

### **History of Arkansas State University-Newport**

Arkansas State University-Newport (ASUN) has been in continuous operation since August 1974. Since that time it has been known by four different names:

1. White River Vocational Technical School (1974)
2. White River Technical College (1991)
3. Arkansas State University—Beebe/Newport (1992)
4. ASU-Newport (since 1997--with stand-alone status since 2002)

Arkansas State University-Newport has a unique history regarding its relationship with the North Central Association of Colleges and Schools. Prior to being named ASU-Newport, the campus was known as White River Vocational Technical School, which received accreditation on April 19, 1989, by the Commission on Schools of the North Central Association of Colleges and Schools. In 1991, the Arkansas Legislature passed Act 1244 which merged White River Vocational Technical School with ASU-Beebe. ASU-Newport was then accredited through ASU-Beebe by the North Central Association of Colleges and Secondary Schools (ASUN was accredited as a satellite campus of ASU-Beebe). In 1992, it became ASU-Beebe/Newport and in 1997 became ASU-Newport. As a continuation of the process of becoming an independent entity, the faculty and staff of ASUN were informed on April 21, 2000, that the Arkansas Board of Higher Education gave its approval for ASUN to become a stand-alone campus. The stand-alone status was contingent upon the following:

- 1) The President and Board of Trustees of Arkansas State University would create the position of Chancellor as the chief executive officer of ASUN, effective July 1, 2001;
- 2) ASUN had to have a separate budget appropriation;

- 3) ASUN would gain Higher Learning Commission (HLC) accreditation no later than May 1, 2006.

The 83<sup>rd</sup> General Assembly of the Arkansas Legislature passed Act 297 into law on February 19, 2001, creating a separate budget appropriation for ASUN effective July 1, 2001. The prospect of gaining stand-alone status generated a great deal of enthusiasm among ASUN constituents. The faculty, staff, and students of ASUN, as well as community members with an interest in the campus, then began the HLC self-study process. A team of consultant-evaluators visited the campus on April 1-3, 2002 and recommended the college receive Initial Accreditation for stand-alone status for five years.

The campus is located 40 miles south southwest of Jonesboro and 55 miles northeast of Beebe. Arkansas State University – Newport serves a large rural population with students attending from over eight counties in its service area and many others from counties outside its service area.. It is constantly growing in both physical appearance and enrollment size. In 1975 the campus consisted of only one building and 145 students. The campus today includes **White River Hall** (formerly the main building), which houses the Human Resources offices, Business Technology Program classrooms and faculty offices, Art and Music classrooms, the Nursing programs' classrooms and offices, the Diesel Technology classroom and lab, the GED program classrooms, and the Career Pathways offices while Computer Science Technology and High Voltage Technology share a building southeast of White River Hall.

**Samuel Moore Walton Hall** houses the Library, the Learning Resource Center, one of the Compressed Video classrooms, Teacher Education, Social Science, English, Math and Science, and Physical Education classrooms, along with the Arkansas Commercial Driver Training Institute. A new classroom building was completed in the summer of 2005 and is

## **ASU-Newport Faculty Handbook**

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located on the commercial driver training range on the very north side of campus.

The **Center for the Arts** houses the Chancellor's Offices, Continuing Education, Community Outreach, the auditorium, and one additional meeting room. An additional building, located west of the Center for the Arts, is used by the Maintenance Department.

The new **Student Community Center** now houses the offices for academic, student, and fiscal affairs, the bookstore, the cafeteria, the counselor, a student lounge, a second compressed video room, and five meeting rooms.

Arkansas State University – Newport is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

**FOREWORD**

This handbook has been developed for the faculty of Arkansas State University – Newport. It has been designed to provide faculty with a brief overview of the more important policies and procedures of interest to them.

Much of the material contained in this handbook is summarized in a form that does not include all the details of complex policies or laws, and it does not purport to be comprehensive. This handbook does not constitute a contract for employment, either express or implied. Arkansas State University – Newport by and through the Arkansas State University Board of Trustees, reserves the right to revise, modify, and repeal any of its policies through future actions.

It is impossible to write a handbook that will cover every situation that may arise in the workplace. If you have a question regarding rules and policies, ask your Division Chair or the Vice Chancellor for Academic Affairs (VCAA).

This edition of the Faculty Handbook supersedes the previous editions.

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**SECTION I****MISSION AND GOALS****INTRODUCTION**

The instructional programs offered at ASU–Newport reflect faculty and staff awareness that the clientele of ASU–Newport includes both traditional and nontraditional students. The maximum development of the students and service to the community are among the principal goals of the college.

The faculty and staff share a commitment to students, providing a continuing opportunity for the development and extension of their skills and knowledge along with an opportunity to increase awareness of their role in and responsibility toward society. ASU–Newport fulfills its primary role as students enter the college, find programs compatible with their goals, persist in college until their goals are attained, and subsequently become productive members of society.

ASU–Newport subscribes to the principle that students need a liberal education, regardless of their vocational or professional fields. Continuous improvement of the curriculum is one of the main goals of ASU–Newport. Therefore, ASU–Newport endorses the belief that college faculty should be selected for excellence in teaching.

ASU–Newport recognizes that increasing numbers of nontraditional students are pursuing further education. ASU–Newport is responsive to their needs. The college strives to offer innovative programs for these students on campus and at off-campus locations throughout the institutional service area. The college is suited to meet the educational needs of a wide age and interest range.

In the area of service to the community, the college serves as an educational and cultural stimulant and focus. The resources of the college are extended to the general public through the library, cultural enrichment programs, evening classes, weekend classes, continuing education classes, adult education classes, and off campus-courses. ASU–Newport provides customized training and support in the areas of continuing education, industry, and business.

**Arkansas State University Mission Statement**

We pursue and share knowledge within a caring community that prepares students in challenging and diverse ways to become more productive global citizens.

**Arkansas State University-Newport Mission Statement**

Arkansas State University-Newport's mission is to provide:

- \* Integrity of Programs and Services;
- \* Affordable Life Long Learning; and
- \* Enhanced Quality of Life

in the Diverse Community we serve.

**ASU-Newport Strategic Goals**

In order to implement the mission, ASU-Newport has established the following strategic goals:

1. To provide an academic environment which will motivate and enable students from diverse backgrounds to achieve their educational goals
2. To promote institutional development which will attract new enrollment and retain quality students
3. To strengthen student commitments to life-long learning, career development and community leadership
4. To expand the role of the institution in the economic development of the Arkansas Delta Region
5. To strengthen collaboration and working partnerships with other education service providers, business and industry employers, and community members.
6. To secure additional funding for institutional development and advancement from state, local, and private sources
7. To expand and improve physical and technological facilities of the institution
8. To ensure integrity and quality in all areas of institutional performance
9. To provide continuous communication and accountability to the multiple constituency groups served

**SECTION II****ASU-Newport ORGANIZATION AND GOVERNANCE**

(ASU-Newport Organizational Chart, See Appendix A)

**Board of Trustees**

The governing body of Arkansas State University is the Board of Trustees, composed of five members, one of whom is appointed each year by the Governor of Arkansas for a period of five years. The Senate of the General Assembly must confirm each appointment. The function of the board is legislative, and the board determines the general policies of ASU-Newport and approves the expenditure of its funds.

**President**

The President of the ASU System is the chief executive and administrative officer. The President is appointed by the Board of Trustees and is directly responsible to the Board of Trustees for the conduct of the institution, the development of institutional goals, the formulation of policies, and the overall well being of the ASU System. The President's office is maintained on the Jonesboro campus.

**Chancellor**

The Board of Trustees of Arkansas State University appoints the Chancellor of ASU-Newport. The Chancellor is the chief administrative officer for the campus and reports to the President. As the chief administrator, the Chancellor is responsible for the overall well being of the college including the general areas of instruction, business affairs, and student services. The executive council assists the Chancellor.

**Vice Chancellor for Academic Affairs**

The Vice Chancellor for Academic Affairs (VCAA) is directly responsible to the Chancellor. The Vice Chancellor for Academic Affairs is responsible for the development, coordination, and implementation of the total instructional program including faculty and staff recruitment and retention. It is the goal of the Vice Chancellor for Academic Affairs to secure

desirable change in and growth of those participating in the learning process--both students and faculty.

**Vice Chancellor for Student Affairs**

The Vice Chancellor for Student Affairs reports to the Chancellor and has responsibility for the supervision and implementation of all student support services functions for the institution.

**Vice Chancellor for Fiscal Affairs**

The Vice Chancellor for Fiscal Affairs is directly responsible to the Chancellor and has responsibility for the supervision and implementation of all fiscal functions for the institution.

**Executive Council**

The Executive Council is composed of the Chancellor and the Vice Chancellors. The staff meets weekly or on-call and its purpose is to coordinate information, provide collective analyses of matters and issues and take actions on matters before it. In addition, the executive council members serve on the Strategic Planning Committee.

**Division Chairs**

Division Chairs report directly to the Vice Chancellor for Academic Affairs. Chairs act as academic instructional facilitators. They serve as administrators and instructors and provide liaison between higher levels of administration and faculty. Release time from teaching assignments is given so chairs can perform administrative duties. A teaching load of 18 credit hours per year is required. These are twelve-month non-tenured appointments.

**Librarian**

The librarian is responsible to the VCAA for the management of the ASU–Newport Library and the Learning Center.

**Registrar/Director of Admissions**

The Director of Admissions is directly responsible to the Vice Chancellor for registration procedures. Official student transcripts are the responsibility of the Registrar.

**Institutional Committees**

Committees serve an important function in the effectiveness of the institution. Faculty, staff, administrators, and students serve on committees to generate a broad perspective on institutional goals and objectives. Faculty members are expected to serve on at least one committee each year and are appointed by the Executive Council and approved by the Chancellor. The committee organizational chart is found in Appendix A. The following committees have been established in order to secure democratic participation in the operation of the college.

**University Standing Committees:****Enrollment Management Committee:**

Administrator - Vice Chancellor for Student Affairs

The primary function of this committee is to develop an enrollment management plan that includes the importance and role of academic advising, orientation, recruitment, financial aid, and retention strategies. The goal is to improve these areas to increase enrollment and graduation rates.

The committee:

- Recommends an advising plan that focuses on retention, graduation increases, and student satisfaction.
- Recommends an orientation plan that focuses on providing appropriate information that includes the registration process.
- Using the Minority Retention Plan, defines roles and recommends suggestions for improving retention rates for all students
- Suggests recruitment strategies to increase enrollment

**Curriculum/Institution Program Review Committee:**

Administrator – Vice Chancellor for Academic Affairs

The mission of ASU-Newport guides the Curriculum/Institutional Program Review Committee. In making decisions, the committee considers the needs of the students, the responsibility to professional colleagues in education, the desire for academic excellence, the awareness of curriculum diversity, the connection to business and industry, and the necessity for effective articulation with other institutions.

The committee:

- Recommends and advises on matters affecting the content of courses, degree programs, and certificate programs.

- Makes specific recommendations on requests to add, modify, or delete courses, degree programs, degree plans, and certificate programs.
- Reviews course descriptions and syllabi.
- Reviews programs of instruction.

**Technology Committee:**

Administrator – Vice Chancellor for Fiscal Affairs

The Technology Committee will review and recommend technology needs for the campus. This will include, but not be limited to, hardware and software that pertains to institutional and administrative support functions.

**Institutional Effectiveness/Outcomes Assessment Committee:**

Administrator – Vice Chancellor for Academic Affairs

The primary function of the committee is to collect data necessary to make reliable, valid decisions affecting institutional change and assessment procedures. The committee is responsible for disseminating results of surveys, reviewing the annual assessment reports, analyzing the annual assessment plans, and analyzing the assessment processes.

The committee:

- Recommends changes in assessment procedures, assessment instruments, or report forms.
- Recommends changes in the assessment cycle.
- Collects data from:
  - Student satisfaction surveys
  - Alumni surveys
  - Graduate surveys
  - Student Evaluation of Instructors
  - Faculty Peer Evaluations
  - Supervisor/Administrator Evaluations
  - Mid-level Student Assessments (CAAP)
  - Other Assessment Instruments

**Student Support Services Committee:**

Administrator – Vice Chancellor for Student Affairs

The primary function of this committee is recommending an overall plan that provides the needed support for students. This is a broad area that includes student discipline, clubs, student government, student life, disability services, alumni, and on-line student support services.

The committee:

- Reviews current policies for student discipline, disability services requests, and on-line student support services and recommend suggestions for improvement.
- Recommends suggestions for student activities.
- Reviews the Disability Plan and recommends needed improvement of facilities and equipment needed to meet students' disability needs.

**Fiscal Support Services Committee:**

Administrator – Vice Chancellor for Fiscal Affairs

The Fiscal Support Services Committee is responsible for review and recommendations relative to Physical Plant Facilities, Human Resources, Financial Resources, and Campus Safety.

**Special Events Committee:**

Administrator – Vice Chancellor for Student Affairs

This committee has the responsibility of supervising activities that promote cultural enrichment and other campus events. These include Brown Bag, *Ridge to River*, graduation ceremonies, and other events such as the yearly luncheon for area public school officials.

The committee:

- Develops a master yearly calendar of events.
- Recommends a “plan” that is easily implemented according to the event (what is needed, responsibilities of each member, resources available, personnel available, etc.).
- Communicates with the campus community and supervises the function.

**Grievance/Appeals Committee:**

Administrator – Vice Chancellor for Fiscal Affairs

The Grievance and Appeals Committee will serve as formal review body for any faculty, staff, or student grievance or appeals that cannot be resolved through existing supervisory channels or normal mediation processes.

**Academic Affairs Council:**

Administrator – Vice Chancellor for Academic Affairs

The council serves in an advisory capacity to assist the Vice Chancellor for Academic Affairs on policies and procedures affecting the delivery of the instructional programs. The council also serves to effectively communicate faculty accomplishments during the semester as well as academic concerns.

The committee:

- Recommends and advises on matters affecting academic administration such as the development of class schedules, publication of the ASU-Newport Catalog, academic record reporting, grading, syllabi, advisement, faculty performance evaluation, continuing education activities, and other related topics.
- Assists in defining needs, challenges, and achievements in the instructional areas.
- Serves as a link to communicate faculty requests, policies, and procedures.
- Investigates academic trends, technology advancements, and curriculum developments, which might be applicable to ASU-Newport.
- Serves in other capacities as needed.

**Faculty Association**

The Faculty Association extends voting privileges to all full-time faculty and professional librarians. All faculty members, both full-time and part-time, are encouraged to participate in the

organization which proposes “to promote the effectiveness of the campus in the discharge of its responsibilities, to effect closer coordination among the various areas of the Newport campus, and to provide a means by which the special competencies of the members of the faculty may be utilized more fully in the formulation and execution of the academic program of the Newport campus.” For the full text of the Faculty Association’s Constitution, see Appendix B.

**SECTION III****PERSONNEL POLICIES****General Statement of Employment Policy**

It is the policy of ASU–Newport to provide equal employment opportunity to all qualified persons; to prohibit discrimination against any employee or applicant for employment because of race, color, religion, sex, age, physical disability, or national origin; and to promote the full realization of equal employment opportunity through a positive continuing program of affirmative action.

This policy shall be followed in recruiting, hiring, determinations of pay, promotions, ASU-Newport sponsored training programs, transfers, leaves, returns from leaves, demotions, terminations, social and recreational programs, use of facilities, staff benefits, treatment as individuals, and in all other aspects of college life. It is the responsibility of all divisions and departments and all personnel, supervisory and non-supervisory, to see that this policy is implemented throughout ASU-Newport.

Inquiries concerning the college's affirmative action policy should be made to the Human Resources Department, Arkansas State University–Newport, 7648 Victory Blvd., Newport, AR 72112, telephone (870) 512-7800.

**Nepotism**

No employee should have any direct or indirect supervision or direction over any employee to whom they are related by marriage or blood. No employee should participate in any peer judgment or administrative review of any employee to whom they are related by blood or marriage.

**Selection of Faculty and Professional Library Staff**

The VCAA, after consulting with the Division Chairs and securing permission to hire from the Chancellor, determines that a position is vacant or needs to be created. The position will be advertised through the Human Resources office and may be advertised through statewide newspapers and/or national publications.

A Search and Screening Committee will be formed with the vacant position's respective supervisor serving as chair. Other committee members will be appointed by the VCAA upon recommendations from the Faculty Association.

The Search and Screening Committee narrows the field of qualified candidates. The committee chair, after consultation with the search committee, prepares a list of interview candidates for the VCAA. The interview list may be supplemented by recommendations from the Executive Council.

After completing the interviews, the search committee recommends three candidates for each position ranked in order of preference. The VCAA may select any of these three candidates or reject all candidates and request that additional candidates be interviewed. The VCAA recommends faculty appointments to the Chancellor. If the search committee disapproves of the candidate recommended by the Vice Chancellor, the chair of the search committee may write a memorandum to the Chancellor with a copy to the VCAA stating the committee's objections. The Chancellor has final responsibility to recommend faculty candidates to the President and the Board of Trustees.

### **Selection of the Vice Chancellor for Academic Affairs**

The Chancellor forms an *ad hoc* advisory committee composed of Division Chairs and faculty. Each division must be represented on the committee, which consults with and advises the Chancellor in the selection of the Vice Chancellor for Academic Affairs.

Faculty members must be given ample opportunity to meet with candidates, evaluate their credentials, and express their opinions to the committee. The Chancellor has final responsibility to recommend academic administrative appointments to the President and the Board of Trustees.

### **Selection of Division Chair**

When a division chair position becomes vacant, the opportunity to apply will be given to interested faculty. Procedures similar to those set forth for faculty selection are followed with the VCAA serving as the search committee chairperson. Care should be taken to ensure that the Search and Screening Committee is broadly representative of the division.

The committee recommendations are forwarded to the Chancellor who has final responsibility to recommend academic administrative appointments to the President and the Board of Trustees.

### **Credentials**

All faculty and academic administrative staff are required to have official transcripts of all academic work on file in the Human Resources Department. It is the responsibility of the individual to update any additional work or degrees they have completed.

### **Faculty Status**

Faculty status is granted to Division Chairs, full-time faculty, and professional library staff, and to others as may be deemed appropriate by the Board of Trustees.

### **Faculty Salaries**

In general, the salaries of faculty members are affected by the budget adopted biennially by the legislature and the annual budget of the Board of Trustees. The salary begins on the date the faculty member reports for duty under a contract.

Salary increases are based on appropriation of funds by the legislature and within limits of the operating budget. Division Chairs recommend salary levels to the Vice Chancellor. The VCAA recommends salary levels to the Chancellor.

### **Compensated Faculty Leave Policy and Procedures**

- (A) Purpose: The purpose of faculty leave is to encourage professional development of individual staff members in the best interests of ASU–Newport. Accordingly, compensated leave may be granted for various purposes including graduate study leading to an advanced degree, further study to upgrade specific competencies, retraining tenured staff members who teach in programs that are being reduced or phased out, post-doctoral study, travel, research, and other professionally creative activities.
- (B) Eligibility: Those with Faculty Status may apply for compensated leave under any of the following three options. Compensated faculty leave is subject to the approval of the Chancellor.

(C) Regulations Governing Leave: When approved, compensated leave will be granted on the basis of the contracted salary for the year in which the leave is in effect with one of the following options:

**OPTION I**

- A. After at least three academic years (Fall - Spring), summer leave of five to ten weeks with compensation at 50 percent of one summer term's salary.
- B. After at least four academic years, if one summer of compensated study leave has been used, an additional summer leave may be granted under the above condition.
- C. After at least six academic years, if no leave has been used, a full academic year may be approved at half salary. One semester of leave at full salary may be substituted.

**OPTION II**

Eligible persons who have not less than three years of service to ASU-Newport, and who have been accepted in an accredited graduate program, may be granted an academic year's leave of absence for the purpose of graduate study. Compensation shall be at the rate of 10 percent for each year of service to ASU-Newport, not to exceed 50 percent of the contracted salary.

**OPTION III**

At the discretion of the Chancellor, compensated leave may be granted to retrain faculty members employed in programs that are being reduced or phased out. Compensation shall be calculated at the rate of 10 percent for each year of service to ASU – Newport up to a maximum of 50 percent of contracted salary.

**Procedures:**

- A. **Salary Determination:** Under Option I, A and B, compensation for summer study is based on the salary the individual would have received for teaching on the campus that summer. Under Option I, C, and Options II and III, compensation is granted on the basis of the contracted salary for the year in which the leave is in effect.

- B. Application for Leave: Detailed plans for the period of the leave are submitted to the division chair at least one semester in advance. After reviewing the applications, the division chair submits recommendations to the VCAA for final action. Appeal of either decision can be made to the Chancellor and then to the President of the University.
- C. Notification of Request for Leave: Whenever possible, the VCAA will write the faculty member who requested leave concerning the action taken and the reasons for acceptance or denial of leave not less than six weeks prior to the date requested for leave.
- D. Obligation to Return: The individual granted a compensated leave is obligated to return to the college for at least one academic year. Should the individual fail to voluntarily meet this obligation, he or she shall refund to the college the salary received during the leave.
- E. Obligation to Report Upon Return: The individual granted a leave shall file a report with the VCAA on activities while on leave.
- F. Limitations as to Number of Study Leaves: The number of leaves granted during any one academic year shall not exceed five percent of the faculty. An additional five percent of the faculty may be granted leave for either or both of the summer terms.
- G. Benefits may continue during compensated leave time. Consult the Human Resources Department for more information.

### **Annual Leave and Vacation**

Faculty members on nine-month contracts receive leave with full pay during their contract period when school is not in session, that is students are not required to be on campus, or when attendance of faculty at college activities is not required.

Faculty members on twelve-month contracts receive vacation leave during their contract period. This leave may be taken when school is not in session that is students are not required to be on campus, or when attendance of faculty at college activities is not required. Vacation leave may be carried over consistent with Human Resources Department policy and procedures.

### **Sick Leave**

All ASU–Newport employees earn one day of sick leave per contract month of employment to a maximum of 120 days. Employees are entitled to sick leave with pay if they are

unable to perform their duties because of sickness or injury or because of medical, dental, or optical treatment. Sick leave may also be granted for a death or serious illness in an employee's immediate family, which includes a parent, sibling, spouse, child, grandparent, in-laws, or any individual acting as a parent or guardian. After five consecutive days and other times upon request, faculty may be required to provide a physician's note to the VCAA.

Sick leave must be earned before it can be used. Borrowing against future leave is not allowed. Leave is deducted from the leave balance in 15-minute increments.

Maternity Leave is treated as any other leave for sickness or disability. Accumulated sick leave and annual leave, if requested by the employee, shall be granted for maternity use, after which leave without pay may be used.

Employees who are injured and are entitled to Worker's Compensation benefits may, upon application, use their sick leave pay to supplement their benefits up to their normal weekly salary at the time of injury or illness. Sick leave would then be reduced in proportion to its use.

Absence due to illness or accident, including medical leave for maternity use, is charged first to earned sick leave, then to earned annual leave, and finally to leave without pay. Faculty members are encouraged to return to work after such leave either at the beginning of a semester or the beginning of a contract period.

Employees may file for Family Medical Leave Act coverage. For details on eligibility, duration, and benefits, see the Human Resources Department.

### **Catastrophic Leave Policy**

ASU-Newport maintains a catastrophic leave bank to assist employees during a catastrophic illness. In the event a faculty member is unable to work for a prolonged period of time due to severe illness, and upon exhaustion of all earned sick, annual, holiday, and compensatory leave time, the faculty member may apply to the leave bank for additional paid leave. For details on eligibility, duration, and benefits, see the Human Resources Department.

### **Leave Without Pay**

Leave without pay may be recommended by the appropriate supervisor when requested with proper notice for a period that shall not exceed two years except under extenuating

circumstances. Each application and approval of leave is in writing and is reviewed each six months whenever the leave extends beyond that period. Leave may be granted for educational reasons, sickness or disability, military service, or other situations recommended by the faculty member's division chair.

On completion of the leave, the employee shall return to the same or similar position without loss of any rights, unless the position or a similar position is no longer available due to budgetary reductions in staff.

Employees on leave of absence without pay do not accumulate leave time or do not necessarily receive the benefits of insurance programs unless they make arrangements to pay the total cost of such insurance during their leave.

### **Military Leave**

Employees who are members of the National Guard or any of the reserve branches of the Armed Forces of the United States are granted 15 days annually plus necessary travel time for annual training requirements. Such leave is granted without loss of pay and in addition to regular vacation time. Employees who request military leave must furnish copies of their orders to the Human Resources Department. Employees who are drafted or called to active duty in the Armed Forces of the United States or who volunteer for military service are placed on extended military leave without pay. Upon application, within 90 days after the effective date of release from active duty, the employee shall be reinstated to the position vacated or an equivalent position at no loss of seniority or any of the other benefits and privileges of employment. Except during war, an employee who enlists or re-enlists for a second consecutive tour of military duty shall forfeit reemployment rights.

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

### **Court and Jury Leave**

Any employee who serves as a witness, juror or party litigant is entitled to regular compensation in addition to any fees paid by the court for such services, or necessary appearances in any court. Any absences from work for such purposes shall not be counted as annual leave.

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

### **Inclement Weather Leave**

Unless extreme circumstances occur, the campus will remain open during inclement weather and faculty members are expected to meet classes. Faculty members who are unable to meet their normal work schedules because of weather conditions should notify their Division Chairs. If the Chancellor decides that ASU-Newport should be closed because of weather conditions, news media are notified and only those identified, as essential personnel will be required to report.

### **Absence from Campus**

Faculty members who anticipate a leave of absence should report that anticipated leave as far in advance as possible. Faculty member who have returned to work from an unanticipated leave should report such leave within three working days after the unanticipated leave to the division chair who forwards the necessary leave form to the VCAA and office of Human Resources. The faculty members, in consultation with the chair, make arrangements for rescheduling classes or providing for other class activities. Persons planning official professional travel should report such occasions as far in advance as possible. Forms are provided for reporting absences from campus.

When it becomes necessary for a division chair to be absent from duty for such period of time as to require appointment of an acting chair, such acting chair shall be appointed by the Chancellor upon recommendation of the VCAA, taking into account recommendations of the faculty of the affected division.

### **Resignation, Retirement, and Termination of Employment**

Faculty members should inform their division chair in writing as early as possible of their intention to leave ASU-Newport. Resignations during late summer or during the regular school term are regarded as detrimental to the academic programs as well as to students and are accepted only by mutual agreement with the administration of ASU-Newport.

Faculty members retire at the end of a contract year in which they elect to retire. One-year, non-tenure contracts after retirement may be offered upon recommendation of the Chancellor and at the discretion of the President of the University. A contract year is defined by the individual contract. Faculty members concluding assignments and terminating employment at ASU–Newport may obtain a checkout card from the Human Resources Department. The checkout card must be completed (obtaining necessary signatures) and filed with the Human Resources Department. This card provides a forwarding address and a record that the departing faculty member has met all responsibilities to the college.

Every employee leaving ASU-Newport should fill out an employment exit survey. This may be acquired in the Human Resources Department.

### **Outside Employment Policy**

Faculty or administrative officers are encouraged to engage in consulting or other related professional projects when such outside work contributes to their professional improvement, enhances their opportunities for research, or augments the public service effort of the college. Outside business interests, employment, or vocation should not in any way interfere with service to the college. As a general rule, ASU-Newport resources (including facilities, supplies, or equipment) shall not be used for personal gain. However, in certain projects that accrue to the mutual benefit of the college and the individual faculty member, suitable arrangements for reimbursement to the college may be worked out, thus providing access to ASU-Newport resources.

If an employee contemplates working for another state agency, their supervisor should be notified. The supervisor notifies the Human Resources Department who receives permission from the Arkansas Department of Finance and Administration. If outside employment involves work done for other state agencies, this employment is covered by a standard state consultant contract and must conform to all state regulations. If professional or consultant services are rendered for other public agencies (including foundations and other nonprofit organizations), state regulation requires employees of state institutions of higher education to report each source of income in excess of five hundred dollars (\$500.00) earned during any calendar year. On or before the 31st day of January following the close of each calendar year, a statement verifying such income must be filed in the office of the Chancellor.

**Benefits**Insurance - Life, Health, Hospitalization

ASU offers group life and medical insurance plans. Participation is not compulsory for all contracted personnel. Employees must enroll within thirty-one days of their employment date. At present, ASU-Newport pays, as fringe benefits, partial cost for employee's health insurance and part of the cost of dependent health coverage. Faculty on leave without pay have the option to continue their insurance coverage if they wish. However, they may be required to pay full cost for this coverage. For complete information on the insurance program see the Human Resources Department.

Income Protection Plan

A group income protection plan is maintained for all ASU-Newport employees who have completed 180 days of service. In case of long-term disability, this plan, together with Social Security income, protects 60 percent of salary, and pays a maximum of \$1,500 per month until the disability has ended or the disabled person reaches the maximum benefit period as stated in the insurance policy, whichever comes first. This plan is currently paid for by ASU-Newport but there is no permanent commitment on the part of the college to fund this plan. Additional long-term disability insurance is available for employees above a certain income level.

Short-term disability insurance is available at the employee's expense.

Personal Injury and Worker's Compensation

ASU-Newport carries a personal injury policy that covers all faculty members when on official Arkansas State University-Newport business outside the city limits of Newport. The policy covers the faculty member's loss of life (100,000 maximum) or dismemberment.

ASU-Newport provides Worker's Compensation Insurance for employees who receive an injury in the course of their work. All injuries, however slight, should be reported to the employee's supervisor and to the Human Resources Department in order to guarantee full payment of benefits. If medical attention is required, employees will be referred to a doctor or a nearby hospital.

ASU-Newport employees are also covered under the State Unemployment Act. A person whose employment at the college has been terminated should contact the local

Employment Security Division Office. Unemployment compensation will be paid if the person qualifies for benefits and no other suitable work is available. However, unemployment benefits based on service in an instructional, research, or principal administrative capacity shall not be paid for any week of employment that begins during the period between two successive academic years.

Additional information describing each insurance program may be obtained from the Human Resources Department.

### **Retirement**

All faculty members employed by ASU-Newport are required to participate in the Teachers Insurance Annuity Association-College Retirement Equities Fund (TIAA-CREF), the Arkansas Teacher Retirement System, or the Variable Annuity Life Insurance Company (VALIC). The Arkansas Teacher Retirement System is contributory or noncontributory depending on the election of the employee. The match by the college varies from year to year. The Human Resources Department can provide information concerning actual contributions by the individual and matching contributions by the college. Contributions to TIAA-CREF and VALIC are tax-sheltered and are reflected as payroll deductions; therefore, they do not appear as taxable earnings on W-2 Forms.

Faculty members participate in the federal Social Security program, which provides benefits including retirement payments, death benefits, disability insurance and monthly income payments to dependent survivors of covered workers. Payments are withheld from each month's pay, beginning in January, until the maximum has been paid for that calendar year. ASU-Newport contributes an amount equal to that deducted from the employee's salary. All questions regarding retirement should be directed to the Human Resources Department.

### **Tuition Discounts**

Only full-time, permanent employees are eligible for tuition discounts. ASU-Newport employees, their spouses, and their dependents may enroll for undergraduate studies for credit or for audit on a space available basis at a tuition rate of 25% of existing tuition. Persons who utilize the tuition discount may receive the 25% rate from college-sponsored scholarships. Persons who choose to accept a full-fee grant-in-aid or assistantship will be charged the regular tuition. These rates also apply for undergraduate studies at other ASU campuses. A special

tuition rate of 50% is available to ASU-Newport employees for graduate course work taken on the Jonesboro campus. Approval of the VCAA is required for faculty members to enroll in courses offered at ASU–Newport.

### **Professional Development Program**

ASU-Newport encourages the professional development of its faculty. Therefore, in an attempt to recognize faculty employees for such efforts a base adjustment may be given for the attainment of the stated professional development accomplishment.

#### Completion Awards

Specialist Degree	\$1,000
Doctorate Degree	\$2,000

Approved degrees and technical programs must be from regionally accredited institutions.

### **Other Faculty Benefits**

Faculty members are invited to use the recreational facilities of the physical education department according to established policy. Faculty members and their families receive a 10% discount on all purchases at ASU bookstores.

### **Annual Performance Evaluation of Faculty**

The annual performance evaluation of faculty is under the direction of the VCAA. The evaluation consists of student assessment reports, peer team consultants, and supervisor evaluations. A Professional Portfolio is submitted to the Division Chair by each faculty member. The Professional Portfolio contains varying professional development and instructional documents as well as the following evaluation tools: (1) Personal Strategic Goal Plan, (2) Peer Team Consultant activities, (3) Student Assessment Reports, and (4) Division Chair Evaluations. The VCAA and Division Chairs will establish deadlines at the beginning of the fall semester for each of the steps of the evaluation procedure.

The Division Chairs send a faculty report to the VCAA. After consulting with the Division Chairs, the VCAA determines the faculty members who will be offered continued employment, faculty members who need improvement and those who should be recommended

for merit pay. The faculty members who will be offered continued employment but who have any deficiencies will develop with the Division Chair a plan for improvement.

### Merit Pay

Each year the Chancellor determines the amount of money available for salary raises. Merit amounts vary from year to year, depending on the amount of money available and the number of people recommended for merit pay. If only a small amount of money is available, it may all be allocated as merit pay. Since faculty members may not exceed their line-item maximum salary, some meritorious faculty members may be unable to receive full merit pay.

Faculty members seeking merit pay must submit their Professional Portfolio for consideration by the deadline established by the Division Chairs and VCAA. Those seeking merit pay, in addition to excellent teaching, will demonstrate that they have furthered the mission of ASU-Newport with non-teaching activities. Such activities include--but are not limited to--the following: (1) community service, (2) institutional service, (3) student services, (4) professional membership and service, (5) publications and grants, and (6) professional development.

The Chancellor recommends all salary raises to the President of the University and to the Board of Trustees.

### Personal Strategic Goal Plan

The faculty evaluation process begins with the Personal Strategic Goal Plan, which is submitted at the beginning of the fall semester to the faculty member's respective division chair (See form for Personal Strategic Goal Plan, Appendix C). This evaluation tool allows each faculty member to consider their professional developmental goals as they relate to the ASU-Newport Strategic Plan. During the course of the academic year, faculty members should review their plan both personally and in conjunction with their division chair. A Personal Strategic Goal Plan Follow-Up Report (See form for PSGP Follow-Up, Appendix C) must be submitted and included in the Professional Portfolio.

### Peer Consultant Teams

Peer Consultant Teams are mixed discipline teams assigned by the Division Chairs at the beginning of each academic term. These teams are required to meet at least twice each semester for a minimum of thirty minutes with no maximum time limit. Meetings are to be scheduled by the team members collectively and must be documented on the Peer Consultant Team Meeting Minutes (See Appendix C). Two copies of the minutes, one for each division chair, must be turned in following each meeting. Additional copies should be distributed among the team members so they can be included in each faculty member's Professional Portfolio. In addition, the Peer Consultant Team Follow-Up Report (See Appendix C) must also be included in the Portfolio.

### Student Assessment Forms

The Student Assessment Form (See Appendix C) enables students to rate their instructor and the respective course on several characteristics. In addition, this form requires the student, through a series of self-ratings, to consider their own educational attitudes in response to the specific course.

During the fall semester, faculty are required to have a second party administer the form. The form must be distributed to students in at least two classes and a total of at least twenty student evaluations must be given. However, the forms may be administered to as many classes or as many students above the required number as the faculty member sees fit. The forms remain anonymous so that the faculty can have immediate access to the data and objectively review the results to improve instruction.

After reviewing the assessments, the faculty member is required to complete the Student Assessment Follow-Up Report (See Appendix C). This report allows the faculty member to address problem areas and make changes as necessary. A copy of this report must be given to the division chair and included in the Professional Portfolio.

### Division Chair Evaluations

The chairs evaluate the faculty at the beginning of the spring semester (See form for Evaluation of Faculty by Chair or Vice Chancellor, Appendix C). Items can be based on personal observations by the chairs, on materials provided by the faculty member to the chairs, and on student assessment reports. The Division Chairs send a faculty report

to the VCAA. After consulting with the Division Chairs, the VCAA determines the faculty members who should not be recommended for continued employment, who need improvement and those who should be recommended for merit pay. Meritorious faculty is recommended to the Chancellor. A plan for improvement will be developed for any faculty member, recommended for continued employment who has deficiencies.

Faculty members who believe they have been unfairly rated by their chair should discuss the evaluation with the VCAA. Faculty members who think they have been unfairly evaluated by the VCAA may appeal the rating to the Grievance/Appeals Committee. The VCAA is responsible for ensuring that faculty evaluations are completed consistently.

The VCAA reviews the process for faculty evaluation annually and seeks approval from the executive council of any plans to modify the evaluation process. The Chancellor or Chancellor's designee presents significant changes approved by the executive council to the Arkansas Department of Higher Education annually as requested.

**SECTION IV****ACADEMIC POLICIES, PROCEDURES, AND SERVICES****Academic Freedom and Responsibility**

ASU-Newport acknowledges and supports the “Statement of Professional Ethics” as adopted by the American Association of University Professors in June 1987. (See Appendix D)

Faculty should not represent themselves, without authorization, as speaking for Arkansas State University–Newport.

**Administration and Supervision of Classroom Instruction**

Division Chairs, under the general direction of the Vice Chancellor for Academic Affairs, are responsible for the management and the improvement of the instructional programs within their respective areas.

**Semester Teaching Load**

The teaching loads of faculty members at ASU–Newport vary according to teaching assignments. Fifteen (15) semester credit hours is considered a regular teaching load. Division Chairs monitor current teaching loads each semester. If a faculty member’s teaching load is involuntarily less than full time any given semester due to circumstances beyond his or her control, including but not limited to insufficient enrollment in a previously scheduled section other arrangements will be made or comparable duties assigned. If this occurs then reassignment of overload or adjunct courses should be considered, so that the full-time status of such a faculty member is not jeopardized during a contract term. In determining the teaching load of a faculty member, laboratory courses are counted at a ratio of two laboratory hours to one hour of regular classroom work. Teaching load credit may be allowed for other activities and duties when assigned and approved by the VCAA upon recommendation of the division chair.

**Teaching Overloads**

ASU-Newport follows the policy outlined below with regard to overloads:

1. Faculty members may teach either on-campus or off-campus.
2. Work done for extra compensation must not conflict with regular on-campus responsibilities and must comply with state regulations as identified under Outside Employment Policy.
3. A faculty member may not receive extra compensation to exceed the line-item maximum in the ASU–Newport appropriation act.

Overload pay is set at per-credit hour rate. Off-campus rates may vary according to location, program, and other considerations.

Full time faculty will be given the opportunity to teach overloads before adjunct instructors are offered part time teaching positions for similar courses.

All faculty members are expected to assume student academic advisement responsibilities in addition to their regular teaching loads except when otherwise directed by the division or department chair and the VCAA.

**Work Week - Office Hours**

During the fall and spring semesters, a regular workweek is Monday through Friday for all teaching personnel, unless approved otherwise by division chair and VCAA. Faculty members are responsible for posting and keeping 10 office hours per week.

**Absence from Campus**

When faculty members are absent from duties, whether voluntarily or due to illness, they are required to report such absences directly to their Division Chairs at the earliest possible date and time, in order that alternative arrangements may be made. Persons leaving the campus on official business should report such plans as far in advance as possible.

**Summer Session Appointments**

Summer session enrollment is not as large in some divisions as the enrollment during the academic year; therefore, employment for summer session may not be available to all faculty

members who may wish to teach. The number of faculty members employed during the summer session is determined by the estimated student demand in each division and any budget constraints. Full time faculty will be given preference over adjunct instructors for teaching opportunities during summer session.

### **Class Rosters**

Class rosters are available for faculty to view and download from Campus Connect. Each faculty member is assigned a password so that this system can be accessed. Any faculty member, who did not receive a password or has trouble accessing their account, needs to notify Computer Services.

### **Grades**

The grading system recognizes A, B, C, D, and P as passing grades at the undergraduate level. A grade of F or NP is given when a student fails to pass a course.

Grades of "I" (incomplete) are recorded when students fail to meet all course requirements for reasons beyond their control. Prior to giving an "I" grade, faculty shall fill out a "Request to Complete a Course" form available from the Registrar's Office. Illness of the student or serious illness or death in the family are classified as such reasons. Procrastination, pressure of work in other courses, or employment are not satisfactory reasons. If the "I" is given, it should be recorded on the class roster. When the "I" grade is removed, the instructor should immediately notify the Registrar's office by processing a "Request for Change of Grade" form. An "I" grade not removed within the time specified by the instructor, or by the close of the immediate succeeding semester, may become an "F" or a permanent "I" upon the discretion of the faculty member.

It is the faculty member's responsibility for making sure students are aware of their academic progress at mid-semester and that students do not have access to other students' grades. Faculty should have final examinations or conduct an appropriate culminating activity.

For a student to withdraw from ASU-Newport before the end of a semester, the student must go to the Registrar's office. The student will be advised of the proper procedure for an official withdrawal.

If a student leaves school before semester's end without an official withdrawal, the student may receive a grade of "F" in all courses.

A student withdrawing from ASU-Newport must obtain a withdrawal application from the Registrar's Office and have it processed by the appropriate ASU-Newport officials. Proper withdrawal will protect the student's academic records.

### **Auditing Courses**

Students are permitted to audit courses at Arkansas State University–Newport. Students auditing a course will pay the regular fee as indicated under the section on Fees and Expenses. No credit is awarded for courses audited. The letters "AU" are recorded in the grade column on the student's permanent record. Audited courses are counted as part of the stated maximum load for a semester or term.

Students who audit are expected to meet all requirements for a course (including attendance) other than taking examinations and completing formal written papers.

### **Student Complaints**

As required by regulations, ASU–Newport keeps records of written student complaints for two years. Such complaints are addressed and submitted to the Chancellor, Vice Chancellor for Academic Affairs, Vice Chancellor for Student Affairs, or Vice Chancellor for Fiscal Affairs. The VCAA shall maintain the ASU-Newport Student Complaint Log.

### **Field Trips and Excursions**

Field trips taking time beyond that regularly scheduled for the class should be planned so that student absences from classes are held to a minimum and should be scheduled far enough in advance so that students with part-time employment have the opportunity to make necessary arrangements. All field trips and excursions require prior approval of the division chair and the VCAA. A Student Activity form must be submitted and approved prior to the event.

### **Faculty Advisement of Student Activities**

Extra-curricular activities at Arkansas State University–Newport include learning experiences that are valuable to students; therefore, faculty members are urged to give their cooperation and support to the student activity program.

Each student organization of the college must have faculty members or staff as advisors. Faculty members who become advisors to student organizations should advise their division chair of their new responsibility. Serving as an advisor involves attendance at meetings and other events of an organization and participation in planning the activities of the organization. The Vice Chancellor for Student Affairs may confer with faculty members or others who have been asked to serve as advisors regarding responsibilities they accept in sponsoring a campus organization.

### **Course Syllabi and Outlines**

Faculty members are required to provide to the VCAA, their division chair, the library and their students a syllabus of each course taught. The VCAA shall keep these syllabi on file and available for perusal by members of examining teams for accrediting agencies. Course syllabi should follow the ASU-Newport syllabus model available in the VCAA office.

### **Curriculum Changes**

Each change in course offerings originates in a division, or the curriculum committee and requires approval of administrative staff. Often curricular changes are initiated by assessment results in the yearly assessment cycle. Faculty or administrators present a formal request to change curricular offerings to the Curriculum Committee. Committee members receive requests at least one week prior to the meeting in order to review the requests and question faculty and students involved in the change. The person presenting the request is expected to appear before the committee members to explain the request and be available for questions. All members of the staff, faculty, administration, and student body are welcome to attend and participate in the open meeting. However, only committee members are allowed to vote. If passed by the committee, the request is signed by the chairs, and forwarded to the VCAA and then to the Chancellor for approval. Minutes for the meetings are filed in the VCAA office and are available for review. If the Chancellor gives approval, the change is forwarded to all faculty, including advisors, and the change is reflected in the next edition of the catalog. If program changes are decided that need Board of Trustees approval or ADHE approval, the VCAA is responsible for initiating and completing the necessary steps in the process. Advance planning is required to permit the orderly preparation of the college catalog and class schedules.

**Schedules of Classes and Examinations**

Division Chairs prepare schedules of classes after consultation with faculty members. Schedules are coordinated and approved by the VCAA and are published before the enrollment period for each semester and summer session. Class and examination schedules are to be followed. Exceptions will be considered when they benefit the academic program. The division chair and the VCAA must approve all changes.

**Assignments of Classrooms and Office Space**

Classroom assignments for each term are part of the class schedule. These assignments are made by the VCAA on recommendation of the Division Chairs. Any request for reassignment of classrooms shall be made to the division chair who will submit the request to the VCAA for review and approval. Office assignments are likewise made by the VCAA on recommendation of the chairs.

**Student Schedule Changes**

The student completes a change of schedule form, which may be obtained from the Registrar's office. If a student receives financial aid, they should contact the Financial Aid Office.

**Attendance of Faculty at School Activities**

All faculty members are expected to be present at

1. All pre-session college academic activities called before the opening of the semester.
2. All general faculty meetings, division meetings, committee meetings to which faculty members have been assigned, academic counseling meetings, and other group meetings of a specific nature to which faculty members may be assigned.
3. Commencement exercises.

Faculty members are encouraged to participate in the Faculty Association and to participate in campus social, cultural, and recreational functions.

**Membership in Professional Organizations**

Members of the faculty are encouraged to hold membership in as many professional organizations as each individual may choose and to attend meetings of those professional organizations. Individual membership dues are the responsibility of the faculty member. Institutional memberships may be paid by ASU-Newport.

**Library Services**

The library staff makes an effort to accommodate the needs of all library users. Librarians are available to aid faculty members in finding materials to support the curriculum, to suggest additional materials that need to be purchased, and to present informational sessions to individual classes on either the general use of library materials or specialized research topics.

Purchase of Materials

All faculty members are urged to request both print and non-print materials for curriculum support purchases. These requests should be related primarily to the courses taught by the faculty member. Requests to purchase any library materials should be sent to the Library Director and can be done at any time. The actual time of purchase may depend upon budgetary limitations and purchasing schedules, periodical publishing schedules, or database starting periods. Faculty members are notified as soon as their requested materials are available for use. Lists of new acquisitions are regularly made available.

Faculty members are not restricted by the standard book circulation regulations, but should return books they have checked out when they are finished with them or by the end of each semester. Reference materials and periodicals are not available for checkout. Audiovisual and machine-readable materials (videos, DVD's, CD's, CD-ROM's, etc.) may be checked out for one week, unless designated "for library use only." A number of databases are available for use.

Borrowers who lose or mutilate library materials will be charged for their replacement. Faculty members are responsible for all materials that they checked out.

Audio-Visual Services

The library audio-visual materials are part of the general library holdings and are generally available for checkout to all library patrons, unless designated "for library use

only.” Materials deemed essential to course offerings should also be in departmental holdings.

Facilities are available for cassette copying, transparency making, etc., and the library staff is available to assist in these areas of production. All copying activities are subject to copyright laws.

#### Library Advisory Committee

The Library Advisory Committee, recommended by the librarian and approved by the Chancellor, meets periodically to review policies, procedures, and any items concerning the library which need attention. The committee elects the chairperson. The librarian serves on the committee in an *ex officio* capacity.

#### **Counseling Center and Learning Center Services**

In the course of fulfilling their academic instruction and advisement responsibilities, faculty encounter situations in which students need individual help that may impact course assignments. The Counselor and personnel in the Learning Center are available to assist students in these situations. Counseling Center services include personal counseling, transfer information, career counseling, testing, and services to students with disabilities. Learning Center services include academic tutoring, computers for student use, and supplements to course offerings. Details may be found in the student services section of the ASU–Newport catalog.

**SECTION V****PROMOTION, RETENTION AND TENURE POLICES AND PROCEDURES****Faculty Tenure Policies**

Tenure is a status granted in the academic community to faculty members who have proven themselves over time. Only full time faculty and administrative personnel holding academic rank above the instructor level may gain tenure. Tenured faculty may expect to continue in their academic positions unless adequate cause for dismissal is demonstrated in a fair, objective hearing, according to the procedure of due process. Recommendation for tenure will be given through the VCAA.

**Tenure Schedule**

Instructors may be hired in tenure or non-tenure tracks. Persons initially appointed or promoted to the position of professor, associate professor, or assistant professor will be reviewed for tenure during the fifth year in rank of assistant professor or higher. Upon satisfactory evaluation, and except when a moratorium is placed on tenure appointments, tenure may be possible upon completion of that fifth year. It is the responsibility of individual faculty members to initiate their applications for tenure by applying to the Tenured Faculty Committee. Tenure recommendations originate with the Tenured Faculty Committee. The applicant for tenure will complete a Professional Tenure Portfolio, which is then submitted to the committee for review. After committee review, the recommendations travel up the chain of command to the appropriate Division Chair, then VCAA, and finally Chancellor. Tenure is awarded by the Board of Trustees acting through the President of the University upon the recommendation of the Chancellor. The Board on its own initiative may award tenure. Tenure may also be granted with a contract earlier than the one following the fifth year. Failure to apply for or obtain tenure during the fifth year does not preclude application for or granting of tenure

during any subsequent year. See Appendix E for tenure portfolio guidelines and application for tenure.

Persons holding the rank of instructor will not receive tenure, and the time spent, as instructor, will not be credited to the pre-tenure probationary period required by those ranks in which tenure may be earned. Employment in "soft money" assignments that will be discontinued when federal funds or other special funds are exhausted normally will not apply toward the probationary period in meeting requirements for tenure. Normally, these are not tenure track positions.

### **Conditions Under Which a Moratorium is placed on Tenure**

Arkansas State University–Newport is allowed to grant tenure to no more than 75 percent of its full-time members. In the event that the granting of tenure to a single additional faculty member would cause more than 75 percent of the ASU-Newport faculty to hold tenure, a moratorium will be placed on tenure. Under a moratorium, pre-tenured faculty members may be retained in excess of the time schedule outlined above without receiving tenure. Such retention, however, is not a commitment on the part of ASU-Newport to award tenure in the future. The pre-tenured status of a person retained under the moratorium conditions is not different from that of any other pre-tenured faculty member.

Nothing in the above shall be interpreted as precluding the Board of Trustees from granting tenure to an individual beyond the 75 percent limit in those instances where an individual's contributions and achievements are of such exemplary and outstanding nature as to merit a waiver of the 75 percent limit. In such unusual cases, however, the Board of Trustees shall receive recommendations originating at the division or department level supported by recommendations from the VCAA, the Chancellor, and the President of the University; and require such other substantiation, as it deems appropriate.

### **Dismissal of Non-tenured Faculty Members**

Faculty members will be informed of their rights and obligations as faculty members by the Division Chairs or Vice Chancellor for Academic Affairs. Written notice of the intention not to reappoint a full time faculty member who does not hold tenure will be given to the faculty member by the Division Chair or VCAA.

When full-time or part-time faculty are appointed for less than a full academic year, including but not limited to temporary replacements for faculty on sabbaticals or with extended illnesses, this temporary and/or part-time status and its length shall be clearly communicated to the faculty member prior to the appointment, by the Division Chair or the VCAA. In no event shall a part-time appointment be for longer than one semester at a time.

For faculty members on non-tenure or pre-tenure contracts repeated one-year contract renewal carries no guarantee of ultimate tenure status. Part-time or full-time appointments on a semester-by-semester basis are similarly no guarantee of future appointments of any kind or ultimate tenure or pre-tenure status.

### **Dismissal of Tenured Faculty Members**

#### Reasons for Dismissal

A tenured faculty member may be dismissed only for adequate cause including but not being limited to: admission and/or conviction of a felonious act, moral turpitude, professional incompetence, unprofessional conduct, insubordination, neglect of professional obligations, or poor performance evaluations.

Cases of bona fide financial emergency or the phasing out of an institutional program requiring reduction of faculty may also require a reduction of tenured faculty. This shall occur only when and if pre-tenured in comparable positions have been eliminated first. In these cases faculty members shall be able to have the issues reviewed through the faculty grievance procedure. The faculty member concerned will be given notice at the earliest possible date. ASU-Newport will make every effort to place faculty members so affected in other suitable and available positions.

#### Procedures for Dismissals

Administrative officers, faculty members, or students who believe that reasonable cause for dismissal of a tenured faculty member exists shall present a written statement of the rationale to the appropriate division chair who will discuss their recommendation with the VCAA. The VCAA will conduct a preliminary investigation, study all the pertinent facts, consult with the appropriate parties, and prepare a written response for the Chancellor. If the Chancellor believes that cause for dismissal exists the Chancellor shall dismiss the tenured faculty member. A tenured faculty member who desires to grieve his

or her dismissal should contact the Human Resources Department for information relative to the Grievance and Appeals process.

The faculty member will not be suspended from regular duties during the preliminary investigation procedure unless the welfare of the individual, the college or the student body is threatened. If necessary, the faculty member will be assigned other duties or be granted leave with pay unless legal considerations prohibit this option. Any faculty member suspended without pay may consult with the Human Resources Department about filing a claim for pay with the State Claims Commission.

### **Academic Rank**

General qualifications and guidelines have been established to aid in the determination of academic rank. Meeting these qualifications will justify consideration for promotion but will not be considered as mandating such promotion. Division Chairs and the VCAA will consider other factors. Those factors will be included in narrative form as promotion recommendations are made. Before consideration will be given, the following general qualifications must be met:

- I. Instructor
  - A. Master's Degree including at least 18 credit hours in the subject area or documented equivalent fields, such as technical ones in which Master's Degrees are not traditional.
  - B. Satisfactory professional evaluations
- II. Assistant Professor
  - A. Earned Doctorate or Master's Degree including at least 18 credit hours in the subject area or documented equivalent fields, such as technical ones in which Master's Degrees are not traditional and two (2) completed years of teaching experience at ASU–Newport or the equivalent experience elsewhere
  - B. Satisfactory professional evaluations
- III. Associate Professor
  - A. Earned Doctorate or other advanced degree if it can be shown that the terminal degree in a particular field goes by a name other than “Doctorate.”
  - B. Satisfactory professional evaluations

- IV. Professor
  - A. Earned Doctorate
  - B. Satisfactory professional evaluations
  - C. Recognition as an outstanding contributor to higher education through such avenues as research, publishing, and/or other achievements.

Establishment of the above qualifications and guidelines does not preclude their waiver in circumstances deemed exceptional. However, except under very unusual circumstances the highest academic rank attainable without the earned doctorate will be assistant professor. Under no circumstances will a rank higher than associate professor be attained without the earned doctorate.

When a faculty member meets the qualifications, consideration will be given for promotion to the next rank. The individual seeking promotion initiates this consideration in writing to the division chair. An interview will be scheduled and conducted by the faculty member's division chair. During the interview, the evaluations for the previous two years and the current year will be reviewed and discussed. The division chair will then make a recommendation to the VCAA who will make an independent determination as to whether promotion is appropriate.

Failure to recommend promotion will require a written explanation by the division chair to the faculty member. Appeal may then be made directly to the grievance/appeals committee.

Faculty rank is an appointment by the Board of Trustees acting on recommendations of the President and Chancellor. The Board of Trustees may make appointments on its own initiative.

**SECTION VI****FACULTY GRIEVANCE PROCEDURE****Grievance Procedure**

It is expected that members of ASU-Newport faculty will support the college's programs and policies, but it is recognized that from time to time they may have personal dissatisfaction or concern about a policy, program, or practice at Arkansas State University–Newport. Often grievances of this sort can be reviewed and resolved through informal discussion. However, when a difference of opinion remains unresolved the issue should proceed through a more formal complaint procedure for a final decision or settlement. Forms for filing grievances are available from the Human Resources Department.

The grievance procedure is designed to resolve grievances at the division or department level whenever possible, or failing that, to have a group of peers hear the complaint. All formal grievances are initially discussed with the division chair, even if the grievance is not with that individual, so that grievances can be discussed and resolved at the level closest to the faculty member. If the grievance remains after discussions with the chair, the faculty member may present the grievance to the VCAA. The faculty member may want to discuss the grievance with the VCAA informally, but for the grievance to move to the committee level it must be presented to the VCAA in writing within the times stated in the following paragraphs. The VCAA must respond in writing to all written complaints. In this way the Institutional Grievances/Appeals Committee has a record to review.

All grievances will be investigated within the stated period to ensure prompt, yet thorough, action. The Human Resources Department will grant time adjustments only for extenuating circumstances. Arkansas State University–Newport will not discriminate or retaliate, and is prohibited from discriminating or retaliating, against any person who has filed a grievance.

**Grievance Issues**

Most often the issues that will be raised will concern conditions of employment, i.e., promotion, salary, termination, or job assignment. Grievances may also involve the college

policy on other employment or academic policy matters. In some cases the grievance is involved solely with the merits of a particular policy or action that is considered unjust. In other instances a policy or action may be perceived as being discriminatory. All types of grievances are incorporated into the following procedure.

### **Steps in the Grievance Procedure**

A grievance should be activated in a 90-day period from the time the events leading to the complaint occurred or were discovered, or the matter shall be considered closed.

1. Initial Discussions. Initially a faculty member having a grievance should discuss the grievance with the division chair. It is the chair's responsibility to give an impartial, informal hearing, to make a complete investigation, and if possible, to arrive at an answer or settlement which is mutually agreeable.

The division chair is expected to reply orally to the faculty member within ten working days. If a mutually agreeable settlement is not reached within ten days after presentation of the grievance to the chair, the faculty member may submit a written complaint to the Vice Chancellor for Academic Affairs.

2. Written Complaint. A written complaint should be submitted to the VCAA within ten working days after the chair's response is received. Complaint forms can be obtained from the Human Resources Department and, upon request, a staff member there will assist in the preparation of a complaint and explain the steps involved in the grievance procedure. The Human Resources Department will maintain files on all complaints and will monitor their outcome once they have reached this level. An employee with a complaint based on discrimination because of race, color, religion, age, disability, sex, or national origin should at this point also contact the Human Resources Department. The Human Resources Department will monitor all discrimination complaints, until such person is appointed at ASU – Newport. The Director of Human Resources and Affirmative Action will offer technical assistance on procedural matters.
3. VCAA Response. After receiving a written complaint, the VCAA has ten working days to prepare a written response. In that time the VCAA shall consult with the division or department chair involved, study all the pertinent facts, carefully examine any policies involved, discuss the issue with the faculty

member, and if possible, settle the matter within the framework of existing college policy to everyone's satisfaction. The faculty member, the division chair, and the Director of Human Resources and Affirmative Action should receive written notification of the Vice Chancellor's response to the complaint.

4. Appeal to the college Institutional Grievances/Appeals Committee. If the complaint remains unresolved or if a mutually agreeable settlement has not been reached, the complaint may within 10 days following the VCAA's response be sent to the Institutional Grievances/Appeals Committee, described earlier in this handbook, by any of the parties involved. The role of the Institutional Grievances/Appeals Committee is to determine whether institutional error has occurred. The exercise of judgement in decision making does not constitute institutional error. If a legitimate reason exists for the action taken, institutional error has not occurred, even though the committee may not agree with the action taken.
5. Proceedings. The Institutional Grievances/Appeals Committee has twenty working days after a complaint is received to conduct an inquiry and recommend a final resolution. Such recommendation shall be in writing. All proceedings of this committee shall be private. If the committee desires to conduct a hearing, each party may have an advisor or colleague present during the committee meeting whose role shall be limited to personal consultation. The committee will be notified at least 24 hours in advance of the identity of any advisor or colleague to be present. Both parties have the right to be present during any hearing, to call and question individuals, and to offer additional information. These individuals may include members of the division or department involved or any experts in the relevant field.

The Human Resources Department will assemble any necessary materials, arrange facilities, and maintain an official written record of the meeting. The Director of Human Resources may sit as an *ex officio*, nonvoting member of the committee and offers technical assistance on procedural matters.

The chair of the committee may examine official files relevant to the appeal either at the direction of the committee or on request from either party in

the grievance. These data will be submitted in summary form by the chair as part of the record, giving due regard to confidential information.

In all deliberations on resolution of the appeal, only committee members may be present and participate.

6. Recommendations. In resolving an appeal the Institutional Grievances/Appeals Committee has two alternatives:
  - A. It may recommend after hearing the information that the grievance should be dismissed on the grounds that no institutional behavioral error occurred.
  - B. If the committee decides that an institutional error has been made, it will recommend a remedy. A recommended remedy may be based on a modification in a policy or procedure, or an appropriate change in a condition of employment.

In all instances the committee shall make a record of its findings of facts, a statement of its conclusions including the reasons or policy criteria used in reaching that decision, and any recommendation for resolution of the grievance. All recommendations by the Institutional Grievances/Appeals Committee shall be forwarded to the Chancellor of ASU-Newport for further action. Decisions of the Chancellor shall be made within 10 days of receipt of the recommendation. Copies of the committee's recommendation shall also be sent to both parties, the division chair, the appropriate Vice Chancellor, and the Human Resources Department.

7. Document Collections and Disposition. When a grievance proceeding has been closed, all material relating to that appeal including official written record of the meetings, statements, other non-confidential evidence and documents, and a list of confidential materials examined shall be retained on file with the Human Resources Department. Care will be taken to ensure that no incomplete or inaccurate information pertaining to the grievance is retained in the file.

### **Policy on Sexual Harassment**

ASU–Newport is committed to maintaining a college community that is free from all forms of sexual harassment.

ASU–Newport shall not tolerate sexual harassment in relation to the evaluation of employee or student performance, nor shall the college tolerate such behavior in the context of collegial and/or co-worker interaction. Such conduct is an abuse of authority and position. ASU–Newport maintains as its official policy that sexual harassment of either employees or students will not be tolerated. The college shall act promptly to investigate all allegations of sexual harassment and to effect appropriate remedy when an allegation is determined to be valid.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature when:

1. Submission to or toleration of such conduct on or off campus is made a term or condition of instruction, employment, or participation in other college activities;
2. Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making employment academic or activity-participation decisions affecting the individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or employment performance or creating an intimidating, hostile, or offensive environment.

Supervisors and faculty members must recognize that their positions necessarily embody unequal power relationships with their subordinates and students, respectively. Because of the inherent power difference in these relationships, the potential exists for the less powerful to perceive a coercive element in suggestions relative to activities outside those appropriate to the professional relationship. It is the responsibility of supervisors and faculty members to behave in such a manner that their words or actions cannot reasonably be perceived as coercive.

All members of the college community are urged to report incidents of sexual harassment to the Human Resources Department.

So that charges of sexual harassment can be dealt with promptly and fairly and to protect the rights and dignity of individuals in the campus community, the following grievance procedures (informal and formal) for sexual harassment complaints have been established.

Retaliation toward anyone filing a complaint is prohibited and will not be tolerated.

## **I. Grievance Procedures**

### **A. Informal Mediation**

Prior to the filing of a formal written grievance, the complainant shall meet with the Human Resources Department to seek resolution of the problem

through informal mediation. The complainant must file the informal complaint within 30 calendar days of the alleged incident(s).

1. Human Resources Department

On the request of the person alleging that he/she is the victim of, or aware of, an occurrence of sexual harassment, the Human Resources Department will meet within 10 days of the request with the person(s) involved and attempt to reach an informal resolution. If such resolution is reached, all parties may sign a memorandum to that effect. In no case will the office institute an investigation without the permission of the persons alleging sexual harassment.

B. Formal Complaint of Sexual Harassment

1. Human Resources Department Conciliation

If resolution of the informal complaint cannot be reached through mediation, the complainant may file a formal grievance with the Human Resources Department. The formal grievance shall be in writing and must be filed within 60 calendar days of the alleged incident(s). The Human Resources Department will meet with the person(s) involved in the complaint and attempt to reach resolution. The Director of Human Resources and Affirmative Action may gather information and data in furtherance of efforts to resolve the matter. If such resolution is reached, it shall be placed in writing and signed by all parties within 15 days of receipt of the formal grievance.

In the event that the Human Resources Department determines, in writing, following informal discussions and data gathering, that insufficient credible evidence exists to support a claim of sexual harassment.

The complainant shall be permitted to appeal such a decision in writing to the Institutional Grievances/Appeals Committee.

2. Grievance Committee Hearing Procedures

a. If the grievance cannot be resolved and the complainant wishes to pursue the matter, the complainant shall file a formal written complaint with the committee, through the Human Resources

Department, within ten calendar days of the unsuccessful mediation setting forth in detail the grounds upon which the sexual harassment is alleged. The written complaint shall include the resolution/remedy sought, the name of the complainant's advisor (if applicable), the names of witnesses who will be called to provide statements and any other information pertinent to the complaint. Upon receipt of the complaint, the Human Resources Department will forward a copy of the complaint to the committee.

- b. The committee shall within 15 days of receipt of the formal grievance, in confidence, receive information relative to the complainant, the respondent, and any other individuals either party or the committee determines necessary to reach a decision on the validity of the accusations of sexual harassment.
- c. Each party has the right to question anyone providing information in the proceedings. Members of the committee may also question persons providing information.
- d. The meeting will be recorded and upon conclusion of the meeting, the committee shall submit written findings of fact (including a decision on the validity of the accusation) to the Chancellor, with a copy to both parties. The committee's findings shall be accompanied by a recommendation for appropriate resolution of the matter.
- e. Resolution of a complaint against an employee may include one or more of the following actions when there has been a finding of sexual harassment:
  - 1) A letter of warning to the offender's personnel file;
  - 2) A letter of reprimand to the offender with a copy in the offender's personnel file;
  - 3) Such disciplinary action as appropriate for employee's violation of the college policy, taking into consideration the recommendation of the committee;
  - 4) Initiation of termination procedures

- 5) Initiation of procedures intended to restore or rectify a loss suffered by the complainant in connection with the incident(s) of sexual harassment.
- f. Upon conclusion of a meeting where the person charged with harassment is a student, the committee shall submit to the Chancellor written findings of fact, including a decision on the validity of the accusation, with a copy to both parties. The committee's findings shall be accompanied by a recommendation for appropriate resolution of the matter.
- g. Resolution of a complaint against a student may include one or more of the following actions where there has been a finding of sexual harassment:
  - 1) disciplinary warning
  - 2) personal probation
  - 3) conduct probation
  - 4) disciplinary probation
  - 5) indefinite disciplinary probation
  - 6) denial of privilege to re-enroll
  - 7) disciplinary suspension
  - 8) disciplinary dismissal
  - 9) expulsion

**II. Sexual Harassment Grievance Committee**

- A. The committee will emphasize discretion and the need for confidentiality in dealing with complaints that are brought for its consideration.
- B. The Human Resources Department will serve in an advisory capacity to the committee and will be responsible for providing advice on federal and state laws, college regulations and policies relating to sexual harassment, and procedural requirements for conducting hearings.

**III. Record**

- A. No written records will be kept of informal discussions with complainant if no further investigation takes place.

- B. If the Human Resources Department undertakes informal resolution of a signed complaint, a written report of the complaint and resolution, as well as other pertinent information and data, sealed and identified by case number, will be filed and kept with the Human Resources Department for a period of three years.
- C. In the event that informal resolution of the complaint cannot be achieved, and the complainant(s) wish to pursue the matter, any records relating to the investigation will be forwarded to the college Institutional Grievances/Appeals Committee upon their request.

**SECTION VII****ADMINISTRATIVE SUPPORT SERVICES AND POLICIES****Budgetary Procedures**

The Vice Chancellor for Fiscal Affairs reviews the capital expenditure accounts to ensure items purchased are those which were requested in the budget. If a requirement arises during the fiscal year that could not be anticipated during the budget preparation, the Division Chair must recommend a transfer of funds.

When the Business Office receives a requisition signed by the appropriate authorities, which exceeds the remaining budget of that account, the requisition will be returned. The Vice Chancellor for Fiscal Affairs can authorize the Business Office to override an insufficient budget.

**Purchasing Procedures**

Faculty members may obtain forms for requisitioning items of equipment, instructional supplies, and all other materials needed for instructional purposes from Division Chairs. Appropriate approval signatures must be obtained on all requisitions before being submitted to the Business Office.

Under no circumstances is anyone authorized to commit ASU-Newport to any purchase or to accept delivery of any item before a vendor has received a purchase order from the college. Any employees of ASU-Newport accepting delivery of goods not ordered in accordance with published procedures must understand that they may be held liable for the cost of such goods.

Any order with total value over \$5,000 must be bid. It does not matter that the orders are divided by account or by vendor, only that it is an order that can be anticipated and that they are like items. After requisitions are approved in the Business Office, the purchase order is generated and authorized by the Agency Purchasing Official before being issued to the Vendor. This procedure requires a minimum of 24 hours except in times of heavy activity (i.e. just prior to each new class session and end of the fiscal year), which will extend that processing time based on workload and priority of need.

A Purchasing Class for Staff and Faculty is conducted periodically and the Purchasing Staff is available at all times to answer any questions that may arise.

**Travel Regulations**

Official travel of college faculty is governed by state regulations, which must be adhered to closely. The travel supervisor in the business office examines and approves statements of travel expenses. Faculty members must complete a copy of the "Request for Travel Authorization" form. The division chair and the VCAA must approve the form. After returning from a trip, the individual must submit two copies of the "Travel Expense Reimbursement Form" (Form TR-1) to the business office for reimbursement of travel expenses. Travel expense forms with instructions for completion may be obtained from Division Chairs. If a faculty member received a travel advance, settlement of the debt will be made in the business manager's office after the TR-1 forms have been processed and reimbursement made.

**Personnel Procedures**

Faculty members and supervisors must complete and file with the Human Resources Department an authorization form for each non-contracted person, regular or part-time, employed in their division or department. This form is to be filed with the Human Resources Department prior to the first day of employment.

Any change of employment status of employees of the college must be reported to the Human Resources Department on a "Change of Status" form. Termination of employment is to be reported by supervisors on the "Change of Status" form. This termination report is to be sent by the supervisor to the Human Resources Department as soon as the termination date is known.

**Procedures for Hiring Student Part-time Personnel**

Student employment is of two types: (1) those on Work/Study and (2) those not on the Work/Study program. Student part-time employment must not be in conflict with federal Title IV Financial Aid Programs. In filling all positions, the following items are to be considered: (1) The college's commitment to provide financial aid for eligible students who are enrolled or accepted for admission; (2) Affirmative Action guidelines; and (3) needs of the college community.

The student will file all applications for employment with the Human Resources Department. Students must be enrolled for a minimum of nine credit hours to be classified as student employees. Individuals taking less than nine credit hours will need

to be considered to be extra help employees. These employees' earnings will be subject to Social Security tax. Student employees cannot exceed a maximum of twenty work hours per week.

Supervisors should follow the procedures below when requesting/hiring student part-time personnel:

1. File "Request for Personnel" Form. The request should clearly define the duties of the part-time student position. Students who work in faculty/staff offices should have the ability to take directions from their supervisor. They should provide assistance in taking and delivering messages, filing, answering the telephone, and doing related office chores including light typing (25-30 wpm) with good accuracy.

Students who work in campus offices should not work with information related to other students' academic performance or personal information. They should not monitor tests or faculty evaluations. Any special background and/or course work that would be required for a student worker should be noted.

The special activities required of the student workers should be detailed on the "Request for Personnel" form, along with the required background education and/or experience. The routing is: supervisor, division chair, VCAA, Human Resources Department. If Work/Study is available, either an assignment will be made or the supervisor may request that students meeting their requirements be sent for an interview, keeping the necessary qualifications in mind. If Work/Study is not available, the Human Resources Department will provide qualified applicants from the existing applications pool.

2. Complete an Authorization for Employment for each student worker. The authorization should be forwarded to the Human Resources Department after the division chair has signed it.
3. All student workers will be required to complete employment forms in the Human Resources Department. The student will not be eligible to be placed on payroll until all completed paperwork is with the Human

Resources Department. Due to recent federal legislation, paperwork must be completed no later than the first day of employment.

4. Additional paperwork for students on Work/Study will be completed in the financial aid office.
5. All student workers must complete a time card twice monthly and submit the card no later than 12:00 noon on Friday. Students on Work/Study will submit their time cards to the financial aid office. All other student workers will submit their time cards to the payroll office in the business office.
6. If a student employee (Work/Study or Non-Work Study) does not perform at a satisfactory level, it is the responsibility of the supervisor to follow a process to help the student improve job performance, or make the necessary steps to terminate the student's employment. The following process should be observed: (1) the supervisor should meet with the student, verbally explain the deficiencies, and suggest methods of improvement; (2) if the verbal notification does not produce improvement, a written statement of deficiencies and suggested methods of improvement should be placed in the worker's file in the Human Resources Department and, finally (3) if improvement is shown, the deficiency should be removed in writing. If improvement is not shown, the supervisor should terminate the employment of the student by forwarding a termination form to the Human Resources Department.
7. All student workers must complete a termination form at the end of their employment at ASU–Newport. This termination form must be completed prior to release of the student worker's final paycheck.

The procedures are necessary for budgeting and reporting requirements. All forms mentioned herein may be obtained from the Human Resources Department.

### **Payroll Procedures and Salary Check Distribution**

Faculty members are paid semi-monthly on the fifteenth and last working day of the month. Full-time employees and adjunct instructors hired after July 1, 1999 are required to

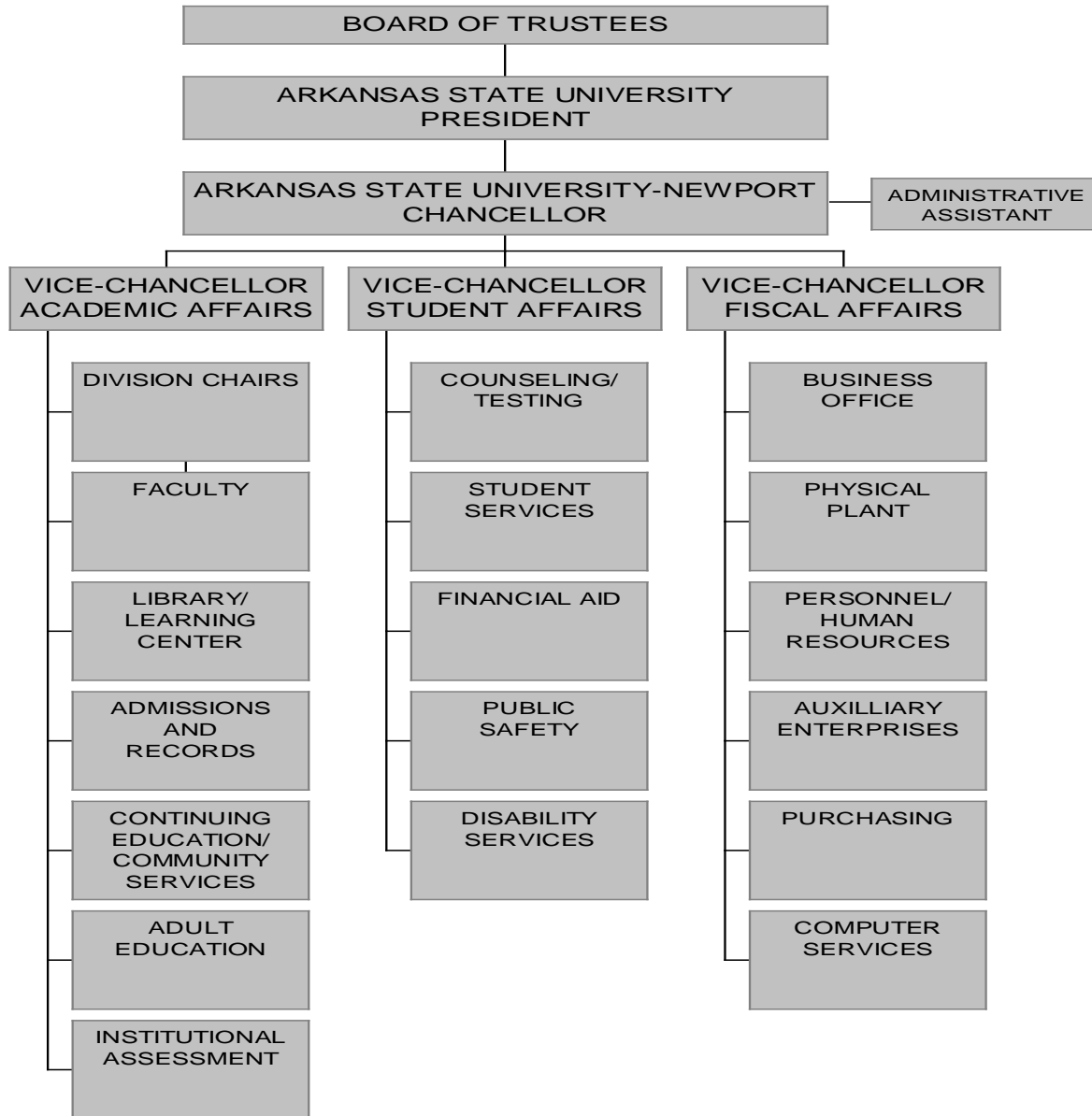
participate in direct deposit. Payroll checks and direct deposit vouchers for full-time faculty may be picked up in the Business Office.

Classified employees paid on a bi-monthly basis are required to file a bi-monthly time sheet with the business office. Time sheets should be turned in when payroll is picked up and should include the supervisor's signature.

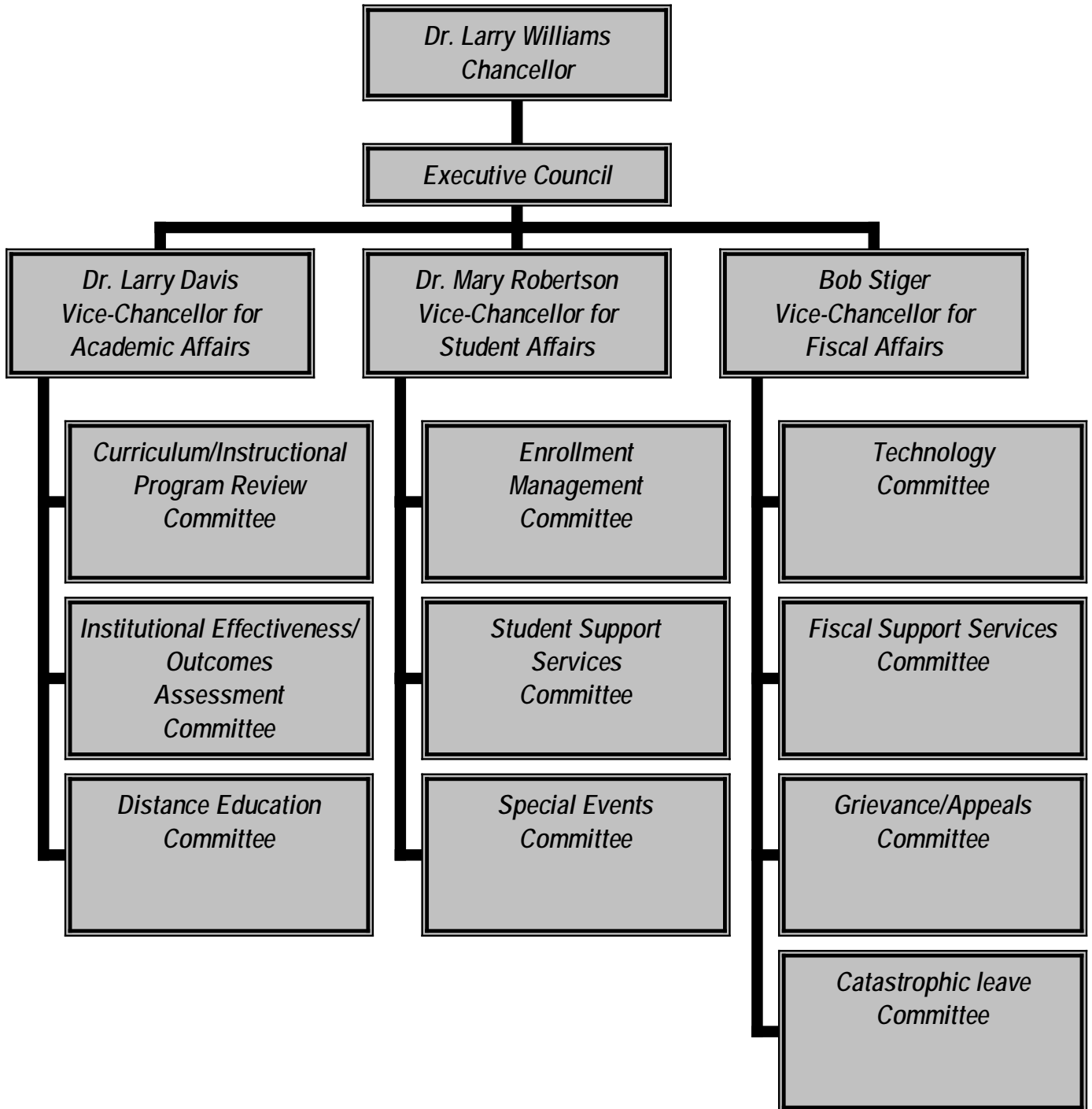
Student employees are paid on a bi-monthly basis. Time cards should be signed by the supervisor and turned in every two weeks. Students may pick up payroll checks in the business office.

### **Public Relations - News Releases and Publications**

The office of community and business outreach is the center for the preparation and distribution of news releases, publications, brochures and other informational material. The office will provide editing and design assistance and will coordinate publicity for college activities. Faculty members are requested to channel all news through the Director of Continuing Education and Business Outreach in order that it may be prioritized and released officially by the college and directed to proper sources.



ASU-Newport Standing Committee Structure



**CONSTITUTION  
OF THE  
FACULTY ASSOCIATION**

**ARKANSAS STATE UNIVERSITY-NEWPORT**

This constitution of the Faculty Association of Arkansas State University-Newport is adopted in order to promote the effectiveness of the Newport campus in the discharge of its responsibilities, to effect closer coordination among the various areas of the Newport campus, and to provide a means by which the special competencies of the members of the faculty may be utilized more fully in the formulation and execution of the academic program of the Newport campus.

**ARTICLE I**

**THE FACULTY ASSOCIATION**

**Section 1. Composition:** All members of the instructional staff with the rank of instructor or above are members of the Faculty Association.

**Section 2. By-Laws:** The Faculty Association will adopt such by-laws, as it considers necessary to function effectively.

**Section 3. Meetings:** The Faculty Association will hold at least two meetings a year. Special meetings may be called by the President of the Faculty Association. A quorum will consist of fifty percent (50%) of the members of the Faculty Association for voting purposes.

**Section 4. Officers:** The officers of the Faculty Association will be elected by the association and will consist of a president, vice-president, immediate past president, and secretary/treasurer. These offices will constitute the Executive committee of the Faculty Association.

The president will preside over the meetings of the Faculty Association, set the agenda, and appoint other committee chairmen, both standing and ad hoc, as needed. The vice-president serves in the absence of the president and works with the president. The vice-president will chair the Resolution Committee and will automatically become president the year after serving as vice-president. The immediate past president will chair an ad hoc committee and chair The Nominations Committee. The secretary/treasurer will keep records of the Faculty Association proceedings and handle all finances. The secretary/treasurer will automatically become the vice-president the year after serving as secretary/treasurer.

After serving as immediate past president, a faculty member will not be eligible for immediate re-election as secretary/treasurer.

All members of the Faculty Association are eligible to hold any elective office of the Association.

**Section 5. Committees:** There will be at least one (1) standing committee within the Faculty Association, The Resolutions Committee. Other committees will be added as needed. All committees will be responsible for the initial study and consideration of matters within its specific area of concern. All committees will report to the Executive Committee.

The Resolution Committee's area of special concern is the voicing of specific faculty recommendations through written resolutions to be presented to the Executive Committee.

## **ARTICLE II**

### **AMENDMENTS**

Amendments to this constitution may be proposed by a majority vote of the Faculty Association in a general meeting. The text of a proposed amendment will be distributed to each member not less than fifteen (15) days before it will be considered. An amendment must be approved by a majority vote of the Faculty Association in a general meeting.

**ARTICLE III****RATIFICATION**

This constitution will become effective immediately following the unanimous approval of the faculty members present and voting in a faculty meeting called for that purpose. Following approval of the constitution the acting chairman of the Faculty Association will immediately take steps to call such elections as will be necessary to put it into operation.

**BY-LAWS**

- I. In keeping with the spirit and purpose of this Association and in order to utilize the special competencies of all staff members of the University, the Faculty Association designates as voting members of the Faculty Association all contract members of the library staff.
- II. Complete current records of membership indicating voting rights in the Faculty Association will be kept by the secretary-treasurer of the Faculty Association.
- III. The Faculty Association may levy such dues upon its membership as will be determined by a majority vote. The secretary-treasurer will receive all moneys paid to the association and will maintain a record of all receipts and disbursements.
- IV. The president will call the meetings specified in the constitution, Article I, Section 3, notice being given to the members of the Faculty Association at least three days in advance. The president will schedule such meetings at times deemed best suited to the university program.
- V. The president will call a special meeting of the Faculty Association upon the petition of five members of the association.

**VI. Nomination and Election Procedures****A. Nomination of Officers**

1. The immediate past president will appoint a committee to accept and present nominations for the office of secretary/treasurer, beginning the first week of April. The Nominations Committee will present not more than three names. Any member of the Faculty Association may nominate a candidate at least two weeks in advance of the election.
2. Secret ballots will be used for the elections of officers.
3. The person with the most number of votes from the necessary quorum will be elected to the office.

**B. Election Procedure**

The election will be conducted during the first week of May. All officers will take their new office immediately after the election.

**C. Filling Vacancies**

The president will appoint a member of the Faculty Association to fill the vacancy until elections are held in May.

### Amendment I—Adopted Spring 2002

Article 1, Section 4 of the Faculty Association Constitution outlines the role, duties, and term specifications of for officers. As currently written, the officers serve a one-year term in each respective office. In addition at the conclusion of each term, all officer rotate up starting from Secretary/Treasurer through Past President. Under this model, Secretary/Treasurer is the only officer elected each year.

As the Faculty Association becomes more active, it is obvious that many issues are not bound by time. Work on some issues may span the course of several years. As a result, it is important to reconsider the current constitutional guidelines for officers.

To ensure the continued development of both a strong working relationship with the administration and a comprehensive approach to voicing professional concerns, the following amendment is offered.

1. *The officers of the Faculty Association and their respective terms are as follows:  
President-Two year term  
Vice President-One year term  
Past President-One year term  
  
Sec/Treasurer-One year term*
2. *A “term year” shall begin on May 15 and concludes on May 14 of the following year.*
3. *The President will rotate into the Past President term at the conclusion of their two-year term. The Vice President will rotate into the Presidency at the conclusion of their one-year term...The Past-President and Vice-President officers will only serve in alternating years, so that the Executive Council will never be greater then three persons. The Secretary/Treasurer position will be a position that will not rotate up. No positions will be affected by term limits.*
4. *Nomination of Officers shall be conducted according to By-Laws VI, Section A, with nominations will need to be made for Secretary/Treasurer each year and Vice President during the Spring semester of Even Years only.*
5. *Regular elections will be conducted according to By-Laws VI, Section B, with the election for Vice President held during the Spring Semester of Even Years only.*
6. *Vacancies will be filled according to By-Laws VI, Section C, with the exception of the President. If the President position becomes vacant, the Past President or Vice-President (depending on the term year) will assume the duties of the President for the remainder of the term year.*

**Personal Strategic Goals Plan**

To be completed by each faculty member and respective division chair. Initial meeting will be held in August with follow-up meeting to be held in March.

**Institutional Goal #1**

To provide an academic environment which will motivate and enable students from diverse backgrounds to achieve their educational goals.

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Year-end update on the objective(s):

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**Institutional Goal #2**

To promote institutional development which will attract new enrollment and retain quality students.

The following objectives will be used to address this goal

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Year-end update on the objective(s):

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**Institutional Goal #3**

To strengthen student commitments to life-long learning, career development and community leadership.

The following objectives will be used to address this goal

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Year-end update on the objective(s):

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**Institutional Goal #4**

To expand the role of the institution in the economic development of the Arkansas Delta Region.

The following objectives will be used to address this goal

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Year-end update on the objective(s):

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**Institutional Goal #5**

To strengthen collaboration and working partnerships with other education service providers, business and industry employers, and community members.

The following objectives will be used to address this goal

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Year-end update on the objective(s):

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**Institutional Goal #6**

To secure additional funding for institutional development and advancement from state, local, and private sources.

The following objectives will be used to address this goal

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Year-end update on the objective(s):

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**Institutional Goal #7**

To expand and improve physical and technological facilities of the institution.

The following objectives will be used to address this goal

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Year-end update on the objective(s):

**Institutional Goal #8**

To ensure integrity and quality in all areas of institutional performance.

The following objectives will be used to address this goal

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Year-end update on the objective(s):

**Institutional Goal #9**

To provide continuous communication and accountability to the multiple constituency groups served.

Year-end update on the objective(s):

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**Initial Meeting**

Faculty Member \_\_\_\_\_

Date \_\_\_\_\_

Division Chair \_\_\_\_\_

Date \_\_\_\_\_

**Follow-up Meeting**

Faculty Member \_\_\_\_\_

Date \_\_\_\_\_

Division Chair \_\_\_\_\_

Date \_\_\_\_\_

Original-Division Chair

Copy-Faculty Member

**Personal Strategic Goals Plan Follow-Up Report**

Please complete this form after you have completed the Personal Strategic Goals Plan Process, making sure that you sign and date the form at the bottom. A copy of this form needs to remain with you and one needs to be given to your division chair.

Employee

Name: \_\_\_\_\_

In response to the Personal Strategic Goals Plan Process:

1. Describe your personal experience with this process?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. In what ways did completing this process lead to personal and/or professional growth?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. In what ways did you find this process challenging and how did you overcome those challenges?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Now that you have completed the entire process, what positive effects did your participation have for the entire institution?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Comments:

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Peer Consultant Team Meeting Minutes**

Please complete this form following each Peer Consultant Team Meeting, making sure that each team member signs and dates the form at the bottom. A copy of this form needs to be given to each team member as well as each division chair.

Team Member's Names:

Date of Meeting:

Using the space below, describe your Peer Consultant Team Meeting in terms of topics discussed, decisions made, etc. paying attention to the way your team members work together to aid one another.

Team Members Signatures:

Dates of Signatures:

**Peer Consultant Team Follow-Up Report**

Please complete this form after you have completed the Peer Consultant Team Process, making sure that you sign and date the form at the bottom. A copy of this form needs to remain with you and one needs to be given to your division chair.

Employee Name: \_\_\_\_\_

Based on your experience with the Peer Consultant Team Process:

1. What is your own personal reaction to working within Peer Consultant Teams?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. In what ways did working within your Team help you improve your teaching?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. In what ways did working within your Team help you develop new approaches or insights?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. In what ways did working within your team improve communication across disciplines?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Based on the Peer Consultant Team experience, how might you view or do things differently?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Comments:

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### ARKANSAS STATE UNIVERSITY - NEWPORT Student Assessment of Instructor

This form enables you to rate your instructor and this course on several characteristics. Your thoughtful answers to these questions will provide helpful information to your instructor. Please respond to each question as accurately and honestly as you can. Mark the response that reflects your opinion about each question using the sliding scale, which applies to that question. Please use a pencil to complete this form.

1=Definitely False    2=More False Than True    3=In Between    4=More True Than False  
5=Definitely True

#### Self-Rating:

1.	1	2	3	4	5	I had a strong desire to take this course
2.	1	2	3	4	5	I worked harder on this course than on most courses I have taken
3.	1	2	3	4	5	I consistently worked to complete all assignments with excellence
4.	1	2	3	4	5	I arrived at class on time prepared to contribute to class discussion
5.	1	2	3	4	5	I attended class regularly
6.	1	2	3	4	5	I asked for help outside of class
7.	1	2	3	4	5	Overall, I rate my work in this course as above average

1=Hardly Ever    2=Occasionally    3=Sometimes    4=Frequently    5=Almost Always

#### The Instructor:

1.	1	2	3	4	5	Displayed a personal interest in students and their learning
2.	1	2	3	4	5	Demonstrated the importance of the subject matter
3.	1	2	3	4	5	Made it clear how each topic fit into the course
4.	1	2	3	4	5	Explained course material clearly
5.	1	2	3	4	5	Related course material to real life situations
6.	1	2	3	4	5	Introduced stimulating ideas about the subject
7.	1	2	3	4	5	Inspired students to set goals which really challenged them
8.	1	2	3	4	5	Provided timely feedback on tests, reports, projects, etc.
9.	1	2	3	4	5	Gave projects, tests, or assignments that required original or creative thinking
10.	1	2	3	4	5	Executed fairness in evaluating tests
11.	1	2	3	4	5	Displayed adequate preparation for class
12.	1	2	3	4	5	Provided adequate opportunity for students to ask questions
13.	1	2	3	4	5	Dealt with student questions effectively
14.	1	2	3	4	5	Demonstrated knowledge in the subject area
15.	1	2	3	4	5	Treated students with respect
16.	1	2	3	4	5	Created an atmosphere that encouraged learning
17.	1	2	3	4	5	Expanded subject material beyond textbook or required course materials

The Course:

1.	1	2	3	4	5	Offered subject matter that was difficult
2.	1	2	3	4	5	Content and assignments are consistent with the objectives in the syllabus for this course
3.	1	2	3	4	5	Assessments are consistent with course content
4.	1	2	3	4	5	Requirements (projects, assignments, etc.) were clearly explained by the instructor

Your comments are invited on how the instructor might improve this course or teaching procedures. Use the space provided for comments.

Additional Questions:

Some of the outstanding characteristics of this instructor are:

What could this instructor do to improve this course:

Additional comments or suggestions:

**Student Assessment Follow-Up Report**

Please complete this form after you have reviewed your Student Assessment Forms, making sure that you sign and date the form at the bottom. A copy of this form needs to remain with you and one needs to be given to your division chair.

Employee

Name: \_\_\_\_\_

Based on a thorough review of your completed Student Assessment Forms:

1. Describe your three greatest strengths.

2. Describe your three greatest challenges.

3. In what ways do these strengths and challenges affect your teaching?

4. Based on this information, what three things might you do differently to improve your teaching?

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Arkansas State University-Newport**  
**Division Chair Observation**

**Educator's Name** \_\_\_\_\_ **Department** \_\_\_\_\_

**Date** \_\_\_\_\_ **Course** \_\_\_\_\_ **Length of visit** \_\_\_\_\_

Criteria For Use In Evaluation

Intent of lesson is clear	
Appropriate instructional/educational techniques are used	
Evidence of student learning is observed	
Opportunities are provided for interaction with students	
Faculty member responds positively to students	
Educator exhibits enthusiasm	
Faculty member communicates effectively	
Session is well organized	
Educator is well prepared	
Faculty member manages class time effectively	

**Other comments or suggestions:** \_\_\_\_\_

**Faculty Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Division Chair Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments from Instructor:** \_\_\_\_\_

### Statement on Professional Ethics

(as adopted by the American Association of University Professors, June 1987)

- I. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end, professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.
- II. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to assure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.
- III. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas, professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.
- IV. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

**Tenure Review Portfolio Guidelines**

Please include the following items in the order listed below:

1. Personal/Professional Information
  - a. Request for Tenure
  - b. Vita/Resume
  - c. Educational Philosophy
  - d. Strategic Goals
  
2. Assessment
  - a. Summary of Student Evaluations
  - b. Summary of Peer Evaluations and Peer Group Discussions
  - c. Summary of Supervisory Evaluations
  
3. Development
  - a. Professional Development Narrative
  - b. Curriculum Development Narrative
  
4. Service
  - a. Institutional Service Narrative
  - b. Community Service Narrative

**Application for Tenure**

**To be completed by tenure applicant (please attach the Request for Tenure)**

Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Hire Date: \_\_\_\_\_ Date of Tenure Application: \_\_\_\_\_

Professional Rank: \_\_\_\_\_ Time in current rank: \_\_\_\_\_

Department: \_\_\_\_\_ Division: \_\_\_\_\_

Highest Degree: \_\_\_\_\_ Date Degree Conferred: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

**To be completed by Tenure Committee Chair:**

Included in Professional Portfolio:

- \_\_\_\_\_ Request for Tenure    \_\_\_\_\_ Vita/Resume    \_\_\_\_\_ Strategic Goals
- \_\_\_\_\_ Educational Philosophy    \_\_\_\_\_ Student Summary    \_\_\_\_\_ Peer Summary
- \_\_\_\_\_ Supervisor Summary    \_\_\_\_\_ Prof. Dev.    \_\_\_\_\_ Curriculum Dev.
- \_\_\_\_\_ Institutional Service    \_\_\_\_\_ Community Service

Tenure Recommended:    Yes \_\_\_\_\_    No \_\_\_\_\_

Signature of Chair: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Division Chair*

Tenure Recommended:    Yes \_\_\_\_\_    No \_\_\_\_\_    Letter Attached: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Vice Chancellor for Academic Affairs*

Tenure Recommended:    Yes \_\_\_\_\_    No \_\_\_\_\_    Letter Attached: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Chancellor*