

Information Related to Faculty Service

This chapter begins with a three-part statement on faculty responsibilities endorsed by the University Assembly, then includes an alphabetical listing of other issues of policy and protocol.

Faculty Responsibilities

General

Each faculty member who accepts a full-time appointment accepts an obligation to render a measure of service to the University which is appropriate to such an appointment. Faculty members are available for student advisement, consultation with colleagues, and participation in governance and committee work. Therefore, while not restricted by a rigid schedule of work hours, a faculty member should recognize the full-time commitment of his or her position.

In recognition of the importance of effective faculty participation in University governance, each full-time faculty member should become personally involved through attendance at and participation in meetings of committees, departments, colleges or schools, the University Assembly, and, as appropriate, the Faculty Senate.

Professional Concerns

As participants in the scholarly community, faculty members work toward continued intellectual development and professional competence through a variety of activities appropriate to their disciplines and consistent with their individual assignments of study, professional activities, research, publications, or other activities.

As a teacher, each faculty member brings his or her best efforts to the classroom and strives to develop improved teaching techniques and to teach in a creative, thoughtful manner.

Academic counseling of students is one of the functions of the teaching faculty. Therefore, faculty members participate in the academic counseling programs of their departments. In general, faculty members maintain accessibility to students for consultation and advisement via regular scheduled office hours or equivalent procedures as defined by departmental faculty.

In their relationship with students, faculty members use as a guide the American Association of University Professors (AAUP) *Joint Statement on Rights and Freedoms of Students* and should be fully aware of the services available to students to assist them with academic, health, finance, or personal problems.

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.

Each faculty member is responsible for giving early notice of resignation. In this regard, the faculty member and the University are guided by the AAUP *Statement on Recruitment and Resignation of Faculty Members*. In particular, a faculty member should not resign to accept other employment as of the end of the academic year later than May 15 or 30 days after receiving notification of the terms of his continued employment the following year, whichever comes later. In the event of an emergency the faculty member may ask the appropriate officials of the University to waive this requirement, but he or she should conform to their decision. Conversely, the University accepts a responsibility to observe the AAUP guidelines regarding late offers to faculty members teaching at other institutions.

The University has developed certain regulations in order to make possible an orderly academic environment and to protect high academic standards. Each faculty member is dedicated to and demands the maintenance of academic integrity. Students should be clearly informed of classroom policies regarding academic honesty. It is the obligation of the faculty member to report all alleged violations of academic integrity to the dean of students.

University Service

In the area of academic affairs, each faculty member participates in developing and improving programs and curricula, developing and modifying the goals of the department, college or school, and University, and establishing policies on all levels.

The immediate governance of a department of the University is vested in its departmental faculty with jurisdiction over all the interests of the department, including authority to determine all department questions.

Faculty members, via representation within their department or unit, participate in the recruitment, selection, and orientation of new faculty, and in recommendations of tenure, promotion, reappointment, nonreappointment, and dismissal, consistent with the rules and regulations of that unit.

A committee of the University Faculty Senate has endorsed the desirability of evaluation of the teaching function. Faculty of each department or equivalent unit should develop meaningful methods of teacher evaluation and administer these evaluations uniformly within the academic unit.

In addition to the responsibilities outlined above, obligations to the University regarding political activity, outside employment, and absences from work are described below.

(The three-part statement above was approved by the UALR University Assembly in May 1976 and amended 2/12/81.)

Absence from Work

A position on the teaching or research staff of the University is considered to be a full-time undertaking unless it is specifically designed as part time. It is recognized, however, that a person's teaching or research functions cannot always be confined to an exact schedule of clock hours. But each person is expected to perform adequately the duties assigned to him or her. Any departure from a work schedule normal for the tasks assigned must receive approval from the appropriate department head and dean in advance.

Whenever unforeseen circumstances make it necessary for an instructor or research worker to be absent from his or her duties, he or she should notify his or her department chairperson and dean immediately. Reason for the absence should be made clear.

State law requires the University administration to keep on file a record of the number of days each faculty and staff member was unable or failed to keep his or her assigned schedule of work and the reasons therefore—whether reasons of health, unexpected or emergency circumstances, or performance of off-campus tasks in the interest of University affairs. Faculty and staff members are called upon at appropriate intervals to report these absences, if any.

Adjunct Faculty

Certain individuals whose education and professional experience enhance the teaching, research, or service programs of UALR may receive fixed-term appointments as adjunct faculty with appropriate academic rank: adjunct distinguished professor, adjunct professor, adjunct associate professor, adjunct assistant professor, or adjunct instructor. Such adjunct faculty are normally: (a) employed by an organization other than UALR and do not receive compensation or salary from UALR; (b) paid from grant funds administered through UALR; (c) employed on a temporary basis to fill a University-funded position; or (d) employed primarily (more than 50 percent) in a non-academic capacity by UALR. An adjunct faculty position may not be used to circumvent a tenure decision or to extend the probationary period of a nontenured faculty member.

Adjunct faculty appointments are made for a specified period (e.g., one semester or one year), and neither the University nor the individual has a commitment on renewal. Unless the terms of appointment specify otherwise, UALR's policies on promotion, tenure, nonreappointment, leave, and Off-Campus Duty Assignments do not apply to adjunct faculty. The procedures pertaining to matters of dismissal during a term of appointment, as outlined in this *Faculty Handbook*, do apply to adjunct faculty.

Adjunct faculty have voice but not vote in the University Assembly and in official meetings of the college, school, and department. Colleges, schools, or departments may (consistent with the University Assembly's Constitution and Board of Trustees' Policy) authorize them voting status by specific action on other matters.

Depending on the source and terms of financial support, adjunct faculty may be eligible for certain fringe benefits. If so, these are specified in the terms of the appointment.

Alcohol Use Problems Policy for UALR Employees

UALR recognizes that alcohol and other substance abuse problems are increasing. For purposes of this policy, such a problem exists when the use of alcohol or other chemicals definitely and repeatedly interferes with job performance. When chronic, these problems are considered to be a treatable illness.

Faculty and staff are encouraged to seek help if they have such a problem. All records relating to help that is sought are strictly confidential. Department chairpersons and supervisors are urged to make every effort to see that the employee gets needed help. Dependents of UALR employees are also eligible for help through campus services such as the Counseling Center and health insurance coverage.

Decisions of job security and promotions are to be based solely on job performance and will not be jeopardized when the employee seeks help. Department chairpersons and supervisors have a particular responsibility to recommend that the faculty or staff member whose performance is declining because of alcohol or chemical abuse seek professional advice.

Questions regarding available services or UALR's policy and procedures in the area of chemical abuse should be referred to the director of the Office of Human Resource Services.

(Adopted by the University Assembly, 2/12/81.)

Assessment

All faculty are expected to be involved in their programs' assessment of student academic achievement, which involves collecting information that will be used to make decisions to improve the programs' curriculum, instruction, and advising. Assessment at UALR is designed to help the 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 participate in assessment in all its phases: design, data collection, interpretation of the results, and implementation of any changes. Assessment activities and results for both program and core assessment are reported annually. The associate vice chancellor for academic affairs directs the assessment program.

Athletes—Faculty Class Reports

From time to time UALR faculty members may receive the Student-Athlete Performance Appraisal form from the Coordinator of Athletic Academic Support Services. Before the form is sent to faculty, the student-athlete in question signs a release, as shown on the form, so that the information about

the student's performance in class may be shared with the Coordinator. The goal is to increase academic success of student-athletes by permitting timely intervention when needed. The Faculty Senate has stated through formal resolution that UALR faculty members should cooperate and provide the information requested if and when they receive the Student-Athlete Performance Appraisal form in regard to student-athletes enrolled in courses they are teaching.

Attendance at Commencement

At least half of the faculty members from each college or school, as determined by the dean, are expected to be present and participate in the academic procession at commencement unless excused by the appropriate department chairperson and dean. Faculty members are expected to wear appropriate academic regalia at such functions.

Attendance at Professional Meetings

Members of the teaching, research, administrative, and extension staffs are encouraged to attend professional meetings. Such attendance is deemed beneficial to both the individual and to the University. Brief leaves from official duties will be granted for attendance at such meetings when circumstances permit, and the University may reimburse the individual for a part of the travel expenses when travel funds are available for such purposes and to the extent allowed by University travel regulations. Applications for leave and travel allowance for attendance at professional meetings must be approved in advance by the appropriate administrative personnel.

Book Ordering

Deadlines for ordering textbooks through the UALR Barnes and Noble bookstore are as follows:

All summer terms	End of first week of March
Fall semester	End of first week of April
Spring semester	End of last week of September

Book order request forms are available at the Bookstore, and are sent out electronically every fall. Book orders may be submitted by telephone (569-8986), fax (569-8987), in person, or by campus mail.

See also "Sale of Books," below.

Concurrent Employment

Two State Agencies

A part-time faculty member who works for another state agency must complete a two state agency form (concurrent employment). Arkansas state regulations require that an individual working for two state agencies get prior approval from the Department of Finance and Administration. The concurrent employment forms are available in and processed by the Office of Human Resource Services.

Two Campus Departments

Part-time faculty who work for two departments on campus must have approval of department chairs and deans of both departments in advance. Generally, part-time faculty may not carry more than a 50% appointment.

Copyright

With the exception of computer software, authors own the copyright to all their works which are not the result of projects specifically funded by the University or a sponsor of the University.

The University owns the rights to all computer software produced at the University unless the software is generated solely for classroom instruction (courseware). Software produced on an inventor's own time without the use of University facilities belongs to the inventor.

The Office of Research and Sponsored Programs is responsible for the University's patent and copyright process. See also "Patents," below.

Course Syllabus

A syllabus is defined as "a concise statement of the main points of a course of study or subject." Although the interpretation of this may vary from department to department, the syllabus should fully disclose the faculty member's expectations and requirements of the students enrolled in the course. The syllabus should include, but not be limited to, course objectives, student activities or assignments, course requirements, resources and references, and the grading policy. It should include the policy for accommodating disabled students. The syllabus is distributed to the students at the beginning of the semester.

Development and Fundraising Activities

All plans by individuals or groups associated with or employed by the University to solicit prospective donors for private financial support must be submitted to and approved by the UALR Director of Development.

In the interest of approaching fundraising in a coordinated and professional manner, faculty and staff should follow these guidelines:

- Any member of the faculty or staff who plans to approach a business or an individual to ask for a donation of any size must first discuss these plans with the Office of Development.
- All checks for donations to the University must be made out to the "UALR Foundation" with a designation on the memo line as to what department, scholarship, or program should receive the funds.
- Every check the University receives must be delivered to the Office of Development within three working days to insure prompt deposit and acknowledgement of the gift.

Dismissal of Classes for Speakers, Concerts, and Similar Activities

Dismissal of classes for speakers, concerts, and similar activities shall be at the discretion of each faculty member. Any announcement by the University or other sponsoring group that a lecture, concert, or other event will be given shall not be construed as requiring that classes be dismissed. Exceptions to this policy, however, may be made by a majority vote at a meeting of the University Faculty Senate.

Distinguished Professorships

The rank of distinguished professor is to be reserved for those individuals who are recognized nationally and internationally as intellectual leaders in their academic disciplines for extraordinary accomplishments in teaching; for published works, research, or creative accomplishments in the performing arts; or for other endeavors, and who have gained such recognition for distinction at this or another university prior to appointment as distinguished professors.

Appointments to this rank shall be made only when clear indication exists that individuals so appointed will provide exemplary academic and intellectual leadership and continue their professional activities in such a way as to maintain national and international recognition and a commensurate level of accomplishment.

Disturbances and Demonstrations

University regulations prohibit activities which (1) interfere with campus order and access, the normal functioning of the University, or the rights of other members of the University community; (2) result in injury to individuals on campus, damage to individual or University property, or unauthorized attempt or actual entry into University buildings; and (3) present a clear and impending threat to the safety of individuals, to University property, or the University community.

(Refer to Act 328 of 1967 and Board Policy 220.1, 11/18/77)

Drop Date

The last day by which a student may drop a course without a grade penalty is the end of the 12th week of the semester in which the student enrolled in the course. A grade of W is given to students who drop a course after the seventh calendar day of semester classes but prior to the above drop deadline. Students should receive some indication of their progress (such as a grade on an examination or quiz) by the middle of the 12th week of the semester. In cases where the instructor deems such an indication impractical, the instructor shall explicitly inform students of this decision during the first week of class. Also, a written statement of this policy shall be included in the course syllabus.

Early Retirement

UALR offers early retirement in accordance with the University of Arkansas Administrative Memorandum 430.2 Voluntary Early Retirement Program for Tenured Faculty.

Faculty members interested in taking early retirement should schedule a meeting with the associate vice chancellor of academic affairs (AVCAA) no later than the beginning of the last semester they wish to teach. In the meeting, the AVCAA will inform the faculty member of the different options available regarding benefits, insurance, and the

timing of payments. If the faculty member wishes to explore early retirement further, the Office of the Provost will gather data and prepare a retirement package for the faculty member to review.

Because a faculty retirement potentially disrupts a department's schedule of classes, a faculty member should inform the department chair as early as possible of an intention to retire.

When the terms of the early retirement package are agreed upon, a Voluntary Early Retirement Agreement will be created, signed, and submitted to the Board of Trustees for approval.

(Refer to Administrative Memorandum 430.2, 6/1/94)

E-Mail and Privacy Concerns

University employees who communicate by electronic mail should be aware that this medium of communication is not as secure as mail delivered by the U. S. Postal Service. Great caution, therefore, should be exercised in making derogatory personal comments, which might be interpreted as defamatory, about any person. Federal privacy law prohibits disclosure of most personal information about students. Therefore, university employees should exercise extreme caution when electronically transmitting personal information about students, such as evaluations and grades. As a general proposition, such information should be sent via e-mail only to the student or to an appropriate university official.

Emeritus Status

Eligibility for Emeritus Status

In recognition of distinguished service to the University of Arkansas, retiring employees may be awarded emeritus status at the rank or title held at the time of retirement.

In order to be considered for emeritus status, an individual must be appropriately recommended and meet at least one of the following conditions:

1. The retiring individual is age 65 or older and has at least five years of continuous service with the University.
2. The retiring individual is age 62 or older and has at least 10 years of continuous service with the University.
3. The retiring individual has at least 20 years of continuous service with the University.
4. The retiring individual has elected to retire early under the early retirement provisions of Administrative Memorandum 430.2.

Procedures for Awarding Emeritus Status

In order for emeritus status to be conferred by the Board of Trustees, the individual must be recommended by the chief executive officer of the campus or unit. The President will recommend the final list of individuals to receive emeritus status.

Emeritus status will normally be conferred once each year by the Board of Trustees effective on July 1 for those individuals who have retired prior to that date. The President will receive recommendations no later than February 15, or such other date as may be specified, from the chief executive officer of the campus or unit.

Privileges of Emeritus Status

Emeritus status entitles the recipient to the following privileges: presentation of a certificate or resolution appropriate for framing; use of the title; continued campus faculty membership status for those with faculty rank, but without vote in the campus faculty governance body; inclusion in the campus directory, catalog, and other listings of campus faculty/staff; use of the library; eligibility to purchase a faculty/staff parking decal; faculty/staff admission to campus activities and events; and waiver of fees for enrollment in University courses on a space available basis.

Responsibility of Recipients of Emeritus Status

Emeritus employees are expected to assist and support the University in their areas of competence, particularly in an advisory capacity, when requested to do so.

(Board Policy 475.1, revised 6/16/89)

Enrollment in University Courses

I. Eligibility

All full-time employees employed as of the final day of regular registration in any particular session or semester, their spouses, and their dependent children (as defined by the Internal Revenue Service) are eligible. All enrollees must meet normal admissions requirements, and audits should be on a space available basis only.

II. Transferability

The tuition-remission benefit is available to any employee, spouse, or dependent at any unit of the University of Arkansas regardless of the site of employment.

III. Extent of Remission

A. Employees may take any combination of undergraduate or graduate (but not professional) semester credit hours during the semester and up to three undergraduate or graduate (but not professional) semester credit hours per session during the summer at a cost of \$5 per credit hour at the employee's campus or at 30% of the cost of full tuition at any other campus within the University System, subject to limitations hereinafter described (section IV).

B. Employees of the University System office, the Cooperative Extension Service, the Agricultural Experiment Stations, the UAMS Area Health Education Centers, and other widely dispersed units of the University shall designate one campus as the "employee's campus" for purposes of this policy.

C. Spouses and dependent children may take up to 132 undergraduate semester credit hours at 50% of full tuition or registration fee at the employee's campus or at 60% of full tuition or registration fee at any other campus within the University System.

IV. Employee Enrollment and Work Assignment Responsibility

A. Enrollment at reduced rates during regular working hours for employees will be limited to one course each semester with a maximum of five semester credit hours and a total maximum of eight semester credit hours for the regular academic year of two semesters.

B. Enrollment at reduced rates outside of regular working hours for employees shall not exceed nine semester credit hours per semester, or in aggregate with enrollment during working hours eleven semester credit hours per semester or twenty-two semester credit hours per regular academic year of two semesters.

C. All enrollment at reduced rates shall be approved by the employee's immediate supervisor and the chief academic officer of the site of employment.

D. This policy does not assume that release time from regular working hours will be automatically permitted.

E. Exceptions to IV A, B, C, and D may be granted by the chief operating officer of the site of employment upon recommendation of the employee's immediate supervisor and the chief academic officer; if such exceptions are for enrollment at a unit other than the site of employment, the chief operating officer of the receiving unit, or designee, must also approve the exception.

(Universitywide Administrative Memorandum 445.1, Parts I - IV, revised 11/12/93)

Board Policy 440.1 extends the eligibility of tuition remission. Following are the pertinent excerpts.

Spouses, who have not remarried, and dependent children of deceased employees who died while in the full-time employment of the University of Arkansas also are eligible [for fee remission].

Individual units may also allow tuition-remission in specified off-campus classes when enrollment in the class in which enrollment is sought already has sufficient student enrollment by full-fee paying students to meet the minimum enrollment (as established by the offering unit) to recover the costs of offering the class.

(Excerpted from Board Policy 440.1, revised 11/8/96, effective 1/1/97)

University employees are encouraged to enroll in academic courses. Forms for enrollment may be obtained in the Office of the Treasurer or the UALR Information Center.

Extra Compensation Policy

Purpose

In establishing its mission, the University's greatest resource is its personnel. The purpose of this policy is to provide flexibility, within appropriate guidelines, in order to permit the most effective use of the time and talents of University personnel.

Assumptions

1. The salary of a full-time employee of the University is intended as compensation for all regularly assigned activities performed for or in the name of the University.

2. An employee may be called upon from time to time to perform additional tasks over and above regularly assigned duties for which he or she may receive extra compensation.

Restrictions

1. An employee must be certified by his or her dean or supervisor as working a full load in addition to the activity for which extra compensation is being recommended.

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

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

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

5. Extra compensation for an individual must be consistent with any applicable state and federal laws and regulations and with any applicable accreditation standards or criteria.

6. Extra compensation must not result in a conflict of interest.

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

8. University funds will not be used for extra compensation for such scholarly activities as research, research consultation and collaboration, or creative works considered part of normal faculty duties.

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

10. An employee's total compensation, for a year or for a month, including extra compensation, shall not exceed the maximum salary as provided in applicable state statutes. A change of title will not be approved in order to pay an individual above his/her existing line item maximum.

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

12. Senior administrators, as defined by the Chancellor, shall not be eligible for extra compensation for teaching a class or performing other duties for the University.

13. Stipend for extra compensation must be authorized to be paid at the regular payroll period for the time period in which it is earned.

Procedure

1. Each campus or unit within the University of Arkansas shall establish procedures to receive recommendations for extra compensation. Each campus or unit will monitor extra compensation for conformity to the requirements of this Administrative Memorandum. Each Chancellor or equivalent officer shall approve each request for extra compensation. Information regarding extra compensation shall be maintained for an annual report.
2. The maximum amount which may be paid to an employee is twenty (20) percent of his/her annual salary, in accordance with restriction number ten (10).
3. Exceptions to the provisions of this policy will require the approval of the President.

(Administrative Memorandum 440.2, revised 8/7/95)

Field Trips

Faculty who wish to take students off campus for course-related experiences should secure approval in advance from the dean to ensure compliance with any insurance, university, or other applicable policies or regulations.

Fringe Benefits

All nine- to twelve-month employees appointed half time or greater are eligible for fringe benefits. These employees must enroll in one of two retirement programs—the Optional Retirement Plan (served by Teachers Insurance and Annuity Association/College Retirement Equities Fund [TIAA/CREF], and Fidelity Investments), or Public Employees Retirement System (PERS).

Basic life and basic long-term disability are offered at no cost to the employee. The health premium is shared between the University and the employee. A part-time employee pays a higher percentage of the premium. Dependent life, accidental death and dismemberment, additional life and additional long-term disability insurance are available, but the premium is paid by the employee.

Complete details concerning these programs may be obtained from the Office of Human Resource Services.

Garnishment and Salary Liens

Wages and other compensations due an employee from the University are legally subject to seizure by a court order of garnishment or by a governmental lien. The University is required to comply with an order of garnishment only when one is issued after a legal judgment has been entered against the employee-debtor. The University must also honor governmental liens such as those arising from claims for unpaid taxes and from bankruptcy claims.

The University has a concern when a garnishment or salary lien is issued against one of its employees and served on the University. Receipt of two orders of garnishment, two salary liens, or a combination of one of each type of seizure during any twelve-month period dating from the receipt of the first such order shall be deemed grounds for termination according to regular University procedures.

(Refer to Administrative Memorandum 440.9, 10/27/76)

The University also has the right to set off any amounts an employee, including a student-employee, owes the University against amounts the University owes that employee. The University may set off against an employee's wages no more than the amount of those wages that exceeds the statutory minimum hourly wage, *unless* the payment owed the University is a result of an advance of funds to the employee or a misappropriation of funds or property by the employee; in such cases the University may set off the amount due against *all* wages and other moneys owed the employee. Set offs against payments to a student-employee for work-study or as federal loans are subject to laws and regulations governing those programs.

Additional provisions to be found in UA Board Policy 405.2, *Authorization to Offset Amounts due University by an Employee against Amounts Owed by University to that Employee*, revised January 20, 1995.

Grades

Incompletes

Work must be completed and the incomplete (*I*) converted to the appropriate grade by the instructor within 90 days for undergraduate courses and within one year for graduate courses from the end of the semester or term for which the *I* is given.

(University Assembly, 2/26/87)

Law School Grading Policies

Every course must include a final examination, final paper, or other significant evaluation of each student's work. Law School examinations are conducted anonymously, each student being assigned a randomly chosen number which is to be used to identify his or her examination papers. After evaluations of this written material have been turned in, the instructor is supplied with the names of the examinees and given opportunity to adjust final grades to implement attendance policies or reflect evaluations of classroom performance, mid-term examinations or other factors, if desired.

Posting of Grades

Student grades may be posted provided it is done in a such a manner that each student can identify only his or her own grade. This can be accomplished by the use of code letters or numbers provided the code used is not revealed to other students, unauthorized University personnel, or the public.

(Adopted by the Faculty Senate, December 8, 1983, in accordance with the Buckley amendment)

Reports and Examinations

Grades are reported by faculty members to the Office of Admissions and Records on official report forms at times announced by the Office of Admissions and Records. 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."

Each faculty member is expected to select appropriate times for the periodic examinations which are necessary or desirable during the course of the semester, but 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 printed schedule of classes, and each faculty member is required to use the specified schedule for final examinations. Whenever 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.

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 to those who are uninfected. Because many people are infected and don't know it, the university accepts an inclusive approach that recognizes any individual could be HIV positive. No screening or inquiries regarding HIV status will be made for admission or employment.

Access

People with HIV/AIDS are protected from discrimination by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Appropriate, reasonable accommodations will be made for students and employees who are infected, and they will be accorded all rights of access and responsibilities in every aspect of university life available to uninfected persons. Acts of discrimination or abuse will not be tolerated. Confidentiality will be observed.

Prevention/Education

The university will provide ongoing training for students and employees that includes the following:

1. Facts about infection, transmission, prevention, testing sites, and disclosure;
2. Skill development and equipment for self protection;
3. A climate that fosters care and respect for self and others.

For information about educational programs, contact Health Services or Human Resource Services.

Support Services

The Health Services Office is the primary point of confidential contact for people living with HIV and will serve as a resource to the campus community regarding HIV issues on campus.

Support services and referrals are also available in the following offices: Counseling and Career Planning Services, Disability Support Services, and Arkansas Employee Assistance Program.

Policy Implementation and Review

The University Health and Wellness Committee will be responsible for implementation of this policy. They will review this policy semi-annually or as new scientific information emerges and submit revisions to the University Assembly for approval.

(Passed by the Faculty Senate, 4/19/96)

Holidays

All state employees are granted eleven paid holidays. The schedule for this campus is issued each fiscal year as Board Policy 415.1 and Administrative Memorandum 435.1. A current copy of these policies may be found in any of the following offices: chancellor, vice chancellors, deans, Human Resource Services, and Ottenheimer Library.

Identification Cards

All UALR faculty and staff members, other than those hired as extra labor, are issued a UALR identification card called the UALR ID Campus Card. The UALR ID Campus Card may be obtained at the Donaghey Student Center.

The card is to be presented on request for using the Ottenheimer Library, Donaghey Student Center Fitness and Aquatic Center (membership required), and other facilities and services. The card is only valid for the length of time the holder is employed by the University. The card is not transferable and does not authorize the holder to obligate the University of Arkansas at Little Rock in any manner.

If employment is terminated prior to the expiration date, the card should be returned to the Office of Human Resource Services.

Inclement Weather Policy

The Chancellor will determine if the University will be closed due to inclement weather or other conditions which have made roads impassable. By action of the Faculty Senate, the University will close when either the Little Rock School District or the Pulaski County School District closes because of inclement weather. The decision on the cancellation of night classes (those meeting at 4:00 P.M. or later) will be based on the recommendation of the State Highway Patrol and the Little Rock Police Department.

When the University is closed, all classes on and off campus will be canceled, and all offices in all units will be closed. Designated employees in public safety, switchboard, maintenance, and house-keeping may perform necessary duties.

All radio and television stations in central Arkansas will be notified through the Office of Communications when the University is closed. If there is no announcement, students, faculty, and staff should assume that the University is open.

If a decision to close the University is made after 8 A.M., all University personnel will be notified through normal administrative channels. For example, for instructional units the decision will proceed from the Chancellor through the Vice Chancellor and Provost, deans and chairpersons, to faculty and staff. Until a person receives notice from his or her immediate supervisor, he or she should assume that the University is open.

When the University is closed, certain key personnel will work. Those employees will be identified by their supervisors. Employees who must report to work will be allowed compensation time of one hour for one hour worked. All hours in excess of 40 per week will be compensated at one and one-half hours for each hour worked. All questions regarding time worked will be arbitrated in compliance with the Fair Labor Standards Amendments of 1985. Persons who are not required to work when the University is officially closed will be granted excused absence. Payroll reporting and timekeeping will be prescribed by the Payroll Department.

Each academic department should develop and submit to the Dean, to be filed with the Vice Chancellor and 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. Other University department heads should file a plan with the appropriate vice chancellor to maintain essential services.

The Policy Advisory Council will recommend to the Chancellor if and when missed class days should be made up.

In the event dangerous weather is indicated by the weather alert sirens, persons wishing to seek protective shelter will have freedom to do so.

(Policy recommended by Faculty Senate, 3/17/95; implemented by the chancellor, 11/1/95; updated 1/25/00)

Keys

Obtain a key authorization card from your department head, dean, or the Physical Plant Central Stores. Keys will be issued on the basis of one key to one authorization card only. Individuals requesting submaster or building master keys must have signatures from the department head, dean or director, and the requesting department's vice chancellor.

After you have obtained the appropriate signatures, call the Physical Plant at 569-3390 to place an order for the key(s). The receptionist will inform you when the key(s) will be ready to be picked up. At that time you may bring the key authorization card(s) to the Physical Plant Office (Physical Plant/ROTC Building, Room 201) to pick up your key(s). Key-making hours are 9-9:30 A.M. and 3-3:45 P.M. Monday through Friday. The key(s) will be available after these times, depending on when you called in. Physical Plant office hours are 7:30 A.M. to 4:30 P.M. Monday through Friday.

Lost keys should be reported immediately. Conditions under which keys are lost may necessitate that locks subject to that key be replaced. Responsibility for the replacement costs must be determined in each situation by the dean or department chairperson, director of the physical plant, or the individual. For security reasons, it is imperative that lost keys be reported promptly. Please follow these guidelines for reporting lost keys:

Alert the Physical Plant at 569-3390 and the Department of Public Safety at 569-3400 and file a blue lost key report at the Physical Plant. If a key is lost and the department wishes to have the locks recored, you must submit a work order with an account number which can be backcharged for the cost of the same.

Upon termination of employment, a termination clearance card must be signed by the Physical Plant receptionist showing that all keys assigned to the person have been returned. The card must be signed and submitted to the Payroll Office before the last salary check can be released.

Leave Policies for Academic and Other Non-Classified Personnel

I. Sick Leave:

All full-time appointed employees earn sick leave credit at the rate of eight hours per month with a maximum of 960 hours accrual. Sick leave accrues only when an employee is in a paid status and does not accrue while an employee is on leave without pay. Paid sick leave is not granted as vacation but is permissible only when illness or injury to the employee causes absence from his/her work or if conditions require appointment with a physician, dentist, optometrist, chiropractor, or osteopath. Sick leave may also be granted to employees due to the death or serious illness of a member of the employee's immediate family. Immediate family shall mean the father, mother, sister, brother, husband, wife, child, grandparents, in-laws, or any individual acting as a parent or guardian of an employee.

Sick leave applies only to a period when the employee is in an appointed status. If sick leave begins during the spring semester it shall not be extended into the Summer Session, but, if necessary, sick leave may be extended into or begun in the Fall Semester if the individual has received a personnel action form for the Fall Semester, even though the illness may begin in the summer when the individual is not in appointed status for the summer.

Absence due to illness or disability, except in case of maternity leave, is charged in the following order:

1. Earned sick leave
2. Earned annual leave
3. Leave without pay

Employees may continue to work during pregnancy provided they are able to do their normal jobs. Since pregnancy is considered as any temporary illness, an employee who is not able to work because of pregnancy may elect to take leave of absence without pay without exhausting accumulated annual and sick leave. Upon return from pregnancy leave the employee will be given the same or comparable position to the one she occupied prior to the leave. The employee is expected to give her supervisor as much notice as possible prior to beginning maternity leave and at least two weeks notice prior to returning to work. Both notices should be in writing.

II. Annual Leave:

Employees whose titles are listed in the appropriation acts as twelve-month non-classified positions will receive 22.5 days of paid vacation from the on-set of employment, earned at a rate of 15 hours per month. While administrative duties cannot be limited to a five-day, forty-hour week, for purposes of annual leave the normal work week shall be considered Monday through Friday.

Vacation shall not be taken before it is earned, but must be taken within twelve months after the close of the calendar year in which it is earned. An exception may be made when a vacation is postponed for the convenience of the University.

Vacation benefits are granted to all non-classified, non-student employees on twelve-month appointments of one-half time or more, with the part-time employees earning leave in proportion to the time worked.

An employee whose period of employment is scheduled to be changed from a twelve-month basis to a nine-month basis must take all accrued, unused vacation, before the end of the twelve-month period. An employment period shall not be extended for the purpose of paying an employee for unused vacation, and neither shall lump-sum terminal payment be made unless an employee terminates employment with the University.

Annual leave is cumulative; however, no employee may have in excess of 30 days on December 31 of each year. During the calendar year, accrued leave may exceed 30 days, but those days in excess of 30 will be lost if they are not used before December 31 of each year. Accrued annual leave may be requested by an employee at any time. The appropriate supervisor will grant the request when it will least interfere with the efficient operation of the department.

Annual leave may not be accumulated while an employee is on leave without pay.

Upon termination, resignation, retirement, death, or other action by which a person ceases to be an active employee of the University, the amount due the employee or his/her estate from accrued annual leave or holiday leave, not to exceed 30 working days inclusive of holidays, shall be included in the final pay to the employee. No employee receiving such additional compensation shall return to University employment until the number of days for which he/she received additional compensation has expired.

III. Military Leave:

Twelve-month employees who are members of the National Guard or any of the Reserve branches of the Armed Forces of the United States shall be granted a maximum of two weeks leave annually plus necessary travel time for annual training requirements. Such leave shall be granted without loss of pay and in addition to regular vacation time. Nine-month academic and administrative employees are expected to take any two-weeks military leave during the three months they are not under contract to the University. Each employee who requests military leave shall furnish a copy of his/her orders to the appropriate vice president or vice chancellor. An employee who is drafted or called to active duty in the Armed Forces of the United States or who volunteers for military service shall be placed on extended military leave without pay and upon application within 90 days after the effective date of his/her release from active duty shall be reinstated to the position vacated or to an equivalent position at no loss of seniority or any of the other benefits and privileges of employment. An employee who enlists or reenlists for a second consecutive tour of military duty shall forfeit his/her re-employment rights.

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

IV. Court and Jury Leave:

Any employee serving as a witness, juror, or party litigant shall be entitled to regular University compensation in addition to any fees paid by the court for such services, and such absences shall not be counted as annual leave.

In cases where service as a witness can be handled by having the involved attorney take a deposition or statement, it is preferred. Depositions or statements which involve the University may be taken during duty hours. All others shall be handled as off-duty time.

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

Where service on a jury would substantially interfere with the execution of the University work schedule, the chief administrative officer of the campus may petition the judge in writing for exemption from service. However, if exemption is

denied or if no response is received prior to the date jury duty is to begin, the individual must report for jury duty.

An employee who is summoned to serve on jury duty shall not be subject to discharge from employment, loss of sick leave or vacation time, or any other form of penalty as a result of his/her absence from employment due to such jury duty, upon giving reasonable notice to his/her employer of such summons.

V. Leave-of-Absence Without Pay:

The President of the University is authorized to grant leaves-of-absence without pay for a period not to exceed one year.

VI. Vacation Leave for Graduate Study:

Vacation leave for graduate study may be granted to otherwise eligible employees under the following terms:

1. Accrued vacation with pay may, if used for graduate study, be accumulated for two calendar years preceding the date of the leave if it is used by January 1 of the third year.
2. Permission to carry over such credit must be requested in writing by the employee and approved by the President in advance of the commencement of vacation accrual.

The President may approve a modified application of the regulation where circumstances warrant, not to exceed the earned vacation allowance for two years.

(Board Policy 420.1, revised 6/9/95)

Catastrophic Leave

It shall be the policy of the University of Arkansas at Little Rock to permit eligible, regular, full-time employees to voluntarily donate accrued annual and/or sick leave to the Catastrophic Leave Bank Program. It shall also be the policy of the University of Arkansas at Little Rock to permit eligible, regular, full-time employees to voluntarily receive leave from the Catastrophic Leave Bank Program. The Catastrophic Leave Bank Program does not create any expectations or promises of continued employment with the University of Arkansas at Little Rock and is merely a means of assisting eligible University employees through medical emergencies, injuries and illness should they exhaust all earned sick, annual, holiday and compensatory leave time. The Catastrophic Leave

Committee shall be composed of five members who represent a relative demographic cross-section of the University's work force. Participation shall be voluntary and the administration of the Catastrophic Leave Bank Program shall be in accordance with Act 169 or 1991, Department of Finance and Administration Rules and Regulations and in compliance with the listed procedures.

(Approved by the Arkansas Department of Finance and Administration in 1/92 and by the UALR Faculty Senate on 2/26/93.)

The remainder of the Catastrophic Leave Policy can be obtained from the Office of Human Resource Services.

Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act of 1993 (FMLA) requires employers with 50 or more workers to provide qualified employees up to 12 weeks unpaid leave per year for the birth or adoption of a child, to care for a spouse or an immediate family member with a serious health condition, or when unable to work because of a serious health condition. Employers covered by the law are required to maintain any pre-existing health coverage during the leave period with the employee paying the appropriate premium. Once the leave is concluded, the employee may be reinstated to the same or an equivalent job. Contact Human Resource Services for additional information.

Lecturer

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.

Lecturers have voice but not vote in the University Assembly 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.

UALR's general policies on promotion, tenure, nonreappointment, fringe benefits, retirement, leave, and Off-Campus Duty Assignments do not normally apply to lecturers. The procedures pertaining to matters of dismissal during a term of appointment, as outlined in this *Faculty Handbook*, do apply to lecturers. Lecturers also have the right to present matters to the appropriate University appeals and grievances committees. Lecturers should consult the *Handbook for Part-Time Faculty*, available in the Office of the Provost and in the deans' offices.

Moving Expense

Although moving expenses cannot be paid for newly hired employees, the University may pay moving expenses when an employee is permanently transferred for the convenience of the University from one location to another within the boundaries of the state of Arkansas.

(Refer to Administrative Memorandum 330.1 and State General Accounting Procedures)

Nepotism Policy

No department or division of the University shall employ any person in any capacity if such person is related by marriage or blood to any other employee if either one of the two related employees in the same or different departments will have direction or supervision of the other. To avoid possible conflict of interest which may result from peer judgment or administrative review procedures, persons so related must not participate either formally or informally in decisions to hire, retain, promote, or determine the salary of the other. This policy shall not affect graduate assistants, interns, farm laborers, or custodians.

(Board Policy 410.1, 11/20/71)

Off-Site Use of University Equipment

University equipment must not be taken off site without supervisor approval. Supervisors should maintain records of authorization, off-site location, and intended off-site use of university equipment. During state audits, auditors may require that off-site equipment be produced for inspection. State law and state regulations closely control the acquisition, use, and disposal of university equipment, whether located and used on campus or off-site. Newly purchased equipment must be tagged and listed on the university inventory. When university employees wish to dispose of unworkable or outdated equipment, the department head should contact the inventory control employee in the Office of Financial Services.

Off-Campus Duty Assignment

An Off-Campus Duty Assignment is an appointment, usually away from the campus, which allows eligible faculty and administrators to pursue an approved project while being relieved of teaching and administrative duties. The purpose is to enhance the individual's value to the institution.

Faculty members (including research faculty and extension personnel) and nonclassified administrators who have completed six years of continuous full-time employment with the University or who have completed six years of continuous full-time services since a previous Off-Campus Duty Assignment, may apply for an Off-Campus Duty Assignment. The application, prepared in accordance with campus regulations, must describe the project which the applicant wishes to undertake, where it is to be done, and the anticipated value to the individual and the University. To be approved, a proposed assignment must be consonant with the needs, objectives, and mission of the campus.

An Off-Campus Duty Assignment is a privilege, not a right. A limited number may be approved by the Board of Trustees each year upon the recommendation of the Chancellor and the President. Assignments should not exceed one semester at full salary or two semesters at half-salary for employees on nine-month appointments, and should not exceed six months at full salary or twelve months at one-half salary for employees on twelve-month appointments. The University assumes no financial responsibility beyond the salary stated above.

Within sixty days after returning to the campus from an Off-Campus Duty Assignment, the faculty member or administrator must submit a written report of his or her activities and accomplishments during the Off-Campus Duty Assignment to the chairperson of his/her department, the dean of the college, the chief academic officer, the chancellor, and the president.

In accepting an Off-Campus Duty Assignment, the recipient agrees to return to the University for at least one year following the end of assignment.

(University Administrative Memorandum 435.4, 4/7/80)

Office Hours

All University offices are required to be open and functioning for business or service to students at least from 8 A.M. to 5 P.M. daily, including the noon hour, from Monday through Friday. Official University holidays as established by the Board of Trustees are exceptions. Certain offices may, in addition, be open Monday through Friday after 5 P.M. or on weekends.

Outside Employment of Faculty and Administrative Staff Members for Compensation

While emphasizing the fact that full-time faculty and non-classified administrative staff members of the University are obligated to devote their working time and efforts primarily to University activities, the University recognizes that a limited amount of outside work for private compensation may be advantageous to all concerned. Deans, department heads, directors, vice chancellors, chancellors, vice presidents, and the president are included as administrative staff. Such persons are therefore encouraged to engage in outside employment which will affirmatively contribute to their professional advancement or correlate usefully with their University work. This employment shall not interfere in any substantial way with the employee's University duties nor conflict with his/her University assignments. Written approval from department head and/or dean shall be obtained in advance of such outside employment. Each dean or similar officer shall keep records on outside employment by personnel in his/her college or administrative unit. The report should include actual time spent

during the reporting period. Such records shall be reviewed by the appropriate administrator and submitted to the Chancellor or Vice President for Agriculture by September 30 of each year, and such records shall be reviewed periodically by the appropriate administrator. The employee shall always make it clear the outside employment is his/her own responsibility and that in it he/she does not act as an agent or representative of the University. University facilities or property shall not be used except with permission of the department head or dean, and the payment of appropriate fees may be required.

(Board Policy 450.1, revised 9/26/97)

Part-time Faculty

Please see "Lecturers," earlier in this section.

Patents

It shall be the policy of the University to acquire and retain title of all inventions created by any person or persons to whom this policy is applicable. This policy is established in furtherance of the commitment of the University to the widest possible distribution of the benefits of University research, the protection of inventions resulting from such research, and other sponsored research agreements.

The use of inventions and discoveries made by faculty, staff, and students in research work as part of their University duties shall be controlled by the University. A University-wide committee is charged with the responsibility of receiving and considering requests from employees and students desiring to secure patents, recommending to the Chancellor whether the discovery should be patented, and recommending to the Board of Trustees agreements with employees and students relative to assignment of patents to the University.

Employees agree when they accept an appointment with the University that they will: 1) make full disclosure concerning inventions and discoveries to the University and any grantor or sponsor of the research, 2) disclose any commitments or obligations they have to sponsor or grantor, 3) hold confident any proprietary information obtained from the sponsor or grantor, or information which reveals specific application of the results of the research, and 4) not make available to others such information without prior written consent of the

University or sponsor. Once an invention has been disclosed, the University must furnish notice of intent to obtain assignment of the invention within 180 days of disclosure.

An inventor will receive fifty percent (50%) of the first \$200,000 of net royalties from the commercialization of an invention. For any income exceeding \$200,000, the inventor will receive thirty-five percent (35%).

(Refer to Board Policy 210.1, 6/13/86)

Political Activity

University employees, as citizens, have the right to engage in political activity. However, no employee may involve the institution's name, symbols, property, or supplies in political activities.

An employee who intends to seek public office or to assume a major role in a political campaign is obligated to discuss his plans with his supervisor. If the supervisor determines that the activity will impinge to any extent upon the full discharge of the employee's responsibilities to the University, the plans must be reviewed through regular administrative channels to the president's office for a determination of work load and salary adjustment.

Involvements which require part- or full-time services, and for which more than token compensation is received, will require a reduction of work load and pay, leave of absence, or resignation, depending upon the extent of the activity.

(Board Policy 465.1, 3/7/75)

Employees who may become candidates for office or become actively involved in political campaigns, should consult Administrative Memorandum 455.1. It is available in the Office of the Provost.

Publications

The University publishes a variety of materials including the following:

Campus Update, a newsletter for the UALR faculty and staff, is published 40 times a year by the Office of Communication. The newsletter, which features articles about faculty and staff members, as well as campus governing bodies and administration activities, is published every other Friday during the spring and fall semesters. *Campus Updates* are published during the summer semesters as necessary to keep the campus community informed.

Each fall, the following lists and directories are distributed to the university community: a *Faculty/Staff Directory*, a list of committees and their members, and a *Student Directory*.

A number of other handbooks for various aspects of the University are published, usually with annual revisions. They are listed below with the office from which copies may be obtained.

Faculty Handbook (vice chancellor and provost)

Staff Handbook (human resource services)

Student Handbook (dean of students)

Affirmative Action Plan (human relations)

Bound volumes of the minutes of the University Senate, Faculty Senate, and the annual reports of the University are kept on file in the Library. The *UALR Undergraduate Catalog*, the *Graduate Catalog*, the *Law School Bulletin*, and various professional bulletins are revised periodically. Suggestions or comments about the *Bulletins* should be directed to the Office of the Vice Chancellor and Provost.

Purchase of Supplies

All purchases using funds under University control must be made through the Department of Purchasing on purchase requisitions provided for that purpose. Confirming requisitions submitted after purchase will not be accepted except in cases of emergency. In such instances the director of purchasing must be notified immediately, and the reason for such action must be fully reported. A confirming requisition must then be submitted as directed by the director of purchasing. Contracting a debt against the University without proper authorization, or in the absence of funds to pay that debt, makes the contractor personally liable. Whenever it is necessary to return merchandise to vendors, especially returnable containers, it is necessary to notify the director of purchasing of the action and to send that department a copy of the notice sent to the vendor.

Relations with Legislators and Members of Congress

The Board of Trustees and the University administration respect the right of each University employee as a citizen to exercise freedom of expression on legislative issues. At the same time, University employees should not, unless authorized, attempt to speak as agents of the University in discussions with members of the Arkansas General Assembly, Arkansas constitutional officers, and members of Congress.

The President of the University, the Vice President for University Relations and Public Service, and the Chancellors of the University campuses are the University officials responsible for liaison with members of Arkansas General Assembly, Arkansas constitutional officers, and members of Congress concerning legislation and programs affecting any unit of the University.

The Board of Trustees, through its Legislative Committee, works with the President in defining University policy matters. The Vice President for University Relations and the Chancellors are responsible for interpreting the policy and presenting data and other information to appropriate state officials and members of the Legislature.

University employees who wish the University to consider matters for incorporation into its legislative program should contact the Office of the Vice President for University Relations and public service.

(Administrative Memorandum 910.1, revised 1/1/80)

Resident Status of Faculty and Staff

Faculty members appointed to the rank of instructor and above and persons appointed to equivalent research or library ranks and whose appointments are for half-time or more are considered as residents for fee purposes. Part-time faculty or staff members who desire to take course work must obtain a form from the Office of the Vice Chancellor for Finance, certifying their appointment, and present it to the registrar, who will be instructed not to charge nonresident tuition.

Only persons whose appointment forms are on file in the Office of the Vice Chancellor for Finance will be certified.

(Refer to Administrative Memorandum 245.3, revised 9/1/81)

Resignation of Employment

A faculty or staff member has a duty to give early notice of his or her resignation, including the effective date of the resignation, which shall not be later than the ending date of a current or extended offer of employment to the employee submitting his/her resignation. Notice shall be given in writing to the administrative head of the department to which the individual is assigned. A copy of the letter of resignation, together with the

recommendation of the administrative head of the department, shall be forwarded immediately to the dean/director for acceptance or rejection. The dean/director shall give written notice of acceptance or rejection to the employee within five working days of receipt of the letter of resignation. When the written acceptance of the resignation is forwarded by the dean/director to the individual submitting his/her resignation, the resignation becomes final and cannot thereafter be withdrawn.

A copy of the letter of resignation and the acceptance shall be forwarded to the Chancellor of the campus.

(Board Policy 405.3, 3/9/84)

Retirement Age

Effective 1/1/87, there is no mandatory retirement age for UALR employees.

To qualify for the University's early retirement program, faculty must be age 55 or over and have 15 years of continuous tenured or tenure-track service at any University of Arkansas campus or at the system office.

(Refer to Board Policy 425.4, corrected 8/4/92; Board Policy 425.5, revised 11/8/96; and Administrative Memorandum 430.2, 6/1/94. See also "Early Retirement" earlier in this section.)

Sale of Books

Under University policy instructors are not permitted to sell books or other instructional materials to students. When students are required to purchase books or other instructional materials in any academic program, the instructor of record must arrange for sale of the required articles through the campus bookstore or other approved outlets. See also "Book Ordering," above.

Sale of University Property

Sale of University property or equipment must be authorized by the state Office of Marketing and Redistribution after campus approvals have been secured. Details of the sale are handled through the UALR Business Manager's Office. Actual invitations for bid for the sale of University property are issued by the Department of Purchasing.

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 inside UALR buildings. 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 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 the smoke free environment, the next 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.

(University Assembly, 4/9/91; effective 7/1/91)

Standard Work Load

Consistent with state policy and University mission, the standard instructional load for full-time tenured and tenure-track faculty at the University of Arkansas at Little Rock is twelve instructional units (IUs) per semester. An IU normally reflects a regular credit hour, which normally reflects a contact hour. The IU is used to account for differences between contact and credit hours. The complete UALR Faculty Instructional Load Policy has a section, “Equivalencies,” explaining the relationship between credit hours, contact hours, and instructional units.

Instruction involves much more than simply time in the classroom: developing, planning, and revising curriculum; preparing lectures; advising and conferring with students; designing, responding to, and evaluating assignments—these activities are all part of normal instructional duties.

Along with instructional responsibilities, faculty are expected to actively pursue research or creative activity to improve their instruction and extend their disciplinary knowledge; additionally, they are expected to engage in University, professional, and public service.

To enable faculty to promote the teaching, research, and service missions of the University, a faculty member’s teaching commitment for a semester may be reduced through reassignment or through use of banked IUs. Such reductions must be consistent with disciplinary accreditation standards and with resources of the department, the college or school, and the University.

(Refer to the complete UALR Faculty Instructional Load Policy, available in the Office of the Provost)

Student Evaluations of Faculty

At the end of each semester, departments provide each faculty with evaluations to distribute to the students. The evaluations are tabulated, and results are provided to the faculty member as a means of evaluating his or her teaching. Department chairs use these results in yearly evaluations of faculty.

The Student Honor Council administers students’ evaluations of their instructors at the Law School. The results of these evaluations are not disclosed to the faculty until all final grades have been turned in to the Office of Student Records. A statistical summary of the student evaluations and copies of all written comments relating to each course are then supplied to the instructor of that course.

Student Records

The University adheres to the requirements of the Family Educational Rights and Privacy Act of 1974 as amended (Buckley Amendment). Under this act, students have a right to access personal records, may challenge the content of records, and have the assurance that their records will be kept confidential. There are exceptions to these regulations which must be carefully observed and documented.

(Refer to Administrative Memorandum 515.1, revised 6/30/92, and “Administration of Conduct Records” in the Academic Integrity policy in this Handbook.)

Summer School

Summer school appointments are not guaranteed to faculty on nine-month appointments. Please refer to “Appointment Periods” in the chapter entitled Policies Governing Faculty Service.

Telephones

Telephones are provided for University business. Personal long distance calls must not be charged to a University telephone even though reimbursement is intended.

Traffic and Parking Regulations

Regulations for parking and traffic control, with appropriate penalties for violations, have been developed by a campus committee and approved by the Board of Trustees. Any faculty member, staff, or student who parks a vehicle on campus must have a valid parking permit. Permits and copies of regulations with a map indicating reserved and restricted zones may be obtained at the Department of Public Safety.

(Refer to Act 328 of 1967; Board Policies 240.1, 5/3/91; 1035.1, revised 7/20/95)

Travel Regulations

University travel regulations are based on state travel regulations. Current University regulations may be obtained from the Purchasing Department.

Use of Private Vehicles

Subject to certain limitations, the University will pay a mileage allowance on a private vehicle used by the owner on officially approved trips of University business. Current regulations pertaining to use of private vehicles may be obtained from the Department of Purchasing.

Use of University Facilities

I. Statement of Principles

The University of Arkansas has an obligation to its students and to the larger society of which it is a part to provide the fullest opportunity for a free exchange and critical evaluation of diverse viewpoints. This means freedom to teach, freedom to learn, freedom to discuss, and freedom to expose ideas to the critical analysis appropriate to the University setting. In order to accomplish this mission, the administration, faculty, and students have a continuing responsibility for preserving the properly directed use of the institution's freedom to teach, to discuss, and to explore.

The University's dedication to the spirit of free inquiry requires the examination and evaluation of controversial viewpoints, but obviously does not require the endorsement of such viewpoints.

Divergent points of view must be recognized, but at the same time kept within a framework of orderly conduct in accordance with human dignity, respect for the individual, and the responsibilities of the University. The University is not available for exploitation, and special interests out of harmony with its educational objectives are not to be served.

II. Policy Statement of the Board of Trustees

University facilities exist for the primary purpose of serving a planned and scheduled program of educational activity. At times when not required in the regularly planned educational program, University facilities may be made available for extra-curricular use to colleges, departments, and other organizational units of the University; to organizations composed exclusively of faculty and staff; to organizations which exist solely for the benefit of the University; and to recognized student organizations with the approval of the faculty adviser.

University facilities under the law cannot be made available to other organizations for their own purposes. However, when a facility is in use neither for a regularly scheduled educational activity nor for an extracurricular use by one of the University organizations listed above, the president or chancellor is authorized to approve the use of the facility when such use serves the educational objectives of the University. It is an objective of the University to provide opportunities for University and broader communities to see and hear major leaders from throughout the state, nation, and world. Speeches and debates by or on behalf of candidates for major state or national offices may be scheduled in University facilities under arrangements which follow reasonable opportunities for opposing candidates or points of view. It must be made clear that the University neither supports nor opposes the views stated by and/or the candidacy of such individuals.

(This version of the Policy Statement of the Board of Trustees comes from Board Policy 705.1, 4/11/88; it exists in a very similar, earlier form in Administrative Memorandum 715.1, which the bulk of this section reflects.)

III. Procedures

A. Faculty and Staff

A member of the faculty shall be free to invite outside speakers to participate in any class, conference, or institute which is a part of the University educational program.

Any college, department, or other organization of the faculty or administration, any organization composed exclusively of faculty or University employees, and any other organization whose membership includes University faculty members and which exists solely for the benefit of the University or for scholarly pursuits may use University facilities to hold meetings, subject only to local regulations regarding room scheduling.

B. Student Organizations

Any registered student organization may use University facilities for open or closed meetings or performances subject only to local campus scheduling regulations.
(policy continues)

(Excerpts from Administrative Memorandum 715.1, 11/3/78, and Board Policy 705.1, 4/11/88)

Procedure for Scheduling UALR Facilities

Anyone wishing to use the academic facilities (e.g. classrooms) should contact the registrar's assistant at 569-8166. Requests for special purpose facilities should be directed to the appropriate responsible person as follows:

Student Union: Donaghey Student Center
Administrative Office
Pool: Fitness and Aquatic Center
Intramural Field: Director of Intramurals
Gymnasium (Field House): Assistant Director of Athletics
Multipurpose Room: Leisure Science Office
Tennis Courts: Leisure Science Office
Stella Boyle Smith Concert Hall or Fine Arts
Choral Room, 101A: Music Departmental Office
The University Theater: Technical Director,
Department of Theater Arts

Use of University's Name

The name of the University of Arkansas is used in a great many contexts and for a wide range of purposes. It is important to the institution that the use of the names "University of Arkansas," "University of Arkansas for Medical Sciences," "University of Arkansas at Little Rock," "University of Arkansas at Monticello," or "University of Arkansas at Pine Bluff" be limited to activities which are in fact activities of the University or one of the constituent campuses.

The following broad classifications apply to most uses of the name of the University:

1. Public Appearances

Public appearances by individual faculty, staff and students almost inevitably involve the name of the University. Beyond the normal care which such responsibility imposes there are certain specific policies which have been adopted. Students must, in order to be involved in extra-curricular activities, meet eligibility requirements of the campus on which they are enrolled. Appearances in intercollegiate athletics are subject to rules of the athletic conference to which the University belongs.

When University representatives appear on commercially sponsored radio and television programs, they should be identified as guests. Appearances on unsponsored radio and television programs are considered simply as public appearances and impose only normal obligations on the participant for responsibility and good taste.

2. Sponsorship of Activities

When the name of the University is used in connection with seminars, institutes, conferences, workshops, short courses, and other such activities, the University shall in fact be a sponsor, cooperating through an extension or departmental unit.

3. Public Statements

The chief administrative officer on each campus is responsible for official statements affecting his campus. News releases affecting the entire University should be coordinated in the Office of the President.

(Administrative Memorandum 215.1, 11/17/75)

Use of University Vehicles

University vehicles may be used for official business within the limit of availability. A requisition, separate from the travel requisition, must be submitted through regular administrative offices to use a University-owned vehicle. Each vehicle is equipped with a set of rules and regulations with which the driver should become familiar before starting a trip. They cover such things as purchasing gas and oil, repairs, and what to do in case of an accident.

When students are transported to University-sponsored events using University vehicles, the names of the students and their student identification numbers must be submitted to the Office of the Vice Chancellor for Finance and Administration for insurance purposes.

Visiting Faculty

Visiting appointments are used to bring individuals to the UALR campus for special purposes and varying periods of time. These appointments are identified by the ranks of visiting distinguished professor; visiting professor; visiting associate professor; visiting assistant professor; or visiting instructor. Visiting faculty are not eligible for tenure consideration but may be eligible for certain fringe benefits. These are specified in the terms of the appointment.

Visiting faculty have voice but not vote in the University Assembly and in official meetings of the college or school and department. Colleges, schools, or departments may (consistent with the University Assembly's Constitution and Board of Trustees' Policy) authorize them voting status by specific action on other matters.

Recommendations for the appointment of visiting faculty originate in the department and are submitted through regular channels on the standard appointment form.

Worker's Compensation

UALR employees are entitled to benefits under the provisions of the Arkansas Worker's Compensation Law and should immediately give the notice, in writing, to the Office of Human Resource Services of any job-related injury or occupational disease and request medical services. Student Health Services will provide emergency treatment for accidents which occur on campus. Injuries or occupational diseases arising out of and in the course of employment should be reported immediately. Failure to give notice may deprive the employee of the right to compensation. All UALR Worker's Compensation claims are processed and submitted to the Public Employee Claims Division of the Arkansas Insurance Department through the Office of Human Resource Services.

Refer to Board Policy 420.5, 11/18/77

