 1620.11 requiring that each program be reviewed at least once every 10 years by this process or external reviewers. Revisions to the guidelines and the schedule for reviews may be developed by the committee and recommended by the Faculty Senate, consistent with Board of Trustees policy 620.1, Arkansas code 6-61-214, and policy of the Arkansas Higher Education Coordinating Board including the provision that changes to program review guidelines and schedule must be approved by the AHECB. Reviews of graduate programs will be presented to the Graduate Council before being presented to the Faculty Senate.

Voting committee membership consists of a voting member of the Faculty Senate and a voting member of the Graduate Council from each academic college, the chair of the Graduate Council, and the Vice Chair of the Faculty Senate or his/her representative. The committee elects its own chair.

* * *

Section II

ACADEMIC RESPONSIBILITIES OF FACULTY

The orderly conduct of academic affairs in an educational institution requires that faculty members accept and discharge responsibilities related to their workload assignment and carry out the traditional duties associated with their positions consistent with professional good practice. Policy statements on specific activities and areas of responsibility are provided below.

Teaching

Faculty members assigned to teach classes are responsible for determining that the content of their classes is appropriate to each course, as officially described in the catalog (or proposing changes to the description through the campus process), and achieves the coverage indicated by that description. They are also responsible for choosing appropriate texts and other teaching materials in a timely way. Faculty members are responsible for confining classroom discussion to subjects related to the topics of concern in the course. They are responsible for holding the classes and giving final exams at the times and places approved for them, except as changes are authorized by the appropriate department head and dean. They are responsible for providing reasonable accommodation to students with documented disabilities, consistent with policies and procedures of the Center for Students with Disabilities (telephone 5-3104). It is also the responsibility of the faculty member to include in the course syllabus instructions on how students can learn prior to class time whether a class is cancelled because of weather conditions or for other reasons. See <http://www.uark.edu/admin/vcacsey/vcaa/policies.html>.

Faculty members are responsible for maintaining in the classroom an environment appropriate to academic endeavor and complying with the university statement on discrimination, adopted in 1983 and amended in the Fall of 1991: *The Campus Council of the University of Arkansas, Fayetteville, does not condone discriminatory treatment of students or staff on the basis of age, disability, ethnic origin, marital status, race, religious commitment, sex, or sexual orientation in any of the activities conducted upon this campus. Members of the faculty are requested to be sensitive to this issue when, for example, presenting lecture material, assigning seating within the classroom, selecting groups for laboratory experiments, and assigning student work. The university faculty, administration, and staff are committed to providing an equal educational opportunity to all students.*

Attendance Policy

(Faculty Senate, May 26, 1999)

Education at the university level requires active involvement in the learning process. Therefore students have the responsibility to attend classes and to actively engage in all learning assignments or opportunities provided in their classes. Instructors have the responsibility to provide a written policy on student attendance that is tied to course objectives included in a course syllabus. There may be times, however, when illness, family crisis, or university-sponsored activities make full attendance or participation impossible. In these situations students are responsible for making timely arrangements with the instructor to make up work missed. Such arrangements should be made in writing and prior to the absence when possible.

Examples of absences that should be considered excusable include those resulting from the following: 1) illness of the student, 2) serious illness or death of a member of the student's immediate family or other family crisis, 3) University-sponsored activities for which the student's attendance is required by virtue of scholarship or leadership/participation responsibilities, 4) religious observances (see UA Religious Observances policy), 5) jury duty or subpoena for court appearance, and 6) military duty. The instructor has the right to require that the student provide appropriate documentation for any absence for which the student wishes to be excused.

Grades and Exams

Faculty members are advised to note the terms of the "Grade Appeal Structure for Undergraduate Students" in which is implicit the assumption that instructors will include grading and make-up policies in the syllabus for the course or at the course web site, or announce such policies at the beginning of class meetings for each course.

Student appeal and grievance policy and procedures are available at <http://catalogofstudies.uark.edu/> for undergraduate students. See <http://www.uark.edu/gradinfo/grievance-final.htm> for graduate student procedures.

The grading system in use at the university is stated in the current catalog under the heading Grades and Marks, at <http://catalogofstudies.uark.edu/> A revised statement will be in effect for 2005-2006 and will appear in the catalog for that year.

The Campus Council has gone on record as "affirming the fundamental responsibility of instructors to inform students of their progress in courses as accurately and completely as possible." In meeting this responsibility, early progress grades are entered into the web-based facility by faculty at the end of six weeks for students in 1000- and 2000-level courses. Early progress grade reports are issued to students in the seventh week, as soon as possible following

submission by instructors, with the reports made available to deans' offices for advisors.

Each faculty member is expected to select appropriate times for the periodic examinations that are necessary or desirable during the course of the semester, but if examinations are to be given at times other than the regular class period, these times must be published in the printed schedule, included in the syllabus, and announced at the first class meeting.

A copy of the final examination schedule is included in the *Schedule of Classes*. Any final examination must be given at times specified in the schedule. Whenever extreme circumstances make necessary a deviation from the announced schedule, clearance for such deviation must be obtained in advance from the appropriate college dean and the Provost and Vice Chancellor for Academic Affairs. Consistent with Campus Council policy of 1989, it is the policy of the university to minimize student participation in extracurricular activities during the final examination period. No meetings, social activities, athletic events, or other extracurricular activities which require student participation will be scheduled on Dead Day or during the final examination period. Any exceptions to this policy must receive prior approval from the Provost and Vice Chancellor for Academic Affairs.

Final examinations in the summer term courses are to be given at the final scheduled class session.

Faculty members are responsible for entering final grades into a web-based facility consistent with procedures established by the Registrar's Office. A paper-based process is still in place for grade changes, with policy established by the Registrar's Office. See the grading system statement at <http://catalogofstudies.uark.edu/>

Campus Council policy (1978) provides that instructors for on-campus courses are to report final grades as soon as possible and no later than two working days following the end of the final exam period. Grades for off-campus courses are to be reported within four days following the exam.

Posting Grades

The Family Rights and Privacy Act of 1974, as amended, prohibits disclosure of personally identifiable education records to a third party without prior written consent. Accordingly, faculty should ensure that grade information posted or made available through graded papers left for collection in public places (such as offices or hallways) is not “personally identifiable.” The Department of Education Regulations for the Act define “personally identifiable” information as that data or information which includes (1) the name of the student, the student’s parent, or other family members; (2) the student’s address; (3) a personal identifier (such as a social security number or student number); or (4) a list of personal characteristics, or other information which would make the student’s identity easily traceable.

Office Hours

Faculty members are expected to keep regularly-scheduled office (or laboratory) hours each week during which time students may confer with them. The number of hours scheduled should reflect the teaching load and class enrollment of the faculty member. Office hours should be flexible enough to provide reasonable access to students who may have class conflicts. For example, office hours of (only) M-W-F, 9:30 to 10:20 a.m. eliminates access for those students who have class during that hour.

Records

Consistent with *Academic Policy 1480.10*, records and materials collected by faculty as evidence of student performance and learning are the primary source of data for the evaluation of students for grades. Members of the faculty are responsible for maintaining such records as part of their teaching responsibilities. Such records should be retained for two years following the assignment of final grades for all coursework, either by the faculty member or by the department in which the faculty member is appointed, in the event of the faculty member’s leaving the employment of the institution.

Religious Observances

(Campus Faculty, revised November 15, 1995)

Although Christian religious holidays are reflected to some extent in the academic calendar of the university, holidays of other religious groups are not. When members of other religions seek to be excused from class for religious reasons, they are expected to provide their instructors with a schedule of religious holidays that they intend to observe, in writing, before the completion of the first week of classes. The Schedule of Classes should inform students of the university calendar of events, including class meeting and final examination dates, so that before they enroll they can take into account their calendar of religious observances. Scheduling should be done with recognition of religious observances where possible. However, faculty members are expected to allow students to make up work scheduled for dates during which they observe the holidays of their religion.

Financial Benefit to Instructor from Student Materials: Conflict of Interest Resolution (*Academic Policy Series 1550.30*)

Each year with the beginning of a new appointment period, faculty members should review the policies and procedures on requiring material for use by students for which the instructor derives direct or indirect financial benefit and of the approvals and reports that are required.

Consistent with University of Arkansas Board of Trustees policy 450.1, full-time faculty and non-classified administrative staff members may engage in limited and specifically approved outside employment for compensation provided this employment does not interfere with the employee's duties (such as by creating a conflict of interest or commitment) and provided that the employee receives written approval from his or her department head and/or dean in advance of the employment. Similarly, employees planning to engage in outside employment must disclose by means of the appropriate form any relationships or activities which might give rise to conflicts, or the appearance thereof, with their duties, responsibilities or obligations to the University of Arkansas.

Faculty members who derive direct or indirect financial benefit from materials required to be used by their students are engaged in outside employment for compensation that constitutes a conflict of interest. Procedures required to address that conflict of interest are as follows.

Required Compliance Procedures

- Faculty members must disclose the conflict of interest in writing and obtain prior written approval from department chair and dean to require the purchase of their own proprietary materials by their students or to require the purchase of any other materials for which the faculty member receives compensation (including, but not limited to, publishers' incentive payments for text book adoption).
- The request for approval must include a description of the material(s) and a justification for their use.
- The request must state the provision made for disposition of revenues and royalties from the sales of the material(s). These revenues must be paid to a unit not related to or associated with the faculty member, but one that will benefit student welfare at the university.
- Consistent with the deadline for reporting Outside Employment (report to dean before September 15), faculty members must provide a satisfactory accounting of remuneration and disposition of revenues and royalties acceptable to their dean relative to materials required for student purchase during the preceding year.

Teacher and Course Evaluation

(Campus Council, Adopted March 14, 1985)

The Campus Council action reaffirmed the value of teacher and course evaluation by students, but significantly modified its implementation by recognizing that student evaluation of teaching effectiveness serves two related but distinctly separate objectives. The first relates directly to the instructor's own effort to teach effectively. The second pertains to administrative decisions regarding salary, promotion, and tenure. While evaluations by others—such as peers and recent alumni—are valuable, and their use is encouraged as a means of broadening the basis for judgment, the perceptions of current students are an essential consideration in any administrative review of teaching effectiveness. The new policy also makes clear that no one form [such as the Purdue form] or procedure is suitable for all classes, and one form may not be equally appropriate for realizing both objectives. The policy adopted by the Campus Council specifies the following:

1. That each department faculty adopt a formal procedure whereby each student in each class has the opportunity to submit a written critique to the instructor for the instructor's self-evaluation. If maximum benefit is to be realized, students must be assured that their comments are for the instructor, alone, and will be reviewed by others only if the instructor releases them for such review;
2. That each department faculty adopt a formal procedure or procedures which will ensure that the perceptions of current students are duly considered when teaching effectiveness is evaluated in making decisions regarding salary, promotion, and tenure. [The Purdue evaluation form is used for this purpose at the university.] Perceptions may be obtained from student comments released by the instructor, from the Purdue results, from narrative statements, from exit interviews conducted by someone other than the instructor, or from some combination of these alternatives. All evaluations for administrative purposes, including those released by the instructor as in (1) above, must be administered by a person or persons designated by the department in which the course is offered (rather than by the instructor), and in accordance with procedures which ensure the integrity of the process.
3. That the dean of each college or school shall be responsible for the adoption and implementation no later than Spring, 1986, of the forms and procedures described in (1) and (2) above. The forms and procedures adopted by each department will be made available to instructors and students.

Note: Most colleges and schools at the University of Arkansas use the Purdue Teaching and Course Evaluation System. Forms are provided early in each semester to allow faculty to select evaluation items for each class. Some core items are identified by the university and by each school and college. Late in the semester, evaluation forms are generated for each class. Evaluation forms are

distributed to and collected from classes by someone other than the instructor and collected for processing by Computing Services. In the following term a computerized summary of responses is provided to faculty along with the original evaluation forms. Faculty teaching in summer terms make their selection of items during the spring semester for forms delivered in the summer. See Academic Policy 1405.15 at the web site, http://www.uark.edu/admin/vcacseay/AcaPolicySeries/academic_policies.html.

Teaching Resources and Development Opportunities

- Teaching and Faculty Support Center (TFSC)
The TFSC at the University of Arkansas was established in 1992. Representing a part of the university's commitment to excellence in teaching, the center provides a central facility to assist faculty, teaching assistants, and departments in the continued improvement of learning and teaching. It functions as a resource clearinghouse for addressing instructional issues. The address of the center is 241 North Buchanan Avenue, telephone 575-3222. For more information, visit the web site at: <http://www.uark.edu/misc/tfscinfo/>
- Teaching Academy
The Teaching Academy is an honorary society for outstanding teachers that advocates and represents teaching interests as well as sponsoring events such as a fall workshop on teaching. For more information, consult the web site at <http://www.uark.edu/studorg/uateach/>.

Student Conduct Policies

- Academic Integrity – Term Paper Assistance
(*From Campus Council action of March 26, 1987*)
The use of the services of “term paper assistance” companies is a violation of university policies on academic integrity. Student submission of such research or term papers to meet requirements of any class or degree program is expressly prohibited and constitutes academic dishonesty. Any violation of this prohibition will automatically result in both punitive action by the instructor (e.g., the award of a grade of “F” for the course) and a referral of each violation to the All-University Judiciary Committee for its consideration.
- Academic Honesty
The University of Arkansas, Fayetteville, presents this policy as part of its effort to maintain the integrity of its academic processes. Academic honesty should be a concern of the entire university community, and a commitment to it must involve students, faculty members, and University administrators.

Students must understand what academic integrity is and what the most common violations are. With that understanding, they must commit academic behavior.

Public support and encouragement of the faculty is a second critical component necessary to strengthen academic integrity on campus. Faculty members must be continually vigilant in the management of their classes, their assignments, and their tests. To see the entire policy text and provisions, please visit the web site at <http://catalogofstudies.uark.edu/>

Academic Support and Related Services for Students

Support services for students include many services directly related to performance in the classroom and laboratory, some of which are identified below.

- The Career Development Center provides a comprehensive career development program with career advising sessions, a career decision-making course, job-search workshops and individual assistance with resume preparation, job interview skills and placement services. For more information visit <http://career.uark.edu/>
- The mission of the Enhanced Learning Center (ELC) is to foster the intellectual development of the community of student scholars at the University of Arkansas. In collaboration with faculty, students and staff, the ELC provides programs and services to support every student's academic pursuit. For more information visit <http://elc.uark.edu/>
- The Language Learning Center (LLC) is an audio/visual center designed to serve and support all students enrolled in language courses in the Department of Foreign Languages. This particular lab is set up with 18 networked computers that support state-of-the-art class assignments throughout each semester. Additional equipment and materials include tape recorders and USB microphones to support online or offline oral/aural activities, DVD and VCR players, a reservable smart room with Satellite, DVD, Video and Videodisc players, and 20 wireless Macintosh computers to support in-class chat-room and multimedia-based activities. Other portable equipment such as overheads and CD/tape players is available for teaching activities. This lab also supports innovative language learning activities in undergraduate and graduate level courses that include web and video development. Web development, graphics editing and video editing software, scanners, digital video cameras and CD and DVD burners are available to enhance the knowledge of our students in terms of either designing, developing and teaching with technology, or using and developing technology with the target language as the foundation of the material developed. For more information on the center and its available materials visit <http://www.uark.edu/depts/flaninfo/lab.html>.
- The Math Resource and Tutoring Center provides tutoring from 9 a.m. to 3 p.m. weekdays in the Science and Engineering Building for students in pre-

college and college algebra, survey of calculus, calculus I and II, finite math, and trigonometry. For more information visit <http://mrtc.uark.edu/>

- Since 1984, the Quality Writing Center has been a free consulting service for students, faculty, and staff from all schools and colleges on campus and serves as a resource for any type of writing project. Our primary goal is to help those who come to the center become more competent and self-confident writers. We teach all aspects of writing from organization, coherence, and clarity to punctuation, grammar, usage, and style, and we work at all levels from teaching basic writing skills to helping with research papers, theses, and dissertations to consulting with faculty on writing-related issues. We do not, however, proofread or edit papers. We are located in Kimpel Hall 315 and 319 and in the Enhanced Learning Center in Gregson Hall. For more information visit www.uark.edu/write.

For a more complete guide to student support services provided by Student Affairs, see the Faculty Guide to Student Affairs at <http://studentaffairs.uark.edu/Faculty%20Guide.pdf>
<http://studentaffairs.uark.edu/Faculty%20Guide>.
<<http://studentaffairs.uark.edu/Faculty%20Guide.pdf>>pdf.

Academic Advising of Undergraduate Students (Academic Policy Series 1550.20)

Academic advising is a process, ideally one of continuity and mutual commitment by both students and faculty. In addition to helping students plan course schedules, advisers use the medium of a curriculum to assist students in their intellectual, ethical, personal, cultural, and social development. Advisers also help students explore academic options and personal goals and the relationship of these to the practical world of work. Academic advisers supplement, reinforce, and help interpret and apply information for which students are themselves responsible, such as that in the *Catalog of Studies*.

Advising support will include information provided by offices such as the Registrar's Office and made available to students by means of mailings, electronic mail, and web sites. Advising procedures may vary among schools and colleges, but all students should be provided information regarding the following things (among others):

- admission status and test scores and their relationship to required remedial courses or eligibility for honors programs and classes
- registration (including procedures for priority registration and withdrawal from classes)
- academic policies and regulations, including appeal processes
- university and college requirements
- course and other requirements in the student's major

- career opportunities related to the student's major
- referral to support services including tutoring, career planning services, services for students with disability, counseling services, and other services for students in need of assistance with any aspect of their university life
- Application for degrees and commencement activities

It will be the responsibility of the department and college to assist faculty and staff assigned to academic advising duties, which include the following:

- keep timely and thorough records to chart academic progress toward graduation and to maintain the continuity of the advising process
- provide extended office hours during registration periods
- initiate contact with students as needed regarding early grade reports, priority registration, academic standing, and degree audit (graduation requirement) information
- respond in a timely way to advisee needs
- be sensitive to the diversity of students and related issues
- be aware of the special needs of college-age students
- serve as a resource--and student advocate, as appropriate—for advisees
- provide special time and assistance to first-year students
- be available to meet with prospective students to provide information and assist with their transition to the university

The number and kinds of advising duties assigned to faculty members and staff will be reflected in their workload assignments, and their accomplishments and those of their students reflected in their merit evaluations. Training and developmental opportunities will be made available to faculty and staff assigned to advising duties. Awards for outstanding advising will be developed commensurate with those for teaching, research, and other service assignments. The institution will establish a continuing process for the monitoring and identification of issues related to advising and the design of solutions. Those involved in the everyday practice of advising students will have a key role in this process through the Academic Advising Council.

Research, Scholarship, and Creative Activity

Tenured and tenure-track faculty members are expected to engage in research, scholarship or other creative activity as a substantial part of their assigned work at the university. Depending upon the unit, this effort can be up to 50 percent or more of the academic year assigned workload and 100 percent of the summer assigned workload. The activity is expected to result in work products and recognition of the effort by such indicators as invited presentations or shows, publication of articles and books, invitations to join prestigious societies, and other recognition appropriate to amount and quality of activity as evaluated by peers. Consistent with the vision of a student-centered institution, faculty

members are expected to provide for active involvement by students in their research, scholarship, or other creative activity.

Faculty members who engage in research, scholarship or other creative activity are responsible for determining and complying with university regulations that apply to their activities—such as govern the preparation and approval of proposals for funding, the amount of time which may be spent on consulting, the treatment of human or animal subjects of experiments, the use of biohazards including human pathogens, the reporting of outside income, conflict of interest, and computing activities. They are responsible for determining that laboratory procedures, including modifications for facilities and installation of equipment, conform to university regulations. Activities on university property or time should be appropriately scheduled and approved. Faculty who travel from the campus to engage in research, scholarship or other creative activity should comply with university policies regarding absence from work.

Faculty must be aware that the U.S.A. Patriot Act can have an effect on scholarship, particularly with certain international scholars and students.

Resources and policies related to research and creative activity are identified below.

Financial Disclosure for Sponsored Programs

(An addendum to the Conflicts of Interest and Commitment Policy; Campus Council, October 26, 1995)

Beginning October 1, 1995, federal regulations require that the university manage, reduce, or eliminate any actual or potential conflicts of interest that may be presented by a financial interest of a principal investigator or project director of a sponsored project. Accordingly, the University must require that investigators and project directors disclose any significant financial interest that may present an actual or potential conflict of interest in relation to a sponsored project. The federal regulations also require that such a disclosure be made before submitting a sponsored project proposal, or, if a significant financial interest develops after a proposal submission or issuance of award, when such significant financial interest comes into existence. In order to comply with these new federal requirements regarding sponsored project proposal submissions, the University of Arkansas, Fayetteville, has established this policy and the Investigator Financial Disclosure Policy Summary form. See the full text of this addendum to the Conflicts of Interest and Commitment Policy at the research and Sponsored Programs web site.

Institutional Animal Care and Use

(Campus Council, April 11, 1996)

The university endorses and supports the responsible use of animals in research and teaching. The policy of the University of Arkansas, Fayetteville, regarding

animal care and use applies to all research and teaching using live vertebrate animals conducted at the university campus, or by university faculty, staff, or students when acting as representatives of the University at off-campus locations. In addition, it has been adopted by the University of Arkansas Division of Agriculture for application to all research and teaching using live vertebrate animals conducted at the Agricultural Experiment Station, or by individuals acting as representatives of the Agricultural Experiment Station at off-site locations. This policy does not apply to services provided by the Cooperative Extension Service of the University of Arkansas Division of Agriculture. In addition, this policy does not apply to research and teaching using human subjects, the oversight of which is the duty of the University Institutional Review Board. See the full text of the policy at the web site of Research and Sponsored Programs.

Human participants, radioactive substances, biohazardous materials, and toxic substances are additional research areas covered by policy and procedures that can be accessed at the web site for Research and Sponsored Programs.

University Libraries

The library system of the University of Arkansas, Fayetteville, is composed of the David W. Mullins Library (the main research facility) and four branch libraries: the Robert A. and Vivian Young Law Library, the Fine Arts Library, the Chemistry Library, and the Physics Library.

Besides the collection of approximately 1.7 million books and more than 24,000 journals, other resources provided include electronic databases, maps, microforms, audio/visual recordings, music scores, and original manuscripts. The University Libraries maintain membership in the Greater Western Library Alliance (GWLA), Center for Research Libraries (CRL), Council on Library Information Resources (CLIR), Amigos Library Services, and ARKnet.

The Libraries' records are computerized on the InfoLinks library system <http://library.uark.edu/screens/opacmenu.html> and can be accessed and searched from computers within the library as well as from computers anywhere in the world via modem or network connection. A wide variety of services such as interlibrary loan, document delivery, and specialized indexing, abstracting, and full-text databases are provided through the Libraries' home page <http://libinfo.uark.edu/>. Anyone with valid university identification may check out materials. The initial loan period for books is sixteen weeks for all students, staff, and faculty; other circulation policies are available at the Circulation Desk or through the library home page <http://libinfo.uark.edu/circulation/circpolicies.asp>. From the library home page, students and faculty may also renew library materials and request holds electronically by using an assigned PIN number to access their circulation record <http://library.uark.edu/patroninfo/>. The Reference Department assists faculty and students in locating and using library materials, including the numerous electronic databases available. Librarians also offer

lectures to faculty on new databases and other resources, as well as lectures on research methods to classes upon request.

The Libraries' Special Collections <http://libinfo.uark.edu/specialcollections/> acquires and preserves materials for research in the history, literature, and culture of Arkansas and surrounding regions. Scholars have access here to a rich assortment of books, pamphlets, periodicals, photographs, maps, and original manuscripts to support their work.

For information concerning collections and services, as well as information on viewing rooms, reserve policies, and book and journal ordering procedures, please inquire at (479) 575-4104. For inquiries regarding seminar rooms, faculty studies, laptops, gifts and donations, or any other library matter, please call the Dean's Office (479) 575-6702.

Research and Scholarly Misconduct Policies and Procedures

The University of Arkansas is committed to integrity in research and scholarly activity. *Research and Scholarly Misconduct Policies and Procedures* apply to all research and sponsored programs, whether they are unfunded, funded by the university, or have extramural funding from state, federal or private agencies. These regulations govern the preparation and approval of proposals for funding, the process of conducting research, presentation or publication of results, and the treatment of human or animal subjects of experiments. All individuals who may be involved with an ongoing research project or with a project for which an application has been submitted are governed by these policies. These policies apply to any person paid by, under the control of, or affiliated with the university, such as administrators, faculty, scientists, trainees, technicians and other staff members, students, fellows, guest researchers, or collaborators at the University of Arkansas. See the full text of the *Research and Scholarly Misconduct Policies and Procedures* at the web site for Research and Sponsored Programs.

Research and Sponsored Programs, Office of

This office provides information regarding the responsible conduct of research and compliance with policy regarding research, funding sources, grant proposal preparation and submission, and a variety of related services. Consult their web site for further information, <http://www.uark.edu/admin/rsspinfo/>.

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Attendance at Commencement

At least half of the faculty members from each college, as determined by the dean, are expected to be present and to take part in the academic procession, unless excused by the Provost and Vice Chancellor for Academic Affairs. The wearing of appropriate academic regalia is required at such functions. Faculty

members who do not own academic regalia may rent them through the University Bookstore.

Children, Other Family Members, or Friends in the Workplace
(From *Fayetteville Policies and Procedures 732.0, February 15, 2003*)

It is university policy that only those providing or making use of university programs and services should be on campus regularly or routinely, except as bona fide visitors. Consequently, neither employees nor students should have family members, including children, or friends as a regular presence in their workplace or classrooms and other areas of instruction, including laboratories. Exceptions should only be made in response to special circumstances for short periods of time and must be approved by the employee's supervisor.

Code of Computing Practice

Computing resources are provided by the University of Arkansas to enhance teaching, research, service, and the activities which support them. The University of Arkansas is committed to a computing system which effectively meets the needs of users. Individuals who are granted computing accounts or use computing resources at the University of Arkansas accept responsibility with such access. Each user is expected to use accounts or resources within the university-approved educational, research, or administrative purposes for which they are granted. Activities beyond these stated purposes are strictly prohibited. The code of computing practices for the university with which faculty members are expected to comply is available at the Computing Services web site. Violations of this code will be reviewed through established university judicial and administrative procedures. Actions to restrict computer usage may be challenged through the same procedures. See the code at <http://www.uark.edu/compserv/npp/policies/code.html>.

Conflicts of Interest and Commitment
(*Campus Council, February 13, 1992*)

University employees need to be sensitive to the possibility that outside obligations, financial interests, or employment may affect their responsibilities and decisions as members of the university community. Involvement of university employees in outside activities, both public and private, often serves the interests of the individual, university, and general public. Participation of individuals in activities outside the university is encouraged to the extent that they do not interfere with the mission of the university in preserving, generating, and disseminating knowledge.

University employees may be faced with situations that conflict with their obligations, responsibilities, and decisions related to the mission of the university. These conflicts can generally be categorized as conflicts of interest and conflicts

of commitment. Conflicts of interest are situations in which university employees may have the opportunity to influence university administrative, business, or academic decisions in ways that could lead to personal gain, give improper advantage to self or others, or interfere with the preservation, generation, or public dissemination of knowledge. Conflicts of commitment are situations in which university employees' time and effort given to outside activities and interests interfere with their obligations and responsibilities to the university. Conflicts of interest and commitment are not necessarily unwarranted, unethical, or illegal. Furthermore, conflicts of interest and commitment are not always avoidable. The failure to disclose situations that have the potential for or involve actual conflicts of interest or commitment, however, may be unethical and/or illegal.

See the full text of the *Conflict of Interest and Commitment* at the Research and Sponsored Programs web site,

<http://www.uark.edu/admin/rsspinfo/compliance/conduct/index.html>.

To download and print the form for prior approval of outside employment and the form for disclosure of potential conflict of interest and commitment, see the web site for Fayetteville Policies and Procedures 404.0,

<http://www.uark.edu/admin/vcfainfo/policyprocedures/facstaff.htm>.

Outside Employment

Prior approval by department head and/or dean is required in order for any full-time faculty and non-classified administrative staff member to engage in outside employment. Such employment for compensation is authorized by Board of Trustees policy 450.1 provided this employment does not interfere with the employee's duties (such as by creating a conflict of interest or commitment) and provided that the employee receives written approval from his or her department head and/or dean in advance of the employment. Similarly, employees planning to engage in outside employment must disclose by means of the appropriate form any relationships or activities which might give rise to conflicts, or the appearance thereof, with their duties, responsibilities or obligations to the University of Arkansas.

Professionally-Related Public Service

Faculty who perform professionally-related public services should comply with university policies concerning absence from work. They should schedule off-campus activities in such a way as to allow sufficient time on campus to perform their assigned duties. Faculty assigned to public service duties should ensure that all activities and programs for which they are responsible are conducted in accordance with university regulations.

Workload Assignment

The work of the university faculty in teaching, research and creative activity, administration, and service is professional in character and does not, therefore, conform to an exact pattern such as the eight-hour day or the forty-hour week. However, so that there may be consistency, equity, and some basis for judgment of work loads and assignments and for comparison with other institutions and state agencies, the standards summarized here will be used. The basic element of faculty work assignments is a work unit, which is based on the contact and preparation time for one class hour (50 minutes) per week for a semester of an equivalent amount of time for other kinds of scheduled activity. Included for each of these work units is the classroom contact time, the time for class preparation, grading, office hours and other work with students outside class. A minimum of twelve work units per semester constitutes the typical work assignment of a full-time faculty member. However, individual work units will vary considerably in nature (if not, theoretically, in number). Work assignments typically include assigned teaching and advising, research/scholarly/creative activities, and service or administration, in varying proportions.

Faculty members are typically expected, as part of their university service as full-time faculty members, not only to teach, to take part in research, scholarly and/or creative endeavors, and to perform academically related and public service, but also to take part in advising students, serving on committees, and maintaining currency in teaching and research disciplines through professional development activities. Such activities are considered a normal part of the duties of full-time faculty, along with those activities directly linked to a particular class, and constitute a necessary part of such a work assignment. However, work units may be earned for work done beyond the minimum in any of these areas, as well as for instruction and administration. Work units are only earned for assigned responsibilities, not for work and activities undertaken at the initiative of the faculty member.

A position on the staff of the university is considered to be a full-time undertaking unless it is specifically designated as part-time, and each person is expected to perform adequately the duties assigned to him or her. Any departure from a work schedule normal for the tasks assigned should receive approval from the appropriate department head and dean in advance.

Policy and Regulations

One additional faculty responsibility is to know and follow the policies and regulations of the state, the university, and their college or school. As not all policies related to faculty service and responsibilities can be collected and duplicated in one place, faculty should be aware not only of such information provided in the *Faculty Handbook* but should also be familiar with, or know how to consult, the following major policies and policy series for information on policies that apply to faculty members:

Academic Policy Series

http://www.uark.edu/admin/vcacsey/AcaPolicySeries/academic_policies.html

Board of Trustees policies

<http://www.uark.edu/admin/vcfainfo/systempp/systemindex.html>

Catalogs

<http://catalogofstudies.uark.edu/>

College and school personnel documents

(Consult with the department chair or dean regarding the school or college personnel document).

Fayetteville Policies and Procedures

<http://www.uark.edu/admin/vcfainfo/policyprocedures/ppindex2.html>

Schedules of Classes

<http://www.uark.edu/classes/soc.html>

Section III

POLICIES GOVERNING FACULTY SERVICE

Policies governing faculty service fall into several categories. Five of particular importance address such matters as evaluative criteria, standards, and procedures for appointment, promotion, tenure, annual review, post-tenure review, non-reappointment, and dismissal of faculty. They are the following:

Appointments, Promotion, Tenure, Non-Reappointment, and Dismissal of Faculty, Board of Trustees Policy 405.1 (revised October 2, 2001)

<http://www.uark.edu/admin/vcfainfo/systempp/systemindex.html>

Evaluative Criteria, Procedures and General Standards for Initial Appointment, Successive Appointments, Annual and Post-tenure Review, Promotion and Tenure (revised August 1, 2003)

<http://www.uark.edu/admin/vcacsey/vcaa/policies.html>

University and Distinguished Professors (Campus Faculty, November 2, 1989)

<http://www.uark.edu/admin/vcacsey/vcaa/policies.html>

Faculty Grievance Procedure (revised August 20, 2001)

<http://www.uark.edu/admin/vcacsey/vcaa/pdf/PROCEDURE.pdf>

Retrenchment (Board Policy 405.5)

<http://www.uark.edu/admin/vcfainfo/systempp/systemindex.html>

Personnel documents of the colleges and schools also address these matters:

Bumpers College of Agricultural, Food and Life Sciences

<http://www.uark.edu/depts/dbcafls/admin.html>

Fulbright College of Arts and Sciences

<http://www.uark.edu/~arsc/info/personneldocs.html>

College of Education and Health Professions

<http://www.uark.edu/depts/coehp>

Walton College of Business (password required)

<http://intranet.waltoncollege.uark.edu>

University Libraries

<http://libinfo.uark.edu/webdocs/humanresources/facpersonnel.doc.pdf>

Appointment Periods and Compensation

Faculty are usually appointed for a nine-month period, although faculty and administrative personnel may be appointed for a twelve-month period, depending upon the needs of the unit concerned or the nature of the research or administrative work being done. The appointment period for nine-month employees is the academic year. The beginning and ending dates for nine-month appointment are available for the next five years in Academic Policy 1200.20, The Academic Calendar, available at the policy series web site

http://www.uark.edu/admin/vcacsey/AcaPolicySeries/academic_policies.html. The appointment period for twelve-month employees is from July 1 to June 30, inclusive, which corresponds to the university's fiscal year. Nine-month employees are paid a one-half month salary for August, one-ninth of the nine-month salary at the end of each month from September through April, and the remainder at the end of May. Twelve-month employees are paid one-twelfth of their annual salary at the end of each calendar month. Nine-month employees (on one-half time or greater appointments) may receive their annual salary on the basis of twelve equal installments, provided that no monthly installments shall commence earlier than the first day of the month in which the employee begins work.

Deductions from salary payments will include some or all of the following: federal and state income taxes, employee Medicare and OASDI taxes, payments to retirement plans, medical insurance premiums, dental insurance premiums, and deductions for the flexible medical spending account. Employees choose some deductions and some withholding amounts. Each employee is informed of the amounts withheld and for what purposes they are withheld by means of a monthly earnings statement.

In special circumstances certain categories of employees may earn additional pay for additional work as outlined in Fayetteville Policy and Procedures 407.0, Extra Compensation Policy. See <http://www.uark.edu/admin/vcfainfo/policyprocedures/facstaff.htm>

Faculty members on nine-month appointments may be appointed to teach during the summer. The salary rate for a full-time teaching load (six hours or its equivalent) during one summer term of five or six weeks is an amount equal to 15 percent of the individual's previous nine-months salary. Compensation for appointments for periods other than a five or six week term will be on a prorated basis. While nine-month teaching personnel do not ordinarily teach both terms of the summer session, they may be appointed to do so with the recommendation of the dean of the school or college. Employees on nine-month appointments will be compensated for any summer research employment on a basis proportionate to the salary of the previous nine months. For example, full-time summer employment for the entire period between the ending of the previous nine-month period and

the beginning of the following nine-month period will be compensated by an amount equivalent to 33 1/3 percent of the previous nine-month's salary, and part-time employment will be at a proportionate rate.

If a nine-month employee is assigned to a twelve-month position with the same title and duties, the twelve-month salary will be 1.25 times the nine-month salary. In the event an employee on a twelve-month appointment is assigned to a nine-month position with the same title and duties, the nine-month salary will be 80 percent of the twelve-month salary, consistent with Board of Trustees policy 435.1.

Employment Periods

(From Board Policy 405.4, revised September 18, 1998)

Administrative Employees

The President of the University shall serve at the pleasure of the Board of Trustees. The vice presidents, members of the system staff, and the chancellors shall serve at the pleasure of the President. Vice chancellors, associate vice chancellors, and assistant vice chancellors shall serve at the pleasure of their appropriate chancellors, unless otherwise provided by contract. Termination of employment in such positions shall be effected by a notice, in writing, of thirty days in advance thereof.

Faculty Employees

1. Faculty members who have been awarded tenure, heretofore or hereafter, have a right to continuous employment except for dismissal for cause (according to the procedures in Section IV.C of Board Policy No. 405.1), or for termination in the event of demonstrably bona fide financial exigency, reduction or elimination of programs, retirement, or resignation.
2. Faculty members in tenure-track positions (assistant professor, associate professor, professor, distinguished professor, and university professor who have not yet been awarded tenure, heretofore or hereafter, may be terminated effective at the end of a year by a written notice, given in advance, according to the following schedule of time: in the first year of his or her employment, not less than 90 days before the employment ceases; (b) in the second year of his or her employment, not less than 180 days before the employment ceases; and (c) not later than twelve months before the expiration of the employment after the employment has continued for two or more consecutive years. "Year" will be either a fiscal year (July 1 through June 30 next) or an academic year (fall and spring semester of the same fiscal year). For purposes of (c) above, the employment for the last year shall be for an academic or fiscal year according to the employment period previously served by the

individual. These termination notice periods are those specified under IV.B., "Non-Reappointment," in Board Policy No. 405.1. In addition to termination as outlined here, these employees may be dismissed for cause, or terminated in the event of demonstrably bona fide financial exigency, reduction or elimination of programs, retirement, or resignation, pursuant to Board Policy No. 405.1.

3. Faculty members and other academic employees in positions for which tenure may not be awarded (part-time faculty in the ranks of assistant professor, associate professor, professor, distinguished professor, and university professor; clinical, research, adjunct, and visiting faculty; research associates and research assistants; graduate associates, graduate assistants, instructors; assistant instructors; master lecturers; and lecturers) may be terminated at any time, or dismissed for cause under the procedures of Board Policy Termination is effected through the giving of a notice, in writing, of that action at least sixty days in advance of the date the employment is to cease.

Staff Employees

All staff employees of the university, whether full-time, part-time, extra help, or otherwise, may be terminated at any time or be dismissed for cause under university procedures. Termination is effected through the giving of a notice, in writing, of that action at least thirty days in advance of the date the employment is to cease.

Student and Hourly Employees

Student and hourly employees are hired to work at the pleasure of the university and, therefore, may be terminated at any time without notice.

Resignation of Employment

(Board Policy 405.3, revised March 9, 1984)

A faculty or staff member has a duty to give early notice of his or her resignation, including the effective date of the resignation. Notice shall be given in writing to the administrative head of the department to which the individual is assigned. A copy of the letter of resignation, together with the recommendation of the administrative head of the department, shall be forwarded immediately to the dean/director for acceptance or rejection. The dean/director shall give written notice of acceptance or rejection to the employee within five working days of receipt of the letter of resignation. When the written acceptance of the resignation is forwarded by the dean/director to the individual submitting his or her resignation, the resignation becomes final and cannot thereafter be withdrawn. A copy of the letter of resignation and the acceptance shall be forwarded to the Chancellor of the campus.

Retirement

For information on the University of Arkansas Retirement Program see BOT policy 425.5

<http://www.uark.edu/admin/vcfainfo/systempp/systemindex.html> >. See Fayetteville Policies and Procedures 412.0 for information on retirement privileges <http://www.uark.edu/admin/vcfainfo/policyprocedures/4120.pdf> >.

Lump Sum Terminal Pay

(Universitywide Administrative Memorandum 440.4, revised March 7, 1980

When an individual ceases to be an employee of the University, any unused annual leave as of his/her last duty date shall be liquidated by a lump sum payment not to exceed thirty working days, inclusive of holidays. Accrued unpaid leave shall be calculated as follows: divide the annual salary rate (or twelve times the monthly salary rate) by 260 to obtain the daily rate; multiply the daily rate by the number of days of accrued unpaid leave (to a maximum of thirty days). This shall be the amount of lump sum payment due for unused leave. Final payment shall include all monies due up to and including the last day of work, which shall be the employee's date of termination. The position being vacated may be filled on the day following the date of termination, provided all aspects of the University's Affirmative Action and Equal Employment Opportunity Plans have been met.

Emeritus Status

(Board Policy 475.1, revised June 16, 1989)

Eligibility for Emeritus Status

In recognition of distinguished service to the University of Arkansas, retiring employees may be awarded emeritus status at the rank or title held at the time of retirement. In order to be considered for emeritus status, an individual must be appropriately recommended and meet at least one of the following conditions:

1. The retiring individual is age 65 or older and has at least five years of continuous service with the University.
2. The retiring individual is age 62 or older and has at least 10 years of continuous service with the University.
3. The retiring individual has at least 20 years of continuous service with the University.

Procedures for Awarding Emeritus Status

In order for emeritus status to be conferred by the Board of Trustees, the individual must be recommended by the chief executive officer of the campus or unit. The President will recommend the final list of individuals to receive emeritus status. Emeritus status will normally be conferred once each year by the Board of Trustees effective on July 1 for those individuals who have retired prior to that date. The President will receive

recommendations no later than February 15, or such other date as may be specified, from the chief executive officer of the campus or unit.

Privileges of Emeritus Status

Emeritus status entitles the recipient to the following privileges:

1. Presentation of a certificate or resolution appropriate for framing;
2. Use of the title;
3. Continued campus faculty membership status for those with faculty rank, but without vote in the campus faculty governance body,
4. Inclusion in the campus directory, catalog, and other listings of campus faculty/staff;
5. Use of the library;
6. Eligibility to purchase a faculty/staff parking decal;
7. Faculty/staff admission to campus activities and
8. Waiver of fees for enrollment in University courses on a space available basis.

Responsibility of Recipients of Emeritus Status

Emeritus employees are expected to assist and support the University in their areas of competence, particularly in an advisory capacity, when requested to do so. See also Academic Policy 1475.10

http://www.uark.edu/admin/vcacsey/AcaPolicySeries/academic_policies.html

Outside Employment of Faculty and Administrative Staff Members for Compensation

(Board Policy 450.1, revised September 26, 1997)

While emphasizing the fact that full-time faculty and non-classified administrative staff members of the University are obligated to devote their working time and efforts primarily to University activities, the University recognizes that a limited amount of outside work for private compensation may be advantageous to all concerned. Deans, department heads, directors, vice chancellors, chancellors, vice presidents, and the president are included as administrative staff. Such persons are, therefore, encouraged to engage in outside employment which will affirmatively contribute to their professional advancement or correlate usefully with their University work. This employment shall not interfere in any substantial way with the employee's University duties nor conflict with his/her University assignments. Written approval from the department head and/or dean shall be obtained in advance of such outside employment. Each dean or similar officer shall keep records on outside employment by personnel in his/her college or administrative unit. The report should include actual time spent during the reporting period. Such records shall be reviewed by the appropriate administrator and submitted to the Chancellor or Vice President for Agriculture by September 30 of each year and such records shall be reviewed periodically by the appropriate administrator. The

employee shall always make it clear the outside employment is his/her own responsibility and that in it he/she does not act as an agent or representative of the University. University facilities or property shall not be used except with permission of the department head or dean, and the payment of appropriate fees may be required.

Extra Compensation and Overload

(Universitywide Administrative Memorandum 440.2, revised August 7, 1995)

Purpose

In accomplishing its mission, the University's greatest resource is its personnel. The purpose of this policy is to provide flexibility, within appropriate guidelines, in order to permit the most effective use of the time and talents of University personnel.

Assumptions

1. The salary of a full-time employee of the University is intended as compensation for all regularly assigned activities performed for or in the name of the University.
2. An employee may be called upon from time to time to perform additional tasks over and above regularly assigned duties for which he or she may receive extra compensation.

Restrictions

1. An employee must be certified by his or her dean or supervisor as working a full load in addition to the activity for which extra compensation is being recommended.
2. The work for extra compensation shall not interfere with the regular duties of the individual, as certified by the dean or supervisor.
3. The request for extra compensation should be approved by the dean or equivalent officer in advance of performance of the work.
4. Federal funds may not be used to pay extra compensation unless specifically authorized by the sponsoring agency.
5. Extra compensation for an individual must be consistent with any applicable state and federal laws and regulations and with any applicable accreditation standards or criteria.
6. Extra compensation must not result in a conflict of interest.
7. University funds will not be used for extra compensation for speeches, public appearances, etc., which are civic, public relations, or development activities.
8. University funds will not be used for extra compensation for such scholarly activities as research, research consultation and collaboration, or creative works considered part of normal faculty duties.

9. The institutional policy that an employee may not through extramural funding achieve a raise in his or her base annual salary is here reaffirmed.
10. An employee's total compensation, for a year or for a month, including extra compensation, shall not exceed the maximum salary as provided in applicable state statutes. A change of title will not be approved in order to pay an individual above his/her existing line item maximum.
11. Full-time employees may teach for extra compensation with preparation for and time in class falling outside their regular work schedules.
12. Senior administrators, as defined by the Chancellor, shall not be eligible for extra compensation for teaching a class or performing other duties for the University.
13. Stipend for extra compensation must be authorized to be paid at the regular payroll period for the time period in which it is earned.

Procedure

1. Each campus or unit within the University of Arkansas shall establish procedures to receive recommendations for extra compensation. Each campus or unit will monitor extra compensation for conformity to the requirements of this Administrative Memorandum. Each Chancellor or equivalent officer shall approve each request for extra compensation. Information regarding extra compensation shall be maintained for an annual report.
2. The maximum amount which may be paid to an employee is twenty (20) percent of his/her annual salary, in accordance with restriction number ten (10).
3. Exceptions to the provisions of this policy will require the approval of the President.

See <http://www.uark.edu/admin/vcfainfo/policyprocedures/ppindex2.html> Fayetteville Policies and Procedures 407.0 for complete campus guidelines and restrictions and the reporting form.

Nepotism

(Board Policy 410.1, revised June 9, 2000)

The University recognizes that potential conflicts of interest may exist when members of the same immediate family are employed by the University, particularly in the same department, unit, or division. To avoid conflicts of interest which may result from such employment, immediate family members should not participate in decisions to hire, retain, promote or determine the salary of the other. It is the responsibility of the President, each Chancellor, the Vice President for Agriculture, the Director of the Criminal Justice Institute, and the Director of the Arkansas Archeological Survey to assure that one immediate family member shall not have direction or supervision of the other and shall not participate in decisions to

hire, retain, promote or determine the salary of the other. Exceptions to this policy may be made in writing with justification by the President, each Chancellor, the Vice President for Agriculture, the Director of the Criminal Justice Institute or the Director of the Arkansas Archeological Survey. Exceptions involving immediate family members of a Chancellor, the Vice President for Agriculture, the Director of the Criminal Justice Institute or the Director of the Arkansas Archeological Survey shall be made by the President. For purposes of this policy, "immediate family member" shall mean an employee's spouse, children of the employee or his or her spouse, and brothers, sisters, uncles, aunts, nieces, nephews, or parents, whether by blood or marriage of the employee or his or her spouse.

This policy is supplementary to any provisions of applicable law.

Political Activity

(Board Policy 465.1, adopted March 7, 1975)

University employees, as citizens, have the right to engage in political activity. However, no employee may involve the institution's name, symbols, property, or supplies in political activities. An employee who intends to seek public office or to assume a major role in a political campaign is obligated to discuss his plans with his supervisor. If the supervisor determines that the activity will impinge to any extent upon the full discharge of the employee's responsibilities to the University, the plans must be reviewed through regular administrative channels to the President's Office for a determination of workload and salary adjustment. Involvements which require part or full-time services, and for which more than token compensation is received, will require reduction of workload and pay, leave of absence, or resignation, depending upon the extent of the activity. To employees who may become candidates for office or become actively involved in political campaigns, the following statement (Administrative Memorandum 455.1) may be helpful: An employee of the University who becomes a candidate for any national or statewide office will be placed on Leave of Absence Without Pay at the time of filing. An employee who becomes a candidate for the Arkansas General Assembly or a county office will have his or her employment status and salary reduced to halftime at such time after filing that he or she has an opponent who has filed. (In primary elections this means an opponent with the same political party designation.) Such leaves will extend to the end of the semester or summer session in which the election is held. An employee who has an opponent in the general election must take similar leave for the fall semester. An employee who is elected to a full-time county, statewide or national office will be granted a Leave of Absence Without Pay for one year, and at the discretion of the Board of Trustees for a second year. In no instance will the leave be extended beyond the end of the second year. Minimally, employees elected to the Arkansas General Assembly must take Leave of

Absence Without Pay when the General Assembly is in regular session and for the duration of extraordinary sessions.

Where teaching duties are involved, in order that courses not be interrupted by a change in instructors to the disadvantage of students, campus administrators may require that such leaves coincide with the beginning or ending of a regular employment period for the University (semester, fiscal year, academic year).

Relations with Legislators and Members of Congress

The Board of Trustees and the university administration respect the right of each university employee as a citizen to exercise freedom of expression on legislative issues. At the same time, university employees should not, unless authorized, attempt to speak as agents of the university in discussions with members of the Arkansas General Assembly, Arkansas constitutional officers, and members of Congress. University positions are developed by the chancellor in coordination with the University of Arkansas Board of Trustees and System officials. The chancellor, the vice chancellor for government and community relations, and other designated university officials are responsible for interpreting UA policy and presenting data and other information to appropriate state and federal officials. Campus employees who wish the university to consider matters for incorporation into its legislative programs should, in coordination with their supervisors, bring them to the attention of the vice chancellor for government and community relations.

Proposal Submission and Contracting Authority

The Office of Research and Sponsored Programs (RSSP) is the unit designated by the chancellor to submit all proposals for extramural support, excluding USDA proposals. Also delegated to RSSP is the authority to prepare and negotiate contracts and other agreements related to sponsored programs and technology administration. The President of the University of Arkansas has delegated the authority to sign contracts for research, other sponsored programs, and technology matters to the director of RSSP. RSSP is the unit that receives invention disclosures, manages inventions, patents, and related intellectual property. RSSP also handles research compliance functions. Information and forms for these activities can be located at <http://www.uark.edu/admin/rsspinfo/>. See Board Policy 300.1, revised September 19, 2002, <http://www.uark.edu/admin/vcfainfo/systempp/systemindex.html> for details.

Patent and Copyright Policy

While inventions are not the primary objective of university research, when they occur the University of Arkansas has the responsibility of insuring that such inventions are used and controlled in a manner that benefits the public, the inventor, and the university to the fullest extent possible. It shall

be the policy of the university to acquire and retain legal title to all inventions created by any person or persons to whom this policy is applicable. Inventors shall retain rights in inventions which the university has chosen not to claim under this policy or pledged to a third party as a result of a grant, contract, cooperative agreement, or other sponsored research agreement. This policy shall apply to all persons employed, compensated or appointed by the University and to anyone using facilities owned, operated, or controlled by the University. It shall also apply to all inventions financed, in whole or in part, from funds under the control of the University. There are both Universitywide and Fayetteville campus Patent and Copyright Committees. The Fayetteville campus committee is responsible for implementing the University Patent and Copyright Policy for the campus and for the Division of Agriculture. See Board Policy 210.1 at <http://www.uark.edu/admin/vcfainfo/systempp/systemindex.html> for details.

Holidays

All state employees are granted twelve paid holidays. The annual holiday schedule for this campus is available at the Human Resources web site and in the Fayetteville Policies and Procedures series: <http://www.uark.edu/admin/vcfainfo/policyprocedures/ppindex2.html>.

Faculty and staff on nine-month appointment have the same holiday schedule as employees on twelve-month appointment. When the university requires that a day of annual leave be taken at the institution's direction (such as when the university closes for a December break), nine-month employees also take this day as a holiday. Holidays are established by the Board of Trustees each year, and in some years an extra day is approved by the Governor. Except for holidays, faculty and nine-month staff are expected to be on duty throughout the period of their appointment, consistent with their individual workload assignments, except when on leave consistent with university policy.

Leave Policies for Academic and Other Non-Classified Personnel

(Board Policy 420.1, revised June 9, 1995)

Sick Leave Policy

All full-time appointed employees earn sick leave credit at the rate of eight hours per month with a maximum of 9608 hours accrual. Sick leave accrues only when an employee is in a paid status, and does not accrue while an employee is on leave without pay. Paid sick leave is not granted as vacation but is permissible only when illness or injury to the employee causes absence from his/her work or if conditions require appointment with a physician, dentist, optometrist, chiropractor, or osteopath. Sick leave may also be granted to employees due to the death or serious illness of a member of the employee's immediate family. Immediate family shall mean the father, mother, sister,

brother, husband, wife, child, grandparents, in-laws, or any individual acting as a parent or guardian of an employee.

Sick leave applies only to a period when the employee is in an appointed status. If sick leave begins during the Spring Semester it shall not be extended into the Summer Session, but, if necessary, sick leave may be extended into or begun in the Fall Semester if the individual has received a Personnel Action Form for the Fall Semester, even though the illness may begin in the summer when the individual is not in appointed status for the summer.

Absence due to illness or disability, except in case of maternity leave, is charged in the following order:

1. Earned sick leave.
2. Earned annual leave.
3. Leave without pay.

Employees may continue to work during pregnancy provided they are able to do their normal jobs. Since pregnancy is considered as any temporary illness, an employee who is not able to work because of pregnancy may elect to take a leave of absence without pay without exhausting accumulated annual and sick leave. Upon return from pregnancy leave the employee will be given the same or comparable position to the one she occupied prior to the leave. The employee is expected to give her supervisor as much notice as possible prior to beginning maternity leave and at least two weeks notice prior to returning to work. Both notices should be in writing.

Annual Leave

Employees whose titles are listed in the appropriation acts as twelve-month non-classified positions, will receive 22.5 days of paid vacation from the onset of employment, earned at a rate of 15 hours per month. While administrative duties cannot be limited to a five-day, forty-hour week, for purposes of annual leave the normal work week shall be considered Monday through Friday. Vacation shall not be taken before it is earned, but must be taken within 12 months after the close of the calendar year in which it is earned. An exception may be made when a vacation is postponed for the convenience of the University.

Vacation benefits are granted to all non-classified and student employees on 12-month appointments of one-half time or more, with the part-time employees earning leave in proportion to the time worked.

An employee whose appointment is scheduled to be changed from a 12-month basis to a nine-month basis must take all accrued, unused vacation before the end of the 12-month period. An employment period shall not be extended for the purpose of paying an employee for unused vacation, and

neither shall lump-sum terminal payment be made unless an employee terminates employment with the University.

Annual leave is cumulative; however, no employee may have in excess of 30 days on December 31 of each year. During the calendar year accrued leave may exceed 30 days, but those days in excess of 30 will be lost if they are not used before December 31 of each year. Accrued annual leave may be requested by an employee at any time. The appropriate supervisor will grant the request when it will least interfere with the efficient operation of the department.

Annual leave may not be accumulated while an employee is on leave without pay.

Upon termination, resignation, retirement, death, or other action by which a person ceases to be an active employee of the University, the amount due the employee or his estate from accrued annual leave or holiday leave, not to exceed 30 working days inclusive of holidays, shall be included in the final pay to the employee. No employee receiving such additional compensation shall return to University employment until the number of days for which he received additional compensation has expired.

Military Leave

Twelve-month employees who are members of the National Guard or any of the reserve branches of the Armed Forces of the United States shall be granted a maximum of two weeks leave annually plus necessary travel time for annual training requirements. Such leave shall be granted without loss of pay and in addition to regular vacation time. Nine-month academic and administrative employees are expected to take any two weeks military leave during the three months they are not under contract to the University. Each employee who requests military leave shall furnish a copy of his or her orders to the appropriate vice president or vice chancellor. An employee who is drafted or called to active duty in the Armed Forces of the United States or who volunteers for military service shall be placed on extended military leave without pay and upon application within 90 days after the effective date of his or her release from active duty shall be reinstated to the position vacated or to an equivalent position at no loss of seniority or any of the other benefits and privileges of employment. An employee who enlists or reenlists for a second consecutive tour of military duty shall forfeit his or her reemployment rights.

Military personnel called to duty in emergencies by the Governor or by the President of the United States shall be granted leave with pay not to exceed 30 working days after which leave without pay will be granted. This leave shall be granted in addition to regular time.

Court and Jury Leave

Any employee serving as a witness, juror, or party litigant shall be entitled to regular University compensation in addition to any fees paid by the Court for such services and such absences shall not be counted as annual leave.

In cases where service as a witness can be handled by having the involved attorney take a deposition or statement, it is preferred. Depositions or statements which involve the University may be taken during duty hours. All others should be handled as off-duty time.

Employees who are accepted by the Court as expert witnesses and paid a fee in excess of the normal witness fee shall take annual leave for the time required for such testimony.

Where service on a jury would substantially interfere with the execution of the University work schedule, the chief administrative officer of the campus may petition the judge in writing for exemption from service. However, if exemption is denied or if no response is received prior to the date jury duty is to begin, the individual must report for jury duty.

An employee who is summoned to serve on jury duty shall not be subject to discharge from employment, loss of sick leave or vacation time, or any other form of penalty as a result of his or her absence from employment due to such jury duty, upon giving reasonable notice to his or her employer of such summons.

Leave of Absence Without Pay

The President of the University is authorized to grant leaves of absence without pay for a period not to exceed one year. (See also Family and Medical Leave below.)

Vacation Leave for Graduate Study

Vacation leave for graduate study may be granted to otherwise eligible employees under the following terms:

1. Accrued vacation with pay may, if used for graduate study, be accumulated for two calendar years preceding the date of the leave, if it is used by January 1 of the third year.
2. Permission to carry over such credit must be requested in writing by the employee and approved by the President in advance of the commencement of vacation accrual. The President may approve a modified application of the regulation where circumstances warrant, not to exceed the earned vacation allowance for two years.

Family and Medical Leave

(The Family and Medical Leave Act of 1993 - CFR 29-825; AHRMS Policy Manual 105-6)

The federal Family and Medical Leave Act (FMLA) entitles you, if you meet its definition of eligible employee (see below), to a total of twelve work weeks of leave during any twelve-month period for one of the following reasons:

1. the birth of your child and to care for your newborn child;
2. the placement of a child with you for adoption or foster care;
3. the care of your spouse, child, or parent who has a serious health condition; or
4. a serious health condition that makes you unable to perform the functions of your job.

The twelve-month period during which you may take up to 12 weeks of FMLA leave is the calendar year (January through December). In the case of your child's birth or adoption, the twelve-month period begins with the child's birth or placement.

Family and medical leave is leave without pay. However, you may elect, or the University may require you, to substitute paid leave for any part of the twelve-week period. Paid leave to handle personal and family medical needs is available under the sick leave, annual leave and catastrophic leave policies. Compensatory time off may not be counted as part of your FMLA entitlement, but it must be exhausted before you are granted leave without pay, and you may request the use of your compensatory time for an FMLA reason.

For the complete text of policy and procedures regarding Family and Medical Leave, see the Human Resources web site, and the text in the Staff Handbook at <http://hr.uark.edu/general/staffhandbook.asp>.

Off-Campus Duty Assignment

An Off-Campus Duty Assignment is an appointment, usually away from the campus, which allows eligible faculty and administrators to pursue an approved project while being relieved of teaching and administrative duties. The purpose is to enhance the individual's value to the institution.

Faculty members (including research faculty and extension personnel) and non-classified administrators who have completed six years of continuous full-time employment with the university or who have completed six years of continuous full-time service since a previous Off-Campus Duty Assignment may apply for an Off-Campus Duty Assignment. The application, prepared in accordance with campus regulations, must

describe the project which the applicant wishes to undertake, where it is to be done, and the anticipated value to the individual and to the university. To be approved, a proposed assignment must be consonant with the needs, objectives, and mission of the campus.

An Off-Campus Duty Assignment is a privilege, not a right. A limited number may be approved by the Board of Trustees each year upon the recommendation of the chancellor. Assignments should not exceed one semester (or six months for employees on twelve-month appointments) at full salary, or two semesters (or one year for those on twelve-month appointments) at half salary. The university assumes no financial responsibility beyond the salary stated above.

Within sixty days after returning to the campus from an Off-Campus Duty Assignment, the faculty member or administrator must submit a written report of his or her activities and accomplishments during the Off-Campus Duty Assignment to the chairperson of his or her department, the dean of the college, provost/vice chancellor for academic affairs and the chancellor.

In accepting an Off-Campus Duty Assignment, the recipient agrees to return to the university for at least one year following the end of assignment.

For additional information and guidelines, see Academic Policy 1435.40 at the web site:

http://www.uark.edu/admin/vcacsey/AcaPolicySeries/academic_policies.html.

Attendance at Professional Meetings

Members of the teaching, research, administrative, and extension staffs are encouraged to attend professional meetings, as such attendance is deemed beneficial to both the individual and to the university. Brief absences from official duties are allowed for attendance at such meetings when circumstances permit, and the university may reimburse the individual for a part of the travel expenses depending upon his or her level of participation when travel funds are available for such purposes and to the extent allowed by university travel regulations. Plans to be absent and applications for travel allowance for attendance at professional meetings must be approved in advance by the appropriate administrative personnel.

Administrator Grievance Procedure

An administrator who has a grievance should discuss the matter with his or her supervisor, and if the matter is not resolved satisfactorily, the aggrieved party should reduce the complaint to writing and send copies to the supervisor and to the chief executive office on the campus. The supervisor should respond in writing with copies to the chief executive office and the

aggrieved party. The chief executive officer will review the matter and make his decision, which shall be final.

Section IV

GENERAL POLICIES, PROCEDURES AND SERVICES

Benefits and Employment

Fringe Benefits

The fringe benefit package for eligible university employees is designed to protect employees and/or their families from significant financial loss resulting from illness, disability, or death, while providing for a generous retirement income. Coupled with vacation and sick leave, educational benefits, and holidays, the university's comprehensive benefits package adds a value of many hundreds of dollars to an employee's regular income. See the Human Resources Benefits website at <http://hr.uark.edu/benefits/> for more detailed information.

The following list represents several major elements of the fringe benefits package. Please note that all faculty members appointed at least half-time in a regular position are eligible to participate in the following programs. As a condition of employment, all employees must enroll for benefits within 31 days of the appointment date to be guaranteed enrollment.

1. **Medical Insurance**: Employees may choose from the Point of Service Plan or the Classic Plan. Out of service area (Arkansas) participants are also eligible to participate in the Indemnity Plan for the period they are out of Arkansas. Health coverage is administered by QualChoice of Arkansas. For a comparison of the coverages available see <http://hr.uark.edu/benefits/hcomp.asp>. The university will contribute 68.4 percent of the premiums for employees with a 100 percent appointment for the Point of Service Plan, 77.4 percent for the Classic Plan (Fayetteville), and 75 percent for the Classic Plan for the Division of Agriculture. (Premiums for employees with appointments of 50-99 percent will be prorated.) For a full premium listing, see <http://hr.uark.edu/benefits/premiums.asp>. The Board of Trustees of the University of Arkansas reserves the right to change, amend, discontinue or terminate the plan at any time.
2. **Dental Insurance**: Employees are eligible to participate in a dental plan through Delta Dental of Arkansas. For a review of coverage see <http://hr.uark.edu/benefits/dental.asp>. The university will contribute 50 percent of the premium for employees with a 100 percent appointment. (Premiums for employees with appointments of 50-99 percent will be prorated.) See <http://hr.uark.edu/benefits/premiums.asp> for a list of premiums.

3. Regular Life Insurance: provides coverage equal to the employee's salary, up to a \$50,000 maximum. The university pays the entire cost of this life insurance coverage.
4. Optional Life Insurance: provides coverage based upon one, two, three or four times the employee's salary. The employee pays the entire cost for this coverage. Rate is based upon the employee's age and the coverage is a \$500,000 maximum. For a list of premiums see <http://hr.uark.edu/benefits/premiums.asp>.
5. Dependent Life Insurance: provides coverage of \$10,000, \$15,000, or \$20,000 for the employee's spouse and 50 percent of spouse coverage per eligible dependent child to age 19 (unless a full-time student, then to age 25). The employee pays 100 percent of this coverage. For a list of premiums see <http://hr.uark.edu/benefits/premiums.asp>.
6. Accidental Death and Dismemberment Insurance: may be elected in \$25,000 increments from a minimum of \$25,000 to a maximum of \$300,000 (for salaries under \$20,000: limited to closest \$25,000 increment equal to 15 times the annual salary). The employee may also cover a family with 60 percent of employee coverage for spouse and 20 percent of the coverage for eligible dependent child(ren) to age 25. The employee pays the entire amount for this coverage. For a list of premiums see <http://hr.uark.edu/benefits/premiums.asp>.
7. Long-term Disability Insurance: provides 60 percent of salary (after a waiting period) that is coordinated with Social Security and Workers' Compensation benefits. The university will provide coverage, at no cost, for up to \$20,000 in salary. This program is mandatory for all eligible employees.
8. Supplemental Long-term Disability Insurance: provides the same coverage as basic long-term disability for salary amounts above \$20,000 per year up to a maximum covered salary of \$100,000. The employee pays the entire cost for this coverage. For a list of premiums see <http://hr.uark.edu/benefits/premiums.asp>.
9. TIAA-CREF and Fidelity Retirement (403B): The university will contribute a sum equal to 5 percent of the employee's salary into TIAA-CREF and/or Fidelity for retirement benefits, with no employee contribution required. The employee may elect to have a portion of his or her salary contributed to his or her retirement account(s) on either a "tax-sheltered" or "non-sheltered" basis. The employee contributions to retirement will be matched by the university, not to exceed a 10 percent university contribution. The employee also may contribute an amount greater than 10 percent through a supplemental annuity (subject to IRS maximum limitations). The employee may participate in either TIAA-CREF or Fidelity or both. Please contact the Benefits Office for current

vesting schedules and additional information or see the website at <http://hr.uark.edu/benefits/Retirement.asp>. This program is mandatory for all eligible employees. The university also provides a 457B plan which will allow employees to tax-defer an additional amount after they have reached their tax-deferred limit under the 403B retirement plan. PLEASE NOTE: The combined total of matching for all retirement programs cannot exceed 10 percent of the employee salary, including the 5 percent contribution to TIAA-CREF and/or Fidelity made by the university for all employees. This does not include Social Security.

10. Voluntary Products: See <http://hr.uark.edu/benefits/benefits.asp> for the Voluntary Products section. The university offers as Voluntary Products Vision Care (administered by VSP), Group Rated Auto/Home Insurance (administered by Liberty Mutual), Cancer/Heart Insurance (administered by Transamerica), and Long Term Care Insurance (administered by CNA).
11. The Cafeteria Plan (per IRS Code, section 125): allows employees to “tax shelter” major medical, dental, Cancer/Heart, and vision care insurance premiums from federal, state, and Social Security taxes. This requires employees to sign-up and a “drop” period is allowed once a year. In addition, the university also offers a “flexible spending account” program for unreimbursed medical and dependent care expenses.
12. Employee Assistance Program (EAP): The EAP provides confidential counseling, information, and management consultation for employees who experience some form of personal distress. See <http://hr.uark.edu/benefits/eap.asp> for additional information.
13. Dual Career Network: The Dual Career Network is designed to be responsive to the needs of dual-career families relocating to Northwest Arkansas. This resource is free with a referral service available to partners of employees recently relocated or candidates being actively recruited by participating companies and organizations. For additional information see <http://hr.uark.edu/programs/DualCareerEmploymentNetwork.asp>.

Other benefits include the following:

Athletic Event Tickets

Full-time faculty members are eligible to purchase, depending upon availability, two sets of non-premium season tickets for home games for men’s basketball, men’s football and baseball games at half price. Half-time employees may purchase one set of tickets. Retired and emeritus faculty members are eligible for the same discount rates. The Razorback ticket office (575-5151) will provide details. The difference between the discounted price of the tickets and their full price may be taxable to the employee.

Tuition Waiver for Employees

(Board Policy 440.1, revised June 6, 2003, effective July 1, 2003)

- I. Eligibility
All full-time employees employed as of the final day of regular registration in any particular session or semester, their spouses, and their dependent children (as defined by the Internal Revenue Service) are eligible. Spouses, who have not remarried, and dependent children of deceased employees who died while in the full-time employment of the University of Arkansas are also eligible. All enrollees must meet normal admissions requirements, and audits should be on a space available basis only.

- II. Transferability
The tuition waiver benefit is available to any employee, employee's spouse, or employee's dependent children at any on-campus unit of the University of Arkansas regardless of the site of employment. Individual units may also allow tuition waivers in specified off-campus classes when enrollment in the class in which enrollment is sought already has sufficient student enrollment by full-fee paying students to meet the minimum enrollment (as established by the offering unit) to recover the costs of offering the class. Waiver benefits are applicable to tuition only. All applicable fees are to be paid in full for any enrollment. The waiver benefit is applicable to credit classes only.

- III. Extent of Waiver
 - A. Employees may take any combination of undergraduate or graduate semester credit hours during the fall and spring semesters and up to three semester credit hours during each summer term, when dates of enrollment are non-concurrent, at a tuition cost of \$5 per credit hour at the employee's campus or at 30% of the cost of full tuition for courses offered by any other campus within the university. This waiver does not apply to professional degrees as determined by the Chancellor of each campus.

Employees enrolled in electronically delivered courses such as CIV, Internet, web based, or distance education are eligible for waiver benefits on regular tuition (\$5 per credit hour for courses offered by the employee's campus, or 30% of the cost of tuition for courses offered by any other University of Arkansas campus). In addition to this tuition cost, the employee will pay the difference between the cost of regular tuition and the tuition charge for distance education courses.

 - B. Employees of the University of Arkansas System office, the Cooperative Extension Service, the Agricultural Experiment Stations, the UAMS Area Health Education Centers, and other widely dispersed units of the University of Arkansas shall designate one campus as the "employee's campus" for purposes of this policy. The designated

campus shall remain the same for the term of employment unless the site of employment changes.

- C. Spouses and dependent children may take up to 132 undergraduate semester credit hours at 50% of tuition at the employee's campus or at 60% of full tuition at any other campus within the University of Arkansas. Spouses and dependent children enrolled in electronically delivered courses such as CIV, Internet, web based, or distance education will pay 50% of the cost of regular tuition for courses offered by the employee's campus, or 60% of the cost of regular tuition for courses offered by any other University of Arkansas campus. In addition to this regular tuition cost, the spouse/dependent children will pay the difference between the cost of regular tuition and the tuition charge for distance education courses. A student may not receive discounts as both an employee and as a spouse or dependent child of an employee.

IV. Effective Date

This policy shall be effective July 1, 2003.

June 6, 2003 (Revised)
June 7, 2002 (Revised)
November 8, 1996 (Revised)
November 12, 1993 (Revised)
June 25, 1987 (Revised)
January 16, 1986

Resident Status of University Employees

(Universitywide Administrative Memorandum 245.3, revised September 1, 1981)
University employees whose appointments for pay purposes are for half-time or greater shall be considered as residents for fee purposes. Similarly, such employee's spouse, children under the age of eighteen, and children who are dependent upon the employee for support (as defined by the Internal Revenue Service) and are full-time students at the University of Arkansas shall also be considered as residents for fee purposes. Part-time employees who desire to take course work, or whose immediate family members (as defined above) desire to take course work, must obtain a form from the office of the chief fiscal officer on the campus, certifying their appointment and present it to the Registrar, who will be instructed not to charge non-resident tuition. Only those persons whose appointment forms are on file in the office of the chief fiscal officer on the campus shall be certified. This policy clarifies and provides implementation procedures for Board of Trustees Policy 520.6. Graduate students and graduate assistants are considered students as distinguished from employees for the purpose of this memorandum.

Bookstore Discount

University faculty and staff receive a 10 percent discount on items in the UA bookstore. The Bookstore and Computer Store located in the Arkansas Union, offer textbooks, trade books, and departmental supplies; computers and computing equipment; and gift and memorabilia items. See <http://www.uark.edu/bookstore> for more information.

Direct Deposit of Pay

(Fayetteville Policies and Procedures 323.0) It is the practice of the Fayetteville campus of the University of Arkansas to deposit employee pay directly to a financial institution that receives electronic transfers. Net pay can be deposited in up to six separate accounts. The accounts can be at the same financial institution or as many as six different ones. Employees should complete a direct deposit form, specifying the financial institution(s) and the account(s) to which they want their paychecks deposited. Employees may request paper checks by so noting on the direct deposit form available from the payroll section of Human Resources. There will be a fee of \$50.00 to change from electronic deposits to paper checks because of the additional costs of paper checks. This fee may be waived if there are extenuating circumstances.

UARK Federal Credit Union

The Credit Union serves the faculty, staff, students and alumni of the University of Arkansas System. The Credit Union offers a full range of financial services, which include checking accounts, Visa check cards, credit cards, home loans, vehicle loans, certificates of deposit, internet banking and much more. Credit Unions are non-profit, financial cooperatives. This enables them to offer better deposit and loan rates than most other financial institutions.

UARK has a full service branch located just off campus as well as three ATM machines on or near campus. For more information about the service or operating hours call 521-1199.

Garnishment and Salary Liens

Wages and other amounts due an employee from the university are legally subject to seizure by a court order of garnishment or by a governmental lien. The university is required to comply with an order of garnishment only when one is issued after a legal judgment has been entered against the employee-debtor. The university must also honor governmental liens such as those arising from claims for unpaid taxes and from bankruptcy claims. The university has a concern when a garnishment or salary lien is issued against its employee and served on the university. Upon receipt of two orders of garnishment, two salary liens, or a combination of one of each type of seizure against the salary of a university employee during any period of twelve months dating from the receipt of the first such order, grounds shall be deemed to exist for termination of employment of such employee according to regular university procedures. (See Universitywide Administrative Memorandum 440.9 for details.)

Authorization to Offset Amounts due University by an Employee against Amounts Owed by the University to That Employee

(Board Policy 405.2, revised January 20, 1995)

The University shall have the right to set off against amounts due and payable to an employee, including a student-employee, by the University those liquidated amounts due and payable by the employee to the University for any reason, with the University then paying the net amount remaining to the employee in full satisfaction of his or her wages or other amount due as follows:

1. If the amounts owed by the employee to the University were the result of moneys advanced to the employee or misappropriation by the employee of moneys or personal property belonging to the University, the University may set off amounts owed to the University against all wages or other moneys owed to the employee.
2. In all other cases of setoffs against an employee's wages, the University may only set off amounts owed the University against those wages which are above the statutory minimum hourly wage.
3. If the amounts owed to student-employees constitute payments for work-study or are student loans under a program guaranteed or established by the U.S. Government, any set off shall be subject to law and regulation governing those programs.
4. The university shall set off amounts owed to the University against all sums owed to an employee other than wages, or student work-study or loan payments.

Subject to the above limitation, each Chancellor, through the business officers of that campus, may develop with an affected employee a repayment plan for successive offsets so that the entire amount owed to the University is not offset on a single occasion; provided, however, that no such plan shall develop in the instance of any final settlement of accounts, such as where a final check for wages for a terminating employee may be involved.

This Board Policy shall be reflected in faculty, staff and student handbooks.

Moving Expenses

State-supported colleges and universities may utilize maintenance and operations funds for the payment of moving expenses of employees, including new hires, if such funds are available and consistent with university policy (Fayetteville Policies and Procedures 411.1).

Business Affairs Regulations

Purchasing

All purchases paid by funds under university control are to be made through the Purchasing Office via electronic requisition. Only purchases authorized by this authority are legal obligations of the university; all others are personal liabilities. For more information see <http://www.uark.edu/admin/busaffrs/purchasing/>.

Contract Signature Authority

Authority to bind the University of Arkansas to other than purchase order obligations rests with the Executive Vice President or his designee. All contracts are to be forwarded first to the Purchasing Division for review and consideration.

Conflict of Interest

University of Arkansas Board of Trustees Policy 330.1 provides that the university shall not, without approval of the Chancellor, enter into a contract with a current or former state employee or any entity in which any current or former state employee holds an ownership interest of ten percent or greater. For more information see <http://www.uark.edu/admin/vcfainfo/systempp/systemindex.html>

Sale or Disposal of University Property

Sale of any item of property, equipment or land must be handled by the Office of Business Affairs. No state property may be sold, traded, cannibalized, or otherwise disposed of without their authorization. For more information see <http://www.uark.edu/admin/busaffrs/surplus/>.

Sale of Books

Under university policy, instructors are not permitted to sell books or other instructional materials, including class packets to students. When students are required to purchase books or other instructional materials in any academic program, the teacher in charge should arrange for sale of the required articles through the Bookstore or Printing Services.

Textbook adoption policy:

All faculty, staff, and others who may be involved in textbook adoptions, or who may be directed to make textbook adoptions, are to adhere to the following textbook adoption policy and procedures:

1. Classroom textbook requirements are to be met by utilizing the University of Arkansas Bookstore located in the Arkansas Union. Textbook adoptions include lab books or custom packets.
2. Textbook adoptions may be made online through the University of Arkansas Bookstore website. From the University's Home page, click on "Bookstore and Razorback Shop" to access the adoption facility. A password and a user name are required for access. Contact the University Bookstore at 575-3010 to request access information.
3. Care should be exercised to ensure that adoptions are placed in a timely manner.
Some books may be shipped from overseas, may be out of print, or may be in short supply.
4. It is important that all book adoptions and requests for supplies or custom packaged classroom materials be ordered through the University of Arkansas Bookstore.

- Inventory counts and enrollments need to be monitored in one place to help ensure that an ample supply of textbooks and other materials are available for classes.
5. The University of Arkansas Bookstore and University Copy Services will provide copyright clearance, printing, and binding of custom class packets to ensure that copyright issues are appropriately addressed, and to provide consistency in the materials sold. These packets will be made available for other stores to purchase.

Full text of this policy is located on the following website:

<http://www.uark.edu/depts/facsen/facsen2003to2004/textbooks42804.pdf>

Travel Regulations

Current state and university travel regulations may be viewed at www.uark.edu/travel. Employees who travel on university business and at university expense may apply for a travel advance. Travel advances must be requested by the department supporting the travel at the time the travel authorization is submitted and are generally limited to 50 percent of the allowable expenses, excluding airfare and registration, which may be purchased with a U of A Purchase Order, or in the instance of airfare, a University Administrative Travel Card. Travel advances will be mailed to the traveler's campus address seven days prior to day of departure. All advances must be settled (by filed reimbursement claims) within 30 days of return from the trip consistent with Governor's Policy Directive No. 6

Use of Tower Logo and Other Trademarks

The Trademark Licensing Program at the University of Arkansas regulates, promotes, and protects the use of the university's name and identifying trademarks such as the University tower logo and other identifying marks or logos, identifying names like "Razorbacks," "Hogs," and "University of Arkansas," as well as products, promotions, and advertising upon which these marks are used. Prior written consent is required from the Trademark Licensing Program for any use of the university name or marks for other than official university business. For further information, see the website at <http://www.hogwired.com/license.asp>.

Products ordered by a university department by purchase order for internal consumption shall be exempt from licensing fees; however, such products are to be purchased from licensed sources to the extent practicable. Products purchased by the university for resale, such as athletic concessions, bookstore, or departmental fundraising merchandise will be purchased from licensed sources with royalties paid. Contact the Trademark Licensing Office at 575-7404 for additional assistance. The name of the University of Arkansas is used in a great many official business contexts and for a wide range of purposes. It is

important to the institution that the use of the name "University of Arkansas" be limited to activities which are in fact activities of the university.

The following broad clarifications are applicable to most uses of the name of the university.

1. Public Appearance

Public appearances by individual faculty, staff, and students almost inevitably involve use of the name of the university. Beyond the normal care which such responsibility imposes, there are certain specific policies which have been established. Students must, in order to be involved in extracurricular activities, meet eligibility requirements of the campus in which they are enrolled. Appearances in intercollegiate athletics are subject to rules of the athletic conference to which the university belongs. When university representatives appear on commercially sponsored radio and television programs, they should be identified as guests. Appearances on unsponsored radio and television programs are considered simply as public appearances and impose only normal obligations on the participant for responsibility and good taste.

2. Sponsorship of Activities

When the name of the university is used in connection with seminars, institutes, conferences, workshops, short courses, and other such activities, the university shall in fact be a sponsor, cooperating through an extension or departmental unit.

3. Public Statements

The chancellor of the university, through authority delegated to the office of University Relations, is responsible for official statements affecting the university. News releases affecting the University System should be submitted to the Office of the President, through the campus office of University Relations. See also Universitywide Administrative Memorandum 215.1, adopted November 17, 1975.

Publications, Logo, and Stationery Guidelines

While the University of Arkansas traditionally has allowed freedom for departments and programs to generate their own publications and communications, there are guidelines in several areas. Coordination with University Relations is required before proceeding with the following:

1. Publications for general audiences that communicate a general message about the university including any material to be distributed to new media. This includes official University Web pages. See University policy 225.0 at <http://www.uark.edu/admin/vcfainfo/policyprocedures/2250.pdf>
2. Academic publications that promote specific courses and programs
3. Admissions or related publications intended for prospective students

4. Any deviations from guidelines published in Logo and Stationery Guidelines

See http://www.uark.edu/rd_vcad/urel/ , the University Relations website, for information on use of the University logo and seal, the printing of university stationery, and related matters. Official university stationery and business cards must be purchased through Printing Services. Direct all questions to University Relations, 800 Hotz Hall, ext. 5555.

Facilities

Use of University Facilities

(Board Policy 705.1, revised November 11, 1988)

University facilities exist for the primary purpose of serving a planned and scheduled program of educational activity. At times when not required in the regularly planned educational program, university facilities may be made available for extracurricular use to colleges, departments, and other organizational units of the university; to organizations composed exclusively of faculty and staff; to organizations which exist solely for the benefit of the university; and to recognized student organizations with the approval of the faculty adviser. University facilities, under the law, cannot be made available to other organizations for their own purposes. However, when a facility is in use neither for a regularly scheduled educational activity nor for an extracurricular use by one of the university organizations listed above, the President or Chancellor is authorized to approve the use of the facility when such use serves the educational objectives of the university. It is an objective of the university to provide opportunities for university and broader communities to see and hear major leaders from throughout the state, nation, and world. Speeches and debates by or on behalf of candidates for major state or national offices may be scheduled in university facilities under arrangements which allow reasonable opportunities for opposing candidates or points of view. It must be made clear that the university neither supports nor opposes the views stated by and/or the candidacy of such individuals. See Universitywide Administrative Memorandum 715.1 for statement of principles, policies, and procedures.

Many facilities are available throughout the campus, including conference rooms, auditoriums, and meeting rooms of various kinds. Facilities are typically scheduled through the office of the dean or director responsible for the facility or building. Depending upon use, fees may be charged for some activities. See *Fayetteville Policies and Procedures*, 708.0 October 15, 2004 at <http://www.uark.edu/admin/vcfainfo/policyprocedures/ppindex2.html>.

Building Executives – Major Duties and Responsibilities

Fayetteville Policies and Procedures 702.1.

The building executive for each campus facility is the main contact person for that facility. Individuals in the building will contact the building executive relative to problems and concerns, and the building executive will coordinate with

Facilities Management, or other University department, to address issues. The building executive will also serve as a key contact for Facilities Management in providing feedback on the condition of academic and administrative space, helping to determine building priorities and identify problems. See the complete policy at the website for a summary of some of the major duties and responsibilities of a building executive.

<http://www.uark.edu/admin/vcfainfo/policyprocedures/facilities.htm>.

Use of Building Exteriors and Roofs

Roofs of buildings and exterior sides of buildings are not intended for general uses. Access for members of the faculty and their students in connection with a regularly scheduled curriculum course which may require such access is limited to the areas on which decks have been constructed. No roof top research or classroom uses are permitted nor machinery, equipment, antennae, greenhouses, or other property shall be installed on any roofs or roof edges without express written permission from the Director of the Physical Plant. Such requests should be routed through the Physical Plant Service Desk, extension 5050. Rappelling and climbing are specifically prohibited. (See Universitywide Administrative Memorandum 720.1 for details.)

Keys: Authorization, Issue, Return, Replacement

Keys for university buildings and rooms (except student housing and food service) are issued by the Key Office located within Facilities Management Accounting, with customer access through the Service Center entrance, and parking located on Mitchell Street.

- **Key Authorization** - In order for an individual to be issued keys, the person must present to the Key Office staff a completed Key Authorization card manually signed by the appropriate official authorized to approve the issuance of keys for that particular area. The Key Office maintains a signature file of deans, directors, and department heads who control authorization of access to buildings or parts of buildings. More than one authorization signature may be required for some areas.
- *Authorization signatures must be manual; a stamped signature will not be accepted.*
- When the authorizing individual is temporarily unavailable, a letter on office letterhead designating temporary authority to another person will be accepted in the Key Office. The letter must contain beginning and ending dates and the signature of the person temporarily authorized to sign for keys.
- If there are changes in personnel who have authorization for specific areas or changes in the areas, the Key Office should be notified immediately and furnished with new authorization signatures and/or buildings/areas. Forms to indicate changes are available in the Key Office.

- **Key Issuance** - The individual to be issued the key must present to the Key Office staff a completed Key Authorization card manually signed by the appropriate official authorized to approve the issuance of keys for that particular area. The individual receiving the key(s) must
 - Personally pick up the key(s)
 - Present a photo identification
 - Sign the card acknowledging receipt and responsibility for the use of the key(s.)

Multiple keys may be issued to individuals *only*, not departments, with proper authorization.

- **Contractor Key Issuance**- Keys may be issued on a temporary basis only for a specific period of time to contractors working on campus. The contractor is required to place a deposit for keys with the Facilities Management in accordance with the following schedule:
 - \$35 for each individual key
 - \$50 for each submaster key
 - \$150 for each master key

Requests to extend a specific contractor time period must be approved by a Facilities Management construction coordinator from Contracted Services. If keys are returned within the specified time period, the contractor deposit will be refunded. If keys are not returned within the time period specified, or are lost, the deposit will be forfeited. Any expenses that occur due to lost or misplaced keys will be borne by the contractor. A contractor's final pay request may be held until resolution of lost keys or costs and related damages has been addressed to the satisfaction of Facilities Management.

- **Key Return** – Upon termination, graduation or transfer, keys must be promptly returned to the key office not the employee's department. Keys are not transferable. Upon termination, faculty and staff final paychecks will be held until all keys are returned. A student's transcript will be held until all keys are returned.
- **Lost or Stolen Keys** - If a key is lost or stolen, the appropriate dean, director or department head should be notified immediately. The individual losing the key and/or the department who authorized the issuance of the key will be assessed
 - \$10 for room keys,
 - \$20 for sub-master keys
 - \$50 for master keys

As in the past, the keyholder or the employee's department may be held responsible for additional expenses due to lost keys, such as theft of university property, damage to facilities, and costs to rekey facilities.

- **Rekeying** – All Educational and General Purpose facility rekeying due to lost keys will either be performed or authorized by Facilities Management.
- **ANY DUPLICATION OF A UNIVERSITY KEY IS STRICTLY PROHIBITED.**

Workplace Policies

Inclement Weather Policy and Emergency Procedures

(Fayetteville Policies and Procedures 210.0 and 211.0)

<http://www.uark.edu/admin/vcfainfo/policyprocedures/administration.htm>.

It is the policy of the university to remain open regardless of weather conditions. However, when inclement weather occurs, designated university officials assess weather and road conditions and decide whether it is necessary to close the offices and cancel classes based on whether conditions appear to be such as to allow students, faculty, and staff to safely reach campus. If the university remains open but transit buses run on alternate snow routes, an official inclement weather day will be declared, and employees who arrive within two hours of their normal starting time will be given credit for a full day's attendance. Employees arriving later will be charged the full amount of time involved in their tardiness, and employees not coming to work will be charged a full day's absence. With the approval of the supervisor, an employee may elect to use "leave without pay" in lieu of "annual leave." This will be considered an excused absence. However, individual departments may develop and implement additional policies concerning requirements for essential personnel during periods of inclement weather. If the university remains open, each person is expected to make his or her own determination to work but should make every attempt to get to work within the bounds of personal safety.

Class cancellations made when the university is open or when an inclement weather day has been declared must be made consistent with Academic Policy 1858.10

http://www.uark.edu/admin/vcacsey/AcaPolicySeries/academic_policies.html.

For information regarding whether the university is closed or an inclement weather day is declared, use the following sources:

- See the inclement weather web site at <http://www.uark.edu/admin/vcfainfo/policyprocedures/administration.htm>.
- Call 479-575-7000 or the university switchboard at 575-2000 for recorded announcements about closings.
- Check voice mail for announcements.
- Listen to KUAF Radio, 91.3 FM, or other local radio and television stations for announcements.
- Contact your supervisor.

If the university remains open, no announcement will be made.

Environmental Health and Safety

Facilities Management Environmental Health and Safety provides assistance to the university community with a variety of conditions and situations related to environmental health and safety, including assistance with fire prevention; fire extinguisher testing and replacement; hazardous materials management; chemical handling and storage procedures; disposal of lab animals, laboratory chemicals, biological waste, radioactive waste, or other hazardous waste; radiation safety; occupational health and safety; chemical and laboratory safety; farm safety; emergency equipment selection and testing; building environmental conditions; compliance with various environmental health and safety laws and regulations; and training in these and other subjects. This service extends to all university departments and divisions, including the Agricultural Experiment Station located throughout the state. For environmental health and safety assistance, call extension 5448, or visit the website at www.phpl.uark.edu/ehs/ehs1/ehsMainMenu2.htm.

On-the-Job-Injury

Workers Compensation

(Arkansas Code Ann. §11-9-514, 529, 701; AHRMS Policy Manual 105-4)

If you become injured or ill while you are at work due to a work-related incident, you may be eligible to receive Workers' Compensation. Workers' Compensation is available to you by law to ensure that you get appropriate and reasonable medical care for injuries or illnesses sustained while you are on the job. Should your injury or illness require that you take an extended period of absence from work, you may be eligible for disability benefits through Workers' Compensation. Leave taken because of a serious health condition for which Workers' Compensation benefits are received will be designated as Family and Medical Leave if it meets the definitions in Section 7.5, above. Workers' Compensation claims are submitted to the Office of Risk Management. Determination and payment of claims is made by the Public Employee Claims Division located in Little Rock.

For the Procedure for Reporting and Treatment of an On-the-Job Injury of Illness and information on Medical Providers, please see <http://hr.uark.edu/general/staffhandbook.asp?SectionNumber=7.15>

Disturbances and Demonstrations

University regulations prohibit activities which (1) interfere with campus order and access, the normal functioning of the university, or the rights of other members of the university community; (2) result in injury to individuals on campus, damage to individual or university property, or unauthorized attempted or actual entry into university buildings; and (3) present a clear and impending threat to the safety of individuals, to university property, or to the university community in general. See Act 328 of 1967 and Board Policy 220.1.

Alcohol Policy

Dispensing and consuming alcoholic beverages on state property is strictly prohibited (except for special consideration provided to students aged 21 years or over, who are allowed to consume alcoholic beverages in the privacy of their rooms, in selected residence halls). The consumption of alcoholic beverages on university property or during working hours is prohibited, as is intoxication while on duty as an employee. See Board Policy 705.2.

Smoking Policy/Tobacco Use Policy

(Fayetteville Policies and Procedures, 724.0, July 1, 2002)

The University of Arkansas, Fayetteville, is dedicated to providing a healthy, comfortable, and productive environment for students, faculty, and staff. In that endeavor, the following policy supersedes any and all other smoking policies:

1. The University of Arkansas is considered a tobacco-free workplace and the use of any tobacco is prohibited. A person shall not smoke in university education and general buildings. Some residence halls have designated floors for smoking. These designated floors will be eliminated by the Fall of 2003.
2. Outside smoking and use of tobacco products is permitted only if done at least 25 feet from public entrances, exits, or air supply to a building. In the case of smoking, this is necessary so that those entering, leaving, and occupying the building will not be exposed to secondhand smoke. Preferably, smoking and use of other tobacco products should be limited to an area in the back of a building.
3. A non-smoking student will not be required to share living quarters with a smoking student in residence halls.
4. All residence dining facilities, including the Brough Commons Coffee Shop and Club Red, are non-smoking facilities. The Arkansas Union is a non-smoking facility; therefore, all its dining facilities are non-smoking areas.
5. The university prohibits the campus-controlled advertising, sale, or free sampling of tobacco products on campus.
6. Smoking and use of other tobacco products is prohibited in gymnasiums, arenas, and other indoor athletic facilities, as well as the grandstands of outdoor facilities.
7. Buses, vans, and all other university vehicles are considered non-smoking and no-tobacco-use areas.

8. The university supports students, faculty, and staff efforts to sustain good health. In so doing, the university strongly advises against the use of tobacco products on the university campus. Assistance to students, faculty, and staff to overcome addiction to tobacco products is available through Human Resources and the Health Center.
9. Littering the campus with remains of tobacco products or any other disposable products is prohibited. In addition, smokers are required to dispose of the remains of tobacco products in receptacles that are fireproof.

Drug Free Workplace Policy

(Governor's Executive Order 89-2; approved by Campus Council April 27, 1989)
Drug abuse and use at the workplace are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users of drugs may impair the well-being of all employees, the public at large, and result in damage to state property. Therefore, it is the policy of the State of Arkansas that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in a state agency's workplace is prohibited. Any employees violating this policy will be subject to discipline up to and including termination. The specifics of this policy are as follows:

1. State agencies will not differentiate between drug users and drug pushers or sellers. Any employee who gives or in any way transfers a controlled substance while on the job or on agency premises will be subject to discipline up to and including termination.
2. The term "controlled substance" means any drug listed in 21 U.S.C. Section 812 and other federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, and "crack." They also include "legal drugs" which are not prescribed by a licensed physician.
3. Each employee is required by law to inform the agency within five days after he or she is convicted for violation of any federal or state criminal drug statute where such violation occurred on the agency's premises. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal court, state court, or other court of competent jurisdiction.
4. The University of Arkansas, Fayetteville, must notify the U.S. government agency with which the contract was made within ten days after receiving notice from the employee or otherwise receiving actual notice of such a conviction.

5. If an employee is convicted of violating any criminal drug statute while in the workplace, he or she will be subject to discipline up to and including termination. Alternatively, the agency may require the employee to successfully finish a drug abuse program sponsored by an approved private or governmental institution.
6. As a condition of further employment on any federal government contract, the law requires all employees to abide by this policy.

Note: At the University of Arkansas, Fayetteville, sections 3. and 4. of the Drug Free Workplace Policy will be carried out by requiring the convicted employee to inform his or her department head, director, or other appropriate supervisor of the conviction immediately and of having that supervisor report the conviction immediately to the vice chancellor to whom he or she reports. The vice chancellor so notified will convey the information, on behalf of the university, within the required ten-day period, to the U.S. agency with whom the federal government contract in question is held.

Workforce Violence Policy

(Fayetteville Policies and Procedures 416.0, July 1, 2001)

The University of Arkansas is committed to providing a safe, healthful workplace that is free from violence or threats of violence. Reports of threatening or violent incidents are taken seriously and dealt with appropriately. Individuals who engage in violent or threatening behavior may be removed from the premises, and may be subject to dismissal or other disciplinary action, arrest and/or criminal prosecution. The university does not tolerate behavior that is violent, threatens violence, harasses or intimidates others, interferes with an individual's legal rights of movement or expression, or disrupts the workplace, the academic environment or the university's ability to provide service to the public. Violent or threatening behavior can include physical acts, oral or written statements, or gestures and expressions. For procedures on reporting and action, see <http://www.uark.edu/admin/vcfainfo/policyprocedures/facstaff.htm>.

Campus Services

Bookstore, Computer Store, Razorback Shop and Razorback Shop in the NWA Mall

The bookstore offers a large selection of new and used textbooks, reference books and general reading books, and special orders are welcome. The bookstore also carries art, engineering, architectural and school supplies. The departmental supplies area offers items to UA departments at state contract prices and handles special orders. Textbook orders should be turned in for the fall semester by April 1, spring semester orders by October 15, and summer orders by March 1. For information regarding textbook orders, call 575-3010. The Razorback Shops offers clothing, gifts, cards and snacks. Special orders

are welcome. The Computer Store carries hardware, software, parts and supplies. The factory-authorized service center also provides repair and upgrade services. Discounts - Faculty and staff receive a 10 percent discount on books (new, used, and general reading), supplies, clothing, gifts and sundries. There are no discounts on food, magazines, *New York Times* subscriptions, or items on the *New York Times* Best Seller list, or on faculty/staff computer store purchases. No discounts are allowed on temporary markdowns, and discounts cannot be combined. For charge account information, call the bookstore office at 575-2155. For further details on bookstore services and special opportunities, visit the University Bookstore website at <http://www.uark.edu/bookstore>.

Mailing Services

The department provides delivery of the university's U.S. mail and campus interdepartmental mail and processes outgoing university mail via U.S. Postal Service, United Parcel Service (UPS), and express carriers. A complete list of services and guidelines may be obtained from Mailing Services, 105 Arkansas Union, or by calling 575-5649. Although personal mail is not permitted in the university mail system, a post office station located next to Mailing Services is maintained on the first floor of the Arkansas Union to accommodate personal mail. The Post Office/Postal Plus facility offers U.S. Postal Services, P.O. box rental, services by carriers such as UPS, Airborne Express, Federal Express, and DHL, as well as packaging materials and FAX services. Please visit the mailing services website at www.uark.edu/admin/busaffrs/mailserv for more information.

Printing and Copying Services

Printing and Copying Services are available to the campus through an on-campus printing facility, two major copy centers and convenience copiers located throughout the campus. In most cases, these services can be billed to departmental accounts.

The on-campus printing facility is located in the Printing Services/Press Warehouse building at 1580 W. Mitchell Street. This facility offers a full range of printing services from design advice to delivery of the finished product. Among the many options available are prepress services including but not limited to: typesetting, graphic design, high resolution digital color proofing and output directly to film. Printing Services is capable of utilizing a variety of software applications on both the Macintosh and Windows platforms. The press and postpress areas offer single and multi-color printing including five-color printing. Flat sheet size can be up to 21" x 36". These areas also offer folding, trimming, saddle and perfect binding, perforating, crash numbering, and numerous other finishing processes.

Copy Centers are located at 305 (IMTF) Intermodal Transit Facility/Parking Deck and 213 Arkansas Union. These copy centers offer a variety of services including pick-up and delivery, convenience copying, sending and receiving

faxes, high speed reproduction of exams, theses, dissertations, class materials, and reports on a variety of paper stocks, binding with thermotape, plastic coil, GBC, and other methods, and many other products including labels, certificates and both black and white and color transparencies. Network printing is also available through Copy Central via the Docutech network. Other specialty services available include full-color copying from disk, prints, drawings, drymounting, large document copying for items such as signs or displays, and demand bookbinding which produces an attractive hardbound book. The Book Factory is located at Copy Central, 305 IMTF, which produces perfect bound books at low to medium quantities at a very reasonable price.

For additional information, call Printing Services at 575-2404 or Copy Central at 575-6832 or visit the website on line: <http://www.uark.edu/depts/prntrsrv/>. Copies of *A Guide to University Copy Centers and Satellite Copiers* are available at either copy center location.

Transit System

Razorback Transit provides fare-free bus services Monday through Saturday from the first day of classes until the last day of classes for the fall and spring semesters between major living, shopping and medical service areas and the UA central campus.

"Full Service" starts at 7:00 a.m. and operates 12 buses on 10 routes until 6:00 p.m., Monday through Friday.

"Night Reduced Service" starts at 6:00 p.m., and operates 4 buses on 4 routes until 10:30 p.m. Monday through Friday and covers all of the full service routes, just not as frequently.

"Saturday Reduced Service" runs the same as the night reduced service from 7:00 a.m. until 10:30 p.m.

"One Bus Per Route" service is provided from 7:00 a.m. to 6:00 p.m. from the last day of classes through the last day of finals for UA fall and spring semesters. No Night Reduced Service is provided during this time.

"Summer Reduced Service" is provided from 7:00 a.m. to 5:30 p.m. running the same reduced routes Monday through Friday during the UA summer sessions. No Saturday service is provided during the summer.

"Complementary Paratransit Van Service" is also available during the same hours as regular scheduled fixed route service to ADA certified eligible persons who cannot ride a transit bus.

Bus service is not available on official UA holidays or on Saturdays when a UA

home football game is scheduled.

Charter bus services are available to all university departments, at reasonable rates, for field trips and other official functions. Arrangements for charter services can be made by contacting the Transit Logistics Manager at 575-7913.

Information of charters, bus schedules and route maps are available on the Transit and Parking web page at www.uark.edu/parking. Route maps and schedules are also available at the Transit and Parking Department at 155 Razorback Road, or at the Arkansas Union information desk.

Parking on Campus

Regulations for parking and traffic control, with appropriate penalties for violations, have been approved by the Board of Trustees. Any person who parks a vehicle on campus must display a valid parking permit on that vehicle, or park at a parking meter and pay the posted meter fee. Parking permits and copies of regulations with maps indicating authorized parking zones may be obtained from the Transit and Parking Department in the Administrative Services Building at 155 Razorback Road. Faculty/staff and reserved permits may be purchased on a payroll deduction plan on webBasis. Call 575-PARK (7275) for further information. Parking information is also available on the web at www.uark.edu/parking. (See also *Act 328 of 1967* and *Board Policy 815.1*.)

University Identification Cards

The Campus Card Office in room 212 of the Arkansas Union issues photo identification cards to faculty, staff and students of the university. The schedule for taking I.D. photos is Monday through Thursday, 8 a.m. to 7 p.m., Friday 8 a.m. to 5 p.m. For schedule changes or special scheduling problems, call 575-7563. Faculty and staff members must present authorization from their department and a driver's license. The form can be obtained on line at http://onlinecardoffice.uark.edu/about_the_id.htm#fac/staffid

Students must show a driver's license and pay \$20.00. The replacement charge for lost or damaged I.D.s is \$18.00. Faculty or staff who are also enrolled as students do not need a student I.D. The computerized I.D. card system allows for verification of current enrollment or employment. I.D.s are required to check out library books, enter the HPER Building, and other activities. Another feature of the I.D. system allows cardholders to deposit money in their card account in order to make cashless purchases at most university locations and copies at many general access copiers on campus. This service is called Razorback\$. Deposits can be made in the Campus Card Office during business hours or at the Razorback\$ machine on the 2nd floor of Mullins Library in the copier room. We now have a web site to add money to Razorback\$. <http://web3.onlinecardoffice.com/uark/> For more information, call extension 575-7563.

Lost and Found

Facilities Management Central Supply and Receiving, 521 Razorback Road, phone 575-4494, operates the campus Lost and Found Service. For questions regarding items lost or misplaced on campus, please call between 7:30 a.m. and 3:30 p.m. Monday through Friday. Items must be identified and claimed in person. Non-cash items are held for 60 days, thereafter they will be donated to Salvation Army.

For additional information on UA policies, including listings of policies, visit the following websites.

Board of Trustees Policies are available at

<http://www.uark.edu/admin/vcfainfo/systempp/systemindex.html>

Fayetteville Policies and Procedures are available at

<http://www.uark.edu/admin/vcfainfo/policyprocedures/ppindex2.html>

Academic Policies are available at

http://www.uark.edu/admin/vcacsey/AcaPolicySeries/academic_policies.html

Section V

POLICIES ON EMPLOYMENT, STUDENT RECORDS, SEXUAL ASSAULT AND SEXUAL HARASSMENT

The following federal laws and executive orders apply to the operation of all units of the university: Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin by educational programs receiving federal funds.

Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, prohibits discrimination in employment (including hiring, upgrading, salaries, fringe benefits, training, and other conditions of employment) on the basis of race, color, national origin, or sex.

The Civil Rights Act of 1991 amends the provisions of Title VII, the ADEA, and the ADA, bringing together prohibition of discrimination on the basis of age for person over 40 and disability.

Executive Order 11246, as amended by Executive Orders 11375 and 12086, prohibits discrimination in employment by federal contractors on the basis of race, color, religion, national origin, or sex.

The Equal Pay Act of 1963 prohibits discrimination in salaries on the basis of sex. Title IX of the Education Amendments of 1972 (Higher Education Act) prohibits discrimination on the basis of sex against students or others in education programs or activities.

Title VII (Section 799A) and Title VIII (Section 845) of the Public Health Service Act, as amended by the Comprehensive Health Manpower Training Act, and the Nurse Training Amendment Act of 1971, prohibit discrimination based on sex in admission of students to federally assisted health personnel training programs and in employment practices in these programs.

The Age Discrimination in Employment Act covers people over the age of 40 and forbids discrimination on the basis of age unless age is a bona fide occupational qualification.

The Rehabilitation Act of 1973 prohibits discrimination in employment of qualified individuals with disabilities. The same act prohibits discrimination against students with disabilities.

The Americans with Disabilities Act of 1990 also prohibits discrimination against students, employees, and the general public on the basis of disabilities.

The Vietnam Era Veterans Readjustment Assistance Act of 1974 prohibits discrimination against qualified disabled veterans and veterans of the Vietnam era. If you are a Vietnam-era veteran, a disabled veteran, or if you have a disability that requires accommodation, please notify the Office of Affirmative Action of your status.

Non Discrimination

In the Spring of 1983 the Campus Council adopted a statement regarding discrimination which was amended in the Fall of 1991: "The Campus Council of the University of Arkansas, Fayetteville, does not condone discriminatory treatment of students or staff on the basis of age, disability, ethnic origin, marital status, race, religious commitment, sex, or sexual orientation in any of the activities conducted upon this campus. Members of the faculty are requested to be sensitive to this issue when, for example, presenting lecture material, assigning seating within the classroom, selecting groups for laboratory experiments, and assigning student work. The University faculty, administration, and staff are committed to providing an equal educational opportunity to all students."

The University of Arkansas is committed to the policy of providing educational opportunities to all qualified students regardless of their economic or social status, and will not discriminate on the basis of handicaps, race, color, sex, creed, veteran's status, age, marital or parental status, or national origin.

In the area of employment (including hiring, upgrading, salaries, fringe benefits, training and other conditions of employment), the University will not discriminate on the basis of race, color, sex, creed, veteran's status, age, marital or parental status, or national origin, and it does not discriminate against qualified handicapped individuals or veterans, in treatment or employment in its programs and activities. The Office of Affirmative Action has been designated to coordinate efforts to comply with laws and regulations relating to affirmative action and nondiscrimination.

Personally Identifiable Student Records

The university adheres to the requirements of the "Family Educational Rights and Privacy Act of 1974" as amended (Buckley Amendment). Under this act, students have a right of access to personal records, may challenge the content of records, and have the

assurance that their records will be kept confidential. There are exceptions to these regulations which must be carefully observed and documented. See the *Catalog of Studies* for additional information: <http://catalogofstudies.uark.edu/>

Sexual Assault Policy *(Adopted by the Campus Council, Sept. 23, 1993)*

Policy Statement

It is the policy of the University of Arkansas to prohibit sexual assault and to prevent sex offenses committed against students, employees, visitors to the campus, and other persons who use University facilities. Sexual assault is an extreme form of sexual harassment. Sexual harassment is prohibited by University policy and is a form of sex discrimination prohibited by Title VII of the Civil Rights Act of 1964 and by Title IX of the Education Amendments of 1972. Sexual assault is also a crime, defined by the Arkansas criminal code.

Definitions

Sexual assault may include any involuntary sexual act which a person is threatened, coerced, or forced to engage in against her or his will. Sexual assault may be committed by a stranger or by an acquaintance.

Acts defined as sexual assault include rape, date rape, acquaintance rape, and gang rape, but may also include sexual touching of another person against his or her will, and forcing an unwilling person to touch another person sexually.

Sexual assault occurs when such acts are committed either by force, threat, or intimidation, or through the use of the victim's mental or physical helplessness, of which the assailant was aware or should have been aware.

Responsibility to Report

Any student, faculty member, staff member, administrator, or visitor to the campus who has experienced or witnessed sexual assault should report the assault immediately to the University Police (Department of Public Safety). If the assault occurred outside the jurisdiction of the University Police, they will assist in reporting it to the proper authorities.

Sexual assault may also be reported to the Fayetteville police, if it occurred within the city limits, or to the police of another municipality if the assault occurred within another township or city which has a police force. It may be reported to the Washington County Sheriff's

Department if it occurred outside city limits but within the county. Sexual assault may also be reported to the community Rape Crisis Help Line.

Preserving Evidence

It is important that evidence of sexual assault be preserved, because it may be necessary as proof in a criminal case. Victims and others should not alter the scene of the attack. The victim should not change clothes or take a bath before calling the police or Rape Crisis. The victim should be taken to a local hospital which has kits to collect and preserve evidence of rape and sexual assault.

Availability of Counseling

Counseling and other mental health services for victims of sexual assault are available on campus and in the community. Students and employees may use the Counseling and Psychology Services (CAPS) unit of the University Health Center. The Psychological Clinic of the Department of Psychology may be able to provide assistance in some cases. Community mental health agencies, such as the Ozark Guidance Center, and counselors and psychotherapists in private practice in the area can provide individual and group therapy. The Rape Crisis Help Line may make referrals for individual counseling and support groups.

Education and Awareness Programs

The Sexual Health Education Coordinator in the Department of Health Promotion and Education of the University Health Center is responsible for planning and coordinating campus education and awareness programs about all forms of sexual assault, including rape, acquaintance rape, and other sex offenses. Programs are presented regularly throughout the academic year in residence halls, fraternities, sororities, and for student organizations, academic classes, and in other settings that are likely to reach people throughout the campus community. Campus-wide education and awareness activities are also conducted during Sexual Assault Prevention Week.

Other campus resources for sexual assault awareness, education, and prevention include the peer education group Sexual Harassment and Rape Prevention (SHARP), and the Sexual Assault Victim Advocacy and Education Program (SAVE), sponsored by Rape Crisis, the University Health Center, and the Alliance for Women's Concerns. A peer education course in sexual assault prevention will be offered, starting in the Spring of 1994.

University Judicial System

When appropriate, the University Police (Department of Public Safety) or any member of the University community may refer allegations of sexual assault to the University judicial system. The judicial system, which is described in the Student Handbook portion of the Undergraduate Studies Catalog, provides a just and equitable process for dealing with alleged infractions by students of University rules, regulations, or laws. The system is informal and non-adversarial, and is intended to educate students, to help them make responsible decisions, and to be accountable for their actions.

In some instances, it may be appropriate for University faculty and staff members to use the University's formal grievance procedures to address grievances related to allegations of sexual assault. The faculty grievance procedure is described in the University of Arkansas Faculty Handbook. The staff grievance procedure is described in the Staff Handbook.

During University judicial proceedings and grievance procedures, both the accuser and the person accused are entitled to the same opportunities to have others present. Both the accuser and the person accused shall be informed of the outcome of any campus judicial proceeding or grievance procedure in which sexual assault is alleged.

Disciplinary Action

Students and employees who are convicted of sexual assault may also be subject to University disciplinary action. According to the circumstances of the case, possible sanctions may range from a formal reprimand to dismissal from the University.

Victims of sexual assault may receive assistance in making reasonable changes in their work, academic, or living situations. Students may request assistance in changing their living situations from Residence Life and Dining Services. Requests for academic changes should be directed to the dean of the appropriate college. Staff may request assistance in changing their work situations from their supervisors or from the Department of Human Resources. Requests for such changes will be considered on the basis of their appropriateness and whether the requested change is reasonably available.

Sexual Harassment Policy

(Adopted by the Campus Council, February 17, 1994, Amended, March 17, 1994)

Policy Statement

It is the policy of the University of Arkansas to provide an educational and work environment in which thought, creativity, and growth are stimulated, and in which individuals are free to realize their full potential. The university should be a place of work and study for students, faculty, and staff, which is free of all forms of sexual intimidation and exploitation. Therefore, it is the policy of the University of Arkansas to prohibit sexual harassment of its students, faculty, and staff and to make every effort to eliminate sexual harassment in the university.

The university's prohibition of sexual harassment applies to members of the university community, to visitors to the campus, and to contractors and others who do business with the university or who use university facilities. The policy prohibiting sexual harassment applies regardless of the gender of the harasser or of the person being harassed. The policy applies to sexual harassment which takes place in any relationship, including both those involving a power differential and those between peers, colleagues, and co-workers. The university policy prohibits sexual harassment between or among students, faculty, staff, and others visiting or conducting official business on campus, and in all areas of the university's work and educational environments.

Sexual harassment of employees is a form of sex discrimination prohibited by Title VII of the Civil Rights Act of 1964. Sexual harassment of students is a violation of Title IX of the Education Amendments of 1972. These laws apply to both the university and to individuals. Those who engage in sexual harassment may be subject to legal consequences, including civil and criminal penalties and monetary damages. Sexual harassment subverts the mission of the university and threatens the careers, educational experience, and well-being of students, faculty, staff, and visitors to the campus. In both obvious and subtle ways, sexual harassment is destructive to individual students, faculty, staff, and the academic community as a whole. Sexual harassment blurs the boundary between professional and personal relationships by introducing a conflicting personal element into what should be a professional situation. When, through fear of reprisal, a student, staff member, or faculty member submits or is pressured to submit to unwanted sexual attention, the university's ability to carry out its mission is seriously undermined.

Sexual harassment is especially destructive when it threatens relationships between teachers and students or supervisors and subordinates. Through control over grades, salary decisions, changes in duties or workloads, recommendations for graduate

study, promotion, and the like, a teacher or supervisor can have a decisive influence on a student's, staff member's, or faculty member's career at the university and beyond. Sexual harassment in such situations constitutes an abuse of the power inherent in a faculty member's or supervisor's position.

Definitions

Sexual harassment as defined by the U.S. Equal Employment Opportunity Commission and adapted to the academic environment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or written communication of a sexual nature, regardless of where such conduct might occur, when:

- (1) submission to the conduct is made either implicitly or explicitly a term or condition of an individual's employment with the university or of an individual's academic status or advancement in a university program, course, or activity;
- (2) submission to or rejection of the conduct by an individual is used as the basis for employment or academic decisions affecting that individual; and/or
- (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or learning environment.

Sexual harassment is distinguished from voluntary sexual relationships in that it introduces such elements as coercion, threat, unwanted sexual attention, and/or promises of academic or professional rewards in exchange for sexual favors. Sexual harassment is unwelcome behavior. Behavior that the courts have found to constitute sexual harassment is usually repeated or continues even after the individual makes it clear that it is unwanted. Sexual harassment is often divided into two categories: (1) *quid pro quo* harassment and (2) harassment resulting from a hostile or abusive environment.

Quid pro quo harassment involves an explicit or implied exchange; that is, the granting or denial of a benefit or privilege in exchange for sexual considerations. The harasser uses submission to or rejection of the offensive conduct as the basis for decisions such as employment, promotion, transfer, selection for training, performance evaluation, or the basis for academic evaluation or recommendations.

Court decisions have established that a hostile or abusive working or learning environment may also constitute sexual harassment. While the exact definitions and limits of a hostile or abusive environment continue to be delineated by the courts, case law indicates that such an environment exists when the workplace or educational

environment is permeated by discriminatory intimidation, insults, and ridicule, such as sexual innuendos, uninvited sexual advances, sexually suggestive or discriminatory remarks, sexually suggestive or offensive signs, graffiti, or pictures, the use of sexually crude and vulgar language, etc. The U.S. Supreme Court has held that, to constitute sexual harassment, the offensive conduct must be sufficiently severe and pervasive that a reasonable person would find the conditions of the working or learning environment to have been adversely affected. The employee or student must also subjectively perceive the environment to be hostile or abusive. However, it is not necessary that an employee's or student's psychological well-being be seriously affected or that she or he suffer injury for a discriminatorily hostile or abusive environment to exist. One utterance of an offensive epithet does not by itself constitute sexual harassment. The Supreme Court has indicated that whether an environment is hostile or abusive can be determined only by looking at all the circumstances, which may include the frequency of the discriminatory conduct; its severity; whether it is physically threatening or humiliating, or a mere offensive utterance; and whether it unreasonably interferes with an employee's work performance or a student's learning. Examples of behavior that may constitute sexual harassment are included in the policy's Appendix.

Academic Freedom

Works of art and literature, readings, and other written, auditory, or visual course materials which are used in an educational context, including classrooms, academic offices, and all other learning environments, or which are part of academic or cultural programs, do not constitute sexual harassment, regardless of their sexual, erotic, suggestive, or vulgar content and regardless of whether they may be offensive to some individuals.

Consensual Relationships

Consensual sexual relationships between faculty and their students or between supervisors and their employees in some instances may result in charges of sexual harassment. Consensual relationships may lead other faculty and students or supervisors and coworkers to question the validity of grades, evaluations, and other interactions between the people involved in such a relationship. The integrity of the work of both people in the relationship may be compromised.

University faculty, administrators, and other supervisory staff should be aware that any sexual involvement with their students or employees could subject them to formal action if a sexual harassment complaint is subsequently made and substantiated, and

that they bear the greater burden of responsibility should it be proven that the power differential between them made the relationship other than fully consensual. Even when both parties have consented to a relationship, it is the faculty member, administrator, or supervisor who may be held accountable for unprofessional behavior. Other students or employees may allege that the relationship creates a hostile or abusive environment affecting them. Graduate assistants, residence hall staff, tutors, and undergraduate course assistants who are professionally responsible for students will be held to the same standards of accountability as faculty in their relationships with students whom they instruct or evaluate.

When a consensual relationship exists between a student and a faculty member who has control over the student's academic work or status or between an employee and his or her supervisor, the resulting conflict of interest should be addressed in accordance with university policies concerning conflict of interest.

Responsibility to Report

Any student, faculty member, staff member, administrator, or visitor to the campus who has experienced or witnessed sexual harassment is strongly urged to report it. The university must know about incidents of sexual harassment in order to stop them, protect victims, and prevent future incidents. It is the responsibility of university faculty, administrators, and supervisors to report complaints of sexual harassment which they receive and of possible sexual harassment of which they become aware. When there is a relationship that involves legally-recognized professional confidentiality between the complainant and the person to whom the harassment is reported, the report may be withheld at the request of the complainant.

Timeframe for Reporting

Sexual harassment should be reported immediately and must be reported within 180 days of its occurrence. However, under compelling circumstances, a delayed report of sexual harassment may be made, provided it is made within 180 days after a student has graduated from the university or 180 days after an employee has left his or her current position at the university.

Retaliation Prohibited

University policy and federal law prohibit any form of retaliation against a person who makes a sexual harassment complaint, participates in an investigation of sexual harassment, or participates in formal grievance or disciplinary procedures. Retaliation against a complainant or witness is, in itself, a violation of university policy and the law, and is a serious separate offense.

False Reports of Sexual Harassment

Willfully making a false report of sexual harassment is a violation of university policy and is a serious offense. Any person who willfully makes or participates in making a false or frivolous report of sexual harassment will be subject to disciplinary action.

Reporting System

Students, faculty members, administrators, staff members, or visitors to the university may report allegations of sexual harassment to an official (hereinafter referred to as the “complaint officer”) who is designated by, and who reports to, the Chancellor. They may discuss with the complaint officer any situation which they believe may constitute sexual harassment. Reports may be made by the person experiencing the harassment or by a third party, such as a witness to the harassment or someone who is told of the harassment.

Investigation of Complaints

The complaint officer must investigate every allegation of sexual harassment, including informal and third party reports. The investigation shall be appropriate to the complaint, taking into consideration its seriousness, the extent to which it is or can be substantiated, and the nature of the resolution desired by the complainant. The investigation must be initiated within five working days after the complaint is made.

Upon receiving a complaint, the complaint officer will interview the complainant (and the alleged victim if it is a third party report) to compile as much specific information as possible, including the nature of each incident, the time, place, actual or potential witnesses, any actions or other responses to the alleged harassment already taken by the complainant, identification of the alleged harasser, and other pertinent facts or allegations. The complaint officer will explain the university’s obligation to investigate and take appropriate corrective action. The complaint officer will present options for resolution of the complaint, including actions which the aggrieved person can take, methods of informal resolution, the appropriate formal University of Arkansas grievance procedure, and legal remedies. The complaint officer will offer information about the availability of counseling and other assistance appropriate to the situation.

The complaint officer will meet with the person accused of sexual harassment and present the allegations, indicating whether there are witnesses or other evidence that would appear to substantiate the charge, and whether the complaint is informal or formal. The alleged

harasser may make an initial, informal response to the allegations. If the issue is not resolved at that point, the complaint officer will proceed with an informal complaint resolution process or, if appropriate, will refer the complainant to a formal grievance procedure.

Deans, department heads or chairpersons, directors, and other administrators who are responsible for personnel matters will participate with the complaint officer, as appropriate, in investigating charges of sexual harassment and in the process of informal and formal resolution of sexual harassment complaints.

Resolution and Grievance Procedures

Individuals who make complaints of sexual harassment and individuals who are accused of sexual harassment are entitled to due process and to a fair and prompt resolution of the complaint. Resolution may be attempted through direct informal action, through an informal resolution process, or through a formal grievance process.

Direct, Informal Action

After the complaint officer has discussed the complaint with the complainant and informed the person accused that a complaint has been made, the complainant may choose to attempt to resolve the matter by confronting the accused harasser directly. The complaint officer can suggest methods and models; for example, writing a letter describing the offensive behavior, its effects on the complainant, and her or his request that the behavior cease.

Informal Resolution Process

If the complainant wishes to attempt to resolve the problem informally, the complaint officer may serve as a mediator, or otherwise assist both parties in coming to an understanding and resolving the problem, with a focus on changing current and future behavior. Both parties must be informed of their rights to due process. The complaint officer may take statements from either party and from any witnesses that either party identifies, but the main focus will be on resolution and conciliation. Deans, directors, and department heads or chairpersons will be involved, as appropriate, in the informal resolution process.

Formal Grievance Procedure

If either party is not satisfied with the result of the informal process or if the complainant chooses, instead, to use a formal University of Arkansas grievance procedure, the complaint officer will help identify the appropriate procedure and explain how to use it. The matter will then follow the steps outlined in the Staff Handbook, the Faculty

Handbook, or the Catalog of Studies for that specific grievance procedure. The complaint officer's records concerning the matter may be made available during the formal grievance procedure, as appropriate. Both parties will be informed in writing of the results of the resolution and grievance procedures and reminded of the university's policy. In some instances, it may not be possible to determine whether sexual harassment has occurred. Allegations of sexual harassment which are not eventually substantiated are not necessarily false allegations.

Disclosure

Every possible effort will be made to ensure the confidentiality of information received as part of the university's resolution and grievance procedures. All parties to the complaint will be asked to assist in keeping the complaint confidential. However, the university's obligation to stop sexual harassment means that it cannot fail to take appropriate action and that confidentiality cannot always be guaranteed. In the interests of fairness and problem resolution, disclosure of complaints and their substance and the results of investigations and grievance procedures, except as compelled by law, will be limited to the immediate parties and other appropriate administrative officials.

Disciplinary Action

Disciplinary action up to and including dismissal will be taken against persons found to have engaged in sexual harassment or found to have willfully made a false or frivolous accusation of sexual harassment. The specific disciplinary action will be determined by the nature and seriousness of the offense. In all cases where disciplinary action is recommended, procedures in the Staff Handbook, the Faculty Handbook, or the Catalog of Studies are to be followed.

If a thorough investigation of a complaint substantiates that formal disciplinary action is warranted because either sexual harassment has occurred, or a false report of sexual harassment has been made, the complaint officer will report the findings to the appropriate vice chancellor, who is responsible for initiating disciplinary action. If a formal grievance procedure has been used, a recommendation for disciplinary action may be made by the administrator or panel that has heard and made a decision about the grievance. Recommendations for disciplinary action may be appealed, using the appropriate University of Arkansas grievance procedure.

At the direction of the vice chancellor and following applicable university rules, the Dean of Students, the academic dean, the director, or the department head or chairperson will implement disciplinary action against the student, faculty member, or staff member. The disciplinary action shall be implemented within thirty days of the notification of the vice chancellor. The complaint officer will monitor the implementation of the disciplinary process and its timeliness.

Record Keeping

Records will be kept in employee personnel files only if a complaint of sexual harassment is substantiated and disciplinary action is taken. All other records will be kept only for statistical purposes and to document that the university has responded to complaints. The Arkansas Freedom of Information Act compels disclosure of employee records only if they form the basis for decisions to suspend or terminate an employee and if there is a compelling public interest in their disclosure. Student records are protected from disclosure under the Family Education and Privacy Rights Act.

Records maintained by the complaint officer to document that the university has responded to all complaints will include information concerning the receipt of the complaint, the notification of the alleged harasser and his or her response, the steps taken to investigate the complaint, and indicate whether the complaint was substantiated. All written statements obtained, as well as summaries of witness interviews, will be included in the documentation. If the complaint is substantiated, the records will document actions taken to stop the harassment and to remedy its effects. If the complaint is not substantiated, all records pertaining to the complaint will be sealed, subject only to legally-ordered disclosure. Whether the complaint is substantiated or not, the records will document that all parties have been reminded in writing of the university's policy prohibiting sexual harassment.

Statistical Review

The complaint officer will report periodically to the Chancellor the statistical data compiled from investigation records and all disciplinary action taken by the university.

Appendix

The following are some examples of behavior that the courts have found to constitute either quid pro quo or hostile atmosphere sexual harassment. The list is not inclusive; other behaviors not included on

the list may be sexual harassment. Most of the behaviors listed, if they are welcome by the person at whom they are directed, would not be sexual harassment. An important distinction is that sexual harassment must be unwelcome.

Sexual harassment can take many forms. Most sexual harassment falls into three categories: verbal, physical, and written or visual.

Verbal sexual harassment may include, but is not limited to:

- sexual innuendoes, comments, and suggestive remarks about clothing, a person's body, or sexual activities;
- suggestive or insulting sounds;
- whistling in a suggestive manner;
- humor and jokes about sex;
- sexual propositions, invitations, or other pressure for sex; and
- implied or overt threats.

In most cases, a single offensive epithet would not constitute sexual harassment.

Physical sexual harassment may include, but is not limited to:

- patting, pinching, feeling, or any other intentional inappropriate touching;
- brushing against the body;
- making obscene or offensive gestures;
- attempted or actual kissing or fondling;
- coerced sexual intercourse; and
- assault. (See the University of Arkansas Sexual Assault Policy)

Written or visual sexual harassment may occur when the following types of materials are directed to a specific individual or when people cannot reasonably avoid seeing them (the list is not inclusive):

- pictures or drawings of a sexual nature;
- sexually derogatory pin-ups, posters, cartoons, magazines, or calendars;
- messages, words, comments, rhymes, or other writing of a sexually derogatory or suggestive nature.

NOTE: Some of the forms of harassment described above may constitute criminal behavior.