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Section I

University Mission, Core Values, and History

MISSION

Transforming lives through quality learning experiences.

To accomplish the University’s Mission we will:

- Offer a core curriculum of courses in which students will acquire the basic foundation of learning.
- Offer associate degrees which will prepare students for transfer into baccalaureate programs.
- Make baccalaureate degrees available through traditional methods and innovative technology.
- Offer associate degrees and certificates that enable students to enter the workforce.
- Provide adult and developmental education programs for underprepared students.
- Provide economic and workforce development activities to support the needs of business and industry.
- Provide non-credit opportunities to enhance the cultural and educational well-being of our constituents.
- Provide meaningful opportunities for students to enhance their learning capabilities outside of the classroom.
- Partner with programs such as Advanced Studies and Regional Career Center to provide additional learning opportunities.
- Provide assistance to students through academic support, student services, and institutional support.

CORE VALUES

While strengthening our practice of being student-centered, we will guide our internal conduct as well as our relationships with those we serve by applying the values of access, diversity and global awareness, integrity, and excellence.
Section 1: University Mission, Core, and History

Student-centered: We value a student-centered culture by focusing on the needs, abilities, interests and education of our students as our highest priority.

Access: We value access to educational opportunities by providing multiple locations and diverse programs and delivery methods.

Diversity and Global Awareness: We value diversity and global awareness by assisting our students and employees to increase their exposure to and understanding of our diverse local, state and global societies and their impact on cultural and economic well-being.

Integrity: We value integrity by having honesty and truthfulness in the consistency of our actions, methods, and principles.

Excellence: We value continuous improvement and strive for excellence by accomplishing our tasks with distinction.

HISTORY

Arkansas State University-Beebe is a public two-year institution located 35 miles northeast of Little Rock and 110 miles southwest of Jonesboro and has been in continuous operation since 1927. During this time it has been known by five different names:

1. Junior Agricultural School of Central Arkansas (1927)
2. Junior Agriculture College of Central Arkansas (1931)
3. Arkansas State College-Beebe Branch (1955)
4. Arkansas State University-Beebe Branch (1967)
5. Arkansas State University-Beebe (2001)

The institution operates under the policies of the Board of Trustees and President of the Arkansas State University System. Programs at ASU-Beebe function separately under the leadership of the Chancellor. As an operationally separate institution of the Arkansas State University System, ASU-Beebe consists of the campuses in Beebe, Heber Springs (ASU-Heber Springs, A Center of ASU-Beebe), and Searcy (ASU-Searcy, A Technical Campus of ASU-Beebe), and an educational center at Little Rock Air Force Base.

Since its foundation in 1927, Arkansas State University-Beebe has provided two years of course work for those who wish to transfer to senior institutions. It has also offered associate degrees and certificate programs which can prepare them to enter the workforce in two years or less. Its affiliation in 1955 with Arkansas State University has enhanced the institution’s ability to combine the openness and flexibility of a community type college with the stability and tradition of a university system.

The institution was established by Act 282 of the 1927 Arkansas General Assembly as the Junior Agricultural College of Central Arkansas. Citizens of the community donated 320 acres of land to be used for buildings and agricultural purposes and the first classes were held in October 1929. Act 68 of 1931 expanded the institution by changing the name to Junior Agricultural College and by enlarging the curriculum to meet the requirements of a junior college.
The institution operated as an independent state-supported junior college until September 1955 when the Arkansas General Assembly by Legislative Act 84 abolished the institution as an independent organization and its administration and functions were assigned to Arkansas State College as a branch of the main campus at Jonesboro. By Act 3 of the 1967 Arkansas General Assembly, Arkansas State College became Arkansas State University on July 1, 1967, and the Beebe unit became Arkansas State University – Beebe Branch. In 1971 the responsibility for maintenance of financial records for the Beebe Branch was transferred from the office of finance of the Jonesboro campus to the business office of the branch campus at Beebe.

In 1977, the title of the chief officer of the branch was changed from dean to chancellor by an act of the General Assembly. Since that time the campus administration has been fully responsible for conduct of the institution’s affairs. The Chancellor is accountable to the President and the Board of Trustees of the Arkansas State University System.

Act 496, enacted by the General Assembly in 1985, established Arkansas State Technical Institute at Arkansas State University-Beebe to provide educational programs which combine academic skills and vocational training in highly technical employment areas. The first programs were implemented in the fall of 1987. Act 1244, enacted by the General Assembly in 1991, established the merger of White River Technical College and ASU-Beebe to create ASU-Newport, as an integral part of the ASU-Beebe system. However during the spring of 2000, the ASU Board of Trustees, the Arkansas Department of Higher Education, and the Arkansas Higher Education Coordinating Board approved the status of ASU-Newport as a stand-alone campus pending completion of stated milestones. ASU-Newport has met all the stand-alone requirements and now reports directly to the ASU—System Board of Trustees and President.

ASU-Heber Springs, a Center of ASU-Beebe, was established in response to the community’s desire to have a two-year college presence in Cleburne County. Although continuing education classes had been offered in the area for several years, local community leaders contacted the President of the ASU System in 1997 expressing interest. The University conducted a needs assessment among several entities in the community and the surrounding areas. It was concluded that Cleburne County would benefit from a two-year college presence due to the geographic area and local support. In the legislative session of the 1999 Arkansas General Assembly, ACT 426 of 1999, officially established ASU-Heber Springs, a Center of ASU-Beebe.

The Constitution of the State of Arkansas vests in the Board of Trustees of Arkansas State University the authority to manage and control the institutions for which it has responsibility. Policy decisions regarding the operations of the University are set by the Board. As a public higher education institution, Arkansas State University – Beebe is expected, within the guidance set by the legislative and executive branches of the state government, to set its own measures of excellence and to determine its own educational objectives. By carefully exercising the freedom to select specific areas for University effort, it can preserve its ability to be innovative and creative in response to the changing needs of society. In order to maintain this relative independence and flexibility, Arkansas State University – Beebe depends in large measure upon the support of the state which it serves. It also depends upon students and their families, alumni, foundations, corporations, the federal government, and friends for funding. It is important that the goals, policies, and procedures of Arkansas State University –Beebe are clearly stated and well understood by all of its constituents, both on and off campus.

Shared Governance

Arkansas State University – Beebe, like most institutions of higher education, operates on the basis of a shared governance system in which administrators, faculty, staff, and students participate in the governance of the institution through University committees. The purposes of the shared governance system at Arkansas State University – Beebe are to provide mechanisms to change or add to existing policies and procedures of the University and to perform the functions described for the shared governance committees. These committees or representative groups provide recommendations to the Chancellor who makes the decision concerning the recommendations. Standing committees are appointed by the Chancellor based on input from the functional managers and the representative groups. This standing committee list is available on the ASU – Beebe website.

When needed, special committees may be appointed to address specific issues. These special committees are not a part of the shared governance system and will exist only for the length of time necessary to complete their specific charge. Meetings of the committees of the Board of Trustees, or of the Board as a whole, are not part of the shared governance system.

Board of Trustees and President

The Board of Trustees is charged by the Constitution of the State of Arkansas to manage and control the individual institutions of the ASU System. The Board of Trustees sets University System policy and is the final authority for all University actions. Ordinarily, the trustees do not involve themselves in the day-to-day operations of the University. Rather, operating responsibilities and the authority to act are delegated to the President who is selected by the Board. It is primarily through the President that the trustees monitor University activities. The Board of Trustees retains the right to make any decisions regarding any activities on any campuses of the Arkansas State University System or to delegate decision-making authority to others who are responsible to the Board of Trustees. The President of the University 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 University.

**Administration**

The administrative officers are formally responsible for supervising the programs and enforcing the policies of the University, for assessing the effects of policy, and for recommending improvements or changes where appropriate. The President is the chief executive officer of the University System. In the operation of the University, the President delegates responsibility to Chancellors, Vice Chancellors, and other administrative officers, Deans, Directors and Department Chairs, and to various councils and committees which may include faculty, staff, and students. This delegation may be on a continuing basis or for specified periods, and may be withdrawn or reassigned. Administrative officers have the authority to make decisions for the day-to-day operation of the University, as delegated by the Board of Trustees.

**Organization of Arkansas State University-Beebe**

**Chancellor**

The Chancellor is the chief executive officer of Arkansas State University-Beebe and is responsible to the President of the Arkansas State University System. The Chancellor is responsible for overseeing the day-to-day operations of the campus, including the provisions, policies, and procedures outlined in this Faculty Handbook. The Chancellor is responsible for the organization and activities of the executive staff for the campus. The Chancellor also oversees the activities of the faculty, staff, and students of the campus, and represents the University to the external constituencies of the campus. The Chancellor participates in discussions involving the Arkansas State University executive staff; meets with local, state, and national agencies and organizations which relate to the University; interacts with internal and external constituent groups related to the campus; and meets with other campus leaders in Arkansas and the nation.

The Chancellor of ASU-Beebe is appointed by the Board of Trustees of Arkansas State University. As chief executive officer, the Chancellor has the responsibility to:

1. Organize an efficient and effective structure for management of academic, student, and financial components of the campus administration.
2. Recruit, appoint, and evaluate the executive staff on each campus, and make staff changes as needed.
3. Define the process for formation, monitoring, and reporting of education and general budgets for the campus.
4. Define and publish the short- and long-term priorities for ASU-Beebe.
5. Provide leadership for faculty, staff, and students.
6. Develop and maintain effective constituent relationships with local and regional officials, donors, alumni, and external support groups.
7. Define the legislative agenda for campus interests at the local, state, and national levels.
8. Represent the campus and the University fairly and with integrity.
9. Communicate effectively with the President of the University.
Section II

10. Prepare and recommend to the President regulations, policies, rules, and procedures useful for the welfare of the campus and University.
11. Administer the day-to-day affairs of the campus as best serves the University consistent with board policy.

Vice Chancellor for Academic Affairs

The Vice Chancellor for Academic Affairs 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 the faculty.

Responsibilities dealing with all matters of academic instruction include:
1. Supervising and coordinating all academic instructional and library services.
2. Supervising and coordinating Distance Learning (Online Education), the Registrar’s Office (including the Office of Institutional Research), the Learning Center, and the center at Little Rock Air Force Base.
3. Aiding the Chancellor in determining what institutional research and long range planning shall be done and recommending educational policies.
4. Establishing academic standards through faculty committees and reporting the current status and future requirements to the Chancellor.
5. Maintaining an academic instructional program of excellence.
6. Ensuring a faculty driven assessment of student learning program is on-going.
7. Initiating and conducting educational seminars and special projects for faculty.
8. Implementing all fiscal procedures relating to academic instruction.
9. Maintaining meaningful contacts with state leaders and visiting other institutions to ascertain new ideas and their implementation.
10. Conducting research on proposed curriculum and obtaining the approval of the necessary agencies.
11. Working with the academic instructional supervisors in projecting budgetary needs for all instructional areas.
12. Encouraging the use of new materials, tools, and innovative techniques.
13. Organizing and publishing the University catalog.
14. Organizing and maintaining a graduation program.
15. Maintaining an articulation program with other two-year institutions and senior institutions.
16. Other duties assigned by the Chancellor.

Responsibilities dealing with faculty include:
1. Supervise orientation of new faculty to the institution and to their responsibilities.
2. Implementing policies of the Board of Trustees and the Chancellor concerning faculty welfare.
3. Approving faculty travel, leaves, and other requests.
4. Exercising leadership for in-service professional improvement of faculty by encouraging graduate work, participation in professional organizations, and pursuit of post-graduate studies.
5. Creating for faculty and students a climate conducive to intellectual and professional achievement.
6. Interpreting the educational objectives and policies of the University to faculty.
7. Implementing policies, by working with the Chancellor, other administrators, and faculty representatives, regarding duties and powers of the faculty such as their authority in structuring the curriculum, work load, evaluation, and in-service programs.
8. Advising and counseling faculty in academic matters.
9. Calling and conducting meetings on issues deemed important.
10. Implementing faculty and staff evaluation procedures.
11. Advocating to faculty the importance of effective assessment of student learning.

Vice Chancellor for Finance and Administration

The Vice Chancellor for Finance and Administration works under the supervision of the Chancellor and is responsible for the financial and administrative operations of the University. Specific duties include the overall fiscal management of the University’s resources, development and management of the University’s budgeting process, assuring compliance with governing board policies, accounting to the Arkansas Division of Legislative Audit for compliance with all state fiscal rules and regulations, monitoring University income and expenditures, and overseeing the development and maintenance of University facilities. The Vice Chancellor works closely with the Arkansas Department of Higher Education and the Arkansas Department of Finance and Administration regarding reporting requirements for state institutions.

Vice Chancellor for Student Services

The Vice Chancellor for Student Services reports to the Chancellor and has responsibility for the supervision and implementation of student support services functions for the institution. Those functions, along with the responsible administrative officers, include the following:

1. Supervision of food service and resident life.
2. Supervision of the Leadership Council, student organizations, student activities, and intramurals.
3. Supervision of the Student Success Center, including counseling, academic advising, career planning, testing services, and services for students with disabilities.
4. Supervision of the Enrollment Management, including admissions, financial aid, and new student orientation.
5. Supervision of TRIO Programs, including Student Support Services and Upward Bound.
7. Development and implementation of the student discipline process for the institution.
8. Other duties as assigned by the Chancellor.

Vice Chancellor for Institutional Advancement

The Vice Chancellor for Institutional Advancement, working under the general direction of the Chancellor, provides coordination and support to enhance the University’s relationships with its key internal and external publics. Service areas of the Office of University Advancement include: Alumni Relations, Development, Marketing, Grants, News and Information Services and
Publications and Creative Services. In addition to supervising the above areas, the Vice Chancellor organizes University-wide special events.

**Vice Chancellor for External and Advanced Programs**

The Vice Chancellor for External and Advanced Programs is directly responsible to the Chancellor. The Vice Chancellor leads the cooperative efforts between ASU-Jonesboro and ASU-Beebe at the Beebe Degree Center and the outreach of ASU-Beebe into local high schools in offering concurrent coursework.

**Responsibilities include:**
1. Leading the coordination efforts between ASU-Beebe and ASU-Jonesboro in supplying the coursework and services necessary to allow students to earn advanced degrees at the Beebe Degree Center.
2. Actively seeking new degree programs for Degree Center students.
3. Ascertaining and fulfilling technological needs of Degree Center students.
4. Maintaining positive working relationships with area high schools.
5. Leading coordination efforts with high schools to offer concurrent credit courses to high school students.
6. Coordinates planning and budgeting for each of these areas.

**Vice Chancellor for Workforce and Economic Development/ASU-Searcy**

The Vice Chancellor for Workforce and Economic Development is directly responsible to the University Chancellor. Responsibilities include the development, coordination and implementation of instructional programs that address the needs of business and industry. In addition the Vice Chancellor is responsible for the day to day coordination and management of the ASU-Searcy campus.

**Responsibilities include:**
1. Coordination of the adult education program.
2. Coordination of the Regional Career Center.
3. Coordination of the Economic Development Center.
5. Campus outreach and community involvement through various community organizations.
6. Effective communication and coordination with all campuses in serving students.
7. Representing ASU-Beebe and the Searcy campus at meetings, seminars, and professional activities relative to the above responsibilities.

**Vice Chancellor for ASU-Heber Springs**

The Vice Chancellor for ASU-Heber Springs, working under the direction of the Chancellor, serves on the Chancellor’s Council and is responsible for the overall function of the campus in Heber Springs. Duties include working with Vice Chancellors on the Beebe campus to ensure that all programs and policies are consistent at Heber Springs including academic programs, student support services, fiscal management, and facilities management. All faculty and staff, including part-time employees, report directly to the Vice Chancellor for ASU-Heber Springs as well as their
Section II  University Organization and Governance

functional managers on the Beebe campus. The Vice Chancellor is responsible for preparing the schedules for all course offerings on the Heber Springs campus, develops new programs as needed, and recommends staff for employment, retention, promotion, tenure, and dismissal. Additional responsibilities include supervising the academic advisement and orientation of all ASU-Heber Springs students. Student support responsibilities include supervising daily operations of the counseling center, the learning center, the admissions office, the business office, and the bookstore. The Vice Chancellor, with input from the Vice Chancellor for Finance and Administration, develops and manages the separate budget for the Heber Springs campus, and is responsible for University facilities scheduling and maintenance. Finally, the Vice Chancellor represents the campus of ASU-Heber Springs in relationships with the public and other external entities by attending local and state functions to promote the campus and the University System.

Division Chairs and Directors

Division Chairs and Directors have oversight of an academic division. The Division Chairs and Directors are the gatekeepers of quality in the divisions. Chairs and Directors maintain close contact with division members in order to encourage excellent performance.

General responsibilities include:

1. Maintaining academic and administrative leadership within the Division as a representative of the Vice Chancellor for Academic Affairs.
2. Ensuring excellence in instruction through monitoring course syllabi, assuring that faculty keep appropriate office hours, seeing that class meetings are held according to schedule, and performing other actions necessary to ensure that students receive high-quality instruction.
3. Conducting evaluations of faculty and using these evaluations to improve instruction.
4. Advising the Vice Chancellor for Academic Affairs regarding appointments, non-reappointments, and promotions.
5. Assuming responsibility for initiation, development, and implementation of programs and courses within the Division or Department.
6. Encouraging professional development for faculty within the Division or Department, including making recommendations for in-service training to the Vice Chancellor for Academic Affairs.
7. Scheduling classes which meet student needs in conjunction with the Vice Chancellor for Academic Affairs.
8. Assuming fiscal responsibility for determining Division or Department budgets and expenditures.
9. Assisting the Vice Chancellor for Academic Affairs with the evaluation of academic instructional programs.
10. Assuming responsibility for academic instructional equipment and facilities assigned to the Division or Department.
11. Supporting institutional activities in recruitment and retention.
12. Serving as a role model in the advising process and assisting Division or Department members in developing their skills as advisors.
13. Serving as a mentor and advocate for the role of faculty members in the assessment of student learning process and assisting Division members in developing their skills in assessment.
14. Fulfilling other responsibilities assigned by the Vice Chancellor for Academic Affairs.

Division Chairs and Directors are expected to serve as role models for faculty members and to demonstrate personal and professional excellence.

Faculty

The faculty has responsibility for carrying out the educational and scholarly programs of the University. Each member of the faculty has the duty to conduct courses in a manner consistent with the highest standards of the profession. Through his or her presentation of material in the classroom, he or she should strive to advance the art of teaching. One of the primary goals should be to stimulate in students through the classroom and extracurricular activities a desire to learn, and an enthusiasm for the subject matter at hand.

The faculty as a whole, or in its colleges and departments, also has responsibility to set degree requirements, determine when they are met, and establish and maintain curricula which meet the standards and fulfill the educational goals of the University. An important responsibility of each faculty member is to engage in teaching, scholarship, and service, to further his or her professional development which is in the best interest of the students and community at large. Continuing professional development is highly regarded and is supported by the University.

The faculty also has an important role to play in the interaction with the community which it serves. When they engage in non-university activities, faculty members are expected to make clear that they act as individuals and not as representatives of the University.

See Appendix A for the ASU-Beebe Organizational Chart

Chancellor’s Council

The Chancellor’s Council is the senior administrative component that assists the Chancellor in managing the functional areas of the institution. In addition to the Chancellor, the members are:

- Vice Chancellor for Academic Affairs
- Vice Chancellor for ASU-Heber Springs
- Vice Chancellor for External and Advanced Programs
- Vice Chancellor for Finance and Administration
- Vice Chancellor for Institutional Advancement
- Vice Chancellor for Student Services
- Vice Chancellor for Workforce and Economic Development/ASU-Searcy
- Assistant to the Chancellor

Planning Team
The University Planning Team has the responsibility for planning and resource allocation. The team’s main functions are annual/biennial budget planning, long-range institutional planning, and assessment of the institution’s Strategic Plan.

The Chair of the Planning Team is appointed annually by the Chancellor. The Planning Team consists of the following:

- Vice Chancellor for Academic Affairs
- Vice Chancellor for ASU-Heber Springs
- Vice Chancellor for External and Advanced Programs
- Vice Chancellor for Finance and Administration
- Vice Chancellor for Institutional Advancement
- Vice Chancellor for Student Services
- Vice Chancellor for Workforce and Economic Development/ASU-Searcy
- Assistant to the Chancellor
- Director of Advanced Technology and Allied Health Division
- Director of ASU-Beebe Programs at Little Rock Air Force Base
- Faculty Senate Representative
- Staff Senate Representative
- Director of Human Resources
- Chancellor, ex officio

The Planning Team holds an annual retreat to assess and review the strategic plan of the University. This assessment is conducted following the close of the annual assessment cycle. Assessment data is analyzed by the functional managers and provided to the members of the Planning Team, who score each strategic goal and sub-goal. Results of this scoring process are then used to determine action plans and resource allocation for areas needing improvement.

Curriculum Committee

The Curriculum Committee is guided in its deliberations by the mission of the institution, the needs of the present and prospective student body of the institution, the responsibility to professional colleagues in education and in the various academic disciplines, and concern for effective articulation with other institutions. It establishes such sub-committees as it deems necessary to accomplish its purposes and goals. The committee:

A. advises and recommends on matters affecting the content of courses, degree programs, and the total curriculum of instruction;
B. makes specific recommendations on requests to add, modify, or delete courses, degrees, degree plans and certificates;
C. reviews course descriptions and syllabi; and
D. transmits its recommendations through its Chair to the Chancellor.

The Curriculum Committee is composed of the Vice Chancellor for Academic Affairs (VCAA) who chairs the committee, each Division Chair or Director, one faculty member selected by each Chair
or Director, Vice Chancellor for ASU-Heber Springs, one ASU-Heber Springs faculty member selected by the Vice Chancellor for ASU-Heber Springs, Director of LRAFB Programs, University Registrar, Ex Officio, and the ASU-Beebe Library Director, Ex Officio.

Faculty Senate

The Faculty Senate is a representative organization composed of elected officers and senators from ASU – Beebe, ASU – Heber Springs, and ASU – Searcy. The officers are President, Vice President, Secretary/Treasurer and Chairman Ex-Officio (immediate Past President of the Faculty Senate). The Vice President is elected for a two year term serving as the Vice President the first year and the President the second year. The Secretary/Treasurer is elected for a two year term. Faculty members are eligible to run for these positions and vote on the candidates by being full-time faculty members of ASU – Beebe, ASU – Heber Springs and ASU – Searcy.

Senators are chosen by caucus from within the academic divisions. Two senators serve per division from the ASU-Beebe/Searcy campuses with staggered two year terms. One senator is chosen by caucus from within the faculty of ASU – Heber Springs and serves a two year term. Faculty members are eligible to run for senator and participate in the electoral caucus by being full-time faculty members of the divisions represented.

The Faculty Senate appoints a full-time faculty member as its Planning Team Representative, with full voting rights on the University Planning Team. It is a one-year appointment. The Faculty Senate claims general power over the faculty, and advisory and consultative power in conjunction with administrative and staff components of the University in all matters concerning the faculty.

See Appendix B for the Faculty Senate Constitution.

Staff Senate

The Arkansas State University–Beebe Staff Senate is a representative body consisting of representatives elected from each of five classifications of employees: Professional, Technical/Para-professional, Secretarial, Service/Maintenance, and Skilled Craftsmen. Senators are elected to two year staggered terms. Each campus (ASU-Beebe, ASU-Searcy, and ASU-Heber Springs) is guaranteed at least one senator. The following officers are elected to one year terms from those elected to be Senators: President, Vice-President, Secretary, and Treasurer. The immediate Past President serves as an ex officio member of the Staff Senate. The Staff Senate serves in an advisory role to the administration raising staff concerns for discussion and in making recommendations for future policy. The Staff Senate selects a representative to serve on the Planning Team and thus has input into the planning and budgeting process.

Student Leadership Council

The ASU-Beebe Leadership Council was established in the spring of 1994. The constitution was ratified by a student vote and approved by the Chancellor in April 1994. The objectives of the Leadership Council are:
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- To provide opportunities for student leadership activities and leadership training
- To provide opportunities for meaningful, responsible student input and feedback on campus issues and to promote understanding between students, faculty, and administration
- To provide organization and opportunities for student participation in University and community service
- To provide planning and execution of University sponsored student activities

The Leadership Council membership consists of two representatives from each officially recognized student organization, two elected representatives from the freshman class, two elected representatives from the sophomore class, and students awarded the Leadership Scholarship. Monthly meetings, open to the campus community, are scheduled throughout the academic year.

Standing committees of the Leadership Council include the Social Events/Public Relations Committee, the Community Service Committee, and the Administrative Affairs/Long Range Planning Committee. The Social Events Committee serves as the programming board for student events.

University Standing Committees

University Standing Committees have been established in order to secure democratic participation in the operation of the University. See the ASU-Beebe website for a link to a list and description of the current University Standing Committees. Members of the standing committees are appointed by the Chancellor.
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Personnel Policies

This section of the Handbook is provided as a guide for faculty. To make sure that you have the most up-to-date policies, please contact the Department of Human Resources or visit the Human Resources Web Page.

Equal Employment Opportunity

It is the policy of Arkansas State University-Beebe to provide equal employment opportunity to all qualified persons; to prohibit discrimination against any employee or applicant for employment because of race, color, ancestry, religion, gender, age, disability, national origin, status as a Vietnam era special disabled veteran, or other status protected by law; 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, determination of pay, promotions, University-sponsored training programs, transfers, leaves, returns from leaves, demotions, terminations, social and recreational programs, use of University facilities, staff benefits, and treatment as individuals. It is the responsibility of all departments and all personnel, supervisory and non-supervisory, to see that this policy is implemented and continuously administered throughout all ASU-Beebe campuses.

Inquiries concerning the ASU-Beebe’s affirmative action policy should be made to ASU-Beebe’s Department of Human Resources.

Americans With Disabilities Act Policy Statement

Arkansas State University-Beebe is committed to complying with all applicable provisions of the Americans with Disabilities Act (“ADA”). Title II of the ADA prohibits discrimination against qualified individuals with disabilities on the basis of disability in all programs, activities, and services of public entities. It is ASU’s policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, ASU will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made ASU aware of his/her disability, provided that such accommodation does not constitute an undue hardship on ASU. Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact their supervisor or their Human Resources Department. ASU encourages individuals with disabilities to come forward and request reasonable accommodation.

Affirmative Action Policy
Arkansas State University-Beebe is committed to the goal of equal opportunity for all. This policy is adopted by the Arkansas State University Board of Trustees.

All personnel responsible for hiring employees and recruiting students share a responsibility to support the University’s equal opportunity and affirmative action program and to provide leadership in achieving its goals.

Nepotism

Relatives may be employed in the same or different departments within the University, and employment opportunities are offered to spouses or other relatives on a competitive basis unless prohibited by Governor’s Executive Order 98-04. To avoid potential or perceived conflicts of interest that may arise when an employee participates formally or informally in decisions to hire, retain, promote, or determine the salary of a related person, the University has adopted the following System Policy:

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

In some extraordinary and narrowly limited circumstances, it may be in the best interest of the system to allow an employee to hold a supervisory position notwithstanding the concurrent employment of a spouse or relative. In such cases, appointment to such a position is only available upon the prior recommendation of the President of the System and approval of the Board of Trustees. In such cases, with input from others within the unit, the campus chancellor and the administrative head of the service area shall develop written procedures to protect the employees involved, and the system, from the appearance of bias, prejudice, or favoritism.

Copies of the developed procedures will be maintained in the Department of Human Resources.

Selection of Faculty

When the appropriate administrative officers determine that a faculty position is vacant or needs to be created, the Vice Chancellor for Academic Affairs in consultation with the appropriate division chair will determine the minimum qualifications for the position. Vacancies in academic positions including temporary and part-time faculty positions shall be listed with the Department of Human Resources. A Request to Recruit Form must be completed and submitted to the Department of Human Resources before the search process can begin. Forms related to hiring are on the Human Resources Web Page.

When seeking a full-time faculty member, a search committee will be established to assist in the review of candidates. The Vice Chancellor for Academic Affairs appoints the search committee in consultation with the appropriate division chair. The appropriate division chair should serve as chair of the committee. The Faculty Senate will appoint one member to the committee. Other members should be broadly representative of the faculty within the division, including both tenured
and non-tenured faculty members. Members may also be selected from outside the division. Committee members should reflect racial, ethnic, and gender diversity. Once the committee is selected the names will be submitted to the Department of Human Resources for review.

The ASU-Beebe Department of Human Resources will advertise the position and will solicit recommendations or nominations of candidates from a variety of sources. All full-time faculty positions will be advertised in the *Chronicle of Higher Education*.

The committee will narrow the field of qualified applicants and will prepare a list of candidates for interviews and present that list to the Vice Chancellor for Academic Affairs and the Director of Human Resources. The interview list may be supplemented or adjusted by recommendations from the Vice Chancellor for Academic Affairs and/or the Director of Human Resources.

Prior to interviewing candidates, the search committee will develop a list of questions to be asked of all candidates. This list of questions must be submitted to the Department of Human Resources for review and approval prior to the interviews. The search committee is not limited to this set of questions and may ask other job related questions or follow up questions to the approved list of questions as the need may arise during interviews.

The committee should have an opportunity to meet with all candidates who come to the campus for interviews. Interviews should be scheduled to give as many of the faculty as possible an opportunity to meet and evaluate the candidates. The interview should include a teaching demonstration. Prior to and during the interview, the expectations of ASU-Beebe, requirements of the job, and economic prospects for the position should be set forth clearly and positively. Candidates invited for an interview are reimbursed for traveling expenses according to current regulations of the State of Arkansas and ASU-Beebe policy.

**Governor’s Executive Order 98-04**: All interviewing job applicants must complete a copy of (1) Employee Disclosure and Certification Form and (2) Employee Disclosure Requirements Notice during the interview process. These forms are to be submitted to the office of the Director of Human Resources for review. No offer of employment may be made prior to this approval process. Applicants for all positions including part-time and temporary, but excluding student workers or graduate assistants, must comply with this process. Forms related to the hiring process are on the Human Resources Web Page.

After completing the interviews, the search committee recommends at least three candidates, for each position, ranked in order of preference, to the Vice Chancellor for Academic Affairs. The Vice Chancellor for Academic Affairs may select any of these candidates or reject all candidates and request additional candidates be interviewed. The Vice Chancellor for Academic Affairs recommends faculty appointments to the Chancellor. If the Chancellor approves of the Vice Chancellor for Academic Affairs’ selection, the candidate will be made a tentative offer contingent upon successful background checks. Copies of the consent forms are on the Human Resources Web Page. When the Department of Human Resources completes the background check the department will inform the Vice Chancellor for Academic Affairs. If no problems were found during the background check, the Vice Chancellor for Academic Affairs will request a contract for the candidate from the Department of Human Resources.
The Chancellor will have final responsibility for recommending full-time faculty appointments to the President for review and approval or rejection by the Board of Trustees.

When seeking an adjunct faculty member, the complete selection process is handled by the division chair. If the division chair selects an adjunct faculty member who is working for another state agency, the chair must contact the Department of Human Resources who must request permission for concurrent employment from the Office of Personnel Management (OPM), a division of the Arkansas Department of Finance and Administration (DFA).

**Selection of Library Staff**

The selection of professional library staff will follow the procedures outlined for faculty hires. The Vice Chancellor for Academic Affairs will select a division chair to chair the committee and both faculty and appropriate staff may serve on the committee.

**Selection of Division Chairs/Directors**

When a Division Chair/Director position becomes vacant it will be filled either through an external search or an internal appointment. Determination of whether an external search will be conducted or an internal appointment will made will be determined by consultation between Vice Chancellor for Academic Affairs and the Chancellor.

External Search: When a Division Chair/Director position becomes vacant, procedures similar to those set forth for faculty selection will be followed. When selecting a Division Chair/Director, the Vice Chancellor for Academic Affairs will appoint a faculty member from the division to chair the committee.

Faculty members should be given the opportunity to meet with candidates, evaluate their credentials, and express their opinions to the committee.

Internal Search: When an internal appointment is to be made, the Vice Chancellor for Academic Affairs will conduct a modified search, consulting with the appropriate groups. Such a search may include:

1. Announcement of the vacancy and solicitation of interest in the position;
2. Interviews of the faculty exhibiting interest in the position with the division faculty;
3. Interviews of the faculty in the division by the Vice Chancellor for Academic Affairs;
4. Private interviews of the faculty exhibiting interest in the position by Vice Chancellor for Academic Affairs

**Credentials**

All faculty and academic administrative staff are required to have official transcripts of all academic work on file in the office of the Vice Chancellor Academic Affairs. All academic faculty members will have a Master's degree or equivalent academic or professional experience appropriate to the
discipline to teach the appropriate courses. All technical/occupational faculty members will have
degrees or professional experience appropriate to the discipline to teach the appropriate courses.

Faculty Status

Faculty status is granted to all full-time instructional and academic administrative personnel
through the level of the chairs (including professional librarians) assigned to an academic
department. Faculty status may be granted to others as may be deemed appropriate by the Board
of Trustees, upon recommendation by the Chancellor and President of the University.

Emeritus Status Policy

All faculty and staff members with academic rank who have rendered ten (10) or more years of full-
time service to the University at the time of their retirement from the University are declared to have
and shall have emeritus status, with special gratitude and honor from the Board of Trustees and
the President, with all the privileges which the administration may bestow at its discretion. The
Emeritus Status Policy is administered through the Office of the President.

Adjunct Faculty

Certain individuals whose education and professional experience enhance the teaching, research,
or service programs of ASU-Beebe may receive appointments as adjunct faculty. Such adjunct
faculty members are normally: (a) employed on a temporary, part-time basis, or (b) employed by
an organization other than ASU-Beebe and do not receive compensation or salary from ASU-
Beebe, for example, concurrent enrollment instructors.

Adjunct-faculty appointments are made for a specified period (e.g. one semester, one-year) and
neither ASU-Beebe nor the individual has a commitment for renewal. Unless the terms of
appointment specify otherwise, ASU-Beebe policies on promotion, tenure, non-reappointment,
leave, and off-campus duty assignment do not apply to adjunct faculty.

Faculty Appointments

New faculty members will be informed of their rights and obligations as faculty members by the
Academic Division Chair/Director and directed to the current Faculty Handbook. New faculty
members will be advised that performance will be subject to annual review before the
recommendation for reappointment or non-reappointment is made to the Vice Chancellor for
Academic Affairs. All new faculty members will attend the Employee Orientation Seminar.

Faculty at ASU-Beebe may receive initial employment in one of three appointment categories:
Tenure, Pre-Tenure, or Non-Tenure. Initial employment will normally be at the non-tenure
category.

Persons supported by outside funding may be hired as faculty under repeated one-year renewals
for the duration of the funding. Repeated one-year appointment renewal carries no guarantee or
implication of continued employment or ultimate tenure status. Persons on non-tenure
appointments will be notified by the division chair/director as to whether they will be offered an appointment for the next year.

Faculty Employment Files

**Definition/Purpose:** A faculty member’s employment file consists of all records maintained by a Division Chair/Director, the Vice Chancellor for Academic Affairs, and /or the Department of Human Resources for use in making employment decisions regarding the faculty member. Except as prescribed in the promotion, retention, and tenure (PRT) policies, no records may be used in making employment decisions regarding a faculty member unless such records are part of his or her employment file.

**Exclusion from Employment Files:** With the exception of formal student evaluations of instruction, anonymous complaints (i.e., complaints from sources unknown to the administrator) will not be placed in a faculty member’s employment file. Confidential complaints (i.e., complaints made to the administrator where the complainant requests that his/her name be withheld from the faculty member) may be placed in the faculty member’s file only with corroborating data. Personal notes and general complaints kept by administrators are not part of the employment file. Prior to the annual review conference each year, any negative evaluation statements that are to be entered into the employment file must be made known to the faculty member in sufficient time for him/her to read, initial, and respond before the review conference is held. All records held by administrators and not transferred into the employment file prior to the annual review conference must be destroyed each year.

**Rebuttals:** Faculty members will be asked to initial any negative evaluative statement placed in the employment file only to indicate that they have seen it. In all cases, the faculty member may add to the file a written rebuttal to anything with which he/she disagrees. The administrator receiving the rebuttal statement and adding it to the file will initial the rebuttal to indicate that he or she has seen it.

**Access by Faculty Member:** Faculty members may review their own employment file kept at the department and University levels at any reasonable time during the official office hours of ASU-Beebe.

**Access by Other than Faculty Member:** Access to employment files is allowed in the following instances:

- ASU-Beebe administrators may examine employment files in the performance of their official University responsibilities.

- Members of search committees may examine employment files of applicants as part of their official committee function by submitting a written request from the chair of the committee to the administrator who is maintaining the file.

- Employment files of a faculty grievant and of other similarly situated faculty members, for purposes of comparison, will be available to faculty appeals committees and to the Academic
Hearing Committee to the extent that such committees deem such records relevant and necessary to the fair disposition of the grievance before them.

Employment files shall be produced pursuant to applicable Arkansas law or court order.

**Use of Employment Files for Promotion Retention and Tenure (PRT) Purposes:** Other than the PRT application provided by the faculty member, letters required from committees and administrators, and peer reviews solicited internally and externally, no records concerning the faculty member will be added to his/her PRT document unless such records are also part of that faculty member’s employment file.

**Faculty Review of PRT File:** At the conclusion of the promotion and tenure process, an applicant may review his/her promotion/tenure document. These documents are not a part of the employment file, and will be maintained separately from employment files for three-years in the Office of Academic Affairs. The only document from the PRT process that will be added to a faculty member’s employment file will be the letter from the Vice Chancellor for Academic Affairs informing the applicant of the Vice Chancellor’s recommendation to the Chancellor (and, where the recommendation is negative, of those levels which provided a negative recommendation).

**Salaries for Academic Administrative Staff Moving to Nine-Month Teaching**

Administrative staff moving from twelve-month appointment to a nine-month teaching position may receive compensation comparable to other nine-month faculty of the same rank and in the same discipline in the department.

**Part-Time Faculty Salaries**

Individuals employed to teach part time for Arkansas State University-Beebe, either on or off campus, will be paid at a standard rate as approved by the Chancellor, upon recommendation by the Vice Chancellor for Academic Affairs.

**Compensated Faculty Leave (Sabbaticals)**

**Purpose:** The purpose of the compensated leave program is to provide opportunities for eligible faculty members to engage in professional activities that enhance their career at Arkansas State University-Beebe while receiving regular salary.

Such activities, in turn, also enhance the faculty members’ service to ASU-Beebe. In accord with the stated purpose, compensated leave may be granted for research, writing, other professional creative activities, graduate study leading to advanced degrees, travel for study/research, retraining tenured faculty members who teach in programs being phased out, or for further study to upgrade specific program(s). Eligible faculty members are encouraged to apply for compensated leave to initiate/continue/complete research or creative activities.

**Eligibility:** Instructional staff and academic administrators holding faculty status may apply for compensated leave under any of the following three options.
Option I: After six academic years, if no leave has been used, a full academic year may be granted 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 Arkansas State University-Beebe, and who have been accepted in an accredited graduate program compatible with the mission of the department or academic area, 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 Arkansas State University-Beebe, not to exceed 50 percent of the appointment salary.

Option III: At the discretion of the Vice Chancellor for Academic Affairs and the Chancellor, compensated leave may be granted to retrain tenured 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 Arkansas State University-Beebe, up to a maximum of 50 percent of appointment salary.

Salary Determination: When approved, compensated leave will be granted on the basis of the appointment salary for the year in which the leave is in effect and in compliance with the option used. During the leave period, the total salary from all sources shall not exceed the faculty member's appointment salary.

Guidelines for Administration of Compensated Faculty Leave: Faculty members seeking compensated leave will submit detailed proposals to the Vice Chancellor for Academic Affairs. A letter of evaluation, including resource implications from the Division Chair/Director must accompany each proposal.

Detailed plans for the period of the leave are submitted to the Division Chair/Director at least one semester in advance. Proposals will be judged on their merit with regard to the stated purposes of the faculty leave program. After reviewing the proposals, the Division Chair/Director submits their recommendation to the Vice Chancellor for Academic Affairs for final action. Proposals will be funded in their priority ranking as fund availability permits.

Appeal of the decision of the Division Chair/Director or Vice Chancellor for Academic Affairs may be made to the Chancellor.

Notification of Approval/Disapproval of Request for Leave: Wherever possible, the Vice Chancellor for Academic Affairs will notify in writing the faculty member who requested leave concerning the action taken and the reasons for approval or denial of leave not less than six weeks prior to the date requested for leave.

Obligation to Return: The individual granted a compensated leave is obligated to return to ASU-Beebe for at least one academic year. Should the individual fail to voluntarily meet this obligation, the salary received during the leave shall be returned to ASU-Beebe.

Obligation to Report upon Return: The individual granted a leave shall file with the Vice Chancellor
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for Academic Affairs a report on the activities while on leave with copies to the appropriate Chair or Director.

Limitations as to Number of Compensated Leaves: The number of leaves granted during any one academic semester shall not exceed ten percent of the faculty.

Outside Employment

Faculty and administrative officers are encouraged to engage in consulting or other related professional projects when such outside work contributes to their professional growth, enhances their opportunities for research, or augments the public service effort of ASU-Beebe. Outside business interests, employment, or vocation should not in any way interfere with service to ASU-Beebe or cause embarrassment to ASU-Beebe.

As a general rule, ASU-Beebe resources (including facilities, supplies, and equipment) shall not be used for personal gain. However, in certain projects which accrue to the mutual benefit of ASU-Beebe and the individual faculty member, a contract for reimbursement to ASU-Beebe may be entered into in order to provide access to ASU-Beebe resources. Outside employment must comply with the Conflict of Interest Policy of ASU-Beebe.

Benefits

Annual Leave

Division Chairs/Directors and faculty members on 12-month appointment will receive 22 ½ working days of annual leave accrued at the rate of 15 hours per month of service. Legal holidays will not count as part of the 22 ½ working days of annual leave. Annual leave is cumulative, though no individual may carry over more than 30 days of annual leave from one calendar year to the next.

Faculty members on nine-month appointment do not accrue annual leave but will receive leave with full pay during their appointment period when school is not in session or when attendance of faculty at department or University activities is not expected.

Annual leave days are used for vacation. Vacation schedules will be coordinated through the appropriate supervisor. Division Chairs/Directors must have prior approval of the Vice Chancellor for Academic Affairs, and administrative staff members must have prior approval of their immediate supervisor. Administrators not actively/currently teaching courses may be approved for leave at times other than normal break periods.

When a 12-month faculty or administrative employee terminates service with Arkansas State University-Beebe, the unused portion of annual leave shall be given to that employee as provided by Arkansas law.

Sick Leave

Sick leave may be used for only the following purposes:
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A. When the employee is unable to work because of sickness or injury; or for medical, dental or optical treatment.

B. Death or serious illness of a member of the employee’s immediate family. Immediate family is defined as the father, mother, sister, brother, spouse, child, grandparents, grandchild, in-laws or any individual acting as a parent or guardian of an employee.

Nine-month faculty members receive 9 sick-leave days per year. Twelve-month employees receive sick leave at the rate of one day per month of employment. No individual may carry over more than 120 days of sick leave from one calendar year to the next. Faculty and staff are required to turn in sick leave forms when absent because of illness or injury.

Personnel who are injured and are entitled to Workers' 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.

Arkansas State University-Beebe does require that the employee use any available sick leave and/or annual leave for absence due to illness or accident, including maternity leave, prior to being placed on unpaid leave status.

Faculty members may also apply for leave under the Family and Medical Leave Act by contacting the Department of Human Resources to determine their eligibility.

Catastrophic Leave

The Arkansas Board of Trustees on September 6, 2002, by Resolution 02-36, amended the ASU-Beebe catastrophic leave program to include full-time faculty. The Board action affords full-time faculty the same benefits as offered all other eligible ASU-Beebe employees.

“Catastrophic illness” means a medical condition of an employee or of the spouse or parent of the employee or of a child of the employee which may be claimed as a dependent under the Arkansas Income Tax Act of 1929. Further, the illness requires an employee’s absence from duty for a prolonged period of time and would result in a substantial loss of income to the employee because of the exhaustion of all earned sick and annual leave.

For further eligibility information please contact the Department of Human Resources.

Faculty Replacement-Illness and Emergency

Situations that require replacement of a faculty member due to illness or emergencies will be considered, following a request by the Division Chair/Director, on a case-by-case basis by the Vice Chancellor for Academic Affairs. Arrangements should, whenever possible, be handled in advance of surgery or related medical treatment.

Leave Without Pay
Requests for leave without pay will be made through the department to the Vice Chancellor for Academic Affairs. When requested with proper notice, leave without pay may be granted by the Vice Chancellor for Academic Affairs for a period that shall not exceed two-years, except under extenuating circumstances. Each application and approval of leave shall be in writing and shall be reviewed each six months whenever the leave extends beyond that period. Leave may be granted for educational reasons, sickness or disability, or military service.

Upon 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. Any salary increases that occurred during the leave will be granted to the individual only at the discretion of the Vice Chancellor for Academic Affairs.

Personnel on leave of absence without pay do not accumulate sick leave time, annual leave days or receive the benefits of insurance programs unless they make arrangements to pay the total cost of such insurance during their leave.

**Military Leave**

Faculty members who are members of the National Guard or any of the reserve branches of the Armed Forces of the United States shall be granted military leave as required by law. The military leave can be either Annual Training (AT) or Active Duty (AD).

To determine eligibility for leave and the amount of leave available, contact the Department of Human Resources.

Each faculty member who requests military leave shall furnish a copy of his/her orders to the offices of the Vice Chancellor for Academic Affairs and the Department of Human Resources.

**Absence from the Campus**

Faculty members who anticipate a leave of absence or have returned to work from an unanticipated leave should report such leave to the Division Chair/Director. The faculty member, in consultation with the Division Chair/Director, shall make arrangements for scheduling classes or providing for other class activities during the absence of the faculty member. Persons planning official ASU-Beebe travel should report such occasions as far in advance as possible, but at least seven (7) days in advance when requesting travel funds, and two (2) days in advance if no funds are requested.

**Absence of Chair**

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/interim chair, such acting/interim chair shall be appointed by the Vice Chancellor for Academic Affairs, taking into consideration recommendations of the faculty of the department.

**Resignation, Retirement, and Termination of Employment**
Faculty members should inform their Division Chair in writing as early as possible of their intention to leave Arkansas State University-Beebe. Resignations in the late summer or during the regular school term are regarded as detrimental to the University program as well as to the students and are accepted only by mutual agreement with the administration of Arkansas State University-Beebe.

Faculty members concluding assignments and terminating employment at Arkansas State University-Beebe should schedule a time to meet with a Human Resources representative prior to employment conclusion. This meeting should take place two (2) months prior to last day of employment. The Employee Termination and Checkout form, which is available on the Human Resources Web Page, must be completed (obtaining necessary signatures) and filed with the Department of Human Resources along with any other documents relating to benefits received through ASU-Beebe.

**Benefit Policies**

The Department of Human Resources has complete information on the various benefits available to faculty.

**Personnel Records Change**

Your Human Resources Department maintains complete and permanent records on each employee and uses this information for official purposes. Employees are responsible for notifying the Human Resources Department of changes in name, address, telephone number, dependent status, change in number of dependents for tax withholding purposes, and other personnel changes. Employees may make an appointment with their Human Resources Department representative to review information contained in their personnel file. Information in personnel files shall remain confidential and may be only reviewed by the employee, supervisor, hiring supervisor, appropriate Human Resources personnel, or other appropriate University employees unless required to be disclosed by law.

**Benefits: Insurance**

*Life, Health, and Hospitalization:* ASU-Beebe operates a group life, health, and hospitalization insurance plan. At present, ASU-Beebe pays as fringe benefits a significant amount of the cost for individual faculty members’ insurance and as much as possible of the cost of dependent coverage. Faculty who are on leave without pay have the option to continue their insurance coverage if they wish; however, they are required to pay full cost for this coverage.

*Health Insurance:* All regular full-time employees are eligible for health insurance coverage at Arkansas State University-Beebe. All statements of coverage are subject to the terms, conditions, restrictions, and other eligibility requirements set forth in the plan documents. Arkansas State University System administration reserves the right to modify or amend the insurance program.

Claims should be filed directly with the insurance provider. The Department of Human Resources will provide claim information and assistance, as needed. A copy of the Plan Document describing
the program in detail is available on the Department of Human Resources web page.

**Consolidated Omnibus Budget Reconciliation Act (COBRA):** If an employee’s insurance or that of a dependent ends, the employee and dependents may each have the right to continue health insurance under COBRA. For additional information, contact the Department of Human Resources.

**Life Insurance:** Life insurance coverage is provided for all employees with full benefits and for their dependents. The employee coverage is one and one-half times his/her annual salary up to $50,000. Dependents coverage is $1,000 to $2,000, depending upon their age. This life insurance coverage is paid in full by ASU-Beebe. Supplemental life insurance coverage for employees and dependents is also available at the employee’s cost. Arkansas State University System administration reserves the right to modify or amend the insurance program.

**Income Protection:** A group income protection plan is maintained for faculty members who have completed 90 days of service to the institution. In case of disability, this plan together with social security income protects 60% of salary and pays a maximum of $6,000 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 paid for by Arkansas State University-Beebe. Arkansas State University System administration reserves the right to modify or amend the insurance program.

**Travel Insurance:** Arkansas State University-Beebe carries a travel policy that covers all faculty members when on official Arkansas State University-Beebe business outside the city limits of Beebe. The policy covers the faculty member’s life ($100,000) and dismemberment (loss of hands, feet, or eyes). If a faculty member is totally and permanently disabled by such dismemberment, the policy provides a benefit of $1,000 per month until he/she reaches his/her 70th birthday, or payments have been made for 100 months, or death occurs, whichever occurs first. Arkansas State University System administration reserves the right to modify or amend the insurance program.

**Workers’ Compensation:** Arkansas State University-Beebe strives to maintain a safe and healthy environment for all employees. Arkansas State University-Beebe provides Workers’ Compensation benefits for employees who are injured in the course of their work. All injuries, however slight, must be reported within 24 hours to the Department of Human Resources to ensure full payment of benefits. If medical attention is required, employees must be seen at the treatment locations specified by the Department of Human Resources.

Accrued sick leave may be used to supplement Workers’ Compensation benefits so that the employee will receive normal pay. Therefore, all payments from Public Employee Claims Division for Workers’ Compensation must be reported to the Department of Human Resources.

**Unemployment Compensation:** Arkansas State University-Beebe faculty and staff are also covered under the State Unemployment Act. A person whose employment at ASU-Beebe has been terminated should contact the local Employment Security Division office. Unemployment compensation will be paid if the person qualifies for benefits. However, unemployment benefits based upon 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 Department of Human Resources. Professional liability concerns should be directed to the Vice Chancellor for Finance and Administration.

Arkansas State University System administration reserves the right to modify or amend the insurance program.

**Benefits: Retirement**

**Retirement System:** Faculty members employed by Arkansas State University-Beebe are required to participate in a retirement system.

Faculty members are eligible to participate in one of the following retirement systems:

- Teachers Insurance Annuity Association – College Retirement Equities Fund (TIAA/CREF)
- American International Group – Variable Annuity Life Insurance Company (AIG-VALIC)
- Arkansas Teacher Retirement System (ATRS)
- Arkansas Public Employee Retirement System (APERS)

For those electing TIAA/CREF or AIG-VALIC, the ASU-Beebe contributes 10% of salary. Faculty members are required to contribute a minimum of 6% but may contribute an additional amount based on a TIAA/CREF calculation. The Department of Human Resources can help with the calculation. The plan is vested immediately.

For those electing ATRS or APERS, the University contributes (at a rate varying from year to year) a percent of the faculty member’s total annual salary. The contributory or non-contributory status will be determined after consulting with the Department of Human Resources. The plan is vested after 5 years.

Contributions to all retirement programs are tax-sheltered. University administration reserves the right to modify or amend the retirement programs offered.

**Social Security:** Full-time faculty members participate in the federal Social Security program. Social Security provides a variety of benefits, including old age retirement payments, death benefits, disability insurance, and monthly income payments to dependent survivors of covered workers. Payments are withheld from each month’s check beginning in January and continuing until the maximum has been paid for that calendar year. The University contributes an amount equal to that deducted from the employee’s salary.

**Tuition Discounts:** Persons retired from the University, their spouses, and their unmarried
dependent children as defined by the Internal Revenue Service are entitled to the same tuition discounts as regular full-time faculty members. In addition, the tuition discounts to unmarried dependents continue in the event of the death of the retiree. Arkansas State University System administration reserves the right to modify or amend the tuition discount program.

**Lifetime Pass Policy**

All faculty and staff members who have rendered ten (10) or more years of full-time service to the University at the time of their retirement shall be entitled to one free reserved ticket to all University sponsored events except professional promotional events such as for profit concerts, rodeos, ice shows, etc. held on the campuses of ASU-Beebe. The retiree may purchase a ticket for his/her spouse at the employee discount rate.

The Lifetime Pass Policy is administered through the Department of Human Resources.

Questions regarding retirement benefits should be directed to the Department of Human Resources.

**Benefits: Early Retirement**

1. Employees between the ages of fifty-five (55) and sixty (60) shall become eligible for early retirement benefits in the calendar year in which the sum of their age and the number of years of continuous full-time service to Arkansas State University System totals seventy (70).

2. Employees sixty (60) years of age and older are eligible for early retirement benefits in the calendar year in which they have at least ten (10) years of continuous full-time service to the Arkansas State University System.

Arkansas State University System administration reserves the right to amend or modify early retiree benefits.

Employees electing early retirement will receive the following benefits:

- Medical insurance (including spouse and unmarried dependents, if covered at the time the employee retires) for 50 percent of total cost.

- Life insurance benefits and accidental death and dismemberment benefits equal to the same scheduled amount at the time of the early retiree’s retirement; and in effect immediately prior to retirement at no cost to the employee.

Early retirees, their spouses, and their unmarried dependent children are eligible for the tuition discounts in effect for regular current full-time University employees.

**Termination of Benefits**
The benefits provided to early retirees enumerated in items 1) and 2) above will terminate at the earlier of the age at which the early retiree becomes eligible for Medicare coverage or the date the early retiree becomes eligible for similar benefits under any other arrangement for members in a group, whether group insured or self insured.

The benefits provided to the spouse of the early retiree enumerated in items 1) and 2) above shall terminate the earlier of either a) when such benefits terminate for the early retiree or b) the spouse becomes eligible for Medicare. Should the spouse of an early retiree not have reached the age of Medicare eligibility at the time benefits to the early retiree are terminated, the early retiree may pay the cost of continuing such coverage until such time as the spouse becomes eligible for Medicare. University administration reserves the right to amend or modify termination of benefits.

Benefits: Tuition Discounts

ASU-Beebe faculty members and other employees, their spouses, and their unmarried dependent children as defined by the Internal Revenue Service are entitled to the tuition discounts outlined below.

Undergraduate Level: Regular full-time faculty members and other employees, their spouses, and their unmarried dependent children may enroll for undergraduate studies for credit or for audit on a space-available basis with the tuition rate being 25 percent of the current cost per credit hour provided they are eligible for resident tuition. Course challenge exam fees do not qualify for discounts. The discount also applies to the QIF fee and the Infrastructure Fee.

An individual who utilizes the undergraduate tuition discount may not accept a full-tuition University-sponsored scholarship.

Graduate Level: Regular full-time faculty members and other employees, their spouses, and their unmarried dependent children are eligible for waiver of one-half tuition for graduate-level studies; however, they must first have become eligible for resident tuition.

Persons who choose to accept full-fee grant-in-aid or graduate assistantships are charged the regular tuition.

If Arkansas State University-Beebe faculty members and other employees are placed on disability, their spouses, and their unmarried dependent children are entitled to tuition discounts as outlined in the tuition discount paragraphs above. In addition, the tuition discount to unmarried dependents continues in the event of the death of the disabled person if the disabled person has 4 years of service with the Arkansas State University System.

Approval of the Vice Chancellor of Academic Affairs is required for faculty members to enroll in courses offered at Arkansas State University-Beebe.

Arkansas State University System administration reserves the right to amend or modify tuition discount policies.
Annual Performance Evaluation Of Faculty

Once each year, the Vice Chancellor for Academic Affairs evaluates the faculty, rating each faculty member as unsatisfactory, satisfactory, or exceptional. In order to arrive at a just evaluation, the Vice Chancellor for Academic Affairs examines the following items: (1) student evaluations, (2) peer evaluations, and (3) Division or Department Chair evaluations. The Vice Chancellor for Academic Affairs may also use personal observation, including classroom observation.

Faculty members who receive unsatisfactory evaluations are given a stated amount of time to correct deficiencies or face termination; they receive no annual raises, and the years for which unsatisfactory evaluations are received do not count toward tenure or promotion requirements. Faculty members who receive overall satisfactory evaluations are considered to be good teachers and are eligible to receive base salary raises if any are given that year. A faculty member may receive a satisfactory evaluation that notes certain areas of improvement expected by the next evaluation.

Merit Pay

Only faculty members who receive exceptional evaluations are eligible for consideration for merit pay. The Vice Chancellor for Academic Affairs, after consulting with the Chairs, recommends to the Chancellor faculty eligible for merit pay. For the Vice Chancellor for Academic Affairs to consider a faculty member for merit pay, the faculty member must have received a student evaluation rating of at least 3.85 on a 5.00 scale, two excellent ratings by peers during the current year, and an exceptional rating by the Chair for the current year. Each year the Chancellor determines the amount of money available for salary raises. These 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 write a memorandum requesting merit consideration to the Chair and Vice Chancellor for Academic Affairs by February 1 and provide support for the request. Since excellent teaching is expected of all faculty, those seeking merit pay must demonstrate that they have furthered the mission of the University 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, (6) professional development, (7) active participation in the Student Learning Outcome Assessment process and implementation of strategies to improve student learning outcomes, and (8) active and successful participation in the student advising process. After conferring with the Chairs, the Vice Chancellor for Academic Affairs selects faculty from the exceptional evaluation list to be recommended to the Chancellor for merit pay. The Chancellor recommends all salary raises to the President of the University and to the Board of Trustees.

Student Evaluations

The faculty evaluation process begins with student evaluations, which are administered during the fall semester (See Appendix C). The student evaluation form has statements about the teacher and the course that the students rate on a scale of 1 to 5, with 5 being the best rating. There are additional statements that the students respond to, providing suggestions for improving the course and the delivery of instruction. General student information is also obtained when the students
complete the evaluation form. The evaluation questions are tabulated for all students in a class and for at least two classes of an instructor. The scores of all questions are added and divided to get an average for each teacher. The average score for each question is shown for each class, each instructor, and the division. Results are tabulated and are available for viewing by the faculty and chairs through Campus Connect during the spring semester.

The Vice Chancellor for Academic Affairs examines all ratings below 3.70 on a 5.00 scale to determine if a corrective action is required. Faculty with a rating less than a 3.50 on a 5.00 scale are not eligible for base pay raises, promotion, or granting of tenure during the next academic year.

To ensure fair treatment of all faculty members, a Faculty Evaluation Review Committee is appointed to review the student evaluations of all faculty who fall below 3.85, the cutoff for consideration for merit pay. The committee consists of three faculty members. Two members are permanent for the academic year and one member is temporary depending on the faculty member being reviewed. One of the permanent members is appointed by the Vice Chancellor for Academic Affairs; the other permanent member is appointed by the President of the Faculty Senate. The temporary member is selected by the faculty member being reviewed. The committee Chair is appointed by the Vice Chancellor for Academic Affairs. The committee members should not have been involved in the evaluation of this faculty member during the current evaluation cycle. If one of the committee members has been involved in the evaluation of the faculty member during the current evaluation cycle, that member will be replaced for that review and another member appointed by the appropriate appointing authority. The review is conducted unless the affected faculty member declines in writing to the Vice Chancellor for Academic Affairs. The committee reviews such factors as the number of student evaluations completed, range of evaluation ratings (e.g. did one or two very low scores fall out of the “normal” range?), ACT scores of the students, proper fulfillment of prerequisites for the course, and GPA of the students. The faculty member may also provide a statement to the review committee for its consideration.

The Faculty Evaluation Review Committee conducts the review and provides a recommendation to the Vice Chancellor for Academic Affairs, either concurring with the student evaluations or recommending the rating be changed to fall above the cutoff. If the Vice Chancellor for Academic Affairs agrees that the faculty member has been unfairly evaluated, he/she may assign the member a new rating. If the Vice Chancellor for Academic Affairs agrees that the original rating is fair, the faculty member may appeal to the Chancellor for final resolution.

Peer Evaluations
Peer evaluations consist of classroom observations by two faculty members (See Peer Evaluation, Appendix C). At least one of the peer evaluators is from outside the department; one is selected by the faculty member being evaluated, and the other is selected by the Vice Chancellor for Academic Affairs. Each evaluator provides a copy of his/her evaluation to the faculty member, the Chair, and the Vice Chancellor for Academic Affairs. A follow-up meeting with the faculty member and the evaluators may be scheduled during the spring semester. Faculty members must receive two excellent evaluations in order to be considered eligible for merit pay, promotion, or tenure. Faculty members who receive less than excellent ratings and who believe they have received unfair peer evaluations may request an additional evaluation. This evaluator is selected by the Division Chair and comprises the third peer evaluation for the faculty member. If after this evaluation is completed, the faculty member still believes he or she has received unfair evaluations, he or she may appeal the peer evaluation to the Division Chair and Vice Chancellor for Academic Affairs. If
they agree that the evaluation is not fair, they may assign a new evaluation rating. If they agree that it is fair, the faculty member may appeal to the Chancellor for final resolution.

**Division or Department Chair Evaluations**

The Chairs evaluate the faculty at the beginning of the spring semester. (See Evaluation of Faculty by Chair and Vice Chancellor, Appendix C). Responses to some of these items can be based, at least in part, on the student evaluations. Other items can be based on personal observations by the Chairs and on materials provided by the faculty member to the Chairs. Faculty members who receive an unsatisfactory evaluation by the Chair will not be considered for merit pay, promotion, or tenure. Using the student evaluations, peer evaluations, Chair evaluations and personal observation, the Vice Chancellor for Academic Affairs will evaluate each faculty member as unsatisfactory, satisfactory, or exceptional. If the Vice Chancellor for Academic Affairs disagrees with any of the ratings by the Chairs, he or she may note disagreement on the Chair evaluation form or add an attachment. A faculty member judged to have only minor problems may receive a satisfactory rating and be eligible for base salary raises. Failure to respond and correct problems may result in an unsatisfactory rating on the next evaluation. For example, a faculty member who has received good student, peer, and Chair evaluations but has failed to keep posted office hours might receive a satisfactory evaluation with a note that posted office hours should be conscientiously maintained. Failure to keep posted office hours after the warning would be considered failure to respond to supervision and grounds for an unsatisfactory rating with the next evaluation.

Faculty members who receive unsatisfactory ratings by the Vice Chancellor for Academic Affairs will not receive base salary raises, merit raises, promotion, or tenure the following academic year. Faculty may be rated unsatisfactory for a number of reasons including but not limited to the following:

1. Failure to respond to supervision and to correct problems.
2. Unsatisfactory student, peer, and chair evaluations in any given year.
3. Two consecutive years of unsatisfactory evaluations by one of the following: students, peers, or chairs.
4. Committing any of the following may result in an unsatisfactory evaluation and a recommendation for dismissal: Felonious act, moral turpitude, professional incompetence, unprofessional conduct, insubordination, or neglect of obligations.

Faculty members who believe they have been unfairly rated by their Chair may discuss the evaluation with the Vice Chancellor for Academic Affairs; faculty members who think they have been unfairly evaluated by the Vice Chancellor for Academic Affairs may discuss the evaluation with their Chair; if the Chair agrees that the evaluation is incorrect, he/she may appeal the rating to the Chancellor. The decision of the Chancellor is final.

The Vice Chancellor for Academic Affairs is responsible for ensuring that faculty evaluations are vigorously and consistently applied. The Vice Chancellor for Academic Affairs reviews the process for faculty evaluation annually and seeks approval from the Chancellor’s Council of any plans to modify the evaluation process. The Chancellor presents significant changes approved by the Chancellor’s Council to the Arkansas Department of Higher Education annually as requested.
Workplace Violence

Arkansas State University observes a zero-tolerance policy regarding workplace violence. Fighting or other activities which may endanger the wellbeing of employees, students, or others may result in immediate termination of employment. Actions that create an environment that is threatening, violent, intimidating, hostile, abusive, or offensive will not be tolerated and must be immediately reported to the division chair and campus police.

Harassment

It is also the continuing policy of Arkansas State University-Beebe to provide a work environment for each faculty member that is centered on the principles of civility and respect for all persons. Intentional acts or words that harass another individual are inconsistent with this policy and should be avoided. This policy does not seek to limit individual freedoms; rather it promotes the use of these freedoms in a manner that supports a healthy, productive, collegial, and safe work environment for each member of the ASU-Beebe faculty.

Sexual Harassment

Arkansas State University-Beebe is committed to creating and maintaining an educational and working environment that is free from all forms of sexual harassment.

Arkansas State University-Beebe shall neither tolerate sexual harassment in relation to the evaluation of employee or student performance nor shall such behavior in the context of collegial and/or co-worker interaction be tolerated.

Arkansas State University-Beebe 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, request for sexual favors, and other verbal or 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 University activities;

2. Submission to, or rejection of, such conduct by an individual is used as a basis for evaluation in making employment or academic decisions affecting the individual; and

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 university environment.

Supervisors and faculty members must recognize that their positions necessarily embody unequal power relationships with their subordinates and/or students.

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 ASU-Beebe community are urged to report incidents of sexual harassment to the Department of Human Resources. ASU-Beebe prohibits retaliation and will not retaliate against any employee who makes a good faith report of alleged harassment, even if the employee was in error.

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:

**Grievance Procedures for Sexual Harassment**

**A. Informal Mediation**

Prior to the filing of a formal written complaint, the complainant shall meet with the Director of Human Resources to seek resolution of the problem through informal mediation. The complainant must file the informal complaint within 30 calendar days of the alleged incident.

**B. Formal Complaint**

1. **Department of Human Resources Conciliation.**

If the resolution of the informal complaint cannot be reached through mediation, the complainant may file a formal complaint with the Department of Human Resources. The formal complaint shall be in writing and must be filed within 45 calendar days, which includes the 30 days for the informal mediation, of the alleged incident. The Director of Human Resources shall: (1) notify the Chancellor and appropriate Vice Chancellor(s) that a formal complaint alleging sexual harassment has been filed and (2) meet with the person(s) involved in the complaint and attempt to reach resolution. The Director of Human Resources may gather information and data in furtherance of efforts to resolve the matter. If such resolution is reached, it shall be reduced to writing and signed by all parties.

2. **Committee Composition and Hearing Procedures**

A. If the complaint cannot be conciliated and the complainant wishes to pursue the matter the complainant shall file a formal written complaint with the Department of Human Resources within 10 calendar days of the unsuccessful conciliation. The complaint will include information 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 adviser (if applicable), the names of witnesses who will be called to testify, and any other information pertinent to the complaint. Upon receipt of the complaint, the Director of Human Resources will forward a copy of the complaint to the respondent.
B. Upon recommendation of the Director of Human Resources, the Chancellor will appoint a committee to review the complaint. The Committee shall be comprised of three members— one selected by the complainant, one by the respondent, and one by the Chancellor of ASU-Beebe. The Director of Human Resources shall serve as an ex-officio and resources member of the Committee.

C. The Committee shall, in strict confidence, hear testimony from the complainant, the respondent, and any other individuals either party or the Committee determines necessary to reach a decision on the validity of the complaint. The Committee shall have 15 calendar days to conclude its business and make its recommendation(s) to the Chancellor.

D. No testimony will be received in the absence of the complainant or the respondent unless either willfully chooses not to attend the proceedings. Each party has the right to cross-examine anyone giving testimony in the proceedings. Members of the Committee also may question persons giving testimony. The complainant and respondent may have an advisor present who will serve as a consultant only and may not participate in the hearing.

E. The hearing will be recorded and, upon conclusion of the hearing, the committee shall submit written findings of fact to the Chancellor and to both parties. The Committee’s finding shall be accompanied by a recommendation for appropriate resolution of the matter. The Chancellor shall render a decision within 10 calendar days of receipt of the Committee’s report.

Records

A. If the Director of Human Resources undertakes conciliation 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 numbers, will be filed in the Department of Human Resources for a period of five years.

B. In the event that informal resolution of the complaint cannot be achieved, and the complainant wishes to pursue the matter, any records relating to the investigation will be forwarded to the Committee upon its request.

C. Record of the hearings, recommendation of the Committee, and final resolution of the complaint identified by case number will be retained in the Department of Human Resources for five years.
SECTION IV

ACADEMIC POLICIES, PROCEDURES, AND SERVICES

Academic Freedom and Responsibility

Arkansas State University – Beebe acknowledges the principles set out in the 1940 AAUP statement of academic freedom which includes a firm commitment to intellectual honesty, freedom of inquiry and expression, respect for the dignity of each individual, and receptiveness to constructive change. Arkansas State University-Beebe recognizes that academic freedom is essential to the development of knowledge and understanding and encourages and protects freedom of inquiry in the responsible and lawful pursuit of these goals through research and publication and through teaching, learning, and discussion in academic endeavors. Faculty members are expected to recognize that accuracy, forthrightness, integrity, dignity, and civility befit their association with the University and their position as men and women of learning. They should not represent themselves, without authorization, as speaking for Arkansas State University-Beebe.

Administration and Supervision of Classroom Instruction

Academic Division Chairs or Directors, 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-Beebe vary according to teaching assignments. A fifteen (15) credit hour load is considered a regular teaching load for the fall and spring semesters (The 15 hours is a combined total of hours including both 16 and 8 week terms). A nine (9) credit hour load is the maximum teaching load for any eight (8) week term. A fifteen (15) credit hour load is the maximum teaching load for the summer semester (The 15 hours is a combined total of hours including 5 and 8 week summer terms and intersession). Current teaching loads are monitored by Academic Division Chairs or Directors 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, an attempt is made to assign this faculty member to another section of an appropriate course. The reassignment may be to any course (day, evening, or weekend) and at any location. This may result in elimination of an overload or part-time teaching position for another faculty. If this cannot be done, in no event is the full-time status of such a faculty member 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 will be assigned by the Academic Division Chair or Director for other activities, duties, and administrative duties when and approved by the Vice Chancellor for Academic Affairs.

The teaching load for part-time faculty is to be no more than 9 hours per semester following the semester definitions stated above. In special circumstances the Vice Chancellor for Academic Affairs may approve an additional course above the 9 hours.
Teaching Overloads

The University follows the policy outlined below with regard to overloads:
1. Faculty members may teach either on-campus, off-campus, or online.
2. Work done for extra compensation must not conflict with regular on-campus responsibilities and must comply with state regulations as identified under the ASU-Beebe Outside Employment Policy.
3. A faculty member may not receive extra compensation to exceed the line-item maximum in the ASU-Beebe appropriation act.

Overload pay is set at a per credit hour rate. Off-campus rates may vary according to location, program, and other considerations. Assigning of overload hours is at the discretion of the Academic Division Chairs or Directors. However, faculty teaching load should not exceed 19 credit hours except under unusual circumstances. All faculty members are expected to assume student academic advisement responsibilities in addition to their regular teaching loads except when otherwise directed by the Academic Division Chairs or Directors and with approval from the Vice Chancellor for Academic Affairs.

Work Week – Office Hours

A regular work week is Monday through Friday for all teaching personnel, unless approved otherwise by the Academic Division Chairs or Directors and the Vice Chancellor for Academic Affairs. Faculty members are expected to be on campus each day of the week and the time on campus should total a minimum of 30 hours per work week. These 30 hours will include instructional hours, office hours, class preparation time, and other instructional or institutional activities. The 30 hour weekly schedule should be done in consultation with and must be submitted to the instructor’s Academic Division Chair or Director. Faculty members are responsible to their Academic Division Chair or Director for posting and keeping office hours. Faculty members should have office hours every day of the week and those hours should be when students are present and available to provide the maximum opportunity for students to visit with instructors. Office hours will be established in conjunction with the appropriate Academic Division Chair or Director; however, it is preferable for faculty to have 10 or more office hours a week to provide adequate time for interaction with students outside of the classroom.

Summer School Appointments

Summer school enrollment is not as large in some divisions as the enrollment during the academic year; therefore, employment for summer school 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. Full-time faculty will be given preference over adjunct instructors for teaching opportunities during summer school.

Class Rosters

Class rosters are available to faculty on Campus Connect. Faculty members are responsible for verifying the accuracy of their class roster on a regular basis. Students must not be allowed to attend or participate in class if they are not on the class roster. Students whose names do not
appear on the class rosters are not officially enrolled. These students should be sent immediately to the Registrar's Office.

Students who do not appear on the class roster, but continue attending will not receive an official final grade at the end of the semester. Questions concerning class rosters may be clarified by contacting the Registrar's Office.

**Roster Certification**

At the beginning of each semester every instructor must certify attendance on their official ASU-Beebe roster in each of their courses. You certify if each student is attending or not attending by using a drop down menu. This procedure is performed through Campus Connect during the first eleven days of a full semester and the first five days of an eight or ten week term. Please refer to the Registrar Semester Guide for additional information.

**Grading System, Grade Points, Incomplete Grades, and Audits**

The University Catalog contains the policies and procedures related to the grading system, grade points and grade point average, incomplete grades, and auditing courses. The class attendance policy is also in the University Catalog.

**Student Withdrawal from a Class or the Entire Semester**

The policies and procedures for withdrawing from a single course are under “Changes in Schedule” in the University Catalog. Students can withdraw from a single course until the deadline stated in the University Calendar (approximately two-thirds of the way through the course). The policies and procedures for withdrawing from the entire semester are under “Withdrawals from the Semester” in the University Catalog.

**Field Trips, Excursions, and Absence from Classroom**

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 Academic Division Chair or Director and a signed release by each student.

There are times when the administration must immediately find a faculty member or a student. Therefore, anytime a faculty member will not be meeting class in the scheduled classroom, the faculty member must get approval from their division chair and inform the division secretary.

**Faculty Advisement of Student Activities**

Extra-curricular activities at Arkansas State University-Beebe 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 University must have faculty members or staff as advisors. Faculty members who become advisors to student organizations
Section IV  Academic Policies, Procedures, and Services

should advise their Academic Division Chair or Director of this 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 Services 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

Faculty members are required to provide to the Vice Chancellor for Academic Affairs, their Academic Division Chair or Director, and their students a syllabus of each course taught. This material shall be submitted to the Vice Chancellor for Academic Affairs via the Academic Division Chair or Director. The Vice Chancellor for Academic Affairs shall keep these syllabi on file and available for perusal by members of examining teams for accrediting agencies. Course syllabi must be approved by the Academic Division Chair or Director to ensure course goals are taught. The University template for the syllabi must be followed when developing course syllabi. The syllabi should be submitted to the Academic Division Chair or Director electronically.

Curriculum Changes

Each change in course offerings originates in a Division or Department or the Curriculum Committee and requires approval of administrative staff. The process for approval of new courses, new programs, or changes in courses or programs is described in the paragraph below. Advance planning is required to permit the orderly preparation of the University catalog and class schedules. Credit courses may not be taught more than once until they have been approved by the Curriculum Committee and the Vice Chancellor for Academic Affairs. Non degree credit courses may be taught once without inclusion in the catalog if assigned a special course number. Such courses may be offered again if approved by the Vice Chancellor for Academic Affairs.

New courses and programs or changes in courses or programs should originate in one of the academic divisions. When a change is desired, the Curriculum Committee Approval Form and the Departmental Approval Form should be completed and submitted by the appropriate Division Chair(s) to the Curriculum Committee through the Office of Academic Affairs. The item will be reviewed by the Curriculum Committee at its next meeting and if appropriate, a motion to approve the change will be made. The motion to approve will be voted on the following month. This allows faculty in other divisions time for input. If there are questions on a suggested change which cannot be answered at the meeting, the change will be returned to the appropriate division for clarification and will be placed on the agenda for the next meeting. Once changes have been approved by the Curriculum Committee, the Vice Chancellor for Academic Affairs submits the changes to the Chancellor for final approval. With the Chancellor’s approval, new courses and changes in courses or programs will be implemented. After the Chancellor has approved a new program, it must then be submitted to the Arkansas State University Board of Trustees and the Arkansas Higher Education Coordinating Board for approval. After all approvals for a new program have been received and an assessment plan for the new program has been submitted to and approved by the Assessment of Student Learning Committee, the new program will be implemented.

For new courses, new programs, course changes, and program changes to appear in the following year’s catalog, they must be submitted to the Curriculum Committee by the November meeting and
must be approved at the December meeting. Items approved after the December meeting may be implemented, but will not appear in the catalog the following fall.

Schedules of Classes and Examinations

Schedules of classes are prepared by the Academic Division Chair or Director after consultation with faculty members. Schedules are coordinated in the office of the Vice Chancellor for Academic Affairs and are published before the beginning of each semester and summer session. Class and examination schedules are to be followed. Exceptions will be considered when they benefit the academic program. All changes must be approved by the Academic Division Chair or Director and the Vice Chancellor for Academic Affairs.

Assignments of Classrooms and Office Space

Classroom assignments for each term of the school year are part of the class schedule. These assignments are made by the Academic Division Chairs or Directors. Any request for reassignment of classrooms shall be made to the Academic Division Chairs or Directors for review and approval. Office assignments are likewise made by the Academic Division Chairs or Directors. If issues arise over assignment of classrooms or office space, the final decision will be made by the Vice Chancellor for Academic Affairs.

Attendance of Faculty at School Activities

All faculty members are expected to be present at:

1. All University academic activities called before the opening of the semester.
2. All general faculty meetings, Division or Department meetings, committee meetings to which faculty members have been assigned, student orientation activities, and other group meetings of a specific nature to which faculty members may be assigned.
3. Commencement exercises during the spring and, as assigned, during the fall.

During the length of the faculty member’s contract, a faculty member should be available to participate in any meetings or activities scheduled on any day except University holidays. Absence from a meeting or activity must be approved by both the division chair and the Vice Chancellor for Academic Affairs.

Faculty members are encouraged to participate in the Faculty Senate and to participate in social, cultural, and recreational University 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 are paid by the University but must be budgeted each year. Members of the Arkansas Education Association attend the state meeting at their own expense.

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 Library Materials**

All faculty members are urged to request the library to purchase both print and non-print materials for curriculum support. These requests will normally be honored and should be related primarily to the courses taught by the faculty member. Requests to purchase any library materials can be made at any time and should be sent directly to the Library Director. The actual time of purchase may depend upon budgetary limitations and University 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 all new acquisitions are made available at least annually on request. 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. Audiovisual and machine readable materials (videos, dvd’s, cd’s, CD-ROM’s, etc.) may be checked out for one week. Borrowers who lose or mutilate library materials will be charged for their replacement. Faculty members are responsible for all materials checked out with their ID card and may not authorize others to use it.

**Library Audiovisual Services**

The library audiovisual materials are part of the general library holdings and are available for checkout to all library patrons. Materials deemed essential to course offerings should also be in departmental holdings. Some AV equipment is available for “faculty only” checkout: overhead projector, slide projector, portable screen, 16mm projector, opaque projector, and digital camera. Facilities are available for laminating, cassette copying, transparency making, etc., and the library staff is available to assist in these areas of production.

**Library Faculty Reading Room**

There is a special Faculty Reading Room on the second floor that has been furnished with items to assist faculty members in using library resources and in class preparation. It is equipped with a TV/VCR unit, telephone, filing space, and computer with printer. The computer provides access to the Internet and to all the special databases to which the library subscribes. This room is available to all faculty members during the hours the library is open.

**Library Committee**

The Library Committee, appointed by the Chancellor and chaired by the Library Director, meets periodically to review policies, procedures, and any items concerning the library which need attention.
Student Success Center Services

In the course of fulfilling their academic instruction and advisement responsibilities, faculty encounter situations in which students need individual help of a personal nature. The Student Success Center, located on the second floor of the Student Center, is available to assist students in these situations. Services include personal counseling, transfer information, career counseling, testing, and services to students with disabilities. Details may be found in the student services section of the ASU-Beebe catalog.

Learning Center Services

In the course of fulfilling their academic instruction and advisement responsibilities, faculty encounter situations in which students need individual help with their studies. The Learning Center, located on the second floor of the Student Center, is available to assist students in these situations. Services include free tutoring, a computer lab with tutorials and internet access, and other supplementary materials. Details may be found in the student services section of the ASU-Beebe catalog or the Learning Center website.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) protects student information from disclosure to anyone, including immediate family members, without the student’s permission.

In general:
- FERPA is a federal law designed to protect the privacy of education records. It also provides guidelines for appropriately using and releasing student education records.
- It is your responsibility to protect the confidentiality of student educational records in your possession.
- It affords students certain rights with respect to their education records.
- The law applies to all institutions that received funding from the Department of Education.

Additional information can be found on the Registrar’s Office website under Registrar Services for Faculty/Staff.
SECTION V
PROMOTION, RETENTION, AND TENURE POLICIES & PROCEDURES

Faculty Tenure Policies

Tenure is a status granted in the academic community to faculty members who have proven themselves over time. 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 procedures of due process. Promotions, reappointments, and tenure are awarded by the Board of Trustees.

Recommendations for promotion, retention, and tenure originate at the division level. Only full-time faculty and administrative personnel holding academic rank above the basic instructor level may gain tenure. Notice of tenure will be given through the office of the Vice Chancellor for Academic Affairs (VCAA).

Expectations of Tenured Faculty

The following list of seven desired “Characteristics, Traits, Qualities, and Expectations of a Tenured Faculty Member” provide guidance so that faculty members and administrative personnel will be able to know what is expected of tenured faculty.

1. Consistent, quality teaching performance over a six-year period in a tenure track based on supervisor, peer, and student evaluations
2. Documented professional performance, growth, and development
3. Quality academic advising
4. Involvement in assessment of student learning
5. Program Leadership
   a. Documented successful efforts demonstrating leadership in securing appropriate program certifications/accreditations, or
   b. For transfer programs, documented successful efforts demonstrating leadership in program currency and/or transferability to four-year institutions
6. Effective management, leadership, and human relations skills
7. University and/or Community Service

The tenure track development process will include clear demonstration and verification of progress and accomplishment of these expectations. Completion of the tenure track will require a process to validate achievement of these expectations. The VCAA will develop, with the Tenure and Promotions Review (TPR) Committees, the Recommendation for Promotion/Tenure document. This document will be reviewed and updated annually, as needed.

The model depicted in the following figure outlines the Tenure and Promotion Process for faculty at Arkansas State University – Beebe. The model is based on mission requirements and the need for faculty to fulfill those mission needs: Academic Transfer Faculty and Technical/Occupational
Promotion, Retention, and Tenure

Faculty. Recognizing the unique nature and differing requirements for both types of faculty members, a two-track model is used: one track for Academic Transfer faculty and another track for Technical/Occupational faculty, with four levels of progression within each track. For the Academic Transfer Track (Master’s and Above), the levels are Instructor (Level 1), Assistant Professor (Level 2), Associate Professor (Level 3), and Professor (Level 4). For the Technical/Occupational Track (Below Master’s), the levels are Instructor (Level 1), Advanced Instructor (Level 2), Senior Instructor (Level 3), and Master Instructor (Level 4).

Tenure Schedule

Persons initially given pre-tenure appointments as professors, associate professors, or assistant professors, senior instructors or master instructors must be reviewed for tenure not later than the completion of their sixth year of service at Arkansas State University – Beebe, and tenure will be granted or denied at the beginning of their seventh year of service at Arkansas State University – Beebe. If the mandatory review results in a failure to gain tenure by completion of the sixth year of service, the seventh year appointment will be a terminal appointment. In referring to a “year,” it is the policy of the University that a full semester of service under pre-tenure-status appointment, which begins on or before the first day of the spring semester in an academic year, counts as a full year. Non-compensated leave time of a full semester or more will not count as time toward tenure.
Section V  
Promotion, Retention, and Tenure

A prospective faculty member (with the exception of Chancellor candidates whose terms of appointment are defined by the Board of Trustees) may negotiate the terms of initial employment with regard to tenure status and academic rank based on the professional productivity earned in previous employment settings. Any such terms must be approved by the Chancellor. Documentation of negotiated terms authorizing application for early tenure and/or promotion must be included with the Recommendation for Promotion/Tenure application.

Instructors: Persons holding the rank of basic instructor are not eligible for the award of tenure, and the time spent as a basic instructor will not be credited to the pre-tenure probationary period required by those ranks in which tenure may be earned. Basic instructor is defined as Instructor for Academic Transfer faculty and Instructor or Advanced Instructor for Technical/Occupational faculty.

Members of the academic transfer faculty who hold instructor rank may be considered for promotion to assistant professor and granted a pre-tenure contract when:

- The Vice Chancellor for Academic Affairs receives documentation of completion of requirements for promotion and, additionally,
- Receives favorable recommendations for promotion from the appropriate chair and from the Tenure and Promotions Review Committee. Faculty at the instructor rank who complete requirements for promotion will request promotion by completing the Recommendation for Promotion/Tenure document. Upon favorable recommendations by the chair and the TPR committee and approval by the Vice Chancellor for Academic Affairs, promotion to the rank of assistant professor may be recommended by the Chancellor to the President and the Board of Trustees.

Members of the technical/occupational faculty who hold Advanced Instructor rank may be considered for promotion to Senior Instructor and granted a pre-tenure contract when:

- The Vice Chancellor for Academic Affairs receives documentation of completion of requirements for promotion and, additionally,
- Receives favorable recommendations for promotion from the appropriate chair and from the Tenure and Promotions Review Committee. Faculty at the Advanced Instructor rank who complete requirements for promotion will request promotion by completing the Recommendation for Promotion/Tenure document. Upon favorable recommendations by the chair and the TPR committee and approval by the Vice Chancellor for Academic Affairs, promotion to the rank of Senior Instructor may be recommended by the Chancellor to the President and the Board of Trustees.

Provisional employment: Employment in assignments that will be discontinued when external or other special funds are exhausted and the assignments terminated will only be considered as part of the probationary period in meeting requirements for tenure if approved in writing prior to the commencement of an assignment. In all other instances, such assignments funded by soft money are considered to be non-tenured positions.

Non-reappointment of Pre-Tenured and Non-Tenured Faculty

Non-tenure or pre-tenure faculty members have no guarantee of future employment or ultimate tenure status. Non-reappointment is not a grievable issue. In declining to reappoint, the University
makes no charge against the faculty member that might seriously damage his/her standing and association in the community and does not foreclose the faculty member’s freedom to take advantage of other employment opportunities. Written notice of the intention not to reappoint a faculty member on pre-tenure appointment, including library faculty members, will be given by the Vice Chancellor for Academic Affairs according to the following schedule: (1) not later than March 1 of the first full academic year of service, (2) not later than December 15 of the second full academic year of service, and (3) at least 12 months before the expiration of an appointment after two or more full academic years.

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 Vice Chancellor for Academic Affairs. In no event shall a part-time appointment be for longer than one semester at a time. Temporary or part-time service shall not be considered as part of the probationary period in meeting requirements for tenure.

For faculty members on non-tenure or pre-tenure appointments, 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 Dismissals**

A tenured faculty member may be dismissed only for adequate cause. Examples of events which may constitute cause for dismissal include but are not 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 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 non-tenured faculty 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. The University 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 may present a written statement of the case to the appropriate division chair who will discuss their recommendations with the Vice Chancellor for Academic Affairs. The VCAA will conduct a preliminary investigation, study all the pertinent facts and consult with the appropriate parties. If the VCAA believes that cause for dismissal exists, the VCAA shall initiate dismissal proceedings through the Academic Hearing Committee (AHC). The AHC will proceed with its investigation and recommendation as outlined in the Faculty Grievance Procedure. The recommendation of the Academic Hearing Committee, along with the
recommendation of the Vice Chancellor for Academic Affairs, will be forwarded to the Chancellor for final review and action.

At any point prior to the final recommendation of the AHC, the VCAA may request that the dismissal proceeding be dropped or the faculty member may resign. If the faculty member chooses to resign, he/she may not grieve. The faculty member will not be suspended from regular duties during this procedure unless the welfare of the individual, the University, or the student body is threatened. The faculty member may be assigned other duties or be granted leave with or without pay unless legal considerations prohibit this option. Any faculty member suspended without pay may consult with the Department of Human Resources about filing a claim for pay with the appropriate agency.

**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 ensure such promotion. Other factors may be considered by division chairs and the Vice Chancellor for Academic Affairs. Those factors will be included in narrative form as promotion recommendations are made. (For faculty members at the Heber Springs campus, the Vice Chancellor for ASU – Heber Springs serves as the division chair and will perform the functions outlined for division chairs as related to promotion and tenure.) Promotion is not dependent on tenure.

**Academic Rank for Faculty Requiring a Master's Degree or Above**

The following general qualifications have been established for faculty members who teach academic transfer courses:

I. Instructor (non-tenure track)
   a. Meet University minimal requirements for position (to teach transfer courses, an instructor must have a minimum of a master’s degree and 18 graduate hours in subject area)
   b. Satisfactory professional evaluations

II. Assistant Professor (may or may not be tenure track)
   a. Earned doctorate or master’s degree (to teach transfer courses, an instructor must have a minimum of a master’s degree and 18 graduate hours in subject area) and two (2) completed years of teaching experience at ASU – Beebe or the equivalent experience elsewhere (applications may be made during the second year to be effective after two years)
   b. Completion of Recommendation for Promotion/Tenure document including satisfactory professional evaluations
   c. Evaluation of Recommendation for Promotion/Tenure document and recommendation for promotion by Academic Transfer TPR Committee
   d. Promotion recommendation by division chair and Vice Chancellor for Academic Affairs
III. Associate Professor (may or may not be tenure track)
   a. Earned doctorate, specialist, or other advanced academic degree (to teach transfer courses, an instructor must have a minimum of a master’s degree and 18 graduate hours in subject area) and three (3) completed years of teaching at the Assistant Professor level at ASU – Beebe or the equivalent experience elsewhere (applications may be made during the third year to be effective after three years)
   b. Documented illustration of outstanding contribution to higher education through such avenues as research, publishing, and/or other achievements
   c. Completion of Recommendation for Promotion/Tenure document including satisfactory professional evaluations
   d. Evaluation of Recommendation for Promotion/Tenure document and recommendation for promotion by Academic Transfer TPR Committee
   e. Promotion recommendation by division chair and Vice Chancellor for Academic Affairs

IV. Professor (may or may not be tenure track)
   a. Earned doctorate (to teach transfer courses, an instructor must have a minimum of a master’s degree and 18 graduate hours in subject area) and five (5) completed years of teaching at the Associate Professor level at ASU – Beebe or the equivalent experience elsewhere (applications may be made during the fifth year to be effective after five years)
   b. Documented illustration of outstanding contribution to higher education through such avenues as research, publishing, and/or other achievements
   c. Completion of Recommendation for Promotion/Tenure document including satisfactory professional evaluations
   d. Evaluation of Recommendation for Promotion/Tenure document and recommendation for promotion by Academic Transfer TPR Committee
   e. Promotion recommendation by division chair and Vice Chancellor for Academic Affairs

The Academic Transfer (Master’s and Above) Tenure and Promotions Review Committee will consist of a minimum of one person from each academic division chosen by the division chair after consultation with division faculty, a Faculty Senate representative chosen by the Faculty Senate, and additional committee members as deemed necessary by the Vice Chancellor for Academic Affairs and the Chancellor.

Establishment of the above qualifications and guidelines for the Academic Transfer faculty does not preclude their waiver in circumstances deemed exceptional by the Vice Chancellor for Academic Affairs, Chancellor, President, or the Board of Trustees.

**Academic Rank for Faculty Requiring Less Than a Master’s Degree**

The following general qualifications have been established for faculty members who teach technical/occupational courses:
Section V  

Promotion, Retention, and Tenure

I. Instructor (non-tenure track)
   a. Meet University minimal requirements for position (four years technical/occupational experience and/or education)
   b. Satisfactory professional evaluations

II. Advanced Instructor (non-tenure track)
   a. Completion of an Associate’s degree or higher.
   b. Attainment of certification/licensure in his/her technical/occupational specialty and/or completion of recognized competency exam
   c. Documented course work in teaching and satisfactory professional evaluations and two (2) years of teaching experience at the Instructor level at ASU – Beebe or the equivalent experience elsewhere (applications may be made during the second year to be effective after two years)
   d. Completion of Recommendation for Promotion/Tenure document (including satisfactory evaluations and credential evidence)
   e. Evaluation of Recommendation for Promotion/Tenure document and recommendation for promotion by Technical/Occupational TPR Committee
   f. Promotion recommendation by division chair and Vice Chancellor for Academic Affairs

III. Senior Instructor (may or may not be tenure track)
   a. Completion of a bachelor’s degree or higher and continued attainment or renewal of certifications/licensure/accreditations appropriate to their specialty area and three (3) completed years of teaching experience at the Advanced Instructor level at ASU – Beebe or the equivalent experience elsewhere (applications may be made during the third year to be effective after three years)
   b. Evidence of beginning the process of specialty program accreditation
   c. Exceptional qualifications as determined by the Technical/Occupational (Below Master’s) Tenure and Promotions Review Committee
   d. Satisfactory professional evaluations
   e. Completion of Recommendation for Promotion/Tenure document (including satisfactory evaluations and credential evidence)
   f. Evaluation of Recommendation for Promotion/Tenure document and recommendation for promotion by the Technical/Occupational TPR Committee
   g. Promotion recommendation by division chair and Vice Chancellor for Academic Affairs

IV. Master Instructor (may or may not be tenure track)
   a. Earned master’s degree or higher and five (5) years of teaching experience at the Senior Instructor level at ASU – Beebe or the equivalent experience elsewhere (applications may be made during the fifth year to be effective after five years)
   b. Exceptional qualifications as determined by the Technical/Occupational (Below Master’s) Tenure and Promotions Review Committee
   c. Attainment of specialty program accreditation and/or re-accreditation
   d. Outstanding contributions to the technical/occupational higher education field through such avenues as serving as a consultant, service on a specialty credential
board or committee, service as a specialty evaluation team member or other documented service

e. Satisfactory professional evaluations

f. Completion of Recommendation for Promotion/Tenure document (including satisfactory evaluations and credential evidence)

g. Evaluation of Recommendation for Promotion/Tenure document and recommendation for promotion by the Technical/Occupational TPR Committee

h. Promotion recommendation by division chair and Vice Chancellor for Academic Affairs

The Technical/Occupational (Below Master's) Tenure and Promotions Review Committee will consist of a minimum of six (6) people with four (4) people representing different specialty areas who are senior instructors or above, chosen by the technical/occupational division chairs after consultation with division faculty, a Faculty Senate representative chosen by the Faculty Senate, with additional committee members as deemed necessary by the Vice Chancellor for Academic Affairs and the Chancellor.

Establishment of the above qualifications and guidelines for the Technical/Occupational faculty does not preclude their waiver in circumstances deemed exceptional by the Vice Chancellor for Academic Affairs, Chancellor, President, or the Board of Trustees.

Request For Promotion Process

When a faculty member meets the qualifications, consideration will be given for promotion to the next rank. This consideration is initiated in writing with submission of the Recommendation for Promotion/Tenure document to the division chair by the individual seeking promotion. 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, complete the Recommendation for Promotion/Tenure document, and submit it to the appropriate Tenure and Promotions Review Committee. The committee will review the applicant's submitted portfolio and make a recommendation to the Vice Chancellor for Academic Affairs, who will act on the recommendation. If the person is recommended by the VCAA for promotion, the VCAA will forward the recommendation to the Chancellor for submission to the President and the ASU Board of Trustees. If the VCAA does not recommend promotion, the submission will be denied and returned through the division chair to the faculty member.

A faculty member not recommended for promotion by the chair will receive a written explanation from the division chair. Appeal may then be made by the faculty member directly to the Vice Chancellor for Academic Affairs. Upon successful appeal, the VCAA will act on the recommendation by forwarding the recommendation to the appropriate Tenure and Promotions Review Committee for consideration. The Tenure and Promotions Review Committee's recommendation will be provided to the VCAA. If the committee does not recommend promotion, the VCAA will notify the division chair and the faculty member. If the committee recommends promotion, the VCAA will act on the recommendation. If the person is recommended by the VCAA for promotion, the VCAA will forward the recommendation to the Chancellor for submission to the President and the ASU Board of Trustees. If the VCAA does not recommend promotion, the
submission will be denied and returned through the division chair to the faculty member. In the event the applicant is not recommended for promotion, the faculty member may choose to appeal to the Academic Hearing Committee. In the case of failure to be recommended for promotion, the faculty member may apply at a later date as long as faculty evaluations appropriate to the next rank are maintained.

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

Promotion of Faculty Members with Higher Than Required Degrees

For technical/occupational faculty, some faculty in this group may choose, and are encouraged, to earn advanced degrees beyond that required to teach in that program. For example, a person teaching Agriculture Equipment Technology may not need to have a master’s degree to teach that program but may have earned a master’s degree. In these types of situations, the faculty member may choose to enter the Academic Transfer (Master’s and Above) track and earn the levels of rank associated with that group. In this case, the faculty member will initiate the action by writing a letter to the Vice Chancellor for Academic Affairs requesting to be placed in that group for promotion and tenure purposes. The letter should clearly state that the faculty member is making this request voluntarily. In this case the faculty member would earn the rank of assistant professor in lieu of senior instructor or master instructor. Once in that group, that faculty member would participate with the other members of that group for promotion and tenure (if in a pre-tenure status) and could not elect at a later time to return to the Technical/Occupational (Below Master’s) Group.

Pay Increases with Promotions

Pay increases based on rank should be substantial enough to merit the effort put forth in achieving that ranking. The following increases in annual base salary will apply when promotions are awarded.
Section V  
Promotion, Retention, and Tenure

<table>
<thead>
<tr>
<th>Track</th>
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</thead>
<tbody>
<tr>
<td><strong>Academic Transfer</strong> (Master's and Above)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Level</th>
<th>Rank</th>
<th>Rank</th>
<th>Promotion Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1 (Beginning)</td>
<td>Instructor</td>
<td>Instructor</td>
<td>Entry</td>
</tr>
<tr>
<td>Level 2</td>
<td>Assistant Professor</td>
<td>Advanced Instructor</td>
<td>$1,500</td>
</tr>
<tr>
<td>Level 3</td>
<td>Associate Professor</td>
<td>Senior Instructor</td>
<td>$2,000</td>
</tr>
<tr>
<td>Level 4</td>
<td>Professor</td>
<td>Master Instructor</td>
<td>$3,000</td>
</tr>
</tbody>
</table>

NOTE: A person may be granted pay increases for only three promotions during that person’s period of employment at ASU – Beebe. Pay increases are not awarded with granting of tenure.

Tenure Process And Timeline

The Tenure Process and Timeline model outlines and illustrates those actions and responsibilities required of the tenure candidate, the division chair, and the appropriate Tenure and Promotions Review Committee. The model includes actions required for each year of the six-year track. By the end of the first employed semester, the candidate is required to develop a six-year tenure development plan that will be reviewed and approved by the division chair. Progress will be reviewed and documented annually. This plan will be included in the portfolio submitted by the candidate when applying for tenure at the completion of the six-year track. The model includes a mid-track review after three years in a pre-tenure appointment. The division chair and the appropriate Tenure and Promotions Review Committee will review the faculty member’s progress and provide feedback to the faculty member regarding their progress toward tenure. This model is included below. Following the mid-track review and until the completion of the fourth year in pre-tenure status, a person may request to be removed from the pre-tenure track and request a non-tenure contract.

TENURE PROCESS AND TIMELINE

(After Rank of Assistant Professor or Senior Instructor and Award of Pre-tenure Status)

<table>
<thead>
<tr>
<th>Time Frame</th>
<th>Faculty Tenure Candidate</th>
<th>Tenure Candidate’s Division Chair/Director</th>
<th>Tenure and Promotions Review Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Year 1</td>
<td>Attend orientation with the appropriate Tenure and Promotions Review Committee</td>
<td>Begin development of individual six-year plan and show to division chair</td>
<td>Provide orientation outlining characteristics, traits, qualities, and expectations of a tenured faculty member</td>
</tr>
<tr>
<td></td>
<td>Review six-year plan, provide feedback, and complete form for portfolio</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring Year</td>
<td>Begin implementing plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall Year 2</td>
<td>Attend review session with division chair to measure progress and development of plan and portfolio</td>
<td></td>
<td></td>
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<tr>
<td>-------------</td>
<td>----------------------------------------------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Review plan and portfolio and complete form documenting progress to be included in candidate’s portfolio</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Year 2</th>
<th>Continue updating plan and collection of documentation for portfolio</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Review plan and portfolio and complete form documenting progress to be included in candidate’s portfolio</td>
</tr>
<tr>
<td></td>
<td>Submit copy of review to VCAA</td>
</tr>
<tr>
<td></td>
<td>Assist tenure candidate in preparing for mid-track review</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Year 3</th>
<th>Continue updating plan and collection of documentation for portfolio</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Review results of mid-track review by Tenure and Promotions Review Committee</td>
</tr>
<tr>
<td></td>
<td>Conduct mid-track review of candidate’s plan, portfolio, and progress</td>
</tr>
<tr>
<td></td>
<td>Submit results to VCAA and Division Chair</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall Year 3</th>
<th>Attend review session with division chair to measure progress and development of plan and portfolio</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Review plan and portfolio and complete form documenting progress to be included in candidate’s portfolio</td>
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<table>
<thead>
<tr>
<th>Spring Year 4</th>
<th>Continue updating plan and collection of documentation for portfolio</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Review plan and portfolio and complete form documenting progress to be included in candidate’s portfolio</td>
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<table>
<thead>
<tr>
<th>Fall Year 5</th>
<th>Attend review session with division chair to measure progress and development of plan and portfolio</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Review plan and portfolio and complete form documenting progress to be included in candidate’s portfolio</td>
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</tbody>
</table>
Moving From Non-Tenure Track To A Tenure Track

When a faculty member in non-tenure status desires to move to a pre-tenure status, the person in a non-tenure track must submit a letter to his/her division chair, who either will concur with the request and forward the request to the VCAA for consideration by the Chancellor or notify the faculty member in writing that he or she does not concur with the request. If awarded pre-tenure status, the faculty member will start the tenure development process as outlined earlier.

Post-Tenure Review

*Arkansas Act 1330 of 1997* mandated that state supported institutions of higher education “…work with the campus faculties to develop a framework to review faculty performance, including post-tenure review.” The stated purpose of Act 1330 was to ensure and enhance faculty performance and “productivity,” and to “correct instances of substandard performance.” Arkansas State University – Beebe recognizes that the reward of tenure, based on professional achievement, brings with it certain obligations and responsibilities to colleagues, the institution, and the State of Arkansas.

The purpose of post-tenure review, an action called for by Act 1330, is to ensure a consistently high level of performance of the faculty of Arkansas State University – Beebe. Pursuant to law, the effects of the review process of faculty performance should include rewarding productive faculty, redirecting faculty efforts to improve or increase productivity, and correcting instances of substandard performance.
Arkansas State University – Beebe has a well-established and long-standing practice of annual faculty performance reviews that does include review of tenured faculty. Faculty members are evaluated annually. Teaching and service performance are evaluated, and an annual conference with the department chair is required. Unsatisfactory performance evaluations result in a plan for near-term improvement. The existing annual review process meets the requirements of Act 1330. However, the establishment of a framework for post-tenure review beyond the annual review process serves to enhance and protect the integrity of the tenure system.

Substantive Post-Tenure Review will occur if (a) there have been two consecutive annual unsatisfactory performance ratings or (b) at five-year intervals after gaining tenure. When triggered by two consecutive unsatisfactory overall evaluations or at the five-year interval, the faculty member undergoing post-tenure review will submit a portfolio demonstrating how he or she has maintained and continues to exhibit the desired “characteristics, traits, qualities, and expectations of a tenured faculty member.” The University Post-Tenure Review Committee will review and validate the member’s demonstration and verification of those expectations of a tenured faculty member. The Post-Tenure Review Committee will submit to the Vice Chancellor for Academic Affairs its recommendation concerning that faculty member. Failure to clearly demonstrate the desired “characteristics, traits, qualities, and expectations of a tenured faculty member” could result in a recommendation by the committee for removal of tenured status for that faculty member. The Chancellor will review any recommendation for removal of tenured status. If the Chancellor agrees with the recommendation for removal of tenured status, the Chancellor shall submit his or her recommendation to the President and Board of Trustees for approval.

The University Post-Tenure Review Committee members will include at least three members from each Functional Area Tenure Review Committee (Academic Transfer or Technical/Occupational), chosen by that committee, plus an additional faculty member selected by the president of the Faculty Senate.
Section V

Promotion, Retention, and Tenure

POST-TENURE REVIEW (PTR) OF TENURED FACULTY

By University Post-Tenure Review Committee

UNSATISFACTORY ANNUAL REVIEWS
Two consecutive "unsatisfactory" annual performance reviews by VCAA

COMMITTEE RECOMMENDATIONS
Committee provides recommendations for faculty member improvement to VCAA/Chair/Individual

RESULT
Review Demonstrates Faculty Member Does Not Meet Acceptable Criteria for Retention of Tenure

RESULT
Recommendation Provided to VCAA, Faculty Member Files Updated and New PT Review Date Established

ACCEPT
Faculty member accepts and agrees to implement the PTR Committee recommendations

APPEAL
Committee Recommendation Appealed to VCAA

FACULTY MEMBER REVIEWED AT NEXT ANNUAL EVALUATION

VCAA Makes recommendation to Chancellor

If Next Annual Evaluation Is Satisfactory, New PT Review Date Established

Functional area PTR is defined as the Academic Transfer or Technical/Occupational Promotions and Tenure Review Committee

University Post Tenure Review Committee will include at least three members from each functional area PTR committee
Section VI

Faculty Grievance Procedure

The grievance procedure is designed to resolve grievances at the division or University level whenever possible, or failing that, through a committee which will be empowered to hear the complaint. Grievants are encouraged to discuss and resolve the grievance at the level closest to the faculty member, regardless of the nature of the grievance. If the grievance remains unresolved after initial discussions, the faculty member may file a formal grievance pursuant to the procedures below.

Information and procedures regarding grievances concerning sexual harassment may be found in Section III. Information regarding student grievances may be found in the Student Handbook.

Arkansas State University-Beebe will not discriminate against, and is prohibited from discriminating against, any person who has filed a grievance.

Grievable Issues

The faculty grievance procedure applies only to alleged institutional error which affects the terms or conditions of that faculty member's employment. Institutional error occurs when no legitimate reason exists for the action taken. Decisions which require the exercise of judgment or discretion cannot constitute institutional error. Dissatisfaction with or recommended changes to ASU-Beebe policy are not grievable issues and must be pursued through the ASU-Beebe Governance procedures. The Director of Human Resources will be available to review any proposed grievance to determine whether a grievable issue is stated.

All grievances will be investigated within the stated time period to ensure prompt, yet thorough, action. The Director of Human Resources will grant time adjustments in the event of circumstances that prevent the grievance from being heard within the time period outlined in this Faculty Handbook. In such circumstances all parties will be notified in writing by the Director of Human Resources of the length of extension granted.

Employee files of a faculty grievant and of other similarly situated faculty members, for purposes of comparison, will be available to faculty grievance committees to the extent that such committees deem such records relevant and necessary to the fair disposition of the grievance before them.

Promotion and Tenure files of other similarly situated faculty members, whether current or on retention in the Office of Academic Affairs, will be available to the Academic Hearing Committee to the extent that the Academic Hearing Committee deems such records relevant and necessary to the fair disposition of the grievance before them. Promotion and Tenure files may be reviewed by the committee in the Office of Academic Affairs.

Steps in the Grievance Procedure

Any grievance not related to promotion, retention, or tenure must be filed in writing within 90 days from the time the events leading to the complaint occurred. The Director of Human Resources will review all complaints to determine if the issue is grievable.
Section VI

Faculty Grievance Procedure

Any faculty member with a complaint based on discrimination because of race, color, religion, age, disability, gender, or national origin or other protected status should contact the Director of Human Resources. All discrimination complaints will be monitored by the Director of Human Resources who serves as Arkansas State University-Beebe’s Coordinator of Affirmative Action.

Grievance committee discussions, votes and recommendations are confidential at all levels: members will not share any individual information outside the committee. Voting at all levels will be by secret ballot and tallied by the committee chair.

Initial Discussions

Initially, a faculty member seeking to file a grievance should discuss the grievance with the division chair/director. It is the chair/director’s responsibility to give an impartial, informal hearing, to make a complete investigation, and, if possible, to seek an answer or resolution agreeable to all parties. The division chair/director is expected to reply orally to the faculty member within 10 business days. If a mutually agreeable resolution is not reached within 10 business days after the presentation of the grievance to the chair, the faculty member may submit a written complaint to the Vice Chancellor for Academic Affairs. The written complaint must be submitted within 10 days of the oral reply to the faculty member.

Initial discussions with the Vice Chancellor for Academic Affairs

After receiving a written grievance, the Vice Chancellor for Academic Affairs shall have 10 business days to prepare a written response. In that time the Vice Chancellor for Academic Affairs will consult with the division chair/director and study all the relevant facts, carefully examine any policies involved, discuss the issue with the faculty member and, if possible, resolve the issue raised within the framework of existing University policy to the satisfaction of all involved. If a mutually agreeable resolution is not reached within 10 business days after presentation of the grievance to the Vice Chancellor for Academic Affairs, the grievant may submit a written complaint to the Hearing (Academic) Committee through the Department of Human Resources. The Department of Human Resources will maintain secure files on all complaints and will monitor their outcome once they have reached this level. The grievant along with any other parties involved in the grievance, the division chair/director, and the Director of Human Resources shall receive written notification of Vice Chancellor for Academic Affairs’ response to the grievance.

Appeal to the University Hearing (Academic) Committee

If the complaint remains unresolved after the Vice Chancellor for Academic Affairs’ action, the grievance may be sent to the Department of Human Resources by any of the parties involved within 10 business days of receipt of the findings of the Vice Chancellor for Academic Affairs. The Director of Human Resources will confirm that the complaint states a grieveable issue. If the Director determines that the complaint is grieveable, the Chancellor will be informed and the Hearing (Academic) Committee will be convened to hear the complaint.

The Department of Human Resources will assemble any necessary materials relevant to the grievance before the committee, arrange facilities, and maintain an official written record of the hearing.

The Director of Human Resources or his/her designee will serve as an ex-officio, nonvoting member of the committee for the purpose of providing advice and assistance on ASU-Beebe procedural and policy
matters. The Director of Human Resources will be present for the presentation of the grievance to the subcommittee and during any formal hearing.

Proceedings:

The Hearing (Academic) Committee has 20 business days after a grievance is received to make a recommendation in writing to the Director of Human Resources, the Chancellor, and any and all parties to the grievance. All proceedings of this committee shall be private and will not include the grievant or the party complained against unless the committee requests their oral testimony. If oral testimony is requested from either party, both parties may be present. Each party may have up to two advisers present during the testimony; however, the role of the advisor will be limited to personal consultation. The committee will be notified at least one business day and not fewer than 24 hours in advance of the identity of any advisers to be present.

In all deliberations regarding a case before the Hearing (Academic) Committee, only the committee members, including the Human Resources representative, may be present and participate.

Recommendations:

In resolving a case the Hearing (Academic) Committee has two alternatives:

It may recommend after hearing the evidence that the grievance should be denied on the grounds that no institutional error was found.

If the Hearing Committee decides that an institutional error has been made, it will recommend a remedy. Recommendations for redress of the grievance will be based upon the committee’s perceived need for an appropriate change in a term or condition of employment. In all instances the committee will make a written record of its findings of fact, a statement of its conclusion, including the reason or policy criteria used in reaching its conclusion, and any recommendation for resolution of the grievance.

The Chancellor shall render a final decision on the grievance and communicate that decision in writing in the form of a letter to the grievant, respondent, and to the Chair of the Hearing Committee within 10 working days after receipt of the Hearing Committee’s recommendation. In the event that the Chancellor does not follow the recommendation of the Hearing Committee he/she will include in the letter to all parties involved his/her basis for not accepting the Committee’s recommendation.

Grievance on Promotion or Tenure

A faculty member who has been denied promotion or tenure and believes there are grounds for a grievance relating to his/her case must begin the grievance process within 30 business days after receipt of the letter from the Vice Chancellor for Academic Affairs notifying him/her that his/her application for promotion and/or tenure has been denied. The faculty member may discuss denial of promotion or tenure with the Vice Chancellor for Academic Affairs and, if the faculty member remains unsatisfied, he/she may submit a grievance to the Hearing (Academic) Committee. Since promotion and tenure recommendations come through a series of departmental and University committees, grievances involving decisions relating to promotion and tenure will be reviewed by the Hearing Committee for institutional error only.
Section VI  Faculty Grievance Procedure

Non-tenure or pre-tenured faculty members who are not reappointed have the right to discuss this issue with their Division Chair/Director and the Vice Chancellor for Academic Affairs but may not grieve.

Document Collection and Disposition:

When a grievance proceeding has been closed, all material relating to that case including official written records of the hearing, statements, other non-confidential evidence and documents, and a list of confidential materials examined shall be archived in the Department of Human Resources for a minimum of five years. Care will be taken to ensure that no incomplete or inaccurate information pertaining to the grievance is retained in the file.
Budgetary Procedures

The Division of Finance and Administration monitors expenditure accounts to ensure items purchased are those which meet the approval of state regulations and are approved in the budget. If a requirement arises during the fiscal year that could not be anticipated during the budget preparation, the Division or Department Chair must request a transfer of funds.

Requisitions may not be input on budget accounts that would exceed the balance of available funds in that account. Only the Vice Chancellor for Finance and Administration may authorize the Purchasing Department to override an insufficient budget.

Purchasing Procedures

Purchasing procedures may be found on the ASU-Beebe website in the Faculty & Staff Section, Administration Section, under the Purchasing link.

Travel Regulations

Travel Regulations may be found on the ASU-Beebe website in the Faculty & Staff Section, Policies/Procedures/References Section, under the Travel Regulations link.

Procedures for Hiring Full-Time Non-Contracted Employees

(All forms mentioned herein may be obtained from the “forms” link on the Department of Human Resources website.)

All requests to fill full-time positions are coordinated with the Department of Human Resources once approved through the budget process. The hiring supervisor and a staff member in the Department of Human Resources will work together to recruit qualified applicants in a manner that satisfies both federal and state legal hiring requirements and the University recruiting process.

Additionally, any change of employment status (except terminations) must be reported to the Department of Human Resources using an “Employment Authorization” form. Terminating employees should complete a “Termination of Employment” form and submit to the Department of Human Resources on the last day of employment.

Procedures for Hiring Part-Time and Student Employees

(All forms mentioned herein may be obtained from the “forms” link on the Department of Human Resources website.)
Section VII

Administrative Support Services and Policies

There are two types of part-time workers: (1) regular part-time employees and (2) student employees. Students must be enrolled for a minimum of six (6) credit hours to be classified as a student employee. **Student employees may not exceed 20 work hours per week** when classes are in session. Individuals taking fewer than six (6) credit hours are considered regular part-time employees. The earnings of regular part-time employees are subject to Social Security tax.

The University is committed to provide financial aid for eligible students who are enrolled or accepted for admission; therefore, before hiring part-time employees, supervisors should consider whether a qualified Federal Work/Study student is available. Departments who employ Federal Work/Study students are responsible for 25% of the hourly rate and the Federal Work/Study program pays the remaining cost. Because not all students are eligible for the Federal Work/Study program, prior approval is required from the Financial Aid Office. If a Federal Work/Study student is available, either an assignment will be made by the Financial Aid Office or the hiring supervisor may request that students meeting their requirements be sent for an interview.

Both regular part-time and student employees who work in faculty/staff offices should have the ability to take directions from their supervisors. They should provide assistance in taking and delivering messages, filing, answering the telephone, and doing related office work involving some word processing and other basic computer skills. Student employees should not monitor tests or faculty evaluations.

All regular part-time and student employees must complete a timesheet every two weeks and submit to the appropriate office no later than 12:00 noon on the Friday that it is due. Timesheets should be signed by the Supervisor.

Any change of employment status (except terminations) must be reported to the Department of Human Resources on an “Employment Authorization” form. Terminating employees should complete a “Termination of Employment” form and bring to the Department of Human Resources on the last day of employment.

For hiring procedures, please refer to the “Process for Hiring Part-Time or Student Personnel” instructions located on the “forms” link of the Department of Human Resources website. Additional paperwork for students on the Federal Work/Study program is required by the Financial Aid Office.

If a regular part-time or student employee does not perform at a satisfactory level, the Supervisor should contact the Department of Human Resources for guidance.

**Payroll Procedures and Salary Distribution**

Faculty members are paid twice monthly on the 15th and the last day of the month. Full-time employees and adjunct instructors hired after July 1, 1999 are required to participate in direct deposit. Payroll checks are direct deposit vouchers for full-time faculty and are picked up by the division secretary and distributed to each faculty member unless other arrangements are made by an individual faculty member.

Classified employees are paid twice monthly and are required to file time sheets covering each pay period with the Human Resources Office. Time sheets must be turned in with the supervisor’s signature.
Students may pick up payroll checks on payday in the Payroll Office located in State Hall.

Public Relations – News Releases and Publications

The Office of Public Information is the administrative center for the preparation and distribution of news releases, advertising and other informational material for the media. The office will provide editing and design assistance and will coordinate publicity for University activities. Faculty members are requested to channel all news through the office of Public Information or the Vice Chancellor for Academic Affairs in order that it may be prioritized and released officially by the University and directed to proper sources.
Appendix A

Organizational Chart

Arkansas State University-Beebe
Appendix B

Faculty Senate Constitution

Arkansas State University-Beebe
Appendix B

Faculty Senate Constitution
Arkansas State University-Beebe

Preamble

The faculty of ASU-Beebe, in order to promote more effective communication with the academic and administrative community of the institution, to bring about closer cooperation with other elements of this community, and to provide a means for individual faculty members to make significant contributions to the life and culture of this institution, hereby establish the Faculty Senate of ASU-Beebe and ordain this constitution for its successful operation.

Article I---Composition

Section 1---The Faculty Senate shall be a representative organization, composed of members known as senators who shall be chosen from within the various major division components existing on the ASU-Beebe campus, except as hereafter provided for senators from branch campuses of ASU-Beebe.

Section 2---Senators shall be apportioned among the divisions currently existing on campus, and at Searcy, as follows: (a) Arkansas State Technical Institute (ASTI)/Applied Arts Division: ASTI-1 senator; AA-1 senator. (b) English and Fine Arts Division: English-1 senator; Fine Arts-1 senator. (c) Math and Science Division: Math-1 senator; Science-1 senator. (d) Social Sciences and Education Division: Social Sciences-1 senator; Education-1 senator; Vocational Division (ASU-Searcy): Professions-1 senator; Mechanics-1 senator.

Section 3---Any new division created on the ASU-Beebe campus shall be automatically entitled to equal representation with any other division. All matters pertaining to representation shall be subject to amendment in accordance with the provisions of this constitution, provided that by any amendment thus enacted no division lose equality of representation within the faculty senate without the consent of a majority of faculty within that division.

Section 4---The Faculty Senate shall meet not less than once per month during a nine-month school term, and at its first meeting shall establish a regular schedule of meetings during that term. The President, or in that officer's absence, the Vice-President, may call special meetings as the need arises.

Article II---Qualifications and Elections of Senators

Section 1---Faculty members shall be qualified as senators (a) by attaining full-time status at the instructor, assistant professor, associate professor, or full professor rank, and by regularly teaching courses in accordance with this rank and (b) by being elected senator as a result of an announced caucus of members of his or her division component attended by a majority of pertinent faculty, and voting by majority of those present to elect him or her to the relevant senate seat.

Section 2---Faculty members shall be qualified to vote for faculty senate representatives and officers by serving in the capacity of full-time instructor, assistant professor, associate professor or full professor on the ASU-Beebe campus, or by attaining full-time status at such level at a branch campus in the ASU-Beebe system. Full-time faculty at a branch campus may vote or be elected senator as a member of their appropriate ASU-Beebe main campus component unless and/or until their campus has at least five full-time faculty, at which time they may request senatorial representation for their campus, with no more than one senator for any branch unless and/or until it
has reached a level of 20 full-time members, at which time an additional senator may be added, or
the branch may request to form its own faculty association.

Section 3—Senators shall upon being elected take office at the first faculty senate meeting
following their election, and shall serve for a term of two years, except as follows:
Upon the ratification of this constitution, and at the first electoral caucus in each division, one
senator shall be chosen from each division component. These two senators shall then, at a
general division faculty caucus presided over by the two division chairs or their designees
(provided that no senator-elect or person of administrative title shall serve in such position),
determine by lot which one of the senators-elect of that division shall serve a full two-year term and
which shall serve a half-term of one year, in order to establish a senatorial rotation. A senator may
serve no more than four years in any six, except as provided hereafter.

Article III—Senate Vacancies

Section 1—The President of the Faculty Senate shall declare a senate seat vacant if and when:
(a) a duly elected senator shall be absent without permission or proper excuse (as defined by the
President) for more than three meetings during a 9-month school period, or more than two
meetings consecutively, without such excuse; or (b) a duly elected senator shall assume an
administrative or non-faculty post within the university; or (c) a duly elected senator shall assume a
faculty post in a division or component other than that which elected him or her to the seat; or (d) a
sitting senator shall be deemed unqualified for any reason adjudged by the Faculty Senate to hold
the seat, including but not limited to having been recalled by the senator's pertinent division faculty
based on petition (3/4 of the relevant faculty required for such recall to be considered by the
Senate), or by impeachment by the Faculty Senate on grounds of unprofessional conduct in
violation of the Faculty Handbook and recognized University policy; (e) a sitting senator shall die,
retire, or be duly and appropriately terminated by the University, in accordance with recognized
policy; (f) a sitting senator shall assume the position of a Faculty Senate officer; or (g) a sitting
senator shall notify the Faculty Senate by letter of his or her intention to resign effective
immediately, or within one month prior to an announced resignation date.

Section 2—The Faculty Senate may impeach and remove a sitting senator with a 2/3 vote of the
Faculty Senate, which shall be binding only for the current Senate term and shall not without
further process disqualify him or her from voting in Senate elections or seeking election
subsequently to the Faculty Senate or any of its offices.

Section 3—Upon a seat being declared vacant, the President shall assign a senator from the
relevant division to notify the Vice-Chancellor for Academic Affairs and the division chair of the
vacancy, and establish with those persons a set time and place for a caucus of faculty members
from that division component to choose a senator to complete the remainder of the term. The
senator selected at this caucus shall not be disqualified from seeking the office in the succeeding
term provided that he or she shall not have served as senator immediately prior to the senator
vacating the seat. If the newly chosen senator shall serve less than half of the term of the senator
vacating, he or she shall not be prohibited from seeking election to two succeeding terms.

Article IV—Executive Officers

Section 1—The executive officers of the ASU-Beebe Faculty Senate shall be a President, a Vice-
President, a Secretary/Treasurer, and a Chairman ex-officio.
Section 2---The President shall preside over all regular and called meetings of the Faculty Senate in accordance with rules and procedures duly adopted. The President shall have responsibility also to maintain regular and appropriate communication with the Chancellor of ASU-Beebe and other officers of the University administration, and report back to the Senate on these communications. The President shall preside over the Executive Committee of the Faculty Senate.

The President shall assume office upon completing his or her term as Vice-President, at a scheduled faculty meeting in May, and shall serve one year with duties to begin in the fall and continuing for the nine months of the regular school term.

Section 3---The Vice-President shall fulfill the duties of the President should that officer be unable to carry out these responsibilities, including presiding over Faculty Senate meetings in the President’s absence. The Vice-President will succeed to the office of President during a term if that officer resigns, is impeached, is disqualified, or is terminated in his or her employment upon proper grounds in accordance with University policy. Otherwise, the Vice-President shall preside over the Academic Affairs Committee, and report back to the Faculty Senate upon the deliberations and actions of that committee. Upon completion of his or her year-long term, the Vice-President shall automatically succeed to the office of Faculty Senate President, or shall continue in that position if already having succeeded due to any of the aforesaid circumstances.

Section 4---The Secretary/Treasurer shall schedule meetings, create meeting agendas, keep minutes and distribute them to the faculty after each meeting, and maintain all appropriate records of the Faculty Senate which shall be preserved as archives for succeeding officers and members. In addition, the Secretary/Treasurer shall receive and record any monies donated or granted to the Faculty Senate, maintain accounts, and disburse funds appropriated by the Senate for designated purposes. Finally, the Secretary/Treasurer shall serve as chairman of the Committee on Committees. The Secretary/Treasurer shall be nominated and elected in faculty caucus every other April, and serve for a term of two years, assuming office in the May meeting immediately following his or her election.

Section 5---The Chairman ex-officio shall be the outgoing President of the Faculty Senate, and shall serve in this office for a term of one year immediately following his or her service as President. The Chairman ex-officio shall preside over the Faculty Affairs Committee, and may be delegated to serve on ad hoc committees as needed and appropriate, provided that he or she be consulted in advance of appointment and agree to such service.

Section 6---No officer shall serve concurrently with his or her official tenure as a faculty senator, nor may be elected or appointed to such office without first resigning his or her officer position. The Chairman ex-officio may not resign during his or her term in order to seek such a representative role. No officer may undertake a duty of the Faculty Senate if there exists in such undertaking a known conflict of interest, without first reporting such conflict to the Faculty Senate. If a conflict arises during the course of a duty, it is the responsibility of the officer to report the conflict, and/or to recuse himself or herself from the undertaking.

Section 7---Any officer of the Faculty Senate may be removed from office upon being recalled by petition of three-fourths of the whole number of faculty represented (including branch campus faculty), or by impeachment by two-thirds of the whole number of senators, on grounds of negligence of office, professional misconduct, or malfeasance in office. In the case of Presidential impeachment, the Chairman ex-officio shall preside over such proceedings, and if removed the President shall be replaced immediately by the Vice-President. In the absence of the new President, the Chairman ex-officio shall preside by way of a president pro tempore.

Section 8---As members of the faculty, Faculty Senate officers shall surrender no rights to vote in referenda or general elections or caucuses within their respective divisional components.
having the right to report in Senate meetings, however, they shall have no power to vote in those meetings, saving the power of the presiding officer to break a tie vote among the membership.

Article V—Committees

Section 1—The Faculty Senate shall establish at its first meeting the following standing committees: Executive; Academic Affairs; Faculty Affairs; and Committees.

Section 2—The Executive Committee shall oversee and conduct Senate business between scheduled meetings, and shall be composed of the officers of the Faculty Senate.

Section 3—The Academic Affairs Committee shall oversee and report on matters of academic policy relevant to the faculty.

Section 4—The Faculty Affairs Committee shall oversee and report on matters pertaining to faculty employment, conditions, and compensation, as well as general relations between faculty members, and between the faculty and other elements of the University’s governance structure.

Section 5—The Committee on Committees shall oversee nominations and appointment of faculty to University committees as needed, upon request of the Chancellor or Vice-Chancellor for Academic Affairs.

Section 6—The Faculty Senate may create and fill ad hoc committees as needed, for overseeing elections, fundraising, and other purposes.

Section 7—The Faculty Senate may call upon non-senators to serve upon Senate standing and ad hoc committees as needed, upon a voluntary basis.

Article VI—Planning Team Representation

Section 1—The Faculty Senate shall delegate one of its members to represent, with full voting rights, the faculty on the ASU-Beebe Planning Team, who shall then sit on the Faculty Affairs Committee and report as appropriate on the actions of the Planning Team relevant to faculty concerns.

Section 2—The Faculty Senate representative shall serve for one year, with no restriction against renewal for successive terms except that he or she be a duly elected Faculty Senator. The representative may be removed for non-attendance or other cause by the Faculty Senate in consultation with the Chancellor of ASU-Beebe, and if so removed shall be replaced immediately by another appointed representative qualified by the Faculty Senate.

Article VII—General Powers

Section 1—The Faculty Senate shall have general legislative power over the faculty, and advisory and consultative power in conjunction with administrative and staff components of the University in all matters concerning the faculty. It may exercise such powers by adopting simple and extraordinary resolutions, defined as follows:

(a) simple resolutions—measures pertaining to the administrative details of Senate operations;
(b) extraordinary resolutions—measures pertaining to relations between faculty and administration or faculty and the community at large, promulgated as declarations of intent or as statements of policy.
Appendix B

Faculty Senate Constitution

Section 2—No business of the Faculty Senate shall be conducted unless there exists a sufficient quorum of a simple majority of members present, and except in open meetings to be held at a place and time previously announced, providing reasonable access for any faculty member who wishes to attend. Business shall be conducted according to the rules promulgated in the latest edition of Robert’s Rules of Order, Newly Revised, unless superseded by any provision of this constitution (including amendments) or any bylaw(s) adopted pursuant to it.

Section 3—While recognizing the authority and power of the Chancellor and Vice Chancellors of ASU-Beebe to set policy respectively for the University and its administrative divisions, the Faculty Senate shall be considered the sole representative faculty voice in the governance structure of ASU-Beebe. The faculty shall consider no poll, referendum or policy statement to be an authoritative representation of faculty opinion unless taken or presented in accordance with Faculty Senate procedures or under Faculty Senate auspices, or otherwise ratified by the Faculty Senate.

Article VIII—Bylaws and Amendments

Section 1—The Faculty Senate may by three-fifths majority establish bylaws of a permanent nature to clarify existing provisions of this constitution, which shall be regarded as taking effect after having been publicly announced to the faculty in the minutes of the Faculty Senate and without having received objection for ten days subsequent to the announcement. Any objection must be received in writing and addressed to the Secretary/Treasurer, who then will report it to the Executive Committee. The committee may place it on the agenda for rehearing at the next scheduled meeting, or schedule a referendum on the issue to be held within two weeks of committee action.

The means of holding the referendum may be determined by the Executive Committee or be delegated to an ad hoc committee on elections. A bylaw is determined to have been adopted by referendum if it receives no less than a simple majority of those votes cast.

Section 2—This constitution and its bylaws may be amended in one of two ways:
(a) The Faculty Senate may by two-thirds majority refer a constitutional amendment to the faculty at large, with a requirement of a three-fifths majority to ratify;
(b) The Faculty Senate may receive a faculty petition, which if signed by three-quarters of faculty represented (including branch campus faculty), will be deemed to have been approved by the faculty and will be ratified automatically by the Senate upon confirmation of all signatures, to be carried out by the Executive Committee or its designees.

Article IX—Ratification

Section 1—This constitution shall be considered under the existing rules of the ASU-Beebe Faculty Association, and if approved shall be ratified according to those rules. Once so ratified, the Faculty Senate shall be deemed to supersede and replace the Faculty Association, and will inherit all records now maintained, and all rights and privileges now appertaining to that organization under the existing governance structure of ASU-Beebe.

Section 2—All officers currently in power through the ASU-Beebe Faculty Association shall be regarded after ratification of this constitution as having been elected in accordance with its provisions, and shall remain in office provided they are willing to assume any new responsibilities that may adhere to that office by virtue of this constitution’s ratification, and will abide in all other ways with its provisions.
Appendix C

Evaluation Forms

Arkansas State University-Beebe
STUDENT EVALUATION FORM

This form enables you to rate your instructor, this course and the facilities on several characteristics. 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.

Use a soft lead pencil to respond on the SCANNTRON form.

1. The instructor speaks in a clear voice that I can understand.

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<td>Could not understand</td>
<td>Understood most of the time</td>
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2. The instructor is fair in evaluating tests and assignments.

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<td>Often not fair</td>
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3. The instructor is prepared for class.

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<td>Rarely prepared</td>
<td>Usually prepared</td>
<td>Prepared</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. The instructor stays on the subject during this class.

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Frequently drifts off subject</td>
<td>Stays on subject most of the time</td>
<td>Stays on subject consistently</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. The instructor uses all of the class time.

<table>
<thead>
<tr>
<th></th>
<th>1</th>
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<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Frequently dismisses class</td>
<td>Frequently lets us out early</td>
<td>Usually keeps us all period</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. The instructor gives feedback on assignments and exams.

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rarely gives feedback</td>
<td>Sometimes gives feedback</td>
<td>Consistently gives feedback</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. The instructor returns assignments and exams in a reasonable time.

<table>
<thead>
<tr>
<th></th>
<th>1</th>
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<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rarely</td>
<td>Sometimes</td>
<td>Almost always</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. The instructor deals with student questions effectively.

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Discourages input</td>
<td>Is open to input</td>
<td>Encourages proper input</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Appendix C-2
9. The instructor is accessible outside the scheduled class period during posted hours.  
   | 1 | 2 | 3 | 4 | 5 |
   | Rarely | Sometimes | Available | Always | Available |

10. The instructor is knowledgeable in the subject area.  
   | 1 | 2 | 3 | 4 | 5 |
   | Does not seem | Seems to know | subject fairly well | Seems to know | subject very well |

11. The instructor treats students with respect.  
   | 1 | 2 | 3 | 4 | 5 |
   | Cold and unfriendly | Relates adequately to students | Pleasant and courteous |

12. The instructor creates an atmosphere that encourages learning.  
   | 1 | 2 | 3 | 4 | 5 |
   | Atmosphere rarely encourages learning | Atmosphere sometimes encourages learning | Atmosphere encourages learning |

13. The instructor provides adequate opportunity for students to ask questions.  
   | 1 | 2 | 3 | 4 | 5 |
   | Rarely | Sometimes | Usually |

14. The instructor uses instructional materials that are appropriate for course objectives.  
   | 1 | 2 | 3 | 4 | 5 |
   | Rarely | Sometimes | Always |

15. Assignments are consistent with course objectives.  
   | 1 | 2 | 3 | 4 | 5 |
   | Rarely | Sometimes | Always |

16. Adequate tests and assignments are given to ensure a fair evaluation.  
   | 1 | 2 | 3 | 4 | 5 |
   | Too few | About right |

17. Test questions are consistent with course content.  
   | 1 | 2 | 3 | 4 | 5 |
   | Rarely | Sometimes | Always |

18. Course content is consistent with the objectives in the syllabus for this course.  
   | 1 | 2 | 3 | 4 | 5 |
   | Rarely | Sometimes | Always |
19. Course requirements (projects, assignments, etc.) were explained by the instructor.

<table>
<thead>
<tr>
<th></th>
<th>1</th>
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<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Did not explain</td>
<td>Explained somewhat</td>
<td>Explained well</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

20. Instructor expands subject material beyond textbook or required course materials.

<table>
<thead>
<tr>
<th></th>
<th>1</th>
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<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rarely</td>
<td>Sometimes</td>
<td>Usually</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

THE FACILITIES: For questions 21 through 31, mark your response on the SCANTRON based on your degree of agreement or disagreement with the statement using the following scale:

<table>
<thead>
<tr>
<th></th>
<th>1</th>
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<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Strongly Disagree</td>
<td>Disagree</td>
<td>Agree</td>
<td>Strongly Agree</td>
<td></td>
</tr>
</tbody>
</table>

21. Adequate parking is available for this class.

22. The temperature in the classroom is comfortable.

23. Rest room facilities are adequate.

24. The classroom facilities and rest rooms are clean.

25. The size of the desk is adequate.

26. The number of students in the class is appropriate.

27. The size of the classroom is appropriate.

LABORATORY ITEMS (respond to questions 28 through 31 only if the course is a four-hour class with a scheduled lab) If these questions do not apply to you, go to question 32.

28. The labs reinforce knowledge of the subject area.

29. The lab work provides an opportunity for individual learning experience.

30. The lab instructor is helpful.

31. Lab equipment is adequate.
GENERAL STUDENT INFORMATION

32. Is this course in your major area of emphasis?
   (1) Yes          (2) No

33. Your reason for taking this course:
   (1) Required      (2) Elective   (3) Interest Only

34. Your expected grade in this course:
   (1) A       (2) B       (3) C       (4) D       (5) F

35. How many times have you been absent in this class?
   (1) 0-3        (2) 4-6      (3) More than six times

36. Your year in college is:
   (1) Freshman   (2) Sophomore (3) Other

37. Your cumulative GPA is:
   (1) Below 2.0  (2) 2.0-3.0  (3) Above 3.0  (4) Don’t Know

38. Your ACT composite score is:
   (1) 0-18       (2) 19-22    (3) 23 or more (4) Don’t Know

39. Gender:
   (1) Female     (2) Male

40. Age:
   (1) Below 18   (2) 18-24    (3) 25-35     (4) 36 or older

41. Overall, I would give this instructor a grade of?
   (1) A          (2) B        (3) C        (4) D        (5) F

* * * * * ANSWER THE FOLLOWING ON A SEPARATE SHEET * * * * *

42. The materials, aids, and methods used by this instructor that have helped are:

43. What is your opinion of the textbook for this course?
   On a scale of one to ten, with ten the highest, rate the following items
(1) Textbook Readability

(2) Textbook Difficulty

(3) Cost

(4) Your overall comments about the book

44. Some of the outstanding characteristics of this instructor are:

45. What could this instructor do to improve this course?

46. Additional suggestions:
INSTRUCTIONS: Place a check mark in the appropriate column. Any criterion marked "Outstanding" or "Needs Attention" must be justified in the comments section. Initial the block for your overall rating of this instructor.

<table>
<thead>
<tr>
<th>CRITERIA FOR USE IN EVALUATION:</th>
<th>OUTSTANDING</th>
<th>EXCELLENT</th>
<th>SATISFACTORY</th>
<th>NEEDS ATTENTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Clearly exceptional, far above expected, as noted</td>
<td>Performing at the expected level</td>
<td>Demonstrates sufficient skills for the job assignment</td>
<td>Areas of concern, as noted</td>
</tr>
<tr>
<td>COMMUNICATION:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A: Intent of lesson is clear</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B: Appropriate instructional techniques are used</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C: Presentation holds most students' attention</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D: Opportunity is provided for interaction with students</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E: Instructor responds appropriately to students</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F: Voice is clear and easily understood</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G: Instructor exhibits enthusiasm</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>H: Presentation is free of grammatical errors</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ORGANIZATION:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I: Session is well organized</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>J: Instructor is well prepared</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>K: Instructor used class time wisely</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OVERALL RATING:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Please initial the selected rating)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Was your visit at a time so that you could fairly judge the nature and tenor of the teaching – learning process? 

What is one thing this instructor does or uses that you could use in your classroom?

What is one thing you do in your classroom that this instructor could consider doing?

Other comments or suggestions: (use additional sheet if more space is needed)

Revised 5-7-01  SEND COPIES TO VICE CHANCELLOR FOR ACADEMIC AFFAIRS, DIVISION CHAIRS, INDIVIDUAL, YOUR FILE
This form will be completed by the appropriate Chair and Vice Chancellor for Academic Affairs. The Chair will respond to each evaluation factor by circling the number which most accurately describes his/her observation of the faculty member based on the following:

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unsatisfactory</td>
<td>Needs Improvement</td>
<td>Satisfactory</td>
<td>Excellent</td>
<td>Outstanding</td>
</tr>
</tbody>
</table>

Line through and initial items that do not apply or about which you have no opinion. When completed by the Chair, the form will be forwarded to the Vice Chancellor for Academic Affairs for his/her evaluation. The form will then be returned to the Division Chair for consultation with the faculty member.

1. Attends scheduled classes regularly and punctually ........................................ 1 2 3 4 5
2. Utilizes allotted class time appropriately .............................................................. 1 2 3 4 5
3. Maintains an appropriate classroom atmosphere .................................................. 1 2 3 4 5
4. Possesses adequate knowledge of the subject(s) ................................................... 1 2 3 4 5
5. Prepares adequately for lectures and/or labs ......................................................... 1 2 3 4 5
6. Communicates effectively in the classroom ............................................................. 1 2 3 4 5
7. Uses testing procedures which adequately measure students’ skills and/or knowledge ............................................................................................................. 1 2 3 4 5
8. Assigns grades fairly .................................................................................................. 1 2 3 4 5
9. Is sensitive to students’ diverse backgrounds and needs ......................................... 1 2 3 4 5
10. Accepts and responds well to supervision ......................................................... 1 2 3 4 5
11. Works well with other faculty members ................................................................. 1 2 3 4 5
12. Attends Division/Department meetings regularly ................................................... 1 2 3 4 5
13. Posts and maintains regular office hours ................................................................. 1 2 3 4 5
14. Participates actively and effectively in academic advising of students ..... 1 2 3 4 5
15. Has developed and is pursuing a plan to improve professional skills ........ 1 2 3 4 5
16. Instructor’s appearance is appropriate........................................1 2 3 4 5
17. Other (Explanation attached).................................................................1 2 3 4 5

I will give the faculty member an opportunity to discuss this evaluation. A statement is
attached explaining any mark of 1 (UNSAT). Based on my review of student
evaluations, peer evaluations, and the above criteria, I rate this faculty member as:

☐ UNSATISFACTORY    ☐ SATISFACTORY    ☐ EXCEPTIONAL

____________________________________________________
(Chair Signature)  (Date)

As Vice Chancellor, I have examined student evaluations, peer evaluations, and Chair
evaluations. Any concerns or questions about the evaluation have been discussed with
the Chair.

☐ I concur with the Division Chair evaluation.
☐ I disagree with the Chair’s evaluation of items_____________above, and
  ☐ have    ☐ have not      attached a statement

I have found the performance of this faculty member during the past year to be:

☐ UNSATISFACTORY    ☐ SATISFACTORY    ☐ EXCEPTIONAL

__________________________________________
(Vice Chancellor for Academic Affairs)  (Date)

I have had an opportunity to discuss this evaluation with my Division Chair.
I ☐ have    ☐ have not attached a statement.

___________________________________________
(Faculty Member)  (Date)

(Following the meeting with the faculty member, the Chair will return this form to the Vice Chancellor for
Academic Affairs for filing.)

Appendix C-9
EVALUATION OF
VICE CHANCELLOR FOR ACADEMIC AFFAIRS

Name of person being evaluated____________________________________________________

Listed below are a number of statements which describe aspects of administrator behavior. Rate the Vice Chancellor for Academic Affairs on each of these items by marking the appropriate response category.

Use a soft lead pencil to respond on the Scantron form.

A - Strongly Disagree (unacceptable - not meeting reasonable and minimal standards)
B - Disagree (needs improvement - performance deficient in some areas)
C - Agree (satisfactory - meets reasonable and acceptable standards)
D - Strongly Agree (good - goes beyond reasonable and acceptable standards)

THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

1. Plans effectively for Academic Affairs.
2. Provides effective leadership for Academic Affairs.
3. Takes initiative in policy and procedural matters.
4. Is knowledgeable about important activities of Academic Affairs.
5. Represents ASU-Beebe well at the University level and with external agencies (professional associations, government agencies, the public, etc.).
6. Establishes cooperation and coordination between academic units at ASU-Beebe.
7. Provides effective leadership toward curriculum and improvement of instruction.
8. Plans and coordinates registration effectively.
9. Is fair in dealing with faculty members and academic units.
10. Is effective in handling problems.
11. Communicates effectively with the faculty.

Appendix C-10
12. Is accessible to faculty, staff, students, Division Chairs, and other administrators.
13. Is approachable.
14. Coordinates the recruiting, hiring, and orientation of new faculty members.
15. Encourages high performance in teaching.
16. Encourages professional activities of the faculty.
17. Is concerned about faculty responsibilities and faculty rights.
18. Participates effectively in the evaluation of faculty and staff and the awarding of promotion and tenure.
19. Deals effectively with student concerns.
20. Establishes budget priorities fairly within Academic Affairs.
21. Manages the fiscal affairs of Academic Affairs efficiently.
22. Coordinates the preparation of annual budgets.
23. Is involved appropriately with the community.
24. What would you list as the greatest strengths of the Vice Chancellor for Academic Affairs?

25. What would you list as the greatest weaknesses of the Vice Chancellor for Academic Affairs?
EVALUATION OF

DIVISION CHAIRPERSON BY MEMBERS OF THE DIVISION

Division____________________ Name of Chairperson______________________________

Please evaluate the Chairperson of your division in relation to the statements below. Check the category that is most appropriate.

Use a soft lead pencil to respond on the Scantron form.

A - Strongly Disagree (unacceptable - not meeting reasonable and minimal standards)

B - Disagree (needs improvement - performance deficient in some areas)

C - Agree (satisfactory - meets reasonable and acceptable standards)

D - Strongly Agree (good - goes beyond reasonable and acceptable standards)

DIVISION CHAIRPERSON

26. Demonstrates sufficient knowledge and abilities in managerial skills.

27. Demonstrates sufficient leadership in curriculum and instructional development.

28. Demonstrates sufficient knowledge and understanding of higher education.

29. Is sufficiently concerned about faculty responsibilities.

30. Is sufficiently concerned about faculty rights.

31. Applies the criteria used for promotion and tenure equitably.

32. Maintains a good balance between executing and delegating responsibilities.

33. Functions as an effective liaison with other units of the University.

34. Is effective in presenting faculty views, concerns, ideas, and problems to the administration.

35. Demonstrates sufficient ability to originate and develop constructive, sound ideas and actions.

36. Effectively and fairly manages the fiscal affairs of the division.

37. Demonstrates acceptable interpersonal skills.

Appendix C-12
38. Communicates effectively with members of the division.
39. Renders sound, timely and effective judgments and decisions.
40. Is readily available to faculty.
41. Consistently responds to situations or inquiry in a timely manner.
42. Distributes accurate and reliable information.
43. Is honest and straightforward with me.
44. Is effective in handling problems encountered by the faculty.
45. Deals effectively with student problems.
46. Solicits, considers and utilizes well-conceived creative efforts on the part of the faculty.
47. Consistently seeks ways to improve instruction and lead the division to perform more efficiently and more effectively.
48. Demonstrates adequate knowledge of functions and policies of ASU-Beebe.
49. Demonstrates a high standard of performance in his or her position.
50. What would you list as the greatest strengths of the Division Chairperson?

51. What would you list as the greatest weaknesses of the Division Chairperson?

52. Suggestions