



# **2022-2023 Faculty Handbook**

*Transforming Lives through Quality  
Learning Experiences*

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## Section I: College Mission, Core, History

### Mission

Transforming lives through quality learning experiences.

### Vision

Arkansas State University – Beebe will become a nationally benchmarked institution that empowers individuals, embraces communities, and transforms lives.

### Core Values

Arkansas State University – Beebe subscribes to the following Core Values:

1. Student Success
2. Integrity
3. Diversity
4. Quality
5. Community

### 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.

Act 90 of 2001 by the Arkansas General Assembly removed the term —branch from legislation affecting ASU-Beebe. Effective July 1, 2003, Foothills Technical Institute in Searcy merged with ASU-Beebe to become ASU-Searcy, A Technical Campus of ASU-Beebe. The institution, with its

campuses in Beebe, Heber Springs, and Searcy, and its center at Little Rock Air Force Base, is now referred to as Arkansas State University-Beebe, and functions as an operationally separate institution of the ASU System.



## Section II: College Organization and Governance

### College Organization and Governance

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 College 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 College 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 or task forces may be appointed to address specific issues. These special entities 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.

## 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 College 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 College; interacts with internal and external constituent groups related to the campus; and meets with other campus leaders in Arkansas and the nation.

### Vice Chancellor of Academics/Chief Academic Officer

The Vice Chancellor for Academics is directly responsible to the Chancellor. The Vice Chancellor for Academics 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 Academics to secure desirable change in and growth of those participating in the learning process—both students and the faculty.

### 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 College. Specific duties include the overall fiscal management of the College's resources, development and management of the College'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 College income and expenditures, and overseeing the development and maintenance of College 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/Chief Student Services Officer

the Vice Chancellor for Student Services reports to the Chancellor, serves as a member of the College's executive leadership team, and is responsible for providing leadership, guidance, and strategic direction in the Student Services division to attract, enroll, retain, support, develop, and graduate students. Departments supervised by this position include Admissions, Registrar, Financial Aid, Disability Services, Advising and Learning Center (tutoring), Career and Transfer Services, Testing, Counseling, Student Life, Residence Life, Conduct, Dining Services, and Trio/Student Support Services.

### Vice Chancellor for Information Technology Services

The Vice Chancellor for Information Technology Services is directly responsible to the Chancellor. The Vice Chancellor has overall responsibility for providing vision and leadership in the development, integration, and operation of information technology for the innovative support of the College's mission and the management of the college resources in an effective and efficient manner. This position will work closely with all academic and administrative leaders to insure joint decision-making, planning, effective communication, and assessment of technology services among campus users.

### Associate Vice Chancellor for Institutional Advancement

The AVC for Institutional Advancement, working under the general direction of the Chancellor, provides coordination and support to enhance the College's relationships with its key internal and external publics. Service areas of the Office of College 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 College-wide special events.

### Associate Vice Chancellor for Institutional Effectiveness

The AVC for Institutional Effectiveness, working under the direction of the Chancellor, is responsible for assisting decision makers at all levels of the institution through the strategic use of data. The AVC IE has college-wide responsibility for the collection, organization, analysis, and reporting of all institutional data. The AVC IE serves as the lead administrator of the ASU-Beebe's institutional research activities in support of strategic institutional planning, assessment, and effectiveness initiatives. As a member of the Chancellor's Executive Council and the Chancellor's Cabinet, he/she participates in the planning and implementation of major College initiatives. The AVC must utilize a variety of research and statistical tools to manage the collection and effective dissemination of information throughout the College in support of its mission.

### Associate Vice Chancellor for Academics, Academic Deans, Directors, Program Managers, and Program Coordinators

The Associate Vice Chancellor for Academics reports to the Vice Chancellor for Academics and serves as the academic office of the Heber Springs campus and assists with the day to day

operations of the Office of Academics. Academic Deans have oversight of an academic division. Deans, Directors, and Program Coordinators maintain close contact with division faculty and staff in order to encourage excellent performance. Directors and Program Coordinators assist the Academic Deans in accomplishing academic planning and tasks. Academic Deans report directly to the Vice Chancellor of Academics. Directors, Program Managers, and Program Coordinators report directly to the Academic Dean in their respective academic division.

### Faculty

The faculty has responsibility for carrying out the educational and scholarly programs of the College. 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 divisions 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 College. An important responsibility of each faculty member is to engage in teaching, scholarship, and service, to further his or her professional development that is in the best interest of the students and community at large. Continuing professional development is highly regarded and is supported by the College.

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

### Executive Council

The Executive Team 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:

1. Vice Chancellor for Academics/Chief Academic Officer
2. Vice Chancellor for Finance and Administration
3. Vice Chancellor for Information Technology Services
4. Vice Chancellor for Student Affairs/Chief Student Services Officer
5. Associate Vice Chancellor for Institutional Effectiveness
6. Associate Vice Chancellor for Institutional Advancement

### Shared Governance Council

The purpose of the Shared Governance Council (SGC) is to serve as the primary shared governance body of the institution, promoting communication and collaboration throughout all levels of the institution. The SGC

1. Cultivates and fosters a culture of collaboration, cooperation, teamwork and communication among all departments and functional areas of the institution.
2. Reviews and recommends institutional standard operating procedures, campaigns, charge documents, and initiatives.
3. Reviews and approved minutes of each meeting.
4. Collaborates and prepares institutional updates, including dissemination of pertinent data to all stakeholders/employees.
5. Reviews external and internal institution-related data and implementation of related standard operating procedures.
6. Provides a transformative educational experience through fostering collaboration and teamwork, ethical and responsible behavior, and a culture of research and discovery.
7. Fosters a transformative work environment of inclusiveness, mentorship, and growth available to all stakeholders/employees.

Membership is composed of twenty-one positions from across the college; including eight positions serving as ex-officio; eleven positions elected by their respected units, as apportioned under the provision of Article I, Section 2(c), of the By-Laws of the Shared Governance Council; and two positions appointed at-large by the Chancellor. The SGC meets the first Wednesday of each month at 3:00 PM.

For more information about the Share Governance Council visit: <http://www.asub.edu/about-us/shared-governance-council.aspx>.

### 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:

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

The Curriculum Committee is chaired by of the Vice Chancellor for Academics (VCA).

Membership includes:

- VC for Academics
- AVC for Academics
- Academic Dean (3)
- Academic Program Director (3)

- Academic Program Coordinator (7)
- Registrar
- Director of Abington Library/Head Librarian
- Director of Advising and Learning
- Director of Financial Aid
- Director of Distance Education
- Administrative Assistant for Academics

### Faculty Senate

The Faculty Senate is a representative organization composed of elected officers and senators from ASU – Beebe’s academic divisions. 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 in accordance with Faculty Senate’s Constitution and Bylaws.

Senators are chosen by caucus from within the academic divisions. Four (4) senators serve per division including a minimum of (1) mandatory senator from the Heber Springs and Searcy campuses, collectively. Senators are elected to two-year terms. 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, generally the President, as its Chancellor’s Cabinet Representative, with full voting rights on the Cabinet. 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 College in all matters concerning the faculty.

### 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 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 Chancellor’s Cabinet.

### Student Government Association

The ASU-Beebe Student Government Association (SGA) was established to be the student voice to the ASU-Beebe administration, the Board of Trustees, and the Arkansas Legislature. The objectives of the SGA are:

1. To provide opportunities for student leadership activities and leadership training
2. To provide opportunities for meaningful, responsible student input and feedback on campus issues and to promote understanding between students, faculty, and administration
3. To provide organization and opportunities for student participation in College and community service
4. To provide planning and execution of College sponsored student activities

### Standing Committees

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

## Section III: Personnel Policies

### Selection of Faculty

When the appropriate administrative officers determine that a faculty position is vacant or needs to be created, the Vice Chancellor for Academics in consultation with the appropriate academic division dean 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. Forms related to hiring are on the Human Resources Intranet 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 Academics appoints the search committee in consultation with the appropriate Academic Dean. The appropriate Dean should serve as chair of the committee. Committee 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 nationally recognized recruitment sources.

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 Academics and the Director of Human Resources. The interview list may be supplemented or adjusted by recommendations from the Vice Chancellor for Academics 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 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 Intranet 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 Academics. The Vice Chancellor for Academics may select any of these candidates or reject all candidates and request additional candidates be interviewed. The Vice Chancellor for Academics recommends faculty appointments to the Chancellor. If the Chancellor approves of the Vice Chancellor for Academics' selection, the candidate will be made a tentative offer contingent upon successful background checks. Copies of the consent forms are on the Human Resources Intranet Page. When the Department of Human Resources completes the background check the department will inform the Vice Chancellor for Academics. If no problems were found during the background check, the Vice Chancellor for Academics 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 Academic Dean. If an adjunct faculty member who is working for another state agency is selected, the committee chair must contact the Department of Human Resources who must request permission for concurrent employment from the Chief Fiscal Officer 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 Academics will select an Academic Dean or other appropriate administrator to chair the committee and both faculty and appropriate staff may serve on the committee.

### [Selection of Academic Deans and Program Directors](#)

When an Academic Dean or Program 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 the Vice Chancellor for Academics and the Chancellor.

External Search: When an Academic Dean or Program Director position becomes vacant, procedures similar to those set forth for faculty selection will be followed. When selecting an

Academic Dean or Program Director, the Vice Chancellor for Academics, may chair the committee or 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 Academics 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 Academics;
4. Private interviews of the faculty exhibiting interest in the position by Vice Chancellor for Academics.

### 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 for Academics. All academic transfer area 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 Academics office. Faculty status may be granted to others as may be deemed appropriate by the Board of Trustees, upon recommendation by the Chancellor of the College and President of the System.

### 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 College at the time of their retirement from the College 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 Dean or Program 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 Academics. All new faculty members will attend Vanguard Summit, an institutional orientation event offered each semester.

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 Academic Dean/Program 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 an Academic Dean and/or Program Director, the Vice Chancellor for Academics, 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.

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

**Access to Employment File Other than by 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 College 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.
- 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 Academics. 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 Academics 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 Academics.

#### [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 Academics 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 Academics. A letter of evaluation, including resource implications from the Academic Dean must accompany each proposal.

Detailed plans for the period of the leave are submitted to the Academic Dean 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 Academic Dean submits their recommendation to the Vice Chancellor for Academics for final action. Proposals will be funded in their priority ranking as fund availability permits.

Appeal of the decision of the Academic Dean or Vice Chancellor for Academics may be made to the Chancellor.

Notification of Approval/Disapproval of Request for Leave: Wherever possible, the Vice Chancellor for Academics 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 for Academics a report on the activities while on leave with copies to the appropriate Dean and 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.

Reporting: A summary of compensated leaves granted will be reported annually to the Board of Trustees.

### 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.

### 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 Academic Dean. The faculty member, in consultation with the Dean, 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 Academic Dean

When it becomes necessary for an Academic Dean to be absent from duty for such period of time as to require appointment of an acting/interim Dean, such acting/interim Dean shall be appointed by the Vice Chancellor for Academics, taking into consideration recommendations of the Program Directors and faculty of the division.

### Resignation, Retirement, and Termination of Employment

Faculty members should inform their Academic Dean 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 College 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 one (1) month prior to last day of employment. The [Employee Termination and Checkout](#) form, which is available on the Human Resources Intranet 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

ASU-Beebe's 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 College employees unless required to be disclosed by law.

### Annual Performance Evaluation of Faculty

Once each academic year, the Academic Dean with assistance from Program Directors evaluates the faculty, rating each faculty member as unsatisfactory, needs improvement, satisfactory, excellent, or exceptional. In order to arrive at a just evaluation, the Academic Dean examines the following items: (1) student evaluations, (2) peer evaluations, and (3) Academic

Dean evaluations. The division Dean may also use personal observation, including classroom observation.

Faculty members who receive unsatisfactory or needs improvement evaluation ratings are given a stated amount of time to correct deficiencies or face termination; they receive no annual raises, and the years for which unsatisfactory or needs improvement evaluations are received do not count toward tenure or promotion requirements. Faculty members who receive overall satisfactory evaluations are considered to be good instructors 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 excellent or exceptional evaluations are eligible for consideration for merit pay. The Vice Chancellor for Academics, after consulting with the Deans, recommends to the Chancellor faculty eligible for merit pay. For the Vice Chancellor for Academics to consider a faculty member for merit pay, the faculty member must have set criterion on student evaluation ratings, peer evaluations for the current year, and an excellent or 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 Academic Dean and Vice Chancellor for Academics by the academic year deadline 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 institution with non-teaching activities. Such activities include, but are not limited to, the following:

- community service
- institutional service
- student services
- professional membership and service
- publications and grants,
- professional development,
- active participation in the assessment process and implementation of strategies to improve student learning
- active and successful participation in the student advising process.

After conferring with the Deans, the Vice Chancellor for Academics selects faculty from the excellent and/or exceptional evaluation list to be recommended to the Chancellor for merit



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

### Student Evaluations

The faculty evaluation process begins with student evaluations, which are administered during the academic year as planned by the Office of Academic Affairs. The student evaluation form has statements about the teacher and the course that the students rate on a scale. There may be 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 all classes taught by an instructor each fall, spring, and summer terms. Results are tabulated and are available for viewing by the faculty and Deans during a pre-determined period of time each academic year.

The Vice Chancellor for Academics and/or Academic Dean examines all poor ratings to determine if a corrective action is required. Faculty with poor ratings, as defined beforehand by the Office of Academic Affairs, 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 Task Force may be appointed to review the student evaluations of all faculty rated poorly, the cutoff for consideration for merit pay. The task force shall consist 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 Academics; 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 task force Chair is appointed by the Vice Chancellor for Academics. The task force members should not have been involved in the evaluation of this faculty member during the current evaluation cycle. If one of the task force 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 at the request of the affected faculty member in writing to the Vice Chancellor for Academics. The task force reviews such factors as the number of student evaluations completed, range of evaluation ratings (e.g. did one or two very low scores heavily alter results), the student characteristics, proper fulfillment of prerequisites for the course, and any other pertinent information the task force collects. The faculty member may also provide a statement to the review task force for its consideration.

The Faculty Evaluation Review Task Force conducts the review and provides a recommendation to the Vice Chancellor for Academics, either concurring with the student evaluations or recommending the rating be changed to fall above the cutoff. If the Vice Chancellor for Academics agrees that the faculty member has been unfairly evaluated, he/she may assign the member a new rating. If the Vice Chancellor for Academics 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 Academics. Each evaluator provides a copy of his/her evaluation to the faculty member, the Dean, and the Vice Chancellor for Academics. A follow-up meeting with the faculty member and the evaluators may be scheduled during the spring semester. Faculty members must receive two satisfactory or better evaluations in order to be considered eligible for merit pay, promotion, or tenure. Faculty members who receive less than satisfactory ratings and who believe they have received unfair peer evaluations may request an additional evaluation. This evaluator is selected by the Academic Dean 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 Academic Dean and Vice Chancellor for Academics. 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.

## Academic Division Dean Evaluations

The Academic Deans evaluate the faculty during the spring semester. 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 Deans with input from Program Directors and on materials provided by the faculty member to the Deans. Faculty members who receive an unsatisfactory or needs improvement evaluation by the Dean will not be considered for merit pay, promotion, or tenure. Using the student evaluations, peer evaluations, Dean evaluations and personal observation, the Dean of each division will evaluate each faculty member as unsatisfactory, needs improvement, satisfactory, excellent, or exceptional. If the Vice Chancellor for Academics disagrees with any of the ratings by the Academic Deans, he or she may note disagreement on the Dean 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 Academic Dean/Vice Chancellor for Academics 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 Dean Evaluations in any given year.

3. Two consecutive years of unsatisfactory evaluations by one of the following: students, peers, or Deans.
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 Dean may discuss the evaluation with the Vice Chancellor for Academics; if the faculty member does not agree with the VCA decision, he/she may appeal the rating to the Chancellor. The decision of the Chancellor is final.

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

## 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 benefit their association with the College 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 Deans or Directors, under the general direction of the Vice Chancellor for Academics 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, 8, and 10 week summer terms and intersession). Current teaching loads are monitored by Academic Deans and the Vice Chancellor for Academics 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 Deans for other activities, duties, and administrative duties when and approved by the Vice Chancellor for Academics.

The teaching load for part-time faculty is to be no more than 9 hours per semester following the semester definitions stated above.

### Teaching Overloads

The College 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 Deans and the Vice Chancellor of Academics. However, a full-time faculty members teaching load should not exceed twenty-one (21) credit hours except under unusual circumstances. Faculty members retain the right to decline overload hours. 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 Deans with approval from the Vice Chancellor for Academics.

### Work Week – Office Hours

A regular work week is Monday through Friday for all full-time teaching personnel, unless approved otherwise by the Academic Dean and the Vice Chancellor for Academics. The faculty members weekly schedule should be completed in consultation with and must be submitted to the faculty member's Academic Dean. Faculty members are responsible to their Academic Dean for posting and keeping office hours. Faculty members should attempt to 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 Dean; however, faculty are to have at least 10 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 the College's current higher education enterprise resource planning (ERP) system or learning management software. 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 considered not officially enrolled. These students should be referred 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.

## Attendance and Enrollment Verification

Each semester every instructor must collect and enter class attendance as instructed by the Registrar's Office. Enrollment Verification and more information will be ascertained and processed by using attendance collected and entered by each instructor for each of the instructor's courses. The procedure is performed through the College's current ERP system or learning management software. Please refer to the Registrar's Office for additional information.

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

The College 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 Catalog.

## Student Withdrawal from a Class or the Entire Semester

The policies and procedures for withdrawing from a single course can be located in the College Catalog or by contacting the Registrar's Office. Students can withdraw from a single course until the deadline stated on the College Calendar (approximately two-thirds of the way through the course) by following the procedure outlined in the College Catalog. The policies and procedures for withdrawing from the entire semester are also in the College Catalog or may be found at the Registrar's Office. Contacting a student's academic advisor is recommended prior to student drop or withdrawal.

## 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 Dean and a signed release by each student. These forms may be acquired from the Office of Student Life.

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 inform their division Dean and the division administrative specialist.

### 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 College must have faculty members or staff as advisors. Faculty members who become advisors to student organizations should advise their Academic Dean 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 division administrative specialist and their students a syllabus of each course taught. This material shall be submitted to the Office of Academics. Course syllabi shall be kept on file and available for perusal by members of examining teams for accrediting agencies. Course syllabi must be approved by the Academic Dean to ensure course goals are taught. The College template for the syllabi must be followed when developing course syllabi. The syllabi should be submitted to the academic division's administrative specialist 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 College catalog and class schedules. Credit courses may not be taught until they have been approved by the Curriculum Committee and the Vice Chancellor for Academics. 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 Academics.

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 Division Approval Form should be completed and submitted by the appropriate Dean(s) to the Curriculum Committee through the Office of Academics. 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 Academics 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 Student Success Council, 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 January meeting and must be approved by the appropriate institutional body.

### Schedules of Classes and Examinations

Schedules of classes are prepared by the Academic Deans with assistance from Program Directors and Program Coordinators after consultation with faculty members. Schedules are coordinated in the Office of the Vice Chancellor for Academics 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 Dean and the Vice Chancellor for Academics.

### 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 Deans, Program Directors, and Program Coordinators. Any request for reassignment of classrooms shall be made to the Academic Division Deans, Directors, or Coordinators for review and approval. Office assignments are ultimately governed under the policy and procedures outlined by the Academic Deans, usually based on seniority. If issues arise over assignment of classrooms or office space, the final decision will be made by the Vice Chancellor for Academics.

### Attendance of Faculty at School Activities

All faculty members are required to be present at:

1. College academic activities before the opening of the semester within a faculty appointment year.
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 in a faculty appointment year.
3. One (1) commencement during the spring or fall, unless otherwise noted.

During the length of the faculty member's appointment, a faculty member should be available to participate in any meetings or activities scheduled on any day except College holidays.



Absence from a meeting or activity must be approved by the Dean or the Vice Chancellor for Academics.

Faculty members are encouraged to participate in the Faculty Senate and to participate in social, cultural, and recreational College 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 College but must be budgeted each year. Funds may be available each year from the Employee Development Committee (EDC) for travel to academic conferences as determined by the committee.

### 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 College 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 academic semester. 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.

### 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, 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.

### 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.

### Advising and 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 Advising and Learning Centers, located on each ASU-Beebe campus, are available to assist students in these situations. Services include free tutoring, a computer lab with tutorials and internet access, other supplementary materials, and course registration and advisement. Details may be found in the student services section of the ASU-Beebe catalog or the Advising and 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 page. Each academic year, faculty will receive training and be tested on FERPA regulation knowledge.

## Section V: Promotion, Retention, and Tenure

### 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 Academics (VCA).

### Expectations of Tenured, Pre-Tenure, and Non-Tenure Track 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 and non-tenure track 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
6. Documented successful efforts demonstrating leadership in securing appropriate program certifications/accreditations, or
  - a. For transfer programs, documented successful efforts demonstrating leadership in program currency and/or transferability to four-year institutions
  - b. Effective management, leadership, and human relations skills
7. College 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 VCA 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 Faculty. Recognizing the unique nature and differing requirements for

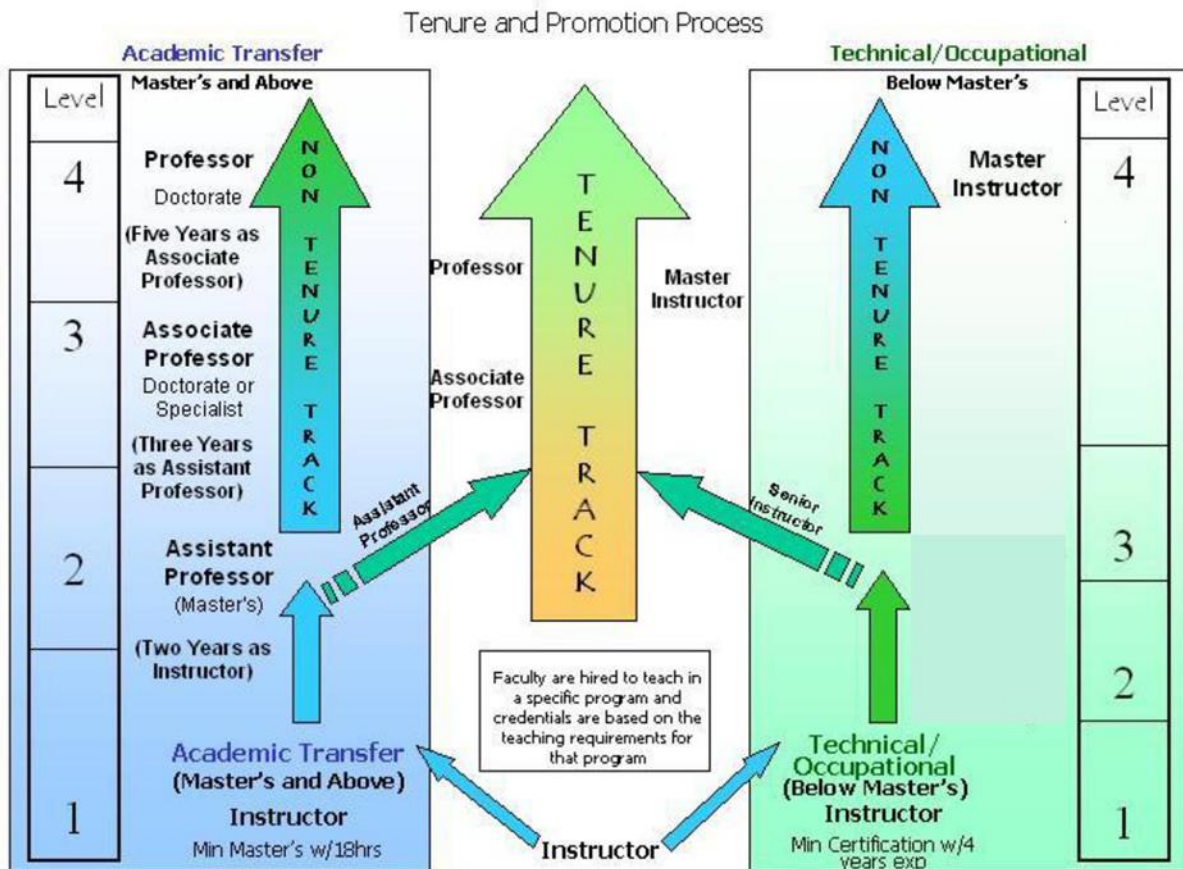
both types of faculty members, a two-track model is used: one track for Academic Transfer Faculty and another track for Technical/Occupational faculty, with four levels of progression within each track.

For the Academic Transfer Track (Master’s Degree and Above), the levels are:

- Instructor (Level 1)
- Assistant Professor (Level 2)
- Associate Professor (Level 3)
- Professor (Level 4)

For the Technical/Occupational Track (Doesn’t require a Master’s), the levels are:

- Instructor (Level 1)
- Advanced Instructor (Level 2)
- Senior Instructor (Level 3)
- 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 no 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 term of a year, it is the policy of the College 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.

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: Basic instructor is defined as Instructor for Academic Transfer faculty and Instructor or Advanced Instructor for Technical/Occupational faculty. Basic Instructors may not apply for tenure.

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 Academics receives documentation of completion of requirements for promotion and, additionally,
- Receives favorable recommendations for promotion from the appropriate dean 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 Academics, 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 Academics 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 Academics, 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 College 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 Academics according to the following schedule: (1) no 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 Dean or the Vice Chancellor for Academics. 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 College 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 Dean who will discuss their recommendations with the Vice Chancellor for Academics. The VCA will conduct a preliminary investigation, study all the pertinent facts and consult with the appropriate parties. If the VCA believes that cause for dismissal exists, the VCA 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 Academics, will be forwarded to the Chancellor for final review and action.

At any point prior to the final recommendation of the AHC, the VCA 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 College, 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 Deans and the Vice Chancellor for Academics. Those factors will be included in narrative form as promotion recommendations are made. 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 College 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. However, it is highly encouraged the initial intent to seek promotion be made during the third year to ensure review of two completed years of service at the rank of Instructor.
  - 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 Dean and Vice Chancellor for Academics
- 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. However, it is highly encouraged the intent to seek promotion be made during the fourth year to ensure review of three completed years at rank of Assistant Professor.
  - 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 Academic Division Dean and Vice Chancellor for Academics.
- 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. However, it is highly encouraged the intent to seek promotion be made during the sixth year to ensure review of five completed years at the rank of Associate Professor.
  - 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 Academic Division Dean and Vice Chancellor for Academics

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 committee chair or VCA, a Faculty Senate representative chosen by the Faculty Senate President, and additional committee members as deemed necessary by the Vice Chancellor for Academics 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 Academics, 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:

- I. Instructor (non-tenure track)
  - a. Meet College 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. However, it is highly encouraged the intent to seek promotion be made during the third year to ensure review of two completed years of service at the rank of Instructor.
  - 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 Academic Division Dean and Vice Chancellor for Academics

- 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. However, it is highly encouraged the intent to seek promotion be made during the fourth year to ensure review of three completed years of service at the rank of Advanced Instructor.
  - 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 Academic Division Dean and Vice Chancellor for Academics
  
- 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. However, it is highly encouraged the intent to seek promotion be made during the sixth year to ensure review of five completed years of service at the rank of Senior Instructor.
  - 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 Academic Division Dean and Vice Chancellor for Academics

The Technical/Occupational (Master's not required) Tenure and Promotions Review Committee will consist of a minimum of six (6) people with four (4) people representing different specialty

areas who are advanced instructors or above, chosen by the technical/occupational Dean and VCA. A Faculty Senate representative chosen by the Faculty Senate President, with additional committee members as deemed necessary by the Vice Chancellor for Academics 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 Academics, 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 dean by the individual seeking promotion. A meeting will be scheduled and conducted with the faculty member's academic dean. During the meeting, the faculty member's annual evaluations for the previous two years will be reviewed and discussed. The dean will then make a recommendation, complete the *Recommendation for Promotion/Tenure* document, and submit it to the appropriate Tenure and Promotions Review (TPR) Committee Chair no later than October 15.

The faculty member seeking promotion is responsible for submitting a portfolio for promotion by January 15<sup>th</sup> of the same academic year to the appropriate Tenure and Promotions Review Committee, and their academic dean. The Tenure and Promotions Review Committee will review the applicant's submitted portfolio and make a recommendation to the Vice Chancellor for Academics (VCA), who will act on the recommendation. If the faculty member is recommended by the VCA for promotion, the VCA will forward the recommendation to the Chancellor for submission to the President and the ASU Board of Trustees. If the VCA does not recommend promotion, the submission will be denied and returned through the appropriate division dean to the faculty member. Successful applicant materials will be held in the office of Academics for a minimum of three (3) years.

A faculty member not recommended for promotion by the chair will receive a written explanation from the division's Academic Dean. An appeal may be made by the faculty member directly to the Vice Chancellor for Academics. Upon successful appeal, the VCA 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 VCA. If the committee does not recommend promotion, the VCA will notify the Dean and faculty member. If the committee recommends promotion, the VCA will act on the recommendation. If the person is recommended by the VCA for promotion, the VCA will forward the recommendation to the Chancellor for submission to the President and the ASU Board of Trustees. If the VCA does not

recommend promotion, the submission will be denied and returned through the division Dean 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 Academics 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. Currently, Academic Transfer faculty (Master’s and above) cannot choose to enter the technical/occupational track for promotion and tenure.

### 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.

	Track		
	Academic Transfer (Master’s and Above)	Technical/Occupational (Below Master’s)	
Level	Rank	Rank	Promotion Amount
Level 1 (beginning)	Instructor	Instructor	Entry
Level 2	Assistant Professor	Advanced Instructor	\$1,500
Level 3	Associate Professor	Senior Instructor	\$2,000
Level 4	Professor	Master Instructor	\$3,000

*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, Academic Dean, 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 Academic Dean. 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 Academic Dean 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)

Time Frame	Faculty Tenure Candidate	Tenure Candidate's Dean	Tenure and Promotions Review Committee
<b>Fall: Year One</b>	Attend orientation with the appropriate Tenure and Promotions Review Committee		Provide Orientation outlining characteristics, traits, qualities, and expectations of a tenured faculty member
	Begin development of individual six-year plan and present to Dean	Review six-year plan, provide feedback, and complete form for portfolio	
<b>Spring: Year One</b>	Begin implementing plan and collection of documentation for portfolio		
<b>Fall: Year Two</b>	Attend review session with Academic Dean to measure progress and		

	development of portfolio		
<b>Spring: Year Two</b>	Continue updating plan and collection of portfolio		
<b>Fall: Year Three</b>	Attend review session with Academic Dean to measure progress and development of plan and portfolio.  Prepare portfolio and relevant materials for mid-track review by appropriate Tenure and Promotions Review Committee in Spring: Year Three	Review plan and portfolio and complete form documenting progress to be included in candidate's portfolio  Submit copy of review to VCA  Assist tenure candidate in preparing for mid-track review	
<b>Spring: Year Three</b>	Continue updated plan and collection of documentation for portfolio.  Submit portfolio and relevant materials for mid-track review by appropriate Tenure and Promotions Review Committee	Review results of mid-track review by Tenure and Promotions Review Committee	Conduct mid-track review of candidate's plan, portfolio, and progress.  Submit results to VCA and Dean
<b>Fall: Year Four</b>	Attend review session with Dean to measure progress and development of plan and portfolio		
<b>Spring: Year Four</b>	Continue updating plan and collection of documentation for portfolio		
<b>Fall: Year Five</b>	Attend review session with Academic Dean to measure progress and development of plan and portfolio	Review plan and portfolio and complete form documenting progress to be included in candidates portfolio	
<b>Spring: Year Five</b>	Attend review session with Academic Dean to measure progress with	Review plan and portfolio and complete form documenting	

	development of plan and portfolio.  Continue updating plan and collection of documentation for portfolio	progress to be included in candidate's portfolio	
<b>Fall: Year Six</b>	Attend review session with Academic Dean to measure progress, review portfolio, and discuss process of applying for tenure	Review plan and portfolio, complete form documenting progress to be included in candidate's portfolio, and provide information to candidate on applying for tenure	
<b>Spring: Year Six</b>	Submit letter with Recommendation for Promotion/Tenure document to division Dean requesting tenure.  Provide plan and portfolio illustrating accomplishment of the requirements for tenure	Provide tenure recommendation  Submit Dean's letter, candidate's letter, plan, and portfolio to the appropriate Tenure and Promotions Review Committee.	Receive and review tenure packet  Provide written review of tenure packet and recommendation to the Vice Chancellor for Academics

[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 their Academic Dean, who either will concur with the request and forward the request to the VCA 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. If Faculty are denied a request to seek pre-tenure status by the Academic Dean, an appeal may be made directly to the Vice Chancellor of Academics in writing, whom can either approve or deny pre-tenure status.

[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 Dean 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 earning tenure. When triggered by two consecutive unsatisfactory overall evaluations or at the five-year interval

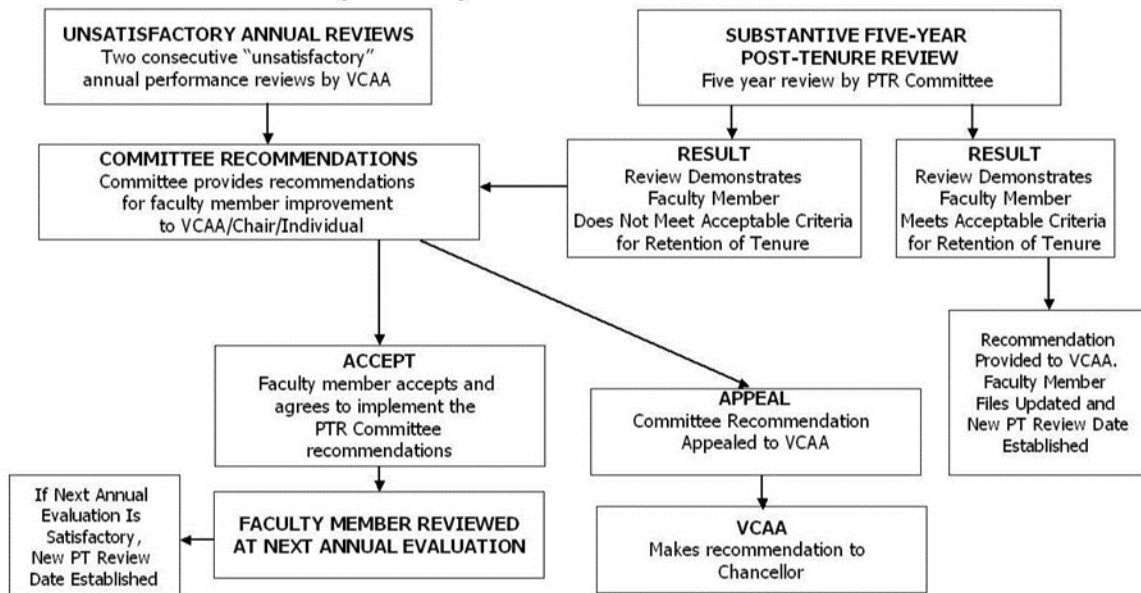
The faculty member undergoing post-tenure review will submit a portfolio demonstrating how he or she has maintained and continues to exhibit the desired —characteristics, traits, qualities, and expectations of a tenured faculty member. The Post Tenure Review Committee will review and validate the member’s demonstration and verification of those expectations of a tenured faculty member. The Post Tenure Review Committee will submit to the Vice Chancellor for Academics 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 College’s Post Tenure Review Committee members will include at least three (3) members from each Functional Area Tenure Review Committee (Academic Transfer or Technical/Occupational), chosen by the VCA, plus an additional faculty member selected by the president of the Faculty Senate President.



**POST-TENURE REVIEW (PTR) OF TENURED FACULTY**

**By University Post-Tenure Review Committee**



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

### Faculty Grievance Procedure

The grievance procedure is designed to resolve grievances at the department, division, or College 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. Grievances are filed by individual faculty members using the procedures identified in this handbook. Grievances alleging discrimination on the basis of color, race, age, national origin, religion, marital status, Veteran status, genetic information or disability should be filed through the department of Human Resources.

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.

### Grieveable 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 grieveable 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 grieveable 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 Academics, 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 Academics.

### Steps in the Grievance Procedure

Any grievance not related to promotion, retention, or tenure must be filed in writing within ninety (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.

Any faculty member with a complaint based on discrimination because of race, color, religion, age, disability, gender, 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.

#### Department/Division Level: Initial Discussions

Initially, a faculty member seeking to file a grievance should discuss the grievance with the Academic Dean or Program Director. It is the Dean'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 Dean is expected to reply orally to the faculty member within ten (10) business days. If a mutually agreeable resolution is not reached within ten (10) business days after the presentation of the grievance to the Dean, the faculty member may submit a written complaint to the Vice Chancellor for Academics. The written complaint must be submitted within ten (10) days of the oral reply to the faculty member. Program Directors must direct faculty members to file a grievance directly with the Academic Dean of the division represented.

#### Initial discussions with the Vice Chancellor for Academics

After receiving a written grievance, the Vice Chancellor for Academics shall have ten (10) business days to prepare a written response. In that time, the Vice Chancellor for Academics will consult with the Academic Dean 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 College policy to the satisfaction of all involved. If a mutually agreeable resolution is not reached within ten (10) business days after presentation of the grievance to the Vice Chancellor for Academics, 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, division Academic Dean, and the Director of Human

Resources shall receive written notification of Vice Chancellor for Academics' response to the grievance.

#### Appeal to the Hearing (Academic) Committee

If the complaint remains unresolved after the Vice Chancellor for Academics' action, the grievance may be sent to the Department of Human Resources by any of the parties involved within ten (10) business days of receipt of the findings of the Vice Chancellor for Academics. The Director of Human Resources will confirm that the complaint states a grievable issue. If the AVC determines that the complaint is grievable, 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 twenty (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:

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

The response will be filed with the Department of Human Resources as the committee's official findings and will be retained for a period of not less than five (5) years.

#### 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 thirty (30) business days after receipt of the letter from the Vice Chancellor for Academics 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 Academics 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 division and College committees, grievances involving decisions related to promotion and tenure will be reviewed by the Hearing Committee for institutional error only.

Non-tenure or pre-tenured faculty members who are not reappointed have the right to discuss this issue with their Dean or/and Program Director and the Vice Chancellor for Academics 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 (5) years. Care will be taken to ensure that no incomplete or inaccurate information pertaining to the grievance is retained in the file.

#### Hearing (Academic) Committee Composition

The Hearing (Academic) Committee shall be composed of eight (8) members who shall be selected by the Chancellor from a pool of at least ten (10) full-time faculty members who are selected by the Faculty Senate President when tasked by the Chancellor. Committee members will have special training in relative issues including discrimination. These eight members (8)

will serve two-year terms, but may be invited to serve more than one term by the Chancellor. The Chancellor will select members from the pool of members to serve on a subcommittee when grievances occur.

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 college procedural and policy matters.

## Section VII: Administrative Support Services and Policies

### 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 Academic Dean 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 procedure and policy is controlled by the Division of Finance and Administration. Individuals with purchasing duties will receive adequate training on related procedure and policy.

### Travel Regulations

Travel Regulations may be found on the ASU-Beebe website in the Faculty & Staff Section, Policies/Procedures/References Section, under the Travel 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 hiring specialist member of 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 College 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 before 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.)*

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 29 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 College 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. Details on Federal Work/Study student employment processes should be obtained from the department of Human Resources.

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 employee's direct supervisor.

For hiring procedures, please refer to the Department of Human Resources website. Additional paperwork for students on the Federal Work/Study program is required by the Financial Aid Office.

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 before the last day of employment.

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.

### Public Relations and Marketing – News Releases and Publications

The Office of Public Relations and Marketing 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 College activities. Faculty members are requested to channel all news through the office of Public Relations and Marketing in order that it may be prioritized and released officially by the College and directed to proper sources.



## Appendix A: Organizational Chart

Faculty can access the ASUB Organizational Chart at the link below:

<http://www.asub.edu/about-us/files/asub-org-chart-public-7-10-20.pdf>

## Appendix B: Faculty Senate Constitution

### 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.

Section 2---Senators shall be apportioned among the divisions currently existing, including a minimum of 1 Senator each from the Searcy and Heber Springs campuses, as follows: (a) Arts & Humanities-4 Senators. (b) Career Education-4 Senators. (c) Math & Science-4 Senators.

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 the 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 or (b) by attaining full-time status at the instructor, advanced instructor, senior instructor, or master instructor rank, and by regularly teaching courses in accordance with this rank and (c) 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 any ASU-Beebe campus, or by attaining full-time status at the instructor, advanced instructor, senior instructor, or master instructor rank. Full-time faculty at any branch campus may vote or be elected Senator as a member of their appropriate ASU-Beebe main campus component.

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, four Senators shall be chosen from each division component. These four Senators shall then, at a general division faculty caucus presided over by the Dean or their designees (provided that no Senator-elect or person of administrative title shall serve in such position), determine by lot which two of the Senators-elect of that division shall serve a full two-year term and which two Senators-elect 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 College; 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 College policy; (e) a sitting Senator shall die, retire, or be duly and appropriately terminated by the College, 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 Academics and the division Dean 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 College 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 College policy. 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. The Secretary/Treasurer shall be nominated and elected by Faculty Senate every other April, and serve for a term of two years, assuming office in the August/September 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, as needed and appropriate, provide consultation services for Faculty Senate officers.

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. While 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.

Section 9---No officer shall be elected unless previous service to Faculty Senate has occurred within (5) years as either (a) Faculty Senator or (b) Faculty Senate officer. Exceptions are considered with a two-thirds petition of the whole number of Senators or three-fourths of the whole number of faculty represented.

#### Article V---Committees

Section 1---The Faculty Senate shall establish at its first meeting the following standing committees and select representation to serve on mandated College committees: Executive; Chancellor's Cabinet; Academic (Faculty) Hearing; Commencement; Disability Services; Employee Development; Lecture/Concert; Academic/Transfer Promotion and Tenure; Technical/Occupational Promotion and Tenure; and Post Tenure Review.

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 Chancellor’s Cabinet shall oversee and report on all matters of institutional policy. The current Faculty Senate President is tasked with serving on this standing committee.

Section 4---The Academic Hearing Committee shall oversee and report on matters pertaining to faculty grievances. The current Faculty Senate President is to suggest a slate of candidates for the Chancellor to choose from when requested.

Section 5---The Commencement Committee shall include at least one Faculty Senate representative.

Section 6---The Disability Services Committee shall include Faculty Senate representation. The representative will be the current Faculty Senate President unless otherwise chosen.

Section 7---The Employee Development Committee shall include at least one Faculty Senate representative chosen by the Faculty Senate President.

Section 8---The Lecture/Concert Committee shall include at least one Faculty Senator.

Section 9---The Faculty Senate shall send representation to the Academic Calendar Committee.

Section 10---The Faculty Senate President will choose a Faculty Senator or Officer to serve on the Academic/Transfer Promotion and Tenure Committee.

Section 11---The Faculty Senate President will choose a Faculty Senator or Officer to serve on the Technical/Occupational Promotion and Tenure Committee.

Section 12---The Faculty Senate President will choose a Faculty Senator or Officer to serve on the Post Tenure Review Committee. The representative may concurrently serve on this committee along with the Academic/Transfer Promotion and Tenure Committee or the Technical/Occupational Promotion and Tenure committee.

Section 13---The Faculty Senate officers shall meet with Academic Affairs Administrators, no less than one time per academic semester.

Section 14---The Faculty Senate may create and fill ad hoc committees as needed, for overseeing elections, fundraising, and other purposes.

Section 15---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---Chancellor’s Cabinet Representation

Section 1---The Faculty Senate shall delegate one of its members, normally the Faculty Senate President, to represent, with full voting rights, the faculty on the ASU-Beebe Chancellor's Cabinet, who shall report relevant faculty concerns to Faculty Senators.

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 or Officer. 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 College 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.

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 meeting 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 College 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.



## Appendix C: Faculty Forms

Faculty can access Faculty Forms via the Intranet at:

<https://asub.sharepoint.com/Faculty%20Forms/Forms/AllItems.aspx?viewpath=%2FFaculty%20Forms%2FForms%2FAllItems.aspx>

## Appendix D: ASU System Handbook

Faculty can access the ASU System Handbook at the link below:

<https://www.asusystem.edu/about/handbooks/>