FACULTY HANDBOOK

2013
As Amended

HENDERSON STATE UNIVERSITY
ARKADELPHIA, ARKANSAS

The Handbook is to serve as a guide and will provide information and assistance in following rules and procedures of the University. This document supercedes all university documents that pertain to policies that affect faculty.

Non-Discrimination Policy

Henderson State University, as an educational institution and as an employer, does not discriminate on the basis of race, color, creed, religion, ethnicity, national origin, age, sex, sexual orientation, or marital, veteran or disabled status. As a committed equal employment opportunity employer, the University maintains an active affirmative action program and works continually to assure that it complies with and enforces all rules and regulations under Titles VI and VII of the Civil Rights Act of 1964, as amended; the Arkansas Civil Rights Act of 1993; Title IX of the Education Amendments of 1972; The Rehabilitation Act of 1973; the Americans with Disabilities Act, the Age Discrimination in Employment Act; and the Drug-Free Workplace Act. Discrimination by any officer or employee based upon race, color, creed, religion, ethnicity, national origin, age, sex, sexual orientation, or marital, veteran or disabled status shall constitute grounds for dismissal.

Revisions to Faculty Handbook

Date of Board Action	**Section**
April 23, 2003	III.K.c(4) (MFA degree, Criteria for Tenure & Promotion)
February 12, 2004	V.B.2 (Faculty Remission of Fees)
December 2, 2004	III.L.2 (Department Level, Procedures for Tenure & Promotion)
December 9, 2005	III.N (Excellence Awards)
December 9, 2005	III.L.6 (Tenure and Promotion, Salary Increases)
February 15, 2008	III.N (Excellence Awards)
April 25, 2008	III.B.1.b (Categories of University Personnel) III.D.3.a,b (Definition of Librarian Academic Appointments) III.K.2.c. (5) (Promotion Practices for Librarians)

The following revisions did not require Board action. The changes were made at the direction of the Faculty Senate and President Dunn on the following dates:

March 5, 2005	III.N. (Excellence Awards)
October 6, 2005	III.N. (Excellence Awards)
November 9, 2007	IV.E. (FERPA) (Addition directed by Legal Counsel)

Revisions to Faculty Handbook

Approved by Board of Trustee on January 27, 2011

Throughout the Faculty Handbook: All references to "Vice President for Academic Affairs" have been changed to refer to "Provost/Vice President for Academic Affairs."

III.D.2.a,b,c & d (Definition of Regular Academic Appointment- Amended to include specification that the required degree must be in faculty member's discipline or closely related field and from a regionally accredited college or university.)

III.G (Award of Tenure-Deleted word "rigorous" in description of pretenure review process. Modified who will initiate the pretenure review process to include "his/her immediate supervisor" in addition to the Department Chair. Deleted statement that the President will notify the applicants of the award of tenure.)

III.K.3 (Application of Criteria in Tenure Decisions-Added procedure for Instructors with ten year of service to apply for promotion to assistant professor, non-tenure track.)

III.L.2 (Procedures for Tenure and Promotion, Department Level-Specification that tenured faculty members may submit an individual or a group recommendation.)

III.L.3.a (Procedures for Tenure and Promotion, The School/College Level, The School/College Tenure/Promotion Committee-Clarification that applicant for tenure is ineligible to serve on school/college tenure and promotion committee. Clarification that applicant for promotion may not be elected or serve on school/college tenure and promotion committee during the year he or she is applying.

III.L.3.b (Procedures for Tenure and Promotion, The School/College Dean-Inserted "departmental faculty" into the list of recommendations to be received by school/college dean.

III.N.1 (Excellence Awards-Statement regarding eligibility for awards moved from 6th paragraph of subsection 2. to create new subsection 1.)

III.N.3 (Outstanding New Faculty Member Award-Amended to increase in amount of award.)

III.O.2 (Salaries for Administrative, Managerial and Professional Positions-Amended to add statement that salaries for those categories of employees is subject to the subsection III.O.1.e.)

III.P.6.b (Evaluation Services-Deleted position of Ombudsman.)

III.P.7 (Review of the Faculty Evaluation Program-Deleted.)

IV.F.3 (Other Responsibilities-Deleted "and Outside Employment" from title of section. Clarification that the faculty member will take steps to note sponsorship of university if his or her professional activities are "under the auspices of the university". Added statement that faculty must adhere to the University's Human Subject and Animal Subjects guidelines for research.

IV.F.4 (Grants-Replaced "University grants office" with "provost" as point of notification in the event that disposal of equipment acquired with grant fund is contemplated.)

IV. F.6 (Office Hours-Revised.)

IV.F.8 (Faculty Meetings-Clarified that faculty members are expected to attend meetings as called by his or her dean or chairperson.)

IV.F.9 (University Commencements and Convocations-Revised title of section to include "Commencements." Replaced "convocations" with "commencements" in title for degree-granting ceremonies in fall and spring. Added "Founders' Day." Clarified that faculty members are expected to attend events in full academic regalia unless told otherwise.)

IV.F.13 (Tobacco Policy-Revised to reflect statutory mandates of Act 734 of the 2009 General Assembly of Arkansas.)

IV.F. 15 (Grading Policy-Revised to refer to deadlines published each semester. Inserted "WF is given when a course is dropped after the said deadline if the grade at that time is an F;".)

IV.F.16 (Registration-Revised.)

IV.F.17 (Attendance and Classroom Discipline-Revised title of section to include "and Classroom Discipline". Clarified that faculty members may drop students for excessive absences "provided a statement to that effect is included in the syllabus for the course." Revised to require that Office of Student Service be notified if a student is permanently excluded from a class.)

IV.F.19a (Privacy Rights of Students-Inserted "university's" before policies in and deleted the reference to the "Privacy Committee.")

IV. F.23 (Conflict of Interest-Inserted statement regarding statutory restrictions on classroom use of materials or texts for which the faculty member receives compensation.)

V.B.1.a (Sabbatical Leave-Addition of associate librarian to the list of faculty who may apply and inserted "to apply" to the phrase "will be eligible for sabbatical leave")

V.B.1.c (Application for Sabbatical Leave-Addition of the phrase "During the fall semester of the seventh year (or the fall semester of a subsequent year beyond the seventh year)," to the second sentence.)

V.B.3 (Post-Retirement Benefits-Deleted "housing and" and added statement that retired faculty may retain their University computer network accounts and email addresses.)

V.B.6 (Early Retirement-Inserted "University computer network account and email" into the list of benefits.)

VI.A.5 (Building Services-Deleted "must be obtained through the Business Office" and inserted "can be filled out on the administrative computer network" to reflect current procedure.)

VI.A.7 (Academic and Career Services Center-Deleted)

VI.A.12 (Duplicating Services-Deleted)

VI.A.14 (Health Services-Deleted existing text and inserted statement that reflects current services availble to faculty.)

VI.A.24 (Recreation-Revised first sentence of second paragraph to delete "students", insert "alumni" and to state that access to the Garrison Center requires a valid ID card. Revised second sentence of second paragraph to reflect amenities currently available to faculty. Deleted last sentence of second paragraph. Added statement that Charles D. Dunn Student Recreation Center is available for use by faculty for a fee. Deleted last sentence of the last paragraph regarding the number of tennis courts.

VI.A.26 (Public Relations-Deleted the title of Henderson's weekly newsletter.)

Revisions Approved by Board of Trustees on June 10, 2011

III.B.3.b. (Adjunct Faculty) Deleted sentence stating, "If the adjunct faculty member is employed in another position covered by Arkansas Teacher Retirement System or TIAA-CREF, HSU is required to withhold and/or make matching contributions also."

V.A.2 (Arkansas Teacher Retirement System) Revised to reflect discontinuation of Arkansas Teacher Retirement System (ATRS) as a retirement option for new employees (with the provision to grandfather in individuals employed by the University and already enrolled in ATRS as of June 30, 2011).

V.A.3. (Membership Eligibility) Revised the list of retirement options to reflect discontinuation of ATRS as an option for new employees (with the provision to grandfather in individuals employed by the University and enrolled in ATRS as of June 30, 2011).

V.A.4 (Retirement Benefits) Revised the list of retirement options to reflect that ATRS remains an option only for employees who were already employed by the university and enrolled in ATRS as of June 30, 2011.

Revisions Approved by Board of Trustees on February 8, 2013

III.G. (Award of Tenure) Information about pre-tenure review was deleted from this section and moved to III.L.1.

III.H. (Terms of Tenure Appointment) Deleted sentence stating, "(2) tenure consideration is deferred (this option is available only when application is made before the end of the fifth year)"

III.K. d. Revised title of section from “Service to the Academic Community” to “Service to the Community at Large”. Added paragraph about service to the larger community.

III.K.2.c. (2) Inserted paragraphs concerning applications for promotion by nine-month instructors, moving the information from III.K.3. This move was made in order to get the information in the correct section of the Handbook.

III.K.2.c.(3),(4),(5),(6) Revised requirement for promotion from year five to year six so that one applies for both promotion to associate and for tenure at the same time . As a result, the promotion from associate to full professor requires six years’ experience at the associate level. Added statement in (4) that the change shall be effective for all tenure-track faculty who begin their employment on July 1, 2013 or thereafter.

III.K.3.Deleted last five paragraphs and moved them to III.K.2.c.(2).

III.L.1. (The Pre-Tenure Review) Inserted information moved from III.G.

Revisions Approved by Board of Trustees on May 10, 2013

III.B.1.a. (Faculty Personnel) Added the rank of “Lecturer”.

III.D.2.a. (Definitions of Regular Academic Appointment) Added a description of “Lecturer” rank.

III.D.2.b. (Definition of Instructor) Added the sentence, “The normal teaching load is 15 hours.”

III.D.2.d. (Definition of Associate Professor) Added the phrase “in the appropriate field of study or a closely related field” to the statement regarding completion of a second master’s degree.

III.K. Added the phrase “and Award of Emeritus Status” to the heading “Criteria for Tenure and Promotion”.

III.K.1.c. Deleted the phrase “to Henderson State University” from the previous title “Service to Henderson State University”.

III.K.2.c.(1) Deleted five paragraphs appearing after the sentence “To hold the rank of instructor, a person must have a master’s degree” and moved the provision to a more appropriate section (III.K.2.c.(2)).

III.K.2.c.(2) Combined the five paragraphs deleted from III.K.2.c.(1) and inserted them as one paragraph under “To be promoted from instructor to assistant professor….”

III.K.5. Added a section that includes the criterion for emeritus status.

V.B.3 (Post-Retirement Benefits) Removed the word “emeritus” from this section because all retired faculty are provided the same benefits regardless of emeritus status.

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FACULTY HANDBOOK

I. Introduction - the University

A. History of the University

Henderson State University, heir to the property, traditions, and spirit of a liberal arts school, opened in Arkadelphia in 1890 under the auspices of the Methodist Episcopal Church, South. It has a unique past for Arkansas, being the only institution of higher learning controlled by both church and state; and it is the only public institution of higher education to bear the name of an individual.

Founded by a local Methodist congregation and accepted by Arkansas Methodism, it is located in one of the state's oldest continuous communities. In 1929, the Arkadelphia properties were transferred to the state. The University continued without interruption as a state school dedicated to the function of teacher education.

The University has operated under six names: Arkadelphia Methodist College, 1890-1904; Henderson College, 1904-1911; Henderson-Brown College, 1911-1929; Henderson State Teachers College, 1929-1967; Henderson State College, 1967-1975; and Henderson State University. The changes since 1967 occurred by legislative enactment to reflect the school's growing, multi-faceted role in Arkansas education.

B. Purpose

The University is committed to a policy of free inquiry and to the maintenance of conditions which enhance optimum moral and intellectual growth in the academic community. This is central to the promotion of an environment wherein awareness and understanding of culture, responsibilities of citizenship, and emotional maturity mold a life philosophy for the institution, its faculty, and its students.

Academic freedom, in the traditional sense, does hold a correlative obligation on the part of the faculty - to observe a code of conduct which proffers respect of the rights and opinions of others, to maintain a professional demeanor within one's field of specialization, and the recognition among faculty that when they do speak or write in the performance of duty, they do so on their own authority and reputation and not for the University.

While the University's influence rightly extends beyond the bounds of Arkansas, it is a state institution and has a responsibility to the state and, particularly, to the citizens of southwest Arkansas.

C. Symbols of the University

1. Seal

The official seal of the University is adopted from the Great Seal of Arkansas with the words "Henderson State University" replacing the word "Arkansas" in the design.

2. Colors

The University colors, prominently displayed in sports activities, are red and gray. The motto is "The School With a Heart," although Hendersonians recognize the popular sobriquet "Reddies."

D. Institutional Accreditations and Professional Memberships

Institutional Accreditations
North Central Association of Colleges and Schools
National Council for the Accreditation of Teacher Education
National League for Nursing
National Association of Schools of Music
American Assembly of Collegiate Schools of Business

Professional and Institutional Memberships
North Central Association of Colleges and Secondary Schools
National Council for Accreditation of Teacher Education
American Association for Colleges for Teacher Education
National Association of Schools of Music
American Council on Education
Conference of Southern Graduate Schools
American Association of State Colleges and Universities
National Collegiate Athletic Association
College Placement Council
National Business Education Association
National League for Nursing
University Aviation Association
Council of Public Liberal Arts Colleges
American Association of Colleges and Universities

E. University Calendar

The University Calendar, published biennially in the University Catalog, specifies clearly all days on which classes are to be held. In order to safeguard the regularity of University exercises, no deviations from the published Calendar, other than by direct presidential fiat, shall be made by the faculty.

University holidays include Thanksgiving, Christmas, New Year's Day, and the Spring Break at mid-term of the spring semester. University offices are closed each year for eleven official holidays.

Commencement is held two times a year to coincide with the end of the spring and fall sessions.

F. Bulletins

The University publishes an Undergraduate Catalog and a Graduate Catalog biennially and a Schedule of Courses.

G. University Police

The University maintains a University Police Department that should be called in all emergencies. The telephone number is 230-5098. University Police have the responsibility to enforce all university parking regulations on campus and to protect lives and property.

II. Organization and Governance of the University

A. State Higher Education System

Arkansas institutions of higher learning are responsive to the Governor and the Legislature. Their interest for the most part is fiscal. In addition, in 1969, the state created the Department of Higher Education which serves, along broad lines, to coordinate and recommend guidelines and budgets for

all institutions.

B. Organization of the University

The Board of Trustees of Henderson State University is the governing authority of the institution. Its seven members are appointed by the Governor of the state of Arkansas, with the approval of the Arkansas State Senate.

Henderson is organized on a school/college system. Organizational charts can be found in the current Administrative Handbook/Guide and on the university web site.

C. Governance of the University

1. President

The chief administrative officer of the University is the President, who is elected by the Board of Trustees and is responsible to that body. The President exercises authority delegated to him by the Board and makes recommendations to the Board on matters requiring their approval. The Trustees have delegated to the President authority to make all appointments within the University, subject to their approval. The University Academic Council is the chief advisory body to the President for academic policy.

2. Vice Presidents and Deans

Under the President and answerable to him are the vice presidents. Deans represent the faculty of their school/college to the administration and are authorized to implement all university policies within their respective schools.

3. The Faculty Senate

The Faculty Senate grew out of recommendations by faculty and administration in l969. It operates under a 1970 Constitution, subsequently amended in 1972 and revised in 1976, 1986, 1994, 1996, 1999, and 2000, which is approved by the faculty, the President, and the Board of Trustees. It meets regularly once each month except May, June, July, and August. It provides to the faculty a broad forum on all matters pertinent to the University; but, in particular, those concerned with academic policy. Its recommendations go to the President of the University.

The Faculty Senate consists of twenty-seven elected members: one from each of the academic units, one from the library and eight members who are elected at large with equal representation according to the ranks of professor, associate professor, assistant professor, and instructor. One-half of the departmental representatives and one of the at-large members from each of the ranks will be elected anew each year. There is one non-voting student representative to the Senate. The Staff Senate is represented by a non-voting representative. For further information, see "Constitution of Henderson State University Faculty Senate, 1999."

4. Faculty Committees

The faculty of HSU contribute a significant portion to the governance of the University through committees. These committees have various origins and methods of selection. Some are appointed by the Faculty Senate President and are directly responsible to the Senate. Others are school committees elected by the faculties of the schools/college and function independently. Still others are administrative in nature and are appointed by the President of the University. Standing committee assignments are made annually at the beginning of each fall term.

5. Faculty Hearing Committee

A Faculty Hearing Committee shall be established and continuously maintained. It shall be constituted by electing three full-time faculty members from the School of Business, three full-time faculty members from Teachers College, Henderson, and nine full-time faculty members from the Ellis College of Arts and Sciences (three from each of the traditional areas: Fine Arts, Liberal Arts, and Mathematics and Sciences) with those members being elected by their respective areas. The Procedures Committee of the Faculty Senate is responsible for conducting the election and reporting the membership annually to the President of the Faculty Senate, the Provost/Vice President for Academic Affairs and to the Chair of the University Committee on Committees by April 15.

The members of the committee shall serve three-year terms, with one member from each of the aforementioned areas being elected annually. The committee shall be authorized to hear the types of cases specified herein as well as any grievance initiated by either the administration or by a faculty member unspecified as belonging to the domain of other procedures outlined in the Faculty Handbook. The committee shall be empowered to hear the grievance, including all relevant documentation and testimony advanced, with recommendation forthcoming to the President. The committee may include, as part of a given recommendation, the desire that such committee opinions or portions thereof, with cogent documentation, be communicated to the Board of Trustees. The findings of the committee will be held in highest regard by the president and/or the Board of Trustees.

The President and the Board of Trustees shall communicate decisions to the committee bearing on the committee's previous consideration of the case. The committee shall in turn inform the faculty member of the administration's decision. The committee shall, as a matter of philosophy and practice, serve as a redress review organ for all personnel matters not otherwise specified in these statements, and shall serve as a liaison between the faculty and administration. Explicit in "redress" is the requirement that the faculty make a wholehearted effort to follow normal channels before bringing grievances to the committee.

6. Miscellaneous Federal Legislation Affecting Faculty and Staff

Equal Employment Opportunity:
Title VII of the Civil Rights Act of 1964
- Sex Discrimination
- Race Discrimination
- Religious Discrimination
- National Origin Discrimination
- Equal Pay Act of 1963
- Disability Discrimination
  - Americans with Disabilities Act of 1990
  - Rehabilitation Act of 1973, Section 504
- Age Discrimination in Employment Act of 1967
- Civil Rights Act of 1991
- Privacy of Student Records:
- Family Educational Rights and Privacy Act of 1974

Consumerism:
Student Right-To-Know Act of 1990
Education Amendments of 1976
Family and Medical Leave Act of 1993

Campus Crime Reporting:
Campus Security Act of 1990

Drug Use by Employees and Students:
Drug-Free Schools and Communities Act of 1989

Drug-Free Workplace Act of 1988

Questions concerning any of the above statutes should be directed to the General Counsel.

III. Appointment, Promotion, Tenure, Excellence Awards, Termination, and Annual Evaluation

A. Appointments

1. Appointments and promotions will be made upon the recommendation of the President with consultation and cooperation of the appropriate administrative personnel, based upon the recommendations of faculty in the appropriate departments or academic units.

2. Teaching faculty members will be used during the summer terms as they are needed.

B. Categories of University Faculty Personnel

1. Faculty Personnel -- Regular Full-Time, Tenure-Track

a. Regular full-time faculty are those employees (1) who hold full-time positions; (2) who hold appointment in the ranks of Lecturer, Instructor, Assistant Professor, Associate Professor, and Professor; and (3) who are subject to all general requirements as stated in the approved departmental, college, school, and University policies and specific requirements as stated in letters of appointment, including all requisite promotion and tenure criteria.

b. Tenurial academic ranks are those of Assistant Professor, Associate Professor, and Professor, Assistant Librarian, and Associate Librarian. The rank of Instructor is a non-tenured rank; however, in certain cases of institutional, programmatic, or departmental need and exceptional individual merit, the Provost/Vice President for Academic Affairs may, at his/her discretion, approve special consideration of an Instructor for tenured status. All faculty holding tenured or tenure-track appointments shall be so notified in their letters of appointment. (The ranks of Assistant and Associate Librarian were added by Board approval on April 25, 2008.)

c. Regular full-time faculty are eligible for all privileges extended by the University to regular professional personnel, including such programs as retirement and other fringe benefits, leaves of absence, professional travel, and other privileges outlined in this Handbook.

d. Regular full-time faculty are eligible for full participation in the affairs of the University, its component institutions, and its departments and administrative units in accordance with University policy.

2. Faculty Personnel -- Non-Tenure Track

a. Faculty personnel selected to serve in specified non-tenure-track assignments may be appointed on either a semester or academic year basis. The appointment may be either for part-time or full-time work.

b. The University recognizes that from time to time it may have to employ a part- or full-time visiting faculty member. Such faculty are selected by the department in consultation with the appropriate dean and the Provost/Vice President for Academic Affairs. The title "Visiting Professor" is assigned to individuals who hold or have held professional rank (Assistant Professor, Associate Professor, or Professor) at another institution of higher education or have accomplishments that are considered equivalent (e.g., outstanding performance in the creative arts or in the business or medical community), and who are appointed to teach and/or pursue other duties at Henderson only for a limited period of time.

c. Non-tenure-track faculty personnel are eligible to receive, but are not entitled to expect,

renewal of their appointment or further assignments following expiration of their current appointments.

d. The appointments of non-tenure-track faculty personnel may be terminated by the University prior to the expiration of the contract period for cause. In such case, as in case of non-renewal involving alleged discrimination or alleged considerations violative of academic freedom, full-time faculty members shall, upon request, be afforded a hearing by the Faculty Hearing Committee; such hearing to determine whether or not the conditions for the faculty member's further employment by the University have been adversely affected by unfounded or unwarranted judgments. Part-time faculty removed for cause during term of contract shall be afforded the same rights of hearing.

e. Full-time non-tenure-track faculty personnel are eligible for participation in the affairs of the University and of its component institutions, and of its departments and administrative units in accordance with University policy, except for instances where provision for participation specifically excludes non-tenure-track faculty involvement.

f. Non-tenure-track faculty personnel may subsequently be appointed to regular full-time faculty rank, in accordance with the needs of the University, and in conformity with departmental, college and university policies, including search and selection procedures and Equal Opportunity/Affirmative Action policies. Non-tenure-track full-time appointment may, at the discretion of the University, be considered as part of the probationary period for those who are subsequently placed on full-time tenure-track faculty appointment, but only if such service is recognized in the initial letter of appointment to tenure-track faculty rank.

g. The University recognizes that continuous employment on a full-time non-tenure-track status is inappropriate as a long term commitment to faculty members, except to meet special needs in specific departments, with departmental approval.

3. Adjunct Faculty

a. Part-time faculty hired to teach a specific course in order to meet a temporary institutional need are designated adjunct faculty. All adjunct faculty appointments are subject to sufficient enrollment to justify economical operation of the class. This is normally determined at the time of registration. Prior approval of the Arkansas Department of Finance and Administration is required of persons employed concurrently by Henderson State University and another state agency.

b. Adjunct faculty employed on less than a nine-month appointment will receive only those benefits required by state or federal law unless a contractual agreement specifically indicates that fringe benefits are included. Appointments that are normally excluded from fringe benefits are adjunct appointments, semester appointments, or other arrangements of a temporary nature. Fringe benefits will be included in such cases where the individual is employed at the beginning of the spring semester which is considered the initial employment of a permanent position.

c. Travel reimbursement may be allowed at the current university reimbursement rate for part-time, off-campus faculty employed on a per-course basis. Travel must be approved in advance on a Travel Authorization form and requires that travel be undertaken from the home station to class location, if they differ. TR-1 forms showing actual travel are completed at the end of each month and submitted by the faculty member to the appropriate administrative office.

C. Recruiting Policies

All recruiting for faculty positions will conform to the procedures prescribed in the packet entitled

"Henderson State University Non-Classified Recruitment Process," revised July, 1997, which conforms to the Affirmative Action/Desegregation standards.

D. Types of Academic Appointments

An academic appointment covers full-time and part-time members of the faculty, and administrators directly engaged full-time in the administration of academic programs and/or teaching.

1. Term Appointments and Tenured Appointments

Faculty members may receive a term (non-tenure-track), term (tenure-track), or a tenured appointment. One of these designations shall be stated as a part of all faculty contracts. A term appointment applies for a specified term of time as defined in the letter of appointment. Full-time, tenure-track faculty members have probationary status of employment and receive term appointments. All faculty appointed to a tenure-track position shall serve a pre-tenure probationary period of six years. The probationary period does not begin until the faculty member takes the rank of Assistant Professor, Associate Professor, or Professor. Non-tenure-track full-time appointment may, at the discretion of the University, be considered as part of the probationary period for those who are subsequently placed on full-time-tenure-track faculty appointment, but only if such service is recognized in the initial letter of appointment to tenure-track-faculty rank.

A tenured appointment means a commitment by the University to a sequence of annual appointments, such sequence being terminable only by a resignation, retirement, removal for cause, financial exigency, or discontinuance of program (see "Termination" below). The principle of tenure shall be observed as an act of good faith on the part of the University. Academic employees may be tenured only with respect to their academic ranks and not with respect to administrative titles or assignments.

2. Definitions of Regular Academic Appointment

References to degrees in this Handbook refer to earned degrees from regionally accredited institutions.

a. Lecturer. This rank should be given to persons with advanced training who have demonstrated scholarly or creative ability. A lecturer must have knowledge of the particular course materials and a requisite degree of intellectual vision. In some technical fields, professional experience may bear considerable weight; in other areas, teaching experience is essential. A lecturer must hold the master's degree in his/her discipline or in a closely related field and from a regionally accredited college or university. The position of lecturer is a one-year position, which will not be renewed for more than two additional years, and it holds no consideration for promotion or tenure. If, after three years, there is a continuing departmental need, the person may be reappointed as an instructor, upon recommendation from his/her department. The normal teaching load of a lecturer is 15 hours. Lecturers are not eligible for membership in the faculty senate and will have no university of college committee assignments.

b. Instructor. This rank should be given to persons with advanced training who have demonstrated scholarly or creative ability. An instructor must have knowledge of the particular course materials and a requisite degree of intellectual vision. In some technical fields, professional experience may bear considerable weight; in other areas, teaching experience is essential. Reappointment depends on maintaining competence in the course(s) or field(s) taught, together with a demonstrated interest in increasing competence through professional opportunities. An instructor must hold the master's degree in his/her discipline or in a closely related field and from a regionally accredited college or university. The normal teaching load is 15 hours.

c. Assistant Professor. An assistant professor should show evidence of demonstrated teaching ability, substantial experience in advanced study and research, or professional experience of a kind which would permit a comparable academic contribution. He or she should exhibit promise of originality and excellence in some field connected with teaching, writing, research, or the creative arts. An assistant professor is expected to have a thorough command of the subject matter of some segment of the general field of the discipline, in addition to a comprehension of the whole. An assistant professor must hold an earned doctorate, or be ABD, or hold a sixty semester hour MFA degree with a creative thesis. Degrees held must be in his/her discipline or in a closely related field and from a regionally accredited college or university.

d. Associate Professor. An associate professor must hold an earned doctorate, a sixty semester hour MFA degree with a creative thesis appropriate to the field of teaching and professional responsibility, or the MLS degree plus an additional discipline-specific masters degree, and have five years experience as assistant professor. Degrees held must be in his/her discipline or in a closely related field and from a regionally accredited college or university. Upon the recommendation of the Provost/Vice President for Academic Affairs, persons with forty-five hours above the master's degree and six years experience may be considered for promotion to associate professor. A second master's degree in the appropriate field of study or a closely related field might be an appropriate qualification for a faculty member if approved or requested by the University. In such cases, the hours earned in attaining that second degree may be applied toward the forty-five hour requirement.

e. Professor. A professor, through teaching, creative activity, and service, should have demonstrated substantial command of the whole field, sound scholarship, and a mature view of the discipline. A professor must hold an earned doctorate or a sixty-semester-hour MFA degree with a creative thesis appropriate to the field of teaching and professional responsibility and have six years experience as an associate professor. Degrees held must be in his/her discipline or in a closely related field and from a regionally accredited college or university.

f. Distinguished Professor

Nomination to the title of Distinguished Professor is a rare honor which is accorded only to that small fraction of the faculty who, by virtue of their outstanding contributions to the university and the academic community, have shown themselves worthy of this, the university's highest honor. Such appointment must not be made merely as a reward for long service, however devoted.

3. Definitions of Librarian Academic Appointments

a. Assistant Librarian. An assistant librarian holds a minimum of a Master's degree in library science from an American Library Association-accredited institution and performs technical processes and/or public service library work requiring full professional training in library science. An assistant librarian holding this rank shall have an academic record and/or experience that indicate(s) a potential for successful performance as an academic librarian. An assistant librarian is eligible for tenure.

b. Associate Librarian. An associate librarian holds a minimum of a Master's degree in library science from an American Library Association-accredited institution and performs technical processes and/or public service library work requiring full professional training in library science. Years of experience shall be only one of the criteria for classification as an associate librarian. A librarian holding this rank shall have made substantial contributions to library professional organizations and/or to the institution or library where employed, and achieved a

high level of competence in bibliographical activities, in research, or in other professional endeavors. An associate librarian should have a documented record of effective performance which shows an increasing responsibility and continuing growth. The associate librarian will have six years experience as assistant librarian. An associate librarian is eligible for tenure. (This section was added by Board approval on April 25, 2008.)

4. Criteria and Notice of Standards

The faculty member is expected to know the substantive and procedural standards contained in this Handbook generally employed in decisions affecting promotion and tenure. Any special standards adopted by the department or school/college should be brought to the individual's attention. Any other specific criteria affecting the faculty member will be made part of the initial letter of appointment.

A department may prepare written criteria of equivalent qualifications to be considered in rare and unusual circumstances in lieu of academic degree requirements in promotion/tenure decisions. These criteria are subject to the approval of the Provost/Vice President for Academic Affairs. Such requirements may include, but are not limited to: significant national experience on a professional level, publications in journals or books appropriate for the field or juried or competitively recognized performances appropriate for the field.

University faculty who are employed at the time of the adoption of this Handbook by the Board of Trustees will be eligible to apply for one promotion under the education and service requirements found in the 1990 HSU Faculty Handbook.

E. Expiration of Term Appointment

1. Upon expiration of a term appointment, whether on tenure-track or non-tenure-track, the employee is a free agent to whom the University has no obligation. The University may at its discretion reappoint the employee to the same or a different position. Non-reappointment does not necessarily carry any implication as to the quality of the employee's work, conduct, or professional competence.

2. When a faculty member is not to be reappointed, written notice to the faculty member will be provided in accordance with the following schedule:

   a. Not later than March l of the first academic year of service; or, if an initial one-year appointment terminates during an academic year, at least three months in advance of its termination.

   b. Not later than December 15 of the second academic year of service; or, if the second year appointment terminates during an academic year, at least six months in advance of the termination.

   c. Not later than the date of issuance of the last contract after two or more years' service.

3. If a faculty member on probationary appointment alleges in writing, within ten days of the receipt of written notice of non-reappointment, that considerations violative of academic freedom or those based on discrimination significantly contributed to the decision, the allegation will be referred to the Faculty Hearing Committee, and the faculty member may also choose to ask that justification of the decision be put in writing.

F. Academic Tenure: Purposes and Obligations

1. Purposes

Academic tenure is a status accorded members of the University faculty who have demonstrated high ability and achievement in their dedication to the growth of human knowledge. Tenure is intended to assure the University that there will be continuity in its experienced faculty and in the functions for which they are responsible. Appointment to tenured rank constitutes recognition by the University that a person is qualified by achievements and contributions to knowledge to be ranked among the most worthy members of the faculty engaged in scholarly endeavors: teaching, research, professional growth, or creative intellectual activities of other kinds. By such recognition, the University pays homage to the priceless worth of independence of the mind and freedom of inquiry.

2. Obligations and Responsibilities

The award of tenure entails special and important obligations. The primary responsibility of tenured faculty, one that devolves upon them throughout their careers, is to cultivate their respective fields of learning and research, and to initiate others into these fields through creative and effective teaching.

Secondly, tenured appointment imposes stringent concern for the quality of the faculty. It is the duty of all members of the faculty to seek the best qualified persons for appointment; but this duty weighs most heavily on the tenured in their service on those bodies entrusted with responsibility for retention and promotion recommendations.

Thirdly, those who accept the rights of tenured appointment owe it to their colleagues unfailingly and unflinchingly to defend independence and freedom of mind in their field of competence. The tenured faculty should create and sustain an intellectual ambience in which their non-tenured colleagues can think, investigate, speak, write, create, and teach while secure in the knowledge that their intellectual vitality is both essential and welcome.

Lastly, appointment, whether term or tenured, implies a commitment of the University to the idea of an intellectual community. The right to membership on the faculty and academic freedom carry with them the correlative obligations to uphold academic freedom of others, and to perform in a productive, professional fashion so as to deserve membership on the faculty. It is equally a responsibility of the officers of the University administration and of the Board of Trustees to assure, to protect, and to defend academic freedom. The tenured faculty and those officers and Board members should work together to that end.

Thus, the tenure system entails not only the maintenance of the highest standards by which the merits of probationary candidates are to be appraised but also the special obligations and responsibilities of those who are awarded tenure.

G. Award of Tenure

Tenure is granted by the Board of Trustees upon the recommendation of the President. No other person shall have any authority to make any representation concerning tenure appointment.

Recommendations for tenure of eligible faculty should originate from the department in which the faculty member is assigned, and should always include appropriate participation in the recommendation by tenured faculty in the department. As tenure is reserved for those faculty members who have attained a high level of achievement in their academic disciplines, recommendations for tenure will not normally be made for faculty who have not earned the doctorate or other appropriate terminal degree. Applicants for tenure will be notified of approval or disapproval within one week of the Board's decision.

H. Terms of Tenure Appointment

Before the end of six years of service the status of employment must be reviewed, assuming a seventh

contract is to be awarded to the faculty member.

The letter of appointment following a tenure decision will indicate one of the following: (1) tenure is granted with this contract; (2) tenure is not granted and the new appointment is a terminal one; (3) at the discretion of the University administration, tenure is not granted at this time and the new appointment is a term (non-tenure-track) contract.

Approved leaves of absence do not interrupt tenure-track status but may extend the six-year probationary period in the tenure-track. When a tenure-track faculty member is granted a leave of absence, the official letter of notification by the President may state that the term of probationary employment has been extended and that the period of leave will not be counted as part of the term of probationary service. In any event, the University will not count more than one year of leave toward completion of the probationary period. The faculty member will be notified in writing by the President when such credit toward the completion of the probationary period has been granted by the University.

If a faculty member joining the University has achieved tenure at another regionally accredited college or university, the University may count a maximum of three years toward probationary service. Evidence of such successful professional performance will be submitted and evaluated at the time of employment. Years to be counted toward probationary service must be indicated in the initial letter of appointment. Faculty members appointed at the rank of associate or full professor are automatically given credit for three years of the six-year probationary period and are eligible for no additional credit.

I. Expiration of Tenure

Tenure status shall expire upon retirement of the faculty member.

J. Relinquishment of Tenure

A faculty member shall relinquish or waive the right to tenure upon resignation from the institution. Where a tenured faculty member is transferred or reclassified to another department or division by the University, the transfer or reassignment shall be with tenure. Tenure shall not be relinquished during periods of approved leaves of absence, prolonged illness, or during periods of service in administrative positions at the institution.

K. Criteria for Tenure and Promotion and Award of Emeritus Status

1. The following three performance areas are those considered in all awards of tenure and promotion.

   a. Effectiveness in Teaching

      Henderson is committed to offering the highest possible level of instruction to its students. Effectiveness in teaching is, therefore, of primary importance in evaluating faculty members for both tenure and promotion. The University expects its faculty to bring knowledge, scholarship, dedication, and energy to the classroom and to present the various disciplines offered by the University in a manner which assists students to understand, to develop intellectual discipline, and to develop as thinking human beings.

   b. Scholarship and Professional Growth

      While teaching remains the primary function of the university, faculty members are also expected to demonstrate achievement in scholarship, research or artistic creation and/or performance, and other important forms of professional activity appropriate to a given discipline. Although it is impossible to define the nature and limits of professional activity in general, published scholarship and research, grantsmanship, papers given at professional meetings, planning/directing seminars, workshops, conferences, and artistic

performance/exhibition open to evaluation by competent professional judgment serve as examples of such activity. The definition of scholarship can vary depending on the particular discipline.

c. Service

(1) Service to Henderson State University

For the University to function effectively as a community, every faculty member must be willing to make contributions beyond teaching and scholarship. Service on departmental, school/college, and university committees and other service to the University which calls for faculty contributions beyond those covered in the first two criteria are expected and are to be considered in the evaluation of faculty for tenure.

"Service to Henderson State University" will refer to activity on the departmental (if appointed to one), school/college and university levels. It may include, but is not limited to, course and curricular development, committee work, and leadership among colleagues.

(2) Service to the Community at Large

"Service to the academic community" may include, but is not limited to, participation in professional societies, leadership roles in professional societies, and activities promoting one's discipline to the community at large. This would not include activities that are part of the expectations of a particular course's activities, such as supervising student teachers.

Moreover, since the university is part of the larger community in which it exists and has a responsibility to that community, faculty members may serve the larger community outside the university by making their professional abilities and expertise available through service, as opportunity offers. Such service, to be considered in tenure and/or promotion decisions, should involve intellectual, academic, or professional qualities or abilities appropriate and characteristic of a professional academic.

2. Candidates for promotion must meet the requirements specified in the definition of regular academic appointments. (Revised 1993)

The following policies will govern promotions:

a. Teaching power, or the ability to lead students to genuine intellectual achievements, is the most important criterion for promotion.

b. Additional criteria which are considered in making recommendations for promotion are as follows:

(1) Student advising and/or counseling
(2) General educational worth to the institution
(3) Adherence to University regulations
(4) Performance of duties for the School, College, and University to include committee work
(5) Research activity and scholarly publications
(6) Distinction in creative fields
(7) University Service
(8) Personal philosophy in harmony with the highest concepts of academic life.
(9) Respect for programs of all Departments and for University personnel
(10) Energy and willingness to work far beyond the minimum required for the mere holding

of position

c. The following practices in promotion will be observed under usual conditions:

(1) To be promoted from instructor to assistant professor, a person must hold an earned doctorate or terminal degree appropriate to the field of teaching and professional responsibility, or be ABD. In addition, the applicant should have four years of teaching experience at the instructor rank.

(2) Additionally, instructors on nine-month contracts may apply for promotion to assistant professor, non-tenure track, after ten years at Henderson in the instructor rank. To be eligible for promotion consideration, the instructor must teach academic courses full time, serve on committees both within the department/ college and across the University, maintain a regular advising load, be active in professional organizations, and keep current in his/her respective field. The applicant may apply for promotion through the regular promotion process during (or after) the tenth year. This would be a one-time opportunity for instructors on nine-month contracts to apply for promotion. Because applicants applying for promotion under this provision lack a terminal degree, they are not eligible for tenure-track or promotion beyond assistant professor. The course load would remain a 15-hour load. As with any faculty promotion, the applicant would need the endorsement of his/her department, college promotion and tenure committee, dean, the Provost/Vice-President for Academic Affairs, the President, and the Board of Trustees. If a faculty member is promoted under this provision and subsequently obtains a terminal degree in his/her discipline or in a closely related field, then, at the discretion of the university, he/she may be designated a tenure track assistant professor with up to three years credit toward the probationary period prior to applying for tenure. (Faculty already in a non-tenure track, assistant professor positions would not be affected by any of the above.)

(3) To be promoted from assistant professor to associate professor, a person must have an earned doctorate appropriate to the field of teaching and professional responsibility and 6 years experience as an assistant professor, or have the 60-hour MFA degree with a creative thesis plus 6 years experience as an assistant professor; or upon the recommendation of the Provost/Vice President for Academic Affairs, have 45 hours above the master's degree and 6 years experience as an assistant professor. The promotion from assistant to associate professor may occur simultaneously with the awarding of tenure (Shall be effective for all tenure-track faculty who begin their employment on July 1, 2013 or thereafter.)

(4) To be promoted from associate professor to professor, a person must hold an earned doctorate or a sixty-semester-hour MFA degree with a creative thesis appropriate to the field of teaching and professional responsibility and six years experience as an associate professor. (This section was amended by the Board of Trustees on April 23, 2003.) If the faculty member is hired as an associate professor, then promotion from associate to full professor may occur simultaneously with the awarding of tenure.

(5) To be promoted from assistant librarian to associate librarian, a person must have an earned MLS and six years experience as an assistant librarian. (This paragraph was added by Board approval on April 25, 2008.) The promotion from assistant to associate librarian may occur simultaneously with the awarding of tenure.

3. Application of Criteria in Tenure Decisions

Normally, a doctorate or discipline appropriate terminal degree is required for tenure. "Tenuring

in" a department will not be sufficient reason for denying tenure to deserving faculty.

4. Criteria for Distinguished Professor

To qualify for the title of Distinguished Professor, the professor must have:

(a) held the rank of professor at Henderson State University for a minimum of 10 years,
(b) demonstrated outstanding teaching,
(c) and exhibited each of the following:

(i) Outstanding scholarship
(ii) Outstanding service to Henderson State University
(iii) Outstanding service to the academic community

5. Emeritus Status

A person who is retiring is eligible for emeritus status if he/she has been awarded tenure and has taught at Henderson State University for at least 20 years.

L. Procedures for Tenure and Promotion and Award of Emeritus Status

1. The Pre-Tenure Review

During the third year of a tenure track appointment, a pre-tenure review will be conducted by the department chair/immediate supervisor and the tenured faculty of the department. The review and evaluation of the faculty member by the chair/immediate supervisor and the tenured faculty shall be conducted in each department according to university procedures. The department chair will provide a written summary evaluation to the faculty member, and the faculty member will be given an opportunity to disagree in writing with the department chair's written evaluation within ten working days.

In cases where credit toward tenure has been granted with the initial contract, the pre-tenure review will be conducted at least one year prior to the year the tenure decision will be made. In all situations, the faculty member will be provided an opportunity to ask questions regarding criteria and standards or application of criteria and standards pertaining to reappointment and tenure.

2. The Applicant

The procedure for tenure/promotion is initiated in every case by the applicant, except for awarding of the title of Distinguished Professor. It is the responsibility of every regular full-time faculty member to be aware of University policies and procedures, and of his/her own status regarding tenure/promotion. The applicant is responsible for preparing the application and ensuring that all relevant materials are included. The application should include documentation that the applicant has met all eligibility requirements for tenure/promotion, as outlined in Section K herein. The applicant shall also be responsible for submitting the tenure/promotion application to the departmental chair.

3. The Department Level

A share of the responsibility for appraising a candidate falls on the department chairperson, who must determine not only present qualifications for tenure/promotion, but also potential for future development. The appraisal must be more than a mere review of the candidate's activities in teaching, research, and university service. It must be a thorough evaluation of the quality of these activities, supported by substantial evidence provided by the applicant.

The department chairperson shall receive each application for tenure/promotion. Following an independent review of each application, the chairperson shall make a positive or negative recommendation in writing with explicit reasons stated especially for negative recommendation, and forward the tenure/promotion applications to the school/college tenure/promotion committee. The department chairperson shall meet with any candidate who has received a negative recommendation. The candidate may, at this point, withdraw the application; if not withdrawn, the application, and the recommendation of the department chairperson, shall be submitted to the school or college tenure/promotion committee before February 1. In any case in which the department chairperson is a candidate for tenure/promotion, that application shall be sent directly from the departmental chairperson to the school or college tenure/promotion committee.

The tenured members of the department shall review each application for tenure/promotion. The tenured members, who may submit individual recommendations or a group recommendation, shall forward their recommendation(s) to the school/college tenure/promotion committee. The school/college tenure/promotion committee shall consider the tenured faculty recommendation(s). Only tenured faculty shall make a recommendation. In the event there are no tenured faculty within the department of the candidate for tenure or promotion, the Tenure and Promotions Committee of that department's college or school shall appoint a tenured faculty member from another college or school within the university to interview the candidate's departmental faculty and, based upon those interviews, to write a letter of recommendation reflecting the view of the departmental faculty regarding the candidate's qualifications and worthiness for the award of tenure or promotion which shall be forwarded to the school/college tenure and promotion committee. (This paragraph was amended by the Board of Trustees on December 2, 2004.)

4. The School/College Level

a. The School/College Tenure/Promotion Committee

Each school or college shall establish its own tenure/promotion committee, consisting of no fewer than four full-time, tenured faculty members. The school/college will institute individual committee selection and operating procedures approved by the school/college faculty. No department may have more than one member serving on the committee except in those schools/college with fewer than five departments and then only after all departments having tenured members have a tenured faculty member included in the committee membership. Vacancies shall be filled in the same method as initial appointments are made. Department chairpersons or any other administrator shall be ineligible for service on the committee. Any faculty member who is applying for tenure is ineligible to serve on the committee since the committee is composed only of tenured faculty members. If a tenured faculty member who is already on the committee is applying for promotion, he/she is not eligible to serve that year; nor may any faculty member who is applying for promotion be elected to the committee.

The purpose of the committee is to receive and review each application and previous recommendation and make an independent written recommendation to the appropriate Dean. Its chief responsibilities are to evaluate the applicant's qualifications for tenure/promotion, check the file for consistency with the departmental, school/college, or university policies and procedures, and review the completeness of the information presented. Each application shall be given a positive or negative recommendation with reasons stated. The decision shall be communicated directly to this faculty member.

b. The School/College Dean

The school/college dean shall receive each application and the recommendations of the department chairperson, departmental faculty and the school/college tenure/promotion committee. Following an independent review of the record, the dean shall make a positive or

negative recommendation in writing. The applicant should be informed of this Dean's recommendation.

The dean will meet with any candidate who has received a negative recommendation from the tenure/promotion committee or the dean. At this point, the candidate may withdraw the application; if not withdrawn, the entire record is sent to the Provost/Vice President for Academic Affairs before February 15.

In any case in which the dean is being considered for tenure/promotion, that application shall be forwarded directly from the tenure/promotion committee to the Provost/Vice President for Academic Affairs. In the case of departments not administered by a dean, the director of the department will forward recommendations to the Provost/Vice President for Academic Affairs.

5. The University Level

a. The Provost/Vice President for Academic Affairs

The Provost/Vice President for Academic Affairs shall receive each application and prior recommendations. Following an independent review of the record, the Provost shall make a positive or negative recommendation in writing. The applicant should be informed of the Provost's recommendation. The Provost will notify in writing any candidate who has received a negative recommendation with explicit reasons, and will include notification of the faculty member's rights to appeal. If a candidate wishes to appeal a negative recommendation, he or she may submit an appeal to the Faculty Hearing Committee as outlined in Section III M that follows.

The Provost shall prepare and submit to the President a complete report on all candidates for tenure/promotion, showing the action and vote taken by each committee and administrator. All applications, prior recommendations, and the recommendations of the Provost/Vice President shall be forwarded to the President before March 1 of each year.

b. The President and the Board of Trustees

The final decision for the granting of tenure/promotion rests in all cases with the Board of Trustees. The President shall receive the report and recommendations of the Provost/Vice President for Academic Affairs and, when appropriate, the Faculty Hearing Committee. From those applicants who have been recommended to him, the President shall submit those to be recommended to the Board. Each applicant shall be given written notification by the President indicating the Board's decision within one week.

6. Process for Awarding the Title of Distinguished Professor

Nomination for the title of Distinguished Professor will normally be initiated at the department level by an individual or group in the appropriate discipline or by an interdisciplinary group. If the individual does not hold an appointment in a particular department, nomination may be made by an individual or group in the same or a related discipline.

The nomination, with all supporting materials, will then be forwarded to the departmental chairperson and then the dean of the appropriate school or college (directly to the dean if there is no departmental affiliation). Recommendations from each level, along with supporting material will then be sent to the Tenure/Promotion Committees of the respective school/college, who will forward their recommendation to the Vice President of Academic Affairs. The Provost/Vice President for Academic Affairs will then forward his or her recommendation, along with all supporting materials, to the President. The president will make a recommendation and then forward all materials to the Board of Trustees which will make the final decision.

7. Salary Increases

All promotions, as well as the awarding of the title of distinguished professor, should come with an increase in salary of 5%, in addition to any across the board increase, or an increase to the base pay level for the new rank, whichever is greater. (Phrase concerning distinguished professor was added by Board of Trustees action on December 9, 2005.)

8. Award of Emeritus Status

The procedure for the award of emeritus will begin with a letter of recommendation from the retiring faculty's department chair (or immediate supervisor) and/or tenured colleagues to the Provost/Vice President for Academic Affairs, who will forward the recommendation with his/her endorsement to the Board, who will make the final decision on the award of emeritus status. If there is a case in which the department cannot make a recommendation, the retiree him/herself may request the award of emeritus by letter. Upon the reward of emeritus, the President shall notify the recipient by letter.

M. Tenure and Promotion Appeals to Faculty Hearing Committee

When a candidate receives notification from the Provost/Vice President for Academic Affairs of a negative recommendation to the President for tenure and/or promotion, a written appeal may be submitted to the Chairperson of the Faculty Hearing Committee within two weeks after receipt of the Vice President's notice. The faculty member shall be entitled to notice of the time of the hearing at least two weeks prior to the date of said hearing. The hearing should be completed within thirty(30) days from the date that the faculty member makes a written request to the chairperson of the Faculty Hearing Committee. Appeals may be made on the following bases:

1. Committee or administrative recommendations which are arbitrary, capricious; or unsupported: that is, in which explicit reasons were not given, or if evidence was not revealed.

2. Committee or administrative recommendations which are based on reasons which are constitutionally or statutorily prohibited, such as the candidate's age, race, sexual orientation, sex, religion, or disability.

3. Committee or administrative recommendations which are the result of the exercise by the faculty member of a constitutionally protected right, such as the right of free speech or peaceable assembly.

4. Committee or administrative recommendations which were rendered after failure to comply with the proper procedures as previously set forth.

The Faculty Hearing Committee will abide by the following procedures: the appellant must show that the proper procedures were not followed and that such error was or could have been a contributing factor to the negative recommendation.

Appeals from the tenure and promotion process will be heard by the Faculty Hearing Committee. The purpose of the committee is not to determine the merits of the candidate's qualifications for tenure and promotion, but to determine whether any of the four bases for appeal are proven by a preponderance of the evidence. The committee shall file written reports of findings with the President. The final written report of the committee shall be made available to all parties involved and shall be filed with the President.

N. Excellence Awards

1. Eligibility

Only full-time faculty (as opposed to adjunct or part-time faculty) are eligible for awards, and no one faculty member may receive more than a single award in one year.

2. College/Division Awards

In recognition of outstanding performance by Henderson State University faculty who have served the university community above and beyond the call of duty, there shall be fifteen Excellence Awards given over a three-year period as follows:

The three divisions of the Ellis College of Arts and Sciences (Liberal Arts, Fine Arts, and Science and Mathematics), The School of Business, and Teachers College Henderson will each make one annual cash award of $2,500.00.

Five awards shall be given in rotation starting in 2008 with Excellence in Teaching followed by Excellence in Scholarly or Creative Activity, then in the third year, Excellence in Service. There will be no ties or shared awards.

These awards shall be made within each college (or division) by an awards committee composed of faculty below the level of chair from that college (or division). The term of appointment to each awards committee shall be limited to one year, and shall be made by faculty vote. The election shall be conducted by the Faculty Senate Procedures Committee. Each of the five awards committees shall be composed of five members, with no more than one member from any single department or discipline. For the purposes of excellence awards, faculty serving in the library or student services shall be considered with the School of Business.

Names of committee members and chair-elects (persons that receive the most votes) will be forwarded to the Office of Academic Affairs upon conclusion of committee elections. The Office of Academic Affairs will be responsible for monitoring the activity of the committees to ensure faculty have been properly notified of the award nominating process by committee chairs. Committees shall report names of award recipients to the Office of Academic Affairs.

Recipients may be nominated by chairs and or colleagues; no nominated recipient may serve on an awards committee during the semester of nomination. The awards shall be presented in lump sum at an annual ceremony, and shall NOT be considered part of a recipient's base pay for the computation of raises, benefits, etc., nor shall they be directly tied to the annual faculty review process.

All nominations for Faculty Excellence Awards shall be submitted to the College Faculty Excellence Award Committees at the beginning of the spring semester. Faculty Excellence Award selections shall be determined by April 1. Faculty Excellence Award shall be recognized at the Spring Faculty Service Awards Ceremony. The recipients will also be awarded at the Fall Founder's Day Ceremony. During the Founder's Day presentation, the master of ceremonies will introduce the awards while recognizing recipients in the previous two years, as follows:

> "Henderson recognizes faculty excellence with rotating awards for teaching, scholarly and creative activity, and service. Last year's awards, recognizing _____, went to (list recipients). The previous year's awards, recognizing _____, went to (list recipients). This year's awards are in the field of _____."

Award criteria shall be decided individually by college and, where appropriate, by department (for example, the Art Department might provide the Ellis College's Fine Arts Awards Committee with criteria defining unusually meritorious artistic expression). The specific criteria for eligibility and receiving of each award should be stated clearly and specifically in a memo sent to all faculty each October.

Evidence to be considered in determining the candidate's qualifications for an award shall consist of accomplishments pertaining to the nominated award in question occurring in the previous three calendar years.

Three years after the institution of such a university-wide awards system, the Senate shall examine the system to determine whether it has indeed fostered excellence among the faculty in a fair and impartial manner, and the Senate may at that time modify the plan according to its findings. Periodic additional review is at the discretion of the Senate. (This paragraph was revised by the Faculty Senate and President Dunn on March 5, 2005. No board action required. The addition of the fifth paragraph was approved by Faculty Senate on April 6, 2005, and by Dr. Dunn on October 6, 2005.)

3. Outstanding New Faculty Member Award

In recognition of outstanding performance by a new Henderson State University faculty member, a $2,500.00 award will be given annually to the outstanding new faculty member. In order to be eligible for nomination, the faculty member must have less than five full years of full-time college/university teaching and for those with teaching experience below the collegiate level, less than eight years of full-time teaching.

The areas of teaching, scholarly activity and service will all be considered in the selection of the awardees. Specific guidelines for the nomination packet will be provided by the faculty senate executive committee during the first month of the fall semester of each academic year. The packet will contain a current vita and any documentation that the nominator believes attests to the excellence of the nominee subject to the specific guidelines.

The nomination and selection processes will take place during the spring semester. The selection committee will include those faculty who were on the faculty senate executive committee when the guidelines were distributed during the previous fall semester. Additionally, the currently-serving executive committee will select one faculty member from each of the five academic areas (The School of Business, Teachers College, and the Liberal Arts, Fine Arts, and Science and Mathematics divisions of the Ellis College of Arts and Sciences) not already represented. These additional members will be chosen after suggestions by the appropriate deans.

The award shall be presented in lump sum at an annual ceremony, and shall NOT be considered part of a recipient's base pay for the computation of raises, benefits, etc., nor shall they be directly tied to the annual faculty review process.

(This section was added by the Board of Trustees on December 9, 2005.) (Revisions approved by the Board on February 15, 2008)

O. Salaries

1. Teaching Faculty

a. Teaching faculty are employed on a nine-month basis or for other periods as specified in the contract. A full-time position will entail a minimum of 40 hours per week of service.

b. The maximum amount that may be paid for each position is established each biennium at the time the legislative appropriation for the University is approved.

c. Additions to salaries may be made in recognition of special merit or for special duties and assignments.

d. The need for continuous self-improvement by all members of the faculty is recognized and should be a factor in promotion and increased salary. In February of each year, all faculty

members will be given an opportunity to express in written form a summary of their current and expected program for professional growth. The program, after review and approval by the President, will be a factor in the terms of the contract for the ensuing year. Faculty members who have not attained the highest degree or equivalent status by experience, time, services, or other conditions are expected to have earned a minimum of six (6) hours of academic credit within the 5 years immediately preceding the time they are being considered for new contracts or to have substitute programs approved by the administration.

The Board of Trustees, on recommendation of the President, may excuse any faculty member over 50 years of age from earning additional credit.

The intent of the above policy is to encourage planned individualized programs of professional growth.

e. If the anticipated revenue upon which the appropriation for the University was made by the General Assembly is not collected and deposited to the credit of the institution in the State Treasury, the Board of Trustees reserves the right to make such adjustments in salaries as may be necessary to bring the total amount paid for salaries within the funds available.

f. Salaries for positions funded by external sources are contingent upon the continued external funding of these positions.

2. Salaries for Administrative, Managerial, and Professional Positions Will Be Determined by the Board. (Subject to subsection O.1.e above)

3. Teaching Faculty Leaves

The University observes no general leave policy. Upon the recommendation of the department chairperson and school dean, leaves of absence may be granted, with or without pay, by the President with the approval of the Board. Faculty members who do not hold the doctorate receive special consideration for leave with pay when it is demonstrated that a program of study is to be undertaken which leads to the degree. The normal minimum period between leaves of absence is three years; and when the leave is granted, it is usually without prejudice in computing eligibility for salary raises unless otherwise stated. An individual accepting such leave is obligated to return to the University immediately following the leave period for three years of service for each year of paid leave or remit the salary paid during leave.

4. Pay for Off-Campus Teaching

a. All teaching faculty members are encouraged to make themselves available for the teaching of off-campus classes.

b. Faculty members teaching off-campus will be given compensation for such work in addition to their regular salary at a rate to be determined by the administration.

5. The Administration of the University is authorized to arrange for the holding of pre-session institutes, retreats, or faculty orientation not to exceed two weekdays in length immediately prior to the opening of school for the fall semester. All personnel are expected to attend the same as scheduled.

P. Faculty Evaluation Program

The current FEP originated in a cooperative effort between faculty representatives and the Southern Regional Education Board, eventuating in a document dated December, 1979. With minor revisions by the Faculty Senate, as charged in its monitoring duties, the FEP was ratified as official policy by

the Board of Trustees on January 30, 1987.

1. Purpose. The purpose of the Faculty Evaluation Program is to provide uniform, reliable data to:

    a. Improve the quality of instruction

    b. Promote faculty development

    c. Provide more reliable support for personnel decisions

2. Policies

    a. Areas of Evaluation. Each faculty member may be evaluated in the following areas, unless an area is clearly not relevant to his/her goals and assignments. Teaching or equivalent responsibilities must be considered. The faculty member and supervisor must decide on the relative importance, if any, of each of the other evaluation areas.

        (1) Teaching or Equivalent Responsibilities
        (2) Advising
        (3) In-load, Non-teaching Responsibilities
        (4) Scholarship and Professional Activity
        (5) Service to the Institution
        (6) Service to the Community

    b. Data for Evaluation. A file will be maintained for each faculty member in the office of his/her immediate supervisor.

        (1) File Contents

            (a) Current Vita
            (b) Faculty Member's Annual Goals and Objectives
            (c) Peer Review
            (d) The Summary of Student Rating of Faculty
            (e) Evaluation by Administrator
            (f) Syllabi for courses taught

        (2) Security. Security is of paramount importance. Access will be granted only to the faculty member and his/her supervisory university administrative personnel.

        (3) Faculty Rights. The faculty member has the right to place any information in the file and to review the file regularly.

        (4) Supervisor Responsibilities. The immediate supervisor has the responsibility of maintaining the file, insuring confidentiality of the data, notifying the faculty member of any change in the content or of any request for review by University administrative personnel.

    c. Personnel Decisions. Decisions affecting promotion, tenure, salary, or dismissal must be documented in writing and based on publicized criteria. The faculty member must be notified in writing by his/her supervisor of any deficiencies and given adequate time to remedy them before he/she is penalized in a personnel decision affecting promotion, tenure, or dismissal.

    d. Academic Freedom and Responsibility. The Faculty Evaluation Program shall in no way infringe upon academic freedom as set forth in the Faculty Handbook.

    e. Professional Status of Faculty. Supervisors must respect the faculty member's professional

autonomy in the classroom and understand that there are many paths to excellence in teaching. There is no endorsement of any particular philosophy or approach to teaching.

f. Interpreting the Data. The University has a responsibility to insure that supervisors are trained in interpreting data generated by the Faculty Evaluation Program.

g. Evaluation Instruments. There are two university-wide instruments of evaluation: student evaluation of faculty and faculty evaluation of administration. Other instruments of evaluation may be used by schools, colleges, or departments if approved by the Faculty Senate. Approved university-wide evaluation instruments will be part of the faculty handbook.

3. Components of the Program

a. Current Vita. The vita should contain the basic professional background data about the faculty member--educational background, degrees, teaching experience, publications, honors--any information deemed relevant by the department or faculty member.

b. Faculty Member's Annual Goals and Objectives

(1) Purpose. To establish direction for each faculty member and to insure that departmental, school, and University goals will be achieved.

(2) Process. During January of each year, the faculty member shall establish goals for the next year. These goals may be established with reference to the following areas of evaluation:

(a) Teaching or Equivalent Responsibilities
(b) Advising
(c) In-load, Non-teaching Responsibilities
(d) Scholarship and Professional Activity
(e) Service to the Institution
(f) Service to the Community

A full-time (12 hour) teaching load or its equivalent will be assigned an 80% weight. However, the faculty member and his/her immediate supervisor may assign a weight less than 80% to teaching as long as that weight does not fall below 60%. The faculty member and his/her immediate supervisor must also decide on the relative importance of each of the other evaluation areas and weight each of the faculty member's goals accordingly. The decision as to the relative importance to be given to teaching and each of the other evaluation areas shall take into account the University's mission statement, the academic unit or department's goals, any relevant accreditation standards, and the faculty member's goals. The faculty member will be evaluated in terms of the weighted goals.

c. Peer Review

(1) Purpose. The basic purpose of peer review is to help faculty members do a better job by critiquing one another's professional contributions, instructional methods, and materials. The peer review should be thorough but informal. The major concern is for faculty improvement and faculty development.

(2) Process. Each school year before the end of January, a faculty member will be reviewed by a peer. The member reviewed may choose the peer, with the supervisor's approval.

The review should consist of an informal meeting in which the person being reviewed presents such matters for discussion as self-evaluations, course syllabi, methods of presentation, worksheets and study guides, tests and examinations, particularly successful teaching practices, and especially troublesome teaching situations. The discussion need not cover all of the topics listed above, nor need it be limited to just those topics.

The person being reviewed may also choose to include classroom visitation as part of the review process.

The peer will write a non-judgmental summary of the review. This summary will then be dated and signed by the peer and the person reviewed and placed in the latter's evaluation file.

In addition, the peer may write a critique including his/her opinions about such matters as the reviewed person's special strengths and suggestions for improvement. Such a critique will be for the reviewed faculty member's own use and not be part of the reviewed faculty member's file, or be made available to anyone else.

d. Student Rating of Faculty (For the text of the evaluation form, see Addendum 1)

(1) Purpose. To enable the faculty member to see how the student perceives him/her.

(2) Process. FE 101, Student Rating of Faculty, will be used university-wide to enable the faculty member to collect information about students' perceptions of courses and faculty. The first twenty items are to be used by all instructors; space is provided for up to twelve additional items for departmental or individual use. The faculty member is requested to have the form administered to each class near the end of the fall semester but before the final exam is given. For purposes of annual evaluation, each faculty member should have the most recent summary of student ratings on file. For this reason, each new faculty member should be rated by all his/her classes in both the fall and spring semesters of the first year of his/her employment. It is important that students feel that the questionnaire is anonymous; therefore, the following process will be followed:

(a) The faculty member will announce to the class in advance that the rating forms will be administered.

(b) The faculty member will make arrangements in advance for a proctor to distribute the forms to the students while the instructor is out of the classroom. The proctor will read the following statement to the class:

Instructions: "You are asked to rate this course and the instructor. You are assured that your rating will be anonymous. Please give your unbiased answers to the questions. When you have completed the form, please place it in this envelope which I will seal and take to the Office of Computer and Communication Services, where all forms will be handled confidentially. After final grades for the course have been submitted, the results will be released to the instructor for him/her to use in a program of instructional improvement and faculty development."

4. Review by Immediate Supervisor

During January/February of each year, immediate supervisors shall hold a conference with each faculty member of the department or academic unit. This process should be completed by the end of the first week of classes in February. The purpose of the immediate supervisor/Faculty conference is to discuss the faculty member's goals, peer review, and student evaluations. The intended goal of the conference should be to frankly discuss the faculty member's strengths as a

teacher and scholar, his/her role in the department, and his/her role as a member of the University community. Concerns that the immediate supervisor may have should be clearly stated.

Decisions affecting promotion, tenure, salary, or dismissal must be documented in writing and based upon publicized criteria. The faculty member must be notified in writing by his/her supervisor of any deficiencies and given adequate time to remedy them before he/she is penalized in a personnel decision affecting promotion, tenure, or dismissal.

Following the conference, the supervisor shall write a narrative report of the conference, evaluating the faculty member's performance (January to January). The supervisor shall then share the report with the faculty member, and both (supervisor and faculty member) must sign the evaluation report. The evaluation report shall then be forwarded to the appropriate Dean.

a Academic Dean. Receives recommendations from the department chair and makes recommendations to the Academic Vice President. Any changes along with written justifications must be reported to the faculty member prior to sending said report to the Academic Vice President.

b. Provost/Vice President for Academic Affairs. Receives recommendations from Academic Dean and makes recommendations to the President. Any changes along with written justifications must be reported to the faculty member.

c. President. Receives recommendations from Provost/Vice President for Academic Affairs and makes recommendations to University Board of Trustees. Any changes along with written justifications are reported to the faculty member.

5. Department Chair and Associate Dean Evaluations

Those Department Chairs and Associate Deans who have teaching assignments shall be evaluated as faculty (See O., 1, 2, 3), with regards to their faculty teaching status. The Deans shall use AE 101 evaluation instrument to review the Department Chair and Associate Dean's administrative role. Each Dean shall use his/her process to evaluate Department Chairs and Associate Deans. However, if any additional evaluation instrument is to be used, it must be submitted to the Faculty Senate for approval so that the instrument may be added to the Faculty Handbook. The Deans must share their written evaluations of Department Chairs and Associate Deans with each individual so evaluated; the Department Chair or Associate Dean shall sign the evaluation.

The Dean shall forward written evaluations of Department Chairs and Associate Deans to the Provost/Vice President for Academic Affairs.

6. Evaluation Services

It will be the responsibility of the Director of Computer and Communication Services to oversee the distribution, processing, records keeping, and dissemination of the university-wide student evaluation process; to report to the Provost/Vice President for Academic Affairs.

Q. Termination

Employment within a faculty position, tenured or untenured, that is established by a contract of appointment for a stated definite term[1] may only be terminated prior to expiration of the stated term because of (1) demonstrable, board-certified institutional financial exigency or (2) board-approved reduction or elimination of a program or (3) verifiable cause.

[1] The award of tenure to a faculty member by the Board of Trustees carries with it the *de facto* implication that the term of appointment is for an unlimited period of time, subject to the conditions outlined in Section I, Expiration of Tenure.

1.a. Termination of faculty employment due to Financial Exigency

A financial exigency will be certified when a unit (college or school) of the University or the University itself is threatened by a financial crisis that cannot be ameliorated by means less drastic than the reduction or elimination of programs which results in the termination of personnel. The procedure for certification of a financial exigency shall include the following steps:

(1) The head of an academic unit (a dean, the Provost/Vice President for Academic Affairs, or the President) proposes a situation of financial exigency documented with budget summaries and projections. The proposal, including all documentation, must be promptly sent to all members of the Faculty Senate.

(2) The Faculty Senate and academic administrative personnel (including all deans, associate deans, and department heads) shall separately evaluate the documentation and within 14 calendar days recommend in writing to the head of the academic unit whether they concur with the determination of financial exigency.

(3) The academic unit head shall evaluate the recommendations made by the Faculty Senate and the academic administrative personnel and shall forward them, along with his or her written recommendation, to the President. No less than 30 days after receiving these recommendations, the President will forward the aforesaid recommendations, along with his or her written recommendation, to the Board of Trustees for action.

If the Board of Trustees certifies a financial exigency, the Vice-President for Academic Affairs shall initiate actions to ameliorate the financial crisis. The final determination may include reduction or elimination of programs, as well as the termination of employment of members of the faculty (tenured and nontenured), staff, or administration. The Vice-President for Academic Affairs, in conjunction with the Faculty Senate, or a Senate-approved Committee consisting of full-time faculty members, shall work with the appropriate administrators (deans and chairs of affected programs) to determine the program(s) and number of personnel to be affected.

The Provost/Vice President for Academic Affairs shall then forward all information and recommendations regarding the curtailment or elimination of programs and/or the termination of employment of members of the faculty, staff, or administration to the President.

Once the extent of reduction in program(s) and personnel has been established, determination of those faculty members whose employment shall be recommended for termination shall proceed in accordance with criteria and procedures as set forth in Sections III.Q.1.c-g.

In making this determination, non-academic areas and programs shall be examined for possible elimination or reduction as well as academic programs. Fair and humane treatment of faculty, staff, and students shall be given the utmost consideration. Serious effort shall be made to appropriately relocate affected faculty and staff in other parts of the program area or in a different program area of the same academic unit. Alternatives to termination of personnel shall be considered; these include early retirement, transfer, voluntary salary reduction, leave of absence without pay, and reductions or postponements in benefits. In the event it is necessary to eliminate an entire program, currently enrolled full-time students shall be permitted, by special arrangements if necessary, to complete a program of studies begun before the decision to eliminate the program was implemented.

b. Termination of faculty employment due to Elimination or Reduction of a Program

In the course of formal academic planning, as an extraordinary measure the elimination or

reduction of program is recognized as an appropriate course of action to foster the mission and integrity of the University, even if it results in the termination of employment of members of the faculty (non-tenured and tenured), staff, or administration. Fundamental causes for elimination or reduction of a given program include reformulation or modification of the institutional mission, decline in quality of a program without reasonable likelihood of improvement, major reallocations of resources, and reprioritization in view of long-range projections of demand or resource availability.

Any proposal to eliminate or reduce a program shall reflect established and well-documented planning and should not be a response to cyclical or temporary variations in enrollments or finances. In following recognized interpretation of due process, extensive faculty involvement, and especially of the academic departments, programs, or divisions involved, shall be recognized as an essential component of program elimination or reduction. Such involvement shall be established and continued over a period of not less than one calendar year before actual elimination or reduction of program is effected. Throughout this process, a proposed elimination or reduction in a given program shall be evaluated in terms of its impact upon the integrity of the academic commitments of the University as well as its consequences for faculty, students, and the State of Arkansas which the University serves.

The elimination or reduction of a program shall include the following steps:

(1) The head of an academic unit (dean, the Provost/Vice President for Academic Affairs, or the President) proposes a that a program be eliminated or reduced as a result of formal academic planning, justifying the proposal with appropriate documentation. The proposal, including documentation, must be promptly sent to the Faculty Senate and the University Academic Council.

(2) The proposal shall be reviewed by the Faculty Senate, the University Academic Council, and academic administrative personnel (including all deans, associate deans, and department chairs) who shall separately evaluate the documentation and within 14 calendar days recommend to the head of the academic unit whether they concur with the proposal for an elimination or reduction of a program.

(3) The academic unit head shall evaluate the recommendations and shall forward them, along with his or her final recommendations, to the President, who will report the results of the campus deliberation, along with his or her recommendations, to the Board of Trustees.

If the Board of Trustees concurs with a recommendation to eliminate or reduce a program, the Vice-President for Academic Affairs shall initiate planning to effect the recommendation. The Vice-President for Academic Affairs, in conjunction with the Faculty Senate, or a Senate-approved Committee consisting of full-time faculty members, shall work with the appropriate administrators (dean and chair of the affected program) to determine a reasonable time frame within which the program should be eliminated or reduced, as well as the number of personnel affected. The Provost/Vice President for Academic Affairs will then forward all information and recommendations to the President.

Once the extent of reduction in program and personnel has been established, determination of those faculty members whose employment shall be recommended for termination shall proceed in accordance with criteria and procedures as set forth in Sections III.Q.1.c-g.

Fair and humane treatment of faculty, staff, and students shall be given the utmost consideration. Serious effort shall be made to appropriately relocate affected faculty and staff in other parts of the program area or in a different program area of the same academic unit. Alternatives to termination of personnel shall be considered; these include early retirement,

transfer, voluntary salary reduction, leave of absence without pay, and reductions or postponements in benefits. In the event that a program is eliminated, currently enrolled full-time students shall be permitted, by special arrangements if necessary, to complete a program of studies begun before the decision to eliminate the program was implemented.

c. Identification of Faculty whose employment is to be Terminated.

(1) Procedure

In the event that a financial exigency and/or an approval to reduce or elimination of program, as declared by the Board of Trustees, results in the termination of appointments of faculty, the Vice-President for Academic Affairs, in collaboration with a special committee appointed by the Faculty Senate, will oversee the determination of those faculty members whose appointments are to be recommended for termination.

The special committee appointed by the Faculty Senate shall consist of faculty members, at least half of whom should possess some degree of expertise in the affected area(s), whose charge shall be to: (i) identify which faculty members are professionally capable of meeting essential program needs, omitting none who are; (ii) seek alternatives available to the University to ensure continuation of a strong academic program and to minimize losses sustained by affected students and faculty members; (iii) determine which faculty appointments are to be recommended for termination. The committee shall make its recommendations in writing to the President within 30 calendar days after the declaration of financial exigency or the approval to reduce or eliminate a program has been made by the Board of Trustees. The President shall evaluate the recommendations made by the aforesaid committee, and shall forward them, along with his or her own written recommendation, to the Board of Trustees for action

(2) Criteria

In the event of a reduction in the number of faculty in a given department or division, but not the elimination of that unit, the principle consideration shall be the maintenance of viable and effective academic programs. In all cases involving such reductions, the Vice-President for Academic Affairs, in collaboration with a special committee appointed by the Faculty Senate as described in (1) shall determine which faculty members are essential to meeting the needs of the program. This determination shall be made with the full consultation of all faculty members in the affected department or program. After all such faculty members have been identified, they shall have priority in retention on the basis of the following criteria, stated in general order of importance.

(a) Tenure

Tenure shall be assigned major importance in retaining faculty within a department or program having both tenured and non-tenured faculty. In general, a faculty member having tenure must be retained over a faculty member who does not have tenure.

(b) Length of Demonstrated Professional Excellence.

Extended service of high caliber is an important measure of the basic character and motivation of the faculty member and moreover is an indication of loyalty to the profession and the institution, intellectual

stamina and general stability. Such assets, demonstrated over an extended period of time, shall be given considerable attention and credit.

(c) Rank.

Rank normally reflects the degree of teaching effectiveness and scholarly accomplishment by the faculty member.

d. Procedure for Termination

The statement of a board-certified financial exigency or board-approved reduction or elimination of a program as the reason for dismissal or non-reappointment of a faculty member shall be supported in the notice of termination to the faculty member by a specific description of the financial exigency or the reasons for elimination of the institutional program resulting from academic planning. The action taken by the Board of Trustees to certify a financial exigency or to reduce or eliminate an academic program shall be included in the notice of termination. Where termination of an appointment prior to expiration of the stated term of the appointment of a faculty member is based on certified financial exigency or reduction or elimination of an academic program, the burden of proof to support the claimed need rests with the University.

e. Notification and Personal Conference

After the Board of Trustees has approved the President's recommendation to terminate the appointment of a faculty member, it shall be the responsibility of the Vice-President for Academic Affairs to notify the employee whose appointment is to be terminated by certified letter within 10 days of the action of the Board. After the faculty member has received notice in writing of the reasons for his or her dismissal or non-reappointment, the appropriate administrative officer, at the request of the faculty member, shall discuss the matter with him or her in a personal conference. If an understanding of the University's decision satisfactory to the faculty member does not result, the faculty member shall be advised of his or her rights to a formal hearing before the Faculty Hearing Committee.

f. Obligations of the University to Faculty Members Terminated because of Financial Exigency or Elimination or Reduction of Program

Tenured faculty members whose employment has been terminated because of a financial exigency or program reduction or elimination certified by the Board of Trustees shall

(1) be given notice of termination at least 12 months prior to the end of the contract period;

(2) be given opportunities for appointment, without jeopardy to other employees, in related areas provided they are qualified professionally to serve in such areas, and such positions are available;

(3) have the right to reappointment to the previous position if it is re-established within 3 calendar years; and

(4) be entitled to a hearing before the Faculty Hearing Committee within 30 calendar days after receiving notice of termination; and

(5) be entitled to notification of the decision of the Faculty Hearing Committee within 5 calendar days of the hearing before the Committee.

g. Right to Hearing

The faculty member involved may obtain a hearing before the Faculty Hearing Committee and challenge a termination based upon a board-certified financial exigency or board-approved reduction or elimination of a program by the Board of Trustees. Rationale for such an appeal can include:

(1) Decisions which are demonstrably arbitrary or capricious;

(2) Decisions which are based on reasons which are constitutionally or statutorily prohibited, such as the faculty member's age, gender, race, religion, or disability;

(3) Decisions which are the result of the exercise of the faculty member of a constitutionally or statutorily protected right, such as the right of free speech or peaceable assembly;

(4) Decisions that were made after failure to comply with the proper procedures as set forth in this section. The faculty member must show that such error was or could have been a contributing factor to the decision.

(5) Failure of the University to establish the claimed need to terminate the faculty member because of a board-certified financial exigency or board-approved reduction or elimination of a program

Proceedings before the Faculty Hearing Committee shall be in accordance with the procedures as set forth in this document. In the event the faculty member is able to prove one of the aforementioned claims as set forth above, or the University is unable to prove that a financial exigency or program reduction or elimination was justified, the faculty member shall be recommended for reappointment to the position with compensation for lost income. Otherwise, the decision of the University shall be sustained.

2. Termination of Employment of Tenured Faculty for Cause

a. Initiation and Notice

Should the fitness of a faculty member to perform his/her job be seriously questioned, it is the initial responsibility of the department or area involved to deal with the issue. The chairperson or immediate supervisor is responsible for convening the departmental/area faculty, which will then elect an informal review committee which is representative of the faculty. This committee shall study and make recommendation to the chairperson or supervisor on questions concerning ethical conduct and satisfactory performance of professional responsibilities.

Questions involving possible breach of ethics or failure to meet professional responsibilities [see below under 2. B. 1, 2 and 3] may be initiated at any level, either administrative or faculty, and shall be referred first to the department chairperson or immediate supervisor. The chairperson or supervisor, after discussing the matter with the individual faculty member involved, shall refer the issue to the review committee if in his/her opinion there is substance to the charge. Following the findings of the committee, which are advisory but non-binding on the administration or President, the department chairperson or immediate supervisor shall submit a written report with his/her recommendations, also advisory but non-binding on the administration or President, to the faculty member in question and to the dean of the college or school for appropriate action.

If no informal agreement is reached at this stage of mediation between the faculty member and his/her supervisors concerning the disposition of the issue, and there remains a serious

dispute about the fitness of the faculty member in question to perform his/her job satisfactorily, formal proceedings may be invoked by the Administration so as to dismiss or non-reappoint said member. This process shall begin with notice of such intention in writing by the President of the University. The notice shall state in writing the principal reasons for the recommendation of dismissal or non-reappointment of the faculty member.

b. Causes for Dismissal or Non-reappointment

Adequate cause for dismissal or non-reappointment of a faculty member with tenure may be established through demonstration by the University of gross professional incompetence, gross neglect of professional responsibility, or gross personal misconduct.

(1) Gross Professional Incompetence
Repeated demonstrated inability to perform the duties of the position.

(2) Gross Neglect of Professional Responsibility

Demonstrated failure to keep current and maintain competency in one's field; general inaccuracy or dishonesty in the performance of teaching and/or research duties or administrative duties; repeated failure to comply with official directives and established written University policies; repeated neglect of departmental and University duties; repeated failure to comply with such reasonable requirements, stated in writing, that the University may prescribe for achieving professional improvement and growth.

(3) Gross Personal Misconduct

Any gross personal misconduct involving the violation of the law or established written University policies which seriously and substantially impairs an individual's fulfillment of institutional responsibilities or adversely reflects in a serious and major way on the University.

c. Personal Conference

After the tenured faculty member has received notice in writing of the reasons for the recommendation of dismissal or non-reappointment, the appropriate administrator, at the request of the faculty member, shall discuss the matter with the individual in a personal conference. If an understanding of the University's decision satisfactory to the faculty member does not result, the faculty member shall be advised of the right to a formal hearing before the Faculty Hearing Committee.

d. Right to Hearing

The faculty member involved shall have the right to obtain a hearing before the Faculty Hearing Committee and challenge a termination based upon "cause" on the following bases:

(1) Determination of cause as defined in 2.b. which are not supported by a preponderance of the evidence presented by the University;

(2) Decisions which are arbitrary or capricious;

(3) Decisions which are based on reasons which are constitutionally or statutorily prohibited, such as the faculty member's age, sex, race, religion, or disability;

(4) Decisions which are the result of the exercise of the faculty member of a constitutionally or statutorily protected right, such as the right of free speech or peaceable assembly;

(5) Decisions which were made after repeated failure to comply with the proper procedures as set forth in this section. The faculty member must show that such error was or could have been a contributing factor in the decision.

The burden of proof in d.(l) rests with the University while the burden of proof in d. (2) through (5) rests with the faculty member.

e. Responsibilities and Obligations of the University to Tenured Faculty Terminated for Cause If recommended for termination or dismissal, the faculty member (except in cases of gross personal misconduct) shall remain on regular salary until the hearing process is completed. The faculty member's duties shall be continued for that period at the discretion of the President of the University subject to review by the Board of Trustees.

3. Faculty Hearing Committee: Membership and Procedures

a. The request for a hearing on the recommendation of a termination, dismissal, reassignment or non-reappointment by a faculty member must be made in writing to the President of the University within thirty (30) days of the notice from the administration of the recommendation for termination of employment. Failure to request a hearing within thirty (30) days will forfeit the right to a hearing. The President shall immediately notify the President of the Faculty Senate that the request has been filed.

b. The Committee shall consist of fifteen (15) members, three (3) to be elected from the School of Business, three (3) from Teachers College, Henderson, and nine (9) from the Ellis College of Arts and Sciences (three (3) from each of the traditional areas: Fine Arts, Liberal Arts, and Math and Science). Terms shall be for three (3) years and the three (3) members from each elected area shall serve staggered terms. Only full-time faculty members are eligible to serve on the Committee. Verbatim written or taped records of the Faculty Hearing Committee proceedings shall be kept, and the Committee shall report to the President of the University who shall report to the Board of Trustees.

c. The hearing should be completed within forty-five (45) days from the date that the faculty member makes a written request to the President of the University.

d. The Committee shall be informed of its responsibilities by the Faculty Senate President. In any part of the hearing, twelve (12) of the fifteen (15) members of the Committee shall constitute a quorum for the transaction of business. Decisions of the Committee must be reached on a majority vote (eight) of the full committee, with the number of 'yes,' 'no,' and 'abstention' votes being recorded, without designating the person who casts each vote.

e. The faculty member shall be entitled to notice of the time of the hearing at least two weeks prior to the date of said hearing.

f. The faculty member requesting the hearing and the University shall be invited to make presentations before the Committee. The Committee may then solicit any additional evidence it may deem appropriate. Any and all oral testimony, witnesses, and such documentary evidence as necessary and relevant to make a proper determination may be accepted.

g. The faculty member shall have the right to be accompanied in the hearing by an attorney of his/her choice or by a fellow faculty member. The University shall designate its representative(s).

h. The faculty member shall have the right and the opportunity to obtain necessary witnesses and documentary or other evidence, the right to confront and cross-examine witnesses, the right to obtain sworn statements from absent witnesses at least ten days prior to the date of the hearing, and the right to submit interrogatories to absent witnesses to clarify, supplement, or rebut material included in sworn statements of absent witnesses.

i. The Committee shall insure that the faculty member receives due process in all the committee proceedings. The Faculty Hearing Committee shall review all evidence felt to be relevant and material to the issues in the hearing to insure that the faculty member receives a fair and impartial hearing.

j. The findings of fact and the recommendation will be based solely on the hearing record.

k. The proceedings of the Faculty Hearing Committee shall be confined to the principals and the witnesses called by the Committee, unless the faculty member requests an open hearing.

l. A verbatim written or taped record of the proceedings and the recommendation of the Committee shall be presented to the President of the University and the faculty member within ten (10) days from the conclusion of the hearing.

m. If the Faculty Hearing Committee concludes that adequate cause for dismissal has not been established by the evidence in the record, it will so report to the President. If the President rejects the report, he will state his reasons for doing so, in writing, to the Committee and to the faculty member, and provide an opportunity for response before transmitting the case to the Board of Trustees. If the Committee concludes that adequate cause for a dismissal has been established, but that an academic penalty less than dismissal would be more appropriate, it will so recommend with supporting reasons. In the event that the President of the University recommends dismissal or other severe sanctions to the Board of Trustees, the recommendation of the Hearing Committee also shall be presented to the Board. The faculty member shall be afforded the opportunity to make a statement to the Board in person and in writing. If the faculty member elects to make a statement to the Board in person, he or she shall have the right to be accompanied by an attorney of his or her choice or by a fellow faculty member.

4. Full-time faculty members with five continuous years of service or whose appointments are tenure track shall be afforded the same hearing rights as faculty members with tenure regarding recommendations for non-reappointment, dismissal, or termination for reasons other than board certified retrenchment. Notification for such recommendations shall follow the procedures set forth in Q. 2. a. under "Notice".

5. Procedures for Imposing Sanctions Other than Dismissal

a. If the administration believes that the conduct of a faculty member, although not constituting adequate cause for dismissal, is sufficiently grave to justify imposition of a severe sanction, such as suspension from service for a stated period, the administration may institute a proceeding to impose a severe sanction. The procedures outlined in the policy for termination and dismissal shall govern such a proceeding.

b. If the administration believes that the conduct of a faculty member justifies imposition of a minor sanction, such as a reprimand, it shall notify the faculty member of the basis for the proposed sanction and provide the faculty member with an opportunity to persuade the administration that the proposed sanction should not be imposed. A faculty member who believes that a major sanction has been incorrectly imposed or that a minor sanction has been unjustly imposed may petition the Faculty Hearing Committee for such action as may be appropriate. The procedures outlined in the policy for termination and dismissal shall

govern such a proceeding.

IV. Faculty Responsibilities

A. Sexual Harassment: Policy and Procedure

While sexual harassment most often takes place where there is a power differential between the persons involved, it also may occur between persons of the same status and sex. However, personal relationships must not be allowed to interfere with the academic or professional integrity of the University.

1. Purpose

The purpose of this policy is to define sexual harassment and to establish a procedure whereby alleged sexually harassed faculty, staff, and students may lodge a complaint immediately and confidentially.

2. Policy

a. Henderson State University is committed to the maintenance of a working and academic environment free from all forms of sexual harassment. Sexual harassment violates University policy as well as state, federal, and local laws. It is neither permitted nor condoned.

b. It is also a violation of Henderson's policy for any employee or student at Henderson to attempt in any way to retaliate against a person who makes a claim of sexual harassment.

c. Any individual found to have violated the University's policy against sexual harassment will be subject to disciplinary action including, but not limited to, reprimand, suspension, termination, or expulsion. Any disciplinary action taken will depend upon the severity of the offense.

3. Definition

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

a. Submission to, or tolerance of, such conduct on or off campus is made a term or condition of instruction, employment, or participation in other University activities.

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

c. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or employment performance or creating an intimidating, hostile, or offensive university environment.

4. Procedures

Students or employees who believe that they have been sexually harassed should pursue formal resolution of their complaint through the procedure indicated under the heading "Formal Complaint Resolution." All complaints should be made with thirty days of the occurrence of the alleged harassment.

Formal Complaint Resolution:

(1) Procedure: If a complainant wishes to pursue the matter she or he must file a formal, written complaint. Complaints are to be filed with the immediate supervisor or the next highest supervisor, the general Counsel's office in Womack Hall, or with any Vice-President. All complaints will be given a full, impartial and timely investigation by the supervisor and/or the General Counsel. During such investigations, while every effort will be made to protect the privacy right of all parties, confidentiality cannot be guaranteed. Appeal from the findings and recommendations of the immediate supervisor or the General Counsel may be made to the Non-Academic Grievance Committee or the Faculty Hearing Committee and the findings and recommendations of these panels shall be forwarded to the President for final decision. Confidentiality becomes problematic once an appeal is submitted to either hearing committee so the appealing parting may elect instead to submit written arguments on appeal directly to the President to be considered along with the other recommendations submitted to him for final decision.

(2) Sanctions. If investigation of a reported occurrence of sexual harassment reveals that the complaint is without reasonable foundation, both parties will be so informed and will also be informed that no further action is warranted. If an individual is found to have violated the University's policy against sexual harassment, the investigating body will recommend to the President disciplinary action appropriate to the severity of the offense, including but not limited to, reprimand, suspension, expulsion from the residence halls, reassignment of responsibilities, termination of employment, or expulsion from the University.

B. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990

Henderson State University, as an educational institution and as an employer, does not discriminate on the basis of disabled status. The University does not discriminate in admission or access to, or treatment or employment in, its programs and activities. This is a commitment made by the University and is in accordance with Section 504 of the Rehabilitation Act of 1973 and the A.D.A.

1. The University must not exclude, on the basis of disability any qualified disabled student from participation in any academic, research, occupational training, housing, health insurance, counseling, financial aid, physical education, athletics, recreation, transportation, other extracurricular, or other post-secondary education program. As an employer the University will not discriminate in recruiting, selection, hiring or retention of employees based on any disability and adheres to the requirements of the ADA.

2. The University must make modifications to academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating, on the basis of disability, against a qualified disabled student.

3. The University may not impose upon disabled students rules, such as the prohibition of tape recorders in classrooms or dog guides in campus buildings, that have the effect of limiting the participation of disabled students in a program.

4. The University must provide methods for evaluating the achievement of students who have a disability that impairs sensory, manual, or speaking skills (except where such skills are the factors that the test purports to measure).

5. The University must take necessary steps to ensure that no disabled student is denied access to a program because of the absence of educational auxiliary aids.

6. So long as the University provides housing to students, comparable, convenient, and accessible housing must be provided to disabled students at the same cost as to non-disabled students.

7. In providing financial assistance to qualified disabled persons, the University may not, on the

basis of disability, provide less assistance than is provided to non-disabled persons.

8. In providing physical education courses and athletics and similar programs and activities to students, the University may not discriminate on the basis of disability, and shall provide to qualified disabled students an equal opportunity for participation in intercollegiate, club, or intramural athletics.

9. In providing personal, academic, or vocational counseling, guidance, or placement services to students, the University must provide these without discrimination on the basis of disability.

10. The University shall ensure that the membership practices of fraternities, sororities, or similar organizations to which the University provides significant assistance do not permit discrimination prohibited by Section 504 or the ADA.

The University has designated the General Counsel as the person to coordinate its efforts to comply with ADA and Section 504. Students with disabilities who have questions or need assistance should first contact either the Disability Services office or the General Counsel. If any matter remains unresolved the student should file a complaint in accordance with the following procedures:

1. A complaint shall be made in writing or verbally to the General Counsel, and shall contain the name and address of the complainant and a brief description of the alleged violation.

2. Complaints should be filed within thirty (30) days after the complainant becomes aware of the alleged violation.

3. An investigation by the General Counsel shall follow the filing of a complaint. This process contemplates informal but thorough investigation affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.

4. A written determination as to the findings and the validity of the complaint, and a description of the resolution, if any, shall be issued to the complainant no later than ten (10) days after filing of the complaint.

5. The ADA Coordinator shall maintain the files and records relating to complaints filed.

6. The complainant may request reconsideration of the case in instances where he or she is dissatisfied with the investigation, findings or resolution of the General Counsel. This request should be made to the Office of the President within five (5) days of receipt of the determination.

7. The right of a person to a prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as filing an ADA complaint with the responsible federal department or agency nor is the use of this resolution procedure a prerequisite to the pursuit of other available remedies.

C. Drug-Free School and Workplace Policy

1. Standards of Conduct

The policies of Henderson State University and the State of Arkansas prohibit the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on University premises. University policy prohibits the manufacture, sale, possession, or use of alcohol on university property or at official university activities by students and employees.

Each employee is required by law to inform the University within five days after he or she is convicted for violation of any federal or state criminal drug statute where the violation occurred on the University's premises.

2. Health Risks

Health risks associated with the use of illicit drugs and the abuse of alcohol include damage to the lungs and respiratory system, the reproductive system, the brain, the immune system, the digestive tract, the liver, and the kidneys. Use of these substances can also result in loss of concentration and judgment, change in personality, loss of memory, coma and death.

3. Counseling and Treatment

The Henderson State University Counseling Center or the Student Health Services Counselor will provide weekly counseling sessions for persons with drug and/or alcohol related problems. Drug information and components of various treatment programs (videotape, handouts, evaluation instruments) are available in the Counseling Center. These offices will also assist a student or staff member in locating off-campus professional assistance when it is deemed necessary.

4. Sanctions

Sanctions of Henderson State University include probation, suspension, or expulsion depending on the seriousness and frequency of violations.

PROBATION: A notification to the individual that he/she is in violation of the alcohol/substance abuse policy. It may carry conditions (counseling/ treatment/testing) which must be met as a part of the probation.

SUSPENSION: Removal from the academic community for a period of time. Counseling, treatment, testing or other conditions may be required before return is allowed.

EXPULSION: Termination of the individual's relationship with the University

D. HIV Policy

In support of its mission to promote optimal wellness and preserve the rights of all students, the university endorses the following policy for responding to Human Immunodeficiency Virus infection.

Based on conclusive evidence from the U.S. Public Health Services and Centers for Disease Control and Prevention, people living with HIV disease 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.

1. 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 as available to uninfected persons. Acts of discrimination or abuse will not be tolerated. Confidentiality will be observed.

2. Prevention/Education

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

a. Facts about infection, transmission, testing sites, and prevention.

b. Skill development and equipment for self protection.

c. A climate that fosters care and respect for self and others.

3. Support Services

HSU Health Services 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 to the local health unit are also available in the following offices: Student Support Services, Disability Services, Counseling Center, Health Services.

4. The Henderson State University Health Committee will be responsible for implementation of this policy. They will review this policy annually or as new scientific information emerges and submit revisions to the Office of the President for approval.

E. FERPA

The **F**amily **E**ducational **R**ights and **P**rivacy **A**ct of 1974, as amended, sets forth requirements regarding the privacy of student records and affords students certain rights with respect to their education records.

Students' Rights

- The right to inspect and review their education records within 45 days of the date the University receives a request for access.
- The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Henderson State University to comply with the requirements of FERPA.

What are Education Records?

- Records that are directly related to a student, which include any information in any medium, including but not limited to, handwriting, print, tapes, film, e-mail, microfilm, and microfiche.
- Records that are maintained by an agency or institution or by a party acting for the agency or institution.

Examples of an Education Record

- Admissions information for students who are accepted and enrolled.
- Biographical information including date and place of birth, gender, nationality, race, ethnicity, and identification photographs.
- Grades, test scores, evaluations, courses taken, academic specialization and activities, and official communications regarding a student's status.
- Coursework including papers and exams, class schedules, as well as written e-mail or recorded communications that are part of the academic process.

- Disciplinary records.
- Student account and financial aid records.
- Internship program records.

Education Records are not:

- Sole possession records such as memory aids, reference tools, and personal notes that are not shared with others or made accessible to others, including but not limited to, the student and other HSU officials.
- Henderson State University law enforcement records made exclusively for law enforcement purposes.
- Medical treatment and counseling records.
- Employment records, unless the student's employment is predicated upon his or her status as a student.
- Alumni records which do not relate to or contain information about the person as a student.

Disclosure of Education Records

Student education records may not be disclosed to anyone unless the student has given written consent, or the request fits one of the legal exceptions.

One of the exceptions is the release of directory information about a student. Consent from a student is not generally required for the release of directory information, and it may be viewed and released to the public unless the student has placed an affirmative restriction on its release with the University Registrar's Office.

HSU's Directory Information

- Student's name.
- Electronic mail address.
- Local and permanent mailing addresses and telephone numbers.
- Semesters of attendance.
- Enrollment status: full- or part-time; currently enrolled or not.
- Date of admission.
- Date of expected or actual graduation.
- School, major, and minor fields of study.
- Classification (freshman, etc.).
- Type of degree being pursued; degrees awarded.
- Honors, awards received, scholarships and fellowships.
- Weight and height of members of athletic teams.
- Student's participation in officially recognized activities and sports sponsored by the University.

Disclosure Without Prior Consent

FERPA law also defines a number of other circumstances besides the release of directory information in which an education record can be released to certain parties without written permission from the student.

Examples of these exceptions include:

- School officials who act in the student's educational interest on a legitimate, "need-to-know" basis. A school official is a person employed by the University in an administrative,

supervisory, academic or research, or support staff position; a person or company with whom the University has contracted; a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

- Officials of other institutions in which the student seeks or intends to enroll provided that the student had previously requested a release of his or her record.
- Authorized representatives of the U.S. Department of Education, U.S. Department of Defense, U.S. Attorney General, INS, the Comptroller General of the United States, state education authorities, organizations conducting studies for or on behalf of the University, and accrediting organizations.
- In connection with the student's application for, and receipt of, financial aid.
- To comply with judicial order or lawfully issued subpoena.
- To parents of dependent students as defined by the Internal Revenue Code, Section 152.
- To appropriate parties in a health or safety emergency.
- To the alleged victim of any crime of violence of the results of any disciplinary proceedings conducted by the University.
- The University may disclose the result of a disciplinary proceeding to a parent or guardian so long as the student is under the age of 21 at the time of the incident and the proceeding has resulted in a violation of University drug or alcohol policies, or any federal, state, or local law.
- To students currently registered in a particular class section, the names and email addresses of others on the roster may be disclosed in order to participate in class discussion.

Legitimate Educational Interest

A faculty member, staff member, or school official has a legitimate educational interest in accessing or reviewing a student's educational records without the student's written consent if he or she needs to review an educational record in order to fulfill his or her professional responsibility.

Parental Access to Student Records

- Parents may obtain directory information unless the student has placed an affirmative restriction on its release.
- Parents may obtain non-directory information by obtaining a signed consent from their child . Records of student permission are maintained in the Office of the University Registrar.
- Parents may obtain non-directory information if the child is a legal dependent for tax purposes and files a legal affidavit with the Office of the University Registrar.

To Avoid FERPA Violations

- When uncertain, do not release information about an education record. Instead, refer the inquiry to the University Registrar's Office.
- Shred records containing social security numbers, grades, or any other personally identifiable information.
- Practice prudence. Safely store confidential information, and do not leave confidential information displayed on an unattended computer.
- Post students' grades on Reddie Connect only.
- Do not circulate a printed class roll with the student name and SSN/Student ID.
- Do not provide anyone with student schedules.
- Do not include confidential information in a recommendation letter without the written consent of the student.

F. Other Responsibilities

1. Resignations

Faculty members intending to resign their positions with the University are urged to give adequate notice before termination of appointments. In general, intentions should be made early enough to minimize hardships to the University and to provide for continuation of instruction. If at all possible, faculty members are requested to notify the institution no later than three months before the end of the current semester or term. Faculty resigning their positions forfeit all rights of rank, tenure, and participation in the Henderson State University Retirement System.

2. Faculty Work Loads

The work load of each faculty member, as to nature and distribution, is arrived at in consultation with the department chairperson, the dean, and the Provost/Vice President for Academic Affairs. A normal teaching load is considered to be 12 hours (or 12-15 hours for non-tenure track instructor) of undergraduate teaching or equivalent service. Adjustments may be allowed on several bases including, but not limited to, class size, class preparation, honors courses, research, teaching of graduate classes, university assignments, etc., and must be consistent throughout the University. Faculty members engaged in the full-time teaching of graduate courses shall have a load reduction.

The University must offer added compensation to faculty who teach overloads. Special scheduling considerations shall be given to faculty members teaching off-campus courses.

3. Research, Consultation, and Patents

The University encourages faculty members to engage in professional activities whether or not these professional activities are directly connected with the institution. Such involvement serves to promote professional development, the advancement of knowledge, and the University image. While engaged in such activity under the auspices of the University, the faculty member will take steps to see that the University's name appears as sponsor**.**

Any faculty doing research involving human or animal subjects must adhere to the University's Human Subjects guidelines and Animal Subjects guidelines.

4. Grants

It is the University's policy that equipment and non-consumable supplies purchased with grant funds under any type of grant program or project administered by, under, or through the auspices of the University, whether internally or externally funded, are the property of the University and remain so after the grant or program thereunder has expired or otherwise terminated, unless the particular funding entity retains such ownership. Any such equipment that falls within the definition of property to be inventoried will be tagged and added to the University inventory registry upon receipt; such equipment or supplies not required to be inventoried will be provided by the Project/Grant Director to her/his immediate supervisor in the form of a list and identified by description, cost, date of purchase and location. Any such equipment utilized off campus during the course of the grant program will be returned to the campus when the program is completed. It is the responsibility of each Chair or Department Director to review all grants within that Department and be aware of and monitor the purchase and utilization of grant equipment. Some funding agencies set forth certain conditions that apply to the disposal of equipment acquired with grant funds; therefore, equipment should not be transferred, sold, or otherwise disposed of without first notifying the provost. Staff in the provost's office are responsible for researching and determining any specific agency regulations that may apply.

It is University policy that a patent or copyright resulting from grants funded by or through the University may be shared with the University as negotiated with grant recipient(s) unless such

ownership is retained by the funding entity.

5. Faculty Absence

   Faculty members who absent themselves on normal working days must inform the department chairperson of their reasons for the absence and appropriate disposition of classwork.

6. Office Hours

   Faculty members are expected to keep regularly scheduled office (or laboratory) hours each week during which time students may confer with them. The number of hours scheduled should reflect the teaching load, medium of instruction, and class enrollment of the individual faculty member, and shall be determined by each faculty member with the approval of his/her chair/immediate supervisor. Office hours should be flexible enough to provide reasonable access to students who may have class conflicts.

7. Academic Advising of Students

   Faculty members constitute the logical reservoir of experience and knowledge necessary for any successful program of student advising. They shall, therefore, participate in the academic advising programs of their departments and schools/colleges. Faculty shall apprise themselves of curricular and certification requirements and make themselves available to advise students as needed.

8. Faculty Meetings

   General faculty meetings are held when called by the President. Additionally, a pre-session faculty conference is held annually in the fall. Faculty members are expected to attend these and other school, college, departmental meetings as called by the respective deans or chairpersons.

9. University Commencements and Convocations

   Commencements for the granting of degrees are held at the end of the fall and spring semesters. The University also holds a Founders' Day Convocation. Faculty members are expected to attend these activities in full academic regalia unless told otherwise.

10. Summer Teaching

    Faculty members may desire and have opportunity to teach in the regular summer sessions. The decision as to course offerings in the summer will depend on available funds, student demand, and program needs. Within these limitations, department chairpersons and deans recommend the summer schedule. Equity in the distribution of opportunity to teach is a consideration, and faculty members do not normally have the opportunity to teach more than one summer term. Compensation is set by the Board of Trustees.

11. Pre-Session Institutes

    The administration of the University is authorized to arrange for the holding of pre-session institutes, retreats, or faculty orientation not to exceed two weekdays in length immediately prior to the opening of school for the fall semester. All personnel are expected to attend the same as scheduled.

12. Class Scheduling

    Department chairpersons schedule classes in consultation with faculty members, deans, and the

Provost/Vice President for Academic Affairs. Schedules are printed and distributed prior to the beginning of each semester and the Summer Session.

13. Tobacco Policy

In accordance with Act 734 of the General Assembly of Arkansas, Regular Session, 2009, which stated "Beginning on August 1, 2010, smoking is prohibited on each campus of state-supported institutions of higher education," smoking is prohibited on all property owned or operated by the University.

14. Alcoholic Beverages and Controlled Substances

It is a violation of University policy to possess, use or be under the influence of any alcoholic beverage or controlled substance (drug) on campus. Attention is directed to Arkansas law pertaining to alcoholic beverages and controlled substances. It is unlawful for any person to sell, give away, or otherwise dispose of intoxicating liquor to a person under the age of 21 years, and unlawful for any adult to purchase on behalf of a person under the age of 21 years any intoxicating liquor, wine, or beer. Quantitative limits are imposed on the transportation of alcoholic beverages in counties in which the sale of alcoholic beverages is illegal.

15. Grading Policy

For detailed information, refer to the University Catalog. The University employs a grading system with the letters A, B, C, D, F, W, NC, CR and I. Letters after F have the following significance: W is given automatically when a course is dropped prior to the deadline published each semester; WP is given when a course is dropped after said deadline if the grade at the time is D or above; WF is given when a course is dropped after the said deadline if the grade at that time is an F; NC is given if the grade is D or F on the credit/no credit option; CR is assigned when the grade is A, B, or C on the credit/no credit option; I is a non-punitive grade reserved for incomplete work in a course. The grade of I reverts to an F unless it is satisfactorily removed within one calendar year or unless extension is granted by the Provost/Vice President for Academic Affairs. It is assumed that faculty members exercise their best judgment when grades are assigned; however, permanent course grades can be changed for clerical error or judgmental oversight and only by the faculty member who assigned the grade and with the approval of the appropriate dean or chairperson. Except in unusual circumstances, action must be initiated within 60 days after the beginning of the next Fall or Spring semester after the grade was awarded. Incomplete grade changes can be made without the administrator's signature or approval.

16. Registration

Faculty are expected to be available during registration day(s) for any semesters for which they are under contract to teach subject to the needs of the department.

17. Attendance and Classroom Discipline

The University assumes that regular class attendance is essential to its academic operations. Students not attending regularly scheduled classes are considered absent. Faculty members have the responsibility to deal with absences and to decide makeup work required. Faculty members may drop students from their courses due to excessive absences, provided a statement to that effect is included in the syllabus for the course. Lists of students who are to be absent while representing the University should be made available to faculty members prior to the event. All such reports of absence are for information. However, faculty members will give consideration to permitting these students to complete makeup work. While students are personally responsible for the academic consequences of a poor attendance record, faculty members are under obligation to inform students in writing of their interpretation of absence regulations as they pertain to each

course.

Students who interfere with course discipline may be suspended from class. Permanent exclusion will necessitate a conference with the Dean of the appropriate school or college. If a student is permanently excluded from a class, the Office of Student Services must be notified.

18. Examinations

Final examinations are given only at the scheduled times (except for lab classes and physical education activity courses). Exceptions to this include students who may have as many as three final examinations scheduled on one day, and students faced with bona fide emergency situations. In either case, relief may be granted by faculty members.

19a. Privacy Rights of Students

Students are notified of their rights and of University regulations in the "Henderson State University Student Guide," which is electronically published annually by the Student Government Association and is made available to all students. Students may inspect and review their academic records subject only to a reasonable time, place, and supervision. Students should note that the University reserves the right to restrict or to withhold access to certain specified records.

Henderson will not release personally identifiable information from the academic records of students without their prior written consent, except as permitted. The general administrative officers of the University will have access to students' records for purposes reasonably believed to facilitate actions within their areas of responsibility. Members of the faculty and others who instruct students will have access to student academic records for purposes of evaluation of student performance, counseling, guidance, and recommendation. University committees, boards, etc., will likewise have access to student records for the purpose of carrying out their assigned duties.

To protect the privacy rights of students, faculty and staff, university use of social security numbers will be restricted to those purposes required by law and the reporting needs of the university ; the University will take all reasonable steps to protect the privacy of its students, staff and faculty in accordance with the policies set by the University.

19b. Privacy Rights of Faculty

To protect the privacy rights of students, faculty and staff, university use of social security numbers will be restricted to those purposes required by law and the reporting needs of the university; the University will take all reasonable steps to protect the privacy of its students, staff and faculty in accordance with the university's policies.. (Ark. FOIA, Attorney Gen. Opinion No. 94-198 states that social security numbers of faculty in their personnel records are confidential.)

20. Faculty/Student Participation in Campus Life/Activities

The University administration feels that each member of the faculty is part of a community which goes beyond the purely academic. Although the main function of the faculty is to teach, it should also take an interest in the social, athletic, and cultural life of the students to enhance the atmosphere of community on campus. The University encourages its faculty, where appropriate, to participate in areas of student life not restricted to the classroom. In so doing, faculty members should present examples of probity worthy of emulation and should not engage in activities which might bring stigma on themselves or on the University.

21. Faculty Loyalty

Primary work loyalty of faculty members is owed to the University from which support is received. Interest, time, and effort at the work place on the part of the faculty should be directed to teaching, student advising, research, and serving the University in various capacities including committee work and administrative duties. The President, on the other hand, has an obligation to faculty to communicate clearly those areas and activities of interest wherein the institution deems it desirable to have faculty involvement.

22. Political Activity

Faculty members who desire to engage in political activities are free to do so as individuals as long as they do not act in the name of the University. Faculty members who wish to run for public office should apprise themselves of University policy on holding public office while employed by the institution.

Employees may serve in any federal, state, county, or municipal office or board and remain on the University payroll only insofar as those activities do not interfere with the performance of their job. Holding public office that requires an employee to be away from the job or requires significant investment of time that normally would be devoted to university duties requires the employee to take a leave of absence without pay.

23. Conflict of Interest

Henderson subscribes to the 1964 joint statement on conflicts of interest concerning government-sponsored research at universities issued by the American Association of University Professors and the American Council on Education. The statement has subsequently been amended and enlarged to cover non-government-sponsored consulting.

Faculty members have a responsibility to inform, in writing, the Office of the Provost/Vice President for Academic Affairs about proposed consulting activities whenever these involve significant amounts of time or the use of University facilities.

Numerous situations arise wherein faculty members could possibly act in an unprofessional or unethical manner to the detriment of the University. These include but are not limited to self-aggrandizement through University contracts, appropriation of the assets of the University (the use of student labor or research in one's own monetary interest), abuse of confidences such as the use of privileged information acquired through a faculty member's position for personal gain, and influence peddling. A faculty member must be aware of an institution's intangible assets –its prestige and reputation – and that these are to be held fiducially to be passed on to subsequent generations. For institutions of higher learning, the bulk of this duty resides with the faculty.

Faculty members are responsible for adherence to any statutory limitations or restrictions on class use of materials or texts for which the faculty member receives compensation. The University is responsible for informing the faculty of any such statutory limitations or restrictions.

24. Academic Freedom and Responsibility

The faculty member is entitled to full freedom in the classroom in discussing the subject, but he or she should be careful not to introduce into the teaching controversial matters which have no relation to the subject. As a member of the academic community, the professor should seek above all to be a scholar and effective teacher. Faculty members are to be guided by a deep conviction of the worth and dignity of the advancement of knowledge and recognize the special responsibilities thus placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. As teachers, they have the responsibility to inform students

about important alternative points of view to their own. To these ends, the faculty member devotes his or her energies to developing and improving his or her scholarly competence, and to accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. A faculty member should practice intellectual honesty. Although he or she may follow subsidiary interests, these interests must never seriously hamper or compromise the freedom of inquiry.

The faculty member is entitled to full freedom in research and in the publication of results, subject to the adequate performance of academic duties; but research for pecuniary return should be based upon the understanding and approval of the authorities of the University.

As a colleague, the University professor has obligations that derive from common membership in the community of scholars. Each should respect and defend the right of free inquiry of associates. In the exchange of criticism and ideas, the faculty member shows due respect for the opinions of others and acknowledges his or her academic debts and strives to be objective in professional judgment of colleagues. The faculty member accepts his or her share of responsibility for the governance of the institution and recognizes that the maintenance of discipline within the academic community is the responsibility of each faculty member, who should be prepared to take action should the need arise.

As teachers, faculty members should encourage the free pursuit of learning in students. They hold before the students the best scholarly standards of their disciplines. They demonstrate respect for the student as an individual, and adhere to their proper roles as intellectual guides and counselors. They should make every reasonable effort to foster honest academic conduct and assure that their evaluations of students reflect the students' true merit. The faculty member respects the confidential nature of the relationship between teacher and student and avoids any exploitation of students for private advantage. The faculty member acknowledges any significant assistance from students and protects their academic freedom.

Faculty members should observe the stated policies and regulations of the institution provided they do not contravene academic freedom or restrict the faculty member's right to criticize and seek revision. Each determines the amount and character of the work he or she does outside the institution with due regard to his or her paramount responsibilities within it. Involvement in such work should be candid and in agreement with stated institutional policies. When considering the interruption or termination of service, the faculty member should recognize the effect of that decision upon the program of the institution and give due notice of intentions.

As a citizen of the country, state, county, and community, the faculty member has the rights and obligations of any citizen. He or she is also a member of a learned profession and a representative of an educational institution. Each member measures the urgency of these obligations in the light of his or her responsibilities to the subject, to the students, to the profession, to the institution, and to the community. When faculty members speak or act as private persons, they should avoid creating the impression that they speak for or act for the institution. They should remember that the public may judge their profession and their institution by their utterances. Hence, faculty members should at all times attempt to be accurate, should strive to exercise appropriate restraint, and should show respect for the opinions of others, while fulfilling their own particular obligation to promote conditions of free enquiry and to further public understanding of academic freedom and responsibility. With this understanding, it must also be noted that faculty members' free expression of opinion as citizens cannot constitute grounds for dismissal unless it clearly demonstrates an unfitness to hold their position at the University, the determination of which fitness in such an instance shall also include the individual faculty member's entire record as a teacher and scholar.

25. Financial Procedures

Faculty members are paid on the last working day of each month. All employees are encouraged

to participate in "direct deposit" of their checks. For those who do not choose direct deposit, the checks are distributed through campus mail. Letters of appointment state the first year's salary and the conditions of employment along with whether the appointment is for the academic or fiscal year. Salaries for the academic year are paid on a ten-month basis (August 31 through May 31). Individual arrangements may be made with the credit union to divide the ten payments into twelve. Fiscal year appointments are paid on twelve-month basis. Proper forms must be completed with Human Resources by the 15th of the month preceding the first pay period in order to be processed. Faculty members receive an annual notification of salary for the forthcoming year with their letters of appointment, usually in April.

26. Building Coordinators

An energy management system monitors heating, air conditioning, and lights in 15 major buildings. A coordinator is responsible for each building. To report a problem or to secure additional information, contact the respective building coordinators.

27. Surveys

Faculty members who use their University titles and positions to undertake surveys in which persons off-campus are interviewed should obtain written authorization from the head of the academic unit and then will notify the Office of the Provost/Vice President for Academic Affairs. When personal interviews are conducted, faculty members should carry official credentials to show that the survey is authorized by the University. With telephone surveys, faculty members should identify themselves fully so that interviewees may check with the University concerning the validity of the survey.

28. Telephone

The telephone system is for the express purpose of conducting business for Henderson State University. Long distance calls of a personal nature should be charged to an individual's credit card. Problems with the telephone system should be reported to Computer and Communication Services.

V. Faculty Benefits

A. Insurance and Retirement

Faculty members, in the regular sequence of promotion from instructor to professor (excluding those with designations of adjunct, part-time, or visiting), and those assigned to the positions of administrative faculty are eligible for coverage under various plans administered by the University. These plans, in alphabetical order, are Alternate Retirement Plan (TIAA-CREF), Arkansas Teacher Retirement System, Disability Insurance, Health Insurance, Henderson Retirement Plan, Liability Insurance, Life Insurance, Social Security, Unemployment Insurance, and Workmen's Compensation.

1. Alternate Retirement Plan (TIAA-CREF)

Act 436 of the 1967 legislature authorized the state colleges and universities to use the Teachers Insurance and Annuity Association of America (TIAA) and College Retirement Equities Fund (CREF) to provide an alternate plan of retirement for teachers and administrative officers. At the present time, TIAA-CREF provides three retirement plans: (1) Alternate Retirement, (2) Additional Retirement, and (3) Supplemental Retirement. As an alternative to TIAA-CREF's Additional Retirement and Supplemental Retirement Annuity, eligible employees also have the option of participating in the tax-sheltered Custodial Account arrangement offered by the Fidelity Mutual Fund Group. Eligible members employed on or after July 1, 1969, must participate in the Alternate Plan of retirement of TIAA-CREF or the Arkansas Teacher Retirement Plan. Members of these plans contribute six percent of total gross pay with a ten percent contribution from the

University. All teachers and administrative officers of the University are eligible to participate in the additional retirement plan, the supplemental retirement annuity, and/or the fidelity group 403 Plan. The University contributes only to the Alternate Retirement Plan.

From the April 29, 1999 minutes of the Board of Trustees.

A RESOLUTION AMENDING THE HENDERSON STATE UNIVERSITY DEFINED CONTRIBUTION RETIREMENT PLAN

Whereas, there has been an expression of interest by some participants in the Henderson State University Defined Contribution Retirement Plan ("The Plan") in being allowed any available rights of cash withdrawal under The Plan while still employed (which is not currently allowed), and

Whereas, participation in such a withdrawal is entirely voluntary and initiated only at the request of the participant, and

Whereas, such authorization requires amendment of The Plan terms,

Be it therefore, resolved, that the Henderson State University Defined Contribution Retirement Plan is hereby amended to provide that any participant under The Plan who has reached the age of 55 years may elect to exercise any payment or withdrawal option available through the funding vehicle for which they qualify. The Plan is further amended to provide that the amount of such distributions to an employee under the " Cash Before Termination" policy will include all Employer and Employee Contributions and Earnings.

2. Arkansas Teacher Retirement System

Pursuant to the Resolution of the Board of Trustees on June 10, 2011, Henderson State University will no longer offer the Arkansas Teacher Retirement system (ATRS) as a retirement option as of July 1, 2011. Employees who were employed by the University and enrolled in ATRS as of June 30, 2011, will be grandfathered into the program and the University will continue to contribute on their behalf in accordance with ATRS requirements and state law. Those employees may be required to contribute to ATRS, depending on their contributory/ noncontributory status as of June 30, 2011, current ATRS policy, and state law.

3. Membership Eligibility

Membership is compulsory in TIAA-CREF (which is referred to in Arkansas law as an "Alternate Retirement Plan"), the Arkansas Public Employees Retirement System (APERS), or for employees qualified pursuant to the Resolution of the Board of Trustees on June 10, 2011, in the Arkansas Teacher Retirement System.

4. Retirement Benefits

a. TIAA-CREF (which is referred to in Arkansas law as an "Alternate Retirement Plan"). (See individual policy.)

b. Arkansas Public Employees Retirement System (APERS) (See latest manual.)

c. Arkansas Teacher Retirement System (limited to those employed by the University and enrolled in ATRS as of June 30, 2011) (See latest manual.)

5. Emeritus Faculty

A member of the teaching or administrative faculty granted retirement with the University may

retire as emeritus at the rank which he/she held at the time of retirement subject to the approval of the Board of Trustees.

6. Disability Insurance

The University pays 100 percent of the cost of long-term disability insurance. The program is coordinated with Workmen's Compensation and Social Security and assures members of receiving at least 66.7 percent of their basic monthly compensation not to exceed $3,000.

7. Group Life Insurance

All full-time employees covered by this Handbook receive 100 percent of one year's salary for 12-month employees or 120 percent of their contract for 9-month employees in term life insurance. The life insurance also includes accidental death and dismemberment. The University pays 100 percent of the cost of life insurance.

8. Health Insurance

The University provides group health insurance plans for all full-time employees. The University pays the employee's premium and the employee is responsible for dependent coverage. For specific information concerning the Health Insurance Plan, please contact the Human Resources Department.

9. Liability Insurance

The University does not carry general liability insurance so any injury or property loss to an employee that is not provided for under an applicable program listed above is not covered and any claim will be made through the Arkansas Claims Commission. The institution carries no insurance for students, visitors or other non-employees. All accidents or injuries must be reported to the University Police Department.

10. Unemployment Insurance

Effective January l, 1972, all employees of the University are covered under unemployment insurance. The University bears the cost of this insurance.

11. Social Security, Including Medicare

All employees of the institution are covered by Social Security. Contributions are made according to current law.

12. Worker's Compensation

Claims for injuries sustained on the job are filed with the Worker's Compensation Commission. It is advisable to report immediately to your supervisor any accidental injuries and file a claim with the Worker's Compensation Commission. The forms necessary to file a claim are available in the Human Resource Department. The University Police Department will investigate each accident.

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13. Cafeteria Plan

The University offers employees the opportunity to enroll in a cafeteria plan (a tax advantage plan) for medical and dental expenses not covered by insurance. The plan can also include insurance premiums paid by the employee. Further information is available from the office of Human Resources.

B. Other Benefits

1. Sabbatical Leave

Because scholarly and creative endeavors are essential complements to excellence in teaching, the University encourages and supports such efforts on the part of both its faculty and its students. In addition to enriching the University, these endeavors form the foundation from which Henderson builds appropriate programs in response to the needs of the various communities which it serves. Knowledgeable faculties willing to share their expertise must be the single most important resource of any educational system. Recognition of this concept was the reason for initial establishment of the university systems, and the only justification for their continued existence today. Likewise, since college faculties are only human, it has long been recognized that a constant effort by each faculty is required to maintain and improve their respective bases of knowledge. For this reason, the tradition of sabbatical leave has long been a part of higher education, providing the faculty with the opportunity of revitalization in many respects including the acquisition of new knowledge and ideas. It is the responsibility of the institution to provide such opportunities for its faculty, and to recognize that such an opportunity must include all of three vital ingredients: time, moral support, and financial support.

In keeping with these premises, the following guidelines define the sabbatical program for the faculty of Henderson State University:

a. Eligibility - All tenured faculty who hold the rank of professor, associate professor, or associate librarian and who have completed at least seven continuous academic years of service as teaching faculty for the institution will be eligible to apply for sabbatical leave.

b. Institutional Support - The institution will provide faculty on sabbatical leave with full contractual salary and benefits for a one-semester leave, or one-half contractual salary and full benefits during a full academic year of sabbatical leave. In addition, the institution may provide financial assistance for excessive expenses such as required for extensive travel, housing, tuition and fees. Faculty accepting support must agree to continue service to the institution for at least a full academic year following the sabbatical leave.

c. Application for Sabbatical Leave - A Sabbatical Committee will be appointed by the President, composed of faculty eligible for sabbatical leave but excluding those making application at the time. During the fall semester of the seventh year (or the fall semester of a subsequent year beyond the seventh year), the applicant will submit a proposal to the committee explaining the program of professional activities planned during the leave. The committee will evaluate the proposal and make a recommendation to the president.

d. Replacement of Faculty on Sabbatical Leave - Care will be exercised by the department chair in replacing faculty on sabbatical leave, particularly in upper level/specialty courses. Program quality should not suffer as a result of faculty on sabbatical.

e. Number of Faculty on Sabbatical Leave - To achieve the desired result from a sabbatical program, that of maintaining and improving overall faculty expertise, it is necessary to have some minimum number of faculty on leave at all times. Opportunity should also be provided for more than one sabbatical leave during a career, and new faculty gaining eligibility must be provided the opportunity. Therefore, it is recommended that from 5-10% of eligible faculty be on leave at all times and rotation through eligible faculty who desire sabbatical should occur within a ten-year period or less.

f. Loss of Eligibility - After receiving sabbatical leave of at least one full semester, faculty will not be eligible again until another seven year period of service to the institution has been completed. Time on leave may be counted as part of this period.

2. Faculty Remission of Fees
(This section was amended by Board of Trustees on February 12, 2004.)

Definition

The Faculty/Staff remission of registration fees is a fringe benefit to the employees of the University and not a student scholarship. The maximum amount of this benefit is 100% of the general tuition for undergraduate work and a charge for graduate work of $20.00 per credit hour. Any additional fees, such as the Garrison Center Activity, Vehicle, Lab, Infrastructure, Heath, and Technology, etc., are not covered by this benefit. The following guidelines apply for awarding of this benefit:

Persons receiving remission of fees must be employed at least half-time by the University. (Adjunct faculty, persons whose salaries are paid by agencies other than the University and other temporary employees do not qualify for the benefit.)

Educational Policy for Employees

The University policy states that faculty/staff remission will be granted for graduate or undergraduate classes for the absence from the employee's workplace of no more than three (3) clock hours during his/her regular work week. Employees who elected to take a class must reduce their lunch hour to thirty (30) minutes five days a week. This policy will be strictly enforced. Faculty/Staff remission will be granted for additional undergraduate or graduate classes outside of the employee's regular working hours with supervisor's approval.

Employees will not be able to take classes in summer sessions or mini-sessions during the employee's regular working hours with the following exception: faculty members not under contract may enroll for summer classes and be granted remission of fees.

Requirement

Prior to registering each fall and spring semester, you must complete an application, available in the Financial Aid Office, and obtain your supervisor's signature. Your supervisor will submit the application to the President's Office for approval. The President's Office will forward the application to the Financial Aid Office for the appropriate processing.

Any other requirements will be specified on the Remission of Fees Application.

For spouses and/or dependent children the registration fee is $10.00 per credit hour with no cap. All registrants are responsible for 100 percent of all other fees. There is no remission of registration fees for graduate courses for spouses and/or dependent children. The remission of registration fees policy also applies to surviving dependents of a faculty/staff member who dies after five consecutive years of employment provided that initial college enrollment of the dependent begins within the following 15 years and continues until the degree program is fulfilled or until age 23 is reached.

In the event of death or retirement of a faculty member, remission of the general fee continues to be available to dependents and will continue until the immediate degree program is fulfilled or until age 23 is reached.

In the event of the death of a current Henderson faculty member who had completed five years of full-time employment with the University, the remission of 50 percent of the general registration fee will be available to his/her dependents and will continue until the immediate degree program is fulfilled or until age 23 is reached. Also, the remission of all but $10/credit

hour will be available to the spouse of the deceased faculty member for 6 years, until a degree program is completed, or the spouse remarries.

3. Post-Retirement Benefits

While University benefits require that upon retirement faculty members give up offices, many services and facilities continue to be available. Retired faculty may continue to use their official University identification cards which assures continuation of library privileges, a discount on educational supplies at the Bookstore, privilege of cashing checks on campus, use of athletic facilities in Wells Physical Education Building, and free admission to certain athletic events. Additionally, retired faculty, who so desire, may continue to keep their University computer network account and email address.

At the discretion of the President, and provided that facilities are available, retired faculty may be assigned office or laboratory space for specified periods. Such arrangements must have prior approval of department chairpersons and deans.

Retired faculty are welcome to attend general faculty meetings. Those retired faculty members wishing to maintain an association with the University and receive invitations to special events and periodic publications should request that their names be placed on school mailing lists by University Relations Office.

4. Leaves of Absence

Faculty members are eligible for leave with pay when selected for jury duty or for sick leave when ill or incapacitated for short duration. Normally, other faculty members with knowledge of the subject area assume the duties on a temporary basis.

Faculty members may ask for leave without pay for personal reasons. These requests are considered on an individual basis and should be submitted to the department chairperson or dean well in advance of the proposed absence to avoid interruption of the instructional program. Faculty members should notify the Human Resources Department in advance of leaves concerning the continuation of benefits, etc.

Faculty members may be granted leave without pay for extended military duty with the United States Armed Forces. Benefits are not necessary and do not apply during such periods. Upon honorable discharge, faculty members may apply for reinstatement with the University within 90 days of discharge. If the original position is no longer available or has been appreciably changed, individuals will be placed in positions as nearly matching the former ones as possible. Credit is retained for University service and accumulated benefits before the leave.

5. Annual Leave Policy for Twelve-Month Non-Classified Employees

Any employee who works a minimum of 1000 hours per year in a regular salary position shall accrue annual leave. Full-time employees accrue leave at the rates shown in the timetable listed below. Employees who work less than full-time but more than 1000 hours per year accrue annual leave in the same proportion as time worked. For example, employees who work half time would receive half of the annual leave accrual shown in the timetable.

Years of Employment	**Monthly**	**Annually**
Through 3 years (0-36 months)	1 Day	12 Days
4 through 5 years (37-60 months)	1 Day 2 Hours	15 Days

6 through 12 years (61-144 months)	1 Day 4 Hours	18 Days
12 through 20 years (145-240 months)	1 Day 6 Hours	21 Days
Over 20 years (241 +)	1 Day 7 Hours	22.5 Days

All annual leave is cumulative; however, no employee may have over 30 days accumulated on December 31st of each year. Accrued leave may exceed 30 days during the calendar year, but those days in excess of 30 will be lost if not used by December 31st of each year.

Years of employment may be continuous state employment or an accumulation of service when the employee was out of state service for a time. Seniority for reinstated employees will be brought forward in completed years of service only. For example, an employee worked for the state for a total of two years and ten months before terminating employment. After a period of time, the employee is rehired and is then eligible to receive credit for his/her completed years of prior service. In this example, the credit would be two years; and, after one more completed year of service, would be eligible to advance to the higher accrual rate on the timetable.

An employee may not earn annual leave when on leave without pay of ten (10) or more cumulative days within a calendar month. An employee may request to use accrued annual leave at any time. The President or his/her designee may grant the leave request at such time or times as will least interfere with the efficient operation of the institution.

Annual leave is granted on the basis of work days, not calendar days. Non-work days, such as holidays and weekends, are not charged as annual leave.

Annual leave must be earned before it can be used. Employees will accrue half their monthly accrual of annual leave if employed on the first working day of the month and work through the 15th day of that month. Employees will accrue half their monthly accrual if employed on the 16th of the month and work through the last working day of that month. (If the 16th falls on a weekend or holiday, accrual begins on the first working day thereafter.) Employees will not borrow from anticipated future accruals and may not use annual leave accrued by other employees.

The minimum annual leave amount an employee can use is one (1) hour. No smaller amounts shall be authorized.

Employees continue to earn annual leave at their normal accrual rate when on annual or sick leave.

Employees transferring, without a break in service, between state agencies and/or state-supported institutions of higher education which are covered by these policies shall retain all accumulated annual leave.

New employees, with service other than in-state, may, upon approval of the President, be credited for up to five years service in higher education.

6. Early Retirement

A person may retire as early as age 55 provided a request for retirement is submitted and approved by the administration and the Board of Trustees.

The following program has been implemented for Early Retirement.

(1) Individuals included in the Henderson State University Retirement Plan at the time of

termination (June 30, 1979) may retire following their 62nd birthday with no discount in benefits. Those retiring prior to age 62 will have their benefits reduced by five percent for each year.

(2) Employees retiring at age 55 or greater and whose age and continuous years of service at Henderson combined equal 70 or greater will have medical and life insurance coverage provided until the age at which the retiree is eligible for Medicare, with the University contributing in the same ratio as for active employees. At that time, the retired employee will be responsible for all premium payments.

(3) A special early retirement exception was approved by the Board of Trustees on June 1, 2000, which provides that if an employee meets the "70 year rule" of combined age and years of service; is within three years of reaching age 55; and has a life-threatening, debilitating, permanent and irreversible medical condition, evidenced by a physician's report and relevant medical records, which renders the continuation of acceptable performance of job functions very doubtful, the employee may apply for early retirement subject to all other early retirement benefits and restrictions outlined elsewhere in this Section.

(4) All employees approved for Early Retirement will be entitled to such benefits that are normally afforded retired personnel of the institution. These benefits include, but are not limited to, usage of the library, passes to athletic events, discounts in the bookstore, University computer network account and email, and tuition remission similar to that afforded regular full-time employees.

(5) The University and an employee may negotiate a Phased Retirement Plan under certain conditions. To be eligible, an employee's age and continuous years of service at Henderson combined must equal 70 or greater; however, the minimum age for eligibility is 55. Phased Retirement, if appropriate, will be coordinated with Social Security and/or the appropriate retirement plan. Phased Retirement will be a maximum of three years at which time the employee will officially retire from the University. The academic rank held at the initiation of Phased Retirement will be maintained. Individuals under Phased Retirement will be afforded the same fringe benefits, where appropriate as active employees.

7. Sick Leave

First-year faculty members will be granted sick leave up to 30 calendar days. The University allows an additional 30 calendar days to accrue each year cumulative to 120 days. At the end of four years service, the faculty member could have 120 days coverage, at which time the long-term disability insurance becomes operative.

Sick leave may be granted to faculty in the event of the death or serious illness of a faculty member's immediate family to include mother, father, sister, brother, husband, wife, child, grandparent, in-law, or any individual acting as a parent or guardian of a faculty member.

8. The Family and Medical Leave Act of 1993

The basic provisions of the Family and Medical Leave are as follows:

a. All employees working at least 1250 hours annually and who have been employed at least twelve (12) months are eligible to take up to twelve (12) weeks of paid or unpaid leave each year for specified family and medical reasons. Employees will be required to use paid leave first and then unpaid.

b. Purpose of the leave may be as follows:

(1) The birth of a child and to care for the new born child. If both parents work for HSU, there is a total of only 12 weeks (rather than 12 weeks each).

(2) The placement with the employee of a son or daughter for adoption or foster care.

(3) The care of the employee's spouse, son, daughter, or parent with a serious health condition. If both spouses work for HSU, there is a total of 12 weeks time for parents. However, each spouse is entitled to 12 weeks for their own serious health condition or the care of a child or spouse.

(4) A serious health condition that makes the employee unable to perform the functions of the employee's job.

c. Leave is normally continuous, but can be intermittent. Periods of less than four days will normally be charged to regular sick leave.

d. Medical certification must be provided by a health care provider.

e. Employees do not lose any benefits, and will be reinstated to their job upon return. There is no accrual of benefits if on unpaid leave. HSU will continue to pay for health insurance even if on unpaid leave.

f. Request must be submitted in writing to supervisor, forwarded to Human Resources for review, and be approved by the President. Forms may be obtained from the Human Resources Department.

g. The Family and Medical Leave Act does not affect the existing policy on maternity leave which allows the employee to elect to take unpaid leave without exhausting paid leave.

9. Faculty Awards

Faculty awards are made by the University and are University-wide. These are presented at the Faculty Awards Ceremony usually held in May. They are in the nature of service awards with special recognition given.

VI. Faculty Services

A. Henderson offers a variety of services to employees. These are listed below.

1. Alumni Association

Members of the Alumni Association include all former students and, by association, anyone who has promoted the University's welfare through active interest, effort, or gifts. The Association has a 15-member Board of Directors, elected for three-year terms. It has the responsibility for conducting fund-raising drives and the quarterly publication of the "Reddie Report."

2. Archives

A University archive is maintained by the Archivist of the University as a repository of all matters---in written, digital, or audio/visual form---that pertain to the University. Any member of the University community may submit such items as he or she thinks appropriate, including research, course materials, minutes, reports, historical items, correspondence, etc. The Archivist is available to consult with the individual on any questions of appropriateness.

The Archive is open to the University and the community which it serves, under supervision of the Archivist, with the exception that any personnel records need the permission of the President of the University to be opened.

3. Athletic Events

   There is no charge to university employees, dependents and one guest for University athletic events. Admission is by identification card. Guests must be accompanied by a university employee.

4. Bookstore

   Faculty members are eligible for a ten percent discount provided they identify themselves and request it on most bookstore items except textbooks.

5. Building Services

   For information and custodial services, contact plant maintenance. Work orders are needed for light moving services and can be filled out on the administrative computer network. Lights are replaced as needed. Custodial employees are not to be utilized for personal services such as the running of errands.

6. Bulletin Boards

   Notices posted on University bulletin boards are to provide information concerning student activities, academic affairs, and general University business. Building representatives should be consulted prior to the posting of notices by individuals who do so for personal reasons. Faculty should check with the Vice President for Student Services for regulations governing the display of posters on campus. Commercial advertising and notices unrelated to activities of the University are prohibited except by special permission.

7. Check Cashing

   Faculty members may cash checks at the cashier's window of the Business Office. Limits are imposed on the size of checks to be cashed, and no payroll checks will be cashed.

8. Computer and Communication Services

   The University is committed to provide computer access to aid in research and instructional use. Software is regularly updated to provide the best tools so the faculty and staff can effectively perform their duties. Students will have access to computers through Huie Library and university computer labs. Network access will be available in all residence hall rooms and all apartments in Whispering Oaks. The University is dedicated to configure as many classrooms as possible to be multimedia capable.

9. Counseling Center

   The University Counseling Center is maintained for students, faculty members, and staff. The Center provides assistance in most areas of personal adjustment including academic problems, emotional stress, marital distress, and career placement. Besides certain remedial services, the Center offers experience to enhance personal development and administers a wide variety of special tests designed to facilitate placement, etc.

   As a community service, counseling aid is available to the general public without charge.

Members of the Center may serve as consultants for campus organizations or groups and as speakers and discussion leaders for special programs. The University community is urged to utilize the services of the Center whenever appropriate.

10. Credit Union

    Faculty members who belong to the Credit Union may arrange to have salaries paid over a 12-month period, as well as secure loans and maintain savings through payroll deductions.

11. Faculty and Staff Directory

    The Faculty and Staff Directory is published at the beginning of the fall semester, the spring semester, and both summer terms. It lists faculty and staff with titles, office numbers and extension numbers, and post office boxes. The Human Resources Department is charged with compiling the Directory and must rely on faculty, departments and schools/college for information.

12. Health Services

    HSU Student Health and Counseling Center is funded through mandatory student health fees and is available to all currently enrolled graduate and undergraduate students. Although services are limited to students, personnel in the Student Health and Counseling Center are available for faculty/staff consultations, referral information, blood pressure screenings, and other health/wellness programs offered periodically. "Reddie for Wellness" is an individualized wellness program offered to Henderson faculty/staff members for a nominal charge to cover the cost of the lab tests.

13. Huie Library

    Faculty have full library privileges. Faculty dependents are eligible for a free library card with reduced privileges. Current library policies are available at the Circulation Desk in the library, or on the Huie Library homepage.

14. Inclement Weather Policy

    In the event of severe or inclement weather Henderson will notify students, members of the faculty, and area residents of closings in four ways:

    a. The University's web page (www.hsu.edu);

    b. Local and Regional Radio Stations (KVRC AM 1240, KDEL FM 100.9, and KIX FM 92.7 in Arkadelphia and KLAZ FM 106 in Hot Springs);

    c. State television stations in Little Rock (ABC-Channel 7, NBC-Channel 4, CBS-Channel 11);

    d. Recorded messages at the University's telephone number (870-230-5000).

    Process: In the event of severe or inclement weather, the following process will be used to determine the closing/opening of Henderson.

    a. Prior to 5 a.m. University Police will monitor road conditions in the area.

    b. The University Police will notify the President (or Provost/Vice President for Academic Affairs) of the road conditions.

c. The President (or Provost/Vice President for Academic Affairs) will make the opening/closing decision and notify the Vice Presidents and the Director of Public Affairs.

d. The Director of Public Affairs will be responsible for: a) distributing the message to the delineated media; b) placing the message on the Henderson web page; and c) notifying the individual responsible for changing the opening telephone message.

e. These steps should be completed by 6 a.m.

It is understood that even in the event of closing, a skeleton crew will be required to report to work. The President and each Vice President for his or her respective area determine the composition of this crew.

15. Lost and Found Service

The University operates a lost and found service in the Police Department. Minor items will be retained for a period of one month. More valuable items will be held for 90 days.

16. Media Services

The University operates an audio-visual services center. Equipment and materials may be borrowed by students and faculty for instructional use. Materials such as films, etc., may be rented from outside sources according to individual need. Media Service produces instructional materials for class use and scholarly presentations including slides, tapes, and displays.

17. Meeting Rooms

Reservation of University facilities for non-curricular activities should be made through the Garrison Center Office as early as possible but at least one week prior to the scheduled date. Classrooms should be reserved through the office of the Provost/Vice President for Academic Affairs. Russell Fine Arts Recital Hall is scheduled through the office of the Music Department Chair. The Wells building rooms are scheduled through the office of the HPER Chair.

18. Notaries

Several notaries are available on campus.

19. Parking and Motor Vehicle Registration

The University has a limited number of parking spaces for faculty members. These are designated "Faculty," and are available on a first-come basis. Vehicles should be registered with the Office of University Police, which will issue a parking permit. Only registered vehicles may be parked in the University facilities.

20. Department of Human Resources

The Human Resources Office provides information concerning all fringe benefits. Payroll offices are located in the Business Office.

21. Radio Station KSWH

KSWH is an educational FM broadcast station staffed by students and owned by Henderson State University. It broadcasts on a frequency of 91.1 megahertz. Studios are located in Garrison Center.

22. Recreation

Faculty members and their dependents may use athletic facilities for recreational purposes subject to two conditions. A faculty or dependent identification card must be presented and established hours of access and priorities must be honored. Anyone under sixteen years of age must be accompanied by an adult with a valid HSU ID card.

The Garrison Activity and Conference Center is available to any faculty, administrators, alumni or staff member with valid ID cards. The facility offers three racquetball courts and a fitness room with various exercise equipment.

The Charles D. Dunn Student Recreation Center is also available for a fee. The Center includes facilities for basketball, weight training, fitness machines, and other activities.

The Wells Complex, located on M.H. Russell Drive, includes facilities for swimming, basketball, and weight training which are available to the university community subject to regulations published by the department of Health, Physical Education and Recreation. University varsity teams and /or regularly scheduled classes have priority.

The tennis courts, also located on M.H. Russell Drive opposite the Wells Building, are lighted and available most hours subject to the same limitations of varsity and class use.

23. Theatre

HSU Repertory Theatre, a co-curricular academic program for the production of plays, is directed by faculty members of the Department of Communication and Theatre Arts and staffed by students. The program is designed to provide a practical laboratory to support the academic program.

Traditionally, the theatre arts have been a rich and rewarding part of student and faculty life at Henderson State University. Students from all areas of study are welcome to participate actively in theatre production and classroom studies. Participation in theatre productions is open to faculty although priority is given to students. Usually, HSU Rep mounts four productions in an academic year. Most performances are held in Arkansas Hall.

24. Public Relations

The Office of Public Relations is responsible for media relations, marketing, and print publications for the University. This office also publishes Henderson's weekly newsletter for faculty and staff. A cultural events calendar and news items are also published to the University's web site on a weekly basis. Faculty members are encouraged to contact the Public Relations Office with ideas or news regarding the University.

B. Use of Henderson State University Facilities by Non-University-Affiliated Groups

Use of Henderson State University facilities may be granted to non-University-affiliated groups or citizens when the purpose of the use is consistent with goals and purposes of the University and is designed to promote the education of the public. University facilities may not be used by non-University groups or citizens as follows:

1. To promote a political party or a candidate for local, state, or national office;

2. To promote or carry on a commercial enterprise;

3. To hold formal religious services or to promote religious beliefs.

Any exceptions to the above must be approved by the Garrison Center Facilities Manager charged with the University calendar.

Non-University-affiliated groups or private citizens seeking permission to use University facilities must:

1. Submit a request to the Garrison Center Facilities Manager (must include dates, purpose of activity, and expected attendance);

2. Make payment of fees and deposits. Deposit covers damages and clean-up.

VII. Computer Privacy Statement

In support of its mission of teaching, research, and public service, Henderson State University provides access to computing and information resources for its faculty, staff, and students. All members of the university community who use the university's computing and information resources must do so responsibly. Every user is responsible for the integrity of these resources. All users of university-owned or university-leased computing systems must respect the rights of other computing users, respect the integrity of the physical facilities and controls, respect the integrity of computing data, and respect all pertinent license and contractual agreements. All members of the Henderson State University community will act in accordance with these responsibilities, relevant laws, and contractual obligations, and in the highest standard of ethics.

All members of the university community with access to computer data need to be aware of their responsibilities to protect and maintain the integrity, privacy, and confidentiality of the information available to them. Information resources accessed through the university computing facilities (whether a part of local or global networks) without proper authorization from the data proprietor, unauthorized use of data, and intentional corruption or misuse of information resources are direct violations of Henderson's appropriate use guidelines.

The University will not normally monitor individual usage of any general facility nor will users' files be inspected by university personnel. However, if Computer and Communications Services has sufficient evidence that intentional or malicious misuse of computing resources has occurred, and if that evidence points to the computing activities or the computer files of an individual, the user's files may be inspected; but only with just and sufficient cause. System administrators must be certain that the trail of evidence leads to the user's computing activities or computing files before inspecting the user's files and must have permission of the appropriate University administrator. Such evidence includes a system administrator being a witness to a computing abuse; noticing an unusual degradation of service or other aberrant behavior on the system, network, or server; or receiving a complaint of computing abuse or degradation of service. The system administrator must make a reasonable attempt to secure the user's permission before inspecting that user's files. In the event that the system administrator has had to inspect files without the user's permission, the user should be notified immediately.

The Electronic Communications Privacy Act of 1986 makes the disclosure of any private messages to a third party a federal misdemeanor.

Addendum 1

Henderson State University
Student Rating of Faculty and Courses

DIRECTIONS: You have 15 minutes to complete this evaluation. All students must remain seated and quiet until the designated 15 minutes are over. The instructor should not be in the room at any time during the evaluation period; rather, another faculty or staff member should administer and collect the evaluations.

This questionnaire enables you to rate anonymously both the instructor and the course. Please respond as accurately as you can. A blank line is provided after each item for brief comments or qualifications. For more in-depth comments, a free response section is provided at the end. ***The instructor will not see the results of this questionnaire until after final grades are submitted.*** These evaluations are important instruments used to help evaluate the course.

Use a soft lead pencil to respond to each item according to the key printed below.

SA - if you **strongly agree** with the statement.
A - if you **agree** with the statement.
N - if you **neither** agree nor disagree with the statement.
D - if you **disagree** with the statement.
SD - if you **strongly disagree** with the statement.
NA - if the statement is **not applicable** or if you have no basis for judgment.

1. The instructor made objectives and policies for the course clear. SA A N D SD NA
Comments:
_____

2. The instructor used class time efficiently and effectively. SA A N D SD NA
Comments:
_____

3. The instructor expressed genuine interest in the course material presented. SA A N D SD NA
Comments:
_____

4. The instructor demonstrated a good knowledge of the subject. SA A N D SD NA
Comments:
_____

5. The instructor's use of examples helped to get points across in class. SA A N D SD NA
Comments:
_____

6. The instructor was concerned with whether the students learned the material. SA A N D SD NA
Comments:
_____

7. The instructor treated students fairly. SA A N D SD NA
Comments:
_____

8. Assignments contributed to my understanding of the material. SA A N D SD NA
Comments:
_____

9. Examinations reflected the important aspects of the course. SA A N D SD NA
Comments:
_____

10. Assignments reflected the important aspects of the course. SA A N D SD NA
Comments:
_____

11. The instructor encouraged students to think for themselves. SA A N D SD NA
Comments:
_____

12. The instructor was available during office hours for consultation with students. SA A N D SD NA
Comments:
_____

13. The textbook and/or assigned reading materials for this course complemented the instructor's class presentation. SA A N D SD NA
Comments:
_____

14. The instructor demonstrated effective oral and written communication skills. SA A N D SD NA
Comments:
_____

15. Overall, the instructor was an effective teacher. SA A N D SD NA
Comments:
_____

16. The class size was appropriate for the course. SA A N D SD NA
Comments:
_____

17. Choose the grade you expect to receive in this course. A B C D F Other

18. Pick the number range that best represents the number of class periods that you missed in this class.
0-3 4-6 7-10 more than 10

ADDITIONAL QUESTIONS: This section is for any additional questions that the instructor might provide.

19. SA A N D SD NA
Comments:
_____

20. SA A N D SD NA
Comments:
_____

21. SA A N D SD NA
Comments:
_____

Free Response Section

The things I liked most about the course were:_____
_____
_____

My suggestions for improving or changing the course are_____
_____
_____

Additional Comments_____
_____
_____
_____
_____
_____