

August 2014



UNIVERSITY OF  
ARKANSAS

Fayetteville, Arkansas

# **Faculty Handbook**

# Message from the Chancellor

Dear Faculty:

Thank you for being part of the University of Arkansas. While the focus of any great university is its students, the foundation is its faculty. Very little is accomplished without your character, intellect, and commitment to teaching, research, and outreach. Please know I value all you do, and everything you bring to our campus.

The policies and procedures set forth in the Faculty Handbook will acquaint you with the administration and governance of the University of Arkansas. As you familiarize yourself with the university, I encourage you to pursue academic excellence and preserve academic freedom through participation in university governance. Faculty leadership is indispensable to maintaining and improving the quality of this institution, and I hope you will share in that responsibility. We depend on your informed input and look forward to hearing from you.

Thank you for all you do.

Sincerely,



G. David Gearhart

Chancellor

## UNIVERSITY VISION AND GOALS

### Vision

By 2021, the University of Arkansas will be recognized as one of the nation's Top 50 Public Research Universities, with nationally ranked departments and programs throughout the institution.

### Institutional Goals

As Arkansas's flagship public research university, the University of Arkansas will:

- Put students first by enhancing academic programs, creating an engaging campus life, keeping costs as low as possible and reducing obstacles to student success.
- Be transparent and accountable to the people of Arkansas in all decision-making.
- Increase overall enrollment while remaining the school of choice for the state's most gifted students; provide a concomitant increase in faculty and staff.
- Enhance diversity by attracting more students, faculty and staff from underrepresented groups and by nurturing intercultural understanding inside and outside the classroom.
- Improve graduation rates and degree-completion times.
- Provide highly competitive compensation packages for the purpose of recruiting and retaining the very best faculty, staff and graduate students.
- Increase funding in both research awards and federal research expenditures.
- Marshal the university's expertise, programs, faculty, staff and students to grow the state's knowledge-based economy and to address major issues confronting Arkansas and the world.
- Provide a superior campus landscape and environment by planning for and carrying out the continuous renewal and renovation of existing facilities and the designing and building of new world-class facilities.
- Pursue a consistent and aggressive program for the maintenance and improvement of the institution's libraries and technology resources.
- Promote environmental sustainability.
- Establish and market a quality brand reputation for the university statewide, nationally and internationally.
- Foster the arts on campus and throughout the region.
- Expand outreach through distance education and partnerships with other institutions.
- Grow public support and the endowment through enhanced relationships with constituents and sound investment strategies.

from <http://chancellor.uark.edu/Key-Communications/tap-a-progress-report-2012.pdf>

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 the Office of the Provost ([provost@uark.edu](mailto:provost@uark.edu))

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# Faculty Handbook

## University of Arkansas: Administration and Governance

### Overview

The University of Arkansas is the original campus and flagship institution of the University of Arkansas System. A 10-member Board of Trustees, each member appointed by the governor to a 10-year term, makes policy for the 18 principal campus units, divisions, and administrative units of the system.

Board of Trustees Policy 100.4 specifies general governance and administrative rules and regulations for the Board of Trustees, its committees, and campuses and units of the system. Excerpts from Chapter III, Administration, are provided below. Board of Trustees policy 810.1, Articles of Local Campus Government for the University of Arkansas, Fayetteville 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. The complete texts of the policies are available at the web sites provided below:

[Board of Trustees Policy 100.4](http://vcfa.uark.edu/Documents/0100_4.PDF) Rules and Regulations of the Board of Trustees of the University of Arkansas for the Governance and Administration of the University of Arkansas - [http://vcfa.uark.edu/Documents/0100\\_4.PDF](http://vcfa.uark.edu/Documents/0100_4.PDF)

[Board of Trustees Policy 810.1](http://vcfa.uark.edu/Documents/0810_1.PDF) Articles of Local Campus Government for the University of Arkansas, Fayetteville (Effective July 1, 1995; Revised March 30, 2012) - [http://vcfa.uark.edu/Documents/0810\\_1.PDF](http://vcfa.uark.edu/Documents/0810_1.PDF)

Board of Trustees Policy 100.4, Chapter III, Administration (excerpt):

#### 1. *General Provisions*

*The administration of the University of Arkansas, under the authority of the Board of Trustees, is unified in the office of the President.*

#### 2. *The President*

*The President shall be the Chief Executive Officer of the University of Arkansas and shall be appointed by and responsible to the Board of Trustees. The President shall have a discussion annually with the Board of Trustees concerning an evaluation of his or her performance. Subject to the direction and control of the Board of Trustees and the laws applicable to the University*

*of Arkansas, the President shall be responsible for the management of the affairs and execution of the policies of the University of Arkansas and all of its campuses, divisions, and units of administration. The President shall have broad discretionary authority to effect these functions and meet these responsibilities of the office. The President shall attend and shall participate in, without the privilege of voting, all of the meetings of the Board of Trustees and of its committees, except as excused by the Board.*

*The President and the Chief Fiscal Officer, as provided in Board Policy 300.1, shall have the authority to contract on behalf of the Board of Trustees and the University of Arkansas. As chief executive, the President shall be the official administrative spokesperson for the University of Arkansas and the officer responsible for liaison with the General Assembly, the Governor, state offices and governmental bodies, and the federal government. The President shall be responsible to the Board of Trustees for the prompt and effective enforcement of all laws relating to the University and of all resolutions, policies and procedures, budgets, and rules and regulations adopted by the Board for the operation of the University and all of its campuses, divisions and units of administration. It shall be the President's duty to bring to the attention of the Board all matters which, in his or her opinion, affect the University and require consideration by the Board. There shall be appropriate materials provided to the Board members and sufficient time for thoughtful discussion before decisions are required. The President shall make recommendations to the Board for securing the necessary personnel and the fiscal resources required for the operation of the University and shall make recommendations with respect to the adoption, modification or rescission of policies, budgets, and regulations applicable to the University and all of its campuses, divisions, and units of administration.*

*The President shall prepare and submit to the Board of Trustees an annual report to correspond with the fiscal year of the University and, in addition, any other reports he or she may deem wise or as the Board may require.*

*The President shall coordinate the activities of the University and all of its constituent campuses and units in accordance with the principles prescribed by the Board of Trustees. The President shall adjudicate all issues of jurisdiction and all issues in dispute between or among the constituent campuses and administrative units of the University. The President shall be a member of all faculties on all campuses of the University and shall have the*

*responsibilities of facilitating the promotion of goals, programs, and needs of each campus after consultation with the Chancellor. The President shall establish administrative organizations to assist in the execution of the policies of the University of Arkansas. The President shall be assisted by Vice Presidents and other staff officers and by Chancellors of the several campuses of the University. The President shall prescribe the duties and assignments of the Vice Presidents and other staff officers. Furthermore, the President shall, in consultation with the Chancellors, establish and define the duties of universitywide councils, committees, or other bodies organized to advise and assist him or her. All official communications from faculty, staff, and students on a particular campus or unit shall emanate through the appropriate Chancellor or Director to the President.*

*The President's duties and responsibilities as defined herein expressly exclude any duties on behalf of or in connection with The University of Arkansas Foundation, Inc. ("Foundation"). It is expressly contemplated by the Board that the President may, if he or she so desires, and with the advice and consent of the Board of Trustees, enter into a consulting contract or other arrangement with the Foundation in regard to fund raising and other activities for the Foundation. Such consulting agreement shall not include any of the duties defined above.*

#### **4. The Chancellors**

*The Board of Trustees shall appoint the Chancellor of any campus upon recommendation of the President. The Chancellor of a campus shall exercise complete executive authority thereon, subject to the policies established by the Board of Trustees and the President. The Chancellor shall be the leader of and the official spokesperson for the campus and shall promote the educational excellence and general development and welfare of the campus. The Chancellor shall define the authority of administrative committees and officers of that campus, and all projects, programs, and institutional reports to be undertaken on behalf of that campus shall be subject to authorization and approval of the Chancellor.*

*The Chancellor shall be responsible to the President for enforcement of the policies and procedures, budgets, regulations, and decisions of the Board of Trustees concerning that campus. It shall be his or her duty to keep the President, and through the President, the Board of Trustees fully informed*

*concerning the operations and needs of that campus. The Chancellor shall make an annual report to the President corresponding to the fiscal year of the University of Arkansas, which report shall also be provided to the Board of Trustees. The Chancellor shall further provide any other reports that may be required.*

*At the meeting of the Board a designated Chancellor or Director shall give a report on the state of the campus or unit. Further, each Chancellor and Director shall be prepared to report to the Board on the status of his or her campus at any meeting upon request of the President or any member of the Board.*

*The Chancellor shall make recommendations for the development of the educational programs of the campus and shall serve as the general advisor to the President, and through the President, the Board of Trustees with respect to all programs and activities of the campus. The Chancellor shall present to the President all matters concerning the campus which are to be considered by the Board of Trustees or any of its committees. The Chancellor shall be expected to attend all meetings of the Board of Trustees when an agenda item for the campus is to be presented unless excused by the President.*

*Subject to the policies prescribed by the Board of Trustees and the President, the Chancellor shall make recommendations to the President with respect to the budget and the appointment of full-time academic personnel.*

*The Chancellor shall be the official medium of communication between the President and all deans, heads of departments and department chairs and all other administrative officers, faculty, staff, and students of the campus*

*The Chancellor shall be a member of all faculties and other academic bodies of the campus and shall be a member of the campus governing body. [end of excerpt].*

### **Fayetteville Campus Administration**

Directly responsible to the Chancellor of the University of Arkansas, Fayetteville, 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 Government and Community Relations, Vice Chancellor for

Intercollegiate Athletics and Director of Athletics and the Vice Chancellor for Diversity and Community. Other members of the Chancellor's Executive Committee are the Vice Provost for Student Affairs, Associate General Counsel, the Associate Vice Chancellor, Executive Assistant to the Chancellor.

Deans are the chief administrative officials of the colleges and schools. Deans, directors, and other administrative officials or units are responsible to the Provost/vice chancellors to whom they report, 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 titles that the individuals bear. Written charges, or memoranda of understanding, pertaining to specific areas of responsibility are prepared whenever such actions are considered necessary or appropriate.

The Academic Affairs Executive Group includes deans, vice provosts, and directors who report to the provost (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 areas which may be affected. Deans and directors are authorized to determine 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 faculty 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.

### **Role and Scope Designation**

(Approved by the Arkansas Higher Education Coordinating Board in July, 2008)

### **University of Arkansas, Fayetteville**

#### 1. Audiences

The University of Arkansas, Fayetteville (UAF) has a statewide mission. As such, its audiences are:

- Residents from throughout Arkansas who have excelled in high school studies and are seeking to complete baccalaureate degrees.
- Individuals seeking graduate and professional degrees.
- Employers, both public and private, seeking not only well-educated employees but technical assistance and applied research.
- Economic development interests and entrepreneurs throughout the state.
- Academic disciplines and the research community.
- The community and area by providing a broad range of academic and cultural activities and public events.
- Two-year college transfer students.

#### 2. Array of Programs and Services UAF offers:

- A broad range of baccalaureate, masters, doctoral and professional programs that include core arts and sciences, agriculture, architecture, journalism, information sciences, education, engineering, law, public administration, nursing, allied health, and business.
- Basic and applied research
- Services specifically designed to meet the needs of statewide economic development—continuing professional education, technical and professional services, support of small businesses and entrepreneurs, and technology transfer.

#### 3. Special Features

- UAF is the state's 1862 land-grant institution and is classified as a Carnegie very high research activity university.
- Nationally competitive research and economic development activity in emerging areas such as nanotechnology, laser technology, biotechnology, and sustainability.

- Library resources and special holdings such as the Fulbright papers made available through on-site and electronic access to student and faculty scholars and citizens throughout the state.

### **Other Governance Web Sites**

The Rules of Procedure of the Faculty Senate document is provided below as Appendix A.

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://provost.uark.edu/59.php>

For current information regarding the Graduate Council, the governance body of the Graduate School, see the website <http://grad.uark.edu/dean/gradcouncil/index.php>

For the UA organizational structure, see <http://www.uark.edu/about/organizational-chart.pdf>

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

For more information about University of Arkansas campus, see <http://campusmaps.uark.edu/>

For memorable moments in the history of the institution, see the Historic Markers information at the Alumni website [http://www.uark.edu/rd\\_vcad/urel/info/campus\\_map/10985.php](http://www.uark.edu/rd_vcad/urel/info/campus_map/10985.php)

### **Appendix: Rules of Procedure of The Faculty Senate**

(Faculty Senate, adopted April 3, 1997; revised April 17, 2002; most recently revised February 15, 2006)

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.

- I. Parliamentary procedure: The Faculty Senate shall be governed by the current edition of The Standard Code of Parliamentary Procedure by Alice Sturgis.
- II. 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 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. By the end of the first week of classes in the spring term, the Committee shall distribute a call for nominations for the following offices: Faculty Chair, Campus-wide representatives to the Faculty Senate, and members of the Committee on appointment, Promotion, and Tenure.
- D. On or before the end of the first week of classes in the Spring semester, the Committee shall issue a call for nominations for Faculty Chair, At-Large Faculty Senator, and Committee on Appointment, Promotion, and Tenure to be elected. The committee shall accept additional nominees for any of the offices if each such nomination is (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 given, 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. A ballot shall list the nominees for the primary election of each of the following:
    - a) A list of at least three nominees for the position of Faculty Chair;
    - b) A list of nominees for the position of campus-wide representatives on the Faculty Senate. The number of individuals on the list shall be at least 25% more than the number of vacancies;

- c) 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. 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.
- G. 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 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 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. If there are more than three nominees, then the following actions shall be placed into action.
- 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 candidates receiving the most number of votes equal to a majority of the ballots cast shall be elected Faculty Chair. The candidate receiving the second highest number of votes will be elected Faculty Vice-Chair. If not candidate receives a majority of votes, then the three candidates receiving the most votes shall stand for a run-off election where each voter shall be entitled to vote for two of the three candidates. The winner of the run-off election shall be elected Faculty Chair and the runner-up shall be elected Faculty Vice chair.
  - 3. In the event that only three candidates are nominated, the candidate receiving the most votes will be elected Chair and the candidate receiving the second highest number of votes will be elected 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. The nominee shall be declared elected in order of decreasing number of votes received until all positions have been filled. ion shall be declared elected.
  3. 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 referring to the results of the same election in which that representative was elected. Among the remaining candidates, 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. 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 in order of decreasing number of votes received until all positions have been filled.
- III. 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.
- IV. 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.
- V. 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.
- VI. 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:
- A. The presiding officer shall first call for a motion to approve the legislation.
    - 1. 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.

2. 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.
3. 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.
4. 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.

## VII. 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.

VIII. "Pre-filing" 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.

IX. 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.

X. 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

1. 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.
2. 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.
3. 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 Vice Provost of Global Campus 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.

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## 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.

### **Workload**

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 workloads 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 or 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 and prospective students, serving on committees, and maintaining currency in their teaching and research disciplines through professional development activities. Faculty are also responsible for maintaining program currency, viability, and quality. 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.

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. Faculty members are responsible for confining classroom discussion to subjects related to the topics of concern in the course and for conducting the class so as to facilitate learning for all students, consistent with good teaching practices. They are also responsible for choosing appropriate texts and other teaching materials in a timely way. 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 Educational Access (CEA, telephone 5-3104; <http://cea.uark.edu>). Faculty members are expected to provide a syllabus for each course they teach to inform students of the learning objectives for the course, the course coverage/topics, the required texts and materials, how the final grade will be determined, the policy on making up work, requirements for class attendance, and how the students may contact the teacher. It is also the responsibility of the faculty member to include in the course syllabus and class web site instructions on how students can learn prior to class time whether a class is canceled because of weather conditions or for other reasons. See <http://provost.uark.edu/62.php>.

Faculty members who develop or teach courses off campus through global campus, online instruction and/or courses with some or all of the course activity conducted outside the U.S.A. are required to comply with all the university policies applying to such activity. Sources of information for regulation and policy include the Academic Policy Series, the Office of Study Abroad, and the Global Campus.

Faculty members are responsible for maintaining in the classroom and laboratory 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 University of Arkansas, Fayetteville, does not condone discriminatory treatment of students or staff on the basis of age, disability, ethnic origin, marital or parental status, race, religious commitment, sex, sexual orientation or veteran's status 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 for Students**

(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 and 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 Students' Religious Observances policy below), 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**

The grading system in general use at the university is stated in the current catalog under the heading **Grades and Marks**, at <http://catalogofstudies.uark.edu/2882.php>. The Law School, the E. Fay Jones School of Architecture and the Dale M. Bumpers College of Agricultural, Food and Life Sciences may evaluate on a plus and minus grading system.

The Faculty Senate 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 Schedule of Classes, included in the syllabus, and announced at the first class meeting.

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, and/or announce such policies at the beginning of class meetings for each course. Student grade appeal procedures are available at <http://catalogofstudies.uark.edu/2882.php>. See the current Graduate Catalog for graduate student procedures. <http://catalogofstudies.uark.edu/2691.php>.

A copy of the final examination schedule is included in the **Schedule of Classes**. All final examinations must be given at times specified in the schedule. An exception exists when faculty members must reschedule a final exam when a student is scheduled for more than two exams on the same days if so requested. Typically, the class with the smallest enrollment is the one rescheduled for the student. A student will apply to have an exam rescheduled on the form provided by the Registrar’s Office for that purpose. Whenever extreme circumstances make necessary a deviation from the announced schedule for final examinations, 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 and intersessions 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. See the grading system statement at <http://catalogofstudies.uark.edu/2882.php>.

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 scheduled only for 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 made and 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.

### **Students' 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 the student's religious observances are scheduled, to the extent possible.

### **Textbook and Course Materials Policy**

Each year with the beginning of a new appointment period, deans and chairpersons should notify or remind faculty members of the policies and procedures for compliance with Arkansas legislation relating to textbooks and course materials (Acts 105, 106, 175, and 277 of 2007).

### **1) Inducements (Act 105)**

Acceptance of inducements (such as a gift, payment, loan, subscription, advance, deposit of money, or services) to require specific textbooks is prohibited by this legislation. Not included as inducements are the following: sample copies, instructor's copies, or instructional materials for a textbook or royalties or other compensation from the sale or publication of a textbook that includes the employee's own writing or work.

A violation of this policy shall be reported within ten business days of discovery to the chief academic officer and the chief legal counsel of the University and to the Legislative Council. A violation may be reported to these same parties by any business or consumer.

### **2) Deadlines for Textbook and Course Material (Undergraduate) Adoption (Act 175)**

This legislation requires that for each full semester and collectively for summer sessions and intersessions, the University shall distribute a list of all textbooks and course materials required or assigned for an undergraduate course (regardless of circumstances used for obtaining, purchasing or distribution methods) by publication on its website and posting at its bookstore. The University of Arkansas Bookstore located in the Garland Center, will be the central repository for all textbook and course material adoption information and for compliance with the legislation. This information will be shared with competing local bookstores and placed on the University website. Faculty members are required by this legislation to choose and report their choices of textbooks and course materials to the Bookstore no later than noon on April 1 for summer, May/August Intersessions, and fall semester courses and no later than noon on November 1 for January Intersession and spring semester courses. For each textbook or course material on the list provided to the bookstore, the faculty member shall include the following: a brief description of the textbook or course material; the author or authors; the title and edition; and any special instructions or circumstances for the purchase or use of the textbook or course material.

A textbook or course material for an undergraduate course may be adopted after the time specified above if the adoption is approved by the department chair and the dean or division head of the affected college; and the dean or division head of the college forwards to the chief academic officer of the institution the following information: a list of late adoptions; the names of the person or persons responsible for each late adoption; and a written statement explaining why each adoption was late. The late adoption form should be used for transmitting and routing the necessary information. This form is available at <http://bookstore.uark.edu/adoption/> under the Late Adoption Approval Form link.

### **3) Prohibition of Referrals (Act 277)**

Consistent with this legislation, the University may not place or permit to be placed on its website or its bookstore's website a link to the website of a retailer of textbooks or other educational materials if the retailer of textbooks or other educational materials is not required to report and pay Arkansas sales and use taxes and does not obtain a use tax permit from the Department of Finance and Administration and report and pay Arkansas sales and use taxes on sales of textbooks and other educational materials to residents of this state. Nothing in this section prevents a faculty member from referring students to any source for required or suggested textbooks or course materials.

#### **4) Regulation of the Use of Royalties from the Sale of Textbooks and Educational Materials (Act 106)**

##### **Financial Benefit to Instructor from Student Materials: Conflict of Interest Resolution**

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).
- 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 payments, revenues and royalties from the sales of the material(s). These revenues must be paid to a unit not directly related to or associated with the faculty

member, but one (e.g., college or school) that will benefit students academically at the University of Arkansas, Fayetteville.

- 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 payments, revenues and royalties acceptable to their Dean relative to materials required for student purchase during the preceding year.

NOTE: The required compliance procedures do not apply to faculty members teaching only in non-credit courses and programs. However, it is recommended that all required course materials be turned in to the University Bookstore where support will be provided to faculty and departments to insure compliance with all textbook policies and that students have access to the material in a timely manner.

Texts of the legislation of the Arkansas 86th General Assembly to which reference is made here are available at

<http://www.arkleg.state.ar.us/SearchCenter/Pages/historicalact.aspx> where you should deselect 87th General Assembly, select 86th General Assembly, and enter the Act Number of interest in the dialog box.

08/14/09

### **Teacher and Course Evaluation**

The following procedures are developed in response to the Teaching Council's recommendations offered to and adopted by the Faculty Senate on March 11, 2009. These procedures are meant to supplement Academic Policy 1405.15.

A standardized university-wide procedure for administration:

- 1) All course evaluations are administered on-line for each class through CourseEval.
- 2) An e-mail will be sent to all students enrolled in a class with 5 or more students, as well as the instructor for that class, announcing evaluations are open.
- 3) Students will receive e-mails every other day for one week reminding them to complete the course evaluations.
- 4) Evaluation period is generally 5 – 10 days long and access to course evaluations will then be closed.
- 5) The evaluation process is completely anonymous.
- 6) Results of evaluations will be sent to individual faculty members 72 hours after grades are posted in ISIS.
- 7) Faculty may not retaliate against students, based on feedback from

- course evaluations, or the faculty will face negative repercussions.
- 8) It is the faculty member's responsibility to login to CoursEval prior to evaluations being deployed to ensure accuracy of the information being provided to students.
  - 9) Faculty may choose 5 questions from the PICES Item Catalog in addition to the pre-determined University, College, and Department questions.
  - 10) Quantitative information on course evaluations is available to designated department heads, chairs and deans, however comments are private and not shared unless the faculty member chooses to do so.
  - 11) Contact information for CoursEval. email [courseval@uark.edu](mailto:courseval@uark.edu)

(Campus Council, Adopted March 14, 1985)

The Campus Council in 1985 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.

### **Teaching and Faculty Support Center (TFSC)**

The TFSC at the University of Arkansas was established in 1992. Representing one 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 146 N. Harmon, Harmon Avenue Parking Facility, HAPF-703, and telephone 479-575-3222. For more information, visit the web site at: <http://tfsc.uark.edu/>.

### **Teaching Academy**

The Teaching Academy is an honorary society of the University of Arkansas for outstanding teachers that advocates and represents teaching interests as well as sponsoring events such as an annual workshop on teaching. For more information, consult the web site at <http://uateach.uark.edu/>

## **Student Conduct Policies**

### **Academic Integrity**

The University of Arkansas, Fayetteville, presents this policy to set forth the University's commitment to academic integrity and to create procedures to

address allegations of academic misconduct in a fair and unified manner. Responsibility for understanding and adhering to the values of academic integrity, including being familiar with and complying with this policy, lies with individual students as members of the University community. The University shall assist students in meeting this responsibility through educational efforts such as training held during both undergraduate and graduate new student orientation, and on-line training modules, and may also include training during program-level orientation and in individual classrooms. The University shall also provide a statement on academic integrity that faculty will be encouraged to include in all course syllabi. Again, however, as developing scholars, students must take the initiative to familiarize themselves with and clarify expectations regarding academic integrity.

<http://provost.uark.edu/245.php>

## **Academic Support and Related Services for Students**

### **Advising**

Faculty members typically have shared responsibility for advising undergraduate and graduate students at all levels of study including the preparation of honors and graduate theses. Assignments differ among programs and levels of study, but the number and kinds of advising duties assigned to faculty members and staff are reflected in their workload assignments, and their accomplishments and those of their students reflected in their merit evaluations. Training and developmental opportunities are made available to faculty and staff assigned to advising duties. Awards for outstanding advising are made each year commensurate with those for teaching, research and other service assignments. The institution has established 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 have a key role in this process. Two pieces of recent legislation also address faculty and institutional responsibilities toward students, and faculty members should be familiar with these responsibilities.

Consistent with Act 1014 of the Arkansas General Assembly of 2005, qualified degree-seeking freshman must be given the opportunity during their first registration to enter an eight-semester degree completion program or to decline to do so. Such programs exist for the great majority of areas of study at the University of Arkansas and full information is available on line.

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

Similarly, consistent with Act 472 of 2007, entering undergraduate students must be informed during registration of the opportunities provided by the Arkansas Course Transfer System (ACTS). This system specifies course transferability among Arkansas public institution of higher education and its provisions may be viewed on line.

[http://www.adhe.edu/divisions/academicaffairs/Pages/aa\\_acts\\_faqs.aspx](http://www.adhe.edu/divisions/academicaffairs/Pages/aa_acts_faqs.aspx)

Also, consistent with Act 672 of 2005, the U of A may not require a transfer student who has credit for an equivalent course (as reflected in the ACTS) to repeat that course on this campus.

Beginning in 2010, Arkansas will be implementing Act 182 which establishes additional restrictions on courses that may be required of students transferring into degree programs at the U of A with Associate of Arts, Associate of Science, and Associate of Arts in Teaching degrees from Arkansas public institutions. Courses taken in fulfillment of the requirements of these transfer degree programs (except those with grades of D) will generally be transferred.

**Academic Advising of Undergraduate Students** (from Academic Policy 1550.20)

Academic advising is an active, ongoing exchange between the advisers and students grounded in teaching and learning. Advising is based on students gaining accurate and appropriate information and direction to help make their educational experience relevant, coherent, and meaningful. It is a process that assists students in connecting with the University of Arkansas, making thoughtful decisions related to their academic experiences, and maximizing their educational and career opportunities. Quality academic advising is essential to achieving the University's vision for a "student-centered research university serving Arkansas and the world." While procedures may vary among schools and colleges, all successful academic advising should include the following:

- 1) A mutual respect between adviser and student with the student possessing final responsibility for successful completion of a degree.
- 2) A developmental and educational process that occurs over time.
- 3) Consideration of individual students' interests, abilities, and needs.
- 4) A collaborative effort to connect students to campus resources and services.
- 5) Reasonable availability and accessibility to advisers.
- 6) Interpretation of University of Arkansas, college, and departmental rules and courses.
- 7) Achievement of student understanding of the purpose and nature of the university core courses.
- 8) Recommendation of appropriate courses.
- 9) Achievement of student understanding of and progress toward meeting academic requirements.
- 10) General information regarding career options and opportunities, with appropriate referrals as necessary.
- 11) Respect for students' ethnic and racial heritage, age, gender, culture, national origin, sexual orientation, and religion, as well as their physical, learning, and psychological abilities.
- 12) An understanding of and adherence to laws and regulations that relate to academic advising.
- 13) Adherence to the highest principles of ethical behavior.

The University is committed to developing each student to his or her fullest potential. To this end, programs in each college have been established to improve the academic achievement and persistence of students on academic warning and other students in need of academic assistance. Such assistance is provided through a variety of instructional and informational services

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 individual career counseling sessions focusing on all aspects of career development, including major and career selection, resume and interview preparation, and job/internship/graduate program search. We also offer classroom presentations (topics include: overview of career services, resume writing, interview skills, job-search) a professional development program, a career decision-making course, and employer networking events. For more information visit <http://career.uark.edu/>.

The mission of the **Enhanced Learning Center (ELC)** is to foster the intellectual development of the student community 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 **Center for World Languages, Literatures & Cultures** is an audio/visual center designed to serve and support all students enrolled in language courses in the Department of World Languages, Literatures & Cultures. This particular lab is set up with 16 networked computers that support state-of-the-art class assignments throughout each semester. Additional equipment and materials include microphones and web cameras to support online or offline oral/aural activities, multi-region DVD/VHS players, a reservable smart room with multi-lingual satellite television, DVD/VHS players, and 20 wireless MacBook Pro laptops to support in-class chat-room and multimedia-based activities. Other portable equipment such as CD/tape players and portable laptop projection for faculty are available for teaching activities. This lab also supports innovative language learning activities in undergraduate and graduate level courses that include Web 2.0 and video development. Web 2.0 development, graphics and video editing software, as well as 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 visit <http://languages.uark.edu/7760.php>

The **Math Resource and Teaching Center** provides support for students in all 1000 and 2000 level mathematics classes. For more information and hours of operation 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, serving as a resource for any type of writing project. The goal of the Quality Writing Center is to assist students, staff, and faculty as they work to enhance their writing skills whatever that skill level may be. All aspects of writing from organization, coherence, and clarity to punctuation, grammar, usage, and style are taught. Instructors at the Center teach basic writing skills, help with research papers, theses, and dissertations as well as consult with faculty on writing-related issues. The Center does not, however, provide proofreading or editing services. The Quality Writing Center is located in Kimpel Hall 315 and 319 and in the Enhanced Learning Center in Gregson Hall. For more information visit <http://qwc.uark.edu/>.

## **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 those that 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.

## **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 Compliance [http://vpred.uark.edu/documents/rscp/policy\\_animal\\_care\\_and\\_use.pdf](http://vpred.uark.edu/documents/rscp/policy_animal_care_and_use.pdf)

## **Human Participants**

Any activity involving living individuals about whom or from whom personal, identifiable information is collected for the purpose of developing or contributing to generalizable knowledge is considered "human subjects research." All such studies require the prior approval of the Institutional Review Board (IRB). Information regarding protocol submission and approval can be found on the Research Compliance web pages, <http://vpred.uark.edu/units/rscp/humans-as-subjects-in-research.php> or by sending an email to the IRB administrator at [irb@uark.edu](mailto:irb@uark.edu).

## **Radioactive Substances, Biohazardous Materials, and Toxic Substances**

Radioactive substances, biohazardous materials, and toxic substances are additional research areas covered by policy and procedures. Protocol forms and information regarding approval of such studies can be found on the Environmental Health and Safety web pages <http://vpred.uark.edu/units/rscp/toxic-substances.php>

## **Export Control**

In order to engage in research activities which include the collaboration of foreign colleagues and graduate students, investigators must comply with certain restrictive Federal regulations called, collectively, "export control regulations." The purpose of these regulations is to control the dissemination of information and/or materials which may have bearing on our national security. While export control regulations provide exemptions for "educational information" and

“fundamental research,” both externally and internally funded research may be subject to export control regulations. *Investigators should not assume that unsponsored research is exempt from export regulations.* Additional information and assistance for complying with export regulations is available on the Research Compliance web pages <http://vpred.uark.edu/units/rscp/export-control.php> Assistance with determining the control status of research activities, sponsored and unsponsored, is available by contacting Research Compliance or the Office of Technology Licensing.

## University Libraries

Welcome to the University of Arkansas Libraries! The library system is comprised 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.

The Libraries’ combined holdings total 1.9 million volumes of books and periodicals, 5.5 million microforms, and 49,000 journal titles. The Libraries subscribe to 250 electronic databases and 27,000 electronic journals. Other resources include several thousand maps, manuscripts, sound and video recordings, and music scores. The Libraries maintain memberships in the Center for Research Libraries (CRL), Greater Western Library Alliance (GWLA), Inter-University Consortium for Political and Social Research (ICPSR), Scholarly Publishing & Academic Resources Coalition (SPARC), United States Agricultural Information Network (USAIN), Coalition for Networked Information (CNI), and Council on Library Information Resources (CLIR) among others.

A world of information is accessible through the Libraries’ Web site: <http://libinfo.uark.edu/>. Access and search the Libraries’ records through the online library catalog. Specialized indexing, abstracting, and full-text databases are accessible via any internet connection and your UARK username and password. In addition to searching the catalog and databases, a wide variety of services such as interlibrary loan, document delivery, and 24/7 Ask-a-Librarian chat are available through the Libraries’ home page. 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 online:

<http://libinfo.uark.edu/circulation/circpolicies.asp>.

Students and faculty may also renew library materials and request holds electronically by using their university ID. The Reference Department assists faculty and students in locating and using library materials, including in-depth research assistance and instruction to classes upon request. Library “subject specialists” serve as liaisons to faculty in specific areas. Visit <http://libinfo.uark.edu/info/specialists.asp> to find yours.

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 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 call (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 Sponsored Programs, Office of**

This office provides information regarding regulations governing sponsored activities, funding sources, grant proposal preparation and submission, and a variety of related services. Consult their web site for further information, <http://vpred.uark.edu/units/rssp/>

### **Research Compliance, Office of**

The Office of Research Compliance (RSCP) is responsible for assisting faculty, staff and students to comply with federal and state regulatory requirements for sponsored and unsponsored research and with the associated University policies. These areas include, but are not limited to, Biological Safety, Export Control, Financial Conflict of Interest, Human Subjects, Radiation Safety, Research Misconduct, Toxic Substances, Vertebrate Animals, Material Transfer Agreements, Traineeships/Clerkships, and DEA Registrations and Arkansas Department of Health Controlled Substance Licenses. For additional information, consult the Research Compliance web site, <http://vpred.uark.edu/units/rscp/>

### **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 activities, 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, and the presentation or publication of research results. It does not address the treatment of humans or animals as research subjects. 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 Research Compliance web site [http://research.uark.edu/documents/rscp/research-scholarly-misconduct-policy-11\\_10\\_2011.pdf](http://research.uark.edu/documents/rscp/research-scholarly-misconduct-policy-11_10_2011.pdf)

## **Other Faculty Responsibilities**

### **Attendance at Commencement**

At least one-third of the faculty members from each college should attend May and one-third should attend the December Commencement, as determined by the dean. Faculty 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://its.uark.edu/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 Support and Sponsored Programs web site, <http://vpred.uark.edu/207.php>.

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://vcfa.uark.edu/Documents/4040.pdf>.

### **Criminal Arrests, Charges or Convictions**

University employees must report to their supervisor, within 24 hours or at the earliest possible opportunity thereafter, any criminal arrests, criminal charges, or criminal convictions, excluding misdemeanor traffic offenses punishable only by fine. Employees must cooperate fully during any review process undertaken by the University. Failure to make such a report or to cooperate with such a review shall constitute grounds for disciplinary action, up to and including termination.

### **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. See Board of Trustees policy 450.1 for details.

### **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.

### **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://provost.uark.edu/131.php>

Board of Trustees Policies

<http://vcfa.uark.edu/741.php>

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://vcfa.uark.edu/675.php>

Schedules of Classes

<http://registrar.uark.edu/465.php>

### **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; faculty grievance procedures, or retrenchment. They are the following:

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

Evaluative Criteria, Procedures and General Standards for Initial Appointment, Successive Appointments, Annual and Post-tenure Review, Promotion and Tenure (revised April 14, 2011)

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

Faculty Grievance Procedure (revised August 20, 2001)

Retrenchment (Board Policy 405.5)

These five policies are available through the Provost's office web site:

<http://provost.uark.edu/74.php>

Current personnel documents of the colleges and schools also address these matters:

**Bumpers College of Agricultural, Food and Life Sciences**

<http://bumperscollege.uark.edu/personneldocument.pdf>

**Fulbright College of Arts and Sciences**

<http://fulbright.uark.edu/facultystaff/documents/ARSC%20Personnel%20Document%202009.pdf>

**College of Education and Health Professions**

[http://coehp.uark.edu/personnel\\_document.pdf](http://coehp.uark.edu/personnel_document.pdf)

**University Libraries**

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

Dean's offices can provide copies or web addresses of personnel documents for faculty and non-classified staff appointed in other schools and colleges.

#### **Employment and Compensation**

Faculty members are typically appointed for a nine-month period, although faculty and administrative personnel may be appointed for a twelve-month or other period, depending upon the needs of the unit concerned or the nature of the research or administrative work being done. Department heads, chairpersons, and chairholders typically have twelve-month appointments. The

appointment period for nine-month employees is the academic year. The beginning and ending dates for nine-month appointments for the next five years are made available in *Academic Policy* 1200.20. The Academic Calendar is made available at the policy series web site: <http://provost.uark.edu/131.php>

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, available at the web site for the policy series, <http://vcfa.uark.edu/Documents/4070.pdf>

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 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 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 other than for teaching 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: 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.

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.

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.

**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: 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.

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: 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.

The work for extra compensation shall not interfere with the regular duties of the individual, as certified by the dean or supervisor.

The request for extra compensation should be approved by the dean or equivalent officer in advance of performance of the work.

Federal funds may not be used to pay extra compensation unless specifically authorized by the sponsoring agency.

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.

Extra compensation must not result in a conflict of interest.

University funds will not be used for extra compensation for speeches, public appearances, etc., which are civic, public relations, or development activities.

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.

The institutional policy that an employee may not through extramural funding achieve a raise in his or her base annual salary is here reaffirmed.

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.

Full-time employees may teach for extra compensation with preparation for and time in class falling outside their regular work schedules.

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.

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: 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.

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).

Exceptions to the provisions of this policy will require the approval of the President.

See <http://vcfa.uark.edu/675.php>. Fayetteville Policies and Procedures 407.0 for complete campus guidelines and restrictions and the reporting form.

## **Concurrent Employment**

### **Arkansas Code Ann. § 19-4-1604 & Arkansas Code Ann. § 6-63-307**

Under certain circumstances **and with prior approval**, University employees may work for two University departments or two state agencies or institutions concurrently. The work performed for the second department, agency or institution must not interfere with the proper and required performance of the employee's duties in the primary position. The combined salary payments from both agencies or institutions must not exceed the maximum allowable salary for the higher paid position, except that, under Arkansas Code Ann. § 19-4-1604, state employees may teach temporarily at state-supported institutions of higher education even though their combined salaries will exceed the line item

maximum. This exception is subject to the approval of the Chief Fiscal Officer of the State. The Secondary Employer initiates the form on the employee's behalf. The form is then routed through Human Resources to the Primary Employer for completion. The Primary Employer returns the form to Human Resources for submission to the Office of Personnel Management (OPM) in Little Rock.

### **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://provost.uark.edu/131.php>

### **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.

### **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://vpred.uark.edu/units/rssp/administrative-resources.php>

See Board Policy 300.1, revised September 19, 2002, for details  
[http://vcfa.uark.edu/Documents/BOTPol\\_0300\\_1.PDF](http://vcfa.uark.edu/Documents/BOTPol_0300_1.PDF)

### **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://vcfa.uark.edu/Documents/0210\\_1.PDF](http://vcfa.uark.edu/Documents/0210_1.PDF) for details.

## **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 February 19, 1976) 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.

## **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://vcfa.uark.edu/Documents/4092.pdf>

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 960 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:

- Earned sick leave.
- Earned annual leave.
- 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 on-set 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:

- 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.
- 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)

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
- 4) A serious health condition that makes you unable to perform the functions of your job.

### **Service Member Caregiver Leave (recent amendment).**

FMLA leave for this purpose can be up to 26 weeks. An employee who is a spouse, son, daughter, parent or nearest blood relative to a member of the Armed Forces who is being treated for, recuperating from or is on the temporary disability retired list due to a serious injury or illness is entitled to a total of 26 work weeks of leave during a 12-month period to provide care for the service member. "Serious injury or illness" is defined in the amendment as an injury or illness incurred in the line of active duty that may render the member medically unfit to perform the duties of the member's office, grade, rank or rating.

The twelve-month period during which you may take up to 12 or up to 26 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. Other leave begins with the beginning of health condition or care giving. 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 and employee and institution responsibilities, see the Human Resources web site and the text in the Staff Handbook at <http://hr.uark.edu/currentemployees/153.aspx>

### **Faculty Modified Work Assignment for Maternity / Paternity**

The University of Arkansas, Fayetteville seeks to provide an environment conducive to meeting the holistic needs of its faculty. As such, this policy has been developed to allow faculty to seek a modified work assignment following childbirth and/or adoption.

During the academic year, a full-time (100% appointed) faculty member, who has been employed by the university for at least one (1) year, may request a modified work assignment for a period of up to six (6) weeks' maximum duration (up to 15 weeks under special circumstances), provided that the faculty member must use any available sick leave first. Faculty are reminded to report sick leave usage throughout the academic year or their employment period. The modified work assignment must be completed within the first twelve months of the time the child

has joined the faculty member's family by birth or adoption. If both parents work for the University and are requesting a modified work assignment, each parent's request must specify how long the other parent is requesting to be on a modified work assignment.

#### Description

Modified work assignments involve modification of teaching and/or service and/or research/ creative responsibilities as agreed upon between the faculty member and the department chair/head

and may include performing work primarily from home. Departments have flexibility in determining how best to cover the teaching and other obligations of the faculty member on a modified work assignment. For example, the department may be able to handle the leave with other departmental faculty covering classes; if not, the department will need to hire instructors or assign graduate assistants to substitute or assume the teaching duties.

#### Process

1. The faculty member applies for the "modified work assignment" through his/her department chair/head.
2. In the faculty member's letter of application, the faculty member must describe the maternity-/ paternity-related circumstances giving rise to the need for a modified work assignment, and propose how his/her work assignment is to be modified.
3. The faculty member agrees to use all available sick leave prior to the commencement of modified work responsibilities and submits an FMLA (Family and Medical Leave Act) application.
4. The recommendation of the department chair/head goes to the dean for his/her review and recommendation. The proposed work assignment and the dean's recommendation, along with the specific plan for funding coverage of any duties not included in the faculty member's modified assignment, then goes to the Provost for review and a written decision, which shall be final, and which may include changes to the proposed modified work assignment.
5. The faculty member is asked to provide approximately four (4) months' notice from the anticipated due date of birth or adoption.

Note: This modified work assignment policy is separate and distinct from the right of a non-tenured, tenure track faculty member to request a one year suspension of the probationary period for tenure under Board of Trustees Policy 405.1(IV)(A)(4) and supplements rights of the faculty member under the FMLA

## **Resignations of Employment at The University of Arkansas**

(Board Policy 405.3, revised March 9, 1984)

### **Resignation and Retirement**

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://vcfa.uark.edu/Documents/0425\\_5.PDF](http://vcfa.uark.edu/Documents/0425_5.PDF)

See Fayetteville Policies and Procedures 412.0 for information on retirement privileges <http://vcfa.uark.edu/Documents/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)

#### I. 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:

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

## II. 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.

## III. Privileges of Emeritus Status

Emeritus status entitles the recipient to the following privileges:

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

## IV. 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://provost.uark.edu/131.php>

## **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.

### **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.

## **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/default.aspx> 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. The University of Arkansas health coverage plan is administered by UMR, a division of United Health Care. Through UMR, employees will have access to a nation-wide network of participating providers. For a comparison of the coverages available see [http://hr.uark.edu/Medical\\_Plan\\_Comparison.pdf](http://hr.uark.edu/Medical_Plan_Comparison.pdf). The university's contribution for 75-100 percent appointed employees for the Point of Service Plan will average 73.519 percent (Fayetteville) and 74.295 percent (Division of Agriculture). The university's contribution for 75-100 percent appointed employees for the Classic Plan will average 81.178 percent (Fayetteville) and 79.905 percent (Division of Agriculture) (Premiums for employees with appointments of 50-74 percent will be prorated.) For a full premium listing, see [http://hr.uark.edu/Insurance\\_Premiums.pdf](http://hr.uark.edu/Insurance_Premiums.pdf). 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/Dental\\_Benefits\\_Summary.pdf](http://hr.uark.edu/Dental_Benefits_Summary.pdf). The university's contribution for 75-100 percent appointed employees will be 50 percent (Fayetteville) and 51.46 percent (Divisions of Agriculture). (Premiums for employees with appointments of 50-74 percent will be prorated.) See [http://hr.uark.edu/Insurance\\_Premiums.pdf](http://hr.uark.edu/Insurance_Premiums.pdf) for a list of premiums.
3. Vision Insurance: Employees are eligible to participate in a vision insurance plan through Superior Vision. For a review of coverage see <http://hr.uark.edu/81.aspx>. Employees pay 100 percent of the premium. See [http://hr.uark.edu/Insurance\\_Premiums.pdf](http://hr.uark.edu/Insurance_Premiums.pdf) for a list of premiums.
4. 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. This program is mandatory for all eligible employees.
5. 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/Insurance\\_Premiums.pdf](http://hr.uark.edu/Insurance_Premiums.pdf).

6. 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/Insurance\\_Premiums.pdf](http://hr.uark.edu/Insurance_Premiums.pdf).
7. 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/Insurance\\_Premiums.pdf](http://hr.uark.edu/Insurance_Premiums.pdf).
8. Optional Short Term Disability Insurance: Effective January 1, 2014, Non-Classified employees will be able to purchase Optional Short Term Disability Insurance that will cover their salaries up to a maximum covered salary of \$216,000. Employees will be able to enroll in the Optional Short Term Disability Insurance during the Open Enrollment period held in November, with the coverage effective January 1, 2014. This Open Enrollment period will be the last time that eligible employees will be able to enroll in the Optional Short Term Disability coverage without having to complete Evidence of Insurability requirements (subject to underwriting approval). You can get the Short Term Disability application from Human Resources (222 ADMN, 479-572-2167, or [hrbenf@uark.edu](mailto:hrbenf@uark.edu)). The application is also available from the Benefits Section of Human Resources website, <http://hr.uark.edu/benefits/default.aspx> (see "How do I...File a disability claim?").
9. 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.
10. 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/Insurance\\_Premiums.pdf](http://hr.uark.edu/Insurance_Premiums.pdf)
11. Participation in a retirement plan: is mandatory for all benefits-eligible faculty/staff. At new hire, eligible employees will have 31 days to make

an irrevocable decision to participate in either a Defined Contribution Plan (403B/457B) or a Defined Benefit Plan (Arkansas Public Employees Retirement System). The UA providers for the Defined Contribution 403B/457B plans: are TIAA-CREF and Fidelity. 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 for benefits-eligible employees. Employees may elect to have a portion of their salaries contributed to their retirement accounts on either a tax-deferred or Roth after tax basis. Benefits-eligible employee contributions to retirement will be matched by the University, not to exceed a 10 percent University contribution. Employees may also contribute an amount greater than 10 percent up to maximums allowable by IRS regulations. The Defined Contribution Plans are immediately vested for faculty and non-classified staff and delayed vested for classified staff. The 457B plan allows employees to tax defer additional contributions after they have reached their tax-deferred limits under the 403B plan. PLEASE NOTE: The combined total of matching employer contributions for Defined Contribution plans cannot exceed 10 percent of the employee's salary, including the 5 percent mandatory employer contribution. See Human Resources website at <http://hr.uark.edu/benefits/default.aspx> for the most current retirement information.

12. The provider for the Defined Benefit Plan is the Arkansas Public Employees Retirement System (APERS). APERS is available to all benefits-eligible employees and has a mandatory employee contribution of 5 percent with an employer contribution of 14.88 percent. APERS contributions are subject to change pursuant to changes in Arkansas law. APERS retirement accounts are vested after five years of participation in the plan.
13. Voluntary Products: See <http://hr.uark.edu/benefits/530.aspx> for the Voluntary Products section. The university offers as Voluntary Products Group Rated Auto/Home Insurance (administered by Liberty Mutual), Critical Illness Insurance (administered by MetLife), and Long Term Care Insurance (administered by CNA).
14. The Cafeteria Plan (per IRS Code, section 125): allows employees to “tax shelter” major medical, dental, and vision 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.
15. 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/124.aspx> for additional information.

16. Dual Career Network: The Dual Career Network is designed to inform the relocating partners of UA employees of employment resources and opportunities in Northwest Arkansas. This resource is free to partners of employees recently relocated or candidates being actively recruited by the University of Arkansas. For additional information see <http://hr.uark.edu/391.aspx>.

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 games at half price and baseball games at a discount. Half-time employees may purchase one set of tickets. Retired and emeritus faculty members are eligible for the same discount rates. Full time faculty/staff members may purchase football season tickets at full price and sit in donor sections without being required to pay the seat values. However, these seats are awarded based on availability (limit of 2). 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 3, 2005, effective July 1, 2005)

#### **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 10 percent of the cost of tuition for courses offered by the employee's campus or at 30 percent 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 (10 percent of the cost of tuition for courses offered by the employee's campus, or 30 percent 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 percent of tuition at the employee's campus or at 60 percent 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 percent of the cost of regular tuition for courses offered by the employee's campus, or 60 percent 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, 2005.  
June 3, 2005 (Revised)  
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% discount on items and most purchases at the University Bookstore\*.

\*Discounts – food, magazines, and technology products are excluded.

### **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, Fayetteville, UAMS and UALR campuses. Membership is easy! A small deposit of only \$5 establishes your Share (Savings) Account and Credit Union membership. Membership enables you to enjoy personalized service, free checking, Internet banking, low credit card and loan rates, loan specials, and much more! UARK has a full service branch located just off campus as well as three ATM machines on or near campus. For more information about services 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**

(Fayetteville Policies and Procedures 411.1)

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.

## **Business Affairs Regulations**

### **Purchasing**

All purchases paid by funds under university control are to be made through the Purchasing Office via an approved procurement method such as electronic requisition, Pcard, RazorBuy, or other Ecommerce solution. Only purchases authorized by this authority are legal obligations of the university; all others are personal liabilities. For more information see

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

### **Contract Signature Authority**

Authority to bind the University of Arkansas to other than purchase order obligations rests with the President or his designee. All contracts are to be forwarded to the Business Office for review and approval. Contracting authority is specifically identified in a signature authorization delegation document that may be viewed at <http://vcfa.uark.edu/Documents/2200Chart.pdf>

### **Conflict of Interest**

State law and 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 the following links

<http://vcfa.uark.edu/Documents/4040.pdf>,

[http://vcfa.uark.edu/Documents/BOTPol\\_0330\\_1.PDF](http://vcfa.uark.edu/Documents/BOTPol_0330_1.PDF), and

subchapter seven of the state procurement law at

[http://www.arkansas.gov/dfa/procurement/documents/laws\\_rules0907.pdf](http://www.arkansas.gov/dfa/procurement/documents/laws_rules0907.pdf)

Transactions \$25,000 and over require additional conflict of interest disclosure as directed by Governor's Executive Order 98-04. Consult Business Affairs for further information.

### **Sale or Disposal of University Property**

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

### **Sale of Books**

Under university policy, faculty 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 University Bookstore, or in the case of specially printed materials PMC Solutions.

### **Textbook Adoption Policy:**

In 2007 the Arkansas 86th General Assembly enacted legislation that established new regulations relating to the adoption and sale of textbooks and course materials. Full text of Academic Policy Series 1406.30 is located on the following website:

<http://provost.uark.edu/131.php>

### **Travel**

Current state and university travel regulations may be viewed at <http://travel.uark.edu/>.

#### **Travel Authorization**

Prior to traveling, a Travel Authorization (TA) should be entered in BASIS and approved by required cost center managers, with the Travel Office being the final approver.

#### **Travel Advances**

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 when the TA is submitted. Travel advances 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 a University Administrative Travel Card. Travel advances for lodging will be limited to those employees who do not have access to the Traveler T-card. A Traveler T-card should be used for lodging unless it is impractical to issue a card.

Travel advances will be made available 7 days prior to the day of departure (as indicated on the TA) for regular travel, 14 days prior for foreign travel, and 21 days prior for group travel to foreign destinations. Travel advances will be made by ACH (direct deposit), or mailed to the traveler's campus address prior to day of departure if time permits; otherwise, the advance must be picked up by the traveler at the Treasurer's Office. Upon issue of the first travel advance to an individual, a one-time promissory note must be signed prior to receiving the advance check (ACH is not available for the first check).

All advances are to be settled within 30 days of return from the trip, consistent with Governor's Policy Directive No. 6. An advance is settled when the Travel Claim is processed with any amounts still owed repaid to the Treasurer's Office. Amounts left unpaid will be collected by payroll deduction from the employee's pay. If an employee has two payroll deduction collections in one calendar year, the employee's advance privileges will be revoked for the next 12 months.

#### Airfare Advance Purchase Requirement

Airfare should be purchased at least 14 days in advance of the trip. Any reimbursement submitted that does not meet this criteria will require additional justification as to the reason and necessity for the purchase less than 14 days in advance. Employees who purchase airfare or registration themselves (i.e. not with a U of A Purchase Order or Administrative T-Card) will not be reimbursed until after return from the trip.

#### T-Card Eligibility

Employees who travel a minimum of three times per year with annual travel expenses exceeding \$2,000 will be eligible for a Traveler T-Card; if the employee and their department elect. The employee will have the option of charging airfare, registration, hotel, car rental, meals, and other travel related expenses to their T-Card. The T-Card is not allowed to be used for local official functions (travelers must be in travel status at least 10 hours and travel at least 200 miles round trip to use the T-card for an official function).

#### T-Card Settlement

Charges incurred against a traveler's T-Card are offset by the filing of the cardholder's Travel Claim. The Travel Claim for a trip must be filed within five days of the employee's return. Any amount still owed by the cardholder will be billed to the cardholder by the Treasurer's Office.

#### Meal Allowance

The State of Arkansas allows for an employee to be reimbursed for actual meal expenses incurred during travel (including 15% gratuity), but not to exceed the maximum allowance which is set by the Federal per diem limits.

#### Transportation Expenses

When a personal vehicle is used for university business, the employee will be reimbursed official mileage at the rate of \$0.42 per mile. State regulations require use of the most economical means of travel (airfare, rental car, university vehicle, or personal vehicle). If a rental car is chosen as the means of travel, the State mandated Enterprise/National or Hertz contract must be used. The only exception made is in the event that one of the State contract dealers is unavailable at the destination or the type/size vehicle needed is unavailable from Enterprise/National or Hertz.

Notes: First class airline tickets are not allowed. Business class airline tickets are allowed only in the event of foreign travel, and with prior approval of the Travel Office. The cost of preferred seating should not be selected by travelers unless no other seating is available, and must be justified in writing with the reimbursement request. Reimbursement of bag fees is limited to one bag per trip unless documentation is made regarding the necessity of additional bags.

#### Required Receipts

Travelers are required to retain receipts as follows: detailed airfare itinerary, registration receipt, itemized hotel receipt, itemized car rental receipt, taxi/shuttle receipt exceeding \$25.00 (tips may not be reimbursed), parking, gas receipts (if purchased for rental car), and for any miscellaneous items purchased (copies, materials, etc.). A Travel Claim for reimbursement of expenses should be filed within five days of return from the trip.

#### **Use of the University of Arkansas Name**

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 that 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.
- 2) **Appearances in intercollegiate athletics** are subject to rules of the NCAA. When university representatives appear on commercial or public radio and television programs in their official capacity, they should be identified as guests (rather than sponsors of the program), and recognized in their official capacity. Broadcast appearances should be coordinated with university relations.

3) 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. In most cases, it's preferable for the University of Arkansas logo to be the primary mark for recognition. Sponsorship of for-profit activities is prohibited.

4) 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 UA System should be submitted to the office of the president, through the campus office of university relations.

### **Use of the Official University Logo and Other Trademarks**

Information on applications of the official University of Arkansas graphic identity is covered by Fayetteville Policies And Procedures 208.0

<http://vcfa.uark.edu/Documents/2080.pdf>, which states the following:

*A graphic identity, or logo, allows the university community to achieve clarity and effectiveness in communications and develop a greater awareness of the university as a whole. It distinguishes publications, official websites, advertising materials, correspondence and other communications from other institutions and universities.*

*It is vital that the university strictly protect the application of its brand identity internally and externally. To this end, the office of university relations maintains a graphic identity manual as a general guideline for use of the official logo and wordmark of the University of Arkansas. All applications of the university's graphic identity must meet the guidelines of this manual. Interpretation of questions about the manual or applications not covered by the manual are at the discretion of the office of university relations.*

*The graphic identity manual is available at <http://logo.uark.edu> online.*

The trademark licensing program at the University of Arkansas regulates, promotes, and protects the use of the university's name and identifying trademarks when used on products, promotions, advertising and other forms of internal and external communications. These marks include the official university logo (the tower and shield) and spirit logo (the running Razorback) and other identifying marks or logos, and identifying names like "Razorbacks," Hogs," and "University of Arkansas."

Approval of marks and logos for merchandise or retail sale must be obtained from the office of trademark licensing. Products purchased by the university for

resale, such as athletic concessions, bookstore, or departmental fundraising merchandise must be purchased from licensed sources with royalties paid.

More information is available at <http://styleguides.uark.edu/167.php> or at 479-575-3517.

Any individual or office producing printed materials bearing the official University of Arkansas logo must obtain permission to print from the office of university relations, in accordance with Fayetteville Policies and Procedures 213.2 <http://vcfa.uark.edu/Documents/2132.pdf>. Direct all questions to university relations, Davis Hall, 1030 W. Maple Street, 479-575-5555 or [urelinfo@uark.edu](mailto:urelinfo@uark.edu).

### **University Publications 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 that must be followed. The graphic identity manual is available at <http://logo.uark.edu> online. Coordination with university relations is required before proceeding with the following:

- 1) Publications that use an official university logo which are intended for audiences that communicate a general message about the university, including any material to be distributed to news media.
- 2) Web pages that represent the university in any official capacity. More information is available at [logo.uark.edu](http://logo.uark.edu) <http://logo.uark.edu>, as well as Fayetteville Policies and Procedures 225.0
- 3) Academic publications that promote specific courses and programs.
- 4) Admissions or related publications intended for prospective students should be evaluated for branding and messaging consistency by Enrollment Services or the Graduate School and International Education.
- 5) Any deviations from guidelines published in the graphic identity guidelines.

See <http://logo.uark.edu> 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 PMCS-Print. Direct all questions to university relations, Davis Hall, 1030 W. Maple Street, 479-575-5555 or [urelinfo@uark.edu](mailto:urelinfo@uark.edu).

### **Facilities**

#### **Use of University Facilities** (Board Policy 705.1, revised December 4, 2003)

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 May 4, 2006 at <http://vcfa.uark.edu/Documents/7080.pdf>

### **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://vcfa.uark.edu/Documents/7021List.pdf>

### **Use of Building Exteriors and Roofs**

Roofs 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 shall machinery, equipment, antennae, green-houses, or other property be

installed on any roofs or roof edges without express written permission from the Director, Facility Operations FAMA. Such requests should be routed through the Facilities Management Service Desk, extension 5050. Rappelling and climbing are specifically prohibited. (See University wide Administrative Memorandum 720.1 for details.)

## **Keys: Authorization, Issue, Return, and Replacement**

Keys for university buildings and rooms, except student housing and food service, are issued by the Key Office located within Facilities Management, 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 and a University of Arkansas identification card. 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, the signature of the person temporarily authorized to sign for keys, and the signature of the authorizing individual.
- If there are changes in personnel who have signature authorization for specific areas or changes in the areas, the Key Office should be notified immediately and furnished with new authorization signatures and buildings or 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 and a University of Arkansas identification card. The individual receiving the key(s) must:
  - Personally pick up the key(s);
  - Present their valid University of Arkansas identification card;
  - Sign the card acknowledging receipt and responsibility for the use of the key(s);
  - Key(s) must be picked up within 30 days of card issuance or card becomes invalid.

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

- **Key Return** - Upon the employee's termination or transfer, or the student's graduation, keys must be promptly returned to the Key Office, not the employee's department or the student's college. Keys are issued to the person (not the function, department, or college). The key holder of record must return the keys to ensure there is no question as to what keys were originally issued and which keys are being returned. The key holder will receive a receipt acknowledging what keys were in fact returned.  
**NOTE: keys are not transferable.** Upon termination, faculty and staff final paychecks may have deductions made if all keys are not returned. A student's transcript may 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, as well as the University Police Department. The individual losing the key and/or the department who authorized the issuance of the key will be assessed a fee in accordance with the following schedule:
  - \$10 per individual key
  - \$20 per sub-master key
  - \$50 per master key

As in the past, the key holder or the employees' department may be held responsible for additional expenses due to lost keys, such as theft of university property, damage to facilities, and costs to re-key facilities.

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

**If you have questions or need further information, please contact us via e-mail @ [keyofc@uark.edu](mailto:keyofc@uark.edu) or call 575-2255.**

## **Workplace Policies**

### **Inclement Weather Policy and Emergency Procedures**

(Fayetteville Policies and Procedures 210.0 and 211.0)

<http://vcfa.uark.edu/675.php>

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://provost.uark.edu/131.php>.

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://emergency.uark.edu/>
- 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 and occupational health and safety, including assistance with fire prevention; fire extinguisher testing and replacement; hazardous materials management; chemical handling and storage procedures; laboratory chemicals, biological waste, radioactive waste, or other hazardous waste; radiation safety; packaging and shipping hazardous materials, occupational health and safety; chemical and laboratory 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. For environmental health and safety assistance, call extension 5448, or visit the website at <http://ehs.uark.edu>

### **On-the-Job-Injury: Workers Compensation**

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

The Following passage directed to employees is taken from the Arkansas Code:

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 7.6, 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 Section 7.16 at <http://hr.uark.edu/currentemployees/153.aspx>

### **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, August 1, 2010)

#### **I. PURPOSE**

The purpose of this policy is to prohibit smoking and tobacco use on the University of Arkansas Campus and to implement Act 734, the Clean Air on Campus Act of 2009.1

#### **II. BACKGROUND**

Each year, approximately 440,000 people die prematurely of diseases caused by smoking, accounting for one out of every five deaths in the United States (CDC 2003). Use of cigarettes, smokeless tobacco, cigars, pipes, and other tobacco products lead to disease and death. Tobacco use and secondhand smoke have been identified by the Surgeon General to be the cause of preventable diseases. In addition to causing direct health hazards, smoking and smokeless tobacco use contribute to institutional costs in other ways, including fire damage, cleaning and maintenance costs, and costs associated with employee and student absenteeism, health care, and medical insurance.

Accordingly, the University of Arkansas actively seeks to create a campus environment that is completely free of tobacco use and secondhand smoke. Furthermore, the Arkansas Clean Air on Campus Act prohibits smoking on each campus of state-supported institutions of higher education.

### III. POLICY

- A. Smoking and the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, and other tobacco products), as well as the use of electronic cigarettes, by students, faculty, staff, contractors, and visitors, are prohibited on all property owned or operated by the University of Arkansas.
- B. Smoking and the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, and other tobacco products), as well as the use of electronic cigarettes, are prohibited at all times:
  - 1. On and within all property, including buildings, grounds, and athletic facilities, owned or operated by the University of Arkansas;
  - 2. On and within all vehicles on University property, and on and within all University vehicles at any location.
- C. The University prohibits campus-controlled advertising, as well as the sale or free sampling of, tobacco or smoking-related products on campus.
- D. Littering campus with remains of tobacco or smoking-related products is prohibited.
- E. All those attending public events, such as conferences, meetings, public lectures, social events, cultural events, and sporting events using University facilities shall be required to abide by this policy; organizers shall communicate this policy to attendees and shall enforce the policy.
- F. Campus organizations are discouraged from accepting money or gifts from tobacco companies.

### IV. COMMUNICATION OF POLICY

This policy will be communicated to the campus community via the

University web site. In addition, references to this policy will be added to the University's faculty handbook, staff handbook, and student handbook or catalog of studies. In addition, information regarding this policy shall be communicated to each guest of the University upon request. Each building will display a decal that states "Tobacco Free Facility." However, tobacco-free zones apply on all property owned or operated by the University, whether or not signs are posted; no ashtrays or smoking shelters will be permitted.

## V. TOBACCO USE CESSATION PROGRAMS

The University of Arkansas is committed to support all University of Arkansas students and employees who wish to stop using tobacco products. Assistance to students, faculty, and staff to overcome addiction to tobacco products, such as referral to cessation services, is available through Human Resources and the Pat Walker Health Center.

## VI. COMPLIANCE

- A. All University of Arkansas students, faculty, staff, contractors and visitors to campus are expected to comply with this policy and state law. Members of the campus community are empowered to respectfully inform others about the policy to enhance awareness and encourage compliance and may report violations to the University of Arkansas Police Department (UAPD).
- B. Smoking on University property: pursuant to state law, persons smoking on property owned or operated by the University may be issued a citation by UAPD.
- C. Other violations: persons engaging in other use of tobacco products or electronic cigarettes in violation of this policy will be subject to the following:
  - 1. Students will be referred to the University's student disciplinary process.
  - 2. Employees will be referred to their respective units for progressive discipline.
  - 3. Contractors will be referred to their respective employers for appropriate action.
  - 4. Visitors will be required to leave the campus; failure to cooperate may lead to a citation or arrest.
- D. No person who makes a complaint of a violation of this policy or who furnishes information concerning a violation of this policy shall be discriminated or retaliated against in any manner.

## VII. STATUTORY PENALTIES

As of August 1, 2010, pursuant to state law, persons convicted of smoking on campus are subject to a fine of not less than \$100 and not more than \$500.

### **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://vcfa.uark.edu/Documents/FayPol\\_FacStaff\\_4160.pdf](http://vcfa.uark.edu/Documents/FayPol_FacStaff_4160.pdf)

### **Campus Services**

**The University Bookstore** located in the Garland Center offers a large selection of new, used, digital, and rental textbooks, reference books and general reading books, and special orders are welcome. The bookstore also carries art, engineering, architectural and school supplies. The Bookstore also provides a full line of graduation products for sale and rental, a full service Clinique cosmetics counter, as well as a full service coffee bar to our offerings. The departmental supplies area offers items to UA departments at state contract prices and handles special orders. Textbook orders must be turned in for the summer and fall semesters by April 1, and spring semester orders by November 1. For information regarding textbook orders, call 575-3010. The full text of the textbook order policy and a link to Act 175 of 2007 that sets the adoption deadlines are available on the following website: <http://bookstore.uark.edu/adoption/>

**The Computer Store** carries hardware, software, parts and supplies at contractual and academic discounted prices. University of Arkansas Faculty and Staff qualify to purchase Adobe, Microsoft, Apple, Dell, HP and many other brands at academic prices up to 80% off MSRP. Employee purchases may be made by payroll deduction. To peruse products or learn more about the Computer Store please visit <http://computers.uofastore.com> for more information. The Computer Store Service Center provides A+ certified, Apple

and Dell authorized technicians who can provide warranty work on Apple and Dell and handle non-warranty services like OS reloads, Data Back-up, logic board replacements, etc., please visit <http://computers.uofastore.com/service>

**The Parking Spot** Store, located at the Harmon Street parking facility, behind the Walton College of Business provides fully automated dry cleaning service, one-hour photo processing service, shipping and mailing services, an information center, food and beverages, school supplies, books and magazines.

**The Razorback Shops** offer clothing, gifts, memorabilia items, cards and snacks. Special orders are welcome.

For charge account information, call the Bookstore office at 575-2156. For further details on Bookstore services and special opportunities, visit the University Bookstore website at <http://bookstore.uark.edu/>

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, or on faculty/staff computer store purchases.

### **Print, Mail, Copy Solutions (PMC Solutions)**

Printing and copying services are available to the campus community through a high-volume printing facility, a convenience copy center and student/departmental copiers located throughout the campus. The print and high-volume copy units are located at 1580 W. Mitchell Street where there is convenient visitor parking on the east side of the building. Services offered from this facility include high-quality offset printing from a single color up to five-colors, color and black & white digital imaging, large format imaging and dry-mounting of posters, bindery services such as folding, trimming, perforating and numbering plus coil, comb or saddle-stitch and perfect-bound binding. PMC Solutions is also your source for promotional products. If you need giveaways for recruitment, conferences or any other event, give us a call and we will find the items you need. Call Theresa at 479- 575-5971 and let us help.

We offer free estimates as well as free pick-up and delivery. A walk-up copy/intake window is located at 105 Arkansas Union behind the Post Office. Low volume color and black & white copies may be printed here or you may use this window as a drop-off point for jobs that need to be produced at our Mitchell St. location. We also offer shipping at this location, and can offer price comparisons to ensure the best price is offered. Helpful staff members are available to assist you in all phases of your job's production. For additional information, please call

575-2404 or visit our website <http://pmcs.uark.edu/>.

The Mail unit provides delivery of the University's United States Postal Service (USPS) mail and campus interdepartmental mail as well as processing of outgoing mail via USPS and shipping via United Parcel Service (UPS) and other express carriers. A complete list of services and guidelines may be obtained from PMC Solutions-Mail, 105 Arkansas Union or by calling 575-5649. A Post Office station is located next to Mailing Services on the first floor of the Arkansas Union to accommodate personal mail. The Post Office/Postal Plus facility offers USPS, P.O. box rental, services by carriers such as UPS, DHL, and Federal Express, as well as money orders, gift wrapping, packaging materials, scan to e-mail, and FAX services. For additional information, please call 575-5649 or visit our website <http://pmcs.uark.edu/889.php>.

PMC Solutions also manages the Departmental Copier/Multifunction Lease program for the university campus. All service calls, supplies, and paper are ordered through PMC Solutions for convenience and efficiency. If you would like to know more about the Departmental Copier/Multifunction Lease program please call Penny at (479) 575-5970 or e-mail her at [bellard@uark.edu](mailto:bellard@uark.edu).

For additional information, please visit our website <http://pmcs.uark.edu/>. Become a fan at <http://www.facebook.com/UAPMCS>

### **Transit System**

Razorback Transit provides fare-free fixed route bus service to University of Arkansas students, faculty, staff and the general public during all hours of operation. Complimentary Paratransit van service is also available for all certified eligible individuals who cannot ride the fixed route buses. Full transit services are provided, with 19 buses serving ten routes, Monday through Friday from 7:00 a.m. to 6:00 p.m. on class days throughout the fall and spring semesters, including final exam days (mid August to mid May). Full service is also provided during the two move in days (Thursday and Friday) prior to the start of each fall semester. Bus service is not provided on official university holidays. Night reduced service is provided Monday through Friday 6:00 p.m. to 10:30 p.m. throughout the fall and spring semesters (mid August to mid May). The night reduced service combines the ten regular routes into five reduced routes. All routes, with the exception of the Red Route and Tan Route are on a thirty-minute schedule and depart Union Station Transit Facility on the half hour. The Red route is now served by three buses on a twenty two minute schedule from 7:00 AM until 10:30 AM, then a thirty three minute schedule from 10:30 AM until 3:30 PM, then a twenty two minute schedule from 3:30 PM until 6:20 PM, with the last Red bus departing Union Station at 5:42 PM. during the summer season. During the fall and spring semesters additional Red Reduced service operates one bus from 6:00 PM until 10:00 PM with the last bus departing campus at 9:10 p.m., the

Red route serves Uptown Campus. The Purple Reduced Route is on a thirty-minute schedule. Saturday reduced service is provided during the fall and spring semesters from 7:00 a.m. to 10:30 p.m. Saturday reduced service routes cover the same areas as the night reduced routes, and the time intervals are the same. This year the Tan route will serve new areas on the north side of Wedington including the Links Apts. A new route on the east side of Interstate 49, formerly part of the Tan route is being renamed the Orange route. All route maps are available on line at [transit.uark.edu](http://transit.uark.edu) under Transit Operations. They are also available on each bus, the Student Union Information Service Desk, and at the Transit and Parking Department at 155 Razorback Road (ADSB 131). Gold and Silver route service will be available to the general public and students on home football game Saturdays. There will be a special map and directions for these days. Summer Reduced Service is provided from 7:00 a.m. to 6:00 p.m. with the same routes in operation as the Night Reduced Service (mid May to mid August). There is no Saturday service during this time. During semester break (mid December to mid January) the reduced service schedule is observed. Charter bus services are available to all university departments, at reasonable rates, for field trips. For charter arrangements or information, contact the Transit and Parking Department (479) 575-7913.

### **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 S. Razorback Road, the Parking Office in the Harmon Avenue Garage, and on the internet at <http://parking.uark.edu>. Faculty/Staff permits should be purchased and Reserved permits renewed using a payroll deduction plan or credit card on the Internet at <https://myparkingaccount.uark.edu>. Faculty hosting events on or inviting guests to campus are responsible for coordinating parking for their guests through the Transit and Parking Department. Call 575-PARK (7275) for further information. See also A.C.A 25-17-307 and Fayetteville Policies and Procedures 320.0 and 320.1.

### **University Identification Cards**

The Campus Card Office is located in the Arkansas Union 427. All U of A ID cards are issued from this office. The office is open Monday through Friday 8am to 5pm. If accommodations are needed outside of these hours, please contact us at 479-575-7563. New faculty and staff members must present a faculty staff authorization form signed by your supervisor and government issued identification such as driver's license, passport or military id. You can find the authorization form online at <http://campuscardoffice.uark.edu>. Click on the forms button on the left. Your first U of A ID card is charged to Human

Resources. If your U of A ID card is lost, misplaced, or stolen there is an \$18 fee to replace it. A faculty or staff member who is also a student can use their faculty or staff card as a student card. The Campus Key Office will require the faculty or staff member to present their U of A ID card for checking out keys. Your card may give you access to the security system in some buildings. Razorback\$ is an account tied to your U of A ID card. You may add money to this account and use it purchase items from over 200 locations on and off campus. Chartwells, the dining provider on campus, gives a 5% discount when you pay with Razorback\$. A complete list of locations can be seen at <http://razorbucks.uark.edu>. A deposit can be made to this account at the same website with a Visa, MasterCard, Discover and American Express. Deposits can also be made in the office with cash or check. There are machines in Mullins Library and the Arkansas Union Living Room that will accept cash only for deposits to these accounts. For any questions, please call 479-575-7563 or email us at [idcard@uark.edu](mailto:idcard@uark.edu).

## Lost and Found Operating Procedures

Facilities Management Central Supply has been designated as the central repository and controlling agency responsible for lost and found property for the University campus. Other departments on campus have a lost and found designation for the department and contact information available at the following link <http://uarklf.com/selectitemtype.aspx>.

All designated Lost and Found locations log found property, as it is delivered, into the online log using Returnity™ Lost and Found software. The public log, which is accessible for viewing by anyone via the Internet, may be accessed from the University's web site <http://www.uark.edu> by clicking the list button (to the right of the search field) at the top of the page and choosing the A-Z index. . The link is listed as "Lost and Found" which takes the inquirer to the Lost and Found public log of found property.

Designated personnel log found property and provide the following information: Item Type, Where Lost/Found, Make, Color, Description and Location. A "Report Number" is automatically assigned to each new Case Report. The "Reserved Description" field is available only to the designated/registered log users to record information about the property which only the owner would know.

### A. Logging Found Property:

1. All property delivered to Facilities Management Central Supply will be logged as found in the online log Returnity™. All property delivered to other Lost & Found locations which have Returnity™ software installed will be logged in the online log, and the location will be selected to indicate the location where the property resides. "Location" on the online form becomes "Claim Location" on the public online log and directs the inquirer to the

appropriate department. If property is transferred to another department such as Central Supply (Facilities Management), the “Property Case Report” will be edited to select the new location.

2. All articles delivered to Central Supply or the other campus locations that are identifiable to a specific individual will be logged with the individual’s name, address if shown, and any other information that is known. Such property will have every reasonable effort made to contact the individual to let the person know where to claim the property.
3. Each article taken into Lost & Found will be identified with its “Report Number” and will be placed in a secure storage location.
4. University ID cards will be logged and delivered by hand, as soon after receipt as is practical, to the Campus Card Office in the Arkansas Union.
5. All University of Arkansas keys found and delivered to Central Supply or other Lost & Found locations will be logged and then turned in to the Facilities Management Key Office as soon as practical. Keys will be hand delivered to the Key Office. “Claim Location” will indicate FAMA Key Office.

#### B. Disposition of Lost & Found Articles:

All unclaimed articles will be held for a minimum of 60 days. After 60 days articles will be assigned a final disposition. Items of value will be donated to a local charity such as The Salvation Army, Seven Hills Homeless Shelter, in the case of books, Ozarks Literacy Council, or other registered not-for-profit organizations that can provide appropriate documentation and agree to all University legal requirements.

Found cash will be deposited in a VCFA holding account via Facilities Management Accounting. Articles of a personal nature such as credit cards, checkbooks, or driver’s licenses will be destroyed (shredded) and disposed of in a non-compromising manner. Articles such as soap, cosmetics, class notes, etc. will be destroyed.

Disposition of each item will be noted in the “Disposition” section of the “Property Case Report” by date and type of disposition. After disposition has been noted, the record will be deleted. All deleted records are available to the administrator(s) as a “View Deleted Records” report.

#### C. Return of Property to the Rightful Owner:

1. When receiving inquiries regarding a lost article, the caller will be referred to the on line public log if they are in a position to access it, or the Lost & Found operator will review the log for them. If the property has not been logged, the caller will be referred to the Campus Lost & Found web site to report a lost item.

2. If it appears that the item in question has been logged, the Lost & Found operator will check the log description, use the "Reserve Description" information and try to determine if the item in question is indeed the caller's. If it is a match, the caller will be advised of the "Claim Location." Disposition on the "Property Case Report" will indicate date, return to owner, released to and released by information, the form printed and signed by the owner at the time of pick up. The record will then be deleted from the log.
3. The finder of lost property must advise Lost & Found if they desire or intend to claim the property if the rightful owner does not. Each instance of such claim by the finder must be reported in detail to the University's Office of General Counsel for a determination of disposition on a case by case basis.

#### D. Custodial Responsibility Of Lost & Found Property:

Campus Lost & Found locations assume responsibility for property only after it is delivered to the location. At that time the receiving location has the responsibility of protecting and securing the property until it is returned to the rightful owner or a final disposition pursuant to section B. is made.

#### **Links to Other UA Policies**

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

*Board of Trustees Policies* are available at <http://vcfa.uark.edu/741.php>

*Fayetteville Policies and Procedures* are available at <http://vcfa.uark.edu/675.php>

*Academic Policies* are available at <http://provost.uark.edu/131.php>

## **V Policies on Employment, Student Records, Sexual Assault and Sexual Harassment**

### **Federal Laws and Executive Orders**

The Following 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, religion, national origin, or sex.

The Civil Rights Act of 1991 amends the provisions of the ADEA, and the ADA, bringing together prohibition of discrimination on the basis of age for persons 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, as amended, 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 Equal Opportunity and Compliance and/or the Center for Educational Access regarding your status.

### **Non Discrimination**

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 through equal opportunity. The university should be a place of work and study for students, faculty, and staff, which is free of all forms of discrimination, sexual intimidation and exploitation. Therefore, it is the policy of the University of Arkansas, to prohibit discrimination of its students, faculty, and staff and to make every effort to eliminate discrimination within the university community.

Therefore, the University of Arkansas is committed to providing equal opportunity for all students and applicants for admission and for all employees and applicants for employment regardless of race, age, gender, religion, national origin, marital or parental status, disability, veteran status or sexual orientation. In addition, discrimination in employment on the basis of genetic information is prohibited.

It is the responsibility of the University of Arkansas' Office of Equal Opportunity and Compliance to investigate and resolve all allegations of discrimination on the basis of race, age, gender, national origin, religion, disability, veteran status, marital or parental status, and sexual orientation. For more information or to report allegations of discrimination, contact:

University Compliance Officer  
ADA Coordinator/Title IX Coordinator  
Office of Equal Opportunity and Compliance  
Phone: 479-575-4019

### **Personally Identifiable Student Records**

The university adheres to the requirements of the "Family Educational Rights and Privacy Act of 1974" as amended (FERPA). 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**

### **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. (Adopted by the Campus Council, Sept. 23, 1993)

### **Definitions**

Sexual assault may include any involuntary sexual act with which a person is threatened, coerced, or forced to engage in against her or his will or while temporarily or permanently incapacitated. Sexual assault may be committed by a stranger or by a person known by the victim.

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.

Consent is defined as clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts.

### **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 of Arkansas Police Department. 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 Department, if it occurred within the city limits, or to the police of another municipality if the assault occurred within another township or city that has a police force.

Sexual assault 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 University Health Center's STAR Central Office (Office for Support, Training, Advocacy, and Resources on Sexual Assault and Relationship Violence) or to NWA Rape Crisis.

### **Preserving Evidence**

It is important that evidence of sexual assault be preserved, because it may be needed for prosecuting the criminal case. Victims and others should not alter the scene of the attack. The victim should not change clothes, bathe or shower, douche, drink or eat anything, or brush her/his teeth before reporting the assault. Any items worn by the victim during the assault, but are not currently being worn, and any materials encountered during the assault (i.e., bed sheets, blankets, etc.) should be placed in a brown paper bag and brought along with the victim to a local hospital emergency department that has kits to collect and preserve evidence of rape and sexual assault.

### **Availability of Counseling and Advocacy**

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 Psychological Services (CAPS) department of the University Health Center. The Psychological Clinic of the Department of Psychology may be able to provide assistance in some cases. Employees of the University may be able to seek help through the Employee Assistance Program. 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.

STAR Central of the University Health Center and NWA Rape Crisis may assist with making referrals for individual counseling and support groups. STAR Central will assist victims with identifying non-counseling campus and community resources that may be of additional help and serve as a victim advocate upon request.

### **Education and Awareness Programs**

The STAR Central 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, domestic violence, dating violence, and other sex offenses. Programs are presented regularly throughout the academic year in residence halls, fraternities, sororities, and for other 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 and Awareness Week.

A peer education group, Rape Education Services by Peers Encouraging Conscious Thought (RESPECT), of the University Health Center provides sexual assault awareness, education, and prevention programs for the campus community. The STAR Central Coordinator supervises and advises the peer educators of RESPECT.

### **University Student Conduct System**

When appropriate, the University of Arkansas Police Department or any member of the University community may refer allegations of sexual misconduct (as defined in the Code of Student Life) by students to the Deputy Title IX Coordinator. The student conduct system, which is described in the Code of Student Life, provides a just and equitable process for addressing alleged infractions by students of the Code of Student Life, University of Arkansas policies, and/or other regulations or laws. The system is intended to educate students, to help them make responsible decisions, and to be accountable for their actions. All cases involving Sexual Misconduct and Sexual Harassment are resolved consistent with the provisions of Section I(c)(10) of the Code of Student Life (“Special Procedures for Cases Involving Sexual Harassment, Sexual Misconduct, Stalking, Domestic Violence, and/or Dating Violence”).

Complaints concerning allegations of sexual assault regarding faculty and staff members may be referred to the Compliance Officer with the Office of Equal Opportunity and Compliance.

### **Disciplinary Action**

Students and employees who are found responsible for sexual assault may be subject to University disciplinary action. According to the circumstances of the case, possible sanctions for students may range from University Censure to Expulsion from the University and, for employees, from formal reprimand to dismissal.

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 University Housing. Requests for academic changes should be directed to the dean of the appropriate college. Employees 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.

### **Coordination of Responses to Alleged Sexual Assault**

The University has designated the University Compliance Officer as its Title IX Coordinator with overall responsibility for oversight of the University’s compliance with its obligations under Title IX, including, but not limited to, its obligations to investigate and respond to allegations of sexual assault.

Contact information is as follows:  
University Compliance Officer/Title IX Coordinator  
Office of Equal Opportunity and Compliance  
346 N. West Avenue (West Avenue Annex)  
479-575-4019

For allegations of sexual assault by faculty, staff or other persons (other than students), the Title IX Coordinator coordinates with UAPD and the University Health Center to ensure that allegations of sexual assault reported to University officials are investigated and that confirmed allegations are addressed through University personnel processes, as appropriate.

For allegations of sexual misconduct by students, the Deputy Title IX Coordinator, in consultation with the Title IX Coordinator, coordinates with UAPD and the University Health Center to ensure that allegations of sexual misconduct reported to University officials are processed through the University student conduct system, as appropriate. The Deputy Title IX Coordinator reports to the Associate Dean of Students and the University Title IX Coordinator on all allegations of sexual assault processed through the student conduct system.

Contact information is as follows:  
Executive Director, Academic Initiatives and Integrity  
Deputy Title IX Coordinator  
634 Arkansas Union  
479-575-5229

## **Sexual Harassment Policy**

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 that 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 Appendix A.

### **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 that 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 "compliance officer") who is designated by, and who reports to, the Chancellor. They may discuss with the compliance officer any situation that 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. The compliance officer's telephone number is (479) 575-4019.

### **Investigation of Complaints**

The compliance officer must investigate every allegation of sexual harassment, including 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. An initial review to determine whether an investigation is warranted must be initiated within five working days or as soon as possible after the complaint is made.

Upon receiving a complaint, the compliance officer will interview the complainant (and the individual allegedly experiencing the conduct 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 compliance officer will explain the university's obligation to investigate and take appropriate corrective action. The compliance officer will present options for resolution of the complaint, including actions that the aggrieved person can take and methods of informal resolution. The compliance officer will offer information about the availability of counseling and other assistance, as appropriate to the situation.

The compliance 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. The alleged harasser may make an initial response to the allegations. If the issue is not resolved at that point or if the compliance officer determines that an investigation is warranted, the compliance officer will proceed with an investigation.

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

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

### **Informal Resolution Process**

After the compliance officer has discussed the complaint with the complainant and informed the person against whom a complaint has been made, the complainant may choose to attempt to resolve the matter by addressing the person directly. The compliance officer can suggest methods and models (e.g., writing a letter describing the offensive behavior and its effects on the complainant and requesting that the behavior cease).

If the complainant wishes to attempt to resolve the problem informally, the compliance 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. The compliance officer may take statements or review records from either party and from any witnesses that either party identifies, but the main focus will be on resolution and conciliation. Deans, department heads, chairpersons, directors, or other administrators will be involved, as appropriate, in the informal resolution process.

### **Formal Complaint 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 complaint procedure, the compliance officer will help identify the appropriate procedure and explain how to use it. At the discretion of the compliance officer, records concerning the matter may be made available to parties, witnesses, or administrators, as necessary, to properly conduct the investigation during the formal complaint procedure.

If a formal complaint is initiated, at the conclusion of the process, both parties will be informed in writing of the findings of the investigation and reminded of the university's relevant policies, including policies prohibiting retaliation.

In some instances, it may not be possible to determine whether sexual harassment has occurred. Allegations of sexual harassment that are not substantiated are not necessarily false allegations.

### **Disclosure**

Subject to the other provisions of this policy and the requirements of law, every possible effort will be made to ensure that any information received as part of the University's resolution and complaint procedures is treated discreetly. All parties to the complaint will be asked to assist in treating the complaint confidentially. The university's obligation to investigate and to prevent claims of sexual harassment means that it is not possible to guarantee that complaints of sexual harassment will be handled confidentially.

In the interests of fairness and problem resolution, disclosure of complaints and their substance and the results of investigations and complaint procedures, except as compelled by law, will be limited to the immediate parties and other appropriate administrative officials or as necessary to conduct a full and impartial investigation.

### **Disciplinary Action**

Disciplinary action up to and including termination (employees) or dismissal (students) may 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, pertinent procedures in the *Staff Handbook*, the *Faculty Handbook*, the applicable student catalog or handbook and/or the applicable university policies 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 compliance officer will report the findings to the appropriate vice chancellor, the Dean of Students, or the Dean

of the Graduate School, who is responsible for initiating disciplinary action. Any disciplinary action is subject to all applicable University policies. The disciplinary action shall be implemented within 30 days of the notification to the vice chancellor or dean. The compliance officer will monitor the implementation of the disciplinary process and its timeliness.

### **Record Keeping**

Investigation records will be kept in employee personnel files only if a complaint of sexual harassment is substantiated and disciplinary action is taken. All other investigation records will be kept only for statistical purposes and to document that the university has responded to complaints. This provision shall not prevent the retention of personnel records where a finding of a violation of the University's Sexual Harassment Policy was not sustained but where administrative action was determined to be appropriate.

Records maintained by the compliance officer to document that the university has responded to all complaints include information concerning the receipt of the complaint, the notification of the person against whom a complaint is made as well as 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 marked and treated as confidential, except as required by law or to the extent pertinent to investigation of any subsequent matters.

### **Statistical Review**

The compliance officer will meet with the Chancellor when deemed necessary by the compliance officer to review any complaints or concerns arising under this policy.

### **Training**

All organizational units must make reasonable efforts to provide sexual harassment training for their employees each year. All new employees should receive a copy of the Sexual Harassment Policy and sexual harassment training within the first six months of beginning employment. All employees should receive refresher training from the Office of Equal Opportunity and Compliance or its designee every three years.

### **Appendix A**

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. And 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.