

UAM OPERATING PROCEDURE 200.1  
RE: Operating Procedures System

September 7, 1988  
Revised: July 1, 2011

The University of Arkansas at Monticello is governed by the University of Arkansas Board of Trustees and its policies. An increasing number of regulations generated both internally and externally have significant impact on the daily operations of the University of Arkansas at Monticello, and for this reason, UAM Operating Procedures will guide the University community in its interpretation of board, state, and federal regulations.

Specific objectives of the Operating Procedure system are: (1) to standardize dissemination of local policies and procedures; (2) to provide a means of rapid identification of specific instructions by all personnel; (3) to provide periodic updating or cancellation of procedures; and (4) to provide continuity of instructions even though personnel assignments change.

Operating procedures are discussed and formulated by the Executive Council and issued by the Office of the Chancellor. Any faculty or staff member may propose a new procedure or a modification through the appropriate Executive Council representative. All operating procedures will be reviewed annually by the Executive Council and any revisions will be issued periodically when major changes in university policy or state or federal regulations are required.

A complete copy of university procedures is available on the UAM Home Page.

UAM OPERATING PROCEDURE 205.1  
RE: Executive Council

July 1, 1983  
Revised: July 1, 2011  
Revised: January 27, 2020

The administrative affairs of the University of Arkansas at Monticello will be conducted through the Executive Council. This is the only body on campus authorized to commit the institution to any act or action. This Council will be composed of the Chancellor, and the Vice Chancellors.

The Council will meet as needed and act on all matters referred to it by other persons on campus. Decisions requiring administrative approval should be referred to this group through one of the Council members or by submission to the Office of the Chancellor.

Minutes of Executive Council meetings are placed on the UAM website. A reminder will be sent once per semester notifying the campus of the location of the minutes.

UAM OPERATING PROCEDURE 210.1  
RE: Office Hours

January 1, 1980

Revised: July 1, 2011

The University of Arkansas at Monticello operates an eight-hour daily work period, Monday through Friday, except on official University holidays or administrative closings. During this time, all administrative and staff personnel are expected to be on campus unless away on official University business or approved leave.

Normal work hours at the University begin at 8:00 a.m. and end at 4:30 p.m. except during designated summers. If the Executive Council designates special summer hours, the schedule will be communicated to all employees. Staff employees receive a thirty-minute lunch period which is scheduled to enable all administrative offices to remain open during the lunch break.

Units/departments with work duties requiring different hours may vary from the routine schedule of office hours.

UAM OPERATING PROCEDURE 215.1  
RE: Inclement Weather and Emergency  
Situations (Governor's Policy Directive-7)

April 9, 2013  
Revised: February 20, 2018  
Revised: January 27, 2020  
Revised: December 19, 2022

The general policy regarding inclement weather is that the University does not normally close its offices because of bad weather. However, the obligation to provide services must be balanced with the risk of danger to University employees. Therefore, guidelines which reflect the need for services and employee safety must be established.

The following individuals will be responsible for making the decision concerning any cancellation of classes or closing each campus/location indicated:

Chancellor – Monticello campus and all off campus sites

Vice Chancellor for College of Technology at Crossett – Crossett campus

Vice Chancellor for College of Technology at McGehee – McGehee campus and AHEOTA location

Each person responsible for the decision will collaborate with the University Police Chief to make the campus announcement using UAMAlert. The University Police Department will notify regional media outlets. In addition, the announcement will be posted to the UAM News Facebook account by the Office of Media Services and to the University's website.

**Key Terms:**

**Inclement Weather** shall mean the existence of extreme climatic conditions (including but not limited to rain, hail, snow, high winds, cold, extreme high temperature or any combination thereof) by virtue of which it is not reasonable or safe to travel.

**Other Emergency Situations** shall mean those that pose an immediate risk to health, life, property, or environment relative to institution work sites.

**Remote Work** shall mean a work alternative for employees whose job responsibilities are suited to an arrangement where the employee may work from home or another location. Remote work must be approved by the employee's department head and other campus leadership based on campus policies and the duties must be measurable and quantifiable to ensure job duties are performed.

**Inclement Weather Categories** consist of delayed opening, early dismissal, closure. These categories define how the overall operations of the institution are impacted during inclement weather or emergency situations.

*Delayed Opening* – The institution will not open for business at the normal time.

*Early Dismissal* – The institution will be closed for business earlier than the normal set time.

*Closure* – The institution will be closed for business to both employees and the public.



When the University is closed, vice chancellors are responsible for seeing that necessary services are provided in their respective areas. On days declared to be covered by the inclement weather policy, all employees (except those designated as “essential workers”) should be at their workstations by the specific announced time. Employees arriving by the designated time and working the remainder of the day will be given credit for a full day’s attendance. Employees arriving after the designated time will be charged the full amount of time involved in the tardiness, and employees not coming to work at all will be charged a full day’s absence. When severe inclement weather occurs during office hours, Executive Council personnel will have the discretion to allow employees to leave work early for safety reasons. Executive Council personnel will recognize the need to maintain designated “essential workers” to ensure essential services. Employees who were on the job and were allowed to leave early, will not be charged leave for that time.

### **Essential Workers**

Additional essential workers can be designated on a temporary basis at the request of the appropriate Executive Council member.

Exempt essential workers (those employees who are not eligible for compensatory time) will receive no additional compensation or time off will be awarded for reporting to work during IW/ES; however, to support the safe travel of our employees, a two-hour grace period may be allowed to ensure employees can get to work or get home safely. Exempt employees will not report hours worked through time tracking as they are exempt.

Non-exempt essential workers (those employees who are eligible for compensatory time) who work during IW/ES will be compensated at the premium pay rate of pay (time and a half) for their hours worked during IW/ES. These employees will not bank any time off for the inclement weather day; they will only be compensated at the premium rate of pay. Non-exempt employees must report actual hours worked through Workday time tracking.

Instructions on how to process the inclement weather time for all employees (essential and non-essential workers) will be provided by the HR / Payroll Office when each inclement weather event occurs. Departments may adjust the work schedules of their essential workers in response to inclement weather situations.

NOTE: Employees are not expected to place work attendance above personal safety. It is ultimately the employee's responsibility to exercise judgment as to whether travel to or from work is appropriate for them at the time.

## UAM OPERATING PROCEDURE 220.1

### RE: Affirmative Action Hiring Procedures

December 2, 2015

Revised: April 2, 2019

Revised: November 13, 2019

Revised: March 30, 2023

The University of Arkansas at Monticello is committed to the principle of equal employment opportunity. The following processes constitute affirmative hiring procedures for all full-time positions as well as extra help positions on the UAM campus and both College of Technology campuses:

1. Hiring managers must start a job requisition in Workday for any vacant position under their supervisory organization. If replacing an employee, you will use the same position number as the previous employee; however, if adding a new position, please contact Human Relations to determine if a new position should be created. The hiring manager must include the title of the position, the target hire date, the essential job functions of the position, salary, cost center, and advertising preference (internal and/or external). The date for first consideration will be at least seven (7) days from the date of the first announcement of the opening.
2. Hiring managers may choose to promote from on-campus personnel (non-faculty) within their department to fill a vacancy. In this case, the job requisition process is not required. A PAF must be submitted, and a background check performed.
3. Hiring managers may choose to advertise for internal applicants only before considering external applicants. When completing the job requisition, managers will select “internal only”. If a desirable candidate is not selected through the internal process, the hiring manager will contact the Human Relations Officer to expand the search to external candidates.
4. Vacancy notification methods which will be used are as follows:
  - a. All affirmative action advertising costs are paid from funds earmarked for this purpose in the human relations budget. Advertising for provisional positions will be charged to the respective grant.
  - b. Advertisements will be placed in applicable regional and national papers and professional journals if needed. The hiring manager must contact the Human Relations Officer to indicate where the advertisement should be placed.
  - c. Most faculty positions are advertised in The Chronicle of Higher Education, [www.higheredjobs.com](http://www.higheredjobs.com), and the Democrat Gazette for a maximum cost of \$850.00. Publications can be substituted for any of these, not to exceed the established maximum cost.
  - d. No re-advertisements will be allowed until the current advertisement has expired.
  - e. Re-advertisement costs more than the \$850.00 maximum cost will be charged to the department advertising.

- f. Advertisements may be placed in free online publications once the advertisement has been sent to the UAM netlist. The advertisement must match the netlist advertisement or reference the UAM Jobs webpage ([www.uamont.edu/jobs](http://www.uamont.edu/jobs)).
  - g. The hiring manager responsible for hiring (search committee if applicable), will be required to use at least three recruitment activities within their respective discipline or field that targets diverse populations. Utilizing low/no cost activities such as email listservs, professional contacts and organizations are recommended. The list of activities utilized must be included in the Affirmative Action Report.
  - h. All advertisements will be placed on the internal Workday site as well as the external UA System site, unless “internal only” is chosen on the job requisition. Notification will be emailed to the netlist and/or student list.
- 5. All applicants must apply in the Workday system.
  - 6. If a search committee is used in the selection process, there should be minority representation on the committee.
  - 7. All costs for interviewing a candidate are paid from funds earmarked for this purpose in the human relations budget. Normally, all candidates brought to campus for an interview will be reimbursed for actual expenses according to university travel regulations and restrictions. Detailed receipts are required.
  - 8. When the final candidate has been selected, the hiring manager will move the candidate to the offer stage in Workday. Once the offer is accepted, the hiring manager will move the candidate to the background check stage. Background checks are also required for on-campus promotions. Once you have been notified by the Human Resources Office or the Human Relations Officer that the candidate is viable for employment, complete the PAF, which is now a Dynamic Form located under IT Resources on the UAM webpage.

The successful candidate is not allowed to begin work until the background check is complete and the PAF has been processed. Failure to do so may result in non-payment of employee until the required paperwork is completed.

#### WORK STUDY POSITIONS:

- A. Hiring managers must complete “start a job requisition” in Workday for a work study opening.
- B. All applicants must apply in the Workday system.
- C. Vacancy notification methods which will be used are as follows:
  - 1. All advertisements will be placed on the internal Workday site. Notification will be emailed to the student list.
  - 2. The advertisement will be listed on the UAM Employment website [www.uamont.edu/jobs](http://www.uamont.edu/jobs).

UAM OPERATING PROCEDURE 225.1  
RE: Prospectus Approval & Cost Reimbursement

September 1, 1993  
Revised: July 1, 2005  
Revised: July 1, 2011  
Revised: January 27, 2020

Any proposal for funding from external sources must be approved by completion of a grant and contract approval form which can be obtained from Finance and Administration. The grant and contract approval form will be initiated by the faculty or staff member who will write the proposal and then forward to the department for the proper approvals. The Dean/Director will then forward that form to the appropriate Vice Chancellor who will forward it to the Chancellor for final approval. The grant and contract approval form shall contain a description of the proposed project or activity. This may be accomplished through an attached draft or prospectus, of the proposed activity.

Facilities and administrative cost contained in the budget of the proposal shall be distributed in the following way: 2% of the project's receipts from external funding source will be retained by the University. One half of the remaining facilities and administrative costs within the budget will be returned to the originating department to be utilized at the discretion of the department head. Any unused balances will be carried forward from year to year.

For those proposals submitted to sponsoring entities that do not allow a facilities and administrative percentage charge to be included, the principle investigator will ensure that direct charges for costs incurred will be included in the proposal. These direct charges could include computer usage, custodial services, maintenance or equipment upkeep, etc. Other examples could be administrative charges for payroll processing, financial reporting, or accounts payable processing. These examples are not all inclusive.

UAM OPERATING PROCEDURE 225.2

RE: Indirect Cost from Grants

August 26, 2013

Revised: January 27, 2020

When UAM receives a grant from a nationally competitive granting agency, it is a major accomplishment and source of recognition for project leaders and UAM. UAM seeks to encourage the development and submission of quality research and teaching grant proposals.

Sharing recovered indirect costs clearly demonstrates UAM's support of programs as well as faculty and staff participation in successful grant writing. When UAM is the fiscal agent, UAM will partner with Schools and share recovered indirect costs at a 50%:50% split. It is understood that the School's portion will be shared with project leader(s) at a rate negotiated between the dean and the project leader(s). The recovered indirect cost funds are not eligible for salaries. The Executive Council retains the authority to adjust the 50%:50% split, or forgo sharing, as is deemed appropriate.

UAM OPERATING PROCEDURE 230.1  
RE: Grant and Subgrant Reporting

July 1, 1982

Revised: July 1, 2011

Grant information must be submitted as follows:

- 1      At the time of grant application, a completed copy of the grant application, grant narrative, line item budget and funding agency's guidelines for administering the grant (i.e., instructions pertaining to budget transfers, expenditure reports, etc.) should be submitted to the Vice Chancellor for Finance and Administration.
- 2      Upon receiving notification of grant award from the funding source, a copy of the notification should be submitted to the appropriate Executive Council member. That person will forward this information to the Vice Chancellor for Finance and Administration.
- 3      Upon receipt of all information, the Office of Finance and Administration will establish the accounts and initiate a budget transfer for signatures of the supervising Vice Chancellor and the Chancellor.
- 4      The Office of Finance and Administration will then appropriately distribute information to the various units within the University and to the granting organizations.

UAM OPERATING PROCEDURE 235.1

RE: In-State Reclassification

July 1, 1982

Revised: May 13, 2014

The effective date of reclassification will be the date on which the student returns all completed and notarized materials to the Registrar's Office, providing the request for reclassification as an in-state student is later approved by the Chancellor.

Students who are reclassified with an effective date prior to the last date to register for a given semester or term will not be required to pay out-of-state fees for that semester or term, and will receive a credit or refund for such fees if already paid.

UAM OPERATING PROCEDURE 240.1

RE: Request for Information Under  
Freedom of Information Act

July 1, 1983

Revised: July 1, 2011

Revised: July 1, 2013

Revised: January 27, 2020

The Arkansas Freedom of Information Act makes selected public documents accessible to taxpayers upon request.

All non-university persons requesting official information regarding the University or its operation are to be referred to the Assistant to the Chancellor in the Chancellor's Office.

University employees should continue to utilize normal administrative channels to secure any information about the University.



UAM OPERATING PROCEDURE 245.1  
RE: Use of Tobacco Products in Campus  
Facilities

November 3, 1986  
July 1, 2011

All facilities of the University of Arkansas at Monticello are tobacco free.  
(Reference: University of Arkansas Board of Trustees Policy 235.1)

## UAM OPERATING PROCEDURE 245.2

RE: Designation of UAM as a Smoke-Free Campus

October 30, 2008

Revised: July 1, 2011

Revised: June 25, 2014

Revised: January 27, 2020

The University of Arkansas at Monticello is committed to creating a smoke-free environment for its students, faculty, staff and visitors. The use of cigarettes, cigars, pipes, vapes and other tobacco products can lead to disease and death. In addition, environmental tobacco smoke is recognized as a major cause of illness due to air-borne carcinogens. The simple separation of smokers and non-smokers may reduce, but does not eliminate, the exposure of non-smokers to environmental tobacco smoke.

The University of Arkansas at Monticello actively seeks to create a campus environment that is completely free of secondhand smoke. Furthermore, the Arkansas Clean Air on Campus Act prohibits smoking on each campus of a state-supported institution of higher learning.

Smoking and the use of electronic nicotine delivery systems (including cigarettes, cigars, pipes, vapes, and electronic or eCigarettes) by students, faculty, staff, contractors, and visitors, are prohibited on all property owned or operated by the University. Property includes, but is not limited to: buildings, facilities, sidewalks, roadways, parking lots, athletic fields and grounds, and vehicles (University owned/leased or personal) parked on University property.

The University prohibits the advertising, sale, or distribution of any tobacco product on University owned or leased property.

Littering campus with remains of tobacco or smoking-related products is prohibited.

All those attending public events, such as conferences, meetings, public lectures, social events, cultural events and sporting events using a University facility shall be required to abide by this policy; organizers shall communicate this policy to attendees and shall enforce the policy.

Adherence to this policy is the responsibility of all University of Arkansas at Monticello students, faculty, staff and visitors. It is expected that these parties will comply with the policy. Members of the UAM Community are empowered to respectfully inform others about this policy in an ongoing effort to enhance awareness and encourage compliance. Pursuant to state law, persons smoking on property owned or operated by the University may be issued a municipal citation by the University Police Department and are subject to a fine of not less than \$100 and not more than \$500. Persons engaging in other use of tobacco products, while in University facilities, or electronic cigarettes in violation of this policy will be subject to the following: 1) Students will be referred to the University's student disciplinary process. 2) Employees will be referred to their respective units for progressive discipline. 3) Contractors will be referred to their respective employers for appropriate action. 4) Visitors may be required to leave the campus; failure to cooperate may lead to a citation or arrest. Violations may be reported to the University Police Department by calling (870) 460-1083.

All University handbooks, policy manuals, catalogs, online listings and other policy-related literature will include the policy. In addition, each building will display a sign and/or decal that states "Tobacco Free Facility."

UAM OPERATING PROCEDURE 250.1

RE: Maintaining Security of the UAM  
Computing Facilities

October 31, 1997

Revised: July 1, 2011

Revised: March 15, 2022

Access to UAM information, systems, and facilities must be consistent with the UAM Computer Usage Policy.

Personnel authorized to have access to the computer room are: Information Technology personnel and Maintenance after notifying IT. The computer room exterior door is locked at all times. The computer room is only accessible by swipe access. University Police have key access to the computer room and will only access if requested by IT. All swipe access is logged by swipe software.

UAM OPERATING PROCEDURE 250.2

Re: Distance Education Policies

August 24, 2000

Revised: July 1, 2011

Revised: January 27, 2020

The University provides an opportunity for students to enhance their educational experiences and expand their academic knowledge by making available to them access to computer facilities and resources. This knowledge is made available through online courses, distance learning, satellite downlinks, and on-campus courses supplemented with electronic materials. UAM plans to provide its faculty and students with as many opportunities as possible for developing learning opportunities and expanding the university's offerings. UAM will offer strategically selected courses at a distance. In addition, UAM will receive via distance, selected courses and degree programs.

### UAM OPERATING PROCEDURE 250.3

#### RE: Computer Usage Policy

April 19, 1989

Revised: October 1993

Revised: February 1995

Revised: December 1996

Revised: July 1, 2011

Revised: July 2015

Revised: January 27, 2020

The University of Arkansas at Monticello provides an opportunity for students and other members of the UAM community to enhance their educational experiences and expand their academic knowledge by making available to them access to computer facilities and resources, including the Internet. This technology places a significant amount of power and information in the hands of its users. This power carries with it an equal amount of responsibility. The Computer Usage Policy has been created to define what the University of Arkansas at Monticello considers responsible and ethical behavior in using its computing facilities and resources and is applicable to all UAM faculty, staff, students, and guests, at all three campus locations.

For a copy of the most recent policy which includes information security, see the Computer Usage Policy on the Information Technology website at:

<https://www.uamont.edu/it/pdfs/computer-usage-policy.pdf>

UAM OPERATING PROCEDURE 250.4  
RE: Web-site Policy

February 7, 2006  
Revised: July 10, 2008  
Revised: October 21, 2010  
Revised: July 1, 2011  
Revised: March 15, 2022

The University of Arkansas at Monticello will create a consistent representation to the University and community by following standards which govern the development and maintenance of the University's web presence. All official UAM web-sites will be hosted on UAM approved servers. Any exception must have prior approval by the UAM IT department. All UAM web-sites will be under the direction of the UAM IT department, with identified personnel involved in site maintenance. This action ensures that the sites meet the requirements of current and future policies, as well as operating procedures established by the UAM Department of Information Technology, Marketing, and Executive Council.

Maintenance of the UAM web-site including, but not limited to, adding, deleting, and altering information will be performed by the UAM web publisher or designee.

All institutional web-pages displayed on the UAM web-site must include a direct link to the UAM homepage.

All institutional web-pages must contain one of the three official UAM logos in the banner and identify themselves as being part of the University of Arkansas at Monticello.

Web-site maintenance and design will be coordinated through the University of Arkansas at Monticello IT department to ensure compatibility with server components, software, as well as implementation and security strategies.

The UAM IT department will work with the appropriate Executive Council member(s), and other key personnel to ensure compliance with this policy.

## UAM OPERATING PROCEDURE 250.5

Re: Tablet PC Devices

October 14, 2011

Revised: January 27, 2020

### **Policy Statement**

The Apple iPad and similar devices are a line of tablet computers designed, developed and marketed as a platform for audio-visual media including books, periodicals, movies, music, games, and web content. These devices have potential utility in the UAM workplace. This Policy is designed to facilitate the purchase of this device as well as uphold compliance with University Policy and use of University funds.

### **Policy**

A tablet PC (iPad or similar device) may be requested by employees whose official duties are such that the use of the device significantly enhances the performance of the official duties of that faculty or staff member.

The purchase of a tablet PC device requires the approval of the requesting employee's immediate supervisor and supervising Executive Council member. Approval of a tablet PC device purchase will be on a case-by-case basis depending on the employee's intended use and business purpose.

Employees requesting a tablet PC device are responsible for completing the Tablet PC Approval Form and obtaining appropriate levels of approval. Once the purchase has been approved, a requisition must be completed and the Tablet PC Approval Form sent to the Director of Procurement Services. **P-Cards may not be used to purchase a tablet PC device.**

Employees will be responsible for maintaining a personal account for downloading applications and other software (for example, a personal iTunes account). Purchases of applications with a valid business purpose can be submitted using form TR-1. Additional justification may be required if the business purpose is unclear. A P-Card may not be used for the purchase of applications.

### **Data Plan**

Due to the widespread availability of wi-fi coverage, data plans will be purchased only on an exceptional basis and must be approved by the employee's immediate supervisor and supervising Executive Council member. The need for a University paid data plan must be accompanied by a strong business justification.

University approved subscription to a data plan will be added to the UAM's AT&T account. The department requesting and using the data plan will maintain financial responsibility.

## **User Responsibilities**

- Employees must adhere to the UAM Computer Usage Policy (UAM Operating Procedure 250.3) available at <https://www.uamont.edu/it/pdfs/computer-usage-policy.pdf>

- Devices must be returned and any outstanding charges paid upon an employee's separation from the University

- In the case of a lost or stolen device, immediately notify the Director of Procurement Services (870-460-1140) so that it is documented and replacement equipment ordered

- Employees must adhere to current Motor Vehicle law that makes using a hand-held communication device illegal while driving a motor vehicle; use of a hand-held communication device includes, but is not limited to, talking or listening to another person, texting or sending and receiving electronic messages



## Tablet PC Device Approval Form

**All requests require departmental review and approval. Purchasing will review each request for business justification and departmental approval. Complete a separate form for each device requested and send to the Purchasing Office located in Babin Business Center, Room 205. Please type or print legibly all required information. Any questions pertaining to the completion of this form should be directed to the buyer within the Purchasing Office.**

### REQUESTOR INFORMATION

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_ Campus: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Business justification: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you requesting a data plan? \_\_\_\_\_ Y \_\_\_ N

Business justification for data plan: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**By signing this form, the requestor acknowledges that they are responsible for complying with applicable university guidelines and returning the phone and paying any reimbursements upon separation/termination from the university.**

Approving supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of supervisor (printed): \_\_\_\_\_ Title: \_\_\_\_\_

Approving Executive Council Member: \_\_\_\_\_ Date: \_\_\_\_\_

## UAM OPERATING PROCEDURE 250.6

### RE: IT Information Security

June 1, 2017

Revised: September 17, 2020

Revised: February 24, 2023

**Part I. Introduction:** The University of Arkansas at Monticello (UAM) is committed to securing and protecting the confidentiality, integrity, and availability of institutional data as well as any Information Technology (IT) that store, process or transmit institutional data. With its rapid proliferation, information technology is increasingly the medium for institutional programs and services. Consequently, the increasing volume and sophistication of cyber security threats—including targeting phishing scams, data theft, and other online vulnerabilities—demand that we remain vigilant about securing our systems and information. Therefore, this policy establishes minimum standards and expectations regarding the security of information technology and serves to support and implement University of Arkansas Board Policy 285.1.

**Part II. Policy Statement:** The purpose of this policy is to provide a security framework that will ensure the protection of institutional data from unauthorized access, loss or damage while supporting the open, information-sharing needs of our academic culture. Institutional data may be used for administration, research, teaching, or other purposes. The information security policy applies to all UAM faculty and staff, as well as to students acting on behalf of UAM, through service on University bodies such as task forces, councils and committees. This policy also applies to all other individuals and entities granted use of University institutional data, including, but not limited to, contractors, temporary employees, and volunteers.

**Part III. Definitions:** Authorization – the function of establishing an individual’s privilege levels to access and/or handle information.

*Availability* – ensuring that institutional data is ready and suitable for use.

*Confidentiality* – ensure that institutional data is kept in strict privacy.

*Integrity* – ensuring the accuracy, completeness, and consistency of institutional data.

*Unauthorized access* – looking up, reviewing, copying, modifying, deleting, analyzing, or handling institutional data without proper authorization and legitimate business.

*Institutional information* – information that UAM collects, possesses, or has access to, regardless of its source. This includes information contained in hard copy documents or other media, communicated over voice or data networks, or exchanged in conversation.

**Part IV. Classification Levels:** All institutional data is classified into one of three levels, based on its sensitivity and the risks associated with disclosure. The classification level determines the security protections that must be used for the information. When combining information, the classification level of the resulting institutional data must be re-evaluated independently of the source data’s classification to manage risks. The classifications levels are:

A. Restricted

Institutional data for which there are legal requirements for preventing disclosure or financial penalties for disclosure. Data covered by federal and state legislation, such as FERPA, HIPAA, or the Data Protection Act, are in this class. Payroll, personnel, and financial information are also in this class because of privacy requirements.

This policy recognizes that other data may need to be treated as high risk because it would

cause severe damage to the University if disclosed or modified. The data owner should make this determination as it is the data owner's responsibility to implement the necessary security requirements.

#### B. Confidential

Institutional data is classified as Confidential if it falls outside the Restricted classification, but it is not intended to be shared freely within or outside the University due to its sensitive nature and/or contractual or legal obligations.

Sharing of Confidential institutional data may be permissible if necessary to meet the University's legitimate business needs. Unless disclosure is required by law (or for purposes of sharing between law enforcement entities), when disclosing Confidential institutional data to parties outside the University, the proposed recipient must agree (i) to take appropriate measures to safeguard the confidentiality of the institutional data; (ii) not to disclose the institutional data to any other party for any purpose absent the University's prior written consent or a valid court order or subpoena; and (iii) to notify the University in advance of any disclosure pursuant to a court order or subpoena unless the order or subpoena explicitly prohibits such notification. In addition, the proposed recipient must abide by the requirements of this policy. Any sharing of Confidential institutional data within the University must comply with the University or University of Arkansas systemwide policies.

#### C. Public

Institutional data is classified as Public if it is intended to be made available to anyone inside and outside of the University.

All institutional data should be categorized and protected according to the requirements set for each classification. The data classification and its corresponding level of protection should be consistent when the data is replicated and as it flows through the University.

- Data owners must determine the data classification and must ensure that the data custodian is protecting the data in a manner appropriate to its classification.
- No University-owned system or network can have a connection to the Internet without the means to protect the information on those systems consistent with its confidentiality classification.
- Data custodians are responsible for creating data repositories and data transfer procedures which protect data in the manner appropriate to its classification.
- High risk data must be encrypted during transmission over insecure channels.
- Confidential data will be encrypted during transmission over insecure channels.
- All appropriate data should be backed up, and the backups tested periodically, as part of the University's Disaster Recovery and Business Continuity Plan.
- Backups of data must be handled with the same security precautions as the data itself. When systems are disposed of, or repurposed, data must be certified deleted or disks destroyed consistent with industry best practices for the security level of the data.

### **Part V. Access Control Policy:**

- Data must have sufficient granularity to allow the appropriate authorized access.
- There is a delicate balance between protecting the data and permitting access to those who need to use the data for authorized purposes. This balance should be recognized.
- Where possible and financially feasible, more than one person must have full rights to any

- university owned server storing or transmitting high risk data.
- Access to the network and servers and systems should be achieved by individual and unique logins, and will require authentication. Authentication includes the use of passwords, smart cards, biometrics, or other recognized forms of authentication.
- As stated in the current campus policies on appropriate and acceptable use, users must not share usernames and passwords, nor should they be written down or recorded in unencrypted electronic files or documents. When limited access to university-related documents or files is required specifically and solely for the proper operation of University units, and where available technical alternatives are not feasible, exceptions are allowed under an articulated unit policy that is available to all affected unit personnel. Each such policy must be reviewed by the unit manager and submitted to the Chief Information Officer (“CIO”) for approval. All users must secure their username or account, password, and system access from unauthorized use.
- All users of systems that contain high risk or confidential data must have a strong password. Empowered accounts, such as administrator, root or supervisor accounts, must be changed frequently, consistent with policies established by UAM’s Information Technology department.
- Passwords must not be placed in emails unless they have been encrypted.
- Default passwords on all systems must be changed after installation. All administrator or root accounts must be given a password that conforms to the password selection criteria when a system is installed, rebuilt, or reconfigured.
- Logins and passwords should not be coded into programs or queries unless they are encrypted or otherwise secure.
- Terminated employee access must be reviewed and adjusted as found necessary.
- Terminated employees should have their accounts disabled upon transfer or termination unless access has been approved by the Chancellor’s office.
- Transferred employee access must be reviewed and adjusted as found necessary.
- Monitoring must be implemented on all systems including recording logon attempts and failures, successful logons and date and time of logon and logoff.
- Activities performed as administrator or superuser must be logged where it is feasible to do so.
- Personnel who have administrative system access should use other less powerful accounts for performing non-administrative tasks. There should be a documented procedure for reviewing system logs.

#### **Part VI. Virus Prevention Policy:**

- The willful introduction of computer viruses or disruptive/destructive programs into the University environment is prohibited, and violators may be subject to prosecution.
- All desktop systems that connect to the network must be protected with an approved, licensed anti-virus software product that it is kept updated according to the vendor’s recommendations.
- All servers and workstations that connect to the network and that are vulnerable to virus or worm attack must be protected with an approved, licensed anti-virus software product that it is kept updated according to the vendor’s recommendations.
- Headers of all incoming data including electronic mail must be scanned for viruses by the email server where such products exist and are financially feasible to implement. Outgoing electronic mail should be scanned where such capabilities exist.
- Where feasible, system or network administrators should inform users when a virus has

- been detected.
- Virus scanning logs must be maintained whenever email is centrally scanned for viruses.

**Part VII. Intrusion Detection Policy:**

- Operating system and application software logging processes must be enabled on all host and server systems. Where possible, alarm and alert functions, as well as logging and monitoring systems must be enabled.
- Server, firewall, and critical system logs should be reviewed frequently. When possible, automated review should be enabled and alerts should be transmitted to the administrator when a serious security intrusion is detected.

**Part VIII. System Security Policy:**

- All systems connected to the university network must be current with security patches.
- All systems connected to the university network should have a vendor supported version of the operating system install unless there is an exception approved by the CIO.
- System integrity checks of host and server systems housing high risk institutional data should be performed.

**Part IX. Information Technology Security Training Program:** Information technology security training is required yearly for all faculty, staff, and student employees across the institution. This training will be conducted through the institution's Learning Management System (LMS), Blackboard, providing a report to the Executive Council as to who has not completed the required annual training by unit during the training period.

**Part X. Information Technology Security Committee:** An Information Technology Security Committee is responsible for reviewing pertinent operating procedures and response plans, devising policies, development and implementation of a security program, and establishing security standards. The committee will meet quarterly to review the latest compliance audit reports for operating system patches, anti-virus issues, and intrusion detection trends, as well as to develop program goals and assess progress toward meeting those goals.

The committee will be made up of representatives from the following units across the institution:

- Information Technology – Chair
- Information Technology Staff
- Residence Life
- College of Technology – Crossett
- College of Technology – McGehee
- University Police

A report will be created and provided to the Chancellor's office and Executive Committee after each quarterly committee meeting.

**Part XI. Information Technology Security Support:** Information Technology (IT) will be the main point of contact for security related issues and concerns. In the event of a security breach or the perceived security breach, IT should be contacted immediately. Based on IT's assessment, if there is a security breach, the Vice Chancellor for Finance and Administration will notify the Executive Council and the Office of General Counsel. The notification will include a description of the incident, the number of individuals impacted, the nature of the information affected, and

actions taken to isolate and prevent further breaches. The Office of General Counsel shall, in turn, assist campus or unit officials with (i) determining the nature and extent of any notifications to affected persons that may be required by state or federal law and (ii) coordinating any investigations that may need to be conducted by law-enforcement organizations.

Information Technology can be contacted as follows: CIO:

Ms. Anissa Ross

Email: <mailto:infotech@uamont.edu>

Location: Student Success Center Suite 207

Telephone: (870) 460-1036

UAM OPERATING PROCEEDURE 250.7  
RE: IT Website Standards and Accessibility

June 1, 2017

Revised: March 15, 2022

Part I: Introduction:

The University of Arkansas at Monticello (UAM) is committed to providing equality of opportunity to persons with disabilities, including equal access to institutional programs, services, and activities provided through Information Technology (IT). With its rapid proliferation, information technology is increasingly the medium for institutional programs and services. Consequently, accessibility considerations are in the forefront as the institution designs, acquires, or uses new information technology. Because of its myriad forms and the numerous individuals throughout the institution involved in the design, acquisition or use of information technology, without a policy and required minimum standards and expectations we are challenged in achieving institutional-wide adherence to practices that ensure access for persons with disabilities. Therefore, this policy establishes minimum standards and expectations regarding the design, acquisition or use of information technology while supporting the University of Arkansas Board and UA Systemwide Policy Nos. 280.1.

Part II: Policy Statement:

UAM is committed to ensuring equal access to all institutional programs, services, and activities provided through IT. Unless an exemption has been granted (see Part IV: Reasonable Accommodations) all academic units, departments, offices, and entities of the institution will:

- Use websites, online tools, supporting web products and services, and mobile applications, electronic documents and multimedia that are consistent with the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines 2.0 (WCAG) Level AA.
- Ensure each website contains the following contact information for users to report information regarding accessibility problems in either the Contact Us or About Us links:  
Office of Web Support Services  
Telephone: (870) 460-1663
- Work with the Director of Procurement Services to ensure all website-related contracts and technology purchases conform to WCAG 2.0 Level AA where applicable. Preferred language for vendor contracts may be obtained from the Office of Procurement Services or University System Office of General Counsel.
- Use good-faith efforts, subject to the requirements and exceptions of the applicable laws, to delete noncompliant materials or bring the websites, online tools, supporting web products and service, mobile applications, electronic documents, or multimedia into conformance with WCAG 2.0 Level AA. A plan will be developed for remediating legacy pages, which will include the identification of available personnel to assist in this process and prioritization based on the following criteria:
  1. Web pages that have been specifically requested to be made accessible as part of a formal accommodation request;
  2. Web pages that experience a high volume of traffic;
  3. Web pages that can be remediated with relative ease;
  4. Web pages required for participation, funding, disability-related services, and other

- key pages needed by persons with disabilities;
- 5. Web pages that provide core institutional information, such as information pertaining to admissions, housing, registration, financial aid, employment, and educational materials;
- 6. Web pages categorized as a Level “A” items under WCAG 2.0 Success Criteria; and
- 7. Online course materials.

### Part III: Reporting Accessibility Issues:

For all reported information technology accessibility issues the following process will be used:

- Upon being made aware of an accessibility issue the following information will need to be collected from the user reporting the issue:
  - Name
  - Contact Number
  - Email Address
  - Website URL
  - Brief description of the issue
- Once the information has been collected from the user, a support ticket will be entered in the Web Support Services ticketing system.
- Web Support Services will provide the Office of Student Support Services with a copy of the support ticket and begin the investigation/remediation of the reported issue. All reported information technology accessibility issues will be moved to the highest priority.
- The user and Office of Student Special Services will be informed of all updates to the issue and upon final resolution, the user will acknowledge the problem has been resolved.

### Part IV: Reasonable Accommodations:

Conformance with WCAG 2.0 Level AA guidelines may occasionally be an undue burden due to the nature of the content, the lack of accessible solutions, or an unreasonably high cost associated with addressing the issue.

In these circumstances, the institution shall work to provide reasonable accommodations to students or other persons in regard to accessing the content and services provided via information technology. Persons responsible for managing programs and activities must be prepared to provide the content or service in an alternative manner or format (e.g., electronic text files or audio descriptions) upon request. Note: all requests will be documented with the Office of Student Special Services.

If Web Support Services, in consultation with the Office of Student Special Services and the Office of General Counsel, determines that information or content on a website cannot be made accessible or that doing so would constitute an undue burden or fundamental alteration, the institution or unit will engage in an interactive process with the user about alternative methods for providing the information or services and will provide an equally effective alternative format or service.

### Part V: Information Technology Accessibility Committee:

A committee will be established with the charge of assisting in the identification and prioritization of any websites, online tools, supporting web products and service, mobile applications, electronic documents, and multimedia which have been identified by an industry standard software tool designed for website accessibility testing. The committee will meet quarterly to review the latest



compliance audit reports from the aforementioned software tool, remediation updates, newly reported issues or concerns, and re-prioritize accessibility deficiencies providing a detailed progress and remediation report to the Executive Council within a week of the meeting.

The committee will be made up of representatives from the following units across the institution:

- Office of Student Special Services
- Information Technology
- Media Services
- Admissions and Recruitment
- College of Technology – Crossett
- College of Technology – McGehee

The Committee will provide the Chancellor's office and Director of Disability Services an annual status report of accessibility issues/concerns and remediations, compliance audit, and any outstanding issues which need to be addressed.

Part VI: Information Technology Accessibility Support:

Web Support Services will provide WCAG 2.0 guidelines, training for developers and content editors to comply with WCAG 2.0 AA Success Criteria will be provided annually during the first week of September and as requested by faculty or staff and technical assistance for designing and implementing websites that meet accessibility guidelines, and evaluate the accessibility of websites and those under development. The evaluation will be provided as part of the compliance report to the Information Technology Accessibility Committee.

Part VII: Compliance Concerns:

All concerns regarding compliance with this policy or complaints of disability discrimination should be directed to the Office of Special Student Services:

Director: Ms. Mary Whiting

Telephone: (870) 460-1226

TDD: (870) 460-1626

UAM OPERATING PROCEDURE 250.8  
RE: Acceptable University E-mail Policy

July 1, 2017

Revised: February 10, 2020

Electronic mail (e-mail) has become a ubiquitous service greatly enhancing communication both internally within the UAM community and externally to Users, including prospective students, alumni, and the public at large.

The purpose of this policy is to describe the appropriate use of University e-mail services, associated responsibilities, and rights of all Users of University e-mail services and Official UAM University E-mail Accounts.

Policy Coverage: This e-mail policy covers all uses and users of University e-mail services. Any user of University e-mail services consents to all provisions of this policy and agrees to comply with all of the terms and conditions set forth herein, all other applicable University policies, regulations, and procedures, and with applicable local, state, and federal laws and regulations.

Access to E-mail: UAM provides Microsoft Exchange E-mail Services for legitimate University-related activities to faculty, students, staff, and other individuals and entities, as well as connections between on-campus electronic mail systems and external data networks. The use of University e-mail services -- like the use of any other University-provided resource and like any other University-related activity -- is subject to the normal requirements of legal and ethical behavior within the University community. Thus, legitimate use of University e-mail services does not extend to whatever is technically possible.

UAM E-mail Account: Staff members with access to a University-owned computer on campus, students, and faculty are required to activate their official UAM e-mail Account. Users are expected to read, and shall be presumed to have received and read, all official UAM e-mail messages sent to their official UAM e-mail Accounts. University provided e-mail accounts are the property of UAM, and will be retained and accessible by immediate supervisors after employee termination.

Users may forward their UAM University e-mail to another e-mail address, but any user who does so expressly assumes all responsibility for delivery to external accounts.

Acceptable Use: UAM provides University e-mail services for activities and associated administrative functions supporting its mission of learning, discovery, and engagement. Although modest personal use of University e-mail services is allowed, University e-mail services should be used for University-related educational and administrative purposes. Any use of University e-mail services that interferes with University activities and functions or does not respect the image and reputation of UAM is improper.

Policies and regulations that apply to other forms of communications at the University also apply to electronic mail.

In addition, the following specific actions and uses of University e-mail services are improper:

1. Concealment or misrepresentation of names or affiliations in e-mail messages.

2. Alteration of source or destination address of e-mail.
3. Use of e-mail for commercial or private business purposes.
4. Use of e-mail for organized political activity or political solicitation.
5. Use of e-mail to harass or threaten other individuals.
6. Use of e-mail that degrades or demeans other individuals.

Public Record and Privacy: All federal and state laws, as well as general University regulations and policies, are applicable to the use of computing resources. These include, but are not limited to, the [Family Education Rights and Privacy Act of 1974](#), 20 U.S.C. § 1232g; the [Electronic Communications Privacy Act of 1986](#), 18 U.S.C. §§ 2510 et seq.; the [Arkansas Freedom of Information Act](#), Ark. Code Ann. §§ 25-19-101 et seq.; and state and federal computer fraud statutes, [18 U.S.C. § 1030](#) and Ark. Code Ann. §§ 5-41-101 to -1071. Illegal reproduction and/or transmittal of software and other intellectual property protected by U.S. copyright laws and by licensing agreements may result in civil and criminal sanctions.

UAM does not monitor the content of electronic mail as a routine procedure. However, the University reserves the right to inspect, copy, store, or disclose the contents of electronic mail messages, but will do so only when it believes these actions are appropriate to: prevent or correct improper use of University e-mail services; ensure compliance with University policies, procedures, or regulations; satisfy a legal obligation; or ensure the proper operations of University e-mail services or the UAM data network. Any UAM administrator who believes such actions are necessary must first obtain the written approval of an appropriate administrative authority: the supervising Executive Council Member.

Use of E-mail for UAM Business: The Official UAM University E-mail Account shall be considered an official means for communicating University business, and may in some cases be the sole means of communication. Users are expected to read, and shall be presumed to have received and read, all official UAM e-mail messages sent to their Official UAM E-mail Accounts. Because the contents of such e-mail are subject to laws governing public records, Users will need to exercise judgment in sending content that may be deemed confidential. Furthermore, e-mail transmissions may not be secure, and contents that are expected to remain confidential should not be communicated via e-mail. Common examples of confidential contents include: student grades, personnel records, individual donor gift records, and data subject to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Family Educational Rights and Privacy Act (FERPA) regulations, and the Gramm Leach Bliley Act (GLBA).

University Sanctioned E-mail Distribution Channels: Understanding the critical role e-mail communication plays in the successful functioning of a university; UAM has designated the following email distribution channels. It is critical that e-mail communications have integrity and encourage responsive behavior.

***Everyone is encouraged to use personalized distribution list whenever possible. Only information related to university business and pertaining to the whole campus should be sent to campus-wide distribution list.***

1. Netlist: Executive Council will be the proprietor of this list, and all Faculty and Staff will be the recipients. This list will be used to communicate information related to the functioning of UAM, and intended for all faculty and staff. Only Executive Council

members or their approved designees, members of the Deans Council, and the UAM Assembly Chair will be allowed access to send emails to Netlist.

2. StudentList: Executive Council will be the proprietor of this list, and all current students will be the recipients. This list will be used to communicate information related to the functioning of UAM, and intended for all students. Only Executive Council members or their approved designees, members of the Deans Council, and the UAM Assembly Chair will be allowed access to send emails to Studentlist.
3. UAM All Faculty: Executive Council will be the proprietor of this list, and all faculty will be the recipients. This list will be used to communicate information related to the functioning of UAM, and intended for all faculty. Only Executive Council members or their approved designees, members of the Deans Council, and the UAM Assembly Chair will be allowed access to send emails to UAM All Faculty.

E-Mail Retention and Disposal: Faculty and Staff will have a mailbox limit of 50G. E-mail users will be notified when mailbox limit is being reached. Users should avoid retaining large numbers of email (whether in the Inbox, Sent Items, Deleted Items or personal folders) for long periods of time.

E-mail Users have the capability to "archive" e-mail items to local UAM machines. E-mails archived to local machines are the responsibility of the local user and are not backed up or protected by the University IT Department. E-mail users should not maintain archived e-mails for more than 5 years.

Disclaimer: The University makes no warranties of any kind, whether expressed or implied, with respect to the University E-mail Services it provides. The University will not be responsible for damages resulting from the use of University e-mail services, including, but not limited to, loss of data resulting from delays, non-deliveries, missed deliveries, service interruptions caused by the negligence of a University employee, or by the User's error or omissions. The University specifically denies any responsibility for the accuracy or quality of information obtained through University e-mail services, except material represented as an official University record.

UAM OPERATING PROCEDURE 260.1  
RE: Drug-Free Schools and Communities Act

July 1, 2011

Revised: January 27, 2020

The University recognizes the serious effects of alcohol and other drug abuse on the academic performance and, more generally, on the well-being of students and employees. The institution also understands the importance of maintaining a quality drug and alcohol prevention program.

The Drug-Free Schools and Communities Act Amendments of 1989 require the development and implementation of a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. The institution's alcohol and other drugs (AOD) prevention program will include annual notification of the items listed below through various means, which may include: University email, Student Handbook; University website; Annual Security Report/Fire Safety Report; WeevilNet; and posted at various locations throughout the University.

1. Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by employees and students on its property or as part of its activities;
2. A description of applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
3. A description of health risks associated with the use of illicit drugs and the abuse of alcohol;
4. A description of available drug or alcohol counseling, treatment, or rehabilitation or reentry programs;
5. A clear statement of the disciplinary sanctions that the University will impose on employees and students and the consistency of the enforcement of sanctions.  
Disciplinary sanctions may include, but are not limited to, a warning, written reprimand, suspension (with or without pay), dismissal, expulsion, and/or mandatory participation and successful completion of a drug abuse assistance or rehabilitation program approved by an appropriate health or law enforcement agency.

Any University employee paid from federally funded grants or contracts, or any student participating in any federally funded or guaranteed Student Loan Program, must notify the University of any criminal drug statute conviction for a violation occurring at the University or while engaged in University activities.

A biennial review of the University's AOD prevention program will be conducted to determine the program's effectiveness and the consistency of the enforcement of sanctions. Upon request, the Vice Chancellor for Student Engagement will provide the Secretary of Education and members of the general public a copy of this policy and the results of the biennial report.

## UAM OPERATING PROCEDURE 260.2

RE: Clery Act

July 1, 2011

Revised: August 6, 2013

Revised: January 27, 2020

Choosing a postsecondary institution is a major decision for students and their families. Along with academic, financial and geographic considerations, the issue of campus safety is a vital concern. In 1990, Congress enacted the *Crime Awareness and Campus Security Act of 1990* (Title II of Public Law 101-542), which amended the *Higher Education Act of 1965 (HEA)*. This act required all postsecondary institutions participating in *HEA*'s Title IV student financial assistance programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998 and 2000. The 1998 amendments renamed the law the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* in memory of a student who was slain in her dorm room in 1986. It is generally referred to as the *Clery Act*. On Aug. 14, 2008, the *Higher Education Opportunity Act* or *HEOA* (Public Law 110-315) reauthorized and expanded the *Higher Education Act of 1965*, as amended. *HEOA* amended the *Clery Act* and created additional safety and security related requirements for institutions.

The University will comply with all safety and security related requirements of the *Clery Act*, *HEOA*, and *Violence Against Women Reauthorization Act of 2013 (VAWA)* and the three campuses of the University of Arkansas at Monticello (Monticello, Crossett, McGehee) will provide current and prospective students and employees with accurate, complete and timely information about safety on each campus.

Each year the mandatory activities and/or the various components of campus safety and security compliance (*Clery Act*, *HEOA*, and *VAWA*) shall be addressed separately by each of the three campuses of the University of Arkansas at Monticello. The University Police Department, Office of the Vice Chancellor for the UAM College of Technology-Crossett (UAM-CTC), and Office of the Vice Chancellor for the UAM College of Technology-McGehee (UAM-CTM) are responsible for the components of campus security and safety indicated below:

1. Geography – Disclose statistics for *Clery Act* crimes that occur on campus, in or on non-campus buildings or property and public property.
2. Crime Statistics – Collect statistics for reported crimes on “Clery geography” and disclose the statistics in the annual security report and the annual Web-based data collection. The institution must disclose crimes regardless of whether the crimes have been investigated by the UPD or local police, and regardless of whether a finding of guilt or responsibility has been assigned. University officials have a duty to report sexual misconduct for federal statistical reporting purposes. In such instances, all personally identifiable information is kept private, but statistical information must be

- passed along to campus law enforcement regarding the type of incident and its general location.
3. Campus Security Authorities – All faculty and staff are considered campus security authorities. Campus security authorities, as defined by the *Clery Act*, have an obligation to report allegations of Clery Act-defined crimes that are made in good faith. These crime allegations should be reported to the University Police Department or to the local police. The *Clery Act* definition of a campus security authority includes UAM personnel beyond university police officers and watchmen.
  4. Statistics From Local Law Enforcement Agencies – Make a good-faith effort to collect crime statistics for all *Clery Act* crimes committed in applicable geographic locations from all law enforcement agencies with jurisdiction for the campus.
  5. The Daily Crime Log – Maintain a daily crime log for the campus and update the crime log at UPD within two business days of receiving a crime report. The daily crime log for each campus is open to public inspection on the UAM website.

UAM Police Department:

<https://www.uamont.edu/UPD/>

UAM - College of Technology - Crossett:

<https://www.uamont.edu/academics/crossett/ctc-upd.html>

UAM - College of Technology – McGehee:

<https://www.uamont.edu/academics/mcgehee/ctm-upd.html>

The daily crime log discloses all alleged criminal incidents, including non-Clery Act crimes, reported to the University Police Department and the Vice Chancellors for UAM-CTC and UAM-CTM regardless of how much time has passed since the alleged incident occurred. Specific categories of information included in the daily crime log are: 1) the nature of the crime; 2) the date and time the crime occurred; 3) the general location of the crime; 4) the disposition of the complaint, if known; and 5) date reported.

University Police Department and the Vice Chancellors for UAM-CTC and UAM-CTM may temporarily withhold information from the daily crime log in cases where there is clear and convincing evidence that the release of information would: 1) jeopardize an ongoing investigation; 2) jeopardize the safety of an individual; 3) cause a suspect to flee or evade detection; or 4) result in the destruction of evidence.

6. Emergency Response and Evacuation Procedures – Immediately notify the campus community (or a segment or segments of the campus community directly affected by the emergency) upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. The types of incidents that may cause an immediate threat to the community could include but are not limited to emergencies

such as: an active shooter on campus, hostage/barricade situation, a riot, suspicious package with confirmation of a device, a tornado, a fire/explosion, suspicious death, structural damage to University owned or controlled facility, biological threat (anthrax, etc), significant flooding, a gas leak, hazardous materials spill, etc.

In the event of a serious incident that poses an immediate threat to members of the UAM community, the University has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the UAM, UAM-CTC, or UAM-CTM campus community. These methods of communication include network emails, voice messages and emergency text messages that can be sent to a phone or PDA. All employees and students are automatically enrolled in the UAMAlert emergency notification system and may choose to opt out. The University will post updates during a critical incident on the UAM website at <http://www.uamont.edu/>

Additional information and details pertaining to emergency response and evacuation procedures can be located in the UAM Emergency Procedures Manual at: <https://www.uamont.edu/life/engagement.html>

7. Timely Warnings – Alert the campus community regarding any *Clery Act* crime committed on the Clery geography that has been reported to the University Police Department, campus security authorities or local police agencies and is considered to represent a serious or continuing threat to students and employees.

Timely warnings are triggered as soon as pertinent information is available about *Clery Act* crimes which have already occurred but represent an ongoing threat. The decision to issue a timely warning shall be decided, on a case-by-case basis considering all available facts, by the Vice Chancellor for Student Engagement, Dean of Students and/or University Police Chief for the Monticello campus and the CT Vice Chancellors for the Crossett and McGehee campus.

Timely warnings are issued for the following incidents that represent a serious or continuing threat to students and employees:

- Murder and non-negligent manslaughter
- Manslaughter by negligence
- Sexual assault
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Domestic violence, dating violence, and stalking
- Other crimes as determined necessary



A timely warning may be distributed to the campuses through any one or more of the following mechanisms:

- a. WeevilNet email system
- b. Flyers posted on bulletin boards, exterior doors in academic buildings, residence halls, outdoor boards and administrative buildings.
- c. UAM Police Department website:  
<https://www.uamont.edu/UPD/>
- d. UAM - College of Technology - Crossett website:  
<https://www.uamont.edu/academics/crossett/ctc-upd.html>
- e. UAM - College of Technology - McGehee website:  
<https://www.uamont.edu/academics/mcgehee/ctm-upd.html>

Information which **must be included** in each timely warning includes: 1) specific information about the crime that prompted the alert (date/time/location and nature of the crime); 2) information promoting safety (crime prevention and safety tips); and 3) information that will assist individuals in protecting themselves (what action to take OR not take).

*NOTE: According to Federal timely warning reporting obligations, University administrators must issue timely warnings for incidents involving sexual misconduct that pose a substantial threat of bodily harm or danger to members of the campus community. The University will not disclose a victim's name and other identifying information when issuing a timely warning. To the extent possible by law, the institution will also protect the confidentiality of victims by not including identifying information about the victim when publicly-available recordkeeping is requested and released under the Freedom of Information Act.*

*FERPA does not preclude an institution's compliance with the timely warning provision of the campus security regulations. FERPA recognizes that information can, in case of an emergency, be released without consent when needed to protect the health and safety of others. In addition, if institutions utilize information from the records of a campus law enforcement unit to issue a timely warning, FERPA is not implicated as those records are not protected by FERPA. [34 CFR.99.31(b)(6) and 99.36]*

8. Annual Security Report – Publish and distribute an annual security report by October 1st to all enrolled students and employees. In addition, each campus shall provide notice, as appropriate, to all prospective students and employees. The report will contain crime statistics for the previous three (3) years (reported by calendar year and geographic location) and various policy statements which accurately reflect how the policies are currently implemented.

Crime statistics which must be reported in the annual security report include:

Offenses:

- a. Murder and non-negligent manslaughter
- b. Manslaughter by negligence
- c. Sexual assault (rape, fondling, incest and statutory rape)
- e. Robbery
- f. Aggravated assault
- g. Burglary
- h. Motor vehicle theft
- i. Arson
- j. Domestic violence, dating violence and stalking

Hate crimes: A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias against a race, gender, religion, disability, sexual orientation, or ethnicity/national origin.

- a. Murder and non-negligent manslaughter
- b. Forcible sex offenses
- c. Non-forcible sex offenses
- d. Robbery
- e. Aggravated assault
- f. Burglary
- g. Motor vehicle theft
- h. Arson
- i. Larceny-Theft
- j. Simple assault
- k. Intimidation
- l. Destruction/Damage/Vandalism of property
- m. Domestic violence/dating violence/stalking

Arrests and referrals for disciplinary action:

- a. Weapons: Carrying, Possessing, Etc...
- b. Drug abuse violations
- c. Liquor law violations

9. Report to US Department of Education (ED) via the Web-based Data Collection

The University Police Department shall submit the crime statistics for all three campuses from the annual security reports to ED via an annual Web-based data collection.

**NOTE:** For campuses having on-campus residential facilities, the fire log, annual fire safety report, disclosure of fire statistics and missing student notification procedures are mandatory and submitted by the University Police Department to ED via an annual Web-based data collection.

10. Missing Student Notification Procedures – If a member of the University community has reason to believe that a student is missing, he or she should immediately notify University Police at (870)-460-1083 or (870)-460-1000. University Police will generate a missing person report and initiate an investigation.

A student shall be officially classified as "missing" when University Police has completed its investigation and determined that the reported information is credible and circumstances warrant declaring the person missing. The procedures that the institution must follow when a student who resides in an on-campus student housing facility is determined to have been missing for 24 hours include:

Should University Police determine that a residential student is a missing person, the Dean of Students will be immediately notified to verify the appropriate missing person contact information. The Monticello Police Department or the law enforcement agency with jurisdiction in the area that the student went missing, will be notified immediately after making the determination that the student is missing (regardless of the age of the missing student). Contact will then be made with the listed contact person(s) within 24 hours by the Dean of Students. If the missing student is under the age of 18 and is not an emancipated individual, the Dean of Students will notify the student's parent or legal guardian, in addition to the confidential missing person contact that has been identified, within 24 hours of making the determination that the student has been missing for more than 24 hours. University Police will provide the Dean of Students timely and continuous notification of the status of the investigation until the case is closed.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify, confidentially, an individual to be contacted by UAM in the event the student is determined to be missing for more than 24 hours. A student who wishes to identify a confidential contact may do so by completing the Missing Student Notification Form at the time a student checks-in the residential facility.

A student's confidential contact information will be accessible only by authorized campus officials and law enforcement as appropriate and it may not be disclosed outside of a missing person investigation.

11. Fire Safety Log - The University Police Department shall maintain a written, easily understood fire log that records, by the date reported, any fire that occurs in an on-campus student housing facility. The fire safety log will be updated within two business days of receiving a fire report and the fire safety log can be made available by contacting the University Police Department at 460-1083.
12. Fire Safety Statistics - The University Police Department shall collect statistics for reported fires in on-campus student housing facilities and disclose the statistics in the annual fire safety report and to the ED via the annual Web-based data collection.

13. Annual Fire Safety Report – The University Police Department shall publish and distribute an annual fire safety report by October 1st to all enrolled students and employees. In addition, each campus will provide notice, as appropriate, to all prospective students and employees. The report will contain fire statistics for the previous three (3) years (reported by calendar year and location) and various policy statements which accurately reflect how the policies are currently implemented.

14. Domestic violence, dating violence, sexual assault, and stalking

The Title IX Coordinator, in collaboration with the University Police Department and other campus offices, shall conduct ongoing prevention campaigns for students and faculty which promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. The Title IX Coordinator, Title IX Investigator, and UPD officers will receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

The U.S. Department of Education (ED) is responsible for monitoring *Clery Act*, *VAWA*, and *HEOA* compliance. ED can issue civil fines of up to \$55,907 per violation for a substantial misrepresentation of the number, location or nature of the crimes required to be reported or for a violation of any other provision of the safety and security related *HEA* regulations. The *HEOA* makes it clear that nothing in the law shall be construed to permit an officer, employee, or agent of an institution to retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision of the regulations.

UAM OPERATING PROCEDURE 260.3

RE: Student Right to Know and  
Campus Security Act

July 1, 2011

Revised: June 13, 2013

Revised: January 27, 2020

The Student Right to Know and Campus Security Act requires the annual notification/disclosure of information regarding academic programs, enrollment, financial aid, Public Safety, athletics, and services for individuals with disabilities to enrolled/prospective students.

The Office of Student Engagement will be responsible for coordinating the collection and distribution of this information. In order to meet the required October 1 deadline for notification/disclosure, all information will be submitted to the Vice Chancellor for Student Engagement by August 15 each year. The following offices are responsible for the information indicated below:

Registrar	<ul style="list-style-type: none"><li>• Graduation/Completion rates</li><li>• Transfer-out rates</li><li>• Athletes-Graduation/Completion rates</li><li>• Athletes-Transfer-out rates</li><li>• Requirements and procedures for Withdrawing</li></ul>
University Police Chief	<ul style="list-style-type: none"><li>• Campus crime statistics and institutional security policies</li></ul>
Director of Financial Aid	<ul style="list-style-type: none"><li>• Cost of Attendance (tuition/fee charges, books/supplies costs, room and board charges, related charges)</li><li>• Refund policy and summary of requirements for return of Title IV grants or loans</li><li>• Financial assistance available and eligibility (types of aid available, application forms/procedures to use in applying for aid, eligibility requirements, selection criteria, criteria used to determine amount of aid award, satisfactory student progress standards, how to re-establish satisfactory progress status, disbursement methods, loan qualifications and student employment conditions, conditions for federal loan repayment for students who participate in volunteer services)</li></ul>
Director of Special Student Services	<ul style="list-style-type: none"><li>• Description of special facilities and services for disabled students</li></ul>
Associate Vice Chancellor for Academic Affairs	<ul style="list-style-type: none"><li>• Current academic programs (current degree programs, educational/training programs, faculty)</li><li>• Names of associations, agencies accrediting the institution</li></ul>
Director of Student Health	<ul style="list-style-type: none"><li>• Immunizations/vaccination requirements</li></ul>
Associate Vice Chancellor for Finance & Administration	<ul style="list-style-type: none"><li>• Equity in Athletics Data</li></ul>
Vice Chancellor for Student Engagement	<ul style="list-style-type: none"><li>• Annual notification required by FERPA</li></ul>

The notification/disclosure will be published through various means, which include: University email, Student Handbook; University website; Annual Security Report/Fire Safety Report; and posted at various locations throughout the University. As required by the Act, printed versions of this detailed information may be obtained by contacting the appropriate point of contact listed in the table above.

UAM OPERATING PROCEDURE 270.1

Re: Guidelines and Procedures for  
Use of Weevil Pond

January 2007

Revised: July 1, 2011

Revised: January 27, 2020

Revised: January 11, 2021

Weevil Pond and the William E. Morgan Fountain serve as a beautification point for the Campus. Its intended use is for the University Community and general public. However, certain restrictions exist for the Pond's use. The following activities are not permitted in or around Weevil Pond:

1. Swimming/wading or other water sports/recreation;
2. Boating/canoeing or use of any type of floatation device;
3. Training of animals to retrieve objects or water fowl;
4. Activities that create unsightly conditions or disturbing noise around the Pond; and
5. Activities deemed incompatible with the educational mission of the University.

Fishing is allowed in Weevil Pond, but must be conducted from the bank of the Pond.

Temporary signage is not permitted in Weevil Pond.

Groups or individuals desiring to use the pond for a specific function/activity must seek approval from the Executive Council. A written request must be sent by email. Approval must be obtained 48 hours prior to the activity.

UAM OPERATING PROCEDURE 270.2

RE: Official Functions Policy

January 2014

Revised: January 31, 2022

University of Arkansas Board Policy 260.1, Official Functions Policy, states that certain events fall within an "Official Functions" designation:

1. Meetings of official institutional (in-house) committees and advisory groups;
2. Meetings of official external committees and advisory groups;
3. Receptions, honors, and staff functions;
4. Faculty and staff functions;
5. Student functions;
6. Official Board functions; or
7. Miscellaneous functions in support of the University's mission not obviously fitting one of these categories.

When expenditures fall within this official functions designation, regardless of the initiating department, a request form must be completed and approved by the supervisor, Vice Chancellor and Vice Chancellor for Finance and Administration prior to any expenditure being made. If an event has been designated by the Executive Council to be an official function of the University, evidence of this action may be provided in lieu of this completed request form. Purchase Requisitions are to be prepared electronically by the department via Workday.

The University has contracted with a food services vendor to provide catering services on campus. For functions involving catering, this vendor must be given first right of refusal for the event. The requesting party must provide evidence that this right was given prior to engaging any off-campus services. The University has also granted exclusive pouring rights to a soft drink vendor and all events should utilize products of that vendor to avoid breach of contract.

The request form is attached.



**REQUEST FOR EXPENDITURE FOR OFFICIAL FUNCTION**  
**UAM Operating Procedure 270.2**

NAME OF FUNCTION/ACTIVITY:

DATE OF ACTIVITY:

LOCATION:

PURPOSE OF FUNCTION AND BENEFIT TO UNIVERSITY:

REQUISITION #:

PERSON/TITLE IN CHARGE OF ACTIVITY:

NUMBER OF ATTENDEES (estimated, if exact number not known):

Guests \_\_\_\_\_

Faculty and Staff \_\_\_\_\_

Students \_\_\_\_\_

Other (explain) \_\_\_\_\_

COST OF THE EVENT - List vendor and actual/estimated costs (attach additional pages or schedules if necessary):

Vendor

Items

Costs

\$

\_\_\_\_\_

Total Estimated Cost \$

*For events involving food and beverages, the University's food service vendor must be given the first right of refusal for catering. If catering expenses are proposed from another vendor, provide evidence of refusal.*

*The University's soft drink vendor has been designated as the exclusive brand of beverage on campus. All events should serve this product brand to avoid breach of contract. Beverages should be purchased through either of the University's exclusive beverage or food service vendors.*

Indicate the category of "Official Functions" as authorized by the Board of Trustees:

- ( ) 1. Meetings of official institutional (in-house) committees and advisory groups;
- ( ) 2. Meetings of official external committees and advisory groups;
- ( ) 3. Receptions, honors, and staff functions;

- ( ) 4. Faculty and staff functions;
- ( ) 5. Student functions;
- ( ) 6. Official Board functions; or
- ( ) 7. Miscellaneous functions in support of the University's mission not obviously fitting one of these categories.

EXPENDITURES OF STATE-APPROPRIATED FUNDS FOR OFFICIAL FUNCTIONS  
SHOULD NEVER INCLUDE:

- a) Expenses for individuals related to membership in clubs, social, or community organizations;
- b) Dues for individuals to professional organizations (except where approved by the President through applicable Universitywide Administrative Memorandum);
- c) Holiday cards or other similar printed greetings to individual constituents;
- d) Alcoholic beverages; or
- e) Expenses associated with any event which primarily celebrates the anniversary, wedding, or other significant moment in the life of an individual employee.

By signing below, the requesting party acknowledges that expenditures for the event will not include those listed in the prohibited items (a-e) above.

\_\_\_\_\_  
Requested By

\_\_\_\_\_  
Date

**Approved by:**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice Chancellor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice Chancellor for Finance and Administration

\_\_\_\_\_  
Date

UAM OPERATING PROCEDURE 275.1

RE: Title IX Policy for Complaints of  
Sexual Assault and Other Forms of Sexual  
Harassment

June 25, 2014

Revised: March 8, 2022

**I. Notice of Nondiscrimination Under Title IX**

The University of Arkansas at Monticello (UAM) does not discriminate on the basis of sex in the education programs and activities that it operates and is prohibited from doing so by Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 *et seq.*, and the U.S. Department of Education's implementing regulations, 34 CFR Part 106. The University's nondiscrimination policy extends to admission, employment, and other programs and activities. Inquiries regarding the application of Title IX and 34 C.F.R. Part 106 may be sent to the University's Title IX Coordinator, the U.S. Department of Education Assistant Secretary for Civil Rights, or both.

**II. Jurisdiction and Scope**

Sexual harassment as defined in this policy (including sexual assault) is a form of sex discrimination and is prohibited. Title IX requires the University to promptly and reasonably respond to sexual harassment in the University's education programs and activities, provided that the harassment was perpetrated against a person in the United States. At the time that a formal complaint is filed, the complainant must be participating in (or attempting to participate in) an education program or activity of the University. An education program or activity includes locations, events, or circumstances over which the University exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by UAM.

This policy applies to allegations and complaints of sexual harassment as defined herein. All other complaints of discrimination or misconduct that do not fall within the jurisdiction of Title IX may be made through other campus procedures.

This policy shall not be construed or applied to restrict academic freedom at the University. Further, it shall not be construed to restrict any rights protected under the First Amendment, the Due Process Clause, or any other constitutional provisions. This policy also does not limit an employee's rights under Title VII of the Civil Rights Act.

**III. Reporting**

All complaints or reports about sex discrimination (including sexual harassment) should be submitted to the Title IX Coordinator:

**Title IX Coordinator**

Michael J. Davila

Associate Vice Chancellor & Dean of Students

University of Arkansas at Monticello  
Student Success Center 201D  
350 University Drive  
Monticello, AR 71656  
(870) 460-1110  
[davila@uamont.edu](mailto:davila@uamont.edu)  
[Title IX Reporting Form](#)

**Title IX Investigator**

Sydney Gavin-Herron, J.D.  
Coordinator of Student Conduct  
870-460-1353  
[gavin-herron@uamont.edu](mailto:gavin-herron@uamont.edu)

**Deputy Title IX Coordinator (McGehee Campus)**

Jason Henry  
Director of Student Services  
870-460-2103  
[henryj@uamont.edu](mailto:henryj@uamont.edu)

**Deputy Title IX Coordinator (Crossett Campus)**

Dawn Reed  
Director of Student Services  
870-460-2030  
[reedd@uamont.edu](mailto:reedd@uamont.edu)

In addition, the U.S. Department of Education, Office of Civil Rights, may be contacted by phone at 800-421-3481 or by email at [ocr@ed.gov](mailto:ocr@ed.gov).

Any person may report sex discrimination, including sexual harassment (whether or not the person is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

#### **IV. Amnesty**

The University encourages reporting of incidents of prohibited conduct and seeks to remove any barriers to reporting. The University recognizes that an individual who has been drinking or using drugs at the time of an incident may be hesitant to make a report because of potential consequences for their own conduct. Individuals who report prohibited conduct or participate as witnesses will not be subject to disciplinary sanctions for personal consumption of alcohol and/or other substances.

The University may initiate an educational discussion with individuals about their alcohol and/or drug use or may direct these individuals to services such as counseling for alcohol

and/or drug use. Amnesty will not be extended for any violations of University policy other than alcohol/drug use. The use of alcohol, drugs, and/or legally prescribed medication does not justify or excuse behavior that constitutes prohibited conduct under this policy.

## **V. Filing Report with Local Law Enforcement**

In some instances, sexual harassment may constitute both a violation of this policy and criminal activity. The University grievance process is not a substitute for instituting legal action. The University encourages individuals to report alleged sexual misconduct promptly to campus officials AND to law enforcement authorities, where appropriate. Individuals may file a report directly with local law enforcement agencies by dialing 911. Individuals may also contact any of the following for assistance in filing a report with local law enforcement:

**University Police Department**  
112 Science Center Drive  
Monticello, AR 71656  
(870) 460-1083 or (870) 460-1000

**Monticello Police Department**  
101 N. Church Street  
Monticello, AR 71655  
(870) 367-3411

**Arkansas State Police**  
1 State Police Plaza Dr.  
Little Rock, AR 72209  
(501)-618-8000

**Drew County Sheriff's Office**  
210 S. Main  
Monticello, AR 71655  
(870) 367-6211

**Ashley County Sheriff's Office**  
842 Ashley Road 12 West  
Hamburg, AR 71646  
(870) 853-2040

**McGehee Police Department**  
517 East Ash Street  
McGehee, AR 71654  
(870) 222-3636

## **VI. Preserving Evidence**

It is important that evidence of sexual assault be preserved, because it may be needed for prosecuting a criminal case. Victims and others should not alter the scene of an attack. The victim should not change clothes, bathe or shower, drink or eat anything, or brush his or her teeth before reporting the assault. Any items worn by the victim during the assault, but are not currently being worn, and any materials encountered during the assault (i.e., bed sheets, blankets, etc.) should be placed in a paper bag and brought along with the victim to a local hospital emergency department that has kits to collect and preserve evidence of sexual assault.

## **VII. Employees' Duty to Report to Title IX Coordinator**

In order to enable the University to respond effectively and to proactively stop instances of sexual harassment, employees must, within 24 hours of receiving information regarding a potential violation of this policy, report information to the Title IX

Coordinator. Any employee who fails to promptly report a matter to the Title IX Coordinator may be subjected to disciplinary action for failing to do so. There are two categories of employees who are exempt from this requirement: (1) licensed health-care professionals and other employees who are statutorily prohibited from reporting such information and (2) persons designated by the campus as victim advocates.

## **VIII. Off-Campus Conduct**

Conduct that occurs off campus that is the subject of a formal complaint or report will be evaluated to determine whether the matter falls within the University's jurisdiction under Title IX or should be referred to a different department or official within the University.

## **IX. Confidentiality**

Except as compelled by law or as required to conduct a full and fair grievance proceeding in response to a formal complaint, the University will treat the information obtained or produced as part of the Title IX procedures as confidential. The University will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 CFR Part 99, or as required by law, or to carry out the purposes of 34 CFR Part 106, including the conduct of any investigation, hearing, or judicial proceedings arising thereunder.

## **X. Availability Of Counseling And Advocacy**

Counseling and other mental health services for victims of sexual assault are available on campus and in the community. Students and employees may use and make referral to Counseling Services located in Student Success Center, Room 204D and Student Health Services located in the Randy S. Risher Wellness Center. Employees of the University may be able to seek help through the Employee Assistance Program. Community mental health agencies, counselors, and psychotherapists in private practice in the area can provide individual and group therapy. Committee Against Spouse Abuse (CASA) Women's Shelter or Domestic Violence and Rape Crisis Programs may assist with making referrals for individual counseling and support groups and in identifying non-counseling campus and community resources that may be of additional help and serve as a victim advocate upon request.

### **Counseling Services**

Emily Stell, LPC  
(870) 460-1554 or 1654  
[stelle@uamont.edu](mailto:stelle@uamont.edu)  
Gibson University Center  
517 University Drive  
Monticello, AR 71656

## **XI. Education And Awareness Programs**

The University's Title IX Coordinator is responsible for planning and coordinating campus education and awareness programs about all forms of sexual harassment. Programs are presented regularly throughout the academic year in residence halls, fraternities, sororities, and for other student organizations, academic classes, employee training and professional development, and in other settings that are likely to reach people throughout the campus community. Campus-wide education and awareness activities are also conducted during Sexual Assault Prevention and Awareness Week.

## **XII. Grievance Procedure**

These procedures apply to all grievances regarding conduct that may constitute sexual harassment as defined in this policy (including sexual assault) and that falls within the University's Title IX jurisdiction. All other grievances by students, employees, or third parties shall be addressed through other procedures. The University's Title IX grievance process includes formal and informal procedures that encourage prompt resolution of complaints. In most cases, the complainant's submission of a formal, written complaint to the Title IX Coordinator will initiate the formal grievance process. However, the Title IX Coordinator may also submit a formal complaint under the circumstances described below. The University will respond promptly to all formal complaints of sexual harassment.

### **A. Basic Requirements**

The University's grievance process shall adhere to the following principles:

- All relevant evidence—including both inculpatory and exculpatory evidence—will be evaluated.
- Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.
- The Title IX Coordinator, investigator, hearing officers or panel members, decision-makers on appeal, persons involved with the informal resolution, and any other persons that play a significant role in the Title IX grievance process shall not have a conflict of interest or bias for or against complainants or respondents generally or for or against an individual complainant or respondent.
- The respondent is presumed to not be responsible for the alleged conduct until a determination of responsibility is made at the conclusion of the grievance process.
- The time frames for concluding the grievance process shall be reasonably prompt, as set forth in more detail in the procedures below.
- The grievance process may be temporarily delayed, and limited extensions of time frames may be granted, for good cause. In such instances, written notice to the complainant and the respondent of the delay or extension and the reasons for the action will be provided. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness;

concurring law enforcement activity; or the need for language assistance or accommodations of disabilities.

- Questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege will not be required, allowed, relied upon, or otherwise used. The University shall not consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in the capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the University obtains that person's voluntary, written consent to do so for a grievance under this section.
- No party shall be restricted from discussing the allegations under investigation or to gather and present relevant evidence.
- A party whose participation in a hearing, investigative interview, or other meeting shall be provided with a written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.

## **B. Initial Report/Intake Process**

***Initial Meeting with Complainant:*** Promptly upon receiving a report of conduct that could potentially be a violation of Title IX, the Title IX Coordinator (or designee) will contact the complainant to schedule an initial meeting to, as applicable:

- Provide a copy of this policy
- Explain the process for filing a formal complaint and provide a copy of the Sexual Harassment Complaint Form on which the complainant may, if he or she agrees to disclose the information, provide details regarding the allegation, including the name of the accused individual and the date, location, and general nature of the alleged violation of policy
- Explain avenues for resolution, including informal and formal
- Explain the steps involved in an investigation and hearing under this policy
- Discuss confidentiality standards and concerns
- Refer to law enforcement, counseling, medical, academic or other resources, as appropriate
- Discuss, as appropriate, possible supportive measures, which are available with or without the filing of a formal complaint

If the complainant requests that no further action be taken and/or that no formal complaint be pursued, the Title IX Coordinator (and/or his or her designee) will inform the complainant that retaliation is prohibited and that honoring the complainant's request may limit the University's ability to fully respond to the incident. In the event the complainant stands firm on his or her request that no further action be taken, the Title IX Coordinator will evaluate whether to file a complaint under the criteria set forth below.



### C. Formal Complaint Process

***Form and Filing of Complaint:*** The filing of a formal, written complaint initiates the formal grievance process and is available to any person who is participating in (or attempting to participate in) a University educational program or activity. The Title IX Coordinator (or an investigator designated by the Title IX Coordinator) will investigate the allegations in the formal complaint. Formal complaints can be filed in several ways. The complainant may utilize the form provided or may submit the complainant's own document that contains the complainant's signature (either physical or digital) and is filed with the University's Title IX Office by U.S. mail, in person, through the Title IX portal provided for this purpose, or by email. The formal complaint should set forth the allegations and request that the Title IX Office investigate the matter.

***Filing by Title IX Coordinator:*** The Title IX Coordinator may initiate the grievance process, even where the complainant declines to file a formal complaint, if the Coordinator determines that the particular circumstances require the University to formally respond to and address the allegations. Circumstances to be considered include, among others, a pattern of alleged misconduct by a respondent and whether the complaint has alleged use of violence, weapons, or other similar conduct. The Title IX Coordinator will also consider the complainant's wishes with respect to supportive measures and desired response by the University. Where a report is made anonymously and the Title IX Coordinator files the complaint, both the complainant and respondent will receive notice of the allegations with written details and identities of the parties if known.

***Consolidation of Formal Complaints:*** The Title IX Coordinator may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

***Dismissal of Complaint Prior to Resolution:*** A formal complaint must be dismissed by the Title IX Coordinator if the alleged conduct (1) does not constitute sexual harassment, as defined in this policy, even if proved; (2) did not occur in the University's education program or activity; or (3) did not occur against a person in the United States. In addition, a complaint may be dismissed if, at any time during the investigation or hearing, a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by the recipient; or specific circumstances prevent the gathering of evidence sufficient to reach a determination as to the formal complaint or any allegations therein.

Upon dismissal of a formal complaint, for any reason, the Title IX Coordinator will send simultaneous, written notice of and reason(s) for the dismissal to the parties. The dismissal decision may be appealed pursuant to the procedure for appeals set forth in this policy. Dismissal of a complaint under this Title IX policy does not preclude a complainant from pursuing a grievance through other appropriate campus procedures.

***Notice of Formal Complaint:*** Upon receipt of the formal complaint, the Title IX Coordinator will send simultaneous notifications of the filing of the complaint to the complainant and the respondent (if known). If, in the course of an investigation, the Title IX Coordinator decides to investigate allegations about the complainant or respondent that are not included in the initial notice, the Title IX Coordinator will provide notice of the additional allegations to the parties whose identities are known. The initial notice will contain the following:

- The allegations of the complaint that potentially constitute sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview (including the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment under this policy, and the date and location of the alleged incident, if known)
- A copy of the Title IX policy
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process
- A statement informing the parties that they have a right to have one advisor of their choice to assist them throughout the proceedings who may be (but is not required to be) an attorney
- A statement that the parties have the right to inspect and review all evidence collected during the complaint process
- A statement that any party who knowingly makes false statements or submits false information during the grievance process will be subject to disciplinary procedures

***Initial Meeting with Respondent:*** If a formal complaint is filed, the Title IX Coordinator will promptly schedule an initial meeting with the respondent after the written notice of the formal complaint is sent as described above. Prior to the initial meeting, the Title IX Coordinator shall provide a written notice of the date, time, location, participants, and purpose of the meeting, with sufficient time for the party to prepare to participate. During the initial meeting with the respondent, the Title IX Coordinator (or designee) will, as applicable:

- Provide a copy of this policy (if not previously provided)
- Explain avenues for resolution, including informal and formal
- Explain the steps involved in an investigation and hearing under this policy
- Discuss confidentiality standards and concerns
- Discuss non-retaliation requirements
- Inform of any supportive measures already determined and being provided to the complainant that would directly affect the respondent
- Refer to law enforcement, counseling, medical, academic or other resources, as appropriate
- Discuss, as appropriate, possible supportive measures that can be provided to the respondent

***Right to Advisor:*** Both parties will be advised that they may be accompanied by one advisor/support person to assist them throughout the Title IX process, which can be (but is not required to be) an attorney. The advisor is not allowed to speak or otherwise actively participate during the pre-hearing interviews or meetings. It is the party's responsibility to obtain the services of an advisor, except that the University will make an advisor available to the parties during the hearing to determine responsibility upon request. A party who wants the University to provide an advisor for the determination hearing should make a request within 15 days after the party's filing or receipt of the formal complaint. The advisor's role at the hearing is further explained below.

***Emergency Removal:*** If, after the University Behavioral Intervention Team (UBIT) undertakes a safety and risk analysis, the University determines that the respondent poses an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment, it may remove the respondent from the University's programs or activities. In such instances, the respondent will be provided with a written notice of the reasons for the removal. Within 5 days of receiving the notice, the respondent may challenge the decision by requesting a meeting with the Vice Chancellor for Student Engagement.

***Administrative Leave:*** Nothing in this policy precludes the University from placing a non-student employee respondent on administrative leave during the pendency of the grievance process.

***Supportive Measures:*** Supportive measures, as defined in this policy, will be based on the facts and circumstances of each situation. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. They may include, but are not limited to, the following:

- Counseling
- Extensions of deadlines or other course-related adjustments
- Modifications of work or class schedules
- Campus escort services
- Mutual restrictions on contact between the parties
- Changes in working or housing locations
- Leaves of absence
- Increased security and monitoring of certain areas of the campus

The University will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the University to provide the supportive measures.

***Informal Resolution:*** At any time after a formal written complaint is filed but prior to reaching a determination regarding responsibility, the University may facilitate a resolution without a full investigation and adjudication. The complainant and respondent must give their voluntary, written consent to the informal resolution process. The informal resolution process will not be utilized to resolve allegations that an employee sexually harassed a student.

- Prior to commencing the informal resolution process, the Title IX Coordinator or designee must provide the parties a written notice that includes the following information:
- Notice of the allegations contained in the formal complaint, including dates, location(s), and identities of the parties,
- Notification that any agreed upon resolution reached at the conclusion of the informal complaint process will preclude the parties from resuming a formal complaint arising from the same allegations,
- Notification that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint,
- Any consequences resulting from the informal resolution process, including how records will be maintained, used, or shared.

#### **D. Comprehensive Investigation**

If resolution of the allegations does not proceed through the informal process, the matter will proceed with a comprehensive investigation and resolution through the formal complaint processes. The Title IX Coordinator will be responsible for overseeing the prompt, equitable, and impartial investigation during the formal complaint process. The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility shall rest on the University and not the parties.

***Assignment of Investigator:*** If the Title IX Coordinator's designee is to conduct the investigation, the Title IX Coordinator will forward the complaint to the investigator and share the investigator's name and contact information with the complainant and the respondent.

***Conflicts of Interest and Bias:*** Immediately after the identity of the person who will conduct the investigation is determined and communicated to the parties, the investigator, the complainant, or the respondent may identify to the Title IX Coordinator in writing any real or perceived conflicts of interest or bias that the person charged with conducting the investigation (including the Title IX coordinator, where applicable) may have. The Title IX Coordinator will carefully consider such statements and will assign a different individual as investigator if it is determined that a material conflict of interest or bias exists.

***Overview of Investigation:*** Upon receipt of the formal complaint, the Title IX Coordinator/Investigator (hereinafter "Investigator") will promptly begin the investigation, which shall include but is not limited to the following:

- Conducting interviews with the complainant, the respondent, and any witnesses (including expert witnesses, where applicable) and summarizing such interviews in written form
- Visiting, inspecting, and taking photographs at relevant sites

- Where applicable, collecting and preserving relevant evidence (in cases of corresponding criminal reports, this step may be coordinated with law enforcement agencies)
- Obtaining any relevant medical records pertaining to treatment of the complainant, provided that the complainant has voluntarily authorized release of the records in writing to the investigator

***Inspection and Access to Evidence:*** The parties may identify to the Investigator any evidence or witnesses they wish to be included as part of the investigation. Both parties will also have equal opportunity to inspect and review any evidence obtained during the investigation. The Investigator will complete the gathering of evidence as soon as practicable, which will ordinarily occur within approximately 30 days after the filing of the formal complaint.

After the gathering of evidence has been completed but prior to completion of the investigative report, the Investigator will provide to each party and party's advisor, if any, any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the University does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence (whether obtained from a party or other source), so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation. The evidence will be provided in an electronic format or a hard copy. The parties will have 10 calendar days to submit a written response to the evidence, which will be considered by the Investigator prior to completion of the investigative report. The evidence will be made available for the parties to use at the hearing to determine responsibility.

***Investigative Report:*** The investigative report shall fairly summarize the relevant evidence and must include the following items and information that is relevant to the allegations in the formal complaint:

- The dates of the Title IX Coordinator's initial receipt of a report of alleged sexual harassment against the complainant, intake meeting, and the filing of the formal complaint
- A statement of the allegation(s), a description of the incident(s), the date(s) and time(s) (if known), and location of the alleged incident(s)
- The names of all known witnesses to the alleged incident(s)
- The dates that the complainant, respondent, and other witnesses were interviewed, along with summaries of the interviews
- Descriptions or summaries of any physical or documentary evidence that was obtained (*e.g.*, text messages, emails, surveillance video footage, photographs)
- Any written statements of the complainant, respondent, or other witnesses
- The response of University personnel and, if applicable, University-level officials, including any supportive measures taken with respect to the complainant and respondent

The Investigator shall provide a draft of the investigative report to the Title IX Coordinator for review before the report becomes final. An electronic or hard-copy

version of the final investigative report will be provided to each party (and each party's advisor) concurrently. The investigative report shall be provided as soon as practicable after the parties have submitted their written responses to the evidence (if any) and at least 10 calendar days prior to the determination hearing. The parties may provide a written response to the investigative report within 5 calendar days after receiving it.

#### **E. Determination Hearing**

Following the conclusion and distribution of the investigative report, a hearing will be conducted to determine the outcome and resolution of the complaint. The parties and their advisors, if any, will be notified by the Hearing Officer, Hearing Panel chairperson, or Title IX Coordinator of the date, time and location of the hearing, as set forth in the notice provisions below.

***Hearing Panel:*** Within 3 days of the release of the investigative report to the parties, the Chancellor (or designee) will appoint a three-member Hearing Panel, which shall be composed of at least 2 faculty and/or staff members and may include (but is not required to include) one outside person who is not permanently employed by the University. If a Hearing Panel will be used, the Chancellor (or designee) will select one member of the Hearing Panel to act as the Chair. The Title IX Coordinator will provide a copy of the formal complaint and the investigative report, along with the parties' written responses to the investigative report, to each member of the Hearing Panel.

Promptly after the appointment of the members of the Hearing Panel, the Title IX Coordinator will provide concurrent written notice to the complainant and the respondent, setting forth the names of the individuals selected to serve as members of the Hearing Panel. The parties may challenge the participation of any decision-maker based on bias or a conflict of interest by submitting a written objection to the Chancellor (or designee) within 3 calendar days of receipt of the notice. Any objection must state the specific reason(s) for the objection. The Chancellor (or designee) will evaluate the objection and determine whether to alter the composition of the Hearing Panel. Failure to submit a timely and proper objection will constitute a waiver of the objection. Any changes to the members of the Hearing Panel will be provided in writing to both parties prior to the date of the hearing.

***Submission of Witnesses Lists:*** Within 5 calendar days of receipt of the notice of the Hearing Panel, both parties may provide to the Chair of the Hearing Panel a list of witnesses, if any, that they propose be called to testify and a brief description of each proposed witness's connection to and/or knowledge of the issues in dispute. Absent good cause, a party cannot include a witness on the party's pre-hearing witness list unless the witness was identified during the investigation. The Hearing Panel reserves the right to call relevant witnesses who may not have been included on a party's witness list.

***Notice of the Hearing:*** Not less than 5 days but not more than 10 days after delivery of the notice of the initial composition of the Hearing Panel, the Chair of the Hearing Panel will provide a separate notice to the complainant, respondent, and any other

witnesses whose testimony the Hearing Panel deems relevant, requesting such individuals to appear at the hearing to determine responsibility. The notice should set forth the date, time, and location for the individual's requested presence. The Hearing Panel shall provide, in its notice to the parties, the names of the witnesses that the Hearing Panel plans to call. The hearing shall be conducted promptly but no sooner than 10 calendar days after release of the investigative report.

***Failure to Appear:*** If any party fails to appear at the hearing if requested to do so, and such party was provided notice of the hearing as set forth above, then absent extenuating circumstances, the Hearing Panel will proceed to determine the resolution of the complaint. As explained below, a party's failure to appear may impact the Hearing Officer or Hearing Panel's consideration and weight given to the non-appearing party's version of events based on another source, such as the formal complaint or a prior statement.

***Option for Virtual or Separate Presence:*** Live hearings may be conducted with either all parties present in the same geographic location or, at the University's discretion, any or all parties and witnesses may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other. Either party may request not to be in the same room as the other party. If any party makes such a request, then both parties will be required to attend the hearing from a location or room different from where the Hearing Panel is sitting. If the hearing is virtual, or there is a request for separate rooms at a physical location, the University will ensure that all participants are able to simultaneously see and hear the party or witness answering questions. Instructions will be provided for accessibility prior to the hearing date.

***Recordings:*** An audio or audio-visual recording will be created of the live hearing and will be made available for inspection and review at any party's request.

***Advisor's Role at Hearing:*** The complainant and respondent may be accompanied by an advisor during the hearing to determine responsibility. A party must identify his or her advisor (if any) at least 5 days prior to the hearing. The advisor's role at the hearing shall consist of (1) providing private advice to the party he/she is supporting and (2) questioning the opposing party and other witnesses. The advisor can be anyone, including an attorney. A party may arrange for the party's advisor of choice to attend the hearing at the party's own expense. Alternatively, the University will select and provide an advisor to assist a party at the hearing to determine responsibility, without fee or charge, upon request. In either scenario, the advisor may only participate in the hearing to the extent allowed under this policy. A party who wants an advisor to be provided by the University should notify the Title IX Coordinator at least 15 days after the filing or receipt of the formal complaint.

***Evidentiary Matters and Procedure:*** The parties, through their advisors, shall have an equal opportunity to question the opposing party and other witnesses, including fact and expert witnesses, and present other inculpatory or exculpatory evidence. Formal rules of evidence will not be observed during the hearing. The Hearing Panel will conduct the initial questioning of witnesses prior to the questioning by an advisor. The Chair of the Hearing Panel (acting alone or in consultation with other

panelists) will make all determinations regarding the order of witnesses, relevancy of questions, and the evidence to be considered or excluded during the hearing and decision-making process. The Hearing Panel may, in its discretion, choose to call the Investigator for the purpose of providing an overview of the investigation and findings.

***Witness Examinations by the Parties:*** Each party's advisor is permitted to question the opposing party and the other witnesses, so long as the questions are relevant and not duplicative of the questions posed by the Hearing Panel. The questions may include challenges to credibility. No other questioning or speaking participation by an advisor will be allowed. A party may not examine a party or witness directly; rather, a party must utilize the services of an advisor for the purpose of posing questions to another party or witness. A party not represented by an advisor may, however, submit a list of proposed questions to the Chair of the Hearing Panel and ask that the questions be posed to the opposing party or witness.

The decision-maker(s) cannot draw an inference about responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions. In a circumstance where a party or witness does not participate in a hearing, the panel should weigh the facts and circumstances in determining whether to consider, and what weight to assign, any statements furnished outside the hearing process.

The Chair of the Hearing Panel will make determinations regarding relevancy of questions before a party or witness answers. If a determination is made to exclude the question based on relevancy, the Chair of the Hearing Panel will provide an explanation of why the question was deemed irrelevant and excluded.

The Chair of the Hearing Panel may disallow the attendance of any advisor if, in the discretion of the Panel Chair, such person's presence becomes disruptive or obstructive to the hearing or otherwise warrants removal. Advisors will be not be permitted to badger or question the opposing party or any witness in an abusive or threatening manner. Absent accommodation for a disability, the parties may not be accompanied by any other individual during the hearing process except as set forth in this policy. University officials may seek advice from the University's Office of General Counsel on questions of law, policy, and procedure at any time during the process.

***Prior Sexual Conduct:*** Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

***Confidentiality and Disclosure.*** To comply with FERPA and Title IX and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the grievance process is not open to the



general public. Accordingly, documents prepared in anticipation of the hearing (including the formal complaint, investigative report, evidentiary materials, notices, and prehearing submissions), recordings of the hearing, and documents, testimony, or other information used at the hearing may not be disclosed outside of the hearing proceedings, except as may be required or authorized by law.

***Decision of the Hearing Panel and Standard of Evidence:*** Following the conclusion of the hearing, the Hearing Panel will confer and determine whether the evidence establishes that it is more likely than not that the respondent committed a violation of this policy. In other words, the standard of proof will be the preponderance of the evidence. This standard applies to complaints against both students and employees. In reaching the determination, the Hearing Panel will objectively and thoroughly evaluate all relevant evidence, both inculpatory and exculpatory, and reach an independent decision, without deference to the investigative report. The determination of responsibility shall be made by majority vote.

***Written Determination of Responsibility:*** As soon as practicable following the hearing (and ordinarily within 10 days thereafter), the Chair of the Hearing Panel shall complete a report of the decision-maker's findings. The Chair of the Hearing Panel will send simultaneous notification of the decision to both parties and their advisors, where applicable, with the following information:

- Identification of the allegations potentially constituting sexual harassment under the policy
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence and the hearing held
- Findings of fact that support the determination
- Conclusions regarding the application of the University's conduct standards to the facts
- A statement and rationale for the result as to each allegation, including a determination as to responsibility using the preponderance of the evidence standard
- Any disciplinary sanctions imposed on respondent
- Whether any remedies designed to restore or preserve equal access to the University's education program or activity will be provided to the complainant (description of remedies is not included)
- Procedures and permissible bases for the parties to appeal

***Sanctions:*** If the Hearing Panel determines that more likely than not the respondent committed a violation of this policy, then the Hearing Panel will determine sanctions and give consideration to whether a given sanction will (a) bring an end to the violation in question, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation. Sanctions for a finding of responsibility will depend upon the nature and gravity of the misconduct, any record of prior discipline for a violation of this policy, or both. The range of potential sanctions is set forth in the definitions section of this policy.

Ordinarily, sanctions will not be imposed until the resolution of any timely appeal under this policy. However, if it is deemed necessary to protect the welfare of the victim or the University community, the Hearing Panel may recommend to the decision-maker on appeal that any sanctions be imposed immediately and continue in effect until such time as the appeal process is exhausted.

***Remedies:*** Where a determination is made that the respondent was responsible for sexual harassment, the Hearing Panel will determine any final remedies to be provided to the complainant, if any, and the Title IX Coordinator will communicate such decision to the complainant and the respondent to the extent that it affects him/her. Remedies must be provided in all instances in which a determination of responsibility for sexual harassment has been made against the respondent. Remedies must be designed to restore or preserve equal access to the University's education program or activity. Such remedies may include the same individualized services described above as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

***No Retaliation:*** The Title IX Coordinator will take steps to prevent any harassment of or retaliation against the complainant, the respondent, or third parties, such as informing them about how to report subsequent problems, following up with them to ensure that there are no subsequent problems, and providing training for the campus community.

## **F. Appeals**

***Procedure for Appeals:*** Both the complainant and the respondent may appeal from (1) the Title IX Coordinator's dismissal of a formal complaint or any allegations therein or (2) the Hearing Panel's determination. The appeal should be submitted in writing to the Title IX Coordinator within 5 days of receipt of the Hearing Panel's decision. The Title IX Coordinator will forward the appeal to the Chancellor. The appeal will be decided based on the written record and without deference to the decision of the Hearing Panel.

If the respondent is an employee, the Chancellor (or designee) will decide the appeal. If the respondent is a student, the Chancellor (or designee) will designate an Appeal Panel comprised of at least two faculty and/or staff members. One of the members of the Appeal Panel can be (but need not be) an outside person who is not an employee. If an Appeal Panel is utilized, the Chancellor shall designate one of the panelists as the Chair of the Appeal Panel. The Chair of the Appeal Panel shall make any decisions concerning appellate jurisdiction under the permissible grounds for appeal described below.

The party appealing may use the Appeal Form or the party may submit the party's own written and signed document. Acceptable means of notification include email, facsimile, hand-delivered notification, or postal delivery. The Title IX Coordinator will promptly inform the other party of the appeal.

***Grounds for Appeal:*** The appeal from the decision of the Hearing Panel must be for one of the following reasons: (1) a procedural irregularity that affected the outcome

of the decision; (2) there is new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made and that could affect the outcome of the matter; or (3) the Title IX Coordinator, Investigator(s), or Panel Member(s) had a conflict of interest or bias for or against complainants or respondents in general or against an individual complainant or respondent that affected the outcome.

**Responses:** Within 5 days of receipt of the appeal, the other party may submit a written statement in response to the appeal and which supports or challenges the dismissal or determination. The response should be submitted to the Title IX Coordinator, who shall provide a copy to the decision-maker and the appealing party.

**Decision on Appeal:** As soon as practicable after receiving the parties' written submissions (and ordinarily within approximately 10 days), the Chancellor (or designee) or Appeal Panel will issue a written decision describing the result of the appeal and the rationale for the result. The decision on appeal may uphold the decision, modify it, or remand for further factual development. The decision-maker on appeal will concurrently notify the complainant and the respondent of the decision, with a written copy provided to the Title IX Coordinator.

**Employees:** All non-tenure track faculty and staff members of the University without term contracts are at-will employees who may be terminated at any time, with or without cause. With regard to such faculty and staff, nothing in this Policy shall create an expectation of continued employment with the University or be construed to prevent or delay the University from taking any disciplinary action deemed appropriate (including suspension and immediate termination of employment) for any violation of state law, federal law or University policy.

## **G. Time Periods**

The University will make every reasonable effort to ensure that the investigation and resolution of a complaint occurs in as timely and efficient a manner as possible.

Any party may request an extension of any deadline by providing the Title IX Coordinator or his or her respective deputies with a written request for an extension that includes reference to the duration of the proposed extension and the basis for the request.

The Title IX Coordinator may also modify timelines in cases where information is not clear, judged to be incomplete, relevant parties are not available for interview, absence of an advisor, concurrent law enforcement activity, the need for language assistance or disability accommodation and/or other circumstances that may arise.

## **H. Retaliation Prohibited**

No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. Part 106, or this policy, or because an individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part. Intimidation, threats, coercion,

or discrimination, including changes against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sex discrimination or harassment, for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. Part 106, or this policy, constitutes retaliation. However, the exercise of rights protected under the First Amendment does not constitute retaliation.

## **I. False Reports**

Willfully making a false report of sexual harassment or submitting false information during these proceedings is a violation of University policy and is a serious offense. However, a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith. Any person who willfully makes or participates in making a false or frivolous report of discrimination, harassment, retaliation or sexual misconduct will be subject to disciplinary action. False reporting may also violate state criminal statutes and civil defamation laws.

## **J. External Reporting Agencies**

Although complainants are encouraged to resolve their grievances related to discrimination by utilizing this Complaint/Grievance Procedure, they may have the right to file a complaint directly with the following agencies. Individuals who wish to file complaints with these external agencies should make contact as soon as possible and verify any applicable time limits and deadlines.

Office of Civil Rights (OCR)  
U.S. Department of Education  
1999 Bryan St., Suite 1620  
Dallas, TX 75201-6810  
Toll Free: 1-800-421-3481  
Telephone: 214-661-9600  
Fax: 214-661-9587  
[OCR.Dallas@ed.gov](mailto:OCR.Dallas@ed.gov)

NSF Grantees Only  
National Science Foundation  
Office of Diversity and Inclusion  
2415 Eisenhower Ave.  
Alexandria, VA 22314  
Telephone: 703-292-8020  
Fax: 703-292-9072  
[programcomplaints@nsf.gov](mailto:programcomplaints@nsf.gov)

## **K. Effective Date**

The University reserves the right to make changes and amendments to this Policy as needed, with appropriate notice to the campus community. However, the Policy in

force at the time that a Complaint is filed will be the Policy used throughout the investigation, hearing, and any appeals.

#### **L. Retention of Records**

For a period of at least seven years, the University will maintain the records of:

- Each sexual harassment investigation, including any determination regarding responsibility, any recordings or transcripts, disciplinary sanctions, and remedies provided to the complainant
- Any appeal and the result therefrom
- Any informal resolution and the result therefrom
- All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. These materials will be made publicly available on the University's website.
- Records of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment, along with documentation of the University's bases for its conclusion that its response was not deliberately indifferent.
- Documentation pertaining to terminations, expulsions or educational sanctions may be retained indefinitely.

#### **XIII. Definitions**

***Complainant:*** Any individual who is alleged to be the victim of conduct that could constitute sexual harassment. At the time of the filing of a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the recipient with which the formal complaint is filed. Any person may report sex discrimination, including harassment, whether or not the person reporting is the person alleged to be the victim of discrimination or harassment.

***Consent:*** Consent is clear, knowing, and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, if those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. If coercion, intimidation, threats, or physical force are used, there is no consent.

- If a person is mentally or physically incapacitated so that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent. Incapacitation can be due to alcohol or drugs or being asleep or unconscious. This policy also covers incapacity due to mental disability, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Brundage, etc. is prohibited, and administering one of these drugs to another person is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>

- Use of alcohol or other drugs will never function as a defense to a violation of this policy. An individual violates this policy if the individual initiates and engages in sexual activity with someone who is incapacitated, and (1) the individual knew the other person was incapacitated, or (2) a sober reasonable person under similar circumstances as the person initiating the sexual activity would have known the other person was incapacitated.
- There is also no consent when there is force, expressed or implied, or use of duress or deception upon the victim. Whether an individual has taken advantage of a position of influence over an alleged victim may be a factor in determining consent.
- Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes overt threats, implied threats, intimidation, and coercion that overcome resistance or produce consent.
- Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
- Under Arkansas law, the age of consent varies with the degrees of assault, the age of the actor, and the relationship of the actor to the other party. For specific information, please refer to Arkansas statutes (e.g., Arkansas Code Annotated § 5-14-125, Sexual Assault in the Second Degree).
- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. In addition, previous relationships or prior consent cannot imply consent to future sexual acts.

***Dating Violence:*** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such relationship is determined based on consideration of the following factors: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.

***Days:*** Refers to working days, rather than calendar days, unless otherwise specified.

***Domestic Violence:*** The term includes felony or misdemeanor crimes of violence committed by a current spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of Arkansas, or by any other person against an adult or youth victim who is protected from that person's acts under the laws of Arkansas. Under the Arkansas law on domestic abuse, "family or household members" means spouses, former spouses, parents and children, persons related by blood within the fourth degree of consanguinity, in-laws, any children residing in the household, persons who presently or in the past have resided or cohabitated together, persons who have or have had a child in common, and persons who are presently or in the past have been in a dating relationship together.

***Education Program or Activity:*** Includes locations, events, or circumstances over which the University exercised substantial control over both the respondent and the context in which the sexual harassment occurred, and also includes any building owned or controlled by an officially recognized student organization.

***Formal Complaint:*** A document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the recipient investigate the allegation of sexual harassment. The phrase “document filed by a complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the University) that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

***Party:*** The complainant or respondent.

***Preponderance of the Evidence:*** A standard of proof where the conclusion is based on facts that are more likely true than not.

***Respondent:*** An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

***Sanctions:*** The determination of sanctions to be imposed against a respondent who is found to have been responsible for violating this policy will depend upon the nature and gravity of the misconduct, any record of prior discipline for a violation of this Policy, or both. Sanctions against students may include, without limitation, expulsion or suspension from the University, disciplinary probation, expulsion or suspension from campus housing, exclusion from campus or particular activities, mandated counseling, and/or educational sanctions. Sanctions against employees and other non-students may include, without limitation, a written reprimand, disciplinary probation, suspension, termination, demotion, reassignment, revision of job duties, reduction in pay, exclusion from campus or particular activities, and/or educational sanctions deemed appropriate.

***Sexual Assault:*** The term “sexual assault” means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. A nonforcible sex offense includes incest (*i.e.*, the nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law) and statutory rape (*i.e.*, nonforcible sexual intercourse with a person who is under the statutory age of consent). A forcible sex offense is any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent. A forcible sex offense includes:

- **Forcible rape:** the penetration, no matter how slight, of the vagina or anus with any part of the body or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Forcible sodomy:** Oral or sexual intercourse with another person, forcibly and/or against that person’s will or not forcibly or against that person’s will in instances

where the victim is incapable of giving consent because of the victim's youth or because of the victim's temporary or permanent mental or physical incapacity;

- **Sexual assault with an object:** Using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will or not forcibly or against that person's will in instances where the victim is incapable of giving consent because of the victim's youth or because the victim's temporary or permanent or physical incapacity.
- **Forcible fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will or not forcibly or against that person's will in instances where the victim is incapable of giving consent because of the victim's youth or because the victim's temporary or permanent or physical incapacity.

**Sexual Harassment:** Sexual harassment is conduct on the basis of sex constituting one of the following:

- (1) An employee of the University conditioning the provision of an aid, benefit, or service of the institution on an individual's participation in unwelcome sexual conduct;
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the University's educational programs or activities; or
- (3) Any of the following:
  - (A) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v) and this policy
  - (B) "Dating violence" as defined in 34 U.S.C. 12291(a)(10) and this policy
  - (C) "Domestic violence" as defined in 34 U.S.C. 12291(a)(8) and this policy
  - (D) "Stalking" as defined in 34 U.S.C. 12291(a)(30) and this policy

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

**Supportive Measures:** Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without a fee or charge to the complainant or respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the University's educational environment or deter sexual harassment.



UAM OPERATING PROCEDURE 275.2  
RE: Discrimination & Harassment Policy  
(Non-Title IX)

March 7, 2022

**I. Policy Statement**

The University of Arkansas at Monticello is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination. Such an environment is necessary to a healthy learning, working, and living atmosphere. The University expects students, applicants for admission, employees, applicants for employment, affiliates, subcontractors, on-site contractual staff, community members, and visitors to uphold the University's commitment to nondiscrimination and harassment by conducting themselves in manner that is appropriate and consistent with this policy. Accordingly, all acts of discrimination, harassment, and retaliation are prohibited. The University will take prompt and equitable action in response to complaints about such conduct.

**II. Policy Scope**

"Discrimination" under this policy refers to action or conduct that (1) is based on race, color, sex, religion, national origin, service in the uniformed services (as defined in state and federal law), veteran status, age, pregnancy, physical or mental disability, gender identity, sexual orientation, or genetic information and (2) materially affects a term or condition of an individual's employment, education, living environment, or participation in a program or activity.

"Harassment" under this policy means detrimental action or a course of conduct that is based on one of the foregoing categories and that is sufficiently serious (*i.e.*, severe and/or pervasive) and objectively offensive to deny or limit a person's ability to participate in or benefit from the University's programs, services, opportunities, or activities or when such conduct has the purpose or effect of unreasonably interfering with an individual's employment.

**III. Relationship to Title IX & Other University Procedures**

Reports and complaints regarding sexual harassment, sexual assault, relationship violence, stalking, and similar conduct should first be made to the Title IX Coordinator under the University's separate policy on sexual assault and harassment. Other forms of discrimination and harassment may be the subject of an initial complaint under this policy. In addition, this policy may be used to address complaints of sexual harassment or assault that may negatively affect the campus community but are dismissed by the Title IX Coordinator based on lack of jurisdiction. In such situations, the appropriate office will have discretion on whether to commence an investigation under this policy.

Reports and complaints of discrimination and harassment that may be subject to other University policies and procedures may be referred to the appropriate office for investigation and resolution (e.g., potential violations of the Code of Student Conduct, concerns addressed by the ADA Student Grievance Procedure).

#### **IV. Offices Hearing Complaints**

The Department of Human Resources is responsible for investigating complaints of discrimination and harassment against faculty, staff, and administrative employees. The Office of the Dean of Students is responsible for investigating complaints of harassment and discrimination against students. A complaint to the appropriate office, using the [Bias-Related Incident Report Form](#), should be made within 30 days of the act of discrimination or harassment. The time limit may be waived or extended by the Department of Human Resources or the Office of the Dean of Students if good cause is demonstrated.

#### **V. Investigation**

After receiving the complaint, the appropriate office will explore whether the matter can be resolved informally, without disciplinary action or a finding that discrimination or harassment has occurred. If the issue can be resolved informally, no further action will be taken.

If the complaining party chooses to proceed with a formal complaint, the individual against whom the complaint is filed (*i.e.*, the “respondent”) will be instructed to provide a written response to the allegations within 5 working days of the request. The matter will then be investigated promptly.

At the conclusion of the investigation, the investigating office will issue a written determination of responsibility and provide the decision to the complaint and respondent. The determination shall also identify any sanctions or remedies that the investigator believes should be imposed. In the case of employee-respondents, the proposed sanctions and remedies shall serve as a nonbinding recommendation to the appropriate campus administrator.

The institution reserves the right to address, as an administrative matter, conduct that does not constitute a violation of this policy, but nevertheless is inappropriate in a professional work or educational environment.

#### **VI. Appeal**

If a student-respondent is dissatisfied with the decision, the respondent may request that the Dean of Students convene a hearing. The request for a hearing must be made within 5 working days of the decision. After receiving the request, the Dean of Students will promptly schedule a hearing that generally follows the procedures used for cases of student misconduct.

If an employee-respondent is dissatisfied with the decision, the respondent may appeal the matter to the Chancellor or designee. A respondent who chooses to appeal must, within 5 working days of receiving the decision, deliver a written statement to the Chancellor or designee that concisely explains why the decision should be overturned or modified. The Chancellor or designee may elect to convene a committee to review the allegations, consider the evidence, and make a recommendation; alternatively, the Chancellor or designee may decide the matter in the absence of a committee. The final decision shall be rendered as soon as practicable and ordinarily no later than 10 working days after receiving the written appeal.

## **VII. Retaliation**

It is a violation of this policy to take an action against an individual because that person has opposed any practices forbidden by this policy or because that person has filed a complaint, testified, assisted, or participated in an investigation or proceeding under this policy. Retaliation includes intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual's opposition, complaint, or participation. Adverse action is retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy.

## **VIII. Confidentiality**

The University requests confidentiality from all parties and witnesses involved in an investigation. During an investigation, it may be necessary for the investigator to provide details to individuals with a legitimate need to know about the allegations. This may include: (1) information provided to respondents to allow them to fully respond to the allegations, (2) information provided to witnesses or other people with whom investigators communicate in order to obtain or verify information; (3) where appropriate, information provided to management during or following an investigation to allow any necessary actions to be taken. In addition, the identity of the investigation participants and the details of the investigation may become known for reasons outside the control of the investigator.

## **IX. False Reports**

Willfully making a false report of discrimination (including discriminatory harassment) is a violation of University policy and is a serious offense. Any person who willfully makes or participates in making a false report under this policy may be subject to disciplinary action up to and including termination or expulsion.

## **X. Notification**

Faculty, staff, and students should receive notification of this policy; training opportunities; and information on preventing, reporting, and addressing discrimination (including discriminatory harassment) within 30 days of beginning employment or enrollment, and on an ongoing basis annually thereafter.

## **XI. EEOC and NSF Reporting**

Although complainants are encouraged to resolve their grievances related to discrimination by utilizing this policy, they may have the right to file a complaint directly with the appropriate agency. The contact information for the EEOC and NSF are as follows:

### **Equal Employment Opportunity Commission (EEOC)**

820 Louisiana St., Suite 200

Little Rock, AR 72201

Toll Free: 1-800-669-4000

Telephone: 501-324-5060

TTY: 800-669-6820

Fax: 501-324-5991

### **National Science Foundation (NSF)**

Office of Diversity and Inclusion

2415 Eisenhower Ave.

Alexandria, VA 22314

Telephone: 703-292-8020

Fax: 703-292-9072

Email: [programcomplaints@nsf.gov](mailto:programcomplaints@nsf.gov)

UAM OPERATING PROCEDURE 276.1  
RE: Sex Offender Notification Regarding  
the Campus Community; Residential  
Restrictions for Registered Sex Offenders

September 8, 2017

**Goal:** The goal of this policy is to provide timely and appropriate notification, in compliance with state and federal legislation, regarding sex offenders on the campuses at the University of Arkansas at Monticello. Specific details of any notification will be determined on a case-by-case basis as described below. In addition, this policy is designed to implement residential restrictions placed on registered sex offenders pursuant to state law.

**Authority:** The Campus Sex Crimes Prevention Act (section 1601) {(42 U.S.C., 1407j and 20 U.S.C, 1092(f) (1) (I)} is a federal law enacted on October 28, 2000. This law provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. This act requires sex offenders who are required by law to register in a state, to also provide notice of each institution of higher education in that state where the person is employed or is a student. This law also requires that institutions of higher education issue a statement advising the campus community of the availability of this information. Further, Ark. Code Ann. 12-19-913(b) provides that "local law enforcement agencies having jurisdiction shall disclose, in accordance with guidelines promulgated by the Arkansas Sex Offenders Assessment Committee, relevant and necessary information regarding offenders to the public when the disclosure of such information is necessary for public protection." Finally, effective September 1, 2003, Arkansas Act 330 of 2003, codified at Ark. Code Ann. 12-12-913 (j)-(k), provides that certain information regarding particular categories of offenders shall be public, and that such information shall be provided on the State of Arkansas home page by the Arkansas Crime Information Center (ACIC) by January 1, 2004.

**Housing Procedures**

UAM University Police shall notify the Dean of Students whenever it has received notice of any student who has been designated a Level 3 or Level 4 offender. In compliance with state law, any such offender shall be required to vacate any University-affiliated housing immediately, including all residence halls and fraternities and sororities. Furthermore, the University reserves the right to exclude any student from residing in, or having access to, University-affiliated housing who is required to register as a sex offender, regardless of the level of offense.

**Notification Procedures:** The UAM University Police shall have primary responsibility for preparing and carrying out a notification plan that is appropriate with regard to specific registered sex offenders enrolled in, attending or employed by the University of Arkansas at Monticello. In order to assist the UAM University Police in applying the state guidelines to the University setting, the Vice Chancellor of Student Affairs will convene a standing Sex Offender Community Notification Committee. The Vice Chancellor will convene the committee when necessary. This committee shall be representative of appropriate University components involved in student and/or employee matters.

This committee will include, but is not limited to, the following personnel:

Vice Chancellor for Student Affairs;  
Dean of Students  
Assistant Vice Chancellor for Academic Affairs;  
Associate Vice Chancellor for Business Affairs  
Director of University Police;  
Director of Counseling Services;  
Director of Residence Life;  
Student Health Nurse;  
One member-at-large from the McGehee Campus.  
One member-at-large from the Crossett Campus

A quorum must be present at any committee meeting to initiate any notification plan for an offender.

A quorum shall consist of 6 committee members.

The Director of University Police shall be the University contact with any local law enforcement agency regarding sex offender notification.

The University of Arkansas Office of General Counsel will serve as legal advisor to the Committee.

The purpose of this committee shall be to advise University Police in developing general guidelines and practices concerning notification procedures and in determining the extent and method of notification that may be appropriate with regard to specific offenders in compliance with state and federal law and consistent with the educational mission of the University.

A written summary of campus guidelines and the notification plan implemented for each offender will be maintained in the University Police Office. Determinations regarding notification will be made by the UAM Sex Offender Community Notification Committee on a case-by-case basis and shall be guided by the offenders' risk assessment level and the General Counsel Office in accordance with guidelines established by the Arkansas Sex Offenders Assessment Committee. The notification plan will include:

- (1) A Community notification plan for each offender;
- (2) A sex offender notification letter for each offender;
- (3) A notification sheet for each offender;
- (4) A list of who participated in preparation of each notification plan,
- (5) The signed approval of the Director of University Police for each notification plan;
- (6) The date each notification plan was made; and
- (7) The dates the notification plan was disseminated.

When the risk assessment is not available or has not yet been completed, a review of all available information will occur, which may include consultation with an appropriate professional. Notification may be made on the basis of the available information pending the assignment of a risk assessment level by state officials.

Finally, the identity of a victim of a sexually based offense will be protected and guarded.

(continued below on next page)

## COMMUNITY NOTIFICATION PLAN

UAM has received official notification that (Name of offender) is classified as a Level (1, 2, 3, or 4) Risk Sex Offender. He/she is required by law to register as a sex offender with the University of Arkansas at Monticello. (Name of Offender) is currently (enrolled or employed) at the University of Arkansas at Monticello.

In accordance with state and federal law, and with input from the Community Sex Offender Notification Committee, the UAM University Police will implement the following community notification plan.

### Action:

- (Name of Offender) will be contacted to verify his/her identity and Level (1, 2, 3, or 4) classification. A photograph will be taken to use on the notification form.
- The UAM Community Notification Committee convened on (date of meeting) to discuss and implement the notification plan.

The following personnel participated in the preparation of the plan:  
(individual signatures below)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The Sex Offender Notification Form will be delivered and explained by UAM University Police to the following people or groups: (attach a separate page if necessary)

_____
_____
_____
_____
_____



- The Sex Offender Notification Sheet will be placed in the Sex Offenders Information File maintained by the UAM University Police.
- New notification measures will be appended if (Name of offender) changes campuses within the university system as an (employee or student).

• **APPROVED:** \_\_\_\_\_  
Director of University Police Date

Plan disseminated on (date)

(continued below on next page)

**SEX OFFENDER NOTIFICATION LETTER**  
UNIVERSITY OF ARKANSAS AT MONTICELLO UNIVERSITY POLICE  
284 UNIVERSITY DRIVE, MONTICELLO, AR 71656  
(870) 460-1083

The University of Arkansas at Monticello University Police is releasing the attached information pursuant to Arkansas Code Annotated 12-12-901-920 and 12-12-1301-1303 and guidelines promulgated by the Arkansas Sex Offender Assessment Committee to implement the requirements of the law.

The individual who appears on the attached Notification Sheet has been convicted of an offense that requires registration with the Arkansas Crime Information Center. This individual is not wanted by law enforcement at this time. No action on your part is required other than the type of alertness and caution that increases the safety of individuals, families, neighborhoods, and communities. Should you observe suspicious behavior on the part of this individual, do not take action on your own, but immediately notify law enforcement. You may not share this information with others, except those who have a need to know (other adult members of your family, if this is a family notification, coworkers in a position to prevent harm, if this is an agency notification).

This notification is not intended to cause alarm. Nor may you use this information to intimidate or harass the person identified. Harassment of any individual is against the law.

If you feel you need further information about the dynamics of sex offenses, you may contact the Arkansas Commission on Child Abuse, Rape and Domestic Violence, 4301 West Markham, Box 606, Little Rock, Arkansas 72205.

(continued below on next page)

# SEX OFFENDER NOTIFICATION SHEET

UNIVERSITY OF ARKANSAS AT MONTICELLO UNIVERSITY POLICE  
284 UNIVERSITY DRIVE, MONTICELLO, AR 71656  
(870) 460-1083

NAME:	ALIASES:	
RACE:	HAIR COLOR:	EYE COLOR:
AGE:	HEIGHT:	WEIGHT:
SCARS, MARKS OR TATTOOS:		
UAM AFFILIATION:		
RISK LEVEL:		

This notification is not intended to cause alarm. The individual identified on this sheet is not wanted by law enforcement at this time. Should you observe suspicious behavior on the part of this individual, please notify law enforcement immediately.

(end of attachment)

## UAM OPERATING PROCEDURE 280.1

### Re: Policy on Students and Employees with Communicable Diseases

July 1, 1999

Revised: July 1, 2011

Revised: January 27, 2020

#### University Statement

The University of Arkansas at Monticello has a sincere interest in the welfare of students, employees, and visitors to the campus. It is our expectation that students and employees who have a communicable disease will recognize and exercise their personal responsibilities in ensuring the safety of others.

#### General Guidelines

The foregoing statement is the basis for the following guidelines:

1. The Offices of Special Student Services and Student Health Services will oversee the administration of services and implementation of policies concerning any individual with a communicable disease.
2. A University student who has a communicable disease, whether he/she is actively displaying symptoms or not, will be allowed regular classroom attendance. An employee with a communicable disease will be allowed to work, as long as he/she is able to perform the essential duties and requirements of his/her position.
3. A student or employee with a communicable disease will have access to areas such as residences, theaters, eating facilities, gymnasias, swimming pools, recreational facilities, and other common areas.
4. The presence of a communicable disease will not be considered when a decision to employ is being made, except where the disease is so advanced that the applicant cannot perform the essential duties and requirements of her/his position.
5. In order for the institution to help ensure proper medical care and educational services, any student or employee is encouraged to voluntarily inform the Office of Special Student Services or the Office of Student Health Services, if he/she has a communicable disease. All information will be handled in a strictly confidential manner in accordance with procedures and requirements set out by the Health Protection and Promotion Act, 1983.
6. Those that are known to be immunologically compromised will be reasonably accommodated when institutional requirements for vaccination or program activities could have negative health consequences for such individuals.

7. Campus departments, who on occasion handle blood or other body fluids, will develop safe procedures for handling blood, body fluids and used needles or equipment and will submit these procedures to the Executive Council for approval. Since the identity of those who may be contagious is usually not known, these procedures must be adopted and implemented consistently where blood or body fluids are handled.
8. Guidelines concerning the handling of confidential medical information about a student or employee with a communicable disease follow the general standards for maintaining confidentiality:
  - a) No confidential information concerning complaints or diagnoses will be provided to faculty, administrators, parents, or anyone else without the express written permission of the patient.
  - b) Any person who knows, or has reasonable basis for believing, that he/she has a communicable disease is expected to seek expert advice about his/her health circumstances and is obligated, ethically and legally, to conduct himself/herself Responsibly in accordance with such knowledge for the protection of the University community.
  - c) The Director of Student Health Services and the Coordinator of Special Student Services shall be the designated contacts for issues relating to any communicable Diseases on campus.
  - e) The Director of Public Relations shall be the only source authorized to make public statements concerning communicable diseases.
9. An individual with a communicable disease must take responsibility for strictly adhering to measures to prevent the possible transmission of his/her communicable disease. Any individual with a communicable disease whose personal behavior and/or medical condition possesses imminent risk to the University community will be reported to the Vice Chancellor for Student Engagement. A decision concerning continuation of University activities will be made based on medical advice and the individual facts of each case.

UAM OPERATING PROCEDURE 285.1

RE: Extending Sympathy with Memorials to  
UAM Family Members

July 1, 2016

It is the policy of the University of Arkansas at Monticello to send a memorial gift in the event of the death of a student, an employee, a Board of Visitors member, a former employee, or an immediate family member of a current employee or Board of Visitor. This gift is always sent in the name of UAM faculty/staff and students. The expense is paid from unrestricted foundation funds.

The **Chancellor's Office** will send notification on the netlist if the affected person is

- a Board of Visitor or immediate family member of a Board of Visitor (current or former).
- a former employee who was a direct report to the Chancellor's Office.
- an immediate family member of the Chancellor's current direct reports.
- any current employee at UAM.
- any current student at UAM.

The **Vice Chancellor** of the appropriate division will send notification on the netlist if the affected person is

- a former UAM employee within his/her division.
- an immediate family member of a current employee in the Vice Chancellor's division.

In the event the deceased is someone other than an immediate family member of a current university employee and the direct supervisor or unit head wishes to notify the unit affected, he or she may do so. However, notification need not come from the Vice Chancellor as a netlist email to the entire campus. In cases of special circumstances, the Vice Chancellor in consultation with the Chancellor's Office may deem it appropriate to notify the entire campus.

*\*Immediate family member for this operating procedure will be defined as spouse, mother, father, brother, sister, son, or daughter of the employee. Stepchildren and adopted children will also be considered immediate family members.*

UAM OPERATING PROCEDURE 290.1

RE: Volunteer Service

July 1, 2008

Revised: July 1, 2011

Revised: January 27, 2020

Volunteers can be beneficial to the University and may also enhance and expand the knowledge and experience of the volunteer. Individuals performing volunteer services for the University must agree to the provisions stated in the Volunteer Agreement Form. The UAM Human Resources Office will maintain individual files on each volunteer. Supervisors of volunteers shall:

1. Provide proper guidance and supervision to the volunteers.
2. Ensure individuals are engaged in duties and functions that are mutually beneficial to the University and the individual.
3. Ensure that the Volunteer Agreement Form is properly completed and distributed as indicated on the Form.
4. Ensure Volunteer Agreements Forms are processed each fiscal year if volunteer services extend past June 30 of each year.
5. Complete the Cancellation section, copy, and distribute Volunteer Agreement Forms when volunteer agreements are cancelled or terminated.

(Form must be completed and filed each fiscal year)

Developed: June 2008



I (volunteer) understand:

- And agree to comply with all University rules and regulations applicable to my presence at the University and that I will follow the directions and guidance of the department and my supervisor during my volunteer assignment. I likewise agree to follow my assigned schedule established in connection with my volunteer duties.
- And agree that the University has the right to end (cancel) my volunteer relationship with the institution at any time, for any reason, and without advance notice.
- I may be subject to pre-employment screening and background checks.
- I must possess a valid driver's license and that I will be subject to a Department of Motor Vehicle driver's license background check if my duties include driving for the University.
- As a University volunteer, I will not be entitled to any employee benefits. In this regard, I understand that the University will not provide me with accident or medical insurance, and is therefore not responsible for any accident or medical expenses that I incur in the course of volunteering.
- I am not covered by worker's compensation laws in connection with my volunteering for the University.
- And agree that my participation in the volunteer activities is not in exchange for any consideration (e.g., pay, benefits, the promise of future employment). I acknowledge that, in exchange for my service as a University volunteer, I have neither been promised any consideration nor do I expect to receive any consideration or future employment.
- If I am not a citizen or permanent resident of the United States, I certify that I have an appropriate visa status that authorizes me to be present in the United States and allows me to volunteer my services at the University.
- I am expected to carry personal medical insurance to cover medical expenses for any injuries I may incur while performing volunteer services.
- And agree to release the University and its officers, employees, agents, and representatives from any responsibility or liability for personal injury, including death, and damage to or loss of property, that volunteer may incur due to the negligence of the University, its officers, employees, agents, and representatives or others due to accidental occurrences while visiting the University or otherwise engaging in activities pursuant to the Agreement.

- That I must be the age of eighteen or older to enter into this Agreement.
- And agree to protect the confidentiality and security of information restricted by various privacy laws and regulations.
- My signature below affirms that I have read and understand the terms and conditions of this Agreement and I fully agree to the provisions stated herein. Additionally, the information on this form is accurate to the best of my knowledge.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Supervisor Section: I agree to provide proper guidance and supervision for the above named Volunteer.

\_\_\_\_\_  
Supervisor signature Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Supervising Executive Council Member signature Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Distribution- Original- Filed in Personnel Office

- Copy to Volunteer
- Copy to Supervisor
- Copy to Supervising Executive Council Member

UAM OPERATING PROCEDURE 295.1  
RE: Children/Dependents in the Workplace

July 14, 2009

Revised: July 1, 2011

It is the expectation of the University that children will not be brought into the workplace. Adherence to this expectation will minimize job performance interference, contribute to the University's appearance of professionalism, reduce personal and property liability, and protect the welfare and safety of employees and their children.

For the purposes of this policy: A child is defined as a person under the age of 16 who is in the legal custody of an employee of the University. A parent is defined as a part-time or full-time employee serving as a mother, father, or legal guardian of a minor.

The workplace may not be used as an alternative for regular child care. When child care arrangements breakdown, an employee should seek alternatives to bringing children to the workplace. In the event of an emergency, children may be brought into the workplace for a limited time to allow the parent to make alternative care arrangements. This type of emergency will need to have approval from the supervising Vice Chancellor.

Children brought to the workplace are not covered by worker's compensation. Thus, when bringing children to the workplace the following requirements apply:

- Children are prohibited from entering hazardous areas or areas that pose danger. Examples of such include, but are not limited to: Laboratories, kitchens, workshops, and data/file storage areas.
- The employee who brought the child to the workplace is responsible for keeping the child within his/her "sight and sound" at all times. The employee may not ask another employee or student to supervise the child.
- The presence of the child cannot disrupt the work environment or negatively impact the productivity of the employee who brought the child, other employees, or students.
- Children should refrain from using state equipment, especially computers, phones, and motorized vehicles.
- The employee's supervisor may direct the employee to remove any child from the workplace at any time if the supervisor determines that this policy has been violated or if any child's presence negatively impacts University interests.

Situations may arise after routine work hours or on weekends which necessitate an employee bringing children to the workplace. Additionally, the University recognizes that children may visit employees for an incidental/brief visit or special occasion. In each case, the expectation remains that all visiting children will be accompanied by a supervising adult who will assume responsibility for the visiting children at all times.

This policy does not apply to participation in structured events that are advertised or announced as public functions. Participation in an organized, approved, educational, or entertaining event that permits children to observe and/or participate is acceptable.

UAM OPERATING PROCEDURE 296.1  
RE: Non-Retaliation Policy

May 1, 2012

The University of Arkansas at Monticello is committed to lawful and ethical behavior in all of its activities. The University expects its faculty, staff, students, and others acting on behalf of the University to comply with all applicable laws and regulations.

Retaliation is any materially adverse action, including, but not limited to, threats, harassment, discrimination, poor work assignments, or termination of employment, against an individual because of the individual's good faith report, concern, or complaint for what he/she perceives to be a wrongdoing, violations of law, or unethical conduct.

A good faith report, concern, or complaint is a report made with honest and reasonable belief that a University-related violation of law, policy, or non-compliance or misconduct may have occurred.

The University supports an environment in which retaliation is not tolerated and expects fair treatment of any member of the University community who makes a good faith report, concern, or complaint regarding any University-related violation of laws, regulations or University policies. Therefore, retaliation against any member of the University faculty, staff, students, and others acting on behalf of the University who makes a good faith report is prohibited. Complaints of retaliation, attempted or actual retaliatory action, or adverse employment consequences will be reviewed and violators may be subject to disciplinary action.

Any individual who makes an allegation that proves to be knowingly false or malicious will be subject to disciplinary action.

Any University faculty, staff, student, or others acting on behalf of the University, who believes that he or she has been retaliated against should submit a written or oral complaint to the Human Relations Officer who may refer the complaint to the appropriate University office(s) for review and disposition. A person who is uncomfortable speaking to the Human Relations Officer, or if he/she does not think the issue has been properly addressed, should contact the Office of the Provost and Vice Chancellor for Academic Affairs. The University will make every reasonable effort to stop retaliation immediately. A thorough, timely, and complete investigation of the alleged retaliation will be conducted.

Reports of retaliation or suspected retaliation will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Reporting individuals are expected to cooperate with investigations of the report. To encourage and protect faculty, staff, students, and others acting on behalf of the University, who make good faith reports, no reference to the good faith report, concern, or complaint will be a part of any personnel file, letter of recommendation, performance appraisal, or other permanent evaluative document.

## UAM OPERATING PROCEDURE 297.1

RE: Protection of Minors on Campus

May 1, 2012

Revised: January 27, 2020

The University of Arkansas at Monticello is committed to a safe and secure environment for all its faculty, staff, students, and visitors, including minor-aged children who participate in programs that may be connected with the University.

Further, The Child Maltreatment Act 12-12-501 and Act 6-61-133 requires mandated reporting (See Appendix A) by University employees or volunteers. Mandated reporting includes programs, camps, or activities that involve minor-aged children that University units operate, host, or permit third parties to use University facilities. This law also prohibits any person from requiring prior permission, or prohibiting a person from, making a report of suspected child maltreatment. A person, acting in good faith, who makes a report of suspected maltreatment, is immune to civil or criminal liability for making the report. The University prohibits retaliation against any person who makes a good faith report of child maltreatment.

“The University will make training available regarding child maltreatment and mandated reporters”. Effective January 2013, the training website is:  
<https://ar.mandatedreporter.org/>.

Units that operate programs, camps, or activities that involve minor-age children should provide training to employees, volunteers, and students who interact with minors. Units that operate facilities or locations that are frequented by minors and where inappropriate interactions could occur should consider whether additional measures are needed. Examples might include strictly limiting or prohibiting staff from being alone with minor children, especially in a place that is isolated or not easily visible to others.

Further, failure to report suspected child maltreatment by a mandated reporter may have civil and/or criminal consequences. Questions regarding mandated reporting should be directed to the Office of Academic Affairs, 870-460-1032.

The following steps will be taken if any University employee or volunteer reasonably suspects or observes child maltreatment.

1. Immediately report the suspected maltreatment to the Child Abuse Hotline (1-800-482-5964). The hotline is manned 24/7 by a team of operators.
2. Report the suspected child maltreatment to the University Police Department at 460-1000 (emergency number) or 460-1083 immediately after the Hotline call or report is completed. The University Police Department will coordinate with local and state official law enforcement and will notify appropriate University personnel.

The University of Arkansas System and the University of Arkansas at Monticello have adopted and begun implementing policies requiring certain types of background checks based on job duties. It is important for all units with programs or personnel involving care or supervision of minors to review and ascertain whether they have identified all positions (including part time and student worker positions) that must be subjected to criminal background checks (including sex offender checks) as part of the hiring process.

Questions regarding background checks may be directed to the Business Manager at 870-460-1173.

## APPENDIX A

### Mandated Reporters

Arkansas Code § 12-18-402 (a) requires certain public officials, including “school officials,”<sup>1</sup> to report instances of suspected child maltreatment. The law requires such “mandated reporters” to report if they: (1) have reasonable cause to suspect that a child has been subjected to child maltreatment or has died as a result of child maltreatment or (2) observe a child being subjected to conditions or circumstances that would reasonably result in child maltreatment.

Arkansas Code § 12-18-103(6) defines “child maltreatment” as “abuse, sexual abuse, neglect, sexual exploitation, or abandonment.”

A March 2012 regulation issued by the Arkansas Department of Human Services indicates that “school officials” required to report maltreatment include “any person authorized by a school to exercise administrative or supervisory authority over employees, students or agents of the school,” and also includes “a volunteer exercising administrative or supervisory authority in a program conducted by a school.”<sup>2</sup> Furthermore, under the regulation, the definition of “school” includes any “[t]wo-year or four-year college or university.”<sup>3</sup> Failure to report child maltreatment by a mandated reporter may have civil or criminal consequences. Aside from persons that are required to report, the Arkansas Code provides that any person who has reasonable cause to suspect or observes child maltreatment may make a report.

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<sup>1</sup>Individuals designated as “mandated reporters” also include, but are not limited to, child care workers, nurses, medical personnel, resident interns, mental health professionals, peace officers, physicians, domestic abuse advocates, rape crisis advocates or volunteers, victim assistance professionals or volunteers, school counselors, social workers, and teachers. Ark. Code §12-18-402.

<sup>2</sup>Arkansas Dept. of Human Services, Division of Children and Family Services, Policy and Procedures Manual Appendix I: Glossary.

<sup>3</sup>*Ibid.*



UAM OPERATING PROCEDURE 301.1  
RE: Cash Management

March 18, 2014

Revised: May 21, 2019

Revised: February 3, 2020

Purpose

- To establish sound cash management practices ensuring efficient utilization and appropriate monitoring of University funds, including the investment of excess funds.
- To provide guidelines to assist employees in fulfilling their fiduciary duty to the University.
- To establish safeguards in relation to University cash.

General Guidelines

All activity and balances in the primary accounts shall be monitored by the Office of Finance and Administration to determine the cash necessary to meet the University's daily cash obligations and to maximize investment returns.

The University will maintain a rolling 12-month cash forecast that is updated on a monthly basis and available for review on a daily basis. This forecast will estimate cash receipts and disbursements based on historical and forecasted data, which will assist in determining efficient cash management strategies, techniques and procedures in achieving the following objectives:

- Liquidity – maintaining the ability to pay obligations when they become due.
- Cash Optimization – establishing systems and procedures that help minimize investment in non-earning cash resources while providing adequate liquidity.
- Coordination – ensuring that cash management goals are communicated and integrated with the strategic objectives and policy decisions of other areas of the University that have an impact on cash flows.
- Financial Risk Management – monitoring and assisting in the control of the University's exposure to various financial risks, including the appropriate collateralization of all deposits in accordance with University policy and other applicable laws and regulations.
- Financing – if and when necessary, obtaining both short- and long-term borrowed funds in a timely manner at an acceptable cost.

The Vice Chancellor for Finance and Administration (VCFA), the Associate Vice Chancellor for Finance and Administration, and the Business Manager are responsible for the movement of funds between bank accounts maintained by the University. Associated responsibilities connected with this activity include, but are not limited to:

- Establishing the daily cash position of the University.
- Appropriately funding disbursement accounts for University obligations.
- Initiating all wire transfers of funds for general business purposes of the University.
- Moving depository funds for investment purposes of the University.

The University has designated individuals holding the following positions to sign on the indicated accounts at the banks and other financial institutions denoted in the policy. These are established accounts that have been opened in accordance with the University of Arkansas Board Policy 305.1. It is required that the Vice Chancellor for Finance and Administration approve all new bank accounts.

### **Bank Accounts Allowing Deposit and Withdrawals**

<u>Institution</u>	<u>Account Name</u>	<u>Signature Authority</u>
Union Bank	Consolidated*	VCFA, AVCFA
Union Bank	Payroll*	VCFA, AVCFA
Union Bank	Restricted*	VCFA, AVCFA
Union Bank	Travel*	VCFA, AVCFA
Union Bank	Raffle & Bingo	VCFA, AVCFA
Commercial Bank	Loan Funds*	VCFA, AVCFA
Commercial Bank	Credit Card*	VCFA, AVCFA
Commercial Bank	Petty Cash	VCFA, AVCFA
First National Bank of McGehee	McGehee Consolidated*	VCFA, AVCFA
Century Next Bank-Crossett	Crossett Consolidated*	VCFA, AVCFA
First State Bank of Crossett	Petty Cash	VCFA, AVCFA
McGehee Bank	Petty Cash	VCFA, AVCFA
Simmons Bank	Money Market	VCFA, AVCFA

\*2 signatures required for amounts over \$5,000

<u>Department</u>	<u>Account Name</u>	<u>Responsible Party</u>
Monticello Finance Office	Petty Cash	VCFA, AVCFA
Monticello Cashier Office	Petty Cash	Melissa Robertson, Jason Cooper, & Vonda Colburn
Crossett	Cashier	Julie Hallmark & Linda Rushing
Crossett	Bookstore	Pat Todd/David Streeter & Linda Rushing
McGehee	Cashier	Geraldine Renfroe & Bob Ware
McGehee	Bookstore	Geraldine Renfroe & Bob Ware

### **Bond Debt Service Trustee Accounts**

<u>Institution</u>	<u>Account Name</u>	<u>Signature Authority</u>
Union Bank	Various Facilities Refunding 2012	VCFA, AVCFA
Union Bank	Auxiliary Facilities 2012	VCFA, AVCFA
Union Bank	Various Facilities Revenue Bonds	VCFA, AVCFA
	Tax-Exempt Series 2017 A	
	Taxable Series 2017 B	

## **University of Arkansas at Monticello Bank Statement Reconciliation Policy**

All UAM bank statements are reconciled by the 15<sup>th</sup> of each month following the month ended. These reconciliations are performed by an Accountant and the Financial Services Administrator. Any discrepancies are noted as reconciling items on the bank statement reconciliation and cleared up during the month the discrepancy is discovered. Therefore, any discrepancy is only shown on the bank statement reconciliation the month it occurred, because it is corrected prior to the end of the next month.

All bank statements are signed and dated by the preparer and the Associate Vice Chancellor for Finance and Administration. These signatures confirm that the current procedures are followed and that the reconciliation accurately presents the status of the account at the bank as well as on the general ledger. A copy of the reconciliation and all supporting documentation is kept on file for at least seven years.

Payroll expenses are recorded in the general ledger as expenses in the proper period. However, if the payroll payments are not disbursed until the next month, a payable is accrued on the general ledger for those expenses. Cash is credited on the general ledger in the same monthly period that the payments are disbursed. This routinely occurs each month with the student payroll and the end of month supplemental payroll for non-student extra help. The accruing of payables for these particular payrolls prevents the necessity for a reconciling item on the payroll bank statement.

At the end of each fiscal year ending June 30, any outstanding checks that have been unclaimed for more than one year are cancelled. These cancelled checks are either reissued to payees if the payees' whereabouts are known, or submitted to the Auditor of State as unclaimed property. A payable is set up each June 30 for the amount of funds that will be remitted to the Auditor of State Unclaimed Property Division by November 1 of the same calendar year.

UAM OPERATING PROCEDURE 301.4  
RE: Electronic Funds Transfers

March 18, 2014

Purpose

The purpose of this policy is to ensure that the use of electronic funds transfers (EFTs) are initiated, approved and recorded in a secure manner by University employees with the appropriate authority and to identify the responsibilities of individuals involved in the process of EFT activities.

General Guidelines

The University allows the use of EFTs for the distribution of payroll, certain benefit-related remittances and student refunds. All EFTs must be originated by an employee authorized to effect such transactions and approved by a second employee. The names of the authorized personnel will be provided to the banking institution and the agreement must specify that the individual creating and approving the transaction must not be the same. These authorized individuals will be required to submit and retain documentation in support of the EFTs.

## UAM OPERATING PROCEDURE 305.1

### RE: Time Records

July 1, 1983

Revised: July 1, 2011

Revised: May 21, 2019

Revised: February 3, 2020

#### Time Records for Regular Full-Time Employees

All regular full-time University employees are required to submit weekly time electronically for the purpose of recording hours worked and leave taken (vacation, sick leave, etc.). It is the responsibility of the administrative supervisor to review and approve time records for all employees under their supervision.

#### Time Records for Extra-Help Employees

Extra-help employees are required to submit an electronic time record at the end of each week. Time records for the first pay period of the month (1<sup>st</sup> through 15<sup>th</sup>) must be submitted electronically by noon on the first work day following the 15<sup>th</sup>. Time records for the last pay period of the month (16<sup>th</sup> through end of month) must be submitted by noon on the first work day of the following month. Time records for extra-help employees must be submitted before payroll checks can be processed. If an extra-help time record is not submitted and approved by the deadline, the payroll check may not be processed until the next pay period.

UAM OPERATING PROCEDURE 310.1  
RE: Inventory Records of Equipment

September 16, 1982

Revised: July 1, 1999

Revised: July 1, 2011

Investment in equipment comprises a substantial portion of the total assets of the University of Arkansas at Monticello. It is, therefore, important to properly record and account for the initial acquisition, additions, transfers, and deletions.

Equipment is defined to be "all tangible property with a unit cost of \$500 or more and a normal usage life of two (2) years or more except land, buildings, and improvements to land or buildings."

**Responsibility:**

Unit/department heads are responsible for the accountability of equipment in their respective areas. Unit/department heads are responsible for insuring the items are sighted each year. The UAM Office of Finance and Administration shall prepare and submit an equipment listing to units/departments after the close of each fiscal year. The unit/department heads shall sign and return the listing within the stated time frame acknowledging the sighting of equipment.

Unit/department heads must take whatever action is necessary, as described herein, to resolve any missing equipment situations.

University-owned property may not be used for private purposes.

**Acquisitions/Additions:**

Purchases - The UAM Office of Finance and Administration will be responsible for adding purchases, which meet the definition of equipment, to the equipment inventory.

Gifts/Donated Items - When a gift of capitalizable equipment is accepted by the institution, the accepting department shall complete and submit the Equipment Donated form (enclosed) to the UAM Office of Finance and Administration. The valuation listed shall be used for internal University valuations only; it is not intended to be used by the donor for assessment or taxation purposes.

Fabricated Equipment - When equipment is constructed or assembled by the institution with costs that exceed \$500, the UAM Office of Finance and Administration shall be notified in writing by the unit/department head when the equipment is built and placed in use.

**Transfers/Changes:**

Transfers - A Request for Transfer of Equipment form (enclosed) shall be submitted to the UAM Office of Finance and Administration for any physical moves of equipment or any transfers of accountability. No equipment shall be moved or accountability transferred without an approved Request for Transfer of Equipment form. This form is required in lieu of a work order to move equipment if assistance from UAM Maintenance is needed.

Changes - An existing inventory record may need to be corrected because of errors or a change of facts. Corrections/changes shall be forwarded in writing to the UAM Office of Finance and Administration by the unit/department head.

Deletions:

Missing or Stolen - Public Safety must be promptly notified by the responsible unit/department in writing if a theft is suspected. A Missing Property Report (enclosed) shall be completed and a copy forwarded to the UAM Office of Finance and Administration for each item of equipment that is missing or stolen.

Excess Property or Marketing & Redistribution (M & R) Turn-In - When equipment is no longer needed by a department or when equipment is worn out, obsolete, or damaged beyond repair, the item shall be transferred to M & R. A Request for Transfer of Equipment form (enclosed) should be submitted to the UAM Office of Finance and Administration with "M & R Pending" listed as the department name in Section III.

Trade-ins - Property that is to be traded-in for other property will be processed through the UAM Purchasing Office. Trade-ins shall be identified on the purchase order. The UAM Purchasing Office will obtain approval from M & R.

All University equipment to be disposed of must go through M & R. It cannot be given away, sold or thrown away without prior approval from the State.

UAM OPERATING PROCEDURE 315.1  
RE: Faculty and Staff Housing

January 22, 1991  
Revised: July 1, 1997  
Revised: July 1, 1999  
Revised: July 1, 2005  
Revised: June 21, 2010  
Revised: July 1, 2011  
Revised: August 6, 2013  
Revised: April 25, 2022

In certain instances, for the convenience of the University and as an immediate assistance to the effectuation of its functions, the interest of the University is furthered through assigning University personnel to live on campus in University facilities.

At times, such housing offers temporary residency for new faculty and professional staff; however, residents are requested to relocate as soon as possible. The maximum time allowed for occupancy of faculty and staff housing is two years from the move in date. At other times, such housing is utilized relative to particular job assignments or functions for the University which will be facilitated by affected personnel living on campus. An employee that is required by the Chancellor or his designee to reside on campus may be provided housing at no cost and the value of housing that is furnished can be excluded from the employee's wages if all of the following conditions are met:

- A. Lodging is furnished on the business premises.
- B. Lodging is furnished for the convenience of the employer.
- C. Employee accepts the lodging as a condition of employment.

All other University-owned housing assignments require the payment of monthly rent by the employee to the institution at a rate established by the University. A limited number of dwellings are maintained by the University of Arkansas at Monticello for these purposes. The University is not obligated to provide housing for any employee. Employment appointments do not include any right to University-owned housing. Pets are prohibited.

Where housing is assigned to a University employee, the tenancy is for a month-to-month period only. All agreements for such housing shall provide that the University has a right to terminate the agreement and to retake possession of the facility upon giving advance notice of thirty (30) days. The maximum time allowed for occupancy of faculty and staff housing is two years from the move in date unless approval has been granted by the Executive Council based on one of the following conditions:

- A. The employee is required by the Chancellor or his designee to reside on campus and provides certain benefits to the University while on campus



- B. The employee justifies his/her need to reside on campus for an additional, specified time frame and the resulting benefit to the University.
- C. The University does not have an employee on a waiting list to occupy the residence and requiring termination of the rental agreement would deprive the University of rental revenue.

Requests for such housing shall be made in writing to the Vice Chancellor for Finance and Administration, who will maintain a list of requests and assign housing as it becomes available. Housing agreements shall be executed prior to taking possession of the facility. All notices of termination of housing assignments shall be initiated by the Chancellor or his/her designee. Faculty and professional staff are encouraged to pay their rent for University-owned housing through payroll deduction.

UAM OPERATING PROCEDURE 320.1

RE: Telephone

January 1, 1980

Revised July 1, 1997

Revised July 1, 1999

Revised: July 1, 2011

The University of Arkansas at Monticello provides telephones for employees to conduct official University business. Personal long distance calls cannot be charged to the University. The only exceptions to this are employees who reside in University-owned housing where telephone service is provided through the University-owned telephone system. These employees are assigned long distance access codes for personal use and are billed monthly for personal long distance calls.

UAM OPERATING PROCEDURE 325.1

RE: Operating Budget

November 5, 1980

Revised: July 1, 1997

Revised: July 1, 2011

The University of Arkansas at Monticello annual operating budget is developed to guide the institution in a planned approach to sound fiscal management. It is a public document on file in selected state offices in Little Rock, the UAM Library, and Executive Council members' offices. The budget is available to anyone who wishes to see it. The budget may not be removed from the Library or administrative offices.

## UAM OPERATING PROCEDURE 330.1

### RE: Workers' Compensation

July 1, 1983

Revised: December 7, 1993

Revised: July 1, 1997

Revised: July 1, 1999

Revised: May 20, 2003

Revised: July 1, 2011

Revised: February 3, 2020

The University and its employees must comply with all provisions of the Arkansas Workers' Compensation Law. Employees are required to receive medical treatment through a workers' compensation network of providers for all work-related injuries. **The network for workers' compensation is different from the UMR network.** Employees may be required to pay for medical treatment received outside this network. Emergency treatment is exempt. A list of participating providers is available in the Human Resources Office, Student Health Office, Maintenance, and University Police Department. Employees shall follow these institutional procedures in case of job-related injuries:

#### Injured Employee

##### Emergency

- Seek medical help immediately.
- Notify supervisor as soon as possible.
- Contact UAM Human Resources Office for workers' compensation forms as soon as possible.
- Complete necessary forms.
- Submit completed forms to the UAM Human Resources Office as soon as possible.
- Directly inform and keep supervisor abreast of medical condition at least weekly, if absent.

##### Non-emergency

- Notify supervisor immediately (within one hour).
- Seek necessary medical assistance from:
  - Student Health Services (except in June and July)
  - Network medical provider in June and July
- Contact UAM Human Resources Office for workers' compensation forms.
- Complete necessary forms.
- Submit completed forms to the UAM Human Resources Office within one week from date of injury.
- Directly inform and keep supervisor abreast of medical condition at least weekly, if absent.

## Supervisor

### Emergency and Non-emergency

- Send injured employee for or seek necessary medical assistance. For non-emergencies, send employee to Student Health Services (except in June and July).
- Promptly notify UAM Student Health Services Nurse of all injuries requiring emergency treatment.
- Contact UAM Human Resources Office for supervisor workers' compensation forms within one workday.
- Complete necessary forms.
- Submit completed forms to the UAM Human Resources Office within one week from date of injury.
- Inform and keep UAM Human Resources Office abreast of medical condition at least weekly if the employee is absent.

## Return-to-Work

In order to properly manage injuries and the recovery process, UAM will implement a Return-to-Work Program. UAM will send a form for completion by the treating provider to help diagnose the injury and provide a treatment plan. This also informs the provider of the University's intent to provide modified work for a recovering employee. The modified work assignment will be temporary and will not extend beyond the recovery process.

Departments should make every effort to provide modified work intended to facilitate a return to regular work as soon as medically feasible. Failure of employees to report for this transitional/modified work will result in disciplinary action, to include termination.

Any questions regarding a claim should be addressed to the UAM Human Resources Office.

UAM OPERATING PROCEDURE 335.1

RE: Operation and Use of University  
Vehicles

July 1, 1997

Revised: February 12, 2008

(Formerly UAM Operating Procedures  
320.2, 335.1, 335.2, 535.2)

Revised: July 1, 2011

General Guidelines

The following policies apply to the operation and use of all University Motor Pool vehicles.

1. The University of Arkansas at Monticello (UAM) maintains a fleet of vehicles to serve the educational programs of the institution.

2. The organization sponsoring the travel must be a recognized unit of the University with an institutional budget.

3. University vehicles may not be used for recreational purposes.

4. University vehicles may not be used by fraternities, sororities or social clubs.

5. University vehicles may be dispatched to University employees only. Vehicles transporting students on official trips must be dispatched to a University employee/sponsor.

University vehicles may be dispatched to students without a sponsor only if they are specifically authorized to drive the vehicle for UAM.

6. All individuals who plan to drive must provide the Motor Pool personnel with a legible copy of their valid drivers licenses. All drivers must be listed on the Trip Ticket and sign the certification. This requirement is necessary even if the vehicle is not dispatched specifically to that individual or if he/she drives only a short distance or for a limited time.

7. Normally, only University faculty, staff, and students may drive a vehicle. Nonemployees may drive only in special circumstances and only if they are listed on the approved Motor Pool Trip Ticket.

8. Individuals hired for the sole purpose of driving University vehicles are prohibited from having their family members or other nonemployees accompany them on trips. In some circumstances, written approval to grant exception to this policy can be obtained from any Executive Council member.

9. It is the responsibility of the unit/department head to initiate the hiring process to pay for the services of any driver, if necessary.

10. The use of tobacco products is prohibited in all University vehicles.
11. All federal, state and local laws are to be obeyed.
12. The unit/department is responsible for filling out the top section of the *Motor Pool Trip Ticket* prior to dispatch of a vehicle.
13. The unit/department should contact the Motor Pool to reserve a vehicle.
14. A University employee may take a vehicle home at night and depart from his/her residence the following day if all of the following criteria are met:
  - (A) Use of vehicle is totally within the context of official University business.
  - (B) The need is reasonable and obvious (e.g., individual is leaving very early the next morning).
  - (C) It does not disrupt the dispatch of the vehicle to other users.
  - (D) Must be approved by the unit/department budget manager.

The above criteria and common sense would also apply to taking a vehicle home after a trip. The unit/department will be charged for the total number of days the vehicle is in its possession. Partial day usage is charged at the full daily use rate.

15. Other guidance for the use of University vehicles can be found in the publication entitled **Motor Pool Policies and Procedures**, including the priority of assignment.

#### Schedule of Charges

The schedule of Motor Pool charges (enclosed) is established by the UAM Executive Council and is adjusted as deemed necessary. Partial day usage is charged at the full daily use rate. Vehicles which are reserved and the reservation is not canceled at least 24 hours prior to the reservation date will be charged at the full daily use rate. Motor Pool charges are designed to cover the institution's cost of fuel, oil, and repairs. Charges to grants and other non-UAM entities may also cover insurance and vehicle replacement costs.

Users of Motor Pool vehicles for transporting students for academic classes will be charged the mileage fee only. The daily use charges will not be levied. Applicable units/departments will pay the insurance deductible (on vehicles that have full coverage) if the vehicle is involved in an accident and the University driver is at fault. The unit/department will assume all costs for repairing the vehicle (on vehicles that do not have full coverage insurance) when the University driver is at fault.

## Credit Card Use

Credit cards are issued to those to whom the vehicle is dispatched. These cards are to be used as a means of paying for gas, oil or emergency mechanical services only. State and University policies and procedures prohibit purchases, other than those relating to vehicles, on oil company credit cards. All purchases must be substantiated by a signed copy of a detailed sales slip indicating receipt of products and/or services rendered. In addition to the information normally required on receipts, the driver will ensure that the following information is on the receipt:

License plate number of the vehicle

Cost per gallon of fuel

Fleet number of the vehicle

Number of gallons of fuel

Odometer reading

Sales slips should always be checked before leaving the purchase location for accuracy of the receipt information. Sales slips and credit cards should be returned to the Motor Pool with the vehicle. The Motor Pool is authorized to charge the applicable unit/department if receipts are not returned on time, as approved in the schedule of charges.

In accordance with the Governor's Policy Directive, "All state employees shall use selfservice gasoline pumps to purchase gasoline for state vehicles." This is important not only for sound economic reasons, but also for good public relations.



UAM OPERATING PROCEDURE 335.2  
RE: Operation of UTV/Carts on Campus

March 9, 2020

All university students, faculty, and staff that operate a UTV/Cart on university property must adhere to the following rules of operating and maintaining UTV/Carts utilized on the University of Arkansas at Monticello property. Violation of these rules may result in disciplinary action.

Parking and Storage of carts:

- The ignition key should be removed when leaving the cart.
- Carts should be parked in such a manner that they do not block or interfere with normal pedestrian or vehicular traffic on roadways, ramps or sidewalks.
- Carts will not be parked in fire lanes, handicap parking spaces, within 20 feet of building entrances/exits, or on sidewalks or ramps that would impede pedestrian or handicap accessibility.

Safety Rules:

- UTV/Cart operators shall abide by the University of Arkansas at Monticello Drug Free Workplace and Alcohol Policies and never operate a cart under the influence of drugs or alcohol.
- UTV/Cart operators should not wear headphones, use cell phones or use/operate any other device while driving that may cause a distraction, including text messaging.
- While driving carts through parking lots, special care should be taken to observe traffic and vehicles pulling in/out of parking spaces.
- Pedestrians shall be afforded the right-of-way at all times.
- Drivers that are not equipped with turn indicators should use appropriate hand signals.
- Do not exceed the passenger limit, as designated by the UTV/Cart's manufacturer.
- All occupants in the cart shall keep hands, arms, legs and feet within the confines of the UTV/Cart while it is in motion.
- UTV/Cart privileges will be revoked if safety rules are not followed.
- UTV/Carts shall be driven on paved surfaces unless a non-paved surface – that will not cause damage to the surface – is the only way to gain access to the work area.

Accident Reporting:

All accidents involving UTV/Carts should be immediately reported to the University Police Department at 460-1000.

The scope of this policy applies to, but may not be limited to, the following:

- Courtesy transportation for students, faculty, staff, visitors and persons with physical disabilities.

- Delivering and transporting items that are too large/bulky to be carried by hand.
- Providing access to areas where road-licensed/use vehicle may have difficulty navigating.
- Avoiding damage to landscaping or other property.
- Special events such as commencement, camps, institutional activities, etc.
- Only authorized employees or students may be allowed to use carts
- Drivers must have a valid driver's license and maintain a clean driving record.
- Drivers must complete the appropriate forms to be authorized to operate carts on campus.  
<https://www.uamont.edu/Fin-Admin/pdfs/hr/VehicleSafetyProgram.pdf>
- Driving privileges may be revoked with accrual of traffic violation points.

UAM OPERATING PROCEDURE 340.1  
RE: Travel Fund Advancements

November 30, 1994  
Revised: July 1, 1997  
Revised: July 1, 1999  
Revised: January 1, 2012  
Revised: April 25, 2022

A travel fund is available for the purpose of accommodating employees who wish to receive a cash advancement to defray travel expenses, **excluding airfare, lodging, rental vehicles, and registration/conference fees.**

1. The Spend Authorization with all necessary approvals should be submitted prior to the date the advancement is needed. No advancement can be authorized until the Spend Authorization is completely approved at all levels.
2. When the traveler requests a travel advance for a trip, he/she is given a **90% of the requested amount if accompanied by students for meals and other travel expenses excluding airfare, lodging, rental vehicles, and registration/conference fees.** Otherwise, **the traveler may receive a 50% advance of the amount authorized on the Travel Request, excluding airfare, lodging, rental vehicles and registration/conference fees.** However, no travel advance check will be issued if the total advance amount is less than \$50.00.
3. The request for the travel advance should be made when creating a Spend Authorization.
4. A travel advancement check will only be issued prior to the trip. No advancement is authorized if the trip has already occurred. The traveler should create an Expense Report for reimbursement subsequent to the trip.
5. The travel fund is a revolving fund that must be reimbursed to make funds available for use by other University employees. In accordance with the Governor's Policy Directive No. Six (6), all travel advances must be returned within thirty (30) days.

The travel fund is reimbursed by the traveler by completing the Expense Report. The Expense Report should reflect the total actual reimbursable expenses of the trip, regardless of whether an advance was received. At this time the traveler will receive any reimbursement due him/her or will reimburse the travel fund if actual reimbursable expenses were less than the amount of the travel advancement check.

UAM OPERATING PROCEDURE 340.2  
RE: Processing Travel Requests and  
Reimbursements

November 30, 1994  
Revised: July 1, 1997  
Revised: July 1, 1999  
Revised: July 1, 2001  
Revised: February 12, 2018  
Revised: April 25, 2022

When entering a Spend Authorization, only one (1) trip per Spend Authorization should be submitted.

All travel requires prior approval. In addition, if the lodging will exceed the daily maximum, the traveler must include a justification as to why the travel is beneficial to UAM and/or the state of Arkansas.

UAM OPERATING PROCEDURE 340.3  
RE: Travel Expenses

July 1, 2000

Revised: July 1, 2011

Revised: April 15, 2019

Revised: April 25, 2022

It is the policy of the University of Arkansas at Monticello that individuals, including candidates for employment, traveling on University business will pay for their travel expenses and be reimbursed at the conclusion of the travel. The reimbursement for actual expenses will be requested and documented on an Expense Report in accordance with Part II Chapter II of the State Accounting Procedures Manual. Detailed receipts are required for all expenditures, including meals. Alcoholic beverages are not reimbursable. All travel requires prior approval.

The accounting procedures manual reads in part on page II-11.11 that official guests of the State shall be allowed reimbursement for "actual expenses" for meals, lodging, transportation and other miscellaneous expenses on the Expense Report.

In addition to the State Accounting Procedures Manual Chapter 11, the relevant UAM Operating Procedures includes 340.1, 340.2, 345.1, as well as this procedure.

UAM OPERATING PROCEDURE 340.4  
RE: Travel Between UAM Locations

July 3, 2007

Revised: July 1, 2011

Revised: February 3, 2020

This document provides additional guidance pertaining to transportation expense and mileage reimbursement between the University of Arkansas at Monticello's locations of McGehee, Crossett, Warren, and Monticello.

I. Definitions

Official Station is the geographic location or address where the employee normally reports for duty and/or spends the majority of their work time. If an employee works equally (one-half and one-half) at two UAM sites, the supervising Executive Council Member shall determine the Official Station.

Official Residence is the location where the employee has an abode or dwelling place or their Tax Home as explained below.

Tax Home is, as defined by the Internal Revenue Service, generally your regular place of business or post of duty, regardless of where you maintain your family home. This may be your Official Residence for University reimbursement purposes.

Commuting Expenses are the costs of driving to and from your Official Station and your Official Residence.

Temporary Work Location is defined as expected to last no more than one year or less. This would normally be semester by semester appointments or appointment at the location that are one year or less.

Full time regular benefit-eligible appointments at a location, unless specifically designated, are not temporary and generally would not qualify for mileage reimbursement.

II. Private Vehicle Mileage Reimbursement Rules

A. Commuting Expenses will not be reimbursed.

B. Transportation Expenses between the travel site destination or the Temporary Work Location and the employee's Official Station or Official Residence must be computed using the shorter distance if the employee is leaving from the Official Residence.

C. Employees assigned to a Temporary Work Location outside their Official Station will

receive reimbursement for transportation expenses to and from that Temporary Work Location.

- D. Full-time regular benefit-eligible employees may be assigned to two or more UAM locations and be assigned multi Official Stations. Such assignments shall be a condition of employment. The UAM Travel Administrator shall be notified in writing of such assignments.
- E. An employee working at two or more UAM locations during one day is generally eligible for reimbursement to the work location not designated as the Official Station.

Sources: -State of Arkansas Travel Regulation, Effective Date – January 1, 2003.  
Internal Revenue Service Publication 463: Travel, Entertainment, Gift, and Car Expenses.

UAM OPERATING PROCEDURE 345.1

RE: General Travel Regulations

November 30, 1994

Revised: July 1, 1997

Revised: July 1, 1999

Revised: July 1, 2011

The State Accounting Procedures Manual is the authoritative document regarding travel procedures. The manual is located in the UAM Office of Finance and Administration.



UAM OPERATING PROCEDURE 345.2  
RE: Travel, Lodging and Airfare Expenses

November 30, 1994  
Revised: July 1, 1997  
Revised: July 1, 1999  
Revised: July 1, 2011  
Revised: April 15, 2019  
Revised: April 25, 2022

The in-state and out-of-state daily maximums for meals and lodging are detailed in the State Accounting Procedures Manual, located in the UAM Office of Finance and Administration. UAM Operating Procedure 340.2 explains how the authority to exceed the daily maximum is requested and approved.

Travel Tip: The governmental rate for lodging is usually less than the convention rate. Employees should check the governmental rate first. Since there is often a limited number of rooms available at the governmental rate, employees should make hotel reservations far in advance of the travel dates.

The traveler is required to provide receipts for lodging expenses and registration fees. The traveler should also provide receipts for taxi, parking, and other incidentals to support the amount claimed on the Expense Report. Detailed receipts are required for all expenditures, including meals. Alcoholic beverages are not reimbursable.

Reimbursement for in-state meals without overnight travel is not allowed. The exception to this occurs when an employee is traveling with students. The University has a Business Travel Expense (BTE) for the purpose of charging airline tickets. The proper procedures to follow for using UAM's BTE are detailed below:

1. The employee contacts the travel agency or airline for the purpose of obtaining flight information and ticket price.

Without obligating the University, the employee may request that the travel agency or airline hold the reservation for twenty-four hours. In this case, the employee should immediately process the Business Travel Expense (BTE) Form and hand deliver or email it to the UAM Purchasing Office. The employee should request the Purchasing Office to call within twenty-four hours to confirm the reservation and charge the ticket.

When an employee contacts a travel agency or airline, he/she is not to indicate in any way that he/she is charging the airfare to UAM. The Purchasing Official is the only authorized official to make a charge to a University account. The Business Travel Account number will not be released to employees.

2. The employee then creates a Spend Authorization.

3. The employee submits the form to the Purchasing Office.
4. The Purchasing Office will contact the travel agency or airline to charge the ticket to the University's BTE.
5. The appropriate departmental budget will be expensed when payment is remitted by UAM to Bank of America.

UAM OPERATING PROCEDURE 345.3  
RE: Utilization of Cellular Telephones

July 1, 2007

Revised: July 1, 2011

Revised: January 4, 2012

Revised: February 3, 2020

The University acknowledges that the performance of certain jobs may be enhanced by the provision of wireless communication devices such as cellular phones. Upon recognition of an official University business need, a department head may request approval for an employee to use a cellular phone according to one of two methods described in this policy. This policy allows the University to comply with the Internal Revenue Service regulations governing cell phones.

Allowance Method

The preferred method of providing cellular phone service to employees will be in the form of a cell phone allowance. Under this method, the employee's supervisor determines a monthly allowance for cellular phone service to conduct University business appropriate to the level of need and must complete an Allowance Request Form which requires the approval of the supervising Executive Council member.

In the request, the supervisor will provide the total monthly allowance for the employee not to exceed \$70 per month. The allowance may not exceed the employee's actual monthly expense and must not be a substitute for a portion of the employee's regular wages. Any request for allowance greater than \$70 per month must be submitted in writing to the Vice Chancellor for Finance and Administration and approved by the Executive Council. Under this method the phone is provided and owned by the employee.

The allowance will be paid to the employee semi-monthly, as a working condition fringe benefit, the value of which is excludable from income. Any personal use will be excludable from the employee's income as a de minimis fringe benefit.

Utilizing this method will eliminate the need for employees to review their monthly bills and determine which calls were for business and personal use. This method also eliminates the need for monthly reimbursements on a Travel Reimbursement Form (TR1).

University Cell Phone

The other method of providing cellular phone service is with a University owned cell phone and is authorized by an approved University purchase order. This method is designed for employees whose duties regularly require them to communicate with a cellular phone during their normal working hours and is intended primarily for classified employees. The cost of the cell phone must not exceed \$100. Under this method, the employee will be required to use the phone only for business calls.

At any time that an employee's cell phone is no longer justified as a business expense to the University, the unit/department head is responsible to communicate the change to the Personnel Office.

UAM OPERATING PROCEDURE 350.1

RE: Purchasing Procedures

March 1, 1982

Revised: July 1, 1997

Revised: July 1, 1999

Revised: July 1, 2011

Revised: February 3, 2020

The UAM Procurement Manual is the reference document regarding purchasing procedures. The Manual is available in every UAM office and at the following link:

[https://uamont.blackboard.com/bbcswebdav/pid-212634-dt-content-rid-5482296\\_1/orgs/PDFDirectory/Finance%20and%20Administration/Finance%20and%20Administration/Purchasing/UAM%20PROCUREMENT%20MANUAL.pdf](https://uamont.blackboard.com/bbcswebdav/pid-212634-dt-content-rid-5482296_1/orgs/PDFDirectory/Finance%20and%20Administration/Finance%20and%20Administration/Purchasing/UAM%20PROCUREMENT%20MANUAL.pdf)

The UAM Vice Chancellor for Finance and Administration or his/her designee is the purchasing Official for the campus. The Purchasing Official is the sole purchasing authority for the University. Purchases not authorized by this authority are not legal obligations of the University. Any individual making a purchase without an approved purchase order is assuming a personal obligation to the vendor for which he/she may be held personally liable.

UAM OPERATING PROCEDURE 355.1  
RE: Concurrent Employment

May 22, 2007

Revised: October 3, 2012

UAM employees may be authorized limited concurrent employment in addition to their fulltime UAM employment (1) at another institution of higher education or state agency or (2) from the same institution for additional duties not defined as part of the employee's primary job. Conversely, employees from other institutions of higher education or state agencies may be employed by UAM and are subject to approvals as required by the UAM Personnel Action Form, the Chief Fiscal Officer of the State, and the other institution/state agency.

All state employees (classified, non-classified and faculty) are covered by the Concurrent Employment regulations. City school districts are not considered state institutions. Employees are allowed to use annual leave from their first state job while performing services for a secondary state entity. The employee is not allowed to use accrued sick leave from their first state job and be paid a salary or compensation from another state entity.

Concurrent employment requests (internal and external employees) are subject to the approval of the Chief Fiscal Officer of the State prior to commencement of the services. The employee/department must submit the required form to the Payroll/Personnel Office at least ten (10) working days before the services are to begin. Late concurrent employment requests require written justification from the department as to why the request was not submitted in a timely manner. Incomplete and late requests without justification will not be processed by the Arkansas Department of Finance and Administration Office of Personnel Management (OPM).

Services for the concurrent employment cannot begin until the form is approved by OPM. Concurrent employment requests are limited to a specific time frame and will not be approved beyond 12 months or across fiscal years. The employee is ultimately responsible to communicate to both the primary and secondary employer and to ensure that the Concurrent Employment Request form is properly submitted and approved prior to the date of hire.

Concurrent Employment services must meet the criteria as specified in Arkansas Code Annotated §19-4-1604 (2011) and §6-63-303 (2011). Penalties for non-compliance are outlined in AR Code Annotated §6-63-307 (2011).

[Concurrent Employment General Information and Instructions – OPM](#)  
[Concurrent Employment Request Form](#)

UAM OPERATING PROCEDURE 360.1  
RE: Cash/Check Receipts and Authorized  
Cash/Check Collection Sites

May 1, 1982  
Revised: July 1, 1997  
Revised: July 1, 1999  
Revised: July 1, 2011  
Revised: February 3, 2020  
Revised: March 30, 2023

The following are authorized collection sites: Cashier's Office, Bookstore, Residence Life, (housing deposits), Human Resources Office (insurance payments-checks only), Finance and Administration (travel advance repayments), Fine Arts Center (special events ticket sales), Athletic Ticket Booths. No other individual or location is authorized for collection.

All University vending/copier receipts should be counted by the Cashier's Office. Each machine should have a counter that monitors the number of items sold or copied, and a reconciliation should be made between the counter and the actual cash collected.

UAM OPERATING PROCEDURE 360.2

RE: Tuition and Fee Receipts

May 1, 1982

Revised: July 1, 1997

Revised: July 1, 1999

Revised: July 1, 2011

All tuition and fees received on campus should be received and receipted by the Cashier's Office, as opposed to any unit or individual. Receipts must be collected and posted to revenue accounts as opposed to reductions in expenditure accounts.

There may be a need for some special accommodations by the Cashier's Office in cases where registration occurs for off-campus students at night or through a mailing process. If so, the procedure should be as follows: The unit registering students should contact the Cashier's Office in advance so the Cashier's Office can arrange to open on the night or nights needed for registration; and mail-outs to students regarding payment of any kind should state that payment should be mailed or hand delivered directly to the Cashier's Office as opposed to through an intermediate unit or individual. Those preparing mail-outs should allow the Cashier's Office to review the proposed payment instructions in advance of the mail-out.

UAM OPERATING PROCEDURE 360.3

RE: Billing Outside Agencies

August 1, 1982

Revised: July 1, 1997

Revised: February 9, 2000

Revised: July 1, 2011

All billing to outside agencies and entities will be handled through the Office of the Vice Chancellor for Finance and Administration. All departments will provide Finance and Administration with the proper documentation needed for billing, at which time an accounts receivable will be established to which payments will be posted.



## UAM OPERATING PROCEDURE 360.4

RE: Agency Accounts

November 1, 2010

Revised: July 1, 2011

Revised: February 3, 2020

In certain instances, the university may act as a fiscal agent for affiliated entities. This policy governs the establishment and use of agency funds maintained by the university.

### Establishing an Agency Fund

- Agency funds may be established for outside activities that support or enhance the mission of the University and where there is mutual benefit in the University acting as fiscal agent for the entity. The activities must directly or indirectly provide services or benefits to the University's programs or to its students, staff, or faculty.

***The university will not maintain agency fund accounts for camps and other activities authorized by Act 707 of 1981.***

- All agency funds must have a UAM sponsor who assumes responsibility for the proper administration of the agency fund on behalf of the entity including compliance with University policies and any applicable federal, state, and local laws.
- The University's responsibility to an entity under this policy is limited to acting as the entity's fiscal agent.
- An agency fund may be established at the request of a UAM sponsor, with the approval of the supervising executive council member.

### Agency Funds Services

- Services provided by the University under the agency arrangement include cash receipting through the Cashier's office and disbursing services through Accounts Payable.

### Terms and Conditions of Agency Funds

- Monies accepted for deposit in agency funds are not considered tax-deductible gifts to the University.
- Agency funds must have a positive cash balance at all times. Accounting will enforce this provision by not processing any disbursement that will create an overdraft.

- Checks for deposit to the agency fund must be made at the Cashier's office and the correct account number provided.
- The use of state funds must adhere to applicable federal, state, and local laws including the procurement of goods and services in accordance with the State of Arkansas Procurement Law and Regulations. ([www.state.ar.us/dfa/purchasing](http://www.state.ar.us/dfa/purchasing))
- All disbursements require purchasing authorization from the sponsor and the supervising Executive Council member on the Agency Account Payment Request Form and a vendor invoice. ([https://uamont.blackboard.com/bbcswebdav/pid-212634-dt-content-rid-5482296\\_1/orgs/PDFDirectory/Finance%20and%20Administration/Finance%20and%20Administration/Accounting/PaymentRequest.pdf](https://uamont.blackboard.com/bbcswebdav/pid-212634-dt-content-rid-5482296_1/orgs/PDFDirectory/Finance%20and%20Administration/Finance%20and%20Administration/Accounting/PaymentRequest.pdf))
- The agency fund must be closed at the completion of the project or activity. Any credit balance remaining in the fund will be refunded to the sponsoring entity or, if the entity no longer exists, transferred to the campus general fund miscellaneous income account. This transfer will occur after a period of inactivity of twenty-four months or as soon as it has been established that the entity no longer exists.
- Direct cash payments from agency funds that would constitute taxable compensation to the recipient are not allowed.

#### Exceptions

- Exceptions to the terms and conditions of agency funds can only be granted by the Chancellor.

## UAM OPERATING PROCEDURE 370.1

### RE: Claims Against the University

November 1, 1993

Revised: July 1, 1997

Revised: July 1, 1999

Revised: July 1, 2011

Revised: February 3, 2020

Generally the University is protected and immune from civil liability by various statutes. Any individual seeking remedy for injury or property damage incurred while on the campus of the University of Arkansas at Monticello (UAM) may be required to submit the claim through the Arkansas Claims Commission. In accordance with the Arkansas Statute 19-10-30, an injured party must exhaust all remedies with his/her insurance prior to submitting to the Claims Commission.

The University may admit liability after the injured party's insurance has paid. If liability is admitted, the University may pay amounts that the injured party's insurance does not pay. The date of injury and University payment date must be within the same fiscal year (July 1 - June 30). Claims from a previous fiscal year must be submitted to the Claims Commission. Any individual seeking damages from the University must complete the necessary forms available from the UAM Business Manager. Completed forms and any investigative reports must be promptly forwarded to the Business Manager.

UAM OPERATING PROCEDURE 403.1  
RE: Background Checks and Substance  
Abuse Testing

January 1, 2020

This campus policy implements UA Systemwide Policies and Procedures 470.1, Background Checks and Use of Criminal Record, Financial, and Substance Abuse-Testing Information in Employment Decisions and for Volunteers with Similar Responsibilities; Training for Positions Working with Minors. Administrators responsible for hiring activities and background checks should reference both the campus and system-wide policies. Note that this policy is intended for general guidance purposes only. State and federal statutes and regulations may provide more specific restrictions, requirements or procedures with regard to employment categories. This policy does not create any right to procedural or substantive due process of law beyond that mandated by federal and state laws, if any, nor does it create any contract rights to any applicant or employee. Furthermore, this policy is subject to all policies of the Board of Trustees of the University of Arkansas.

**Procedure**

All persons hired as employees must submit to a criminal background check (including a registered sex offender check).

Each position announcement will include language indicating that a criminal background check (including a registered sex offender check) is required. In addition, if a financial history check or substance abuse test is required, that information will also be included.

Background checks will be conducted once a candidate becomes the finalist or one of the finalists for a position. Unless prior completion of the check is required by law for the position, hiring units may make an offer of employment that is expressly conditioned on completion of a criminal background check, financial history check, substance abuse test, or a combination of these checks that is fully satisfactory in the sole discretion of the University. The University has partnered with a third party provider to conduct background checks.

Once Human Resources (HR) is notified of the final candidate and has received the Request for Background Check Form, they will submit the candidate's information to its provider to initiate the background check process. The results shall be returned to HR for initial evaluation, with any potentially disqualifying information to be reviewed with the hiring manager, in consultation with other appropriate units as described in more detail below. The results of criminal or financial history checks and substance abuse testing<sup>1</sup> performed by a third-party vendor (as opposed to state agencies, such as the Arkansas State Police), are considered consumer reports and fall under the Fair Credit Reporting Act (FCRA) regulations.

HR will maintain a schedule ("Schedule A") that indicates the type of checks and tests required for each specific position that requires one or more checks or tests.

**I. Types of Background Checks; Positions Covered for Each Type of Check**

A background check is required of individuals who are final candidates for employment, being promoted, or moving to a new position (excluding faculty rank promotions) as outlined in this policy. The types of background checks include the following:

**A. Criminal (including a check for registered sex offender status)**

1. All positions (including faculty) shall have, at the minimum, a national criminal background check and a check for registered sex offender status. Criminal background checks will include a social security number validation and trace. This process validates the applicant's social security number and helps identify the scope of the check by identifying all residences and employment within the United States. Except for law enforcement personnel, or as required by law, criminal record requests shall be limited to criminal convictions and arrests currently pending adjudication, and shall not include other arrests.
2. Criminal background checks for incumbent positions may be conducted as required by law or as specifically determined to be necessary by the Vice Chancellor responsible, based on need.

**B. Financial History**

1. Financial history/credit checks include the names and addresses of the person being screened, all debts, liens, collections, bankruptcies, payment history, and charge-offs.
2. A financial history background check is required for a final candidate for employment or promotion or other move for those positions where such information is relevant to job duties performed, including the following types of positions:
  - a. Positions with extensive cash management duties, with access to cardholder data sets or access to the cardholder data processing or storage environment<sup>2</sup> as a primary job duty.<sup>3</sup>
  - b. Senior administrators, including
    - i. Chancellor
    - ii. Vice Chancellors
    - iii. Deans
    - iv. Associate/Assistant Vice Chancellors
    - v. Other positions, such as Fiscal Officers, who are assigned a level of responsibility and authority that provide financial oversight or are granted high level authority for transaction approval.
3. Additional types of positions not listed above may be added to the list of covered positions requiring financial/credit checks; contained in Schedule A; however, any additional covered positions which are not otherwise mandated by this policy, must be approved by the appropriate Vice Chancellor in consultation with HR. Furthermore, any such checks must be job-related and a

business necessity, based on a need specifically identified by University officials, or as otherwise required by law, and shall be applied in a consistent manner, in terms of type of checks and frequency, across similar positions within a given unit.

4. Financial checks for incumbent positions may be conducted as specifically determined to be necessary by the Vice Chancellor responsible based on need.

## **II. Substance Abuse Testing; Positions Covered**

- A. Substance abuse testing will include a urine analysis, unless an alternative, reliable method is determined in consultation with HR. Any pre-employment, pre-promotion, or pre-move substance abuse test will be a 9-panel screening unless otherwise required by law. Alteration or falsification of a substance abuse test shall be grounds for disqualification or termination.
- B. A substance abuse test is required for a final candidate for employment or promotion for the following types of positions:
  1. Senior administrators: Chancellor, Vice Chancellors, Deans, and Associate/Assistant Vice Chancellors.
  2. Positions that perform duties in residence halls, including Resident Assistants.
  3. Bus and van drivers (primary job duties), or positions which otherwise require a Commercial Driver's License.<sup>4</sup>
  4. University police and other security positions.
  5. Safety-sensitive, non-academic unit positions as follows: Electricians (including high voltage, low voltage and alarm electricians)
    - a. Boiler/chiller operators
    - b. Utility maintenance workers
    - c. Heavy Equipment Operators
    - d. Institutional service assistants with regular access to personal spaces such as residence halls, and athletic locker rooms
- C. Additional types of positions not listed above may be added to the list of covered positions requiring substance abuse tests; contained in Schedule A; however, any additional covered positions, which are not otherwise mandated by this policy must be approved by the appropriate Vice Chancellor in consultation with HR. Furthermore, any such tests must be job-related and a business necessity, based on a need specifically identified by University officials, or as otherwise required by law, and shall be applied in a consistent manner, in terms of type of tests and frequency, across similar positions within a given unit.
- D. Periodic substance abuse testing, or testing for incumbent positions, may be conducted as required by law or as specifically determined to be necessary by the Vice Chancellor responsible based on need.<sup>5</sup>

## **III. Re-Checking of Incumbent Employees**

With respect to any positions for which re-checking is required, employees shall

be required to provide a separate authorization for each round of checks/testing, unless 1) employees have specifically consented to an ongoing authorization to obtain updated checks at any time during their employment, or 2) a check is conducted as part of an employee misconduct investigation.

**IV. Promotions and Transfers; Previous Background Checks; Camps**

Excluding faculty promotions, incumbent employees who are applicants for new positions are subject to background check requirements for the new position. To the extent permitted by law, a new check is not required if the applicant has undergone a background check of the type applicable to the position within the past two years, and the applicant has remained continuously employed, in good standing, by the University (allowing for regular seasonal breaks of six months or less) since the check was conducted.

- A. Applicants who are not continuously employed by the University but who are rehired each year (e.g. camp employees) must have a new check conducted. K-12 school employees who have a current background check on file with his or her school district, and remain employed by the school district, may have such background check furnished to the University, but only if it is submitted directly by the HR office of the district, rather than by the employee.

**V. Training for Employees Working with Minors**

In addition to criminal background checks and checks for registered sex offender status, all new employees who provide care or supervision of minors as part of their job responsibilities must receive a copy of University of Arkansas at Monticello Policies and Procedures 297.1, Protection of Minors on Campus, and the employee must acknowledge in writing that he or she has read and understands the policy. Further, the new employee must complete a live or on-line training program on protecting minors, including child maltreatment reporting, prior to the performance of job duties.

**VI. Use of Results**

If background check/substance abuse test results indicate there are no convictions or other information that might disqualify the applicant or employee, the third party vendor shall inform HR, who in turn shall inform the hiring manager that the candidate is viable for employment.

In instances where position-related adverse information is obtained, HR shall review the report with the hiring manager, in consultation with, as appropriate, General Counsel, and the University Police, in order to assess the appropriateness of hiring, appointing, promoting, or transferring the individual in light of the information obtained and the duties of the position. In the context of hiring for positions utilizing a committee process, HR may review the report with the relevant unit head as well as the chair of the committee.

If the criminal history check reveals criminal convictions, HR shall review the report with the hiring manager, in consultation with, as appropriate, General Counsel, and the University Police, evaluating each conviction, including any additional information that the individual provides, before a tentative decision

is made whether to disqualify the individual. The existence of a conviction does not automatically disqualify an individual from employment or appointment. Appropriate consideration shall be given to the nature and number of convictions, their dates, and the relatedness each conviction has to the duties and responsibilities of the position. The basic inquiry is whether hiring the individual, in view of his or her record, would be inconsistent with the safe and efficient performance of the functions of the position. Relevant considerations include safety of fellow employees, students, and the public, fitness for a supervisory role, and protection of property, funds, and the reputation of the University of Arkansas at Monticello.

If substance abuse testing results are positive, the applicant or incumbent shall be permitted to submit relevant medical information pertaining to the positive test results. All positive substance abuse tests will be reconfirmed and reviewed by a medical examiner. Additional information regarding disqualification criteria for applicants and incumbent employees is contained in the system policy.

A decision to hire, appoint, promote, or otherwise transfer an applicant with adverse, job-related background check information shall require the approval of the Vice Chancellor for the division where the position is located, in consultation with the Vice Chancellor for Finance and Administration. Persons making determinations under this policy shall document the reasons, within the standards of this policy, for the employment decision made.

In the context of hiring for positions utilizing a committee process, if a final decision is made not to hire based on adverse information, the committee may be informed that the applicant was disqualified based on the background check, but detailed information shall be limited to the hiring manager, search committee chair, department head, or appropriate management officials.

## **VII. Adverse Action Procedures**

If, upon review of the results of the background check or substance abuse test,<sup>6a</sup> a tentative decision is made to disqualify an individual based on the background check/substance abuse test results, the applicant or employee shall be notified in writing of the information and its source before making a final decision. The applicant or employee will have five business days to request, in writing, clarification or further review of the report.

If the adverse decision is based on a consumer report covered by FCRA, (third-party vendor reports), HR will provide the individual a pre-adverse action disclosure that includes a copy of the individual's consumer report and a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act." When notified of the intended adverse action, the applicant or employee shall be given five business days to request, in writing, clarification or further review of the decision.

After five business days, if no additional information has been presented establishing



that disqualification based on the initial results of the check or test is inappropriate, the decision to disqualify the applicant may be finalized. When the decision to disqualify an individual is finalized, HR shall provide the individual with an adverse action notice.

The adverse action notice will include

- A. Notice of the adverse action taken;
- B. The name, address, and phone number of the consumer reporting agency that supplied the report;
- C. A statement that the consumer reporting agency that supplied the report did not make the decision to take the adverse action and cannot give specific reasons for the decision; and
- D. A notice of the individual's right to dispute the accuracy or completeness of any information the agency furnished, and his or her right to an additional free consumer report from the agency upon request within 60 days.
- E. In instances where the individual disputes the accuracy of the information provided by the vendor agency, the HR representative may request the vendor to verify the accuracy of the information before final action is taken.

If information provided by a consumer reporting agency in connection with an employee misconduct investigation forms the basis for an adverse employment action against an employee, the University must provide an "adverse action notice" after the action is taken, together with a summary of the investigation report.

#### **VIII. Background Check Records**

Records of background checks/tests and communication to the applicant/employee concerning results will be maintained for three years from the date of any hiring decision by HR, and then securely destroyed. Access to background check information shall be restricted to authorized persons with a specific, job-related need to know. Background check records shall be stored separately from other employee application or personnel files; electronic records will be stored securely in password-protected files, and any paper records will be stored in locked files in HR or an office granted exception by HR to obtain the check.

#### **Footnotes**

(1) However, if testing results are reported directly by a lab, rather than by a credit report agency, FCRA requirements would not apply.

(2) Does not include positions which only have access to point of sale terminals.

(3) Payment Card Industry Data Security Standard (PCIDSS) requires financial checks for all persons who have access to cardholder data sets or the cardholder data processing or storage environment.

(4) Includes any employee whose position requires driving a motor vehicle: (a) with a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight of more than 10,000 pounds; (b) with a gross vehicle weight rating of 26,001 or more pounds; (c) designed to transport 16 or more passengers, including the driver; or (d) of any size that is used to transport hazardous material which requires the vehicle to be placarded under the hazardous materials regulations. *See* 49 CFR §§ 382.107 & 382.301; Ark. Code Ann. § 27-23-103(7). Certain driver positions are subject to periodic/random substance abuse testing pursuant to federal law.

(5) Note that substance abuse testing by employers is permissible under Act 593 of 2017, which implements, in part, the Arkansas Medical Marijuana Amendment of 2016.

(6) Again, if substance abuse testing results are reported directly by a lab, FCRA requirements would not apply.

UAM OPERATING PROCEDURE 404.1

RE: Policy on Recruitment, Screening,  
Selection and Hiring of Non-Classified  
Professional Employees

October 31, 2001

Revised: July 1, 2011

Revised: February 24, 2020

Each non-classified professional vacant position that occurs on the campus of the University of Arkansas at Monticello will be filled only after the current job description is reviewed and updated as necessary.

The job description must state the essential job functions and correspond to the related necessary education and/or experience requirements. Copies of current job descriptions may be obtained from the Office of Human Relations.

The association of job functions with education and/or experience requirements must specifically identify the minimum as well as preferred job qualifications. Minimum job qualifications are determined by the essential functions of the job and the job description. Once minimum job qualifications are set, they cannot be violated or revised without review and approval by the Executive Council.

The Request to Initiate the Hiring Process and job description will be forwarded to the Chancellor for approval. The complete job description should then be forwarded with the completed Request to Initiate the Hiring Process form to the Office of the Vice Chancellor for Finance and Administration. The Human Relations Officer will review the job description and minimum and preferred job qualifications to monitor position announcements for compatibility with job descriptions currently on file and for compliance with UAM's approved budgeted positions in the current appropriation.

The Office of Human Relations will post a position announcement on the UAM web site and prepare print media postings, which will refer potential candidates to the web site. Without the approval of the Executive Council, no advertisement of vacancy or any search activity is permitted until the Request to Initiate the Hiring Process form has the Chancellor's approval. In some cases, vacancies will be filled through promotion of qualified University employees. If not, a pool of qualified candidates from on and off campus will be assembled through proper advertising in accordance with the University's Affirmative Action Policy.

Once the interview process has been concluded and a decision has been made on a successful candidate, a Request for Background Check must be completed.

UAM OPERATING PROCEDURE 404.5  
Re: Moving Expenses for Newly Hired  
Employees

April 1, 2005

Revised: July 1, 2011

Revised: May 28, 2013

Revised: July 1, 2017

Revised: March 1, 2018

Arkansas Code 19-4-522(5) (e) allows the payment of employee moving expenses from State funds by institutions of higher education. Due to the passage of the Tax Cuts & Jobs Act, reimbursement of moving expenses are now classified as taxable income. For this reason, a flat amount in the form of a stipend will now be paid through the Payroll Office and included in the employee's taxable income. Employees who qualify for the stipend will receive the net amount after the appropriate taxes have been withheld. A stipend for moving expenses should not be offered to all prospective new faculty and non-classified employees, but may be offered if necessary to hire a prospective faculty or non-classified staff, who resides more than 200 miles from the UAM campus, and the following conditions are satisfied: (1) funds are available in the department or unit budget to address the remaining fiscal year's regular, on-going expenditures, (2) the unit budget director recommends payment, and (3) the appropriate Executive Council member<sup>1</sup> approves payment. Unless the appropriate Executive Council member in coordination with the Chancellor has granted prior approval for a greater amount, payment for moving expenses shall be subject to the following schedule:

Faculty and non-classified staff	\$1,500
Deans and department heads	\$2,500
Executive Council Member	TBD by Chancellor not to exceed 10% of annual salary

The terms of agreement for the payment of moving expenses should be included in the letter of appointment along with a copy of this policy.

Moving expenses will be charged to the moving expense stipend budget of the unit from which the employee is paid. When an employee has a split-appointment, the moving expenses will be distributed in the same proportions as the employee's salary.

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<sup>1</sup> For purpose of this policy, the "appropriate Executive Council member" is the senior administrator serving on the Executive Council for the department initiating the hiring decision. By way of example, the Vice-Chancellor for Academic Affairs is the appropriate Executive Council member for faculty hires.

UAM OPERATING PROCEDURE 405.2

RE: Terminal Vacation Pay

January 1, 1980

Revised: July 1, 1997

Revised: April 8, 1998

Revised: July 1, 1999

Revised: July 1, 2011

Accrued annual and holiday leave (not to exceed 30 days), plus compensatory time, will be paid lump sum after the termination date. An employee may be required to take accrued annual, compensatory, and holiday leave prior to the employee's termination date.

UAM OPERATING PROCEDURE 405.3

RE: Leave for Non-Classified Employees:  
Acceptance and Payment

September 1, 1993

Revised: July 1, 1999

Revised: July 1, 1997

Revised: August 25, 2011

Acceptance of Leave: The University will accept leave, at the time of transfer, for non-classified employees transferring from Arkansas state agencies and Arkansas state-supported Institutions of higher education without a break in service. Accumulated leave shall be transferred in the same manner as classified employees as authorized in the Arkansas Uniform Attendance and Leave Policy Act.

Additionally, the University will accept the balance of annual leave not paid by the previous agency/institution if the leave is within the accrual limits as allowed by the Act.

Payment of Leave: Upon termination, resignation, retirement, death, or other action by which a person ceases to be an active employee of the University, the amount due the employee or his/her estate shall be paid as authorized in Board Policy 420.1.

If the employee is transferring to another Arkansas State Agency or an Arkansas state-supported Institution of higher education, without a break in service, transfer of such leave may be authorized if the receiving agency/institution accepts such annual and holiday leave. An employee must request such transfer and provide written documentation from the receiving entity that it will accept such leave.

UAM OPERATING PROCEDURE 405.4  
RE: Holiday Comp Time

February 9, 2000

Revised: July 1, 2011

Revised: May 21, 2019

The following policy addresses holiday comp time for both classified and non-classified employees.

All “regular salaried” employees are eligible to receive holiday pay only if they are in a pay status appointment on their last scheduled work day before the holiday and at least one hour on the first scheduled work day after the holiday.

Employees who are required to work on Board designated holidays contained in UA System Policy 435.1 will not receive time and one-half pay. They will be entitled to equivalent holiday comp time at times, which are mutually acceptable to the employee and the University.

The University of Arkansas at Monticello will pay employees for accrued comp time in the form of compensatory time off. Cash payments will not be made other than in strict accordance with UA System Policy 440.8. Each employee’s supervisor is responsible for scheduling and managing compensatory time off to minimize an employee’s accrued comp time balance.

## UAM OPERATING PROCEDURE 407.1

### RE: Direct Deposit Policy

February 12, 2018

Revised: April 23, 2019

Revised: February 24, 2020

As a condition of employment, in accordance with Act 1887 of 2005, University employees hired or rehired after April 30, 2018, will be required to accept payment of wages from the University by direct deposit. This policy includes all full-time, part-time, graduate assistants, adjunct employees, and students. Employees may use a checking account, savings account, or a pay card provided by the employee.

To initiate direct deposit, employees should complete an electronic payment authorization form located on the Human Resources website:

<https://www.uamont.edu/Fin-Admin/pdfs/hr/DirectDepositAuthoFrm.pdf>

Direct deposit agreements include payroll checks and career service recognition payments. Upon termination of employment and receipt of a termination clearance form, final payroll checks will be handled as specified on the termination clearance form.

If an employee was hired prior to May 1, 2018 and does not complete an electronic payment authorization form, checks will be mailed by U.S. Mail, *no sooner than* payday, to the employee's permanent address of record in PeopleSoft.

Checks will no longer be available for pick up by employee or department.

As a way to safeguard against potential fraud, the payroll office has implemented the following procedures:

A report will be generated daily by the Payroll Services Coordinator to show any changes made to an employee's direct deposit information. If a change is documented, the Payroll Services Coordinator will send an email to the employee requesting confirmation that the change is correct and was made by the employee. The Business Manager will be copied on this email and will follow up with a phone call.

If the information that was changed is incorrect due to clerical error, the employee should notify the payroll office immediately and action will be taken by the payroll office to make the necessary correction. If fraud is suspected, the IT department will be notified to determine how or why the change was made. IT personnel will contact the employee and request they change their password.



## UAM OPERATING PROCEDURE 410.1

### RE: Resignations

June 1, 1986

Revised: July 1, 1997

Revised: July 1, 1999

Revised: July 1, 2011

Revised: February 24, 2020

Revised: March 30, 2023

Resigning from a position at the University of Arkansas at Monticello is the prerogative of the employee. All employment resignations should be submitted in advance to the employee's immediate supervisor and should be in writing. A written resignation of at least two weeks' notice should be submitted in time to permit an employee to utilize all accrued vacation prior to the resignation date. Academic employees should give early notice of resignation in writing to the unit head and the Vice Chancellor for Academic Affairs.

The supervisor shall give written notice of acceptance to the employee. When the written acceptance of the resignation is forwarded to the resigning employee, the resignation becomes final and cannot thereafter be withdrawn.

A copy of the letter of resignation and the acceptance shall be forwarded by the supervisor through normal organizational channels to the supervising Vice Chancellor and the Human Resources Office.

A Personnel Action Form (PAF) (see UAM Operating Procedure 410.3) must be prepared by the supervisor/unit head and forwarded to the supervising Vice Chancellor. This should be done as soon as the termination information is known.

In addition to the PAF, the individual must complete a Termination Clearance Form (see UAM Operating Procedure 410.2) which will route to Payroll.

UAM OPERATING PROCEDURE 410.2  
RE: Termination Clearance Form

June 1, 1986

Revised: January 13, 1998

Revised: July 1, 1997

Revised: February 24, 2020

Revised: March 30, 2023

A terminating employee must complete a Termination Clearance Form and submit it to the UAM Human Resources Office. This includes all full-time faculty and staff. The immediate supervisor is responsible for informing the terminating employee of the need to complete the Termination Clearance Form. This dynamic form can be found on the UAM website and it is the responsibility of the employee to complete it.

UAM OPERATING PROCEDURE 410.3

RE: Personnel Action Form (PAF)

Appointments, Terminations,  
Changes in Status

September 1, 1992

Revised: July 1, 1997

Revised: July 1, 2011

Revised: May 21, 2019

Revised: February 24, 2020

Revised: March 30, 2023

A Personnel Action Form (PAF) must be completed by the supervisor/unit head for all appointments\*, terminations, and changes in status (examples: change in account number, job title, rank, department, name, tenure, salary). This includes all full-time and part-time faculty staff, and student workers. The form must be submitted using dynamic forms and received by the UAM Human Resources Office at least 10 working days prior to the hire date. No action will be taken by the UAM Human Resources Office until the applicant has completed the recruitment process in its entirety.

\*The first step in filling a position is completion of the start job requisition in workday.

After an offer has been made to the applicant in workday and the background check has been initiated in workday, a Personnel Action Form (PAF) should be completed.

UAM OPERATING PROCEDURE 410.4  
Re: Policy for Hiring Residence Hall  
Directors and/or Graduate Assistants (GA)

December 3, 1998  
Revised: July 1, 2011  
Revised: February 24, 2020

It is a policy of the University of Arkansas at Monticello to staff its residence halls with qualified professionals.

A resident director is a half-time, live-in, professional usually with a completed undergraduate degree in college student personnel, counseling, psychology, social work or related field. It is the practice of the University to hire individuals seeking to earn a graduate degree in which the successful candidate is granted leave time for work on an advanced degree. Graduate courses, programs, and location of desired institution must meet the approval of the Vice Chancellor for Student Engagement. If the resident director is classified as a Graduate Assistant (GA), other requirements may be required and can be reviewed in Operating Procedure 520.5.

A resident director's duties include, but are not limited to: supervising a staff of 4-6 resident assistants, directing and enforcing residence hall and University policies, assisting students with problems or concerns, developing and preserving a harmonious group living situation, and working with students in the development of programs and activities.

A resident director's room and board will be provided on campus as a condition of employment. Board is not available to any other person associated with the employee. Room is available to the legal spouse and/or dependent(s) of the employee. If requested, a marriage license must be produced to provide proof of a legal marriage and/or union. Only unions recognized by the state of Arkansas will be recognized by the University.

## UAM OPERATING PROCEDURE 410.5

### RE: Extra Compensation Policy

October 8, 1999

Revised: February 9, 2000

Revised: January 27, 2001

Revised: July 1, 2011

Revised: September 18, 2012

Revised: February 24, 2020

### Purpose

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

### Assumptions

1. The salary of a full-time employee of the University is intended as compensation for all regularly assigned activities performed for or in the name of the University.
2. An employee may be called upon from time to time to perform additional tasks over and above regularly assigned duties for which he or she may receive extra compensation.

### Restrictions

1. An employee must be certified by his or her dean or supervisor as working a full load in addition to the activity for which extra compensation is being recommended.
2. The work for extra compensation shall not interfere with the regular duties of the individual, as certified by the dean or supervisor.
3. The request for extra compensation should be approved by the dean or equivalent officer in advance of performance of the work.
4. Federal funds may not be used to pay extra compensation unless specifically authorized by the sponsoring agency.
5. Extra compensation for an individual must be consistent with any applicable state and federal laws and regulations and with any applicable accreditation standards or criteria.
6. Extra compensation must not result in a conflict of interest.
7. University funds will not be used for extra compensation for speeches, public appearances, etc., which are civic, public relations, or development activities.

8. University funds will not be used for extra compensation for such scholarly activities as research, research consultation and collaboration, or creative works considered part of normal faculty duties.
9. The institutional policy that an employee may not through extramural funding achieve a raise in his or her base annual salary is here reaffirmed.
10. An employee's total compensation for a year or for a month, including extra compensation, shall not exceed the maximum salary as provided in applicable state statutes. A change of title will not be approved in order to pay an individual above his/her existing line item maximum.
11. Full-time employees may teach for extra compensation with preparation for and time in class falling outside their regular work schedules.

The University recognizes that on occasion a faculty member may have extenuating circumstances such as prolonged illness that may require him/her to be away from their classroom assignments for a period of time. In this case, other faculty may be called upon by their Dean to provide temporary classroom instruction. When the absence is two class weeks or less, there will be no monetary compensation to the temporary faculty member. This additional responsibility will be considered service to the University. If the absence of the regular faculty member from his/her classroom assignments is greater than two class weeks, the temporary faculty member will be paid at the current overload rate of pay, prorated for the number of weeks that the temporary faculty member fills the temporary position. Further, the temporary faculty member's compensation will include the two weeks where no compensation was received.

12. Senior administrators, defined as members of the Executive Council (Operating Procedure 205.1) shall not be eligible for extra compensation for teaching a class or performing other duties for the University.
13. Stipends for extra compensation must be authorized to be paid at the regular payroll period for the time period in which it is earned.

### Procedures

1. Requests for extra compensation will be made in writing to the Chancellor from the employee's appropriate Vice Chancellor. The Vice Chancellor for Finance and Administration will monitor extra compensation for conformity to the requirements of this memorandum. The requests for extra compensation will require the approval of the Chancellor.
2. The maximum amount which may be paid to an employee is twenty (20) percent of his/her annual salary, in accordance with restriction number ten (10).
3. Exceptions to the provisions of this policy will require the approval of the President of the UA System.

UAM OPERATING PROCEDURE 410.6  
RE: Teaching Overload Compensation for  
Faculty and Staff

November 2005

Revised: July 1, 2011

Revised: May 21, 2019

Revised: August 18, 2022

**Faculty Teaching Overload Courses**

1. The salary for teaching a three credit hour course as an overload will \$2,500 based upon availability of funds and approval of the Executive Council.
2. Faculty should be limited to one overload course per semester and only under extremely unusual circumstances should an individual have two overloads. A second overload course will only be considered if it is initiated by the Academic Unit Head and receives the prior approval of the Vice Chancellor for Academic Affairs and the Chancellor. If a second overload course is approved, the instructor will receive the same overload rate for the second course. A laboratory associated with a lecture and a single course of more than three hours will be considered as only one overload course.
3. The stipend paid for content area faculty to supervise education interns is \$300 for supervising and the supervision of an intern is not considered as an overload.

**Classified Staff Teaching Overload Courses**

1. The supervisor of the employee must be consulted prior to any discussion with the employee concerning a possible overload teaching assignment.
2. Classified staff should not teach more than one overload course in a semester. Exception to this policy requires prior approval of the immediate supervisor, the Vice Chancellor for Academic Affairs and the Chancellor.
3. Prior to the appointment of a classified staff member to teach an overload, the human resources office must be contacted to insure that such appointment will not violate salary or duty assignment regulations of the state office of personnel management and/or fair labor standards.

UAM OPERATING PROCEDURE 415.1

Re: Appointment of Academic Unit

Heads/Academic Administrators

November 4, 1987

Revised: July 1, 2011

Academic unit heads are appointed annually by the Chancellor upon the recommendation of the Vice Chancellor for Academic Affairs. Academic unit headships (deans, chairs, directors, registrar, coordinators, Associate/Assistant Vice Chancellors, e.g.) serve at the pleasure of the Vice Chancellor for Academic Affairs. The term of appointment may be for a period of nine, ten, eleven, or twelve months depending upon the need of the unit. In accordance with university policy, all administrative appointments expire on June 30 of each year and new appointments and agreements become effective July 1 of each year. The unit head may be reassigned to teaching or other duties commensurate with the individual's academic rank, tenure, and/or expertise. Such reassignment will be effected by a written notice provided at least thirty days in advance of the reassignment.

Unit heads may receive reassigned time from teaching duties in proportion to the requirements of the administrative duties of the respective academic unit.



UAM OPERATING PROCEDURE 415.2

RE: Salary Adjustment for Faculty  
Promotion

June 22, 2000

Revised: July 1, 2011

In partial recognition of a faculty promotion occurring at the assistant professor level and above, the University makes an adjustment to the faculty member's base salary, when funds are available.

A \$1,500 adjustment is normally made to the base salary of any faculty member who is promoted from assistant professor to associate professor. The adjustment is normally \$3,000 for any faculty member promoted from associate professor to full professor.

The faculty promotion salary adjustment is made before any merit percentage increase is added.

UAM OPERATING PROCEDURE 420.1

Re: Teaching Load for Faculty

August 1, 1981

Revised: February 3, 2009

Revised: July 1, 2011

The minimum course load for full-time faculty at the assistant professor level or above is 12 semester credit hours. The minimum course load for faculty at the instructor level is 15 semester credit hours. For faculty teaching non-dual listed graduate level courses, a 1.33 multiplier will be used to determine graduate faculty course load, i.e. a 3-hour graduate level course will be considered 4 hours ( $3 \times 1.33 = 4.00$ ). For dual-listed courses, no multiplier will be used. The course load for faculty teaching both undergraduate and graduate level courses in the same semester will be determined on an individual basis. Faculty course loads are normally assigned based on course coverage need and faculty research/scholarship and service productivity. Multi-interdisciplinary teaching assignments or other University duties may be assigned as a portion of the 15 hour course load. Such assignments must be recommended by the unit head and approved by the Vice Chancellor for Academic Affairs.

UAM OPERATING PROCEDURE 420.2  
RE: Teaching Load for Academic Unit Heads

July 1, 1979  
Revised: July 1, 2011

All division chairs/school deans are required to teach at least three (3) hours per semester, unless waived by the Vice Chancellor for Academic Affairs. Teaching more than three (3) hours per semester requires the Vice Chancellor's approval.

When time permits and with the unit head's concurrence, and approval of the Vice Chancellor for Academic Affairs, all other academically qualified administrators are encouraged to teach in the unit of their expertise.

UAM OPERATING PROCEDURE 420.3

RE: Number of Class Days and  
Minimum Enrollment Standards

April 1, 1981

Revised: November, 2005

Revised: July 1, 2011

Revised: February 24, 2020

For both academic and economic reasons the University will discontinue offering classes that do not have a minimum enrollment as specified by the Board of Trustees. Classes will be discontinued if enrollment is not at least the following:

**Spring and Fall Semesters**

Undergraduate	10
First Professional (Law & Medicine, etc.)	5
Graduate	6

**Summer Semesters**

Undergraduate	10
First Professional	6
Graduate	6

Exceptions to the above minimum class sizes may be authorized by the Provost or the Vice Chancellors of the Colleges of Technology upon written justification from the unit head. The academic unit head is responsible for notifying all enrolled students when a class is canceled.

Exception to the minimum class size may be given without justification for the following:

Thesis	Internship	Distance Education
Student Teaching	Directed Reading	Special Topics
Special Problems	Field Studies	Independent Study
Honors	Special Projects	Labs with limited space
Research	Private Lessons	
Practicum	Portfolio	

The number of class days should be equal to 75 days or 15 class weeks, or 45 fifty- minute classes of instruction for three credit hours each regular semester. The minimum instructional time is 750 minutes per credit hour. Class meeting times are developed by the academic unit with consideration given to the master schedule of the campus. All class schedules are approved by the Provost before being published.

UAM OPERATING PROCEDURE 425.1  
RE: Staff/Faculty Enrollment in University  
Courses (Tuition Waiver for Employees;  
From UA Board Policy 440.1 and UASP  
445.1)

January 1, 1980  
Revised: May 22, 2007  
Revised: July 1, 2011  
Revised: June 6, 2017  
Revised: February 24, 2020

Tuition Waiver for Employees

I. Eligibility

All full-time active UAM employees, not on leave without pay other than workers compensation, military or family medical leave, employed as of the final day of regular registration in any particular session or semester, their spouses, and their dependents children (as defined by the Internal Revenue Service) are eligible. Surviving spouses, who have not remarried, and dependent children of deceased employees who died while in the full-time employment of UAM are also eligible. All enrollees must meet normal admissions requirements, and audits will be on a space available basis only. For employees hired after May 1, 2017, eligibility as described above shall begin with the final day of regular registration following continuous employment in a full-time position with UAM for one complete fall or spring semester.

II. Transferability

The tuition waiver benefit is available to any employee, employee's spouse, or employee's dependent children at any on-campus unit of the University of Arkansas regardless of the site of employment. Individual campuses may also allow tuition waivers in specified off-campus classes when the minimum enrollment of 6 for graduate courses and 10 for undergraduate courses has been met with full-fee paying students and the operating cost of the course has been met. Waiver benefits are applicable to web based or distance education courses offered through any campus unit of the University of Arkansas or through eVersity. Waiver benefits are applicable to tuition only. All applicable fees are to be paid in full for any enrollment. The waiver benefit is applicable to credit classes only.

III. Extent of Waiver

- A. UAM employees may take up to 132 undergraduate semester credit hours and/or up to 36 graduate semester credit hours at UAM at 10% of the cost of tuition. Employees will not be required to pay mandatory fees for on-campus classes or the distance education fee; however, employees will be responsible for course-specific fees (i.e. music fees, lab fees, etc.).

- B. UAM employees may take up to 132 undergraduate semester credit hours at another UA academic institution at 50% of the cost of tuition.
- C. Spouses and dependent children of UAM employees may take up to 132 undergraduate semester credit hours and receive a 50% tuition discount at UAM or 40% tuition discount at any other campus within the University of Arkansas. A student may not receive discounts as both an employee and as a spouse or dependent child of an employee.

#### IV. Guidelines

##### A. Employee Enrollment and Work Assignment Responsibility

1. Employee enrollment at reduced rates shall not exceed eleven (11) semester credit hours per semester. Exceptions may be granted by the Chancellor of the campus upon recommendation of the employee's authorized supervisor and the chief academic officer; if such exceptions are for enrollment at a campus other than UAM, the chief executive officer of the receiving unit, or designee, must also approve the exception.
2. All enrollment at reduced rates shall be approved by the employee's authorized supervisor.
3. This policy does not assume that release time from regular working hours will be automatically permitted. Release time is not a right but a privilege that is granted at the authorized supervisor's discretion. Many factors, including but not limited to, the employee's performance, direct applications of the course work to the employee's position, overall benefit of the course work to the employee and the institution, and maintenance of office hours and functions to the students, faculty, staff, and general public are considered prior to the granting of release time.
4. The Employee Request for Registration Fee Discount form is used in approving employee enrollment.

##### B. Spouse and Dependent Enrollment

Spouses and dependent children establish eligibility using the Request for Registration Fee Discount for Spouse/Dependent of Employee form.

##### C. Employee's Enrolled in Degree Programs Prior to May 1, 2017

Employees continuously enrolled in a degree program at reduced rates under Board Policy 440.1 prior to May 1, 2017, will receive their original discount level as long as they remain continuously enrolled in the degree program. Continuous enrollment is defined as a degree-seeking student who completes at least three (3) credit hours in a given calendar year.

UAM OPERATING PROCEDURE 425.2  
RE: Faculty Development Assignment  
Policy

February 19, 1986

Revised: July 1, 2011

A Faculty Development Assignment is an appointment, usually away from the campus, which allows faculty and administrators to pursue an approved faculty development plan while being relieved of teaching and/or administrative duties. It is an official assignment, not a right.

The purpose of the Faculty Development Assignment is to enhance the individual's value to the institution. The objective of an individual plan could be, but is not limited to, (1) providing additional formal education to provide the faculty member with expertise to work in other areas where critical shortage of applicants exists, (2) retraining tenured faculty members for service in high growth areas to avoid retrenchment, (3) providing opportunities for graduate study to meet accreditation standards, or (4) enhancing the value of the individual's worth to the institution.

An individual faculty development activity must be proposed by the immediate supervisor in cooperation with the employee and forwarded through administrative channels to the President. The proposed program must be consistent with the Individual Plan of Development on file in the supervisor's office.

The Faculty Development Assignment should be completed within one calendar year or its equivalent. The institution may pay salary, tuition, and fees. Any financial support will be contingent upon the availability of funds. The institution will require the individual to use all accrued vacation during the educational leave period.

In accepting a Faculty Development Assignment, an employee agrees to return to the University for a period equal to three times the length of the assignment; if not, he/she will reimburse the University for all expenses it incurred for which it was not otherwise legally obligated to pay.

## FACULTY DEVELOPMENT ASSIGNMENT PROPOSAL

To be Completed by the Unit Head

Name of employee\_\_\_\_\_ Rank\_\_\_\_\_

Academic Unit \_\_\_\_\_ Highest Degree Held\_\_\_\_\_

Primary Teaching  
Assignment \_\_\_\_\_

Proposed educational goal including timetable, place of study, degrees or major, new teaching expertise, etc.

Discuss thoroughly the benefits to the University and this individual.

Signed:  
Unit Head\_\_\_\_\_ Date\_\_\_\_\_

Faculty\_\_\_\_\_ Date\_\_\_\_\_

Vice Chancellor\_\_\_\_\_ Date\_\_\_\_\_

Chancellor\_\_\_\_\_ Date \_\_\_\_\_



*CONTRACT GOVERNING FACULTY/STAFF DEVELOPMENT ASSIGNMENT*

*Under provision of UAM Operating Procedure 425.2, the University of Arkansas at Monticello and \_\_\_\_\_ enter into a contractual agreement regarding a Faculty/Staff Development Assignment.*

*In accordance with Board Policy 405.1, the University of Arkansas at Monticello offers to continue in its service the above named individual. The University's commitment shall be limited to the salary and fringe benefits to which \_\_\_\_\_ would have been entitled had this contract not been negotiated, plus \_\_\_\_\_ tuition costs and travel costs.*

*I, \_\_\_\_\_, accept the University of Arkansas at Monticello's offer of a Faculty/Staff Development Assignment under the conditions specified above. Acceptance of this offer from the University for educational compensation, reimbursement, or expenses for any part of a semester or quarter term shall count as one full semester.*

*In accepting this offer, I agree to enroll at \_\_\_\_\_ during the fall semester \_\_\_\_\_, spring semester \_\_\_\_\_, and/or summer semester(s) \_\_\_\_\_, and attain the educational goal of \_\_\_\_\_ by \_\_\_\_\_.*

*I, \_\_\_\_\_, agree to use all accrued vacation time prior to the conclusion of my educational leave period.*

*I further agree that if I do not attain the above stated educational goal within the time period specified, or if I do not return to and remain in the employment of the University for a period three times the length of the assignment, unless released by the University, I will pay to the University the total cost of the out-service training and compensation paid during the assignment.*

*This agreement entered into on the \_\_\_\_\_ day of \_\_\_\_\_ by and between:*

*For the University:*

*For the Employee:*

\_\_\_\_\_  
*Chancellor*

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Notary Public*

UAM OPERATING PROCEDURE 430.1

RE: Library Materials Checked Out to  
Faculty and Professional Staff

October 1, 1982

Revised: July 1, 2011

Faculty and professional staff are permitted to check out and retain an unlimited number of library items, subject to the following policies:

1. All library materials are to be returned to the Library or re-checked out, each year by the end of spring semester, regardless of the date checked out.
2. Individuals who fail to return library materials by this date may be billed the lost book fee for each item not returned.
3. Faculty is subject to library policies and charges regarding theft, mutilation, and defacement of library materials and property.
4. The Office of Finance and Administration will issue a bill for any arrears or damage.
5. An unpaid bill may result in a pay check being garnished in accordance with University Memorandum 440.9.

Classified staff members are allowed to check out a maximum of twenty items. All standard UAM Library circulation policies apply, including the assessment of fines for overdue materials, unreturned books, and damaged material. The Office of Finance and Administration will issue a bill for all charges according to procedures listed in numbers 2 and 4 above.

UAM OPERATING PROCEDURE 435.1  
RE: Employment of Part-time Faculty

November 2005

Revised: July 1, 2011

Revised: May 21, 2019

Revised: February 24, 2020

Revised: August 18, 2022

The University of Arkansas at Monticello may employ individuals for temporary appointments on a part-time basis to teach courses due to faculty shortages and/or emerging needs. An individual employed on a part-time basis will not normally teach more than two courses, or sections thereof, or 50% of the normal full time load during any term.

Exceptions to this policy require prior approval from the appropriate Vice Chancellor or Chancellor. Academic Unit Heads may request salary exceptions related to teaching experience, academic degree, subject area qualifications, market value and other factors. The following provisions shall apply:

- Offers of employment are issued in writing by the appropriate Academic Unit Head and approved by the Vice Chancellor.
- Part-time faculty hired to teach a specific course in order to meet a temporary institutions need are designated as adjunct faculty.
- Employment must be in the name of an individual.
- When employed more than halftime for an extended period, the individual may be placed in a benefits eligible instructor slot on a 50%, 75% or 100% appointment.
- Part-time faculty is a non-benefit eligible position. UAM pays only the mandatory employee contributions.
- Privileges normally extended:
  - University I.D. Card; admission to university activities; library use; temporary parking permit.
- Privileges normally excluded:
  - Assigned office; catalog recognition; inclusion in commencement.

1. Part-time faculty salary for teaching a three-hour course will be based upon teaching experience at UAM. See scale below.

2. Courses Taught	3 credit/hour	Lab/1 credit
1 – 5	\$1800	\$1200
6 – 10	\$2100	\$1400
11 or more	\$2400	\$1600

3. Academic Unit Heads are responsible for maintaining historical records to determine rate of pay.

4. Salary for one-credit hour laboratories will be  $\frac{2}{3}$  the salary of a three-hour credit course.
5. Retired UAM faculty will be paid at the overload rate of \$2,500 for a three-hour course.
6. The University reserves the right to prorate the salary of part-time instructors should the adjunct instructor not meet with the students the required class time.
7. Prior to employment the Academic Unit Heads will submit a request to hire to the appropriate Vice Chancellor and obtain a transcript of the highest degree attained along with any other data necessary for internal and external data reporting.

### **Evaluation of Part-time Faculty**

Adjunct faculty will be evaluated each semester under the direction of the unit head in a manner similar to regular faculty if feasible.

UAM OPERATING PROCEDURE 440.1

RE: Compensation for Teaching  
Compressed Interactive Video (CIV)  
Distance Education Classes

April 11, 2002

Revised: November, 2005

Revised: July 1, 2011

Compensation for faculty and adjunct instructors teaching a CIV course for the first-time is \$500. After receipt of the initial incentive pay for a CIV course, there will be no salary support to prepare for a second or subsequent CIV course.

Academic Unit Heads are responsible for maintaining records to determine if faculty or adjunct instructors have received incentive pay for teaching CIV courses in the past.

Enrollment standard: Fall and Spring Semester:

Enrollment for undergraduate classes combined at all receive sites	10
Enrollment for graduate classes combined at all receive sites	6

Enrollment standard: Summer session:

Enrollment for undergraduate classes combined at all receive sites	10
Enrollment for graduate classes combined at all receive sites	6

UAM OPERATING PROCEDURE 440.2

RE: Compensation for Teaching  
Internet-based, Online Classes

April 11, 2002

Revised: November, 2005

Revised: July 1, 2011

Revised: February 23, 2017

Faculty will receive incentive pay of \$1800 for the development and teaching of their first online course. After receipt of the initial incentive pay for a course, an instructor will receive incentive pay of \$300 for each new online course developed and taught for the first time.

Academic Unit Heads are responsible for maintaining records to determine if faculty have received incentive pay for teaching online courses in the past. Consideration for incentive pay for new online course development/teaching for individuals not holding faculty rank must be approved by the dean of the unit in which the course is taught and by the Vice Chancellor of Academic Affairs.

UAM OPERATING PROCEDURE 440.3  
Compensation for Teaching Summer  
Term(s) November, 2005

Revised: July 1, 2011  
Revised: April 10, 2017

Summer term course offerings are based on student-success initiatives, student demand for specific courses, and the prospect of sufficient enrollment. Each course offering should be, at minimum, revenue neutral. We have a responsibility to offer and staff classes that are needed for degree progress and completion. Therefore, we ask that unit averages are reviewed as opposed to individual classes per summer session. We encourage work with program faculty to analyze the necessary classes; that is, essential courses with offerings reflecting fiscal responsibility within the unit.

Faculty Compensation

Summer employment for any faculty member employed for fewer than twelve months is not guaranteed. Unit Heads will select summer course offerings based upon unit and student needs and appoint a qualified faculty member to teach each course. Faculty members must have received an overall performance rating of “Excellent,” or “Good,” on their most recent annual evaluation to be considered for summer employment. In situations where there are equally qualified faculty members to teach a course, faculty should be rotated.

1. The minimum class enrollment (10 undergraduate students/6 graduate students) must be met for a course to be taught at full pay. Pay will be 7.5% of the nine- month salary for each three-hour course or equivalent administrative assignment.
2. When enrollment is less than the required minimum, pay will be proportional to the enrollment. For example, an instructor of an undergraduate course with an enrollment of eight would receive 8/10 of 7.5% or 6.0% of his/her nine-month salary.

Note: The unit head may request special consideration from the Vice Chancellor to whom they report for exceptions to this policy only when the arrangement can be justified to advance campus student-success initiatives.

Examples:

- Summer Bridge Program courses
- Infrequently offered upper level courses
- Executive Council approved special campus projects targeting student success

Workload Spreadsheet

1. The Office of Finance and Administration will distribute an updated workload spreadsheet to academic unit heads and the academic affairs offices on the main campus and the Colleges of Technology no later than the end of the second week of April.

Updated directions to the unit for the current summer's entries and any necessary policy specifications and standard procedural considerations for each unit will be included.

2. A draft of the summer compensation spreadsheet using actual enrollment numbers in each class is due to the Vice Chancellor to whom the unit reports no later than the week prior to the beginning of each summer session. Unit Heads must make required adjustments to schedules, as needed, no later than at the end of the first day of each session to ensure no revenue losses and send the final copy of each summer session worksheet to the appropriate Vice Chancellor for review.
3. A summary of total summer term actual enrollments and expenses should be submitted to the Vice Chancellor for Academic Affairs for the college credit courses or the Vice Chancellor for the College of Technology for technical courses by the mid-August end-of-summer payroll period.



UAM OPERATING PROCEDURE 450.1

RE: Disciplinary Policy: Classified and  
Non-Classified Employees

September 7, 1994

Revised: July 1, 1997

Revised: July 12, 2011

This policy is designed to govern the personal conduct of classified and non-classified employees in areas outside the performance of job duties. Several types of disciplinary action have been developed for handling employee discipline problems. The types of action taken will depend upon the nature of the offense and the number of times the offense occurs. The types of disciplinary action are: verbal warning, written warning, leave without pay, suspension, and termination. Some University privileges may also be restricted.

Procedurally, the supervisor will initiate the appropriate type of action, or a combination of actions, immediately after the offense occurs or is known. Except for verbal warning, the employee must be advised in writing of the offense for which he/she is being disciplined. Examples of offenses that necessitate disciplinary action include, but are not limited to:

1. Problems involving absences from work or tardiness,
2. Illegal and/or unsafe conduct,
3. Inappropriate personal conduct (individual and involving others),
4. Information-related offenses,
5. Gross negligence, and
6. Misuse of University time and/or equipment.

## UAM OPERATING PROCEDURE 455.1

### Re: Conflict of Interest

March 11, 2014

Revised: February 24, 2020

#### Purpose

This procedure is intended to establish guidelines required for completing the annual dissemination and collection of the Conflict of Interest Disclosure forms in accordance with the University's Conflict of Interest Policy included herein as Appendix A.

#### Policy Notification

The Office of Human Resources will notify the campus community, via email, each year of the requirement to read and sign the Conflict of Interest Policy. Campus notifications should occur at least three times during the month of February. Policy requirements and forms will also be posted on the Department of Human Resources' website.

#### Employee Responsibility

- A. On an annual basis, all full-time faculty and staff will be required to read the University's Conflict of Interest Policy and submit a completed statement of disclosure/non-disclosure to the department head/budget unit head no later than March 15 of each calendar year.
- B. All new or re-hired full-time faculty and staff will be required to read the Conflict of Interest Policy and submit the signed statement of disclosure/non-disclosure with the Employee New/Re-hire Documents within two weeks of employment. Statements of disclosure will be routed by the Office of Human Resources to the appropriate department/budget unit head for review and action. It will be the responsibility of the department/budget unit head or designee to process the disclosure/non-disclosure forms within five days of receipt as outlined in the Conflict of Interest Policy.

Faculty or staff hired/re-hired during January and February of each year will not be required to complete a new disclosure/non-disclosure statement during the first year reporting period.

- C. All part-time non-benefit eligible employees (not including student workers and Graduate Assistants) will be required to sign a disclosure/non-disclosure form at the beginning of each fall semester. The signed forms should be submitted to the department/budget unit heads for approval and submittal to the Office of Human Resources by September 10 of each year.

### Supervisor Responsibility

- A. Supervisors, Department Chairs and Deans are responsible for ensuring all employees (full-time and part-time) read the Conflict of Interest Policy and submit to the department a signed disclosure/non-disclosure statement by the appropriate deadline each year.
- B. Upon receipt of the completed disclosure/non-disclosure statement the supervisor, department chair or dean will review the submitted document and process as follows:
  - 1. Conflict of Interest (non-disclosure) Statements will be sent directly to the Office of Human Resources. Supervisors will be responsible for reporting to the Vice Chancellor a listing of all non-disclosure statements received.
  - 2. Conflict of Interest Disclosure Statements are to be discussed with the faculty/staff member for potential conflict and provide a statement of required corrective action (if applicable) within five days of receipt.
  - 3. Supervisors will send the disclosure statement and a copy of the written statement to the Vice Chancellor for review and approval. If determined by the Vice Chancellor to warrant further review or clarification, the statement of disclosure and the supervisor's written statement will be provided to the Chancellor for consideration and possible review by the Conflict of Interest Committee.
- C. All completed disclosure/non-disclosure forms must be submitted to the Office of Human Resources by March 31 of each year.

### Reporting Requirements

Each department/budget unit head is responsible for submitting required disclosure/non-disclosure statements to the Office of Human Resources within the timeframes outlined in these procedures.

The Office of Human Resources will be responsible for tracking the receipt of the disclosure/non-disclosure statements for each employee. Tracking will include whether the employee identified a potential conflict of interest and if the disclosure was approved in accordance with the Conflict of Interest Policy.

The Office of Human Resources will provide each Vice Chancellor a report by April 30 and September 30 of each calendar year, of all employees who did not comply with the provisions of the Conflict of Interest Policy. It will be the responsibility of the Vice Chancellor to determine the appropriate Administrative Sanctions which may result from the employee's willful failure to comply with the provisions of the Conflict of Interest Policy.

Administrative Sanctions shall be applied consistently and without regard to any protected classes which may be considered discriminatory in nature. Any act of retaliation resulting from an employee's disclosure of a potential conflict of interest or request for appeal shall be

prohibited and will be addressed in accordance with the University's Discrimination Policy.

Conflict of Interest disclosure/non-disclosure statements will be maintained in the employee's personnel file.

## **Conflict of Interest Policy**

### **Purpose**

It is the policy of the University of Arkansas at Monticello to ensure that all University employees perform the functions of their positions in an ethical manner and that employees of the University abide by applicable law and policies governing ethical conduct and contracting. UA Board of Trustees (BOT) Policies 330.1 and 450.1 require each campus to establish policies and procedures governing conflicts of interest and outside activity.

The purpose of the Conflict of Interest (COI) Policy is to define and provide guidelines for the management of potential conflicts of interest on the part of employees at the University of Arkansas at Monticello ("UAM"). The term "employees" includes all faculty and staff.

While the COI Policy is intended to manage conflicts of interest at UAM, it should be noted that rules and regulations outside this document also govern conflicts of interest, including, but not limited to, University of Arkansas Board of Trustees Policies 330.1 ("Employee and Contractor Conflict of Interest") and 450.1 ("Outside Employment of Faculty and Administrative Staff Members for Compensation"). A non-exclusive list of laws and regulations and University of Arkansas at Monticello policies pertaining to conflict of interest and outside activities may be found in Appendix C. When considering whether any activity constitutes a conflict of interest, employees should be aware of such rules and regulations.

### **Conflicts of Interest – Generally**

Conflicts of interest are situations in which University employees may have the opportunity to influence University administrative, business, or academic decisions in ways that could lead to personal gain, give improper advantage to self or others, or interfere with the preservation, generation, or public dissemination of knowledge.

Conflicts of interest are not necessarily unwarranted, unethical, or illegal. Furthermore, conflicts of interest are not always avoidable. The failure to disclose situations that have the potential for or involve actual conflicts of interest, however, may be unethical and/or illegal.

A conflict of interest depends on the situation and not on the character or actions of an individual.

### **General Duty and Policy: Disclosure**

Because the complexity and diversity of personal relationships is extensive, and the perception of conflict of interest may vary from one individual to another, the most effective means to address conflicts of interest is to establish a system under which employees disclose and obtain evaluation of potential conflicts. Thus, University employees shall disclose any potential conflict that is or may be material.

### **Definitions**

- **Immediate Family** is defined to include an employee's (a) spouse, and (b) dependent children.
- A **conflict of interest** is "material" if there is a substantial likelihood that a reasonable person would believe that the conflict has the potential to compromise the objectivity of the employee.

### **Contracting with Employees & Family Members**

University of Arkansas Board of Trustees Policy 330.1 provides that the University shall not, without approval of the Chancellor, enter into a contract with a current or former state employee or a direct family member, including spouse, of any current or former state employee, or a company owned or controlled by the employee or family member. Procedures exist to seek approval in limited circumstances when such a purchase is in the best interests of the institution and when the relevant University employee does not participate in the purchasing decision. Likewise, Ark. Code Ann. § 19-11-705 prohibits any employee from participating directly or indirectly in any contract or solicitation where, to the employee's knowledge, the employee or an immediate family member has a financial interest, or where the entity being negotiated with has an arrangement with the employee concerning prospective employment.

### **Attendance at Vendor Sponsored Events**

Employees of the University shall not attend any event, function, conference or other activity for which their expenses or costs (including items such as transportation, lodging, and food) are paid or provided, in whole or in part, by a vendor doing business with the University, or actively seeking business with the University, under circumstances whereby it would be a conflict of interest, or create an appearance of impropriety, for the

employee to attend the event, function, conference, or other activity. In determining the propriety of attending any event, function, conference, or other activity under this policy, the following factors shall be considered:

1. The identity of the employee and the nature of that person's responsibility for dealing with the vendor, including whether he or she has primary responsibility for the selection of the vendor and supervision of the vendor's activities on behalf of the University.
2. The nature and value of the benefits that are to be provided by the vendor.
3. Whether the vendor is currently seeking, or will in the near future be seeking, an initial contractual relationship or a renewal of its contractual relationship with the University.
4. Whether an issue currently exists with regard to a vendor's services to the University where it might be perceived that the vendor's actions are an attempt to influence a determination on that issue.

The prohibitions set forth in this policy shall also apply to members of the employee's family or other individuals receiving such benefit from a vendor due to their relationship with the employee.

Individual employees receiving an invitation from a University vendor or from a vendor actively seeking to do business with the University for any benefit described in this policy shall review the circumstances of the invitation with their supervisor prior to acceptance of any invitation.

It is not the intent of this policy to prohibit the receipt of gifts of nominal value or occasional meals paid for by a vendor. It is also not the intent of this policy to prohibit the receipt of benefits from a vendor when the acceptance of such benefits would not create a conflict of interest or an appearance of impropriety. It is the purpose of this policy to avoid accepting anything offered with the appearance, intent, or effect of influencing the exercise of an employee's professional judgment or would cause the relationship with a vendor to appear to be other than "arms length."

### **Financial interests and outside employment**

#### ***Statement of Financial Interest***

Pursuant to Ark. Code Ann. § 21-8-701(a)(4), as interpreted by the Arkansas Ethics Commission,<sup>1</sup> the Chancellor, the Provost, Vice Chancellors, deans, assistant deans, chairs, assistant chairs, and directors, as persons in charge of departments or divisions within the University, responsible for the supervision of employees and the administration of department budgets, must file a Statement of Financial Interest with the Arkansas Secretary of State by January 31 of each year. Forms and guidance are available from the Arkansas Ethics Commission at [arkansasethics.com/forms](http://arkansasethics.com/forms).

#### ***Reporting Extra Income***

Pursuant to Ark. Code Ann. §§ 21-8-201 - 21-8-204 and University-wide Administrative Memorandum 404.10, on or before January 31 of each year, all salaried employees of the University on full-time regular nine-month or twelve-month appointments are required to file with the President a statement reflecting income in excess of \$500 earned from a single source during the past calendar year as wages or salary or as fees or payment for professional or consultant services rendered to any public agency of the State other than the salary the person receives on a regular salary basis. Each such individual source from which income exceeds \$500 must be reported. If the cumulative total exceeds \$500, but income from no single source exceeds \$500, no report needs to be filed. This includes payment for adjunct teaching at another campus or unit of the University or services rendered to another state agency. A copy of the reporting form is distributed each year via email by the office of finance and administration.

### **Part-Time Employees**

Part-time employees are subject to conflict of interest requirements, especially if they participate in sponsored activities. These instances should be discussed with individual department or unit heads.

### **Students**

Special care should be exercised in the involvement of students in the valuation of commercial products or research supported by industrial sponsors, and such activities should be evaluated with attention to avoidance of detrimental effects on the student's academic program.

### **General Disclosure Procedures**

It is the responsibility of each individual covered under this policy to disclose annually to University officials any potential conflicts of interest, as defined in this policy, by submitting a fully completed Disclosure of Potential Conflict of Interest form to appropriate University administrators. In addition, each individual must, within thirty (30) days of discovering or acquiring (e.g., through marriage, purchase or inheritance, etc.) a new potential conflict of interest, submit an updated Disclosure of Potential Conflict of Interest form.

Disclosure forms must also be completed by all new employees within the first two weeks of employment.

All employees shall receive an annual notice regarding this policy and a link to the location of the University's conflict of interest disclosure forms on the University web site. The forms shall be available throughout the year for employees who need to disclose any change in circumstances as those changes occur.

Employees are responsible for disclosing potential conflicts of interest that would reasonably appear to be affected by or to affect their University duties. However, it is the responsibility of the University, not the discloser, to determine if the disclosed interest could significantly affect the performance of University responsibilities and to require the management, reduction, or elimination of the conflict.

### **Review of Disclosures**

Situations that have the appearance of, potential for or involve actual conflicts of interest must be reported, in writing, to the employee's immediate supervisor. Employee's written disclosure, as entered on the Disclosure of Potential Conflict of Interest form, should be made prior to any arrangements, whether verbal or written, are agreed upon concerning the potential conflict. Modification to existing arrangements should be reported as they occur. In addition, continuing arrangements should be reported on an annual basis as previously specified. In disclosing these situations, the disclosing person shall indicate all steps that will be taken to avoid or minimize any conflict of interest.

After consulting with the employee concerning whether an actual or potential conflict of interest exists, the supervisor shall provide the employee with a written decision and any remedial action that must be taken within five (5) working days after such consultation. Employees may appeal the decision to the next level supervisor or to the Conflict of Interest Committee.

Conflicts that are determined to be of a serious nature due to their potential for adverse impact on UAM shall be reported by the supervisor to the Chancellor or the Chancellor's designated official. The Chancellor or designee will refer such serious conflicts to the UAM Conflict of Interest Committee to review the situation and make recommendations within twenty working days.

The decision of the Chancellor or Chancellor's official designee as to the resolution of any conflict shall be final.

### **Records Requests and Exemptions**

To facilitate the public disclosure of records regarding conflict of interest and outside employment, employees shall be asked to identify, at the time of disclosure, any specific information which they have a good faith belief should be considered exempt from public disclosure under the Arkansas Freedom of Information Act or other applicable law because the information falls within a specific, established exemption to disclosure. For example, under Ark. Code Ann. § 25-19-105(b)(12), personnel records are not required to be publicly disclosed under the FOIA if their disclosure would constitute a "clearly unwarranted invasion of personal privacy." Likewise, under Ark. Code Ann. § 25-19-105(b)(9)(A), records are not required to be released "which, if disclosed, would give advantage to competitors or bidders."

Employees claiming that portions of their disclosed information are not subject to public release must include a detailed statement of explanation regarding why the specific information is exempt under the law. Blanket claims of exemption or submissions which do not identify specific information and a rationale for exemption will be returned to the employee for clarification and may delay approval of the disclosures. Note that federal regulations specifically require that significant financial conflicts of interest related to certain funded research projects must be made publicly accessible, upon request. Accessible information must include the individual's name, position on the research project, name of the entity in which the SFI is held, the nature of the financial interest, and the dollar value (within a numeric range), or a statement that the interest cannot be readily valued.

Specific information which employees claim is exempt from public disclosure will be reviewed by University officials and a determination made on whether the information is exempt prior to such disclosure. In the event an employee disagrees with the University's determination on the exempt status of records under the Arkansas FOIA, the employee may request an Attorney General's opinion on the matter, consistent with Ark. Code Ann. § 25-19-105(c)(3)(B).

In signing their disclosure forms, employees acknowledge that all non-exempt information may be publicly released upon request.

**Conflict of Interest Committee**

A Conflict of Interest Committee shall be formed as a subcommittee of the Human Relations Committee, which is appointed by the Chancellor. The Committee shall meet as needed in order to act in a timely fashion. The Conflict of Interest Committee shall review disclosures for possible conflict that are referred to the Committee by the Chancellor or the Chancellor's designee or brought before the Committee pursuant to an appeal, and shall advise appropriate officials as to an appropriate resolution. The Committee shall also be charged with policy review and revisions.

**Administrative Sanctions**

Failure to disclose conflicts of interest in an appropriate and timely manner, or failure to comply with procedures to resolve conflicts of interest as recommended by the Conflict of Interest Committee, may result in administrative sanctions as determined by the appropriate Vice Chancellor with advice from the appropriate Dean or other administrative officials and the Conflict of Interest Committee. Administrative action may include oral admonishment, written reprimand, reassignment, disqualification from submitting proposals for research support to Federal Agencies or other sponsors, demotion, suspension, or separation. Any sanctions may be appealed to the Chancellor or Chancellor's designee, whose determination shall be final.

**Maintenance of Records**

All conflict disclosures and records of actions taken by UAM with respect to each conflict shall be maintained for at least three (3) years from the date the disclosure form is filed or the date of any document resolving the conflict, whichever is later. The file will be maintained in the UAM Department of Human Resources.



**Disclosure of Potential Conflict of Interest and Commitment**  
**University of Arkansas at Monticello**

It is the campus policy of the University of Arkansas at Monticello (UAM) that its officers, faculty, staff and others acting on its behalf have the obligation to avoid ethical, legal, financial and other conflicts of interest with their obligations to the University or its welfare. In adherence to the institution's policy, please complete the following statement to disclose any relationships or activities which might give rise to conflicts, or the appearance thereof, with your duties, responsibilities or obligations to UAM.

**All faculty, classified and non-classified staff are required to complete this form on or before March 15 each year, or as requested by the University.**

☐ I have read the campus policy on conflict of interest and commitment, and I disclose the attached explanation of the nature of each potential conflict of interest or appearance thereof in compliance with that policy.

☐ I have read the campus policy on conflict of interest and commitment, and I have no conflicts of interest to disclose.

***Note: The information disclosed to the University may be subject to public disclosure. To request that specific information be reviewed to determine if it is exempt, attach all of the information required by UAM's conflict of interest policy.***

In signing this disclosure, the employee acknowledges that all information not determined to be exempt may be released by the University upon public request, without further notice.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name (print or type) \_\_\_\_\_

Title or Position \_\_\_\_\_

Department or Unit \_\_\_\_\_

**Administrative Review**

☐ No conflict exists ☐ Conflict exists – corrective action statement attached

\_\_\_\_\_  
Department Chair or Unit Head

\_\_\_\_\_  
Date

\*If no conflict exists, this form is complete and should be submitted to Department of Human Resources. If a conflict exists, complete remainder of form.

☐ Conflict exists – Corrective action statement approved ☐ Conflict exists – further review required

\_\_\_\_\_  
Dean or Unit Head Supervisor

\_\_\_\_\_  
Date

☐ Conflict exists– Corrective action statement attached  
☐ Referred to Conflict of Interest Committee for further review

\_\_\_\_\_  
Executive Council Member

\_\_\_\_\_  
Date

**Related Laws and Policies**

The following is a non-exclusive list of laws and regulations and University of Arkansas at Monticello policies pertaining to conflicts of interest and outside activities.

Code of Federal Regulations

42 CFR Part 50, Subpart F	Promoting Objectivity in Research (Revised Financial Conflict of Interest Regulation)
42 CFR Part 94	Responsible Prospective Contractors

Arkansas Code

6-63-307; 19-4-1604	Concurrent Employment with Other Agencies or Institutions of Higher Education
19-11-701 - 19-11-714	Ethics
19-11-716	Participation in Business Incubators
19-11-717	State-supported Institutions of Higher Education (Patents, Copyrights and other Proprietary Information)
21-8-201 - 21-8-204	Extra Income Reporting
21-8-701	Statement of Financial Interests

Arkansas Ethics Commission

Rules on Gifts	Available at <a href="http://www.arkansasethics.com">www.arkansasethics.com</a>
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Board of Trustees Policies

210.1 – 210.2	Patent and Copyright; Copyright and Distance Learning
410.1	Nepotism
330.1	Employee and Contractor Conflict of Interest
340.1	Related Entities
450.1	Outside Employment
465.1	Political Activity

University-wide Administrative Memoranda

404.10	Reporting of Income from Public Agencies
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UAM Operating Procedures

355.1	Concurrent Employment
410.5	Extra Compensation Policy

UAM OPERATING PROCEDURE 455.2  
RE: Outside Employment

March 8, 2022

While emphasizing the fact that full-time faculty and non-classified staff members (including, but not limited to, senior administrators) of the University are obligated to devote their working time and efforts primarily to University activities, the University recognizes that a limited amount of outside work for private compensation may be advantageous to all concerned. Such persons are therefore encouraged to engage in outside employment that will affirmatively contribute to their professional advancement or correlate usefully with their University work. This employment shall not interfere in any substantial way with the employee's University duties nor conflict with his/her University assignments.

Written approval from the direct supervisor shall be obtained in advance of such outside employment. Each Vice Chancellor's office shall keep records on outside employment by personnel in his/her department and shall prepare an annual report on such outside employment. The report should include actual time spent during the reporting period. Such records shall be reviewed periodically by the appropriate administrators and shall be submitted to the Chancellor by September 30 of each year.

It is the employee's responsibility to make clear that, with respect to the outside employment, he/she is not acting as an agent or representative of the University. University facilities or property shall not be used except with permission of the Executive Council, taking into account the best interests of the University, and the payment of appropriate fees may be required. Prior approval is also required for concurrent employment with another university unit or state agency, pursuant to Arkansas Code Ann. §19-4-1604 and Arkansas Code Ann. §6-63-307.

Prior Approval of Outside Employment  
University of Arkansas at Monticello  
Operating Procedure 455.2

This form implements the University of Arkansas System Board Policy on outside employment (450.1) passed in 1916 and revised most recently in March 2016. **Full-time faculty and non-classified staff are required annually or as needed to obtain written approval from their supervisor prior to engaging in outside employment.**

I request approval for outside employment as follows:

Beginning Date \_\_\_\_\_  
Ending Date \_\_\_\_\_  
Average Hours \_\_\_\_\_ per week \_\_\_\_ or month \_\_\_\_

The employee is required to state the following on the nature and source of outside employment:

- Name and address of employer:
  
  
- Specific explanation of the nature of employment, location, schedule:
  
  
- Whether or not the use of University facilities, property or personnel are requested in the employment:
  
  
- The expected benefit of the outside employment to professional development and to the University:

Check one of the following:

I affirm that, to my knowledge, this outside employment will not create a conflict of interest or commitment (see Operating Procedure 455.1) in my duties, responsibilities or obligations to the University of Arkansas at Monticello.

A possible conflict of interest may exist. I disclose the attached explanation of the nature of the potential conflict.

Name \_\_\_\_\_  
Title/Position \_\_\_\_\_  
Department \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Approvals:**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice Chancellor or Chancellor

\_\_\_\_\_  
Date

UAM OPERATING PROCEDURE 460.1  
RE: Consensual Relationships

March 7, 2022

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as faculty and student, or supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of Policy.

The University does not wish to interfere with private choices regarding personal relationships when those relationships do not interfere with the goals and policies of the University. However, for the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student/employee) are regarded as inappropriate, are strongly advised against, and are inherently suspect in the event of a dispute.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisors. This will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities or will shift the student or employee out of being supervised or evaluated by someone with whom a consensual relationship is established.

Failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee, up to and including termination.

UAM OPERATING PROCEDURE 500.1

RE: Provisional Admission of Students

February 26, 2001

Revised: July 1, 2011

Revised: April 15, 2014

Revised: December 8, 2016

University requirements include: (1) a completed application for admission, (2) college entrance exam scores, and (3) official academic transcripts. The University also requires all first-time freshmen to sign acceptance of an 8-Semester Program of Study or a waiver of the 8-Semester Program of Study to become fully admitted.

Other requirements include: (1) Proof of immunization against measles, mumps, and rubella. Two MMR injections or proof of serological immunity is required. It is the responsibility of the student to request any exemption through the Arkansas Dept. of Health, 4815 W. Markham, Little Rock, Arkansas 72205. Proof that the student was born prior to January 1, 1957, will be accepted in lieu of receiving a vaccine. (2) A selective service statement. Students who are required to register with selective service must sign a statement attesting that they have registered or are exempt from doing so. This statement appears on the application for admission and must be completed by all male applicants. (3) For international students, proof of tuberculin skin testing or a chest x-ray within the last six months is required.

Provisional admission may be extended to the student who has not completed the admission process at the time of registration. The admission requirements listed below must be met no later than the last class day of the fall or spring semester or a summer term. Students who do not meet the deadline will be ineligible to register for a future semester.

Proof of second immunization against measles, mumps, rubella, and such other diseases as delineated by the Arkansas State Board of Health - Required of all students (undergraduate and graduate) born on January 1, 1957, and thereafter. Records must show administration at a state health department or medical facility. Proof of serological testing within normal guidelines will be accepted in lieu of the immunizations. Any other state allowed exemption must come directly from the Arkansas Department of Health Prior to the first day of classes. Records requesting exemption that are provided from a student will not be accepted. Lack of immunization requirements can directly affect the admission of any student.

High school transcript or GED.

College transcript(s) - Required of students who have attended other colleges or universities.

ACT or comparable test scores - Transfer students who have not completed their English and mathematics general education requirements.

Letter of good standing - Required of visiting students.

At the time of provisional admission, the Office of Admissions completes a form which lists the documentation needed to complete admission. This form, which also contains the provisional admission policy, requires the student's signature. One copy is given to the student, and one copy is filed in the student's folder in Admissions. This form is completed on all provisional students who visit the Office of Admissions in person and by fax on those who handle their admission *in absentia*. The Office of Admissions and the Office of the Registrar coordinate their efforts to ensure that the language and deadlines on the form are consistent with both offices.

For fall and spring semesters, the following time line and procedures are implemented by the Office of Admissions and the Office of the Registrar-to complete the admission of provisional students:

Prior to first class day, the Office of Admissions will notify each provisionally admitted student enrolled in one or more hours. The postcard will direct the student to their checklist items in WeevilNet.

On the 5th class day - The Registrar's Office sends an e-mail notification ~~e-mail~~ to each provisionally admitted student who is enrolled for one or more hours. The e-mail notification, which directs the student to their checklist items in WeevilNet and include the deadline to submit documents, is sent to the student's UAM e-mail address.

Beginning the 12<sup>th</sup> class day - The Registrar's Office will send a weekly follow-up e-mail with a copy to the advisor to any student lacking-documents; beginning the fifth class week will ask instructors and Residence Life to assist in notifying the students; and will call students.

The week prior to pre-registration – A registration hold will be placed on the student's account until all documents are received.

For summer terms, the following time line and procedures are used:

Prior to first class day, the Office of Admissions will notify each provisionally admitted student enrolled in one or more hours. The postcard will direct the student to their checklist items in WeevilNet.

On the 3<sup>rd</sup> class day - The Registrar's Office sends an e-mail notification to each provisionally admitted student who is enrolled for one or more hours. The e-mail notification, which directs the student to their checklist items in WeevilNet and include the deadline to submit documents, is sent to the student's UAM e-mail address.

Beginning the 6th class day - The Registrar's Office will send a weekly follow-up e-mail with a copy to the advisor to any student lacking-documents; will ask instructors and Residence Life to assist in notifying the students; and will call students.

The day after the last class day – A registration hold will be placed on the student's account until all documents are received and any registration for future terms will be cancelled.

UAM OPERATING PROCEDURE 500.2  
RE: Drops for Not Finalizing Registration

November 15, 2011  
Revised: December 19, 2013  
Revised: July 20, 2017  
Revised: April 23, 2018  
Revised: October 18, 2021

Students who are preregistered for an upcoming term or session are expected to confirm/finalize their registration, which includes paying or making arrangements to pay tuition, fees, and other expenses, by the stated deadline. Other students are expected to confirm/finalize at the time they register for classes. Even students whose bill is \$0 or less must confirm/finalize their registration with the cashier at one of the three campus locations, or by mail, or by fax, or online at [www.uamont.edu](http://www.uamont.edu) through WeevilNet by the stated deadline. Students who do not confirm/finalize by the stated deadline may be dropped from all their classes. The deadline for preregistered students to confirm/finalize their registration is determined by the given term. The date to confirm/finalize or the drop dates may be adjusted due to inclement weather or other exigent circumstances.

**Fall or Spring Term**

Preregistered students who have not finalized by the deadline and do not have a valid pending financial aid application (if eligible for aid), a payment plan, or other confirmed financial sources may be dropped after 4:00 pm on the stated deadline.

After 4:00 pm on the ninth class day of a fall or spring term, students not confirmed/finalized or placed on hold may be dropped from all registered classes.

Beginning with the tenth class day, a student who desires to be reinstated must submit a written request to their academic dean or Assistant Vice Chancellor for the technical campus. The representative will complete a green card and forward it to the Office of Academic Affairs. Upon approval, the VCAA will forward the request to the Registrar for processing. The act of reinstatement will also serve to finalize the student.

After 4:00 pm on the eleventh class day of a fall or spring term, students not confirmed/finalized may be dropped from all registered classes.

**Summer Session**

Preregistered students who have not finalized by the deadline and do not have a valid pending financial aid application (if eligible for aid), a payment plan, or other confirmed financial sources may be dropped after 4:00 pm on the stated deadline.

After 4:00 pm on the third class day of a summer session, students not confirmed/finalized or placed on hold may be dropped from all registered classes.

A dropped student who desires to be reinstated must submit a written request to their academic dean or Assistant Vice Chancellor for the technical campus. The representative will complete a green card and forward it to the Office of Academic Affairs. Upon approval,



the VCAA will forward the request to the Registrar for processing. The act of reinstatement will also serve to finalize the student.

After 4:00 pm on the fifth class day of a summer session, students not confirmed/finalized or placed on hold may be dropped from all registered classes.

**Summary:**

**Fall or Spring Term**

Drops for not confirming/finalizing = 9th class day

Reinstatement requests honored = 10th class day

Final drops for not confirming/finalizing, no reinstatements after this date = 11th class day

**Summer Session**

First drops for not confirming/finalizing = 3rd class day

Reinstatement appeals considered= 4th class day

Final drops for not confirming/finalizing, no reinstatements after this date = 5th class day

UAM OPERATING PROCEDURE 505.1

RE: Student Housing Policy on Pets

July 1, 1996

Revised: July 1, 2011

Revised: February 24, 2020

The University of Arkansas at Monticello prohibits pets in all University housing, including all residence halls, student apartments, faculty/staff and houses. Excluded from this policy are fish and service animals. The need for service animals must be documented by two separate physicians and then meet the acceptance of the University.

UAM OPERATING PROCEDURE 510.1  
RE: Grants-in-Aid

June 20, 1995

Revised: July 3, 2007

Revised: July 1, 2011

Revised: June 13, 2017

Revised: February 24, 2020

Revised: December 5, 2022

The University of Arkansas at Monticello awards, on a semester basis, a limited number of performance grants-in-aid in choir, band, keyboard, debate, cheerleading, journalism, rodeo, student government, and student activities board.

To qualify for a grant-in-aid at the University of Arkansas at Monticello, entering freshmen must meet two to the following three criteria:

1. Have a minimum composite ACT of 18
2. Have a minimum high school grade point average of 2.00
3. Rank in the upper 50% of their high school graduating class

Upon receipt of final high school transcript, if a student no longer meets the above requirements the award will be rescinded. A student must complete a minimum of 12 hours each semester with a 2.0 grade point average to remain eligible for the award. A student who has completed 12 hours of college credit or a transfer student must be in good academic standing to receive an initial grant-in-aid. At the discretion of the grants-in-aid administrator, a graduate student in good standing may be recommended for a performance grant-in-aid.

A single grant-in-aid cannot exceed \$2,500 per semester; however, a student may receive more than one grant-in-aid each semester. Only those costs incurred on or before the University's 11th class day can be covered by grants-in-aid. Grants-in-aid may be reduced to insure compliance with the student's Federal Cost of Attendance or the State of Arkansas Stacking Policy.

Before offering grants-in-aid to students for the upcoming fall semester, the grants-in-aid administrator should verify with the Finance and Administration Office the total amount of funds budgeted for the next fiscal year. The grants-in-aid administrator is responsible for closely monitoring the budget throughout the fiscal year to prevent budget overruns. The grants-in-aid administrator will provide a list of students recommended for awards to the Director of Financial Aid. This list must include student name, student ID number, award amount, and must be received by the Director of Financial Aid by May 30 for fall semester awards and by November 15 for spring semester awards. Grants-in-aid awards are not available during the summer terms. Grants-in-aid administrators who recommend an award to a student that did not achieve Satisfactory Academic Progress (2.0 grade point average) and/or complete a minimum of 12 hours must provide a written justification to include signature approval by the academic dean/athletic director before funds will be dispersed.

Grants-in-aid award letters must be on UAM letterhead and include:

- List of qualifying criteria and renewal requirements
- Award amount (not to exceed \$2,500)
- Statement regarding withdrawals and prorated awards
- Contact information of program contact/director
- Signature of the grants-in-aid administrator and academic dean

All deletions, additions and revisions must be received in writing by the Director of Financial Aid not later than the 11th class day of the term in which the award is made. No additions or revisions other than for students withdrawing from the University-sponsored activity will be made after the 11th class day.

When a student withdraws from on-campus housing and/or school and such withdrawal generates a refund, the refund will be made on a prorated basis to the grants-in-aid and other institutional awards accounts which were originally charged.

UAM OPERATING PROCEDURE 510.2  
RE: Scholarship for Fifth Year Athletes

September 1, 2006

Revised: June 12, 2008

Revised: July 1, 2011

The University of Arkansas at Monticello, in order to assist student-athletes in the completion of their degrees, will offer a Scholarship for Fifth-year Athletes. The coach of the student-athlete desiring to apply for the scholarship shall submit the name(s) of those student-athletes to the Director of Athletics. Upon favorable recommendation by the Director of Athletics, student-athletes that meet the required criteria will be considered for the Scholarship for Fifth-year Athletes.

Eligibility Requirements

In order to be eligible for consideration for the Scholarship for Fifth-year Athletes, the name of the student-athlete must be submitted to the Director of Athletics by the student athlete's coach no later than April 15 prior to the academic year for which the award is requested. To be eligible for consideration, the following criteria must be met.

The applicant must be a student-athlete who has exhausted eligibility in his/her primary sport at UAM within the past calendar year.

The applicant will not be allowed to participate in another intercollegiate sport during the period of the fifth year award.

The applicant must have received athletic-related financial aid from UAM for at least one year.

The applicant must be within 30 semester hours of completion of his/her first undergraduate degree at the completion of the first summer term of the year when eligibility was exhausted in the student athlete's primary sport, based upon verification by a current, approved degree audit. Awards will be limited to student-athletes during the first 10 semesters of full-time collegiate attendance.

The applicant will not receive any athletic-related aid in a fifth-year award is made.

Applicable conditions:

The student-athlete must be in compliance with the university satisfactory academic progress policy. Students on financial aid probation or denial will not be eligible to receive the award.

The award amount will be equal to tuition and fees for the term the award is given, unless the student athlete received an athletic scholarship less than tuition and fees during his/her last year on an athletic scholarship. In that case, the award amount will be limited to the amount of the previous scholarship. In no case will the scholarship for fifth-year athletes exceed the amount of tuition and fees for 15 credit hours per term. A student-athlete may receive the scholarship for fifth-year athletes for two semesters. Two summer terms will count as one semester.

If a student-athlete elects to attend only one summer term, it will count as one semester.

In order to remain eligible for the award for a second term, the student-athlete must maintain satisfactory academic progress as defined by the university.

#### Application Process

The Director of Athletics will review the list of recommended student athletes once they have been submitted by the respective head coaches. After review, the Director of Athletics will forward a list of student athletes to the Scholarship Chair no later than April 15.

The Scholarship Chair will verify the eligibility of each student athlete and provide email notification to the student(s) by June 15. Any request for summer school assistance must be made at the time the list is submitted. These student athlete reviews would then take priority and receive a May 30 email notification.

The Scholarship Chair will notify the Director of Financial Aid when awards are approved, including award terms.

The Director of Financial Aid will insure that student athletes receiving the awards meet the financial aid eligibility requirements before awards are made to individual students.

The Scholarship Chair will review satisfactory progress for awards at the end of the first term of award before the second term of award is granted.

#### Special Circumstances

The Director of Athletics or the Scholarship Chair may request exceptions to the above criteria from the Executive Council when special circumstances are encountered. These special circumstances must be documented in a written request to the Executive Council.

UAM OPERATING PROCEDURE 510.3  
RE: Fifth Year Institutional Scholarship

June 12, 2008

Revised: July 1, 2011

In order to assist students in the completion of a first higher education degree, UAM will offer a Fifth Year Institutional Scholarship. Upon written recommendation from an academic unit head, students will receive consideration, based upon the following criteria:

A student must have been a continuous recipient of an eight-semester institutional award, with identified satisfactory program/degree progress each term (a minimum completion of 12 academic hours per term, with required grade point average for the designated institutional award.)

The recommended student must be within 30 semester hours of completion of the first declared undergraduate degree at the end of the anticipated graduation term and the expiration of the institutional award, based upon verification by a degree audit.

The recommended student must submit a statement for consideration, which includes the reason for requesting the fifth-year consideration; evidence of need; evidence of campus involvement; future goals and plans; a copy of an official degree audit with number of hours needed to complete the first declared undergraduate degree; an official transcript.

Recommendations and information must be sent to the Scholarship Chair no later than April 30 each year.

If the fifth-year scholarship is awarded, it will be limited to tuition and mandatory campus fees for up to 15 academic hours per term for up to two additional semesters or the actual amount of the initially awarded institutional scholarship (the lesser of the two amounts will be the actual award.)

A student may receive the fifth-year scholarship for no more than two continuous semesters. Two summer terms will count as one semester. If a student elects to attend only one summer term, it will count as one semester. The award will only be available for the immediate terms following the expiration of the existing institutional award and will not be held for any continuing terms.

Renewal for the second term will be based upon the same academic requirements (hours/gpa) of any institutional scholarships.

Selected students will receive email notification with specific details by June 15.

The Scholarship Chair may request exceptions to the above criteria from the Executive Council when special circumstances are encountered. Such circumstances must be documented in a written request to the Executive Council.

UAM OPERATING PROCEDURE 515.1  
RE: Satisfactory Academic Progress

August 18, 2011  
Revised: June 20, 2016  
Revised: February 24, 2020

All students at UAM must conform to the University of Arkansas at Monticello's definition of Satisfactory Academic Progress, even if no financial aid was previously received. All Satisfactory Academic Progress notices will be sent to the student's official UAM e-mail account. The standards for Satisfactory Academic Progress at UAM are as follows:

Qualitative Standards:

A student must earn a **cumulative and term grade point average (GPA) of 2.00** to receive student financial aid. A student who is suspended (by academic policy) because of failure to maintain the minimum GPA is not making satisfactory academic progress and will not be eligible for financial aid. NOTE: PERMISSION FROM THE ACADEMIC APPEALS COMMITTEE FOR A SUSPENDED STUDENT TO ENROLL DOES NOT REINSTATE THAT STUDENT'S FINANCIAL AID ELIGIBILITY.

Quantitative Standards:

There are two quantitative requirements that a student must meet in order to remain eligible for financial assistance:

**Pace of Progression:** Students must successfully complete 67% of cumulative hours attempted. Cumulative hours attempted include hours earned, remedial hours earned, repeated hours, transfer hours and grades of W, F, AU and I. The formula used to monitor Pace of Progression is:

$$\frac{\text{\# of cumulative hours earned}}{\text{\# of cumulative hours attempted}} \times 100$$

**Maximum Time Frame:** The maximum number of hours a student will be eligible for Title IV aid is limited to 150% of the hours required for their program of study. A student will lose eligibility for Title IV aid when they have attempted more than 150% of the hours required for their program of study. Attempted hours include hours earned, remedial hours earned, repeated hours, transfer hours and grades of W, F, AU, or I. For example, most bachelors degrees at UAM require 120 hours; therefore, eligibility is limited to 180 (120 x 1.5) attempted hours. Associate Degrees and Technical Certificates require less hours, so eligibility for those programs will be limited to fewer attempted hours. All hours attempted for degrees earned at other institutions are considered to be posted to the student's transcript. If at any point, it becomes mathematically impossible for a student to complete their program of study within the 150% timeframe, the student will lose eligibility for Title IV aid. Pursuit of a second degree will not increase the



maximum timeframe for Title IV eligibility. All enrollment periods count toward the maximum time frame, regardless of a change in degree or major. Courses that are repeated will count towards attempted hours each time the course is repeated but will be counted as hours earned only once.

- The following grades will not be considered as hours earned W, I, AU, or F. **Any student who earns a 0.00 GPA for a term due to earning all F's, completely withdrawing or a combination thereof will be placed on Financial Aid Denial immediately with no warning period.**
- Changes in SAP status due to grade changes will be evaluated at the time that the Registrar's Office notifies the Financial aid Office of the grade change.
- Satisfactory Academic Progress will be evaluated at the end of the Fall, Spring and Summer terms. All sessions within the summer term will be evaluated as one term. Those students not meeting the requirements stated above will be placed on Financial Aid Warning. The student may continue to receive financial assistance during the warning period. If the satisfactory academic progress standards have not been met at the end of the warning period, the student will be DENIED assistance from federal and institutional sources.
- A student admitted to UAM on Academic Probation will be placed on Financial Aid Warning.

#### Appeal Process:

- A student who has been placed on Financial Aid Denial will NOT receive any types of federal or institutional aid until one of the following conditions is met: (1) The student comes into compliance with the policy; or (2) The Financial Aid Appeals Committee reinstates the student's financial assistance due to mitigating or extenuating circumstances for which there is supporting documentation.
- Appeals for reinstatement of financial assistance must be submitted in **writing with supporting documentation** attached to the Director of Financial Aid by the deadline stated on the denial notice. Appeals are reviewed by the Financial Aid Appeals Committee. The decision of the Financial Aid Appeals Committee is final and there is no further avenue of appeal.
- An appeal may be approved only if the student will be able to meet Satisfactory Academic Progress standards after the subsequent payment period, or the student is placed on an academic plan that, if followed, will ensure that the student is able to meet the Satisfactory Academic Progress standards by a specific point in time.
- Students who have a successful appeal will be placed on Financial Aid Probation.

UAM Operating Procedure 515.2  
RE: Exception to Satisfactory  
Academic Progress for  
Incoming Freshmen

August 18, 2011

Incoming first-time freshman students, who elect to begin attendance at UAM in the summer semester preceding their freshman year, shall not be penalized for failure to meet Satisfactory Academic Progress requirements for institutional aid purposes only. Such students shall be considered to be eligible for institutional aid for their initial Fall or Spring semester even if they are not eligible for federal financial aid programs. Institutional aid may be renewed in subsequent semesters provided the student meets the Satisfactory Academic Progress Policy and the institutional aid renewal requirements. Federal aid will be awarded in subsequent semesters provided the student meets the standards of the Satisfactory Academic Progress Policy and aid requirements.

UAM OPERATING PROCEDURE 520.1

RE: Student Employment/Hiring  
Procedures

August 1, 1982

Revised: July 1, 1997

Revised: July 1, 1999

Revised: July 1, 2011

Revised: December 12, 2017

Any student employed by the University and paid by Federal College Work-Study funds or institutional funds shall be limited to 20 hours of work per week. These hours may be worked in one department or several departments but the total hours per week shall not exceed 20.

The following procedures are required to hire a student worker:

- The Hiring Official must submit all job openings/descriptions to the Office of Career Services.
- The Office of Career Services will post the opening on the job board.\_  
<https://www.uamont.edu/life/careers/employers.html>
- Students are required to complete an online application before consideration.\_  
<https://dynamicforms.ngwebsolutions.com/Submit/Form/Start/2e1af4e5-dcc7-4f1e-9cb2-601db8647a56>
- The Office of Career Services will keep a pool of applicants on file for one semester term.
- The Office of Career Services is responsible for routing the application to the appropriate Hiring Official (if designated office is requested on application).
- Hiring Officials may request copies from the pool of applicants. Once an applicant has been selected for a position, the Office of Career Services must be notified so the application can be removed from the pool.
- Once the job has been offered to the student, the Hiring Official should use the following links to have the student complete the paperwork in its entirety. Once completed, the paperwork will be sent to the Office of Financial Aid by the Hiring Official.  
<https://www.irs.gov/pub/irs-pdf/fw4.pdf>  
<https://www.uscis.gov/i-9>  
[www.state.ar.us/dfa/income\\_tax/documents/AR4EC.pdf](http://www.state.ar.us/dfa/income_tax/documents/AR4EC.pdf)
- All students must be given the following link regarding healthcare:  
[www.healthcare.com](http://www.healthcare.com)
- No student will be allowed to begin employment until an approval email is received from the Office of Personnel.
- In the event the student is not eligible for work-study, Financial Aid will inform the student and Hiring Official by email.
- Supervisors who abuse or fail to follow these procedures will lose the privilege of student assistance.

# UNIVERSITY OF ARKANSAS MONTICELLO

## STUDENT WORKER EMPLOYEE

### POLICY GUIDELINES & PROCEDURES

#### STUDENT WORKER EMPLOYEE DRESS CODE

The University of Arkansas Monticello does not have a uniform dress code; therefore, it is the responsibility of the supervisor to communicate what constitutes appropriate dress. Business casual dress is appropriate for most departments but some jobs may warrant something more formal, or more casual depending on the situation. In general, minimum standards of employee dress are necessary to present a professional environment for *students, staff, and guests*. An employee's personal appearance is a reflection on the University and reflects how colleagues, staff, guests, students, and the community view the employing department or office. It is understood that student employees may not have funds to purchase new clothes to wear to work, but modest, clean, pressed, and appropriate dress is expected. Being appropriately dressed indicates that the student worker is serious about the job and respects the employing department's policies and procedures.

#### Appropriate Attire for Work:

- Solid color denim jeans (without inappropriate rips, holes, etc.)
- Blouses, shirts, sweaters, UAM t-shirt
- Polo style shirts

#### Generally Inappropriate Attire:

- Casual t-shirts with printed inappropriate messages, logos, pictures, etc.
- Short crop tops (no bare midriff tops)

**Spirit Friday** is observed each Friday and the dress standards are more relaxed. Staff members are often encouraged to wear shirts or sweatshirts that promote the pride of UAM.

#### CALLING IN FOR WORK MISSED

CALL-IN PROCEDURE: In case of illness, tardiness or other reasons for absenteeism, notification should be given to your supervisor as early as possible, and at least 30 minutes before your scheduled shift begins to the number provided by the supervisor.

#### COMPUTER & EQUIPMENT USE

University of Arkansas Monticello computers and all other University owned equipment are to be used solely for the purpose of conducting the business of the university. Student workers must adhere to the same policies regarding the use of information technology and other University resources as the other university employees. Please review the UAM Policy on the Use of Information Technology located online at:

<https://www.uamont.edu/it/computer-usage-policy.pdf>

***\*Playing games, shopping, movie streaming, use of earbuds or other personal technology is unacceptable while at work\****. Browsing inappropriate or explicit material on university computers is illegal and will not be tolerated. Anyone using the UAM computer systems consents to being monitored and is advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide evidence of such monitoring to University police personnel. Printing, copying, and faxing should be confined to work related documents only. UAM equipment should never leave the workplace.

## **TELEPHONE & CELL PHONE USAGE**

Personal phone calls should only be made based on need and limited in number and length. If a student worker is required to make long-distance telephone calls on behalf of the department, student workers will be instructed on how and when to do so by the supervisor. Making unauthorized personal long distance phone calls from the university phone is grounds for dismissal and is a violation of the student code of conduct. Student workers carrying **personal cell phones** must have them on silent, vibrate or turned off during working hours. Student Workers cannot be effective in their job duties if he/she is on their cell phone excessively. **No cell phone, camera, or microphone usage allowed around confidential information.**

## **PAY SCHEDULE & CAMPUS OPENINGS/CLOSINGS**

Student workers are paid minimum wage twice a month, electronically by direct deposit to a financial institution. The payroll dates will be 5 working days after the 15<sup>th</sup> of the month, and 5 working days after the last day of the month.

Student employees do not accrue vacation, sick leave, or other paid time off. When offices are closed (i.e. holidays, inclement weather closings, etc.), the student worker will not be expected to report to work. If the campuses are open and there are no classes scheduled, then the student worker's schedule will be coordinated with the student workers' supervisor.

**University of Arkansas Monticello**  
**Student Worker Employee**  
**Confidentiality Agreement**

I understand that if I am hired by the University of Arkansas at Monticello main campus, or either of its technical campuses, in the course of my employment, it's possible that I may occasionally receive or have access to information from employee and/or student records.

I understand that federal and state privacy laws and university policies prohibit me from sharing this information with anyone other than university employees and officials who need such information for university business. This type of information includes everything within the academic, financial, athletic, housing, student affairs, and medical records of UAM employees and students. Examples include information such as: social security numbers; grades; counseling records; and disciplinary records.

**I promise to protect the confidentiality of information in employee and student records at the University of Arkansas at Monticello.**

I agree that this is an essential part of my job responsibilities. I understand and agree that all requests for information from student records, including personal requests such as student addresses and phone numbers, will be referred to a responsible UAM employee who is trained to process these requests.

**I understand that if I violate this Agreement, it is terms for immediate dismissal.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**\*\*This form should be kept in the Hiring Official's student file.**

# Work Study Transmittal

## Section I: To be completed by Student

New Worker \_\_\_\_\_ Previous Worker \_\_\_\_\_ Additional Employer \_\_\_\_\_

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Permanent or Home Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Email Address \_\_\_\_\_

(W-2 Forms will be sent to above address)

Student's Signature \_\_\_\_\_

Payroll documents (State & Federal W-4 & 1-9) must be completed in the Financial Aid Office before a timesheet can be issued.

**Retirement Plan Contributions for Non-Benefits Eligible Employees (Part Time Faculty, Graduate Assistants, Non-Student Extra Help, and Student Workers)** - All non-benefits eligible employees on the university payroll are eligible to participate in an unmatched 403(b) Supplemental Retirement Account on a voluntary basis. If you are in a non-benefits eligible role, you will not receive any employer contributions to your retirement plan, but you can make voluntary unmatched contributions. You may select TIAA and/or Fidelity Investments for your retirement plan vendors. Within the IRS limits, you may enroll, end, increase, decrease, or suspend your contributions at any time. Please contact UAM Personnel Office at (870) 460-1082 for more information.

Students who are enrolled in fewer than 6 hours per semester (3 hours per summer term) will have FICA taxes (7.65%) deducted from their wages.

No student will be allowed to work more than 20 hours per week without written permission from the department's supervising Vice-Chancellor. This can be done by email.

Students must NOT be allowed to work until the supervisor has been notified by personnel. This step confirms the completion of necessary forms and financial aid certification.

As a part of federal Health Care Reform, beginning in 2014 there will be new individual requirements to have health insurance and new ways to purchase health insurance. In compliance with the federal guidelines, the University is providing the information at the following link to assist you in making informed choices about your health care coverage options.

<https://www.uamont.edu/Fin-Admin/pdfs/benefits/Health-Insurance-Marketplace-Notice.pdf>

## Section II: To be completed by Supervisor

Account Name \_\_\_\_\_ Business Unit \_\_\_\_\_ Account Number \_\_\_\_\_ Fund \_\_\_\_\_ Department Number \_\_\_\_\_

The above named student will begin employment (date) \_\_\_\_\_

Supervisor \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor's Printed Name Supervisor's Signature

## Section III: To be completed by Financial Aid

Amount for which student qualifies \_\_\_\_\_

Account Number Verified/Budget Checked \_\_\_\_\_

Completed W-4 Information Attached \_\_\_\_\_ On File \_\_\_\_\_

Completed 1-9 Information Attached \_\_\_\_\_ On File \_\_\_\_\_

Student given Work Study Instructions \_\_\_\_\_

## Section IV: To be completed by Payroll Department

Date Input \_\_\_\_\_

UAM OPERATING PROCEDURE 520.2

RE: Student Worker Time Records

October 14, 1992

Revised: July 1, 1997

Revised: July 1, 1999

Revised: July 1, 2011

Revised: February 24, 2020

The following procedures are to be followed for students participating in the University Work-Study program:

1. Work-Study transmittal forms must be completed by the student, budget manager, and a financial aid representative. The student must also complete state and federal W-4 withholding forms and section 1 of the Employee Eligibility Verification Form I-9.
2. Students must not be allowed to work until the supervisor has received an email from Human Resources. This step confirms the completion of necessary forms and financial aid certification.
3. Students must not be allowed to earn more than the amount for which they qualify.
4. All time must be entered in WeevilNet Employees, and approved by the supervisor.
5. All student workers will be paid twice a month, electronically by direct deposit to a financial institution. The payroll dates will be 5 working days after the 15<sup>th</sup> of the month, and 5 working days after the last day of the month.
6. Supervisors who continue to abuse and fail to follow each guideline will lose the privilege of student assistance.
7. Students must not work during their scheduled class time, even if the student does not attend class.



UAM OPERATING PROCEDURE 520.3

RE: Tuition for Off-Campus Classes

July 7, 1997

Revised: July 1, 1999

Revised: July 1, 2011

In accord with University of Arkansas Board of Trustee Policy 520.11, the UAM Executive Council has established the charges for credit offerings at off-campus sites to be tuition only. There will be no per hour fees charged to students enrolled in credit classes at these sites effective with the Fall 1997 semester. Students will be charged any course specific fees.

## UAM OPERATING PROCEDURE 520.5

### RE: Graduate Assistantships

February 7, 2006

Revised: February 12, 2008

Revised: July 11, 2011

Revised: February 24, 2020

Revised: July 1, 2021

The University provides a number of graduate assistantships. To be eligible for an assistantship the applicant must be eligible for Graduate School enrollment. The recipient is required to be enrolled in or eligible for admission to a specific graduate degree program. Applicants admitted conditionally because they lack undergraduate prerequisites are also eligible.

Teaching assistants are expected to teach 36 hours during the regular semester or summer session in which they hold a graduate assistantship. Non-Teaching assistants are assigned work hours by the supervisor to insure that fair labor and minimum wage standards are followed. Graduate Assistants may not hold a concurrent graduate work-study position or another graduate assistantship.

Stipends for graduate assistants vary depending on the graduate level of the applicant, the credentials of the applicant, and the service to be rendered. Stipends will be a minimum of \$6375 for a nine month academic year or \$708 per month for any appointment greater than or less than nine months.

A graduate assistantship may be granted during the summer, if the graduate student had a graduate assistantship during the spring preceding the summer appointment or has an appointment for the fall following that summer. UAM graduate tuition and all fees will be waived for the regular semester or summer session during which a student holds an assistantship. The UAM graduate tuition and fee waiver is limited to 18 hours in an academic year. Exceptions to the standard class load of six hours in the Fall and Spring semesters and three hours in a Summer term may be granted with the approval of both the graduate assistant's supervisor and unit head provided that the 18 hour maximum is not exceeded.

Graduate Assistants are expected to earn not less than six (6) semester hours of credit toward their graduate degrees during a regular semester and not less than three (3) hours of credit during a summer session. Exceptions, for unusual circumstances, must be recommended, in writing, by the appropriate academic unit head or university administrator and approved by the Provost and Chancellor.

Reappointment is contingent, in part, upon continued eligibility for graduate enrollment, satisfactory progress toward meeting degree requirements, and satisfactory performance of duties. Graduate assistants are expected to complete their degree programs in a timely fashion.

UAM OPERATING PROCEDURE 520.7  
Re: Out of State Fee Waiver for Scholarship  
Recipients and Residents of Contiguous  
States

April 4, 2006  
Revised: July 1, 2011  
Revised: February 24, 2020

Pursuant to ACT 1211 of 1997 and the Board of Trustee resolution dated June 6, 1997, any non-resident, full-time student of the university, awarded a full tuition scholarship (minimum of 12 academic hours), provided by unrestricted funds of the university, will be charged the resident tuition rate. The difference in tuition rate for a non-resident student will be waived. A full tuition scholarship is one which provides for payment of the entire regular tuition charges for a minimum 12 semester hours for fall and spring terms. Students enrolled in at least six semester credit hours during a summer term will be considered full-time.

Students from the six contiguous states will be charged the resident tuition rate in accordance with the Board of Trustee resolution dated May 24, 1983. The difference in tuition rate for a non-resident student will be waived. Students from contiguous states do not have to receive institutional aid or a scholarship to be eligible for this waiver.

UAM OPERATING PROCEDURE 520.9  
Re: Tuition Waiver for Certified Law  
Enforcement Officers

June 2, 2009  
Revised: July 1, 2011  
Revised: February 24, 2020

A tuition waiver will be granted for an *active* full-time certified law enforcement officer. Qualifications for the tuition waiver require that the student/officer provide documentation of certification at the Specialized Police Personnel level or above in accordance with the Arkansas Commission on Law Enforcement Standards and Training (Act 452 of 1975).

The waiver will cover 100% of the tuition cost. All applicable fees are to be paid in full by the student/officer. The tuition waiver is applicable only to undergraduate credit classes held on campus. No tuition waiver will be granted for electronically delivered courses such as Internet, web-based, or distance education courses. The waiver is available for courses offered at the Monticello, Crossett, and McGehee campuses.

Conditions of the tuition waiver require that the student/officer be fully admitted (not in provisional standing), provide documentation of his/her status as a fulltime certified law enforcement officer, and attend classes fully uniformed. Parking hangtags will be exempted for marked law enforcement vehicles. An officer driving his/her private vehicle to campus will be required to purchase a parking hangtag.

## UAM OPERATING PROCEDURE 525.1

RE: Student Complaint/Grievance  
Procedure for Non-Academic Matters

May 1989

Revised: July 1, 2011

Revised: March 7, 2022

### **I. Policy Statement**

Students may bring forth a complaint to the University to seek further review of a non-academic decision or action by the University (or a University employee acting in an official capacity) that the student contends was in violation of written campus policies, or constitutes unfair or unequal application of such policies.

### **II. Applicability of Procedure**

This procedure applies to students enrolled in traditional courses as well as online courses. This procedure does not apply to matters which are subject to other campus policies and procedures, including but not limited to the following:

- allegations of discrimination or harassment under the University's Policy and Procedure on Complaints of Discrimination and Harassment;
- allegations of sexual harassment under the University's Title IX Policy for Title IX Policy for Complaints of Sexual Assault and Other Forms of Sexual Harassment;
- appeals of financial aid decisions under the University's policy on Satisfactory Academic Progress;
- potential violations of the standards of conduct under the University's Code of Student Conduct;
- appeals of academic decisions under the University's Academic Regulations and Appeals Procedures.

### **III. Reporting a Complaint**

A student with a complaint that is non-academic in nature may present the matter to and discuss it with the Vice Chancellor with supervisory responsibility for the area in which the complaint originated. Non-academic grievances may include but are not limited to complaints which do not fall under another University procedure (See below). Complaints originating in the Department of Athletics should be directed to the Director of Athletics. Complaints originating in University Police should be directed to the Chief of University Police. Complaints regarding a Vice Chancellor, the Director of Athletics, or the Chief of University Police should be directed to the Chancellor.

A student may contact the Vice Chancellor for Student Engagement or the Associate Vice Chancellor for Student Engagement & Dean of Students for procedural advice in reference to the resolution of a complaint or grievance.

#### **IV. Informal Resolution**

The student should first seek to resolve complaints through informal discussions. The student should arrange an initial meeting with the appropriate Vice Chancellor (or designee), after which the Vice Chancellor (or designee) will attempt to resolve the complaint. If such informal discussions do not produce a satisfactory resolution within five (5) working days from the initial meeting, the student may pursue filing a grievance for formal resolution.

#### **V. Formal Resolution**

If the efforts to resolve a complaint informally are not successful, no later than sixty (60) days following the originating decision or action the student seeks to have reviewed, the student shall file a formal grievance in writing, clearly and succinctly stating the facts relating to the grievance and which policies the student contends have been violated or misapplied. The grievance should be submitted to the Vice Chancellor with supervisory responsibility for the area in which the complaint originated, or their designee.

The Vice Chancellor (or designee) will review the material provided with the grievance, and may, at their discretion, gather additional information helpful to a decision, whether in writing or through meeting with the student and/or other persons involved. The Vice Chancellor (or designee) shall issue a decision, in writing, within ten (10) working days after receiving the student's formal grievance, or as soon as practicable thereafter. The written decision will explain the basis for the decision, remedial steps required, if any, and the procedure for requesting an appeal. A copy of the written decision will be provided to the complainant (student), the person or persons involved in the grievance, the Human Relations Officer, the immediate supervisor, and the Chancellor.

#### **VI. Appeals**

If the student wishes to appeal the result of the formal resolution, then the student may, within three (3) working days after the date of the written decision, appeal the decision to the Chancellor of the University. The Chancellor may, at their discretion, designate an appeal review officer or ad hoc committee to review the appeal. An ad hoc committee will consist of at least three (3) members, including two (2) members from the faculty and/or professional staff and one (1) student. No members should be selected from the area in which the grievance originated.

The Chancellor (or designee) will review the material provided by the student, the resulting decision from the formal resolution, any other material which has been assembled regarding the matter, and any applicable University policies and may, at their discretion, gather any additional information helpful to a decision, whether in writing or through meeting or consulting with any individuals deemed necessary.

The Chancellor (or designee) shall issue a decision, in writing, within ten (10) working days following the receipt of the appeal, or as soon as possible thereafter. A copy of the appeal decision will be provided to the complainant (student), the person or persons involved in the grievance, the Human Relations Officer, the immediate supervisor, and the supervising Vice Chancellor.

The appeal decision shall be final.

UAM OPERATING PROCEDURE 525.2  
RE: ADA Student Grievance Procedure

May 12, 2014

Revised: February 24, 2020

The University of Arkansas at Monticello is committed to ensuring that no otherwise qualified individual with a disability is excluded from participation in, denied the benefits of, or subjected to discrimination in University programs or activities due to his or her disability. The University is fully committed to complying with all requirements of the Americans with Disabilities Act of 1990 (ADA) and the Rehabilitation Act of 1973 (Section 504) and to providing equal educational opportunities to otherwise qualified students with disabilities.

**Scope and Application of Grievance Procedure:**

Any University student who believes that he or she has been subjected to discrimination on the basis of disability, or has been denied access or accommodations required by law, shall have the right to file a grievance. In general, this grievance procedure is designed to address the following types of concerns:

1. Disagreements or denials regarding requested services or accommodations to University practices or requirements;
2. Alleged inaccessibility of a University program or activity;
3. Alleged harassment or discrimination on the basis of a disability;
4. Any other alleged violations of the ADA and/or Section 504.

The grievance procedure, however, is not intended and shall not supersede other University policies and procedures which may exist for addressing other issues of concern for which separate University policies and procedures exist, including, for example, grade appeals. Students are encouraged to consult with the Special Student Services Coordinator regarding the most appropriate University personnel, policy or procedure to address a particular concern.

**Procedures:**

Regardless of the specific grievance procedure invoked by a student, all grievances must be filed within 14 days of the event or action giving rise to the student's complaint(s). As an initial matter, all grievances shall be reviewed to determine whether they are submitted within a timely manner and/or whether they contain all required information. The University shall not review a grievance which is untimely or fails to contain all required information, including a clear statement of all grounds for the grievance. To facilitate a clear and prompt resolution, once initiated a grievance shall not be expanded beyond the issues presented in the student's initial complaint. The University reserves the right to redirect a grievance for other appropriate reviews.

**Informal Grievance Procedure:**

A student shall first attempt to resolve his or her complaint informally by meeting with the Special Student Services Coordinator or his or her designee. If the grievance is not resolved informally, then the student shall have the right to invoke the appropriate formal grievance procedure.

**Formal Grievance Procedure for the Denial of Academic Accommodations and Services:**

Grievances should be reported to the Special Student Services Coordinator. This should be done in writing within 14 days. It should include details related to the grievance, dates, times, location and any other pertinent information. A desired resolution must be provided. Anyone submitting the grievance must include name, address, email, and telephone number. A timely review request will not be considered to have been filed unless it includes all required information. Notification that the information has been received will be sent to the student.

Within 14 calendar days after receipt of the grievance, the Special Student Services Coordinator will schedule an appointment to discuss the grievance, gather any additional information and identify possible resolutions. The Coordinator will then gather information from individuals involved in the grievance. This may include, but is not limited to, faculty, staff, administrators, students, or the student filing the grievance. If requested, the student shall supply any additional information or documents as requested by the Coordinator.

Within 14 calendar days following the meeting, the Special Student Services Coordinator will respond to the grievance in written or other accessible format.

Any campus closings, such as holiday periods, will be excluded in the time frames mentioned. In addition, weekends will be excluded. Only business days shall be counted.

During the review process, the student will be entitled to receive accommodations or services offered by the university if applicable.

**Right to Review Records:**

A student filing a grievance shall have the right to review all records maintained in the grievance file, unless any such review is prohibited by campus policy, Federal or state law. Upon a student's request, the University shall establish a mutually acceptable time and location for the student to review the requested records.

**No Retaliation:**

Retaliation against any person who files a bona fide complaint of discrimination, participates in an investigation, or opposes a discriminatory employment or education practice or policy is prohibited.

**Self-Representation:**

A student exercising his or her right to invoke this grievance procedure is free to consult with others but shall be expected to represent him or herself directly in the grievance process.

**Appeal by Administrator:**

A senior administrator who disagrees with a determination made by a decision-maker in a formal grievance process is permitted to appeal the decision by notifying the appropriate University official of the basis of the appeal consistent with the procedures outlined in this policy.



**Urgent or Unusual Matters:**

Depending upon the specific circumstances and the urgency of any issue(s) raised by a student in his or her grievance, the University reserves the right (but shall not be required) to modify its procedures or conduct an expedited review.

**OCR Complaint:**

Although students are encouraged to attempt to resolve complaints pertaining to disabilities by utilizing this grievance procedure, they have the right to file a complaint directly with the U.S. Department of Education, Office for Civil Rights (OCR) (Dallas regional office). Information regarding applicable timelines and procedures is available from OCR.

UAM OPERATING PROCEDURE 530.1

Re: Student Accident Report

September 13, 1993

Revised: July 1, 1996

Revised: July 1, 2011

Any faculty or staff responsible for a University-sponsored classroom, laboratory, or student activity (excluding intercollegiate athletics) in which a student is injured should complete a "Notice of Injury Form."

The completed form is to be forwarded to the individuals indicated on the form. If the student is an employee of the University and the accident is work related, then the supervisor should follow "UAM Operating Procedure 330.1, Workers Compensation."

## NOTICE of INJURY REPORT

Name of Injured Student: \_\_\_\_\_

Date of Injury: \_\_\_\_\_ Time of Injury: \_\_\_\_\_am/pm

Location Where Injury Occurred: \_\_\_\_\_

Type and Description of Injury: \_\_\_\_\_

How was Injury Sustained? \_\_\_\_\_

\_\_\_\_\_

List name, address, and phone number of all witnesses:

\_\_\_\_\_

\_\_\_\_\_

Did student receive medical attention? \_\_\_\_\_Yes \_\_\_\_\_No

Please explain:

\_\_\_\_\_

\_\_\_\_\_

General Comments:

\_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_ Date of Report \_\_\_\_\_

Position/Title: \_\_\_\_\_

Send copies to:

	Vice Chancellor for Student Engagement or VC CTM or VC CTC
	Business Manager
	Student Health Services
	Supervisor of Facility Where Injury Occurred
	Supervisor of Person Completing this Report

## UAM OPERATING PROCEDURE 535.1

RE: Off-Campus Travel of Students  
Representing the University

September 16, 1985

Revised: July 1, 2011

Revised: May 1, 2014

Frequently students travel off-campus in order to represent the University. Travel may be in University vehicles, via commercial means, and/or in private cars. The University requires adequate protection for the students and that the University is protected from claims and liability which might arise from these occasions. In order to insure protection, the following will be observed as policy and regulations:

### Official Representation

The University of Arkansas at Monticello recognizes that a student travels as its official representative only under the following conditions:

1. The appropriate administrative official authorizes a student or students to be "Official University Representatives" for the purpose of attending an event related to the accomplishment of the University's educational purposes.
2. The University will benefit from the representation in a substantial manner.
3. The student(s) travels by University vehicle or by transportation selected for them, obtains approval from the appropriate administrative official and the rental is paid by an institutional budget.
4. The student(s) meets campus requirements for participation in extracurricular activities.
5. Before leaving the campus the student(s), and accompanying UAM faculty or staff member will register according to the procedures outlined in these regulations.

**STUDENTS ATTENDING FUNCTIONS ON THEIR OWN INITIATIVE IN THE GUISE OF BEING "FROM THE UNIVERSITY OF ARKANSAS AT MONTICELLO," THE INSTITUTION DERIVING BENEFIT ONLY FROM THE RESULTING PUBLICITY, ARE NOT OFFICIAL UNIVERSITY REPRESENTATIVES.**

### Procedures for designating students as Official University Representatives

The possibility of claims and liability arising from student travel, makes necessary strict procedures for travel of enrolled students to off campus sites for University purposes. The following procedure, therefore, will be adhered to:

1. Authorization must be secured from the appropriate Executive Council member in a reasonable time period in advance of the travel by submitting a "Notification of Off-Campus Travel of Students" form.

2. Copies of the completed registration form will be forwarded to the Vice Chancellor for Academic Affairs and to the administrative official authorizing the travel.
3. The faculty advisor will properly inform students of the responsibility of this status.

### Travel Regulations

1. Students may travel on public carriers, in University vehicles, or by private vehicle, if it is covered by an insurance policy currently in effect and purchased by the owner of the vehicle. Proof of private insurance is to be shown, in advance, to receive permission.
2. In the event of an accident, full disclosure will be made of name, address, registration number of vehicle, driver's license, and University status of individual involved, but liability should not be admitted until all facts are known and fault is established. All laws regarding the operation of a motor vehicle and traffic regulations must be obeyed.
3. Students will file reports with an Executive Council member and the Business Manager's office concerning any accidents, collisions, personal injury, or property damage to themselves or to others, immediately upon returning to the campus. When privately owned vehicles are used, the owner should notify his/her insurance company immediately.
4. No student(s) will be allowed to operate University vehicles during off-campus trips as defined herein unless the University employs the student for this purpose.
5. When a University car is used for off-campus travel, the person to whom possession is delivered will first display to the Motor Pool officials a valid driver's license for him/herself and for any individuals who will drive during the trip. Only employees of the University may operate University vehicles.

The above rules are inapplicable in the following cases:

1. Passengers riding in University operated vehicles between portions of the campus.
2. UAM will not accept responsibility for any liability associated with off-campus trips organized or sponsored by a student organization in its own interest and purposes or trips not made on behalf of the University of Arkansas at Monticello as official travel.
3. Dispatching of a student for errand in a city where he is regularly enrolled. A student dispatched by a faculty or staff member who would derive benefit from the errand may be subject to liability on the assumption that the student was an agent of the faculty or staff, and not of the University.

### Advisor

All student groups must have an advisor on University-sponsored trips. Advisors must be a full-

time or professional employee (faculty or staff) of the University of Arkansas at Monticello. Individual advisors who accompany a student or groups of students during off-campus trips assume responsibility for the conduct of their students to ensure the University is represented in an appropriate manner. The responsible person may be liable, due to his/her own negligence, for any person or persons injured. In addition, his/her act may be attributed to or may reflect on the University where the acts occur as a result of something within his/her general authority. The advisor is responsible, as a University employee and the organization's university representative, to maintain reasonable order.

#### Conduct of University Representatives

Students away from the campus as University representatives are subject to disciplinary action by the University for breaches of the "Standards of Conduct" provided in the UAM Student Handbook, as well as the breach of any local, state, or federal law in the states in which they are traveling. The accompanying advisor is authorized and required to maintain good order and maintain appropriate representation during the trip. Upon return to campus, disciplinary action may be taken for violations of conduct codes during any trip.

UAM OPERATING PROCEDURE 540.1

RE: Off-Campus Guests Coming to  
Campus Activities

January 1, 1980

Revised: July 1, 2011

Only currently enrolled students at the University may attend and participate in University sponsored activities, events, and/or programs. Public events will be publicized/referred to as “open events,” which will permit community members, as well as families and/or dependents of currently enrolled students to attend.

Intercollegiate athletic events are open for attendance by UAM students and their families/dependents.

UAM OPERATING PROCEDURE 545.1

RE: Restricting/Releasing Student  
Education Records

March 16, 1987

Revised: July 1, 2011

Revised: September 22, 2015

Revised: November 15, 2019

Revised: February 24, 2020

The Family Educational Rights and Privacy Act (FERPA) of 1974 (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. "Education records" are "those records, files, documents, and other materials which 1) contain information directly related to a student; and 2) are maintained by an educational institution" as per 20 U.S.C. § 1232g(a)(4)(A); 34 CFR § 99.3. FERPA applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Generally speaking, FERPA allows the University to disclose education records or personally identifiable information from education records in the following circumstances: (1) with the written consent of the student; (2) if the disclosure meets one of the statutory exemptions\*; or (3) if the disclosure is "directory information", and the student has not placed a hold on release of "directory information".

At UAM the following items are considered "directory information":

1. Name
2. Address
3. Telephone number
4. Photograph
5. Date and place of birth
6. Nationality
7. Parent's name and address
8. Spouse's name and address
9. Marital Status
10. Religious Preference
11. Number of hours enrolled
12. Number of hours completed
13. Classification by year
14. Dates of attendance at University
15. Major field of study
16. Participation in recognized activities and sports
17. Weight and height (athletic teams)
18. Scholarships, honors, degrees and awards received
19. Name of most recent educational institution
20. Campus e-mail address



## Restricting Information

At any time students may restrict the release of any/all “directory information” by visiting the student’s WeevilNet self service account and accessing the “Security” tab on the Personal Information page to enter the restriction. Students should be aware that restricting the release of “directory information” has other consequences. For example, depending upon the particular directory items restricted, the University may not notify a student’s hometown newspaper about awards and honors received, may not verify enrollment to a third party, or may not verify degree completion to a third party.

## Release of Information

Except to the extent that FERPA authorizes disclosure without consent\*, personally identifiable information from a student’s education records, other than “directory information”, will not be disclosed without prior written consent of the student. This includes the following information concerning a student: 1) Academic (except for academic items listed as “directory information”); 2) Financial; 3) Disciplinary; 4) Health; and 5) Psychological. If a student wants the University to release any and/or all of the above information to a parent, spouse, or other third party, the student must visit the student’s WeevilNet self service account and access the “Release of Information” link below the personal information section. The release is valid from date entered throughout continuous enrollment. Any changes or updates must be submitted through the same link.

The custodian of educational records (the Registrar) will maintain a record of each request for access to and each disclosure of protected personally identifiable information from the education records of each student, which will be maintained with the education records for as long as the education records are maintained.

If information is released by the University, the student may request, and the University will provide, a copy of the records which have been disclosed. The student will be responsible for payment of a copying fee.

**\*Note: The University may disclose personally identifiable information from a student’s record without consent** to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, a person or company with whom the school has contracted as its agent to provide a service instead of using school employees or officials (such as an attorney, auditor, collection agent, verification agencies such as the National Student Clearinghouse), or assisting another school official in performing his or her tasks; a volunteer or other party performing an institutional service or function for the University. A legitimate educational interest exists if the official needs to review an education record in order to fulfill his/her professional responsibilities for the University, including, but not limited to, performing a task in furtherance of the University’s educational mission; performing an administrative task outlined in the official’s duties; performing a supervisory or instructional task

directly related to a student's education; or providing a service or benefit for a student such as health care, counseling, job placement, or financial aid. School officials may not access student records for personal reasons.

**As well, the University may disclose personally identifiable information from a student's record without consent under the following conditions:** 1) "directory information" not specifically restricted by the student; 2) disclosure is to an educational agency or institution where the student intends to enroll or seek services; 3) disclosure is to a federal, state or local agency in connection with an audit or evaluation of a federal or state program or for the enforcement of or compliance with federal or state-supported programs; 4) disclosure is in connection with an audit or evaluation of a federal or state program or for the enforcement of or compliance with federal or state-supported programs; 5) disclosure is in connection with a student's application for or receipt of financial aid; 6) disclosure is to a state or local official to whom such information is required to be reported under any state statute enacted prior to 11/17/74; 7) disclosure is to federal, state or local agencies for the purpose of developing, validating, or administering predictive tests or administering financial aid or improving instruction; 8) disclosure is to an accrediting organization to carry out its accrediting functions; 9) disclosure is to the parents of a dependent student as defined by section 152 of the Internal Revenue Code; 10) disclosure is to comply with a judicial order or a lawfully issued subpoena (the University must make a reasonable effort to notify the student of the order or subpoena in advance of compliance); 11) disclosure is to appropriate persons, agencies, institutions, or organizations in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student and/or of other persons; 12) disclosure is to the student.

### **Inspect and Review Records**

A student has the right to inspect and review his/her education records, with some exceptions under the Act, within 45 days of the day the university receives a request for access. Students should submit to the Office of the Registrar written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

### **Amendment of Records**

A student has the right to request the amendment of his/her education records that the student believes are inaccurate or misleading. Students should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

### **Complaints**

A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and

address of the office that administers FERPA is as follows:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-4605  
Phone: 1-800-872-5327

UAM OPERATING PROCEDURE 545.2  
RE: Notification of Student Rights Under  
FERPA and Public Notice of Directory  
Information

July 1, 2011  
February 24, 2020

Under the Family Educational Rights and Privacy Act of 1974 (FERPA), the University will annually notify eligible students in attendance of their rights under FERPA and issue a public notice of directory information. The annual notification will be published by various means, including: the student handbook; the University's website; the student newspaper; and posted at various locations throughout the University. The Student Engagement Office will be responsible for the distribution of the Notification of Student Rights under FERPA and the Public Notice of Directory Information listed below.

**Notification of Student Rights under FERPA**

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests, including educational research. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, a person or company with whom the school has contracted as its agent to provide a service instead of using school employees or officials (such as an attorney, auditor, collection agent, verification agencies such as the National Student Clearinghouse), or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901  
Phone: 1-800-872-5327

### **Public Notice of Directory Information**

In accordance with the provisions of the Family Education Rights and Privacy Act of 1974 (FERPA), the University of Arkansas at Monticello hereby designates the following student information as public or "directory information." Such information may be disclosed by the institution, without a student's previous consent, for any purpose, at its discretion:

1. Name
2. Address
3. Telephone number
4. Photograph
5. Date and place of birth
6. Nationality
7. Parent's name and address
8. Spouse's name and address

9. Marital status
10. Religious preference
11. Number of hours enrolled
12. Number of hours completed
13. Classification by year
14. Dates of attendance at University
15. Major field of study
16. Participation in recognized activities and sports
17. Weight and height (athletic teams)
18. Scholarships, honors, degrees and awards received
19. Name of most recent educational institution
20. Campus e-mail address

At any time, students may restrict the release of any/all “directory information” by completing the Restriction of Information section of the *Release and/or Restriction of Student Information* form or by visiting the student’s WeevilNet self service account and accessing the “Security” tab on the Personal Information page to enter the restriction. Students should be aware that restricting the release of “directory information” has other consequences. For example, depending upon the particular directory items restricted, the University may not notify a student’s hometown newspaper about awards and honors received, may not verify enrollment to a third party, or may not verify degree completion to a third party.

UAM OPERATING PROCEDURE 550.1  
RE: Special Recognition at University  
Commencement

April 17, 2006  
Revised: July 1, 2011

There are times when an immediate family member\* of a University employee or Board member is a candidate for graduation at the annual commencement ceremony.

Full-time University faculty or staff, emeriti faculty, current members of the University of Arkansas Board of Trustees, and current members of the University of Arkansas at Monticello Board of Visitors may participate in the recognition of his/her immediate family member at the event. The participation may include the hooding of a master's candidate or the presentation of a symbolic diploma to an undergraduate candidate.

Any eligible employee or board member as indicated above should make a written request to the Provost/Vice Chancellor for Academic Affairs at least two months prior to the date of commencement. The request should include the name of the candidate and the relationship of the requesting individual to the candidate. The participant will not be required, but may choose to wear academic regalia.

The Provost/Vice Chancellor for Academic Affairs shall respond in writing and shall provide specific procedural instructions for participation in the event.

\*Immediate family member shall mean: Spouse, father, mother, stepfather, stepmother, legal guardian, sister, stepsister, brother, stepbrother, child, stepchild, grandparent, or grandchild.

UAM OPERATING PROCEDURE 555.1

RE: Award of Posthumous Degrees

May 1, 2007

Revised: July 1, 2011

Revised: February 24, 2020

Revised: August 18, 2022

The University of Arkansas at Monticello seeks to extend sympathy and compassion to the families of students who pass away near the completion of their degrees and to recognize the academic achievement of students who have fulfilled the requirements of the degree. These actions must also be balanced with attention to academic and institutional integrity.

To be eligible for a posthumous degree, a deceased student must not have been dismissed or suspended at the time of death and must not have died in connection with committing a crime or other serious misconduct.

To be eligible for a posthumous Associate of Arts, Associate of Science, or Associate of Applied Science degree, the deceased student must have earned at least 30 semester credit hours at the 1000-level or above. To be eligible for a posthumous baccalaureate degree, the deceased student must have earned at least 90 semester credit hours at the 1000-level or above. To be eligible for a posthumous master's degree, the deceased student must have earned at least 24 semester credit hours at the 5000-level or above. Eligibility will also include a 2.00 cumulative grade point average at the undergraduate level (unless the academic program requires higher) and a 3.00 cumulative grade point average at the graduate level, as well as the recommendation from his/her department, school or college faculty.

Authority for approving a posthumous degree award rests with the University's Executive Council. Requests for consideration are to be sent in writing to the Council. Any award approved by the Council will be made only after the approval of the immediate family of the deceased student. Ordinarily, the student's diploma will be released or mailed to the immediate family member who approves the awarding of the degree. There shall be no fees charged for the awarding of a posthumous degree.



UAM OPERATING PROCEDURE 560.1  
RE: Student Health Services

August 24, 2012

Revised: February 24, 2020

UAM Student Health Services maintains a full-time registered nurse to serve all members of the University community, with primary emphasis upon students. The nurse treats minor ailments, gives general health advice (diet, exercise, etc.), administers prescribed doctor's care, assists in emergencies, and acts as a knowledgeable referral agent. The Office of Student Health Services, located in the Wellness Center, maintains all student health records.

Student Health Services does not provide medical excuses for short-term absences which result in missed classes, exams, assignments, work or practices due to illness or injury. In certain circumstances where the illness or injury is prolonged and requires medical attention or hospitalization, Student Health Services will work with students in providing appropriate documentation.

Students are advised to contact the appropriate professor, instructor, coach or supervisor in the event they need to miss classes, exams, assignments, work or practices due to an illness, injury or an emergency. While absence should be a rare occurrence, Student Health Services encourages students to make mature decisions when they are too ill to attend class or activities. All decisions concerning the impact of an absence, as well as any arrangements for making up work, rest with the professors, instructors, coaches or supervisors.

UAM OPERATING PROCEDURE 620.2  
RE: Annual Review Policy Guidelines

June 5, 2017

Revised: August 22, 2022

### **Annual Report by Academic Units**

By August 1 of each year, Deans will submit to the Vice Chancellor for Academic Affairs an annual report documenting and assessing unit activities and accomplishments for the previous academic year in the context of unit and university goals, visions, missions and strategic plans. These reports will constitute a major source of information regarding institutional achievement and effectiveness throughout departments, offices and units, colleges, and schools. The report must be submitted electronically.

The Annual Report will consist of but not necessarily be limited to the following information:

- Statement of unit vision, mission and strategic plan including goals, actions, and key performance indicators (KPIs).
- Assessment of progress toward meeting KPIs during the past academic year and what changes, if any, might be considered to better meet goals.
- Demonstration of how academic unit Student Learning Outcomes (SLOs) align with UAM and unit vision, mission, and strategic plans.
- Description of how SLOs are assessed in the unit and how the results/data are used for course/program/unit improvements. (This description will include data from the American Association of Colleges and Universities (AACU) rubrics and analysis of this data.)
- List of all locations/methods used to meet the Higher Learning Commission (HLC) requirement to notify the public, students, and other stakeholders of the unit SLOs.
- Number of undergraduate and graduate program majors as provided by Institutional Research and analysis of all enrollment trends.
- Retention/progression and completion rates by major starting with students of Junior status as provided by Institutional Research and analysis of this data.
- For relevant units, description of gateway course success as provided by Institutional Research and analysis of this data.
- Number of degrees/credentials awarded by program/major as provided by Institutional Research and analysis of program viability.

- Faculty credentials, teaching loads, and other assignments, as well as discussion of any significant changes.
- Total unit SSCH production by academic year for the most recent ten years as provided by Institutional Research and analysis of SSCH trends.
- List of all unit Agreements, MOUs, MOAs, and Partnerships.
- List of notable faculty recognition, achievements/awards, service activities, and/or scholarly activity during the past academic year.
- Description of significant changes in the unit, in programs/degrees, during the past academic year.
- List of program/curricular changes made in the past academic year and explanation of the reasons for the changes.
- Description of unit initiatives/actions taken in the past academic year to enhance teaching/learning and student engagement.
- Additional information pertinent to unit student success.

UAM OPERATING PROCEDURE 650.1  
Re: Continuing Education

August 9, 1995

Revised: July 1, 2011

The University offers non-credit Continuing Education programs/courses in selected topics as a service to the citizens of the region. These activities are available through support units and are approved by the Office of Advancement/University Relations.

The financial arrangements for Continuing Education are supervised by the Office of the Vice Chancellor for Finance and Administration and must follow the policies and procedures of the State of Arkansas and the University. All Continuing Education programs must be self-supporting. A portion of the funds collected will be used to offset the University's expense of salary and operating budgets of the Coordinator..

Before a continuing education activity is announced, a Continuing Education Proposal form must be submitted to the Coordinator of Continuing Education. Publicity on the program is not to be released until the sponsoring unit receives approval from the Coordinator in conjunction with the Vice Chancellor for Advancement/University Relations.

The UAM Cashier's Office is the only authorized collection site for continuing education funds. The head of the unit sponsoring the activity should contact the Office of the Vice Chancellor for Finance and Administration for payment instructions in advance of publicizing the activity.

All documents such as purchase orders, professional services contracts, personnel action forms, and facility reservations must be submitted prior to the start of a continuing education course. Signature authority for a continuing education account will be the head/director of the unit/department respectively.

A summary report on the activity must be filed with the Office of Advancement/University Relations and the Office of the Vice Chancellor for Finance and Administration. This report is due no later than two weeks after the conclusion of the continuing education course. A copy of the proposal form and the report form are provided on the following pages.

## UAM CONTINUING EDUCATION PROPOSAL FORM

Course Title \_\_\_\_\_

Sponsoring Unit \_\_\_\_\_

Signature of Unit Head \_\_\_\_\_

Name(s) of Instructor(s) \_\_\_\_\_

Social Security Number(s) \_\_\_\_\_

Stipend/Wage to be paid \_\_\_\_\_

**A UAM Personnel Action Form is required for any payment made through the University.**

Location of course \_\_\_\_\_

Facilities to be used \_\_\_\_\_

Dates & times at which  
course will be offered \_\_\_\_\_

Course fees \_\_\_\_\_

Attach an itemized estimated budget for this program.

This form must be submitted to the Office of Advancement/University Relations prior to the release of any publicity for an activity.

Vice Chancellor for Advancement/University Relations Approval Signature

\_\_\_\_\_ Date \_\_\_\_\_

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### **Finance and Administration Use Only**

Account Number \_\_\_\_\_

Account Name \_\_\_\_\_

Transaction Code \_\_\_\_\_

Transaction Name \_\_\_\_\_

## UAM CONTINUING EDUCATION COURSE SUMMARY REPORT

Course Title \_\_\_\_\_

Name(s) of Instructor(s) & \_\_\_\_\_

Social Security Number(s) \_\_\_\_\_  
\_\_\_\_\_

Location of Course \_\_\_\_\_

Dates & Times course offered \_\_\_\_\_

Total Contact Hours \_\_\_\_\_

Number of students enrolled for the course \_\_\_\_\_ Number of students completing the course \_\_\_\_\_

Please attach a typed list of all enrolled participants.

Report submitted by \_\_\_\_\_ Date \_\_\_\_\_

**This report must be submitted to the Office of Advancement/University Relations after the completion of the noncredit course.**

## UAM OPERATING PROCEDURE 710.1

RE: Use of University Facilities

December 2, 1991

Revised: July 1, 2011

Board Policies Nos. 225.1 and 705.1 state that the buildings and grounds of the University of Arkansas exist for, and are exclusively devoted to, use for the conduct of organized and approved University programs and educational activities. As such, they are committed to being used for nonprofit, tax-exempt use of the University. Therefore, private business activities are not permitted on University premises. Apart from prohibiting profit-making commercial business activities, the University also regulates any use of its buildings and grounds for any type solicitation, including fund-raising activities other than for the University. For further details, see specific Board Policies listed above and University wide Administrative Memorandum 715.1.

When use of a facility is scheduled at hours other than normal operating hours, the responsibility for opening and closing the facility, setting up of the facility, and requesting that heating/cooling units be operational is the responsibility of either the university employee who has requested the facility or the individual who has approved the use of the facility. The following list indicates which individual is responsible for each facility on campus. Where the employee is responsible, he/she is to acquire a key for access to the building through normal channels.

### BUILDING AUTHORIZING OFFICIAL

Fieldhouse/Stadium Track	Athletic Director
Fine Arts Center	Director of Fine Arts Center
Academic Building	Provost/Registrar
University Center	Vice Chancellor for Student Affairs
Residence Halls	Vice Chancellor for Student Affairs
Technology Center	Director of Information Technology
Library/Technology Center Conference Rooms	Vice Chancellor for Student Affairs

If a facility is scheduled by a non-university employee, then the individual who approved the use of the facility has the responsibility to provide access.

This operating procedure will be reviewed and revised commensurate with changes in University of Arkansas Board of Trustees policy statements by the Chancellor and the Executive Council.

UAM OPERATING PROCEDURE 710.2  
RE: Food Service in University Facilities

November 9, 1987

Revised: July 1, 2011

Full meal service is permitted in any campus facility. However, due to potential space and service conflicts, the University Center, Spencer Gallery and the Library Technology Center Conference Rooms are typically the campus locations used for full meal service functions. Request for this exception should be addressed and approved by the appropriate department and/or unit head. All food service for University activities is limited to services provided by the campus food vendor who provides regular dining services to the University.

The food vendor contractor is authorized to provide catering services at on-campus and off-campus locations for both University and private events. All activities for off-campus University events which involve food service should be scheduled through the appropriate department and/or unit head, as well as the campus food vendor.



UAM OPERATING PROCEDURE 710.3  
RE: Facility Reservation and Use by Student  
Organizations

September 1, 1982  
Revised: July 1, 2011

At the beginning of each semester, student organizations should submit a schedule of their routine meeting times and places to the Director of Student Programs and Activities. In order to assure an equal distribution of usage of campus facilities recognized student organizations and clubs may host no more than two (2) events per semester in any one (1) campus facility. Events do not include regularly scheduled business meetings.

Non-recognized and inactive organizations may not use campus facilities until recognition or active status is established. However, a facility may be scheduled for further use after the two (2) advance dates have been scheduled provided scheduling is done fifteen (15) days prior to the event.

Exempt from the above guidelines are University sponsored groups whose funds and/or budgets are administered through the UAM Office of Finance and Administration.

Officially recognized University organizations may use University facilities for meetings and programs. In the interest of minimizing conflicts, all extracurricular events (i.e., dances, concerts, speakers, workshops, etc.) sponsored by student organizations and held on campus are to be scheduled through the Director of Student Programs and Activities and placed on the facilities calendar maintained by the University Reservations Office.

Space in the University Center is reserved through the University Reservations Office, 460-1012;

Space adjacent to the University Center, i.e. Pavilion, University Center Plaza, and University Center Parking Area is reserved through the University Reservations Office, 460-1012;

Library Conference Rooms are reserved through the University Reservations Office, 460-1012;

The Forestry Park is reserved through the School of Forest Resources, 460-1049;

The University Center Gymnasium is reserved through the Director of Intramurals, 460-1046;

The Fine Arts Center is scheduled through the University Reservations Office, 460-1012;

Academic/Classroom space is scheduled through the Registrar's Office, 460-1034;

The Field House is scheduled through the Athletic Director, 460-1058.

The Indoor Practice Facility is scheduled through the Athletic Director, 460-1058.

UAM OPERATING PROCEDURE 710.4  
RE: University Center Reservation and Use

September 16, 1985  
Revised: July 1, 2011

The John F. Gibson University Center serves several purposes for the campus. The facility provides space for both academic and extracurricular activities. In order to assure distribution of usage of this facility and to avoid program conflicts, the following specific policies govern reservation of space in this facility in addition to other published university policies:

1. All space is scheduled through the Student Affairs Office with the exception of the Senate Room which is scheduled through the Chancellor's Office.
2. Academic use of available space in this facility will have priority in scheduling Monday through Friday between the hours of 8:00 A.M. until 3:00 P.M. during regular terms and from 8 A.M. until 12 noon during summer terms. All other activities will have priority at other hours when the facility is open.
3. Use of this facility at hours other than scheduled operating hours requires approval by the Executive Council.
4. Use of any space which is regularly used for dining service cannot be scheduled in conflict with regular meal time schedules for students. Exception to this policy requires Executive Council approval.

UAM OPERATING PROCEDURE 710.5  
RE: Policy on Free Speech and Expressive  
Activities in Outdoor Areas of Campus

November 20, 2019

## **I. Policy Statement**

The University of Arkansas at Monticello consists of three campuses: the Monticello Campus, the Crossett Campus and the McGehee Campus. The University of Arkansas at Monticello (UAM) recognizes the important role of intellectual freedom and free expression on campus, and it seeks to further the advancement of knowledge by means of research and discovery, teaching, and vigorous discussion of ideas. Students and faculty are free to discuss matters of public concern to the extent consistent with the First Amendment and the reasonable, content-neutral restrictions set forth in this policy and other University and campus policies.

The University recognizes that individuals or groups may be opposed to certain expressive activities or speakers. Disagreement with different opinions is acceptable; however, the use of violence (including threats of violence and unlawful harassment),<sup>1</sup> violations of law, and violations of University policy are not consistent with creating an environment in which ideas can be discussed openly. An individual or group wishing to protest an expressive activity on campus is subject to the same standards as presenters. Individuals who choose to listen bear the responsibility of recognizing and honoring the right of free speech. On-campus protests and demonstrations that materially and substantially infringe upon the rights of others to engage in or listen to expressive activity are not permitted.

This policy describes the rights of members of the campus community to engage in expressive activities in outdoor areas of campus and provides for procedures and restrictions that are intended to protect the interests of the University and the campus community. To the extent any part of this policy conflicts with Arkansas Act 184 of 2019 (Ark. Code Ann. § 6-60-1005), the provisions of Act 184 will control.

## **II. Definitions**

- A. “Expressive activity” means all forms of non-commercial expression that are protected by the First Amendment to the U.S. Constitution, which may include peaceful assemblies, speeches, protests, picketing, leafleting, circulating petitions, distributing literature, and similar expressive communications and activities.
- B. “Member of the Campus Community” means an enrolled student, an administrator, faculty member, staff member, registered student organization, a group seeking official recognition as a registered student organization, or an invited guest of any of the foregoing persons or groups.

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<sup>1</sup> “Harassment” means expression that is so severe, pervasive, and subjectively and objectively offensive that it effectively denies access to an educational opportunity or benefit or a professional workplace.

- C. “Large-scale event” means (1) an event that involves the use of amplified sound; (2) an event that involves the placement of a stage, carts, vehicles, trailers, or multiple tables; or (3) a parade, demonstration, or similar planned event that: (a) can reasonably be expected to attract 50 or more people, including participants and spectators or (b) can reasonably be expected to require additional security, crowd control or other substantial University resources. A “large-scale event” does not include a spontaneous, contemporaneous assembly of members of the campus community.
- D. “Non-Member of the Campus Community” or “Non-Member” means all persons, groups, clubs, or other organizations that do not come within the definition of “Member.”
- E. A “Registered Student Organization” or “RSO” means an organization (including a club) comprised of University students that is registered with the UAM Office of Student Programs and Activities.
- F. “Outdoor Area of Campus” means the generally accessible outside areas of the campus of a state-supported institution of higher education where members of the campus community are commonly allowed, including grassy areas, walkways, and other similar common areas. “Outdoor Area of Campus” does not include outdoor areas where access by the majority of the campus community is restricted.

### **III. Applicability of Other Policies**

#### **A. Facilities Use**

The utilization of campus facilities is generally governed by Board of Trustees Policy 705.1, the University of Arkansas System Wide Policies and Procedures 715.1, and applicable campus policies on facilities use.

#### **B. Academic Freedom**

This Policy shall not be interpreted as limiting, expanding, or otherwise affecting the rights and obligations of faculty as set forth in Board of Trustees Policy 405.1.

### **IV. Time, Place, and Manner Guidelines**

Outdoor areas of campus may be used for expressive activities protected by the First Amendment so long as they meet the requirements set forth below. These requirements will be applied to all expressive activities regardless of the content of the expression or the viewpoints of the speakers or participants:

1. The expressive activity must not violate local ordinances, state laws, federal laws, this policy, or other University policies.
2. The duration of the expressive activity may be limited to a reasonable period of time, based on the type of event and the resources required to manage it.

3. There shall be no obstruction of entrances or exits to buildings, driveways, parking lots, or other campus locations.
4. The expressive activity must not materially disrupt vehicular traffic, pedestrian traffic, or scheduled University programs or events. A speaker's use of walkways or other common areas may not block the free passage of others or impede the regular operation of the University.
5. The expressive activity must not create unreasonable safety risks.
6. There shall be no alteration, modification, defacement, or destruction to University-owned or University-leased property.
7. Expressive activities are subject to any campus policies on the permissible posting of signage, use of chalk, or other alterations to University structures.
8. The erection of tents or any temporary structures must be inspected for safety and reviewed by the <sup>2</sup>Associate Vice Chancellor/Dean of Students on the Monticello campus; Director of Student Services for UAM-CTC on the Crossett campus; or Director of Student Services for UAM-CTM on the McGehee campus. Construction of other structures is not permitted.
9. The location for the expressive activity must be left in its original condition at the conclusion of the event, and persons are responsible for ensuring that any trash or litter is properly discarded. Any person or entity that causes damage to University-owned or controlled property will be responsible for paying any charges necessary to return the property to its original state. Similarly, reasonable cleaning charges may be assessed.
10. Amplification equipment such as loudspeakers are allowed only with prior permission from the Associate Vice Chancellor/Dean of Students on the Monticello campus; Director of Student Services for UAM-CTC on the Crossett campus; or Director of Student Services for UAM-CTM on the McGehee campus. Such requests will be evaluated for the potential disruption of regular University activities or processes.
11. Expression that is obscene, defamatory, or consists of fighting words or threats of physical harm, incites imminent lawless action, or is otherwise not entitled to First Amendment protection is not permitted.
12. Except as provided in other University policies, University property may not be used for the purpose of promoting a commercial enterprise or raising money for projects not connected with a University activity.
13. By making a reservation or using a University space for expressive activity, the organizer agrees to be financially responsible for all costs associated with the use of the space—including (but not limited to) security costs related to invited participants, clean up, and

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<sup>2</sup> The Associated Vice Chancellor/Dean of Students will present all free speech and expressive activity requests to the UAM Executive Council for review.

repair of damage to University property. Moreover, if warranted by the nature of the event, the University may require a requestor to obtain appropriate liability or other insurance coverage and/or to indemnify the University, its officials, and employees for any claims pertaining to the use of University grounds.

14. Only official academic and administrative units of the University, University-related foundations and the University alumni association, and registered student organizations with approval of their faculty advisor, are allowed to reserve outdoor spaces during “dead days,” any official final examination periods, or the dates of any Official University Commencement activities.
15. Unless officially authorized to do so, no person engaging in expressive activity may represent that the person or organization is speaking on behalf of the University.
16. First priority for use of outdoor spaces shall go to the University’s academic and administrative units, and the University reserves the right to modify or cancel reservations accordingly. All uses of the University’s outdoor spaces remain subordinate to the University’s right to use them at any time to advance the mission of the institution.

## **V. Expressive Forums and Reservation Requirements**

### **A. Use of Publicly Accessible Outdoor Locations**

Members of the Campus Community should make a reservation at least 3 business days in advance of any planned use of an Outdoor Area of Campus. Members of the Campus Community must make a reservation for a large-scale event and receive permission from the Associate Vice Chancellor/Dean of Students on the Monticello campus; Director of Student Services for UAM-CTC on the Crossett campus; or Director of Student Services for UAM-CTM on the McGehee campus at least 3 business days in advance of any planned use of an Outdoor area of Campus. Members of the Campus Community, however, may spontaneously and contemporaneously assemble, speak, and distribute literature at outdoor areas of campus without receiving prior permission.

Non-Members of the Campus Community must make a reservation and receive permission from the Associate Vice Chancellor/Dean of Students on the Monticello campus; Director of Student Services for UAM-CTC on the Crossett campus; or Director of Student Services for UAM-CTM on the McGehee campus at least 3 business days in advance of any planned use of an Outdoor Area of Campus.

### **B. Reservation Preference**

In instances in which prior permission from the University is not required, persons are still encouraged to contact the Associate Vice Chancellor/Dean of Students on the Monticello campus; Director of Student Services for UAM-CTC on the Crossett campus; or Director of Student Services for UAM-CTM on the McGehee campus for scheduling purposes to minimize possible conflicts. Persons with a reserved space will have priority over any other persons seeking to use the area during the scheduled time period for an expressive activity.

### **C. Registered Student Organizations, Organized Demonstrations, and Large-Scale Events**

The right of freedom of expression at outdoor areas of campus includes organized demonstrations. At the same time, this right does not allow individuals to materially disrupt the University's operations or endanger the safety of others. Accordingly, large-scale events must receive prior permission from the Associate Vice Chancellor/Dean of Students on the Monticello campus; Director of Student Services for UAM-CTC on the Crossett campus; or the Director of Student Services for UAM-CTM on the McGehee campus at least 3 business days in advance of the event or activity.<sup>3</sup>

The University will work with the requesting person to either meet the request or find a suitable time and location. To ensure safety on campus, the University may require the requesting party to provide a parade route, hire security, ensure egress to facilities, or take other steps to maintain the safety of campus. Demonstrations and protests are not permitted in buildings. All participants must follow applicable laws and policies.

This policy does not designate all publicly accessible outdoor locations on campus as traditional public fora.

### **D. Denials and Revocations**

A denial or revocation of permission to engage in an expressive activity shall generally be based on a reason set forth in this policy or other applicable policies of the Board of Trustees or University of Arkansas System. However, no policy can address every possible activity or situation that may occur on University property, and the University reserves the right to address such situations as circumstances warrant.

Any decision to deny a reservation for a publicly accessible outdoor location shall be promptly communicated in writing to the requester and shall set forth the basis of the denial. Any such denial must be based on clear, viewpoint-neutral criteria. Anyone aggrieved by the application of these rules may appeal in writing within 10 days to the Vice Chancellor for Student Engagement or designee on the Monticello Campus; the Vice Chancellor UAM-CTC on the Crossett campus; or the Vice Chancellor UAM-CTM on the McGehee campus.

## **VI. Sanctions and Enforcement**

Violations of this policy by Members of the Campus Community may result in review and sanctions under applicable University policies. Students will be subject to the procedures established in the Code of Student Conduct. Faculty and staff will be subject to the procedures established in applicable employee handbooks. Violations of this policy by

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<sup>3</sup> Students' use of a single table, cart, booth, or similar structure that does not exceed three feet by six feet (3' x 6') is permitted without a reservation at permissible outdoor locations so long as the time, place, and manner guidelines are followed.

other persons may result in removal from campus or arrest. Members and Non-Members of the Campus Community may also lose their privileges to use campus grounds and facilities in the future, in addition to criminal sanctions. Any criminal proceedings are separate from the University's sanctions. The University will enforce this policy in a content-neutral manner.



UAM OPERATING PROCEDURE 715.1  
RE: Off-Campus Guests Reserving Campus  
Facilities

January 1, 1980

Revised: July 1, 2011

The University of Arkansas at Monticello sponsors certain activities that bring off-campus guests to the campus. For these activities, a UAM Facility Reservation form must be completed with the pertinent information to facilitate total campus coordination.

All persons and/or groups requesting permission to sponsor such campus activities must fully complete the UAM Facility Reservations Form and forward it to the University Reservations Office. It is the responsibility of the requesting party to make certain the form is received and coded into the reservation book. A reservation is not complete until the University Reservation Form is returned to the requesting party. As such, all publicity and advertising for the event Should not occur until it is officially approved.

Reservations are made according to University policy. Organizations are responsible for all damages within the reserved area, restrooms, and other public areas. Facilities must remain in acceptable condition. Violation of this policy will result in future denial of use of facilities.

The University of Arkansas is a state supported institution of higher education. University facilities are made available for extracurricular use to colleges, departments, and other organizational units of the University; to organizations which exist solely for the benefit of the University; and to recognized organizations with the approval of administration.

Under the law, University facilities cannot be made available to other organizations for their own purposes. However, the Chancellor is authorized to approve the use of facilities when such use serves the educational objectives of the University, provided that such use does not pertain to “the soliciting of political party membership or supporting or opposing political candidates, the raising of money for projects not directly connected with a University activity, or for the conduct of private business.”

The buildings and grounds owned by the Board of Trustees of the University of Arkansas exist for, and are exclusively devoted to use for the conduct of an organized and approved University program of higher education. As such, they are committed to being used for nonprofit, tax exempt use of the official program of the University. Therefore, private business activities are not permitted on University premises.

## UAM OPERATING PROCEDURE 720.1

### RE: Energy Conservation Policy

January 1, 1980

Revised: July 1, 1997

Revised: July 1, 1999

Revised: July 1, 2011

Energy costs represent a major part of the University's budget. Therefore, the implementation of energy conservation practices at UAM is imperative.

The following procedures are to be followed in all facilities at the University of Arkansas at Monticello:

#### Heating and Cooling

1. Reduce use of heating and cooling systems in spaces which are used infrequently or only for short periods of time.
2. Turn on self-contained units, such as window and through-the-wall units, only when needed. Turn them off when the space is to be unoccupied for several hours. Exceptions are for equipment and manuscripts which must be maintained at a relatively constant temperature and humidity. Any exception must be approved by the Vice Chancellor for Finance and Administration.
3. In mild weather, lower the cooling effect by running the room cooling fans at lower speeds.
4. Comply with the filter replacement schedule, utilizing high-efficiency, low-cost filters.

#### Lumination

1. Select lamps which are the most efficient and compatible with the application.
2. Turn off lights in classes and offices during unoccupied periods.
3. Turn the lights off inside or outside all buildings at night unless needed for security purposes.

UAM OPERATING PROCEDURE 725.1  
RE: Building Coordinators  
July 1, 1983  
Revised: July 1, 1997  
Revised: July 11, 2011  
Revised: February 19, 2013  
Revised: May 23, 2017  
Revised: February 9, 2018  
Revised: July 15, 2019  
Revised: December 11, 2020

The University of Arkansas at Monticello maintains a system of building coordinators who monitor facility use and conditions.

Certain unit/office heads in the respective buildings are charged with monitoring and enforcing policies which ensure efficient energy use, safety and security measures, and initiating reports and work orders regarding cleanliness and needed repairs.

Building coordinators work with the Director of Physical Plant to comply with quality standards of maintenance, safety, and energy usage. Employees who observe conditions needing attention should submit a completed work order which details the concern(s) to the building coordinator.

A complete list of building coordinators is maintained in the Director of Physical Plant's office. Assignment of personnel as building coordinators is a decision of the Executive Council.

### ***BUILDING COORDINATORS***

Administration Building:	Jaime Macklin
Agriculture Building:	Adam Buie/Rhonda Parris
Babin Business Center:	Sage Loyd
Baseball Field:	Padraic McMeel
Bankston Hall:	Resident Hall Manager
Old Bookstore/Hospitality Lab:	Alice Lindsey
Central Heating Plant:	Rusty Rippee
Central Warehouse:	Diane Forrest
Cotton Boll Stadium:	Padraic McMeel

Fine Arts Center:	Emily Allen
Football Practice Field:	Padraic McMeel
Gibson University Center:	Julie Gentry
Harris Hall:	Payton Miller
H.H. Chamberlin Forest Resources Complex:	Rhonda Parris
Horsfall Hall:	Resident Director
Indoor Practice Facility:	Padraic McMeel
Library:	Annette Vincent
Math & Science Center:	Morris Bramlett
Maxwell Hall:	Resident Hall Manager
Memorial Classroom Building:	Krystal Morgan
Music Building:	Justin Anders
Natural History Museum:	Ed Bacon
Police Department:	John Kidwell
Post Office:	Postal employee on duty
Red Barn:	Michael Davila
Rodeo Facilities:	Rusty Jones
Royer Hall:	Resident Director – Melanie Long
Softball Field:	Padraic McMeel
Sorrells Hall:	Peggy Forrest
Steelman Fieldhouse:	Padraic McMeel
Student Success Center:	Christy Pace
Tennis Courts:	Julie Gentry

Trotter House:	Emily Allen
University Apartments:	Resident Hall Manager
University Owned Homes:	Sage Loyd
Visual & Performing Arts Center:	Jason Smith
Wells Hall:	Anissa Ross/Adam Key
Willard Hall:	Danta Briggs
UAM College of Technology at Crossett	Linda Rushing
UAM College of Technology at McGehee	Bob Ware
UAM College of Technology Diesel Academy	Bob Ware
UAM Educational Center – Hamburg	Linda Rushing

UAM OPERATING PROCEDURE 728.1  
RE: Equipment Moves and Set-ups  
Utilizing Physical Plant

April 12, 2002

Revised: July 1, 2011

The following procedure is to be followed when the Physical Plant's assistance is requested to move equipment or set-up equipment for a campus group or department.

1. The sponsoring faculty member or department will make the request via the work order
2. Properly completed and approved work orders must be received by Physical Plant Administration at least one week prior to the event.
3. The following information must be clearly identified on the work order:
  - (a) The specific University-sponsored event for which the set-up is needed;
  - (b) Name of university contact person; and
  - (c) Justification for utilizing Physical Plant employees for set-up or move.
4. The Director of Physical Plant will review the request for propriety as a University-sponsored event, and when appropriate, will schedule personnel to complete the work order.
5. If the Director of the Physical Plant determines that the event is not a University-sponsored event or the Physical Plant is unable to complete the work order, the work order will be returned promptly with an explanation. This will allow the sponsoring department or individual ample time to make alternative arrangements.
6. Work orders not received by the Physical Plant at least one week prior to the event are subject to not being completed.

UAM OPERATING PROCEDURE 730.1  
RE: Use of Facilities Designated to Student  
Organizations or Leased to Outside

February 1986  
Revised: July 1, 2011

The University has at certain times designated facilities to student organizations or leased/rented facilities to agencies outside the University for use exclusively by that organization. However, permission to use facilities is not guaranteed beyond the conditions of a lease, nor does it bestow any right upon the user to modify, alter, or make any changes in decor, structure, or appearance without the written permission of the University. Nor does such use infer any right of ownership or proprietorship. All facilities designated for student organizational use is the property of the University of Arkansas at Monticello.

The following guidelines are to be observed by all groups occupying space in a University facility:

A. Physical Facility Alterations

The University of Arkansas at Monticello reserves the right to implement the following rules regarding the physical alteration to any UAM facility or off-campus facility by any student groups, clubs, or organization:

- a. No structural alterations may be made without written approval from the Vice Chancellor for Student Affairs.
- b. Nothing may adorn the windows or be attached to the exterior of the building that is not consistent with the University's decorating and naming of buildings unless approved by the Vice Chancellor for Student Affairs.
- c. Internal painting and decorating may occur after the plan has been approved by the Vice Chancellor for Student Affairs.
- d. No paint is to be placed on the exterior of buildings.
- e. For identification purposes, space may be identified by attractive, non-obtrusive signs placed near the entrance of the building. For instance, a fraternity/sorority is allowed to use an attractive stand-alone sign bearing its coat-of- arms. The size and location of the sign must be approved in advance by the University Executive Council.

B. Keys/locks for buildings/organizational space

For security and safety reasons, student organizations may only utilize locks and keys issued by the Department of Public Safety to secure any on-campus space that is owned or controlled by the University.

C. Removal of Occupancy Authorization

The University of Arkansas at Monticello reserves the right to relinquish an organization of its space for one or more of the following reasons:

- a. The space is deemed necessary for other University use;
- b. The occupied space no longer exists;
- c. As a result of disciplinary action;
- d. The student organization is no longer officially recognized due to an inactive status for the length of one semester; or
- e. The space is deemed to be unsafe for student use.

D. Responsibility for Maintenance

Student organizations are responsible for general everyday maintenance, upkeep, and cleaning of their designated space. From time to time it may be necessary for a student organization to seek maintenance or repair assistance from the University. In such cases, the student organization advisor should complete a University work order request and submit it to the Director of Student Programs and Activities.

E. Summer Term Occupancy

Campus facility space that has been designated to student organizations may be used during the summer months by these organizations according to the following guidelines:

- a. Space must be vacated by 12:00 midnight Sunday through Thursday and by 1:00 a.m. Friday and Saturday.
- c. Space in classrooms or administrative buildings may not be used before 4:30 p.m. Monday through Friday.
- d. Organizations with space in residence halls not open during the summer must receive prior written permission from the Director of Residence Life for use.
- e. A Facility Usage Form must be filed with the Office of Student Affairs at least 48 hours in advance of an activity.



F. Types of usage

Activities conducted within the designated space are to be consistent with the educational purpose of the University and the organization. These include, but are not limited to: social functions involving members and invited guests, business meetings, and organization recruitment activities. The space may NOT be used for commercial non-University related fund raising or solicitation. It is strongly recommended that student organization functions be limited to current UAM students, staff, and invited alumni. Verification of a UAM I.D. cards is also highly recommended and, in the case of a dance, band party, or social, is required.

G. General guidelines

1. An organization has the right to prohibit entrance into the facility of persons who have in the past caused disruptions at events. If such persons are to be denied entrance, notification must be filed with the Director of Student Programs and Activities.
2. University policy prohibits the use, possession and/or distribution of alcohol and illicit drugs on University property.
3. An organization is responsible for the actions of its members and guests in areas designated for the organization's exclusive use.
4. A student who has been expelled or a member of the general public who has been banned from the UAM campus is not permitted to be in an organization's space.

UAM OPERATING PROCEDURE 730.2

RE: Insurance and Financial Reporting  
Requirements for Special Camps and  
Activities on University Property

June 1, 1986

Accident Insurance

All camps must be covered by accident insurance. University-sponsored camps and activities must purchase accident insurance through the University. Private camps and organizations may obtain accident insurance coverage from the University or an outside vendor.

The individual in charge of the camp or activity must submit a typed list of camp participants. The list must be received by the insurance clerk in the UAM Personnel Office on the day of registration, or the next working day if registration is on a holiday or weekend. A copy of the list of participants is to be forwarded to the Campus Camp Coordinator on the same day. Any additions or deletions should be immediately forwarded to the insurance clerk and the Campus Camp Coordinator by typed memo, listing only the changes.

For private camps, accident insurance obtained through the University may have a deductible for which the University will not be liable. Claim forms for the University camp accident insurance are available in the UAM Personnel Office.

Camps not purchasing accident insurance through the University must file a Certificate of Accident Insurance with the insurance clerk in the UAM Personnel Office prior to the starting date of the camp. The amount of insurance required will be determined by the Executive Council.

Liability Insurance

All camps conducted on campus for private compensation must be covered by \$1,000,000 of liability insurance. The required liability insurance may be available through the University by the same process as the camp accident insurance or may be obtained from private insurance agencies. Camps not purchasing liability insurance through the University must file a Certificate of Liability Insurance with the insurance clerk in the UAM Personnel Office prior to the starting date of the camp. The University of Arkansas at Monticello and the Board of Trustees of the University of Arkansas shall be named as additional insureds on the Certificate of Liability Insurance.

Financial Report

Employees who conduct camps for private compensation will submit a complete camp financial report to the Vice Chancellor for Finance and Administration by October 31 of the same year. The Vice Chancellor for Finance and Administration will submit to the Chancellor, on an annual basis, a summary of all such financial reports received. This information will be given to the President for submittal to the Board of Trustees for its review annually.

Revised July 1, 1997

UAM OPERATING PROCEDURE 735.1  
Re: Naming Buildings/Subunits

November 12, 2004  
Revised: July 1, 2011

It is the policy of the University of Arkansas System Board of Trustees that when a University building is to be named in honor of an individual, it shall be named in memory of a person who, during his or her lifetime, gave significant service to the University, except that:

- (1) The Board endorses in principle the naming of a building for an individual who, from his or her personal resources, has made a substantial contribution in relation to total costs toward construction of said building, and
- (2) The Board will consider without prejudice, when circumstances warrant, the naming of a building for an emeritus faculty or staff member who has spent a large part of his or her professional career in the service of the University and who, during a certain period of said service, made noteworthy contributions to the progress and welfare of the University.

**Criteria for Naming of Subunits/Areas**

The following factors will be considered in regard to the naming of subunits of a building or area including rooms and offices.

1. Appropriateness of naming the particular type of facility;
2. Significance of the relationship of the individual to the institution and to the program operated in the facility; and
3. Contribution of the individual to the institution.

If the contribution is primarily service, consideration shall be given to length and quality of service and long-term impact on the overall direction of the institution.

If the contribution is primarily monetary, one-half the cost of any building construction or renovation is normally considered as the minimum contribution;

Generally, buildings will not be named in honor of any active employee of the university.

While the intent in naming a facility/subunit is to provide recognition in perpetuity, circumstances may alter the permanent nature of such a designation. Such circumstances may include, but are not be limited to:

1. Change in usage of the facility;
2. Major renovations or alterations of the facility;
3. Razing of facility.

Appropriate attention will be given to alternative recognition, which could include transferring the name to another facility, displaying the plaque or nameplate from the previous facility at an appropriate location or other suitable recognition.

### **Procedure**

1. A request to name or change the name of any University facility/subunit or area including rooms and offices should be made in writing to the Chancellor. Requests originating from University faculty or staff should be forwarded through established channels. The request should be accompanied by supporting documentation adequate to indicate that the request meets the established criteria outlined in the policy. The Office of the Chancellor will forward the request to the Executive Council.
2. The Executive Council will review the request and documentation and may ask for additional information, if needed, or may make suggestions for an alternate course of action.
3. The Office of the Chancellor will advise the originator of the request, as well as other appropriate individuals, of the final disposition of the request.

UAM OPERATING PROCEDURE 740.1

RE: Banner/Signage installation on  
Campus owned/controlled property

July 1, 2011

Revised: August 6, 2013

The posting of banner/signage or other exterior announcement materials on the campus must be approved through the Office of Student Affairs. Approved banner/signage may only be posted in designated areas which include premium banner/signage sites at several locations throughout the campus and/or the chain link fence of the football field and tennis courts. No posting or display should take place until confirmation of approval has been made by the Director of Student Programs and Activities.

Banner/signage may only be used during the approved times of the related activities on campus, should be removed immediately after such activities are completed, and banner poles must be returned to Office of Student Programs & Activities. Any unapproved banner/signage posting is strictly prohibited and will be removed immediately. The sponsoring department, organization, and/or individual posting unapproved banner/signage will be sanctioned accordingly through the Office of Student Affairs and/or University Public Safety.

Banner/signage used for promotional or informational purposes may be displayed for periods up to fourteen (14) days. Extending the time for the display of promotional or informational banner/signage must be obtained from the Vice Chancellor for Student Affairs or his/her designee.

The Office of Student Programs and Activities will manage the content, site-reservation, and pole pick-up/return of premium banner/signage sites on the campus. Institutional banner/signage campaigns will take precedence over all university department/student organization banner/signage campaigns. The University reserves the right to deny banner/signage placements for expression that is obscene or defamatory, or consists of fighting words, threats of physical harm, or incites imminent lawless action. No banner/signage shall be affixed to University buildings, exterior facilities, any other permanent structures, or vehicle windshields. Exceptions will be made for University sponsored function that include, but is not limited to: Homecoming, Parent/Family Appreciation Day, Scholars Day, Commencement or other events explicitly approved by the Executive Council.

University departments/student organizations may reserve premium banner/signage sites at several locations on the campus. The **Premium Banner/Signage Reservation Form** may be obtained in the Office of Student Programs and Activities or by visiting the UAM website at: <https://www.uamont.edu/life/spa/index.html> . The form should be submitted no less than five (5) working days prior to the date requested for banner/signage to be posted.

No premium banner/signage site will be scheduled or poles issued until confirmation of approval has been made by the Director of Student Programs and Activities.

UAM OPERATING PROCEDURE 745.1  
RE: Harvesting of Timber

July 16, 2015

The University of Arkansas at Monticello's (UAM) School of Forestry and Natural Resources (School) promotes development and sharing of knowledge and stewardship of Arkansas's natural resources. One way the School accomplishes this goal is by owning and managing properties providing opportunities for research, education and sustainable use. A primary sustainable use is the harvesting of timber.

UAM's forests are located primarily in Monticello and Southeast Arkansas and represent conditions common to Arkansas' forests. Through periodic data collection, these forests provide continuous information on how forests change. These data allow assessment of forest change in relation to succession, disturbance, health, and harvesting over time. Data, in addition to timber, remain an important product of these forestlands.

Timber sales:

1. The property must have a management plan prior to harvesting any timber. The management plan should indicate the purpose, location, method and general intensity of the proposed harvest.
2. UAM's forester will supervise all marking and harvesting of timber.
3. Income derived from timber sales will be split between the School (25%) and UAM's general fund (75%). Income will be determined to be gross proceeds from all sales less the costs to harvest (survey, advertisement, etc.).
4. Income allocated to the School shall be used in the management of University forests. Expenditures for site preparation and planting must be approved by the Provost.
5. An unscheduled timber harvest in a University forest/block/compartiment/stand could result from an act of nature such as fire or wind. If this occurs, prompt and reasonable efforts will be taken to (1) salvage salable timber and (2) then restore the site to the previous or improved condition as soon as is practical. Site restoration should not hinder the salvaging of salable timber.
6. Following a scheduled timber harvest, post-harvest timber stand improvement and/or site preparation must be completed in accordance with the management plan.

Timber harvesting in conjunction with the sale of University property will be considered to be outside the purposes of this policy. All harvesting of timber must be conducted in accordance with best management practices including the proper location of log yards, main skid roads, and stream crossings.

UAM OPERATING PROCEDURE 750.1

RE: Lost and Found Items

October 3, 2016

The goal of this policy is to ensure that all lost items are returned to their rightful owner in a timely and efficient manner. Mass emails will no longer be used to communicate lost items in order to ensure the protection and timely return of personal property.

All items found or turned in to various departments and offices will be sent to University Police Department (UPD) the same day they are received. Upon arrival at UPD, items are inventoried and until returned to the rightful owner or other dispensation is made (60 day limit), the articles will be stored in a secure location at UPD. A record of each item is maintained and a signed release form will be completed before returning property to the owner. Persons claiming items must describe the item(s) as closely as possible, provide identification, and sign a release form. To claim property, visit UPD between the hours of 8 a.m. to 4:30 p.m. Monday-Friday.

## UAM OPERATING PROCEDURE 800.2

### Re: Procedure for Requesting and Returning Keys

February 7, 2000

Revised: July 1, 2011

Revised: December 8, 2020

The following procedures will be followed when requesting or when returning a key for a building, other than a residence hall:

#### Requesting Keys

Keys will be requested via the current key control form by Unit Heads, through the appropriate Executive Council member, from the University Police Department. The completed key control form will include a list of the specific room numbers or area(s) the individual will be authorized to access and the name, UAM ID number, title, and department name of the individual who is to be issued the key prior to signature authorization of the appropriate Unit Head and Executive Council member. If an individual is to receive a former employee's or individual's keyset, please note this on the form. Keys will not be issued to students. If it is necessary for a student to have a key, the Unit Head or his/her representative will be issued the key and this individual will be responsible for maintaining a log of the proper use and return of the key. Key use logs should contain UAM ID number, key user name, and reason for use. Receipt of all issued key(s) will be acknowledged via the authorized individual's signature and date of receipt on their respective key control form(s).

#### Lost Keys

Lost keys should be reported immediately to the appropriate supervisor and the University Police Department. The University Police Department will be responsible for issuing replacement keys. Please note that this could incur additional costs beyond key replacement, up to and including re-cores of all locks operated by the lost key(s).

#### Forgotten or Misplaced Keys

If assistance to access an assigned workspace is needed during normal working hours, faculty/staff should contact the appropriate administrative assistant, unit head, department head, or dean. The University Police Department will provide after-hour emergency access for faculty/staff members who need immediate entry to an assigned workspace and are able to produce a valid UAM ID card. This workspace is limited to university assigned offices and scheduled classrooms and shall not include communal areas, laboratories, athletic areas, libraries or other areas owned and controlled by the institution.

#### Returning Keys

All keys will be returned to the University Police Department upon termination of employment or when the key is no longer needed. The University Police Department representative will acknowledge receipt of the returned key by dating and initialing the key control form or



UAM OPERATING PROCEDURE 810.1  
Re: Maintenance of Facilities and Grounds

July 14, 2009  
Revised: July 1, 2011  
Revised: March 7, 2022

The maintenance of university facilities and grounds is the responsibility of the UAM Physical Plant. Facilities include all buildings and other university infrastructure. Requests for repairs and renovations should be submitted through SchoolDude and all required fields must be completed.

To submit a work order click on the link:

<https://www.myschoolbuilding.com/myschoolbuilding/myrequest.asp>, or from the UAM website, scroll to the bottom of the page, and select IT Work Order. Once logged in, click on the Maintenance Request tab.

Outside contractors are at times employed on the university campus for:

1. Construction and renovation projects.
2. Specialized services that the UAM physical plant is not able or qualified to perform.

No outside contractor should perform work on any university facility or grounds unless a work order is reviewed and approved in advance by the Director of Physical Plant.

UAM OPERATING PROCEDURE 900.1  
RE: Publications/Brochures/Logos/Stationery

July 1, 1983

Revised: July, 1, 2011

Revised: January 24, 2022

It shall be the policy of the university that all external publications be created and developed by the Office of Media Services and be submitted to the supervising Vice Chancellor and/or Executive Council for final approval.

External publications includes all printed materials to be used for student recruitment, academic unit brochures, individual program brochures relating to both academics and student life, as well as all printed publications used by the Office of Advancement.

All requests for brochures and printed publications should be submitted in writing to the Director of Marketing and Public Relations. The Director will forward the request to the supervising Vice Chancellor for approval before initiating the development of the publication.

The Office of Media Services will coordinate a uniform design and look to university logos and stationery as well as athletic logos, as per the current UAM style guide.

UAM OPERATING PROCEDURE 905.1  
RE: Distribution of Complimentary Passes  
to University Activities

January 1, 1985

Revised: July 1, 2011

All complimentary passes to any University activity (with the exception of athletic events) for which an admission is charged will be issued by the appropriate Vice Chancellor, Dean, and/or Unit Head. Any individual wishing to request that a pass be issued to an individual must address such a request to the appropriate Vice Chancellor, Dean, and/or Unit Head for action.

If an event has an originating fee, but the Vice Chancellor, Dean, or Unit Head wants to offer complimentary passes/tickets to the event, the budget of the Vice Chancellor, Dean, and/or Unit Head making the request will be charged unless otherwise stated.

The distribution of athletic passes will be made by the Chancellor. The athletic director, coaches, and faculty representative will recommend to the Chancellor individuals to receive athletic passes each year.

UAM OPERATING PROCEDURE 910.1  
RE: Use of Alumni Records/Database

July 8, 1985  
Revised: July 1, 2011  
Revised: January 24, 2022

The Office of Advancement maintains computerized records on Alumni/Friends of the University. The records are intended for the following uses:

1. To maintain communication between alumni/friends and the University;
2. To assist the Office of Advancement in the development of gifts that support the educational mission of the University.
3. To assist the Office of Advancement/Alumni Affairs and the UAM Foundation Fund in solicitation activities.

Any campus organization/department/program officially recognized by the University may be granted access to existing alumni records that are applicable to the success of their event or project, with direction from the Vice Chancellor for Advancement.

Any and all information provided may not be used for any type of solicitation.

Alumni/Database records may not be provided for off-campus requests or off-campus groups hosting an on-campus function unless approved by the Vice Chancellor for Advancement.

UAM OPERATING PROCEDURE 915.1  
RE: Solicitation of Funds for the University

November 1, 1983  
Revised: July 1, 2011  
Revised: January 24, 2022

The University of Arkansas at Monticello welcomes private donations for facilities, student scholarships, programs, and unrestricted use by the campus through the UAM Foundation Fund. The Foundation Fund is a non-profit, benevolent corporation for charitable and educational purposes that provides the structure for receiving, investing, managing, and distributing funds originating from private sources.

In order for the advancement and development arm of the Institution to be most effective, a close relationship must be maintained between the institutional fund-raising functions and the Foundation. In order to accomplish this, fund-raising activities from private sources for all three campuses must be carried out through a unified structure under the general auspices of the University of Arkansas at Monticello Foundation Fund.

Faculty, staff and students are encouraged to join in the fund-raising efforts of the University. Any individual, department, or unit desiring to solicit funds on behalf of the University must first consult with the Vice Chancellor for Advancement. This officer will provide guidelines that will ensure a coordinated and comprehensive fund-raising program for the University. This office will also provide identification for any individual who solicits funds in the name of the University.

Generally, the solicitation of funds via telephone is not permitted by individuals, departments, or offices, without approval by the Vice Chancellor for Advancement. This restriction is imposed to ensure a comprehensive effort in generating funds for the University, rather than departments acting alone resulting in a request of funds from the same donor multiple times.

## UAM OPERATING PROCEDURE 920.1

RE: Payment for services from UAM Foundation

December 16, 2010

Revised: July 1, 2011

Revised: March 7, 2022

Due to the increased level of IRS tax compliance requirements direct payment from the University of Arkansas at Monticello Foundation for services and/or labor to employees, non-employees, and students is not permitted. This type of payment is a direct violation of taxable income reporting. As such, payment for services and/or labor provided to the University by an employee, non-employee, and/or student must originate from a University Account (E & G). Subsequently, the University Account may be reimbursed by the Foundation. This procedure does not affect reimbursements, supported by official receipts, to University Employees.

University Departments may elect to establish an agency account for these types of transactions rather than depleting their Foundation Funds. However, donations deposited into agency accounts are not tax-deductible gifts nor are they identified as gifts made expressly to the University of Arkansas at Monticello. Guidelines for establishing an agency account may be obtained from the Department of Finance and Administration.

The steps outlined below will assist University Personnel/Departments in the expedition of transactions using UAM Foundation Funds.

- The University Department completes a Purchase Order for payment **prior** to the delivery of the service and/or labor, or, if necessary, the University Department completes a supplier invoice request. University departments desiring to use Foundation Funds should use the appropriate designated and gift work tags on the purchase order or supplier invoice request.
- The University Department desiring to make payment collects an invoice upon the conclusion of the successful delivery of the service and/labor and delivers the invoice promptly to the Office of Accounts Payable in the Department of Finance and Administration.
- The Office of Accounts Payable generates a check or ACH for the individual with distribution to follow by the instructions indicated by the University Department on either the Purchase Order or the supplier invoice request.
- The customer contract specialist processes a quarterly invoice from purchases completed and applied to the designated work tag(s) for the foundation gift(s). An interface is processed by the Project One team to create invoices for UAM and an Accounts Payable for the UAM foundation. An email is sent from the Vice Chancellor of Finance and Administration to the Foundation to confirm the accuracy of the invoice. Accordingly,

the UAM Foundation personnel completes documentation for the University Department to be reimbursed.

- UAM receives payment via ACH and the customer payment specialist records the payment against the appropriate invoice(s).

## UAM OPERATING PROCEDURE 925.1

### RE: Tailgating Activities

July 1, 2011

Revised: January 24, 2022

Revised: August 26, 2022

Tailgating at the University of Arkansas at Monticello is designed as a public event to promote a celebratory and festive atmosphere. Its primary objectives include but are not limited to: the assurance of the comfort and enjoyment of all game day patrons; enhancing the safety and security of all staff responsible for game day activities; and safeguarding and preserving all University properties and facilities.

#### **Designated locations**

Tailgating for personal entertainment and non-commercial purposes is permitted only at designated areas on the UAM Campus. The designated tailgating areas for non-university personnel is the “The Green Zone”, located on the east side of Lakeshore Drive (the area from the stop sign at University and Science Center Road to the parking lot on the east side of Steelman Fieldhouse).

Tailgating sites are made available on a first-come, first-serve basis and are not reserved. However, consideration is given to alumni, friends of the University, and businesses that have traditionally used a specific site for past tailgating activities.

Tents, awnings, similar items, and tailgating activities of any kind are prohibited on campus sidewalks, intramural fields, student residential areas, and spaces not designated for such purpose.

#### **Signage and Banners**

Only companies/agencies that have corporate partnership agreements with UAM Athletics may display their signage. Companies interested in more information on this subject should contact the Director of Athletics at (870) 460-1058.

#### **Solicitation**

Business solicitation and fundraising within UAM facilities or on UAM premises are prohibited unless specifically approved by the University of Arkansas at Monticello. Promotional materials cannot be distributed without prior approval by the UAM Chief of Staff/Vice Chancellor for Advancement. Distribution of flyers/leaflets on vehicles is expressly prohibited. UAM does not allow the sale or distribution of goods and services on the UAM campus, except as permitted by applicable University policies and governing law.

#### **Political Activity**

Signage promoting political candidates or issues may not be displayed on University property. Political material may be distributed on game day with permission and reservation for such purposes. Literature distribution is limited to designated tailgate areas. Contact the Chief of Staff/Vice Chancellor for Advancement at (870) 460-1028 prior to game day for information on the approval process. All reservations for political literature distribution must be received seven (7) work days prior to the commencement of game day activities.



### **Tents, Awnings and Supplies**

Tents, awnings, and similar structures may be erected 24 hours preceding the official start of game day activities (most typically on Friday for a Saturday game). All structures must be removed by 12:00 noon on the day immediately following the game (typically Sunday). Any items erected outside this timeframe, those that collapse, or those that are moved from their original site will be removed by the University at the owner's expense. Requests for tents should be directed to the Director of Alumni Affairs, 870-460-1028.

Tent structure(s) and placement must follow the following guidelines:

- **Size:** 15' by 15' is the maximum size permitted without advance permission from the Office of Advancement;
- **Anchoring:** In order for movement in an emergency situation and to avoid damage to pavement or the risk of hitting underground utility lines, **tents cannot be staked to the ground**. Tents must be secured with water ballasts or similar type anchor weights. Tents may not be chained to landscaping or signs.
- **Parking lot:** Tents may not be erected in parking lots or paved areas.
- **Sidewalks:** Sidewalks must be left open for pedestrians. Grass area along sidewalks may be used for tailgating.

### **Lost and Found.**

Lost and Found, located at the University Police Department, (870) 460-1083, may be contacted for information about how items may be recovered. Items not claimed within 30 days may be disposed of by the University at its discretion and without liability. Patrons' leaving tailgating supplies/equipment unattended does so at their own risk.

### **Vehicles**

All vehicles entering/exiting "The Green Zone" are required to do so at the south end of "The Green Zone". Vehicles are not permitted to drive on Lakeshore Drive or on University Drive from the stadium to Steelman Fieldhouse after the official start of tailgating. Violation of this directive could result in a citation issued by University Police.

Vehicles of any type are prohibited from parking on the grass except in the designated tailgating areas.

### **Food/Smoking**

Food and beverages shall be for personal consumption only. Sales are prohibited, unless University-related and approved.

The Clean Air on Campus Act of 2009 prohibits smoking on the University of Arkansas at Monticello Campus. All smoking and/or vaping is prohibited on campus.

**Grills**

Propane gas and charcoal grills with covers are permitted; provided, however, that the operator of any grill is responsible for its safe operation as well as for the proper clean-up and disposal of coals and ashes. Coals may not be placed on the ground for in-ground grilling. Ashes may not be left or dumped on campus property. Depending on environmental and fire risk conditions, the University may prohibit all grilling. Grilling and open flames are only permitted in designated tailgate areas.

**Trash Disposal**

Each “tailgating party” must dispose of his/her own trash using the waste disposal and recycling units provided for by the University.

**Facilities and Generators**

Connecting to University utilities and/or television/communication cabling is prohibited. Use of generators and other electric generating equipment for tailgates is permitted; however, noise considerations must be taken into account with the operation of generators and portable sound systems. The University reserves the right to prohibit the use of any generator or sound system deemed disruptive to others.

**Restrooms**

The Steelman Fieldhouse is designated for public restrooms during tailgating activities. Individuals, groups, or businesses are prohibited from bringing or arranging the delivery of toilet facilities.

**Disclaimer**

Any request or activity not covered in the aforementioned policy should be directed to the Chief of Staff/Vice Chancellor for Advancement. The UAM Executive Council reserves the right to deny any request or activity until an appropriate level of research/discussion may take place, so as to not violate University Policy or local, state and/or federal law.

UAM OPERATING PROCEDURE 930.1

RE: Gift Acceptance

December 10, 2013

Revised: May 28, 2015

Acceptance of any gift or contribution is at the discretion of the University of Arkansas at Monticello (University; UAM). All accepted gifts must support the mission of the University and be consistent with its policies.

The University will accept donations of cash or publicly traded securities. All other gifts including real property, personal property, in-kind gifts and services, non-liquid securities, and contributions must be reviewed by the UAM Executive Council prior to acceptance. Cash gifts are accepted through the normal receipting process of the University or the UAM Foundation Fund.

The UAM Vice Chancellor for Finance and Administration (VCFA) is responsible for processing gifts of real property. The UAM Vice Chancellor for Advancement (VCA) is responsible for processing all other non-cash gifts. The only exception is a gift of archival material or collections expressly intended for the University library which is handled in accordance with the library's *Special Collections and Archives Deed of Gift* policy.

To initiate the review process of non-cash gifts, the applicable vice chancellor (VCA or VCFA) must be provided with the following information:

- Potential donor's name, mailing address, and telephone number
- Written description of the proposed gift

The vice chancellor will then present the information to the Executive Council which will consider the nature of the gift and make a recommendation as to whether to accept it. Factors in the decision will include determination of any costs or activities related to the gift that might require the allocation of University resources, as well as potential liabilities. The vice chancellor will communicate the Executive Council's recommendation to the potential donor.

Once a gift is recommended for acceptance, only the VCA, VCFA, or the Chancellor may accept non-cash gifts on behalf of the University. The VCA or VCFA will provide the donor with a signed acknowledgement letter or other applicable signed document which meets IRS substantiation requirements for property received by the University as a gift. Except for gifts of cash, publicly traded securities, or recently appraised assets, no value will be ascribed to any receipt or other form of substantiation of a gift received by UAM. Instead, it is the donor's responsibility to assign the value of the gift.

The applicable official (VCA, VCFA, or Chancellor) will notify the Executive Council of acceptance of non-cash gifts and will insure that the donors are appropriately thanked or acknowledged. The VCFA will add the gift to UAM's inventory and insurance policy, if applicable.

Once donated, a gift becomes the property of UAM, and the University retains the right to dispose of it as it sees fit. The University will sell, recycle, dispose of, or return the item to the donor, at the University's discretion, unless a specific agreement has been made in advance for other arrangements.

The University refrains from providing advice about the tax or other treatment of gifts and encourages donors to seek guidance from their own professional advisors to assist them in the process of making their gift.

The University will respect a donor's desire to remain anonymous to the extent allowed by law. Should the law require public disclosure, anonymity cannot be guaranteed.

The University will not compensate, whether through commissions, finders' fees, or other means, any third party for directing a gift or a donor to UAM or to the UAM Foundation Fund.

UAM OPERATING PROCEDURE 1000.1  
RE: Athletic Grants-in-Aid

November 1, 1983  
Revised: July 1, 1999  
Revised: July 1, 2011  
Revised: January 14, 2022

The University of Arkansas at Monticello awards a limited number of scholarships to students for participation in varsity sports. Students may receive awards in amounts that are in accord with the NCAA Division II regulations.

The head coach of each sport will notify in writing the Director of Financial Aid of all athletic awards. This list will include the full name of the athlete, the student ID for each individual, and the amount of the award. This list is to be copied to the Director of Athletics, Vice Chancellor for Finance and Administration, and the Compliance Officer.

The deadline for submission of an awards list is as follows:

School Term	Deadline Date	Sport
Fall	July 15	All sports
Spring	December 15	All sports

Additions to the awards list may be made at any time by written notification to the Financial Aid Office with copies to the Director of Athletics, Vice Chancellor for Finance and Administration, and the Compliance Officer. Cancellations and adjustments of awards may be made if in compliance with NCAA Division II regulations and approved by the UAM Compliance Officer and Director of Athletics.

UAM OPERATING PROCEDURE 1005.1  
RE: Athletic Contest Guarantees

July 1, 2011

The University of Arkansas at Monticello operating procedure for scheduled athletic contests that produce a guarantee is that the institution takes two percent for administrative overhead.

In addition to the two percent, an additional three percent will be put into an Athletics General Guarantee Account to be used at the discretion of the Athletic Director. The remaining 95% will be put into the individual sport's Athletic Guarantee Account, to be used at the discretion of the Head Coach for that sport. If a guarantee contract is voided or cancelled, the appropriation of the buyout is the discretion of the Athletic Director.

UAM OPERATING PROCEDURE 1010.1  
RE: Star-Spangled Banner Act

January 14, 2022

In accordance with Act 958 of 2021, in which the Arkansas General Assembly stated that:

- It is of the utmost importance that Arkansas youth learn the importance of the national anthem, "The Star-Spangled Banner";
- The regular playing of "The Star-Spangled Banner" will foster patriotism and celebrate the common American experience; and
- "The Star-Spangled Banner" should be played in solemn observance and recognition for the men and women who have sacrificed their lives in defense of the American Experiment.

The University of Arkansas at Monticello shall:

- Broadcast "The Star-Spangled Banner" at the commencement of each school-sanctioned sporting event. If any part of two (2) or more school-sanctioned sporting events occur on the same day at the same school, a state-supported institution of higher education may choose to broadcast "The Star-Spangled Banner" at only one (1) of the events.
- Select any recording of "The Star-Spangled Banner" that includes the lyrics from the first verse written by Francis Scott Key or is the standard arrangement or standard instrumental version used by U.S. military bands or similar arrangement or version.

The University of Arkansas at Monticello will allow the performance of "The Star-Spangled Banner" using:

- Original sheet music that adheres to division rules and is performed by a school-sanctioned band program;
- Original sheet music that adheres to division rules and is performed by a school-sanctioned chorale program, vocal group, or vocalist; or
- By the attendees of a school-sanctioned event led by a vocalist selected by the state-supported institution of higher education hosting the school sanctioned event.