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*UALR Part-Time  
Faculty Handbook*

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**University of Arkansas at Little Rock  
2801 South University Avenue  
Little Rock, AR 72204**

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### **Right to Change Policies**

Policies and procedures stated in this handbook require continuing evaluation, review, and approval by appropriate University officials. All statements reflect policies or procedures in existence at the time this handbook went to press. The University reserves the right to change policies at any time and without prior notice.

### **Suggestions for the Next Edition**

This is the second edition of the Handbook for Part-Time Faculty. Suggestions for revisions should be addressed to the Provost Office, Administration South 311, University of Arkansas at Little Rock, 2801 South University Avenue, Little Rock, Arkansas 72204-1099. Telephone: (501) 569-3204.

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# *UALR Part-Time Faculty Handbook*

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## *Introduction*

This handbook provides part-time faculty with a simplified guide to the policies and procedures of the campus. For a more detailed description of important policies there are several basic sources that should be consulted. The *Faculty Handbook* provides detailed policies related to the rights and responsibilities of UALR faculty and should be available in the departmental office. It is also online at <http://www.ualr.edu/provost/facultyhandbook.html>.

Many of the policies included in the *Faculty Handbook* derive from University of Arkansas System policies that originate with the Board of Trustees. Copies of the Board of Trustees policies are available in the Deans' offices and in the Provost's office. The *Student Handbook* is available in the Dean of Students office. For academic policies, consult the *Undergraduate Catalog*, the *Graduate Catalog*, and the *Law School Catalog*.

All of these documents are also available online at <http://www.ualr.edu/provost/>.

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## *Role of Part-Time Faculty at UALR*

Part-time faculty members are an important part of the University of Arkansas at Little Rock. Usually holding the master's or doctoral degree, they are well qualified to participate in the instructional mission of the University.

Academic units employ part-time faculty for a variety of reasons. Part-time faculty members are regularly appointed in order to make more class sections available to students, to enable a department to increase offerings when the demand for classes is greater than anticipated, or to offer courses assigned to a full-time faculty member who has left the University unexpectedly. In some instances, part-time faculty members are employed to provide special expertise that may not be available in the full-time faculty. This occurs most often at the junior, senior, and graduate levels and in professionally oriented curricula. Part-time faculty members are also employed to add instructional variety in departments that have only a small number of faculty members.

### **Academic Rank**

For personnel purposes, part-time faculty members have the academic rank of lecturer. The following description of lecturer appears in the *Faculty Handbook*, 2000; p. 7-13:

"The rank of lecturer includes the designation of part-time faculty of the University, employed to expand or enrich the University's offerings. Lecturers have faculty status, but do not teach more than two three-hour courses per semester."

"Lecturers' primary responsibilities are to the teaching functions in their assigned classes, and they are expected to perform all duties directly relating to their classes, including keeping appropriate class records and consultation with their students. However, lecturers are not required to perform other duties normally associated with full-time faculty status, such as participation in general campus advisement or service on committees, except by mutual consent."

"UALR's general policies on promotion, tenure, non-reappointment, fringe benefits, retirement, leave, and Off-Campus Duty Assignments do not normally apply to lecturers."

### Participation in the Faculty Senate

The *Faculty Handbook* states: "Lecturers have voice but not vote in the Faculty Senate and in official meetings of the college or school and department. Colleges, schools or departments (consistent with the University Assembly's Constitution and Board of Trustees Policy) may authorize voting status for lecturers by specific action on other matters" (*Faculty Handbook* 2000, section 7, pp. 13-14). Check with the Department Chairperson to determine the policy of a particular department.

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## *Employment Policies and Procedures*

### **Letter of Appointment**

Each lecturer should receive a letter of appointment from the academic unit for which he or she will be working. This letter should contain the following information: the time period of the appointment; amount of compensation; the course title, section, and meeting times which the lecturer will be teaching; a statement of the minimum enrollment for that course; course cancellation procedures; and the date of the lecturer's first paycheck. Lecturers should contact their academic unit if they have not received their letter of appointment.

### **Nature of the Appointment and Eligibility for Full-Time or Tenure-Track Position**

A part-time faculty appointment is the result of a voluntary agreement of the University and faculty member that covers only the term or period of time designated. Neither party is obligated to offer or to accept another appointment for any subsequent term. Part-time faculty appointments can be terminated at any time with a 60-day written notice, or through dismissal for cause under the procedures of UA Board of Trustees policy 405.1. **Employment is always contingent upon enrollment.** Classes that do not meet minimum enrollment standards may be cancelled. A class can be re-assigned to a full-time faculty member if one of his or her classes is cancelled.

Part-time faculty employment should not be construed as an avenue to full-time faculty appointment. Part-time faculty who meet the criteria established for full-time positions within an academic department, however, are eligible to apply for open positions. Under Board of Trustees Policy 405.1, only full-time faculty in tenure-track positions, are eligible for tenure.

### **Important Paperwork**

#### **Human Resources Services**

Employees must submit several forms to Human Resources Services (HRS) so that HRS can process their paychecks. Failure to complete all necessary forms in a complete and timely manner will result in a delay in the employee's receiving his or her first paycheck. HRS is in Room B-100 of the University Services Building. The following forms are required:

1. Federal W-4 and State of Arkansas Withholding Exemption Certificate
2. Personnel Data Sheet
3. If applicable, enrollment forms for group benefits and retirement programs (Only part-time faculty appointed for nine months, teaching half-time or more, are eligible for group benefits and retirement programs. There is a 31-day enrollment period, after which a physical examination is required at the employee's expense.)
4. Employment Eligibility Verification — Form I-9 (This form requires proof of identify and proof of authorization to work and must be completed by the employee at HRS within 3 days of hire date, as required by federal law.)
5. Statement of Selective Service Status
6. Drug Form
7. Acknowledgement of Arkansas Board Policy 426.2
8. Direct deposit forms for paychecks.
9. A part-time faculty member who works for another state agency must complete a concurrent employment form. Arkansas state regulations require that individuals working for more than one state agency secure prior approval from the Department of Finance and Administration. Forms are available from Human Resource Services

#### **Academic Unit**

Academic departments may also have an information form that must be completed with preferred mailing address, email, emergency contacts, etc. They will also require information in order to complete the necessary Personnel Action and Faculty Information Forms. Academic departments may also require a copy of lecturers' resume and transcripts. Contact the appropriate Department Chairperson for specifics.

#### **Employment by Two Campus Units**

Part-time faculty who work for more than one department on campus must have prior approval of the Department Chairpersons of all the departments and the appropriate Dean or Deans. The maximum total number of credit hours a part-time lecturer can teach across all departments is six in any one semester. If a lecturer is teaching for more than one academic unit, it is imperative that he or she notify each of them. This applies to all classes taught through UALR — on-campus, off-campus, on-line, or through the Off-Campus Programs office. Failure to do so could lead to problems completing lecturers' paperwork correctly and delay the issuing of paychecks.

## **Orientation**

Department and college/school orientation programs for part-time faculty may be offered and participation may be required.

## **Compensation**

Part-time faculty members are divided into two groups for pay purposes. Those whose highest degree is the master's are paid the basic rate per course. Those who hold the doctorate or terminal degree within the appropriate discipline are paid at a higher rate per course. These rates may change from year to year. Other arrangements may be made for special circumstances.

## **Pay Periods and First Paycheck**

The processing of appointment papers for part-time faculty is delayed until enrollment in the classes is determined to be sufficient. All classes are subject to minimum enrollment requirements. Therefore, part-time faculty will not receive a paycheck until the second pay period of the academic term. Lecturers who teach every semester can make arrangements through the credit union on campus to avoid delays between paychecks. Please contact the Credit Union directly for additional information about this option.

All employees must have payroll checks deposited directly to their bank accounts by way of the Electronic Direct Deposit Payroll. An authorization card must be completed in the Payroll Office (Administration North 109).

## **Identification Card**

The UALR Campus Card is a picture identification card. It can be obtained in the Donaghey Student Center. The Campus Card is to be presented when using the library, Donaghey Student Center facilities, or other services offered to University employees. The Bookstore discount is available only for full-time faculty. The card is valid for only the length of time the lecturer is employed by the University and not beyond the expiration date. It is not transferable and does not authorize the holder to obligate the University in any manner.

## **Benefits**

Part-time faculty teaching fewer than six credit hours and/or are appointed for one semester are not benefits-eligible. Part-time faculty on nine-month appointments working at least half time are eligible for the following benefits:

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## Employment Policies and Procedures

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1. Medical Plan — the rate determined by percentage of appointment
2. Dental Plan — the rate determined by percentage of appointment
3. Basic life insurance — equal to one time annual salary at no cost to employee
4. Optional Life Insurance — additional cost to employee
5. Dependent Life Insurance — additional cost to employee
6. Optional Accidental Death to Employee and Dismemberment Insurance — additional cost to employee
7. Basic Long Term Disability — equal to 60% of the first \$20,000 of salary at no cost to employee
8. Optional Long Term Disability — additional cost to employee to cover 60% of salary over \$20,000
9. Retirement Programs — Teachers Insurance Annuity Association/College Retirement Equities Fund (TIAA/CREF) or Public Employees Retirement System (APERS) or Arkansas Teachers Retirement System (ATRS)
10. Cancer/Critical Illness Insurance — additional cost to employee
11. Section 125/Flexible Benefit Plan — additional cost to employee

An employee must enroll or decline these fringe benefits within the first 31 days of employment. For more information, contact the Office of Human Resource Services in the University Services building.

### Tuition Discount

Under UA Board of Trustees policy, only full-time employees are eligible for the tuition discount.

### Parking

All students, faculty, and staff members who park a vehicle on the main UALR campus are required to register the vehicle and display a parking permit as instructed unless they park in areas where parking is permitted without registration. The vehicle must be registered with the Department of Public Safety. Permit fees are waived for one vehicle only for faculty, staff, and students. Permits for additional vehicles are available for \$20 each.

Faculty and staff members must register their vehicles by the first class day of the semester. Newly acquired vehicles must be registered within twenty days following day of purchase. A temporary permit must be obtained and displayed until the vehicle is registered. Parking permits do not require annual renewal.

Reserved parking lot fee for the main UALR campus is \$120 annually and \$60 annually for evening only (after 4 p.m.). Reserved lot and space fees are for the period of September 1 to August 31, corresponding to the academic year. Reserved lot and space fees are not refundable and are not transferable.

Faculty and staff assigned to reserved parking will receive a hangtag at the time of assignment. The hangtag does not require annual renewal. Persons will be charged for reserved parking until they return the hangtag and lot access cards to the Department of Public Safety. The hangtag may be transferred among vehicles under the control of the faculty or staff member to whom the hangtag was issued. Replacement of lost or stolen hangtags is \$20; replacement of gate card is \$5.

Faculty, staff, and students may park in the parking deck. Fee for the parking deck is 50 cents per exit.

Complete parking and traffic regulations are available at the Department of Public Safety.

### **Mail Box and Postal Privileges**

Part-time faculty members have the same postal privileges for University business as afforded the full-time faculty in their department. A mailbox or some means of receiving mail will be provided by the employing unit.

### **Instructional Support**

For secretarial assistance or to obtain supplies for work related to instructional purposes, contact the Department Chairperson.

### **Office Space**

Because of the campus-wide shortage of office space, an office may not be available for all part-time faculty members. Ask the Department Chairperson for information on the availability of office space.

### **Keys**

To obtain keys to the departmental office, part-time faculty should consult with the Department Chairperson who will determine whether the assignment of a key and/or swipe card is appropriate. All keys or entry swipecards must be returned at the end of your appointment period.

### **Faculty Grievance Procedures**

The Faculty Senate Appeals Council is responsible for all appeals and grievances involving faculty. The Chairperson of this committee changes each year. Contact the Office of the Provost and Vice Chancellor for Academic Affairs (569-3204) or the president of the Faculty Senate for the name of the Chairperson. A detailed description of the council is included in the *Faculty Handbook* p. 5-8. A detailed description of the Appeals and Grievance Procedure is found on pp. 5-8, 5-9.

### **Non-Discrimination Policy and Equal Employment Opportunity**

UALR adheres to a policy that enables all individuals, regardless of race, color, gender, national origin, age, religion, sexual orientation, veteran's status, or disability to work and study in an environment unfettered by discriminatory behavior or acts. Harassment of an individual or group will not be condoned and any person (student, faculty, or staff member) who violates this policy will be subject to disciplinary action.

Harassment that is considered discriminatory includes actions or conduct (verbal, graphic, gestural, or written) directed against any person or group with the intent to demean or create a hostile or threatening environment.

It is not the intent of this policy to infringe upon or limit educational, scholarly, or artistic expression.

Any person who believes he or she has been discriminated against should contact the Human Relations Officer (569-8675) to obtain assistance and information concerning the filing of complaints.

At the same time the University prohibits discriminatory practices, it promotes equal opportunity through affirmative action. All policies regarding non-discrimination and equal opportunity apply to recruitment, hiring, job classification and placement, work conditions, promotional opportunities, demotions/transfers, terminations, training, compensation, choice of contractors and suppliers of goods and services, educational opportunities, disciplinary action, recreational and social activities, use of facilities, housing, and University sponsored programs.

### **Policy Prohibiting Sexual Harrassment**

The University of Arkansas at Little Rock explicitly condemns sexual harassment as a violation of an individual's human rights and dignity and as a form of discrimination based upon sex.

Therefore, the policy of the University of Arkansas at Little Rock is that members of the University community neither commit nor condone sexual harassment in any form. This prohibition applies equally to male and female staff, faculty, and students, to all other persons on premises subject to University control, and to those engaged to further the interests of the University.

Employees and students who engage in sexual harassment will be subject to applicable disciplinary processes. Sexual harassment is unlawful and may also subject those who engage in it to civil and criminal penalties.

The University is committed to providing an environment free from sexual harassment. Therefore, the University administration strongly encourages all University of Arkansas at Little Rock community members to report incidents of sexual harassment. To that end, reporting and investigating procedures are supportive of and sensitive to the alleged victim. At the same time, they adequately safeguard the rights of the alleged offender.

### **HIV Policy**

In support of its mission to discover and disseminate knowledge and to promote humane sensitivities and understanding of interdependence, the University of Arkansas at Little Rock endorses the following policy for responding to Human Immunodeficiency Virus (HIV) infection.

Based on conclusive evidence from the U.S. Public Health Services and Centers for Disease Control and Prevention, people living with HIV infection pose no threat of transmission through casual contact with those who are uninfected. Because many people are infected and don't know it, the University accepts an inclusive approach that recognizes that any individual could be HIV positive. No screening or inquiries regarding HIV status will be made for admission or employment.

### **Drug Free Workplace**

Drug abuse and use in the workplace are subjects of immediate concern in our society. The problems created by drug abuse are extremely complex and ones for which there are no easy solutions. From a safety perspective, the use of drugs may impair the well being of all employees, students, and the public at large, and may result in damage to state property. Therefore, it is the policy of the State of Arkansas that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in a state agency's workplace is prohibited. Any employee violating this policy will be subject to discipline up to and including termination.

The specifics of this policy are as follows:

1. State agencies will not differentiate between drug users and drug pushers or sellers. Any employee who gives or in any way transfers controlled substances to another person or sells or manufactures a controlled substance while on the job or on agency premises will be subject to discipline up to and including termination.
2. The term "controlled substance" means any drug listed in 21 U.S.C. Section 812 and other federal regulations. Generally, these are drugs that have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, and "crack." They also include "legal drugs" which are not prescribed by a licensed physician.
3. Each employee is required by law to inform the University within five (5) days after he or she is convicted of violation of any federal or state criminal drug statute where such violation occurred on the agency's premises. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal court, state court or other court of competent jurisdiction.
4. The University of Arkansas at Little Rock is required to notify the Federal Funding Agency of the conviction of any employee for drug use or abuse who is employed in a position utilizing federal funds or a federal grant within ten (10) days of receiving notice of the conviction from the employee or otherwise receiving actual notice.
5. If an employee is convicted of violating any criminal drug statute while in the workplace, he or she will be subject to discipline up to and including termination. Alternatively, the University may require the employee to successfully finish a drug program sponsored by an approved private or governmental institution.
6. Abiding by the Drug-Free Workplace Policy is considered a condition of employment for all state employees.
7. This policy is intended to comply with the rules published by the Federal Office of Management and Budget on January 31, 1989, in the Federal Register, implementing the Drug-Free Workplace Act of 1988 and the Governor's Executive Order 89-2 dated March 30, 1989.

### **Smoking Policy**

Smoking on UALR campuses is regulated under the authority of Act 462 of the 76th General Assembly of the State of Arkansas, 1987. In accordance with this statute and recognizing the ill effects of tobacco on both its smoking and non-smoking faculty, staff, students, and visitors, the University and its Assembly declare that UALR buildings on all campuses shall be smoke free. Smoke free means no use of smoking materials of any kind in UALR buildings (including outside hallways and stairwells). Smoking is also prohibited in State vehicles unless the vehicle is assigned to one person for his or her own use.

Employees and students who choose to smoke must do so during their authorized breaks outside of UALR buildings. Smoking outside of buildings shall be at least twenty (20) feet from the main and handicapped entrances in designated areas equipped with receptacles for the appropriate disposal of the smoking materials.

All individuals are responsible for enforcement of this policy. If an individual cannot resolve a problem encountered while attempting to maintain a smoke free environment, the next person in the chain of authority will be asked to help resolve the problem.

Standard disciplinary procedures shall be followed for students, staff, and faculty who fail to abide by this policy.

### **Inclement Weather Policy**

In accordance with a Faculty Senate recommendation, the University of Arkansas at Little Rock will cancel day classes whenever the Little Rock School District closes for inclement weather, except during final examinations. UALR will make a decision on the cancellation of night classes, those meeting at 4:00 p.m. or later, based on the recommendation of the State Highway Patrol and the Little Rock Police Department. That decision will be made, when possible, by 2:00 p.m. Look for announcements on UALR's main webpage ([www.ualr.edu](http://www.ualr.edu)) and broadcast on KUAR FM 89.

During final examinations, the University will make the decision on whether to close independent of the decision of the school district. In other words, it is possible that the University will proceed with all or part of the final examination schedule even if the Little Rock School District closes for inclement weather. In the event that the campus is closed during a final examination day for all or part of the day, the Office of the Provost, in consultation with the President of the Faculty Senate, will re-schedule any missed final examinations.

All radio and television stations in central Arkansas, including the University's public radio station KUAR FM 89, will be notified when the University is closed, and an announcement will be placed on the UALR web page ([www.ualr.edu](http://www.ualr.edu)). Please note that radio and television stations will only announce a change to the regular schedule. If the University is open, it is not a change. If there is no announcement, students, faculty, and staff should assume that the University is open. Each academic department should develop and submit to the Dean, to be filed with the Provost, appropriate internal policies and procedures for providing instruction when the University is open but some members of the teaching personnel are unable to reach campus.

When the University is closed, all classes on and off campus will be cancelled; and all offices in all units will be closed. Designated employees in public safety, maintenance, and housekeeping may perform necessary duties. The Policy Advisory Council will recommend to the Chancellor if and when missed class days should be made up.

If the weather alert sirens indicate dangerous weather, everyone should seek protective shelter.

### **Absence from Work**

All faculty members are expected to meet their classes at each scheduled class period. Whenever unforeseen circumstances make it necessary for a part-time faculty member to be absent from his or her duties, he or she should notify the Department Chairperson immediately. This applies even if the faculty member has arranged for a substitute. Reasons for the absence should be made clear. Any departure from a work schedule normal for the tasks assigned must receive approval from the appropriate department head and dean in advance.

### **Employee Conduct**

#### **Meeting the Public**

The University is supported by the State of Arkansas and is here to serve people through teaching, research, and public service. Every employee of the University must share in building and maintaining good relations with the public. The University is judged not only on the quality of its graduates, but also through personal contacts between the public and employees. Discourteous treatment of any member of the public by personal contact, through correspondence, telephone conversations, or visits to the campus may result in disciplinary action.

### Handling Confidential Information

Under federal law, student information, including grades, is confidential information. Faculty members are expected to maintain the confidence placed in them by the University. Revealing confidential student information to unauthorized individuals may result in disciplinary action. (See also the section on Students Rights to Privacy under Academic Policies and Procedures. )

### Using the University Name

Employees of the University are not authorized to use the name University of Arkansas at Little Rock, UALR, or any version of the University of Arkansas to imply endorsements. The University is a non-political state institution that is here to serve many interests and viewpoints. It is important that any use of the University's name or affiliation with the University of Arkansas System be limited to official business.

### Personal Appearance and Dress

The University has not adopted a formal dress or grooming code. However, you are expected to use good judgment in your choice of clothing and personal grooming techniques and dress appropriately for your position on campus. Please be mindful of the fact that you are a public employee and that your image reflects on the University.

### Health and Safety

Great effort is made to provide employees with safe working conditions. Accident prevention is largely a personal responsibility since accidents are often caused by carelessness. An employee who observes an unsafe condition on campus should report it to an appropriate authority, such as the unit head, the Department of Public Safety (569-3400) , or Physical Plant (569-3390).

### Email Accounts

Once all required paperwork is complete, employees receive an email account on the University network. Email accounts will be removed at the end of employees appointment. UALR email accounts are an official means of communication with students. Important University-related information will be sent to individual email accounts. Individual employees are responsible for regularly reading email messages. The UALR email system can be accessed at <http://mail.ualr.edu>.

### **Network Acceptable Use and Security Policies**

The Network Acceptable Use and Security Policies are designed to guide faculty, staff, and students in the acceptable use of network and information systems provided by the University. The UALR community is encouraged to make innovative and creative use of information technologies in support of education and research. Consistent with other University policies, this policy is intended to respect the rights and obligations of academic freedom as well as to protect the resources of the University. Users of UALR systems have no expectation of privacy. Information stored on University systems may be subject to disclosure under the Arkansas Freedom of Information Act and may be analyzed by University officials with reasonable cause to justify such action. Users of the UALR IT system should be forewarned that the University cannot protect them from invasions of privacy and other possible dangers that could result from the distribution of personal information.

The most current version of these policies can be found at <http://netsecurity.ualr.edu/policies-documents.html>.

### **Use of FACFOCUS**

FACFOCUS is the general email communication system for University employees. It is to be used only by these employees for conducting business relevant to the mission of the University. The following guidelines apply:

- Only employees of UALR shall be eligible to use FACFOCUS,
- No commercial messages are allowed,
- The subject line should have a clear indication of the content of the message,
- Attachments should be limited in size,
- Any message should be relevant to the majority of employees for the operation of the University,
- Users should not forward personal e-mail to mailing lists without the original author's permission,
- Language and style used on FacFocus should always be appropriate for the professional environment,
- Postings may be subject to public record laws, and deleting does not necessarily remove the message from the University archival files.

(Chancellor's policy, January 16, 2001).

### **Check-Out Procedures at the End of Employment**

All keys or entry swipecards must be returned at the end of the employee's appointment period. Part-time faculty on nine-month appointments must also schedule exit interviews with Human Resources. Failure to comply with either of these could result in a delay of your final paycheck.

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## *Academic Policies and Procedures*

### **About UALR Students**

UALR students are a diverse group, including people just out of high school, professionals improving their qualifications, and people over 60 who enjoy a tuition waiver. Many students are resuming an interrupted college career, beginning college later in life, or taking non-degree courses for job advancement. There are over 11,000 students enrolled each fall semester, of whom approximately 9,000 are undergraduates. The average age of our students is approximately 27. A majority of our students are women and over 40% are part-time and working.

### **Ordering Text Books and Other Course Materials**

The Barnes and Nobles bookstore in the Donaghey Student Center sets deadlines for ordering textbooks and other course materials for each academic term. Contact your Department Chairperson for guidelines. It is important that course materials be ordered according to published deadlines to insure that students will have those materials on time.

### **Course Syllabus**

A syllabus is defined as a concise statement of the main points of a course of study or subject. The syllabus should include, at a minimum, student learning objectives, student activities or assignments, course requirements, resources and references, and the grading policy. It should include the policy given below for accommodating students with disabilities. Students who claim to need an accommodation because of a disability must first contact the Office of Disability Support Services. They should bring their instructors a copy of a letter from that office stating what accommodations are necessary.

It is the policy of UALR to accommodate students with disabilities, pursuant to federal and state law. Any such student who needs accommodation, for example in seating placement, or in arrangements for note-taking, examinations, or access to information on the web, should inform the instructor at the beginning of the course. The Chairperson of the department offering this course is also available to assist with accommodations. Students with disabilities are also encouraged to contact the Office of Disability Support Services located in Donaghey Student Center 103, telephone 501-569-3143 (v/tty), and on the web at <http://www.ualr.edu/dssdept>.

Check with the Department Chairperson about any additional departmental requirements. Remember that the syllabus can be considered a contract between the instructor and the student. The syllabus should be distributed to the students on the first day of class and be available throughout the course term.

It is University policy that any materials posted on the UALR website must be accessible to students with disabilities. The entire policy can be found at [http://www.ualr.edu/pace/webaccess/web\\_policy.html](http://www.ualr.edu/pace/webaccess/web_policy.html). A statement of the existence of this policy should be included in the syllabus:

It is the policy and practice of UALR to make all web information accessible to students with disabilities. If you, as a student with a disability, have difficulty accessing any part of the online course materials for this class, please notify the instructor immediately.

If instructors are not sure whether their online materials are accessible, Project PACE's website (<http://www.ualr.edu/pace/>) has other information that can assist them. The Office of Disability Support Services will gladly assist faculty with making any necessary accommodations.

### **Class Roster**

Before the end of the last day to add classes (see current term calendar), instructors should check up-to-date class rosters via BOSS (Banner On-line System Services). BOSS is accessed through a link on the UALR home web page. Once in BOSS, select the Enter Secure Area option and then login with your identification number and PIN. At the main menu, select Employee Services, and then select Faculty Services. That menu includes class lists. Class lists should be checked to ensure that:

- All students who believe that they are enrolled in your classes actually appear on the official class roster,
- Students who are taking variable credit courses are actually enrolled for the number of hours for which they believe they are enrolled,
- Students who are registered as auditors know that they are registered as auditors and understand that that means they will not receive credit for the course,
- All students who intend to take the course for a grade are so registered, while all students intending to take the course *Credit/No Credit* are so registered.

If students attending a class for which they are not on the official roster, who are officially enrolled for the wrong number of hours in a variable credit course, or who have mistakenly registered as auditors, they should be immediately referred to Records and Registration to make the appropriate changes. Except in rare cases, requests for changes in registration after the end of the schedule adjustment period will not be approved.

### **Course Prerequisite Enforcement**

Instructors should check with their Department Chairperson to see what the unit policy is on the enforcement of prerequisites for any courses that they are teaching.

### **Permitting Students to Enroll in Closed Classes**

A part-time faculty member may receive a request from a student for permission to enroll in a class which is full and which has been closed to additional enrollment. The faculty member must refer such requests to the Department Chairperson.

### **Accommodating Students with Disabilities**

Students who claim to need an accommodation due to a disability must first contact the Office of Disability Support Services (located in Donaghey Student Center 103, telephone 569-3143, and on the web at <http://www.ualr.edu/dssdept/index.html>). That Office will evaluate the student's claim and determine what accommodation, if any, is required. The student should bring the instructor a copy of a letter from that office stating what accommodations are necessary. Students should do this no later than the last day to add classes (see current term calendar) so that sufficient time can be allowed to arrange for accommodations. It is the instructor's responsibility to provide the required accommodation, but it is the student's responsibility to inform the instructor of and provide documentation for that accommodation. If you have any questions, please check with your Department Chairperson.

### **Responsibility for Holding Class Meetings**

Each faculty member meets classes at the regular or announced scheduled time and location unless a change is approved in advance by the Department Chairperson or unless an emergency occurs. Each faculty member is properly prepared for all classes and meets them punctually (*Faculty Handbook*, section 7, p. 1)

UALR has a written inclement weather policy that guides decisions on closing classes. (See the section Inclement Weather Policy above under Employment Policies and Procedures. )

### **Students' Right to Privacy**

Under the provisions of the Family Educational Rights Act of 1974 (FERPA), student education records (e.g., grades, test scores, courses taken, etc.) are confidential. Access is limited to those individuals with a legitimate educational interest who need the information to fulfill their professional responsibilities.

Student information should not be disclosed to individuals or organizations outside of the University without the student's written consent. The written consent must be signed and dated and must include a specification of the records to be disclosed, the purpose of the disclosure, and the party (or parties) to whom the disclosure is to be made.

Under the provisions of FERPA, students have a right, subject to the need to protect the privacy of other students, to review records, files, and data, held about them on an official basis by the University. Students also have the right to challenge the content of those records, files, and data that they believe are inaccurate, misleading, or otherwise in violation of their privacy and other rights.

Lists of grades with any form of potentially personal identification must not be posted in electronic or paper form. Graded student work, (exams, papers, etc.) should be returned to students in a manner that will protect the privacy of graded materials and minimize access by others.

### **Websites for Courses**

All academic policies and procedures are equally applicable to alternative delivery courses. For example, for web-based and web-enhanced courses, a syllabus must be distributed that contains all of the same information in an electronic format as would be included in a face-to-face class syllabus.

It is University policy that any materials posted on the UALR website must be accessible to students with disabilities. The entire policy can be found at [http://www.ualr.edu/pace/webaccess/web\\_policy.html](http://www.ualr.edu/pace/webaccess/web_policy.html). A statement of the existence of this policy should be included in the syllabus:

It is the policy and practice of UALR to make all web information accessible to students with disabilities. If you, as a student with a disability, have difficulty accessing any part of the online course materials for this class, please notify the instructor immediately.

If instructors are not sure whether their online materials are accessible, Project PACE's website (<http://www.ualr.edu/pace/>) has other information that can assist them. The Office of Disability Support Services will gladly assist faculty with making any necessary accommodations.

## WebCT and Course LISTSERVS

### WebCT Course Shells

WebCT is the web-based course management system supported by UALR. Each semester "live" WebCT course shells are automatically created for every course section listed in the BANNER system. Both faculty members and students have access to their courses by logging on to: <http://webct1.ualr.edu/>

Username: UALR e-mail username  
Initial password: Social Security Number

Faculty who want to create a WebCT course shell for course development purposes should contact STaR at [star@ualr.edu](mailto:star@ualr.edu) or 569-8954.

Faculty members are invited to join the WebCT-Instructors listserv for important communications about using WebCT. For more information on WebCT and how to use it, assistance for web-enhanced or web-based courses, and to join the listserv, faculty should email the Scholarly Technology and Resources office at [star@ualr.edu](mailto:star@ualr.edu) or call 569-8954.

### Course LISTSERVS

Computing Services creates mail lists for every class offered on campus each semester. The address is created as follows: program code plus course number plus section. Thus, Rhetoric and Writing 1311 Section 10 becomes [RHET131110@ualr.edu](mailto:RHET131110@ualr.edu).

To subscribe to this list, students should send a message to [listserv@ualr.edu](mailto:listserv@ualr.edu). The body of the message should read:

subscribe listname first name last name

They should send the message from the mail account where they want to messages to be sent. Listserv will subscribe the address from which the subscribe request is received.

Instructors who would like to see who has subscribed to their course list can either visit the computing services web site at <http://online.ualr.edu/isdept/> and click on Discussion List Management or send a message to [listserv@ualr.edu](mailto:listserv@ualr.edu). The body of the message should read:

review listname

In this example, Listname is the name of the list they want to see. They may review any number of lists under their control by including the same command on a separate line in the message.

If further assistance is needed, the online version of the listserv documentation guide is: <http://www.ualr.edu/isdept/> or you may contact Computing Services at 569-3345, or 569-8720.

## UALR Email and Communicating with Students

Student email accounts are created within 24 hours of class registration and are an official means of communication with students. Important university-related information will be sent to individual email accounts. Students are responsible for regularly reading email messages. Types of communication include but are not limited to financial aid information, inclement weather closings, e-bills and payments deadlines, registration information and library notices. The UALR Email System can be accessed at <http://mail.ualr.edu>. Therefore faculty members are encouraged to communicate with their students through their UALR email addresses.

## Academic Integrity and Classroom Disruption

### Academic Integrity

Academic dishonesty cannot be condoned or tolerated in the University community. Such behavior is considered a student conduct violation, and students found guilty of committing an academic offense on the campus, or in connection with an institution-oriented or sponsored activity, or while representing the University or academic department, will be disciplined by the University.

Students should be impressed with the fact that cheating, duplicity, unauthorized reproduction of classroom materials, and plagiarism are degrading and that such practices seriously interfere with learning and intellectual development. Faculty members should make every effort to prevent dishonesty, protect honest students, and take appropriate action in instances of dishonesty. It is the responsibility of the student to not only abstain from cheating, but in addition, to avoid the appearance of cheating and to guard against making it possible for others to cheat. Any ideas or materials borrowed from another must be fully acknowledged. It is the obligation of each student to report all alleged violations of academic integrity to the faculty member as well as the responsibility of all faculty to report all alleged violations of academic integrity to the Dean of Students.

The most common offenses subject to grade penalty and/or disciplinary action are these:

**Cheating on an examination or quiz.** To give or receive or to offer or solicit information on any quiz or examination including:

- Copying from another student's paper;
- Using prepared materials, notes, or texts other than those specifically permitted by the professor during an examination;
- Collaborating with another student during an examination;
- Buying, selling, stealing, soliciting, or transmitting an examination, or any material purported to be the unreleased content of an upcoming examination, or the use of such material;
- Substituting for another person during an examination or allowing such substitution for oneself;
- Bribing a person to obtain examination information.

**Plagiarism.** Adopting and reproducing as one's own, appropriating for one's own use and incorporating in one's own work without acknowledgement, the ideas of others or passages from their writings and works.

**Collusion.** Obtaining from another party, without specific approval in advance by the professor, assistance in the production of work offered for credit to the extent that the work reflects the ideas or skills of the party consulted rather than those of the person in whose name the work is submitted.

**Duplicity.** Offering for credit identical or substantially unchanged work in two or more courses, without specific advance approval of the professors involved.

The *UALR Faculty Handbook* and the *UALR Student Handbook* outline the University's policies and procedures created by the faculty and passed through UALR Faculty Senate for handling academic misconduct. If a faculty member suspects a student of academic dishonesty, these steps should be followed.

**Step 1.** Notify in writing the student, Department Chairperson, and Dean of Students of the charge(s) by completing an Academic Offense Allegation Report Form obtained from the Academic Dean's office or the Office of Campus Life.

**Step 2.** Upon receipt of the notice, the student should schedule a conference with the instructor to discuss the allegations. Both parties should cooperate as necessary to conduct the conference within three class days of the student's receipt of this notice. The purpose of the conference is to ensure that the student understands the allegations and is given the opportunity to present his or her position. The instructor must notify the dean of students or designee of the outcome of the conference.

**Step 3.** If the student admits to academic misconduct a grade penalty can be imposed, but not until after the student fails to file a formal appeal by the official deadline or has signed an informed-decision waiver of the right to appeal. If the student denies academic misconduct, he or she may appeal within ten days of receipt of the Academic Offense Allegation Report Form. Failure to appeal within ten days will result in imposition of the grade penalty and/or disciplinary action and waiver of the right to appeal.

**Step 4.** The student is also responsible for meeting with the Dean of Students or a designee within six days of receipt of the Academic Offense Allegation Report. The purposes of this conference will differ, as will responsibilities pertinent to it, depending upon whether the student maintains a position of guilt or innocence regarding the academic offense. The Dean or a designee is responsible for informing the instructor and the Department Chairperson of the results of this conference.

The best way to deal with academic dishonesty is to prevent it happening in the first place. What can the instructor do to prevent academic dishonesty?

- Define academic dishonesty and explain the consequences of such behavior.
- Define expectations and responsibilities.
- Communicate that academic dishonesty will not be tolerated and will be reported.
- Encourage reporting academic dishonesty and explain the importance of reporting.

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## Academic Policies and Procedures

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- Outline the procedure for reporting academic dishonesty.
- Be aware of any conditions that might encourage academic dishonesty and develop prevention techniques.
- Follow University policies and procedures for handling academic dishonesty as stipulated in the *Student* and *Faculty Handbooks*.

For more information, contact the Associate Dean of Students in the Donaghey Student Center, or call 569-3328.

### Classroom Disruption

Students may not disturb normal classroom procedures by distracting or disruptive behavior. Examples of disruptive behavior include the following:

- Repeatedly leaving and entering the classroom without authorization;
- Making loud or distracting noises;
- Persisting in speaking without being recognized;
- Answering cellular phone or allowing pagers to beep;
- Resorting to physical threats or personal insults;
- Any other activity the faculty member may deem disruptive to the class.

### Steps Toward Addressing Classroom Disruptions

The University of Arkansas at Little Rock views classroom disruptions as academic and behavioral violations. In the Code of Student Rights, Responsibilities and Behaviors in the *UALR Student Handbook* a classroom disruption is listed as a violation of the code. Although not all classroom disruptions will warrant additional judicial consideration, such behavior can subject the student to possible disciplinary sanctions. The *UALR Student Handbook* and the *UALR Faculty Handbook* outline the academic procedure created by faculty and passed through the UALR Faculty Senate for dealing with classroom disruptions. The policy is summarized as follows:

- A student who persists in being disruptive should be ejected from the class from the remainder of the period.
- After the second ejection the student should be notified in writing that he or she is in violation of the classroom disruption policy and may face administrative withdrawal from the class.
- The faculty member should meet with the student to see if an agreement can be reached for the student to stay in the class.

- If no agreement is reached, the faculty member should notify the Dean of Students or a designee of the situation and tell the student to meet with the Department Chairperson if he or she chooses to appeal the decision.
- After the two meetings have been carried out with no resolution, the Dean of Students or a designee will meet with the student to discuss the withdrawal of the student from the class and any additional disciplinary sanctions.
- No student is exempt from the classroom disruption policy. Students who disrupt the classroom should be handled according to the standards of the faculty member and the procedures of the University.

For more information, please contact the Associate Dean of Students in the Donaghey Student Center or call 569-3328.

### Suggestions on Handling Classroom Disruptions

The best way to deal with classroom disruptions is to prevent them from arising and to address them before they get out of hand. The following points should be kept in mind.

- Faculty members are responsible for management of the classroom environment.
- Both students and faculty members have some measure of academic freedom. Students should be allowed to ask questions but not in such a manner as to insult the faculty member or other students.
- Faculty members are expected to serve as a role model for appropriate conduct.
- Faculty members should clarify standards for student conduct. Students may not see some behaviors as rude, uncivil, or disruptive. It is up to the faculty member, however, to clarify expectations and to make students aware that disruptive behaviors are never acceptable.
- If an instructor believes that inappropriate behavior is occurring, he or she should consider a general word of caution rather than warning a particular student.
- If the behavior is irritating but not disruptive, the instructor may try speaking with the student after class.
- There may be circumstances when it is necessary to speak to a student during class about his or her behavior. Do so in a firm yet non-threatening manner.

If a disruption is serious and other reasonable measures have failed, the class may be adjourned. The campus police can be summoned if necessary (569-3400).

It is important to report all cases of academic dishonesty and classroom disruption. What might appear to be an isolated event in a single class could be part of a wider pattern of behavior that could pose a serious problem for the student and the campus community.

### Student Grievance Procedures

Students and faculty members are urged to make all informal attempts possible to resolve a grievance before initiating formal appeal. When all other attempts to resolve disputes have failed, the Academic Integrity and Grievance Committee hears specific grade appeals and hears, on appeal and referral, cases involving certain alleged academic offenses. The chairperson of this committee changes each year. Contact the Office of the Provost and Vice Chancellor for Academic Affairs or the President of the Faculty Senate for the name of the committee Chairperson. For a more detailed description of the process, consult the *Faculty Handbook, 2000*, section 9.

### Grade Reports

Grades are reported by faculty members to the Office of Records and Registration on official report forms at times announced by that Office. Complete instructions for reporting grades are sent to each faculty member prior to the time for filing the grade report. Although reporting mid-semester grades is not required, the University Faculty Senate has established the policy that any student has the right to an evaluation of his or her grade in a course prior to the end of the drop period.

### Permanent letter grades and their values

| Grade | Meaning   | Points |
|-------|---|--------|
| A     | Superior work   | 4      |
| B     | Good work — well above average                                  | 3      |
| C     | Average work  | 2      |
| D     | Passing work, below average                                     | 1      |
| F     | Failing work  | 0      |
| I     | Incomplete (see below)  |        |
| CR    | Credit (see below)  |        |
| NC    | No credit (see below)   |        |
| IP    | In Progress (for graduate projects, theses, dissertations only) |        |

#### Other Symbols:

**Permanent letter grades and their values**

| <b>Grade</b> | <b>Meaning</b>   | <b>Points</b> |
|--------------|--|---------------|
| AU           | Audit (this will be entered by Records and Registration, and cannot be changed by the instructor)      |               |
| MG           | Missing Grade (this will be entered by Records and Registration)                                       |               |
| W            | Withdrawal (this will be entered by Records and Registration, and cannot be changed by the instructor) |               |
| X            | Nonattendance (see below)  |               |

An instructor grants a grade of *Incomplete* when circumstances beyond the student's control have prevented a student from completing all of the work required for a course. It is the student's responsibility to contact the instructor and request the granting of an *Incomplete*. The granting of an *Incomplete* should be done in writing and should include a statement of the work to be completed and the completion date. A copy of this written notice should be filed with the Department Chairperson. It is possible that the student will submit the missing work after your period of appointment has ended. The Chairperson will need to be able to contact the instructor for the class or have sufficient information to award the grade him or herself. Work must be completed and the *Incomplete* converted to the appropriate grade by the instructor within 90 days for undergraduate courses and within one year for graduate courses. If not, the *Incomplete* will convert to a failing grade.

Students may take one course each semester on a *Credit/No Credit* (CR/NC) basis with instructor approval arranged at the time of registration. The selection of courses is limited to electives. Courses in which a department requires CR/NC grading are not included in this limitation. *Credit* as a grade means that the student is granted the credit hours for the course but no grade and the course is not calculated in his or her grade point average. *No Credit* means that the student does not get the credit hours and this is not calculated in his or her grade point average. Department Chairpersons can provide further guidance on the criteria used in that academic unit for awarding *Credit* versus *No Credit* for a given course.

An X is noted in addition to a failing grade in cases where a student has registered for a course but *never attended*. Students may request that an instructor administratively withdraw them from a course as a result of excessive absences. However, this must be done before the last day of classes of the session in question.

### **Final Examinations**

The complexities of an academic institution make it necessary that all faculty members comply with an orderly schedule of final examinations. A copy of the final examination schedule is included as part of the schedule of classes, and each faculty member is required to use the specified schedule for final examinations. When extreme circumstances make necessary a deviation from the announced schedule, clearance for such deviation must be obtained in advance from the appropriate Department Chairperson and Dean. Final examinations in summer term courses are given during the last scheduled class session.

### **Student Evaluations of Faculty**

At the end of each semester each department is required to provide means for anonymous student evaluation of courses and instructors. The evaluations are tabulated and results are provided to the faculty member as a means of improving teaching. Department Chairpersons use these results in yearly evaluations of faculty. Instructors should contact their Department Chairperson regarding timeline and procedures for conducting these evaluations.

### **Participation in Assessment**

All faculty members are expected to be involved in the assessment of student academic achievement, which involves collecting information that will be used to make decisions to improve curriculum, instruction, and advising. Assessment at UALR is designed to help academic programs whether undergraduate, graduate, or core focus on what should be taught and whether it is being taught successfully. Programs are encouraged to use a variety of assessment methods, including both locally developed and standardized assessment instruments, and both quantitative and qualitative methods. Faculty participates in assessment in all its phases: design, data collection, interpretation of the results, and implementation of changes. Part-time faculty should contact their Department Chairperson regarding the specific expectations for their participation in assessment.

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*University Services and Resources*

**Donaghey Student Center**

501-569-8284

<http://www.ualr.edu/dsc/serv.htm>

The Donaghey Student Center (DSC) provides facilities and services unique to university life. The 180,000 square foot building opened on August 16, 1993. The DSC is one of the few buildings in the nation that combines a traditional student center with a traditional fitness and aquatics center. The DSC houses the office of the Vice Chancellor for Educational & Student Services, the Office of Campus Life, University Program Council, Student Government Association, Health Services, UALR Bookstore, UALR Forum, UALR Dining Services, Disability Support Services, Cyber Caf , conference and meeting facilities, the multifunctional Fitness & Aquatics Center, and much more. The Fitness & Aquatics Center houses fitness equipment and Central Arkansas' only olympic-sized pool.

The DSC offers meeting and event facilities to accommodate conferences, meetings, banquets, special events, sport/recreation, and aquatic events (501-569-3324). Additionally, the DSC manages the UALR Campus Card (official University ID), which provides access to the library, the DSC fitness and aquatic center, residence hall, and may be used as a meal card in dining services.

**Ottenheimer Library**

501-569-8803

<http://library1.ualr.edu>

The University library offers many resources and services of use to part-time faculty. Specific areas of service are described below, along with telephone numbers for each.

**Circulation/Reserve Services.** This department is most visible from the entrance to the library building. Here faculty may check materials in and out, and also place items on Reserve for students to read as a part of their classroom preparation. Online renewal of books is available using our website. Call 569-3123 for assistance.

**Interlibrary Loans.** Located on the main floor just north of the circulation desk, Interlibrary Loans is the department responsible for borrowing books and photocopying articles from other libraries for use by our campus personnel. This service is also available online. Call 569-8812 to request help.

**Instructional Media Services.** IMS is the area to contact for delivery of some classroom equipment: overhead projectors, TV/VCR combos, data projectors, laptops, and CCTV service. IMS also houses the library's microfilm and microfiche collections, as well as our video library and mixed media materials. Call 569-3264 or 569-8819.

**Information Literacy.** Teaching students how to use the various databases and resources, both in electronic and print formats, is the responsibility of the reference librarians. Tours, lectures, and demonstrations can be scheduled. Calling 569-8806 for an appointment.

**Collection Development.** The library tries to assist faculty by purchasing materials needed for classroom instruction. Part-time faculty should first discuss any acquisition requests with their Department Chairperson. Call 569-8815 for assistance.

### **Examination Grading by Optical Scanning Equipment**

Computing Services, located in Old Student Union B Room 205, offers free examination grading by optical scanning equipment for all UALR faculty. Examinations should be scored using standard NCS scan forms that can be purchased at UALR Central Stores. Faculty who are interested in this free service should stop by the office of Computing Services to get the instruction packet available at the Reception Desk.

### **Computing Services**

501-569-8720

<http://online.ualr.edu/isdept/>

UALR Computing Services Desktop Support is responsible for providing assistance with personal computer and network needs for the campus community. The hours of operations are Monday through Friday from 7:00 a.m. to 6:00 p.m. UALR Computing Services also has two open student labs for registered students use. The labs are located in the Ottenheimer Library and SUA 105 and have a variety of software for students' use. WebCT assistance for students is available in either student lab. A training room is also available in SUA 109 for the campus community's use in conducting University related training.

## **University College**

501-569-3386

University College seeks to provide a positive learning experience to entering students that will enhance their ability to complete an associate or baccalaureate degree. University College also offers the following services: developmental academic advising (pre- and post-admission), career development, educational assessment (placement), personal and social counseling, developmental courses (by referral), and the advisement for the associate of arts in general studies degree. The first year experience and leadership training courses are offered through University College. Offices are on the fourth floor of Ross Hall.

## **Public Safety**

501-569-3400

The UALR Department of Public Safety (DPS) is here to assist and protect students, faculty, staff and guests. Police service is provided 24 hours a day, seven days a week. University police officers are sworn law enforcement officers with the same arrest powers as municipal police officers. DPS should be notified immediately in the event of an actual or suspected crime. DPS will provide an escort to any point on the campus.

The Student Right-to-Know and Campus Security Act of 1990 has been revised as "The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998". Crimes are classified according to definitions provided by the FBI Uniform Crime Report. Unsubstantiated crimes are reported as a separate category. UALR crime statistics are prepared and distributed annually to current and prospective faculty, staff and students. The Current Clery report is available in print at the DPS building 24 hours a day and is also available on-line through the UALR website.

Public information about registered sex offenders who have registered with Public Safety can be obtained at the Public Safety department. It is the duty of all registered sex offenders to also register with Public Safety if they become associated with the University in any manner. Act 330 of 2003 provides for public disclosure for level 3 and 4 sex offenders effective September 01, 2003.

### **Physical Plant**

501-569-3390

Physical Plant is charged with the responsibility of maintaining the physical environment necessary to carry out the University mission. Any problems encountered on University grounds or in University buildings should be reported promptly by calling the Physical Plant Service Desk at 569-3390. In the event of a problem after hours (other than 7:30 a.m. to 4:30 p.m., Monday — Friday), please notify the Department of Public Safety (DPS) at 569-3400. If reported problems are not attended to expeditiously, please feel free to contact the department director at 569-8897, or by e-mail at [dllmillay@ualr.edu](mailto:dllmillay@ualr.edu).

### **Scholarly Technology and Resources (STaR)**

501-569-8954

[star@ualr.edu](mailto:star@ualr.edu)

Scholarly Technology and Resources (STaR) offers UALR faculty support in using technology for teaching and learning. STaR is located in Dickinson Hall, Room 104, and its hours are from 8 to 5, M-F. Faculty may contact STaR for help with the following activities:

- Using principles of good practice in teaching online
- Designing content for interactive online educational experiences
- Using WebCT for web-enhanced and web-based courses
- Recording, editing and compressing video and audio
- Obtaining support for software and hardware
- Making web sites and online course materials accessible to all users
- Developing quality instructional and informational web sites

## Off-Campus Programs

501-569-3117

Off-Campus Programs (OCP) is responsible for the coordination and fiscal support for course and faculty at UALR Benton and Henderson Middle School. They are also responsible for the fiscal support and coordination of ONLINE courses, Telecourses, and Graduate Certificate Programs and the faculty teaching these courses. Part-time and adjunct faculty teaching for any of these areas should contact OCP when they have questions relating to payroll, travel pay<sup>1</sup>, class size and cancellations because of low enrollment, or support for technology in their classrooms or equipment needed to facilitate instruction. The following phone numbers should be helpful:

### Off-Campus Programs Important Phone Numbers

|                                  |                    |          |
|----------------------------------|--------------------|----------|
| Off-Campus Programs Director     | Sonja Sanderson    | 569-3117 |
| Off Campus Assistant Director    | Donna Rae Eldridge | 569-3117 |
| Off-Campus Programs IT Mgr.      | Tal Dodson         | 569-3116 |
| UALR Benton Program Manager      | Kim Jackson        | 860-6003 |
| Henderson Middle Sch Coordinator | Janice Pettigrew   | 569-3117 |
| Henderson On Site Facility       | Milton Jackson     | 569-3117 |
| Payroll related issues           | Marjorie Armon     | 569-3118 |
| Travel related issues            | Marjorie Armon     | 569-3118 |
| Class size and Cancellations     | Sonja Sanderson    | 569-3117 |
| Technical Support                | Tal Dodson         | 569-3116 |

If an instructor needs to cancel a class because of illness or for other reasons, he or she should contact OCP as soon as possible using one of the numbers below. OCP will notify the students by phone.

|                         |                    |          |
|-------------------------|--------------------|----------|
| UALR Benton             | Michelle Stuckey   | 860-6003 |
| Henderson Middle School | Janice Pettigrew   | 569-3117 |
| Telecourses             | Donna Rae Eldridge | 569-3117 |

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1. All instructors with the exception of ONLINE receive travel pay when teaching for Off-Campus Programs.

All part-time and adjunct faculty members are required to fill out a personnel data sheet for the UALR Benton location. These are available at the front counter in the UALR Benton administrative offices, or they may be mailed to the instructor upon request.

Off-Campus Programs follows the guidelines and procedures set forth by the University in areas relating to academic and student policies at all locations. The program manager for each site is responsible for coordination. They should not be involved in student or faculty disputes or any academic related issue. The faculty member should refer to the handbook regarding these issues.

### **Office of Research and Sponsored Programs**

*501-569-8474*

The Office of Research and Sponsored Programs (ORSP) has responsibilities in two areas that are important to part-time faculty.

The first is in assisting faculty with issues involving the use of human subjects in research, the use of animal subjects, or the use of hazardous materials in research and teaching. In each case ORSP will provide assistance in seeking the reviews necessary to perform projects in these areas. It is important to remember that when a faculty member uses their students to gather information for publication, a protocol must be submitted to the Institutional Review Board for approval.

The second is assisting with funding. ORSP will provide assistance to faculty and students who are working on projects in which students develop proposals to seek funding for research and service projects. ORSP staff will provide lectures on proposal development and, when possible, assist students in funding source searches.

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## *Appendices*

The best place to find the most current and accurate information about the University is through the campus website: [www.ualr.edu](http://www.ualr.edu). Here are the URLs for some of the more frequently used pages.

### **Academic Calendar**

<http://www.ualr.edu/provost/calendar.html>

### **Course Schedule and Registration Guide**

<https://boss.ualr.edu/DirClasses.htm>

### **Campus Map (printable version)**

<http://www.ualr.edu/codept/calendar/map.pdf>

### **Directory and E-Mail Address Lookup**

<http://www.ualr.edu/www/faculty/index.htmlx>