



# UAM FACULTY HANDBOOK

## Introduction

This Faculty Handbook for the University of Arkansas at Monticello has been designed to provide a brief review of important policies and procedures of interest to faculty and administrators. Separate handbooks for staff and students provide information of interest to those members of the University community.

Much of the material in this Handbook is in summary form. The Handbook, therefore, is not the complete and exact text of all University or State rules, regulations, and policies. Appropriate administrative offices will provide employees with further information about matters mentioned in the Handbook should they be needed. The University of Arkansas reserves the right to revise, modify, or repeal any of its policies or procedures through future actions.

This revision of the Faculty Handbook that was originally published in 1995 supersedes all previous revisions. Faculty and administrators are encouraged to review the document often, as revisions will be made as needed.

Many policies and procedures are based upon UAM Operating Procedures and/or UA System Policies.

[UAM Operating Procedures \(UAM OP\)](#)

[UA Board of Trustees Policies \(Board Policy\)](#)

[UA Systemwide Policies and Procedures \(UASP\)](#)

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## UAM Vision

The University of Arkansas at Monticello will be recognized as a model open access regional institution dedicated to empowering students to realize and develop their potential. UAM is committed to advancing three vibrant, diverse campuses that serve their communities and foster key partnerships that contribute to the economy and quality of life in the region, state, and beyond.

## UAM Mission

The University of Arkansas at Monticello is a society of learners committed to individual achievement by:

- Fostering a quality, comprehensive, and seamless education for diverse learners to succeed in a global environment;
- Serving the communities of Arkansas and beyond to improve the quality of life as well as generate, enrich, and sustain economic development;
- Promoting innovative leadership, scholarship, and research which will provide for entrepreneurial endeavors and service learning opportunities;
- Creating a synergistic culture of safety, collegiality, and productivity which engages a diverse community of learners.

## UAM Core Values

- *Ethic of Care*: We care for those in our UAM community from a holistic perspective by supporting them in times of need and engaging them in ways that inspire and mentor.
- *Professionalism*: We promote personal integrity, a culture of servant leadership responsive to individuals' needs as well as responsible stewardship of resources.
- *Collaboration*: We foster a collegial culture that encourages open communication, cooperation, leadership, and teamwork, as well as shared responsibility.
- *Evidence-based Decision Making*: We improve practices and foster innovation through assessment, research, and evaluation for continuous improvement.
- *Respect*: We respect all people and all points of view, and we promote tolerance and acceptance.

## Institutional Learning Outcomes

- *Communication*: Students will communicate effectively in social, academic, and professional contexts using a variety of means, including written, oral, quantitative, and/or visual modes as appropriate to topic, audience, and discipline.
- *Critical Thinking*: Students will demonstrate critical thinking in evaluating all forms of persuasion and/or ideas, in formulating innovative strategies, and in solving problems.
- *Global Learning*: Students will discern and think analytically about natural and human matters in local, national, and global communities.
- *Teamwork*: Students will work collaboratively to reach a common goal and will demonstrate the characteristics of productive citizens.

## UAM History

The University of Arkansas at Monticello was established in 1909 by an act of the General Assembly of the State of Arkansas to serve the educational needs of Southeast Arkansas. Originally called the Fourth District Agricultural School, the University opened its doors September 14, 1910. In 1925, the General Assembly authorized the school's name to be changed to Agricultural and Mechanical College of the Fourth District. It received accreditation as a junior college in 1928. In 1939, the name was changed to Arkansas Agricultural and Mechanical College and it received accreditation as a four-year institution in 1940.

Arkansas A&M became part of the University of Arkansas system July 1, 1971. The University is governed by the University of Arkansas Board of Trustees, which also oversees the operation of institutions in Batesville, DeQueen, Fayetteville, Fort Smith, Helena, Hope, Little Rock, Morrilton, and Pine Bluff.

On July 1, 2003, UAM expanded its mission to include vocational and technical education when the UAM College of Technology-Crossett and the UAM College of Technology-McGehee became part of UAM to create a comprehensive system of postsecondary education in Southeast Arkansas.

To learn more about UAM's past, download our comprehensive list of [historical milestones](#) and a history of the [UAM](#).

## UAM Strategic Plan

The [2024 Strategic Plan](#) was approved by the UA Board of Trustees on May 23, 2024.

**CHAPTER ONE – RULES AND REGULATIONS OF THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ARKANSAS FOR THE GOVERNANCE AND ADMINISTRATION OF THE UNIVERSITY OF THE UNIVERSITY OF ARKANSAS (Excerpt from [Board Policy 100.4](#) revised May 23, 2024)**

**DESCRIPTION OF UNIVERSITY COMPONENTS**

1. General Provisions

1.1 The University of Arkansas is a land-grant state university offering statewide educational opportunities ranging from certificate programs to post-doctoral study. Its principal campus units, divisions, and administrative units are:

- (1) The University of Arkansas, Fayetteville
- (2) The University of Arkansas for Medical Sciences
- (3) The University of Arkansas at Little Rock
- (4) The University of Arkansas at Monticello
- (5) The University of Arkansas at Pine Bluff
- (6) The Cammack Campus at Little Rock
- (7) Division of Agriculture
- (8) Arkansas Archeological Survey
- (9) System Administration
- (10) Criminal Justice Institute
- (11) Phillips Community College of the University of Arkansas
- (12) University of Arkansas Community College at Hope - Texarkana
- (13) University of Arkansas Community College at Batesville
- (14) University of Arkansas Community College at Morrilton
- (15) Cossatot Community College of the University of Arkansas
- (16) The University of Arkansas at Fort Smith
- (17) Arkansas School for Mathematics, Sciences, and the Arts
- (18) University of Arkansas Clinton School of Public Service
- (19) University of Arkansas – Pulaski Technical College
- (20) University of Arkansas Community College at Rich Mountain
- (21) University of Arkansas Grantham

1.2 These educational and administrative units, together with certain authorized adjuncts to each and those campuses or units later added by merger or otherwise, constitute the University of Arkansas for which the Board of Trustees is the governing board of control. These educational and administrative units are also referred to collectively as the University of Arkansas System.

**ADMINISTRATION**

1. General Provisions

The administration of the University of Arkansas, under the authority of the Board of Trustees, is unified in the office of the President.

2. The President

The President shall be the Chief Executive Officer of the University of Arkansas and shall be appointed by and responsible to the Board of Trustees. The President shall have a discussion annually with the Board of Trustees concerning an evaluation of his or her performance. Subject to the direction and control of the Board of Trustees and the laws applicable to the University of Arkansas, the President shall be

responsible for the management of the affairs and execution of the policies of the University of Arkansas and all of its campuses, divisions, and units of administration. The President shall have broad discretionary authority to effect these functions and meet these responsibilities of the office. The President shall attend and shall participate in, without the privilege of voting, all of the meetings of the Board of Trustees and of its committees, except as excused by the Board.

As chief executive, the President shall be the official administrative spokesperson for the University of Arkansas and the officer responsible for liaison with the General Assembly, the Governor, state offices and governmental bodies, and the federal government. The President shall be responsible to the Board of Trustees for the prompt and effective enforcement of all laws relating to the University and of all resolutions, policies and procedures, budgets, and rules and regulations adopted by the Board for the operation of the University and all of its campuses, divisions and units of administration. It shall be the President's duty to bring to the attention of the Board all matters which, in his or her opinion, affect the University and require consideration by the Board. There shall be appropriate materials provided to the Board members and sufficient time for thoughtful discussion before decisions are required. The President shall make recommendations to the Board for securing the necessary personnel and the fiscal resources required for the operation of the University and shall make recommendations with respect to the adoption, modification or rescission of policies, budgets, and regulations applicable to the University and all of its campuses, divisions, and units of administration.

The President shall prepare and submit to the Board of Trustees an annual report to correspond with the fiscal year of the University and, in addition, any other reports he or she may deem wise or as the Board may require.

The President shall coordinate the activities of the University and all of its constituent campuses and units in accordance with the principles prescribed by the Board of Trustees. The President shall adjudicate all issues of jurisdiction and all issues in dispute between or among the constituent campuses and administrative units of the University. The President shall be a member of all faculties on all campuses of the University and shall have the responsibilities of facilitating the promotion of goals, programs, and needs of each campus after consultation with the Chancellor. The President shall establish administrative organizations to assist in the execution of the policies of the University of Arkansas. The President shall be assisted by Vice Presidents and other staff officers and by Chancellors of the several campuses of the University. The President shall prescribe the duties and assignments of the Vice Presidents and other staff officers. Furthermore, the President shall, in consultation with the Chancellors, establish and define the duties of universitywide councils, committees, or other bodies organized to advise and assist him or her. All official communications from faculty, staff, and students on a particular campus or unit shall emanate through the appropriate Chancellor or Director to the President.

The President's duties and responsibilities as defined herein expressly exclude any duties on behalf of or in connection with The University of Arkansas Foundation, Inc. ("Foundation"). It is expressly contemplated by the Board that the President may, if he or she so desires, and with the advice and consent of the Board of Trustees, enter into a consulting contract or other arrangement with the Foundation in regard to fund raising and other activities for the Foundation. Such consulting agreement shall not include any of the duties defined above.

### 3. Internal Audit Department Charter

The Internal Audit Department is a vital part of the University of Arkansas System and functions in accordance with the policies established by the Board of Trustees. The chief audit executive reports to the Board of Trustees through the Chairman of the Audit and Fiscal Responsibility Committee. The chief audit executive is responsible for directing all internal audit activities and coordinating all external audit activities for each of the UA System campuses, division, and units.

#### 3.1 Purpose

The purpose of the Internal Audit Department is to strengthen the UA System's ability to create, protect, and sustain value by providing the board and management with independent, risk-based, and objective assurance, advice, insight, and foresight.

The Internal Audit Department enhances the UA System's:

- 1) Successful achievement of its objectives.
- 2) Governance, risk management, and control processes.
- 3) Decision-making and oversight.
- 4) Reputation and credibility with its stakeholders.
- 5) Ability to serve the public interest.

The Internal Audit Department is most effective when:

- 1) Internal auditing is performed by competent professionals in conformance with The IIA's Global Internal Audit Standards, which are set in the public interest.
- 2) The internal audit function is independently positioned with direct accountability to the board.
- 3) Internal auditors are free from undue influence and committed to making objective assessments.

#### 3.2 Commitment to Adhering to the Global Internal Audit Standards

The Internal Audit Department will adhere to the mandatory elements of The Institute of Internal Auditors' International Professional Practices Framework, which are the Global Internal Audit Standards and Topical Requirements. The chief audit executive will report annually to the board and senior management regarding the internal audit function's conformance with the Standards, which will be assessed through a quality assurance and improvement program.

#### 3.3 Authority

The Internal Audit Department is authorized to have full, free and unrestricted access to all University property, personnel and records (including medical).

#### 3.4 Responsibility and Scope of Activities

The Internal Audit Department is responsible for providing the Board and the President with information about the adequacy and effectiveness of the internal administrative and accounting controls and the quality of operating performance when compared with established standards. The Internal Audit Department will carry out this responsibility by:

- (1) Developing annual audit risk assessments and risk based audit plans, and obtaining approval from the Audit and Fiscal Responsibility Committee of such audit plans. The nature of the assessments and audit plans are to determine that the University's financial and operational information is accurate and timely, University management's actions are in compliance with policies, procedures and applicable laws and regulations, and University resources are acquired economically, used efficiently and adequately protected.

- (2) Including in the annual audit plan time to follow-up on significant findings from previous audits.
- (3) Investigating reported occurrences of fraud ([BOARD POLICY 350.1 Fraud Policy](#) revised April 17, 2009), embezzlement, theft, waste, etc., and recommending controls to prevent or detect such occurrences.
- (4) Conducting special audits at the request of management and with subsequent Board approval.
- (5) Preparing written audit reports on the results of all audit engagements, including any recommendations for improvement.
- (6) Providing consulting services upon request by the Audit and Fiscal Responsibility Committee and/or senior management with the Committee's approval. Potential conflicts of interest and/or impairments to independence and objectivity must be made to the Audit and Fiscal Responsibility Committee prior to commencing consulting engagements.
- (7) Reporting of Findings and Escalation of Certain Audit Issues Normally audit findings will be discussed and reported to the University's management in the following order:

Auditee and Direct Supervisor  
 Director or Head of the Audited Function  
 CFO  
 Chancellor  
 President  
 Audit and Fiscal Responsibility Committee

Certain audit issues as outlined in the University's Audit and Fiscal Responsibility Committee Charter, Section 17, will be reported directly to the President and Audit and Fiscal Responsibility Committee Chair.

### 3.5 Independence and Objectivity

The chief audit executive reports to the Board of Trustees through the Chairman of the Audit and Fiscal Responsibility Committee. The chief audit executive is responsible for directing all internal audit activities and coordinating all external audit activities for each of the University of Arkansas components. Internal auditors may be stationed on component sites, but will be carried on the University of Arkansas System's Internal Audit Department payroll and shall report directly to the chief audit executive. The Internal Audit Department will maintain a high degree of independence and objectivity, and will not be assigned duties or engage in any activities that they would normally be expected to audit or review.

### 3.6 Professional Standards and Code of Ethics

Internal Audit staff has the responsibility to maintain exemplary ethics including confidentiality of audit matters, and integrity and objectivity in the performance of their duties. Current editions of the International Standards for the Professional Practice of Internal Auditing and Code of Ethics, published by The Institute of Internal Auditors Professional Standards published by the American Institute of Certified Public Accountants, and Government Auditing Standards published by the Comptroller General of the United States will serve as guidelines for internal audit activities.

The Internal Audit Department will collectively possess the knowledge, skills, and other competencies needed to perform its responsibilities. To meet these responsibilities, the Internal Audit Department will develop a continuing professional development program to maintain proficiency and ensure the responsibilities are carried out with due professional care.

### 3.7 Quality Assurance and Improvement Program

The chief audit executive will establish and maintain a quality assurance program to evaluate the operations of the Internal Audit Department. The purpose of this program is to provide reasonable assurance that audit work conforms to the International Standards for the Professional Practice of Internal Auditing. The quality assurance 100.4 14 program will include continuing professional development, supervision, internal reviews and external reviews. Internal reviews will be performed periodically by members of the Internal Audit Department to appraise the quality of the audit work performed. Qualified persons who are independent of the organization will perform external reviews of the Internal Audit Department at least once every five years. Results of the quality assurance reviews will be communicated to the Audit and Fiscal Responsibility Committee and President.

### 3.8 Component Practices

Nothing in this policy shall prohibit a component of the University from having its own financial analysts who may perform such activities as management of a component may require.

## 4. The Chancellors

The Board of Trustees shall appoint the Chancellor of any campus upon recommendation of the President. The Chancellor of a campus shall exercise complete executive authority thereon, subject to the policies established by the Board of Trustees and the President. The Chancellor shall be the leader of and the official spokesperson for the campus and shall promote the educational excellence and general development and welfare of the campus. The Chancellor shall define the authority of administrative committees and officers of that campus, and all projects, programs, and institutional reports to be undertaken on behalf of that campus shall be subject to authorization and approval of the Chancellor.

The Chancellor shall be responsible to the President for enforcement of the policies and procedures, budgets, regulations, and decisions of the Board of Trustees concerning that campus. It shall be his or her duty to keep the President, and through the President, the Board of Trustees fully informed concerning the operations and needs of that campus. The Chancellor shall make an annual report to the President corresponding to the fiscal year of the University of Arkansas, which report shall also be provided to the Board of Trustees. The Chancellor shall further provide any other reports that may be required.

At the meeting of the Board a designated Chancellor or Director shall give a report on the state of the campus or unit. Further, each Chancellor and Director shall be prepared to report to the Board on the status of his or her campus at any meeting upon request of the President or any member of the Board.

The Chancellor shall make recommendations for the development of the educational programs of the campus and shall serve as the general advisor to the President, and through the President, the Board of Trustees with respect to all programs and activities of the campus. The Chancellor shall present to the President all matters concerning the campus which are to be considered by the Board of Trustees or any of its committees.

The Chancellor shall be expected to attend all meetings of the Board of Trustees when an agenda item for the campus is to be presented unless excused by the President.

Subject to the policies prescribed by the Board of Trustees and the President, the Chancellor shall make recommendations to the President with respect to the budget and the appointment of full-time academic personnel.

The Chancellor shall be the official medium of communication between the President and all deans, heads of departments and department chairs and all other administrative officers, faculty, staff, and students of the campus.

The Chancellor shall be a member of all faculties and other academic bodies of the campus and shall be a member of the campus governing body.

## 5. Campus Governance

### 5.1 Scope and Purpose

Each campus shall develop a campus governance structure to develop and recommend policies and procedures for the campus. The campus shall design a campus governance structure that provides broad representation consistent with the principles of sound democratic government and the provisions of this section. All campus policies and procedures shall be consistent with Board and University of Arkansas System policies. The campus governance structure shall provide a mechanism for broad-based representation of the administration, students, faculty, and staff to promote understanding, collaboration, and a sense of community on the campus. This representation may take place through a single campus-wide governance body or multiple entities which provide separate representation for the aforementioned constituencies. The responsibility and authority described in this section shall be subject to review by the Board.

### 5.2 Authority and Responsibility

The campus governance structure shall be authorized to develop and recommend educational and academic policies and programs on that campus, including and related to such matters as admissions requirements, degrees and requirements for degrees, curriculum, the academic calendar, academic honors, and student academic affairs.

The campus governance structure shall be authorized to make recommendations and provide input to the Chancellor on any matter of general faculty, campuswide, or systemwide concern, including such matters as appointment, promotion, tenure, dismissal, annual review, and non-reappointment of faculty. Through the Chancellor, such action may be reported to the President and, when considered necessary or desirable by the President, through the President to the Board of Trustees.

Nothing in this policy shall be deemed to restrict the ability of the Chancellor to implement policies necessary to the operation of the campus that are consistent with Board and UA System policies and with executive authority vested in the Chancellor by the Board.

### 5.3 Organization and Operation

The following features shall be included in the campus governance structure:

- (1) Members of the administration, faculty, staff, and students under the administrative jurisdiction of each of the principal campuses shall have representation in the governance of that campus. The campus may have a single governance entity or multiple governance entities with defined scopes of responsibility and defined constituencies so long as administrators, faculty, staff, and students are represented.

- (2) Meeting notices and the tentative agenda shall be publicized at least five (5) days in advance of the meeting.
- (3) Meetings shall be open to all represented persons, although floor privileges may be limited.
- (4) Minutes of the meetings shall be made available to all members of the governance structure and the Chancellor promptly following the meeting. The minutes shall also be archived and made accessible to the public upon request.

#### 5.4 Recommendations Not Adopted by the Chancellor

Recommendations adopted through the campus governance structure shall be transmitted to the Chancellor. If the Chancellor declines to act favorably upon such a recommendation within the time set out in the campus governance document or within two weeks of receiving it, the campus governance structure may request that the President consider the matter upon a three-fifths vote of the campus-wide governing body referenced in Section 5.1 or by a three-fifths vote of all governing entities representing students, faculty, and staff if no campus-wide body exists. If a resolution is not achieved within 30 days, the President may submit the recommendation to the Board of Trustees for consideration.

#### 5.5 Implementation of Local Governance

The campus shall submit a proposed campus governance structure to the Chancellor for review and approval. Once approved, the Chancellor shall transmit the proposed campus governance structure to the President for review, approval, and transmission to the Board of Trustees. Upon review and approval by the Board of Trustees, the proposed campus governance structure shall be adopted and shall supersede all existing instruments of governance pertaining to that campus. Subsequent amendments shall follow the same procedure. Any proposed new or revised campus governance structure shall take effect upon approval of the Board, which reserves the discretion to amend or remand any proposed campus governance structure for further consideration.

#### 6. Universitywide Governance

No provision of these regulations shall be interpreted to prohibit establishment of a universitywide government to consider matters of universitywide impact and concern.

## **GOVERNANCE OF THE UNIVERSITY OF ARKANSAS AT MONTICELLO**

### **UAM ADMINISTRATION**

**Chancellor:** The Chancellor shall exercise complete executive authority subject to the policies established by the Board of Trustees and the President of the University of Arkansas System. He/she shall be the leader of and the official spokesperson for the campus; he/she shall promote the educational excellence and general development and welfare of the campus; he/she shall define the authority of committees and officers of the campus; and all projects, programs, and institutional reports to be undertaken on behalf of the campus shall be subject to his/her authorization and approval.

The Chancellor shall be responsible for enforcement of the policies, procedures, budgets, rules and regulations, and decisions of the Board of Trustees concerning the UAM campus. He/she shall make recommendations to the President with respect to the budget and the appointment of full-time

academic personnel.

The Chancellor shall be the official medium of communication between the President and all deans, heads and chairs of academic units, and all other administrative officers, faculty members, students, and employees of the campus.

Areas under his/her direction and supervision include Athletics Department, University Police, Marketing, Media Services, and Graphic Design and Copy Center.

**Vice Chancellor for Academic Affairs:** The Vice Chancellor for Academic Affairs is the chief academic officer. He/she plans and coordinates all academic programs on the UAM campus. He/she directs and supervises the Library, the Registrar, and all academic faculty through the academic unit heads. He/she provides academic counseling to individual students and supervises academic probation, dismissal, and attendance policies.

The Vice Chancellor for Academic Affairs shall be responsible for enforcement of the policies, procedures, budgets, rules and regulations, and decisions of the Board of Trustees concerning the UAM campus. He/she is directly responsible to the Chancellor.

**Vice Chancellor for Finance and Administration:** The Vice Chancellor for Finance and Administration manages and directs all financial matters for the University. Areas under his/her direction and supervision include the Offices of Accounting, Budgeting, Accounts Payable, Accounts Receivable, Purchasing, Cashiers, Financial Aid, Information Technology, Telecommunications, Instructional Technology, Institutional Research, Inventory, Insurance, Warehouse, Motor Pool, Payroll, Personnel (Human Resources), Aramark Dining Services/Catering, Bookstore, Grounds Maintenance, Custodial Services, and Building Maintenance. He/She reports directly to the Chancellor.

**Vice Chancellor for Student Engagement:** The Vice Chancellor for Student Engagement directs and supervises the following divisions: Office of Admissions, Office of Student Programs and Activities, Testing, Tutoring and Counseling Services, Career Services, Residence Life, Student Health Services, Intramurals and Recreation, Special Student Services, International Student Services, and Recruitment. He/She reports directly to the Chancellor.

**Vice Chancellor for Advancement and Alumni Engagement:** The Vice Chancellor for University Advancement is responsible for planning, coordinating and implementing all fundraising endeavors throughout the University including the two College of Technology campuses. Areas under his/her direction and supervision include Foundation, Alumni Affairs, Development, Special Events and External Properties. He/She reports directly to the Chancellor.

**Vice Chancellor for the College of Technology at Crossett:** The Vice Chancellor for the College of Technology at Crossett is responsible for directing this satellite technical campus of the University of Arkansas at Monticello. He/She is also responsible for supervising all staff at the Crossett campus. The individual carries out the responsibilities and duties assigned by the appropriate UAM administration. He/She reports directly to the Chancellor.

**Vice Chancellor for the College of Technology at McGehee:** The Vice Chancellor for the College of Technology at McGehee is responsible for directing this satellite technical campus of the University of Arkansas at Monticello. He/She is also responsible for supervising all staff at the McGehee campus. The individual carries out the responsibilities and duties assigned by the appropriate UAM administration.

He/She reports directly to the Chancellor.

**Academic Unit Heads:** Unit heads are appointed by the Chancellor upon the recommendation of the Vice Chancellor for Academic Affairs. All unit heads report directly to the Vice Chancellor for Academic Affairs. An academic unit head may be reassigned to other duties upon receipt of thirty (30) days' notice. Individuals promoted from a nine (9) month faculty appointment to a twelve (12) month academic unit head appointment will have their salary adjusted in accordance with [UAM Operating Procedure 415.1](#). Likewise, individuals reappointed to a nine (9) month faculty position will have their salary adjusted accordingly.

A unit head's responsibility is the leadership and management of the academic unit. He/she is specifically responsible for the recruiting and supervision of faculty for that unit, class scheduling, the academic advising program for majors and minors, the quality and extent of curriculum (major/minor programs) and individual course offerings within the unit, faculty evaluation and development, and other duties as required by the Chancellor and/or Vice Chancellor for Academic Affairs.

The academic unit heads and the Vice Chancellor for Academic Affairs make up the Academic Council, which is the executive authority under the Chancellor for the academic areas of the campus.

### **ADMINISTRATIVE COMMITTEES**

Administrative committees are formed to serve in an advisory capacity to the administration on matters pertaining to specific areas of the University of Arkansas at Monticello. The committees report to the Chancellor through other administrative officers but may from time to time wish to bring items to the UAM Assembly for the purpose of increased communication and shared information. All committee recommendations regarding policies are referred to the University Executive Council which consists of the Chancellor, the Vice Chancellor for Academic Affairs, the Vice Chancellor for Finance and Administration, the Vice Chancellor for Student Engagement, the Vice Chancellor for University Advancement, the Vice Chancellor for the College of Technology at Crossett and the Vice Chancellor for the College of Technology at McGehee.

Before any action becomes final, it must be acted upon by this group and approved by the Chancellor. Administrative committees will not recommend policies or act on matters delegated to the UAM Assembly by the University of Arkansas System Board of Trustees.

On matters not delegated to the UAM Assembly by the University of Arkansas System Board of Trustees, the committees have three principal functions:

1. to recommend policy;
2. to recommend operating procedures and practices;
3. to recommend adjudication of conflicts or competing needs.

The annual period of committee service is from the beginning of each fall semester through the second summer term. In instances of resignations or other terminations, the appointing officer shall appoint new members to fill the vacancies and complete the unexpired terms. The administrative office principally concerned with the activities of the committee will provide reasonable administrative support. Appointments will be made by the Chancellor. Ex-officio members of the University administration also serve at the discretion of the Chancellor. Chairpersons for these committees will be

designated by the Chancellor. Each committee shall keep minutes. Each committee will select its own recording secretary.

**Electronic and Information Technology Accessibility Committee (EIT):** Identifies and prioritizes actions necessary to meet federal and state regulations for Nondiscrimination on the Basis of Disability; Accessibility of Web Information and Services of State and Local Government Entities.

Membership consists of representation of Marketing/Communications, Information Technology, Disability Services, Academic Affairs, Procurement, and other appropriate stakeholders.

**Scholarship Committee:** Assists with the administration of the University's institutional scholarship programs by recommending the criteria which students must meet in order to receive scholarships and reviewing possible exceptions on an individual basis as appropriate.

Membership consists of the Director of Admissions, On Boarding & Retention, Scholarship Coordinator, Financial Aid Coordinator, and Director of Financial Aid.

**Human Relations Committee:** Responsible for the identification of discriminatory practices within the University and for recommending programs which will alleviate discrimination and improve relations among students, faculty, and staff.

Membership consists of the Human Relations Officer as chairperson, two faculty members, two students, and two staff members.

**University Assessment Committee:** Addresses and advances effective assessment of student learning at the University of Arkansas at Monticello.

Membership consists of the Associate Vice Chancellor for Program Development, Assessment, and Distance Learning as chairperson, four members from Academic Affairs, one member from each of the Colleges of Technology, two members from Student Engagement, one member from Finance and Administration, one member from Information Technology, and one member from Athletics.

**Financial Aid Appeal Committee:** Provides an avenue for all students denied financial assistance with a due process procedure of appeal for reinstatement, the consideration of special circumstances for income adjustments, and determination of unusual circumstances that qualify for dependency overrides. Develops general office policies to support effective financial aid administration and compliance with federal and state regulations.

Membership consists of the Director of Financial Aid, Assistant Director of Financial Aid, and Financial Aid Coordinator.

## **UAM CONSTITUTION AND BYLAWS**

[See Appendix A.](#)

## **ORGANIZATION OF GRADUATE STUDIES**

The Board of Trustees of the University of Arkansas has authorized a number of graduate certificate programs and ten master's degree programs at the University of Arkansas at Monticello: the Master of

Science Degree (M.S.) in Forest Resources, the Master of Education Degree (M.Ed.), the Master of Education in Educational Leadership (M.Ed.), the Master of Arts in Teaching Degree (M.A.T.), the Master of Physical Education and Coaching (M.P.E.C.), the Master of Fine Arts in Creative Writing (M.F.A.), the Master of Music in Jazz Studies (M.M.J.S.), the Master of Art in English (M.A.), the Master of Fine Arts in Debate and Communication (M.F.A.), and the Master of Science in Nursing (M.S.N.). The graduate faculty, represented by the Graduate Council and the Vice Chancellor for Academic Affairs, bears primary responsibility for graduate courses and graduate degree programs. The graduate faculty determines academic policies and establishes qualitative standards for graduate programs. (approved 04/28/98)

### The Office of Graduate Studies

The Office of Graduate Studies is located in Academic Affairs and is headed by the Vice Chancellor for Academic Affairs or a designee of his/her choice. Any person who wishes to earn graduate-level credit, whether as a degree-seeking student or as a non-degree student, must make formal application to, and be officially admitted by, the Office of Graduate Studies.

### The Graduate Faculty

The graduate faculty consists of the President of the University of Arkansas System, the Chancellor, and members of the faculty holding the rank of Assistant Professor or higher who are teaching graduate classes or who have other significant involvement in graduate studies (e.g., serving on student committee, supervising research, contributing scholarly expertise, etc.). Admission to the graduate faculty will be based upon approval of application (resume and proposed role in the program) by the Graduate Council. Other qualified individuals, including adjunct faculty, may be eligible for temporary membership to the graduate faculty based upon level of participation or expertise in scholarly activity and approval of application. Faculty who enter an inactive phase of involvement with graduate studies should notify the Graduate Council to withdraw their names from the graduate faculty.

With the approval of the Graduate Council, faculty who are not members of the graduate faculty may be assigned teaching responsibility for graduate courses.

The graduate faculty oversees graduate academic matters including policies and procedures, academic regulations, courses of instruction, admission standards, and degree requirements. Actions of the graduate faculty are implemented with the concurrence of the Chancellor. When the Chancellor does not concur in policy, action may be taken by the graduate faculty. A majority vote of the graduate faculty taken within thirty calendar days will carry the action of the graduate faculty to the President for final determination. Graduate faculty meetings, called and chaired by the Vice Chancellor for Academic Affairs, shall be called at least once each Fall and Spring Semester. The Vice Chancellor shall also call special meetings upon written petition of at least one-fifth of the graduate faculty. Announcements of each meeting with an agenda shall be sent to the graduate faculty at least one week before the date selected.

The Vice Chancellor and the Graduate Council determine the agenda for each meeting, but any other items may be presented from the floor and, with the approval of the majority, shall be added to the agenda. Minutes of graduate faculty meetings will be distributed to the graduate faculty within one week.

While retaining authority to review, the graduate faculty approves or disapproves its actions and may delegate policy-making authority to the Graduate Council. A two-thirds vote of the graduate faculty

overrules a policy made by the Graduate Council when taken during a regular or special graduate faculty meeting during the semester when the Graduate Council enacted the policy. Graduate Council policies enacted outside Fall or Spring Semester periods may be recalled during meetings of the next semester.

### The Graduate Council

The Graduate Council is a policy-making body with responsibility delegated to it by the graduate faculty. The Council, chaired by the Vice Chancellor for Academic Affairs or his/her designated representative, determines its own procedures and interprets its own actions. The Council will meet at least once each semester. Minutes of Council meetings shall be sent to the graduate faculty. In cooperation with the Vice Chancellor for Academic Affairs, the Graduate Council implements guidelines for graduate education and reviews/develops policies and procedures concerning matters submitted by academic units (e.g., admission criteria, graduate courses, proposals for new graduate courses, and the evaluation of the quality of graduate education).

The Graduate Council is made up of graduate faculty (no unit heads) and three graduate student members (one from Education, one from Arts and Humanities, and one from College of Forestry, Agriculture and Natural Resources. The graduate faculty on the Council consists of the following: two members each from the School of Education, the School of Arts and Humanities, and College of Forestry, Agriculture and Natural Resources and one member each from the School of Social and Behavioral Sciences, and Mathematics and Natural Sciences. The Vice Chancellor for Academic Affairs will serve as an *ex officio* voting member. Graduate faculty within the respective academic units elects their member(s) of the Graduate Council. The term of office for each elected member will be two years with no more than two consecutive terms unless there is no eligible replacement. Student members are elected by the Graduate Council. Any vacancies occurring during the year may be filled for the unexpired term by an election of the affected unit's graduate faculty.

### Committees of the Graduate Council

The Graduate Council has no standing committees. However, the Council may appoint *ad hoc* committees as necessary. The Graduate Council will function as a committee of the whole for considering matters such as curriculum, standards, admissions, and similar concerns.

### Amendments to the Organization of Graduate Studies

The statement of Organization of Graduate Studies may be amended by a two-thirds majority vote of the graduate faculty members attending a meeting in which a quorum is present. The proposed amendment must appear on the regular meeting agenda distributed to members of the graduate faculty.

**CHAPTER TWO – U of A POLICIES GOVERNING FACULTY SERVICE (Board Policy 405.1 revised March 29, 2018) APPOINTMENTS, PROMOTION, TENURE, NON-REAPPOINTMENT, AND DISMISSAL OF FACULTY<sup>1</sup>**

This policy supersedes all existing policies concerning appointments, promotion, tenure, non- reappointment, and dismissal of faculty. The Board of Trustees has the right to amend any portion of this policy at any time in the future.

This policy shall be included without change or inter-lineation in the Faculty Handbook for each campus. To the extent any provision in this policy conflicts with a campus policy, this policy shall control.

I. DEFINITION OF TERMS

For purposes of this policy, the following definitions shall apply:

**Appointment** - An appointment is a written notice ("Notice of Appointment") that initiates the employment relationship between the Board of Trustees and the faculty member. An appointment is valid only when approved and signed by the President of the University, the Chancellor of the respective campus, the Vice President for Agriculture, the Chief Executive Officer of the respective unit, or their designee, in accordance with authority delegated by the Board of Trustees. Such appointment is subject to all applicable policies of the Board of Trustees, the University of Arkansas System, and the respective campus, division or unit.

**Cause** - Cause is defined as conduct that demonstrates the faculty member lacks the willingness or ability to perform duties or responsibilities to the University, or that otherwise serves as a basis for disciplinary action. Pursuant to procedures set out herein or in other University or campus policies, a faculty member may be disciplined or dismissed for cause on grounds including, but not limited to, (1) unsatisfactory performance, consistent with the requirements of section V.A.9 below, concerning annual reviews;<sup>2</sup>(2) professional dishonesty or plagiarism; (3) discrimination, including harassment or retaliation, prohibited by law or university policy; (4) unethical conduct related to fitness to engage in teaching, research, service/outreach and/or administration, or otherwise related to the faculty member's employment or public employment; (5) misuse of appointment or authority to exploit others; (6) theft or intentional misuse of property; (7) incompetence or a mental incapacity that prevents a faculty member from fulfilling his or her job responsibilities; (8) job abandonment; (9) a pattern of conduct that is detrimental to the productive and efficient operation of the instructional or work environment<sup>3</sup>; (10) refusal to perform reasonable duties; (11) threats or acts of violence or retaliatory conduct; or (12) violation of University policy, or state or federal law, substantially related to performance of faculty responsibilities or fitness to serve the University. Nothing in this provision is intended to inhibit expression that is protected under principles of academic freedom, or state or federal law.

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<sup>1</sup> In most cases, academic units are organized into colleges and departments with deans, chairpersons, and faculty. The normal order is for appointment, promotion and tenure processes to utilize this structure in making recommendations. Where colleges or departments are not present, the normal order shall follow a pattern that closely mirrors the typical structure. For example, in schools without departments, the recommendations shall start with the faculty and move to the director, if applicable, and then to the dean. For the purpose of this policy, and in reference to items involving professional librarians, instructional development specialists, or museum curators, the terms "chairperson," "administrative officer," and "administrator" refer to the director or head librarian. Throughout this policy, any reference to "chairperson" includes any equivalent position.

<sup>2</sup> Each campus shall include criteria and procedures for determining "Unsatisfactory performance" in their campus policies governing faculty annual reviews. In order for a tenured faculty member to be dismissed for unsatisfactory performance, the requirements set out in V.A.9 as well as any corresponding campus policy must first be followed.

<sup>3</sup> This need not be a separate component in the evaluation criteria of faculty, but may be considered in evaluating faculty in the areas of teaching, research and service. Subject to Section V, the criteria and procedures for annual reviews shall be developed and adopted by each campus.

**Dismissal** - Dismissal is severance from employment for cause after administrative due process as provided in this policy and Board of Trustees Policy 405.4. Termination by notice, expiration of appointment, or non-reappointment, or due to job abandonment, is not a dismissal

**Faculty** - Faculty are employees who hold academic rank of lecturer, master lecturer, instructor, advanced instructor, senior instructor, assistant professor, associate professor, professor, University professor, distinguished professor or one of the above titles modified by clinical, research, teaching, adjunct, visiting, executive in residence, professor of practice, (e.g., clinical professor or adjunct assistant professor). Additional appropriate non-tenure track modifiers may be approved by the President. For the purposes of tenure and promotion policy and recommendations, a campus may define which faculty may participate in tenure and promotion related decisions. For example, institutions that offer tenure could limit for tenure and promotion matters the definition of faculty to tenured and tenured track faculty.

Individuals holding certain non-teaching titles (i.e. Director of Libraries, Instructional Development Specialist II, and Curator) also receive faculty rank. The rank that corresponds with each title is reflected in the chart below. Both the title and the academic rank will be stated in the appointment.

Instructional and Research Ranks	Library	1890 Extension Service*	Instructional Development	Museum
Professor, University Professor, Distinguished Professor	Director of Libraries, Librarian	Extension Specialist IV	Instructional Development Specialist II	Curator
Associate Professor	Associate Librarian	Extension Specialist III	Instructional Development Specialist I	Associate Curator
Assistant Professor	Assistant Librarian	Extension Specialist II		Assistant Curator
Instructor		Extension Specialist I		

\*Academic rank will be granted only if the individual is appointed in an academic unit.

**Non-Reappointment** - Non-reappointment means that a non-tenured, tenure-track faculty member is not offered a next successive appointment for employment at the end of a stated appointment period. It is effected by a written notice sent in compliance with the time limits hereafter specified (IV.B.). This provision and the time limits specified in IV. B. do not apply to the non-renewal of an appointment of a non-tenure-track faculty member.

**Probationary Period** - The probationary period is the time a faculty member spends under appointments for full-time services in a tenure-track position on one campus of the University of Arkansas prior to being awarded tenure.

**Promotion** - Promotion is advancement based on merit to a higher rank or title. All promotions must be

approved by the Board of Trustees and become effective with the next year's appointment following action of the Board of Trustees, unless a different effective date is approved by the Board.

**Resignation** - Resignation is voluntary termination of employment by an employee. The dean or director of the unit to which the employee is assigned is authorized by the Board of Trustees to accept the resignation.

**Suspension** - Suspension is temporarily relieving an employee of duties. A disciplinary suspension or suspension pending an investigation does not alter the nature of an individual's appointment. Suspension may be with or without pay as warranted by the circumstances. If a faculty member is suspended as a disciplinary measure, the faculty member may grieve or appeal the suspension in accordance with the policies of the campus, division or unit.

**Tenure** - Tenure is the right of continuous appointment, awarded by the President to eligible members of the faculty upon successful completion by each of a probationary period. Once granted, tenure ceases to exist only by (1) dismissal for cause, as defined in section 1 and according to the procedures set forth in Section IV.C., (2) demonstrably bona fide financial exigency, (3) reduction or elimination of programs, (4) retirement, (5) resignation, or (6) job abandonment. The probationary period may be waived as provided in Section IV.A.4. Salaries for tenured faculty may be adjusted for disciplinary reasons, or based on material changes in job duties or funding sources.<sup>4</sup> NOTE: Tenured faculty holding positions eliminated by reduction or elimination of programs will be relocated in other academic units of the campus for which they are qualified whenever possible. A position occupied by a tenured faculty member that was eliminated as a result of reduction or elimination of a program may not be reactivated for a period of five academic years.

**Tenure-Track and Non-Tenure-Track Positions** - Tenure-track positions are ranks of assistant professor, associate professor, professor, University professor, and distinguished professor. Faculty appointed to clinical attending positions at the University of Arkansas for Medical Sciences, faculty positions designated as clinical positions<sup>5</sup> at other campuses, or other non-tenure-track positions approved by the President, may bear the designation of assistant professor, associate professor, professor, University professor or distinguished professor<sup>6</sup> but in no event shall be considered tenure-track positions and shall acquire no tenure rights by virtue of occupying such positions. Such non-tenure track positions shall be set forth in applicable promotion and tenure policies approved by the President, following review by the Office of General Counsel; such policies may authorize term appointments beyond one year, but not to exceed five years, under merit-based campus procedures approved by the President. Salaries for non-tenured faculty may be adjusted for disciplinary reasons, or based on material changes in job duties or funding sources.<sup>7</sup>

**Terminal Appointment** - A terminal appointment is a final appointment, the expiration of which results in termination of an individual's employment.

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<sup>4</sup> Subject to all University policies, any salary reduction for tenured faculty must be preceded by notice and an opportunity to appeal the proposed reduction to the chief academic officer of the campus, division or unit.

<sup>5</sup> When a faculty member who holds a tenure-track position teaches in a clinical setting, the faculty member is not holding a "clinical position" for purposes of this provision.

<sup>6</sup> Solely at those institutions that do not offer tenure, the rank of University or distinguished professor may be awarded to non-tenured faculty who otherwise meet the qualifications for the rank as set out in Board Policy 470.1.

<sup>7</sup> Subject to all University policies, any salary reduction for tenure-track faculty or faculty with merit-based term appointments must be preceded by notice and an opportunity to appeal the proposed reduction to the chief academic officer of the campus, division or unit.

Termination - Termination is the general term to describe severance of employment from the University. Termination may be by resignation, retirement, dismissal, written notice, non- reappointment, expiration of appointment, or job abandonment.

Year - Year will be either a fiscal year (July 1 through June 30 next) or an academic year (fall and spring semesters of the same fiscal year), unless otherwise designated.

## II. APPOINTMENTS

### A. Faculty

The following principles shall apply to appointments to faculty positions:

#### 1. General

Appointments shall not exceed one academic or fiscal year except in the following limited circumstances: (1) term appointments beyond one year for non-tenure track faculty under merit-based procedures specifically established for that purpose as permitted in Section I (Tenure-Track and Non-Tenure Track Positions); or (2) appointments to faculty positions for summer school.

Recommendations for appointments to the faculty will be made by the departmental chairperson or equivalent after consultation with the faculty concerned, and are subject to the approval of the dean, the chief academic officer, and the chief executive officer of the campus. (See definition of appointment, Section I.)

Criteria and procedures for the initial appointment and successive appointment of all faculty members on a campus shall be adopted by each campus. As a general practice, the faculty, through its governance structure, will initiate the process, on its own or at the request of the Chancellor (or chief executive officer) of the campus. The deans and chief academic officer of the campus will then have an opportunity to give their advice regarding these criteria and procedures. Thereafter, these criteria and procedures must be submitted to the Chancellor (or chief executive officer) of the campus and the President for approval. More detailed criteria and procedures may be adopted by the faculty and chairperson of each academic unit; these criteria and procedures must be submitted to the dean, the chief academic officer of the campus, the Chancellor (or chief executive officer) of the campus, and the President for approval. Campus and unit criteria and procedures must be consistent with and are subject to this and other applicable University policies.

#### 2. Initial Appointment

An appropriate degree or professional experience is an essential qualification for appointment to positions at academic ranks.

Other important qualifications include experience in teaching, research, or other creative activity, and educational service at other colleges and universities or in nonacademic settings.

#### 3. Successive Appointments

Tenured faculty members have a right to a next successive appointment except for the reasons for

termination of a tenured appointment given in Section I under definition of tenure. Salaries for tenured faculty may be adjusted for disciplinary reasons, or based on material changes in job duties or funding sources.<sup>8</sup> Non-tenured faculty do not have a right to a next successive appointment, but may be offered an appointment after the expiration of a current appointment, provided that, in the case of tenure-track faculty, the appointment does not extend the time in probationary status beyond the limits set in Sections IV.A.4 and IV.A.12. In the event that a non-tenured, tenure-track faculty member is not recommended for reappointment, the procedure described in Section IV.B. shall be followed. Non-tenure-track faculty with a term appointment for a specified term of years do not have a right to an appointment beyond the appointment period.<sup>9</sup>

## B. Administrative Appointments

Consistent with longstanding policy and practice, appointments as dean are made by the chief executive officer or chief academic officer. Deans serve at the pleasure of the chief executive officer or chief academic officer. Appointments as department head or chair, or as director of an academic program or center, are made by the dean, in consultation with the chief executive officer or chief academic officer, and serve at the pleasure of the dean. Additional criteria or procedures relating to the making of such appointments may be adopted by the campus, but must be submitted to the dean, the chief academic officer of the campus, the Chancellor (or chief executive officer) of the campus, and the President for approval. Tenure may only be granted in faculty status and not in an administrative appointment.

## III. PROMOTION

Promotion in academic rank shall be based primarily on the accomplishments of the individual while in the most recent rank. No minimum time in rank is required before a faculty member is eligible for promotion, nor is there a maximum time an individual may remain in a given rank except as limited by Sections IV.A.4. and IV.A.12. However, individual accomplishments and potential for continued value to the University are required for promotion. Effective July 1, 2018, no faculty member in a tenure-track position shall be promoted to the rank of associate professor or higher without also being granted tenure. (This does not preclude a faculty member from being hired into a tenure-track position with the rank of associate professor or full professor if they satisfy the applicable criteria.)

Generally, recommendations for promotion shall originate with the chairperson, but may be initiated in accordance with departmental, unit, or campus rules, which have been submitted to the dean, chief academic officer, Chancellor (or chief executive officer) and President for approval. Faculty members who are being considered for promotion shall be given the opportunity to submit relevant material regarding their professional accomplishments, which they believe will facilitate consideration of their competence and performance. Each campus shall provide for the inclusion of peer<sup>10</sup> evaluation in the consideration of faculty nominated for promotion.

Criteria and procedures for promotion to each rank on a campus, including an appeals procedure for those desiring reconsideration of a negative recommendation, shall be adopted by each campus. As a general practice, the faculty, through its governance structure, will initiate the process of preparing such criteria and

<sup>8</sup> Subject to all University policies, any salary reduction for tenured faculty must be preceded by notice and an opportunity to appeal the proposed reduction to the chief academic officer of the campus, division or unit.

<sup>9</sup> Subject to all University policies, nothing in this provision precludes a non-tenure-track faculty member, with a merit based, multi-year term appointment, from having a rolling appointment.

<sup>10</sup> "Peer" shall be defined by each campus as part of its policies governing promotion and tenure or faculty annual reviews.

procedures, on its own or at the request of the Chancellor (or chief executive officer). The deans and chief academic officer of the campus will then have an opportunity to give their advice regarding the criteria and procedures. Thereafter, these criteria and procedures must be submitted to the Chancellor (or chief executive officer) of the campus and the President for approval. More detailed criteria and procedures may be adopted by the faculty and chairperson of each academic unit; these criteria and procedures must be submitted to the dean, the chief academic officer of the campus, the Chancellor (or chief executive officer) of the campus, and the President for approval. Campus and unit criteria and procedures must be consistent with and are subject to this and other applicable University policies.

In addition to any criteria established by the campus concerning research, teaching and service, all candidates for promotion and tenure are expected to be in substantial compliance with applicable University policies and legal requirements.

#### IV. TENURE, NON-REAPPOINTMENT, AND DISMISSAL

##### A. Tenure

1. The granting of tenure implies that the individual has completed successfully his or her probationary period and has become a permanent member of the University community. As such, he or she acquires additional procedural rights in the event that dismissal proceedings may be brought against him or her.
2. Only full-time faculty with ranks of associate professor, professor, University professor, and distinguished professor are eligible to be awarded tenure. An assistant professor is eligible to seek tenure accompanied by a concurrent promotion to associate professor. Faculty and other employees with the following titles are ineligible to be awarded tenure: clinical, research, teaching, adjunct, visiting, professor of practice or executive in residence faculty, research associates or research assistants, graduate associates or graduate assistants, instructors, advanced instructors, senior instructors, lecturers, and master lecturers. Faculty appointed to clinical attending positions at the University of Arkansas for Medical Sciences, other faculty positions designated as clinical positions, or other non-tenure track positions approved by the President, although designated assistant professor, associate professor or professor, are ineligible to be awarded tenure. Academic administrators not appointed to a teaching or research unit may be awarded academic rank in addition to their administrative titles, with the concurrence of the faculty and administrative officer of the academic unit in which such rank could lead to tenure, in which case they may acquire tenure as faculty, but not as administrators. Other administrators and staff whose primary duties do not involve teaching regularly scheduled credit-hour courses, but who occasionally teach courses, are not eligible for tenure and do not acquire credit for service toward tenure for such teaching activities.
3. Tenure rights apply to the area or areas of the faculty member's expertise and in the academic unit(s) in which his or her position is budgeted (examples: Department of English (not College of Arts and Sciences), UAF; School of Law, UALR; Library, UAM; Departments of Music and Education, UAPB). Tenure rights are confined to a particular campus and are not applicable on another campus of the University of Arkansas. Tenure and tenure rights are not awarded in a named or endowed chair or professorship or in any administrative appointment.
4. The probationary period may not extend beyond seven years, except as specifically provided herein, or as otherwise required by law. An initial appointment of one-half year (academic or fiscal) or less will not be included in the probationary period. If more than one-half of any year is spent in approved leave of absence without pay status, that year shall not apply toward the probationary period.

During the first six years of the probationary period, a tenure-track faculty member may request, for reasons set forth below, that the probationary period be suspended by one (1) year. The reasons for such a request will generally be the same as required under the Family and Medical Leave Act (FMLA), as amended, and are as follows: (a) the birth of a child to the faculty member or spouse and the child's care during the first year; (b) the adoption of a child by the faculty member or placement in the faculty member's home of a foster child within the first year of placement; (c) the care of the faculty member's spouse, child, or parent with a serious health condition; (d) the serious health condition of the faculty member that makes the faculty member unable to perform the functions of his or her job; (e) a qualifying exigency arising from the military deployment of an employee's spouse, son, daughter, or parent to a foreign country; (f) to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member.

On the rare occasion that an additional one-year extension is requested, such requests will be considered on a case-by-case basis. However, the faculty member will receive any leave to which he or she is entitled under the FMLA.

A request to suspend the probationary period for these reasons must be made at the time of the qualifying event and shall first be directed in writing to the department chair for approval and must also be approved by the dean (or approved through other established administrative channels), the vice chancellor for academic affairs, the Chancellor (or chief executive officer) of the campus, and the president, under such procedures as the president shall approve. These procedures may include, but shall not be limited to, the manner in which the faculty member's duties and salary, if any, are determined during such year, the information which is required to substantiate a request and the extent to which a faculty member's performance during such year may be considered in awarding tenure. A faculty member who has been notified that he or she will not be reappointed may not subsequently request to suspend the probationary period under policy.

5. Upon the recommendation of the department chair<sup>11</sup>, after consultation with the departmental faculty and with concurrence of the dean, the vice chancellor for academic affairs, and the Chancellor (or the chief executive officer), new appointees at the rank of associate professor, professor, University professor, or distinguished professor, who possess the requisite qualifications, may be granted immediate tenure. Immediate faculty tenure may also be granted, under this same procedure, in connection with the hiring of senior leadership positions.

Generally, recommendations for tenure shall originate with the chairpersons, but may be initiated as provided for in departmental, unit or campus rules, which have been submitted to the dean, chief academic officer, Chancellor (or chief executive officer) and President for approval. Faculty members who are in tenure-track positions who are being considered for tenure shall be given the opportunity to submit relevant material documenting his or her professional performance which they believe will facilitate consideration of their accomplishments and potential.

6. Criteria and procedures concerning the awarding of tenure on a campus, including an appeals procedure for those desiring reconsideration of a negative recommendation, shall be adopted by each campus. As a general practice, the faculty, through its governance structure, will initiate the process of preparing such criteria and procedures, on its own or at the request of the Chancellor (or chief

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<sup>11</sup> In Schools without departments and department chairs, refer to footnote 1.

executive officer) of the Criteria and procedures concerning the awarding of tenure on a campus, including an appeals procedure for those desiring reconsideration of a negative recommendation, shall be adopted by each campus. As a general practice, the faculty, through its governance structure, will initiate the process of preparing such criteria and procedures, on its own or at the request of the Chancellor (or chief executive officer) of the campus. The deans and chief academic officer of the campus will then have an opportunity to give their advice regarding these criteria and procedures. Thereafter, these criteria and procedures must be submitted to the Chancellor or chief executive officer of the campus and the President for approval. More detailed criteria and procedures may be adopted by the faculty and chairperson of each academic unit; these criteria and procedures must be submitted to the dean, the chief academic officer of the campus, the Chancellor (or chief executive officer) of the campus, and the President for approval. Campus and unit criteria and procedures must be consistent with and are subject to this and other applicable University policies.

7. The President will not consider awarding tenure to a faculty member in a probationary status without obtaining the prior recommendation of the faculty member's departmental faculty, chairperson, dean, chief academic officer, and the Chancellor (or chief executive officer) of the campus concerned.
8. A faculty member, on attaining tenure, shall receive a notice from the chief executive officer of the campus affirming the acquisition of such rights. No person shall lose tenure rights by acceptance of leave-of-absence approved pursuant to University policy, or by appointment to a University of Arkansas administrative position.
9. Tenure becomes effective at the beginning of the nine- or twelve-month appointment period following the President's action granting tenure (July 1 for twelve-month appointments, and the beginning of fall semester for nine-month appointments).
11. Each year at the meeting at which promotions are considered by the Board of Trustees, the President shall inform the Board of the names of each person awarded tenure during the preceding twelve months, and shall indicate for each such individual the recommended rank for promotion and the faculty member's academic discipline.
12. Subject to any extension of the probationary period under IV.A.4, an individual in a tenure- track position who was not awarded tenure with any of the first six academic year or fiscal year appointments must be evaluated as specified in Section IV.A.6 and 7 during the sixth appointment. If he or she is not approved for tenure, the seventh appointment shall be a terminal appointment and the individual may not be considered for tenure during the seventh appointment.
13. A faculty member holding tenure rights may be dismissed for cause only after the procedures prescribed in Section IV.C. have been followed. Provided the requirements set out in V.B.9 as well as any corresponding campus policy have been satisfied, a tenured person notified of dismissal for reasons of unsatisfactory performance will be given notice of dismissal twelve months prior to termination of employment. Dismissal on other grounds may be immediate (if the dismissal is not contested by the faculty member) or upon the conclusion of any procedures prescribed in Section IV.C. This provision does not create an award of severance pay, but assumes the full performance of University responsibilities and duties assigned for the period between dismissal notice and final termination. Termination of a faculty member's employment because the faculty member has abandoned his or her job duties, or because the faculty member has accepted another position, shall not constitute dismissal under this policy.

14. No faculty member shall be dismissed, or otherwise disciplined, or denied reappointment in violation of the following principles of academic freedom, but the observation of the limitations stated herein is the responsibility of each faculty or staff member. Subject to all provisions of this and other applicable University policies, mere expressions of opinions related to the faculty member's scholarship, the subject matter of their assigned teaching duties, and University employment-related service activities (e.g. committee assignments and campus governance activities), however vehemently expressed and however controversial such opinions may be, shall not constitute cause for dismissal. The threat of dismissal will not be used to restrain faculty members in their exercise of academic freedom or rights.
- a. The faculty member is entitled to full freedom in research and in the publication of results, subject to the performance of his or her other academic duties, but personal research for pecuniary return requires prior approval by the appropriate University authorities and must be in accordance with Board Policy 450.1.
  - b. The faculty member is entitled to freedom in the classroom in discussing the subject of the course, but should not teach material inappropriate or unrelated to the course, and should maintain a respectful and professional academic learning environment.
  - c. The University faculty member is a citizen, a member of a learned profession, and a member of an educational community. Speaking or writing as a citizen, the faculty member is free from institutional censorship or discipline. However, as a person of learning and as a member of an educational community, the faculty member has a responsibility for awareness that the public may judge the profession and the institution by his or her utterances. Hence, faculty should at all times make an effort to be accurate, exercise good judgment and appropriate restraint, show respect for the opinions of others, and indicate that they are not spokespersons for the institution. Faculty are expected to contribute to the productive and efficient operation of the instructional and work environment.

## B. Non-Reappointment

These procedures apply to non-tenured faculty members who are in tenure-track positions who are not offered a next successive appointment for the period following the expiration of a current appointment. These procedures do not apply to faculty in clinical attending positions at the University of Arkansas for Medical Sciences bearing the designation of assistant professor, associate professor or professor, other clinical faculty, or other non-tenure-track faculty.

The appointment of a non-tenured, tenure-track faculty member may be terminated effective at the end of the appointment period, at the option of either the individual or the University.

A chairperson, dean, or chief academic officer who decides not to recommend a non-tenured, tenure-track faculty member for reappointment shall notify him or her in writing in accordance with the following schedule and shall enclose a copy of this section with the letter of non-reappointment:

For the first year of service, not later than March 1, if the appointment expires at the end of that academic year; or at least three months in advance of its termination if the appointment expires at

some other time during the year.

For the second year of service, not later than December 15, if the appointment expires at the end of that academic year; or at least six months in advance of its termination if an appointment expires at some other time during the year.

After the second year of service, at least twelve months before the expiration of the terminal appointment. The terminal appointment will be for the academic or fiscal year, according to the appointment last held by the individual.

The individual, upon being notified that he or she will not be reappointed, may request, within ten working days after receipt of the notice, a meeting with the dean of the school or college, or other appropriate administrators. The meeting shall be held within five working days or as soon as practical thereafter. Following the meeting with the dean, if the dean reaffirms the recommendation of non-reappointment, within five working days the employee may request a meeting with the chief academic officer of the campus.<sup>12</sup> Within ten working days following the meeting with the chief academic officer, or as soon as possible thereafter, the chief academic officer will make the final decision on any request that the non-reappointment be reconsidered.

In considering the matter, the dean and chief academic officer may consult with other University employees with relevant knowledge regarding the individual's performance. If the individual does not request these interviews within the time limits stated above after receipt of notification of non-reappointment, the matter shall be considered closed.

### C. Dismissal

This section applies to all tenure-track or tenured faculty members. Dismissal of non-tenure-track faculty and other personnel is addressed in Board of Trustees Policy 405.4.

#### 1. Preliminary Proceedings

- a. Except in circumstances where there are personal safety concerns and consistent with applicable law, when a chairperson or dean has reason to consider a decision to dismiss a tenured or tenure-track faculty member prior to the expiration of an appointment, the chairperson or dean shall first discuss the matter with the faculty member privately. After the discussion, if the decision of the chairperson or dean is to recommend dismissal, he or she shall prepare a statement of the grounds constituting the cause for dismissal and forward it through the chief academic officer<sup>13</sup> to the chief executive officer on the campus, with a copy to the faculty member. If there are personal safety concerns, the private meeting can be bypassed and the chairperson or dean can proceed with providing the statement of grounds for dismissal through the chief academic officer to the chief executive officer on campus, with a copy to the faculty member. If the chief executive officer of the campus, after considering the recommendation of the chairperson or dean, decides that a proceeding should be undertaken, action shall be commenced according to the procedures which follow.
- b. If requested by either party, or if directed by the chief executive officer of the campus, prior to further

<sup>12</sup> For purposes of the Clinton School of Public Service, the employee may request a meeting with the Vice President of Academic Affairs.

<sup>13</sup> For purposes of the Clinton School of Public Service, the statement of grounds shall go directly to chief executive officer of the campus, with a copy to the faculty member.

steps in the process, the parties shall engage in informal discussions to determine whether an acceptable resolution of the matter is possible. Such discussions may include assistance of one or more faculty selected for this purpose.

## 2. Hearing Procedures

The formal proceedings shall be initiated by a communication addressed to the individual by the chief executive officer of the campus informing him or her of the dismissal and the grounds for it, and that, if he or she so requests, a hearing to recommend whether his or her employment by the University shall be terminated on the grounds stated, will be conducted at a specified time and place by a faculty committee constituted as described in Section 4 below. Sufficient time shall be allowed to permit the individual to prepare a defense. The individual shall be informed in detail, or by reference to published regulations, of the procedural rights to which he or she is entitled, including the right to advice of counsel.

The individual shall indicate whether he or she wishes a hearing and, if so, shall file with the chief executive officer of the campus within two weeks of the date of the mailing of the communication by the chief executive officer of the campus an answer to the statement of grounds for the proposed dismissal.

If the individual does not request a hearing, no further action shall be taken. Further, at the request of the individual the proceedings provided for herein may be terminated at any time after the request for a hearing on written notice to the chief executive officer of the employee's acquiescence in the dismissal. Similarly, the administration may drop dismissal proceedings at any stage.

## 3. Suspension Pending Dismissal Proceedings

Suspension of the individual from normal duties or reassignment to other duties during the proceedings will occur only if circumstances exist which threaten harm or substantial disruption to the individual, to others, or to the University. Such determination shall be made by the chief executive officer, in consultation with the President. Such suspension shall be with pay. This provision does not preclude disciplinary suspension without pay.

## 4. Hearing Committee

The faculty of each campus shall establish a systematically rotated panel of faculty from which hearing committees can be drawn. To hear a particular case a committee, selected from the panel in accordance with campus policies, shall be composed of faculty members of departments not involved in the dismissal.

Upon receipt from the chief executive officer of the campus of a copy of the statement of grounds for dismissal, accompanied by the individual's answer thereto, the chairperson of the hearing committee shall conduct hearings and recommend a course of action as provided in Section IV.C.5.

## 5. Committee Proceedings

The committee shall proceed by considering, before the time of the hearing, the statement of grounds for dismissal already formulated and the individual's written response.

In addition to the members of the committee, only the person requesting the hearing and his or her representative, the chief executive officer of the campus or his or her designee, and a representative, and

witnesses called by the committee are permitted to attend the hearing.

Charges contained in the initially formulated statement of grounds for dismissal may be supplemented at the hearing by evidence of new events occurring after the initial communication to the individual which constitute new or additional cause for dismissal. If such supplementary grounds are adduced, the committee shall provide the individual with sufficient time to prepare his or her defense.

The chief executive officer of the campus shall have the option to attend or not to attend the hearing, and he or she may select a designee to assist in developing and presenting the case. The chief executive officer or designee may be assisted by the representative in developing and presenting the case and in other matters related to the hearing.

The committee shall determine the order of proof and shall supervise the questioning of witnesses. The committee may decline to accept unnecessarily duplicative material or unduly lengthy or repetitive testimony.

The individual shall have the aid of the committee when needed in securing the attendance of witnesses. The individual or his or her representative and the chief executive officer of the campus (or designee) or his or her representative shall have the right within reasonable limits to question all witnesses who testify orally.

The committee will use its best efforts to provide an opportunity for those involved to confront all witnesses, but where this cannot be achieved despite the efforts of the hearing committee, the identity of such non-appearing witnesses, and any written evidence they may have furnished, shall be disclosed to all interested parties during the hearing.

Subject to these safeguards, written statements may, when necessary, be taken outside the hearing and reported to it. All of the evidence shall be duly recorded. These are not legal proceedings and formal rules of court procedure or evidence do not apply, but the committee shall exercise reasonable efforts to protect the rights of the parties in the receipt of evidence. For purposes of illustration, the proceedings shall be recorded digitally rather than via court reporter, and witnesses will not be sworn or subpoenaed. The ultimate objective of the hearing is consideration of the matter in a fair and efficient manner.

## 6. Consideration by Hearing Committee

The committee shall formulate its recommendation in private, on the basis of the hearing. Before doing so, it shall give opportunity to the individual and the chief executive officer of the campus or his or her designated representative to make oral statements before it. If written arguments are desired, the committee may request them. The committee shall make its recommendation promptly, including explicit findings with respect to each of the grounds for removal presented.

The chief executive officer of the campus and the individual shall be notified of the recommendation in writing and a copy of the record of the hearing shall be available to both parties.

A copy of the record of the hearing and the recommendations of the hearing committee shall be furnished to the President of the University for his or her decision. The decision of the President shall be transmitted to the chief executive officer of the campus and to the individual involved.

## 7. Consideration by Board of Trustees

If the decision of the President is appealed to the Board of Trustees, or if the Board of Trustees chooses to review the case, the President shall transmit to the Board of Trustees the full report of the hearing committee, stating its recommendation and his or her own decision. The review shall be based on the record of the previous hearing, accompanied by opportunity for argument, oral or written or both, by the principals at the hearing or by their representatives. The decision of the Board of Trustees on review shall be final. It shall be communicated to the President and through him or her to the person involved.

If the decision of the Board is that the faculty member is to be terminated, and the termination is based on unsatisfactory performance, the termination becomes effective at the conclusion of the twelve-month period from the date of the initial notice of termination. If that period has elapsed, or if the termination is based on other grounds of cause, the termination becomes effectively immediately following the Board's decision.

## V. ANNUAL REVIEW

An annual review of the work and status of each faculty member shall be made on the basis of assigned duties and according to criteria and procedures required herein. Each year the chief academic officer of each campus shall (a) require of each chairperson an assessment of the performance of all faculty members in the academic unit, including an identification of all faculty development needs and of all problems in performance of faculty, and (b) in consultation with the Chancellor (or chief executive officer), take steps designed to insure compliance on that campus with all criteria and procedures for annual reviews.

### A. Tenured and Tenure-Track Faculty

Provided a faculty member is in substantial compliance with applicable University policies and legal requirements, the annual review of each faculty member shall provide the primary basis for the chairperson's recommendations relating to salary, promotion, granting of tenure, successive appointment, non-reappointment, and dismissal. Furthermore, this review is to provide guidance and assistance to all faculty in their professional development and academic responsibilities in the areas of teaching, scholarly and creative activity, and service.

Criteria and procedures for an annual review of all tenured and tenure-track faculty shall be adopted by each campus. As a general practice, the faculty, through its governance structure, will initiate the process of preparing such criteria and procedures, on its own or at the request of the Chancellor (or chief executive officer) of the campus. The deans and chief academic officer of the campus will then have an opportunity to give their advice regarding these criteria and procedures. Thereafter, the criteria and procedures must be submitted to the Chancellor (or chief executive officer) of the campus and the President for approval. More detailed criteria and procedures may be recommended by the faculty and chairperson of each academic unit; these criteria and procedures must be submitted to the dean, the chief academic officer of the campus, the Chancellor (or chief executive officer) of the campus, and the President for approval. All procedures for annual reviews adopted by a campus shall include provision for and details for implementation of the following:

1. Within a reasonable time after the beginning of the first appointment of each faculty member: written notification to the faculty member of the criteria, procedures, and instruments currently in

use in assessing performance;

2. Within a reasonable time after the beginning of each academic year: written notification to each faculty member of that year's assignments, review schedule, and the criteria, procedures, and instruments to be used that year;
3. Reasonable opportunity for each faculty member to submit any relevant material documenting his or her professional performance to be considered in the annual review;
4. Peer evaluation, made fully available to the faculty member and those conducting the review;
5. Student evaluation of teaching, made fully available to the faculty member and those conducting the review;
6. Prior to the chairperson's completion of the annual evaluation (including any recommendations based on the evaluation) in any year: (a) a meeting between the chairperson and faculty member to discuss all issues relating to the review,<sup>14</sup> (b) providing to that faculty member a copy of the chairperson's intended evaluation and recommendation(s), and (c) a reasonable opportunity for the faculty member to submit a written response to the annual evaluation (including any recommendations), which will to be forwarded to each subsequent level of review;
7. As long as a faculty member is employed by the University and for at least three years thereafter: maintenance of annual review forms, recommendations, associated narratives, and all other relevant materials used in or resulting from the annual reviews of that faculty member;
8. Availability to each faculty member of all writings used in or resulting from the annual reviews of that faculty member.
9. In order to maintain a high quality and productive educational environment, annual review procedures adopted at the campus level must provide for prompt, meaningful and effective means of addressing unsatisfactory faculty performance. Effective July 1, 2019, campus procedures shall require that any tenured faculty member who receives an **overall** unsatisfactory performance rating<sup>15</sup> be placed on a remediation plan. The remediation plan shall be developed by the faculty member's academic unit in consultation with the faculty member and shall include remedial measures designed to address the overall performance deficiencies, with the expectation that carrying out the plan will lead to an **overall** satisfactory performance rating. If, in the next annual review following an **overall** unsatisfactory performance rating, the faculty member fails either to attain an **overall** satisfactory performance rating or to demonstrate meaningful progress in remediating the overall performance deficiencies, the faculty member may be issued a notice of dismissal on twelve months' notice as provided for in this policy, and subject to the procedures contained in Section IV.C.

#### B. Non-Tenure-Track Faculty

Faculty who are not in tenure-track positions shall be evaluated by procedures adopted by each

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<sup>14</sup> In the case of a tenured faculty member who has a satisfactory performance evaluation, a faculty member can waive the meeting requirement.

<sup>15</sup> As part of its criteria and procedures for annual review, each campus is responsible for establishing the criteria by which an "overall" performance rating is determined.

campus. Such procedures shall provide guidance and assistance to faculty in their professional development and academic responsibilities. To the extent applicable and as fully as practicable, the criteria referenced in V. A. (especially with regard to peer and student evaluations) should be utilized in developing such campus procedures. Any campus procedure developed must be submitted to the Chancellor (or chief executive officer) of the campus and to the President for approval.

March 29, 2018 (Revised)  
October 2, 2001 (Revised)  
September 18, 1998 (Revised)  
August 11, 1998 (Corrected)  
June 6, 1997 (Revised)  
April 25, 1997 (Revised)  
September 16, 1994 (Revised)  
June 16, 1989 (Revised)  
January 23, 1987 (Revised)  
September 17, 1982 (Revised)  
June 18, 1982 (Revised)  
February 8, 1980 (Revised)  
April 20, 1962, and Revisions

VI. POST-TENURE REVIEW (UAM SPECIFIC PROCESS NOT INCLUDED IN [BOARD POLICY 405.1](#))

In addition to annual evaluations, each tenured faculty member will undergo a more thorough evaluation every five years. The Post-Tenure Review evaluation procedures will follow the guidelines established for the Annual Faculty Evaluation of tenured and tenure-track faculty.

Tenured faculty will continue to demonstrate reasonable contributions in teaching, professional growth and development, and service. If a tenured faculty member's performance is "less than satisfactory" in any of the three professional development areas, the following plan is to be used to address the concern.

A tenured faculty member who receives a "less than satisfactory" Post-Tenure Review Evaluation will, in conjunction with the academic chair/dean, develop a plan for improvement to be implemented for the following Annual Evaluation period. During the next Annual Evaluation period, the faculty member will present evidence of having positively addressed the concerns raised in the previous evaluation. Should the faculty member fail to take enough positive steps to remedy the initial "less than satisfactory" performance, the faculty member will work with three faculty colleagues from the academic unit to develop a plan for improvement and goals to achieve during the next year.

In the third year of this process, if the faculty member again fails to make reasonable progress in addressing the problems outlined in the initial plan for improvement, the faculty member will undergo another formal five-year Post-Tenure Review evaluation the next year.

At any point in this process when the faculty member presents evidence of having positively addressed the concerns raised in the initial Post-Tenure Review evaluation, the faculty member returns to the normal five-year Post-Tenure review process. The appeal process for the Post-Tenure Review will follow the same guidelines as those established for the tenure/promotion candidates.

Approved by UAM Faculty Council  
November 30, 1998

## **CHAPTER THREE – APPOINTMENT, REAPPOINTMENT, PROMOTION, TENURE, & DISMISSAL GUIDELINES**

(Adopted by UAM Assembly April 28, 1992 and approved by President B. Alan Sugg June 16, 1992)

The following criteria and procedures, as an implementation of Board Policy 405.1, will govern the appointment, reappointment, promotion, tenure, and dismissal of faculty members on the campus of the University of Arkansas at Monticello. Additional requirements and specifications are set forth in departmental guidelines. (Contact your Academic Unit Head or the Vice Chancellor for Academic Affairs (VCAA) for guidelines developed by your academic unit.)

### I. FACULTY RANKS

The University employs faculty in three academic ranks eligible for both promotion and tenure. The highest of these ranks is that of Professor, followed by Associate Professor and Assistant Professor. Progression through academic ranks recognizes a process of professional maturation among the faculty. The University also appoints faculty to the rank of Instructor, which is a non-tenure track position, but eligible for promotion.

Faculty holding the rank of **Professor** serve as role models for all faculty of the institution. Professors should exemplify distinguished classroom teaching and embody collegial activities which nourish the larger learning community. Professors will have sustained their accomplishments over time and their scholarly inquiry will include both synthesis and analysis while broaching larger issues and policy questions within a discipline.

As one of the two senior ranks of faculty, **Associate Professors** will have demonstrated their commitment to high quality, appropriate values and ideals for the life of learning and their willingness to promote stable and interdependent relationships among the faculty. Their maturing careers will illustrate distinguished development.

The rank of **Assistant Professor** normally represents the rank of initial appointment for faculty entering the tenure track. The assistant professor is expected to participate in professional activities that build a foundation for future growth and development and prepare faculty for tenure and entry into the senior ranks of service.

The rank of **Instructor** does not carry eligibility for tenure. Instructors undertaking and completing substantial proportions of a doctoral program may be promoted to the rank of Assistant Professor. When promoted, full completion of expectations for promotion to the rank of Associate Professor with tenure must be completed within six years, exactly as if the individual had begun the faculty appointment with the rank of Assistant Professor.

### II. APPOINTMENT AND REAPPOINTMENT

The University will make initial appointment of faculty consistent with faculty qualifications and University need. Assistant Professor is the normal, initial rank of appointment for tenure-track faculty. It is usually awarded to faculty holding the doctorate. Occasionally, persons who have completed a substantial proportion of a doctoral program may be appointed to this rank. Initial appointments to the rank of Assistant Professor may also be made to persons holding the M.S.N., M.B.A./CPA, M.F.A., or M.S. in degrees such as computer science, computer information systems, or information sciences. Appointments are initiated through the academic units following procedures designed to insure a well-qualified faculty. No appointment is made for a period longer than one year. Faculty will be evaluated each year according to established procedures. Annual evaluations must include

dimensions of teaching, professional growth, and development including scholarship and service. Annual evaluations will also give feedback on progress toward achieving established criteria for the awarding of promotion or tenure. Decisions on reappointment will take into consideration the individual faculty member's effectiveness in performance of duties. Fluctuations in departmental needs and university resources, however, will at times dictate non-reappointment for reasons other than assessment of merit. Individuals on terminal appointments should not expect reappointment.

### III. PROMOTION

#### Criteria

Promotion of a faculty member from one academic rank to a higher rank is based upon merit in addition to a period of service and experience and is awarded in recognition of significant achievement following the candidate's last promotion. Normally the earned doctorate or terminal degree and five years of service in rank are required before promotion to the next rank. At the time of initial appointment, credit for time in rank may be awarded for earlier professional experience appropriate to a UAM assignment; such credit must be stated in writing and will not exceed two years.

The doctorate is presumed to be an essential professional qualification for promotion. Faculty in tenure-track positions, both with and without the doctorate who fulfill university-wide and departmental criteria are eligible for promotion and tenure through the rank of Professor. Faculty in tenure-track positions will be evaluated annually and advised about their progress toward the next rank.

Assistant Professors will not normally be considered for promotion to Associate Professor until they are in their fifth year as Assistant Professor at UAM. Faculty will usually be considered for tenure and promotion to Associate Professor at the same time. Associate Professors will not normally be considered for promotion to full Professor until they are completing their fifth year in rank of Associate Professor at UAM. No more than two years' credit toward time in rank for promotion will be given for professional experience appropriate to the UAM assignment.

Promotion to each rank will require evidence of continued growth since the last promotion, or, in the case of promotion to Assistant Professor, since the initial appointment to the rank of Instructor. Time in rank alone does not guarantee promotion. All candidates for promotion or tenure must document effective classroom teaching, sound scholarship, a program of self-renewal, and service activities. Academic units must include dimensions of teaching, scholarship, professional growth, and public service and may not omit these dimensions in departmental evaluations of candidates for promotion or tenure.

The following paragraphs attempt to describe attributes broadly enough to encourage uniqueness among the faculty but explicitly enough to foster consistent evaluation of individuals. Individual academic units may refine descriptions in order to clarify standards appropriately. However, no academic unit may exclude these described dimensions.

#### 1. Teaching

Teaching represents the unifying mission of the University throughout the faculty and the academic units. While research is easy to measure, measurement and documentation of effective teaching are quite difficult, but nevertheless can and must be done. The techniques used to gauge effective teaching may and in fact should vary among the disciplines, but a common effort must be made to develop adequate tools and procedures. Effective teaching can be described and evaluated by faculty as well as students. Documented evidence of high quality teaching, including adequate classroom observations, is required for

promotion or tenure. Individual academic units should define appropriate processes for evaluating teaching effectiveness.

Effective teachers mark the path of their progress with many clues. Course bibliographies often signal quality of teaching as do appropriately revised syllabi. Further evidence of effective teaching might come from faculty listings of innovative methods, applications of current technology, engagement of visiting colleagues, and use of library resources. As with other areas, it is the duty of the individual faculty member to document effective teaching performance.

## 2. Scholarship

The University has traditionally been given the societal role of generating, applying, and transmitting knowledge. In this respect, faculty members should be involved in creating, revising, and sharing knowledge through activities such as research, writing, and presentations at professional meetings. In addition to generating “new” knowledge, faculty members are charged with synthesizing existing knowledge and presenting it in new and challenging ways to students and others. In addition, by “translating” knowledge, faculty members can better educate the public and make the University more applicable to society at large.

Rather than dichotomous activities, scholarship and teaching represent mutually supportive activities. Good teaching is informed by scholarship because sound scholarship and continual faculty learning form the content of teaching. Scholarship, then, is broadly defined, may take many forms, and may yield a variety of products for peers to evaluate. Faculty scholarship includes the following faculty activities:

- Research producing new knowledge;
- Research producing new applications of knowledge;
- Synthesizing knowledge;
- Extending the audience for new knowledge through new communications;
- Pedagogical application of new methods, information, knowledge;
- Performance;
- Creation of art, music, or literature;
- Invention or design.

Products of scholarship may include materials such as the following:

- Books, published and in progress (press);
- Research papers;
- Computer-assisted instruction materials;
- Recitals;
- Computer programs;
- Copyrighted materials;
- Leadership in professional organizations;
- Monographs;
- Instructional materials for professional peers;
- Grant submission with funding;
- Book reviews;
- Works of art;

- Video productions;
- Television programming;
- Speeches and addresses.

Whether the product of scholarship is published or not, the scholarship itself must still be evaluated by university peers.

Successful “grantsmanship” is normally regarded as a desirable activity and one which the University would like to encourage. Acquisition of grants is normally classified as adjunct to scholarship and research and should be appropriately awarded. In addition to scholarship and the traditional research area, grant activity is often related to and should be considered under service.

### 3. Service

Faculty members are expected to engage in campus, professional and community service where appropriate. The University exists as an institution and carries on its mission by virtue of faculty involvement in departmental and campus governance, academic and organizational advising, leadership in professional organizations, and sharing of professional time and expertise within the community. Faculty engage in many civic and social activities as good citizens. While all civic activities are noteworthy, all do not necessarily fall within the bounds of faculty achievement. The University includes community service as a major aspect of its mission and appropriate faculty projects should be included in descriptions of achievement. Descriptions of faculty achievements should include those activities in which faculty may employ their professional and intellectual expertise in service to the community. The University desires to understand the universe of faculty achievement rather than seeking information about general public service.

Of course, all faculty do not have opportunities to address community service responsibilities using their profession and intellectual expertise. These activities should not be required of all faculty. Nevertheless, achieving tenure and advancing in rank should represent faculty accomplishments and when faculty perform community services, the University wishes to consider the achievements.

All faculty can undertake service to the University community and each faculty member should assume responsibilities of academic citizenship. These responsibilities include all matters of academic governance, within academic units and within the whole university. Pursuing the collegial work of committees and task forces should not be borne by few but undertaken willingly by each member of the faculty. Student organizations, both co-curricular and extra-curricular, require faculty assistance and advisement. At times, service to the academic community may seem onerous, but a healthy collegial community rightfully expects its faculty to assume the tasks of community service.

As with professional growth and development, scholarship, research, and grant activity have an important place under service. A variety of grant opportunities exist which significantly benefit the University community. These include grants for instructional equipment, campus speakers, and enrichment programs for high school students, University students, and KB12 teachers. Such grants should be recognized and considered under professional service activities. The weight and significance of any particular activity will be evaluated in relation to the individual's role in the activity and faculty duties.

### 4. Professional Renewal Service

The continued growth and development of the University's faculty depends upon the professional renewal of its committed staff. Therefore, every candidate for promotion and tenure should provide documentation demonstrating a persistent program of professional renewal. The documentation should include a description of short-term goals and activities, long-range plans, and describe steps already completed in the program.

Failing to find sufficient documented evidence of achievement constitutes the sole and sufficient reason for not recommending a candidate for promotion or tenure. Candidates bear the weight both of achievement and documentation.

### Procedures

Each year all faculty members will be notified through a general announcement regarding the timetable for consideration of promotion recommendations.

To be eligible for consideration for promotion, a faculty member must keep on file an updated comprehensive *curriculum vitae* and supporting documents for review in the academic unit according to procedures established for that academic unit. If the faculty member wishes to do so, he/she may include - as supporting documents - student evaluations of teaching as evidence of readiness for promotion. The faculty member's vitae and supporting documents must be updated yearly and received by the Academic Unit Head by December 1. (Format for preparation of *curriculum vitae* is cited in [Appendix B](#) of Faculty Handbook.)

The Academic Unit Head will review all materials on file for each eligible faculty member and all those which result from required evaluations by UAM tenure-track peers within the academic unit. On the basis of that review and his/her own professional judgment of the faculty member's qualifications; the Academic Unit Head may forward a recommendation for promotion, accompanied by all documents relative to the candidacy, to the VCAA by December 15.

After the information has been received by the VCAA, the Academic Unit Head will inform all faculty members recommended for promotion. Any faculty member who is not recommended for promotion by his or her chairperson or other responsible individual may appeal in writing by December 18 to have his or her file considered at the next level of administrative review. In this case, the application will be forwarded for consideration with a negative recommendation from the chairperson or other responsible individual.

By the first day of the spring semester, the VCAA will forward each recommendation and each appeal to a Campus Promotion and Tenure Committee which will make a recommendation to the VCAA. Each committee will be made up of five faculty members (no Academic Unit Heads), each one holding rank above that presently held by the candidate for promotion. No member of the committee will be from the academic unit of the candidate. The candidate will select two members of the committee, the Academic Unit Head will select two, and the VCAA will appoint the chairman.

The committee will meet and deliberate, and by January 25, each member of the committee will forward an unsigned, typed recommendation to the VCAA.

The VCAA will then review all the materials in the promotion file of the candidate, and by February 1, will forward his/her recommendation to the Chancellor. At the same time that the VCAA forward his/her recommendation to the Chancellor, he/she will inform the candidate as to the nature of the recommendation. If the recommendation is negative, the candidate may appeal to the Chancellor providing he/she does so in writing by February 5.

The Chancellor will review all materials, recommendations, and supporting documents and forward a recommendation to the President by February 10. An unfavorable decision by the Chancellor may be appealed by the candidate to the President by requesting in writing within (5) days from the time he/she receives notification that the Chancellor is forwarding all materials and recommendations to the President. (See [Appendix B](#) for current "Schedule for Promotion and Tenure Recommendations.")

#### IV. TENURE

##### A. Criteria

The granting of tenure is a statement that an individual has successfully completed the probationary period and is accepted as a permanent member of the University community. Decisions on tenure will focus on the professional performance of the individual but will also take into account the staffing needs of the academic unit and the anticipated financial status of the University. To achieve tenure, a faculty member must complete at least a five-year probationary period. With the granting of tenure, an individual acquires additional procedural rights, should dismissal charges ever be filed. Only full-time faculty members holding the rank of Assistant Professor or higher may be awarded tenure and every such faculty member must be considered before or during the sixth year of service. The granting of a contract to a faculty member for a seventh consecutive year of tenure-track service automatically awards tenure unless it is a terminal appointment. An initial appointment of less than one year will be considered as a full year of service in determining the maximum number of years in probationary status, except that summer sessions will not be applied in this calculation. Time spent on an off-campus duty assignment or leave-of-absence also does not apply to the probationary period. Each year all faculty will be notified through a general announcement regarding the timetable for tenure consideration.

Up to two years of credit for prior professional experience may be granted at the time of appointment and, in exceptional cases, persons appointed at the rank of Associate Professor, Professor, or Distinguished Professor may be granted immediate tenure. In either case, the initial letter of appointment will indicate if any credit toward the probationary period has been granted.

##### B. Procedures

Procedures for evaluation of tenure shall be the same as that for promotion, except that all members of the Vice Chancellor's Promotion & Tenure Committee shall be tenured faculty members and hold equivalent or higher rank than the candidate.

#### V. CONSIDERATION OF ACADEMIC UNIT HEADS

Due to the role of Academic Unit Heads in the above procedures, it is not possible to apply these processes in exactly the same fashion to an Academic Unit Head seeking promotion/tenure. The following is an adaptation for this purpose.

The timetable for notification and decisions will be the same as that of any faculty member with the VCAA also serving as the Academic Unit Head in this situation. The departmental committee will evaluate the Academic Unit Head according to departmental standards and criteria. The committee will report its findings to the VCAA who will also notify the candidate.

The VCAA will convene a University-wide committee which will be composed of five faculty members. The candidate will name three members including one Academic Unit Head and two faculty who are tenured

professors. The VCAA will name two members, one Academic Unit Head and one faculty who is a tenured professor, one of whom will serve as chair. No member of the committee may be from the same academic unit as the candidate and all must be tenured professors. This committee will evaluate the candidate as both a faculty member and as an Academic Unit Head. The process will then proceed in the same manner as it does for Faculty Promotion and Tenure.

## VI. DISMISSAL

In implementing Board Policy 405.1 regarding dismissal, the University of Arkansas at Monticello will proceed as follows:

If formal proceedings become necessary as determined by Board Policy 405.1, a five- member formal hearing committee shall be selected from a panel made up of all tenured faculty members. The committee shall be constituted as follows: Two members selected by the faculty member, one each by the faculty member's Academic Unit Head, the Chancellor, and VCAA. The procedure will then continue as outlined in Board Policy 405.1, page 15, Item 5, Committee Proceedings.

**CHAPTER FOUR – MISCELLANEOUS POLICIES GOVERNING FACULTY SERVICE****I. APPOINTMENT PERIODS**

Faculty are usually appointed for a nine-month period, although faculty and administrative personnel may be appointed for up to a twelve-month period, depending upon the needs of the unit concerned or the nature of the assigned research or administrative work.

The appointment period for nine-month employees is the academic year which typically begins about August 15 and ends about May 15. The appointment period for twelve-month employees is from July 1 to June 30, inclusive, which corresponds to the University's fiscal year.

Social Security payments, group insurance premiums, Federal and State income tax withholdings and payments to retirement systems are deducted from the salary. Each employee is informed of the amounts withheld and for what purposes they are withheld.

Faculty may earn additional pay for additional work as outlined in [UAM OP 455.2 Outside Employment](#) (revised June 19, 2024).

Although summer appointments are not guaranteed, faculty members on nine-month appointments may be appointed to teach during the summer. The salary rate for a full-time teaching load (six hours or its equivalent) during one summer term is 15 percent of the individual's previous nine-month salary. Appointments for other than six hours will be on a prorated basis. Nine-month teaching personnel are not permitted to teach more than six hours in the summer except under unusual circumstances requiring special authorization.

Other types of summer assignments carry a monthly scale of one-tenth of the individual's previous normal nine-month salary, except that an employee assigned to a full-time research position for the summer may receive a monthly salary of one-ninth of the previous normal nine-month salary.

If a nine-month employee is assigned to a twelve-month position with the same title and duties, the twelve-month salary will be 1.25 times the nine-month salary. In the event an employee on a twelve-month appointment is assigned to a nine-month position with the same title and duties, the nine-month salary will be 80 percent of the twelve-month salary.

Notices of appointment are given to all appointed personnel and must be processed and approved by the President before the beginning of the appointment period. Notices of subsequent appointments for a following fiscal year are normally distributed to personnel in May. On occasion when the General Assembly is in session, notices may be later because of the uncertainty of appropriated funds.

**II. TERMINATION OF EMPLOYMENT**

[BOARD POLICY 405.4](#) (revised May 25, 2023)

**III. STANDARD WORKLOAD (revised by EC 02.03.09)**

The basic element of faculty workload is a work unit, which is equivalent to one class hour (50 minutes) per week for a semester or which is equivalent to three and one-third non-classroom laboratory hours of work per week for a semester. Included for each of these class hours is time for class preparation, grading, office hours,

and other work with students outside class.

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. (See [UAM OP 420.1](#) revised July 1, 2011.)

Individual academic units can recommend for approval by the Vice Chancellor for Academic Affairs equivalent assignments for calculating workload. It should be understood that the typical workload will vary considerably.

Faculty may be assigned to daytime or nighttime teaching and on-campus or off-campus teaching.

Full-time faculty members are expected, as part of their University service, to advise students, serve on committees, and perform academically-related public service. Duties for full-time faculty also include individual research, scholarly or creative endeavors, and professional travel and development, as well as the usual instructional, research, service, and administrative duties for which work units can be assigned.

Professional staff with academic qualifications may be assigned teaching duties. In such cases, the individual will receive a split appointment of Instructor/Staff. The workload for these split appointments will be prorated.

#### IV. SUMMER TEACHING POLICY

[UAM OP 440.3 Compensation for Teaching Summer Term\(s\)](#) (revised April 10, 2017)

#### V. DISTANCE EDUCATION

UAM delivers online programs and courses throughout the United States. All programs have been approved by the Arkansas Department of Higher Education.

[UAM OP 250.2 Distance Education Policies](#) (revised January 27, 2020)

[Distance Education Handbook](#)

[UAM OP 440.2 Compensation for Teaching Internet-Based, Online Classes](#) (revised August 22, 2023)

#### VI. EXTRA COMPENSATION AND OVERLOAD

A University employee is eligible for extra compensation for additional tasks over and above regularly assigned duties, provided he/she is carrying a normal load and the extra duties do not interfere with regular duties. State and federal requirements must also be observed.

[UAM OP 410.5 Extra Compensation Policy](#) (revised February 24, 2020)

[UAM OP 410.6 Teaching Overload Compensation for Faculty and Staff](#) (revised June 19, 2024)

## VII. OUTSIDE EMPLOYMENT

[UAM OP 455.2 Outside Employment](#) (revised June 19, 2024)

[BOARD POLICY 450.1 Outside Employment of Faculty and Certain Staff Members for Compensation](#) (revised May 25, 2023)

## VIII. ANNUAL FACULTY EVALUATION

Full-time faculty members, administrators, and staff are evaluated annually. Faculty members are evaluated by their students, their peers, and their unit heads. The purpose of the evaluation is to improve teaching effectiveness and other aspects of job performance and to support decisions concerned with promotion, tenure, and merit pay. By December 1 of each year, faculty members are required to submit to their unit head all materials to be considered in their evaluation (results of the student evaluation may or may not be submitted). Soon after the evaluation is completed, faculty members are required to cooperate with their unit heads toward a written plan of professional development. The extent to which faculty members follow through on their plans of action for improvement will impact on making decisions for promotion, tenure, and merit pay. (See Appendix C for Evaluation Procedure and Standard Forms.)

## IX. ACADEMIC EMPLOYEE GRIEVANCE PROCEDURE

It is a declared objective of the University that an individual academic employee may have prompt and informal resolution of his or her personal employment grievances and that this be accomplished under orderly procedures.

### A. Definitions

An “academic employee” who may process a grievance under this procedure shall include any University employee holding the faculty rank of Instructor, Assistant Professor, Associate Professor, Professor, Distinguished Professor; any Graduate Assistant or Lecturer; and any University employee who performs duties, full or part-time, directly related to the instructional and/or research functions of the University.

A “grievance” means a dispute, concerning terms and conditions of the employment, arising from any administrative decisions which the academic employee claims is in violation of rights under, or a failure to apply, established University personnel regulations, policies, or practices, or which results from a misinterpretation or misapplication thereof. Not included are matters of non-reappointment, dismissal, or award of tenure decisions for which other policies and procedures exist.

A “decision” means a determination that the grievance issue or issues were, or were not, in violation of rights under existing personnel regulations, policies or practices of the University. An analysis of the issues and the reasons for the determinations shall be included in the decision.

### B. Application

Other procedures afford opportunities for review and revision of existing employment regulations, policies and practices against which the individual grievances are to be assessed; therefore, the within procedure confers no authority to include with a grievance, any amendment, deletion, addition to, or modification in or to existing University personnel regulations, policies, and practices as such.

### C. Procedure

An academic employee having a complaint concerning terms and conditions of the employment as described in (b) above may present this matter to and discuss it with his or her immediate supervisor. Such presentation and discussion shall be entirely informal. The supervisor shall attempt to resolve the complaint. A complaint may, but need not, become a grievance.

### D. Grievance Steps

#### Step 1 -- Academic Unit:

Where his or her complaint is not satisfactorily resolved within five (5) working days following the date presented, an academic employee has the right to reduce the complaint to writing as a grievance and to forward it to the Vice Chancellor for Academic Affairs and the Human Relations Officer. The Human Relations Officer will handle all grievances charging discrimination through the federal laws and regulations. The Vice Chancellor for Academic Affairs will investigate all other written grievances. The appropriate administrative officer will accept responsibility for conducting such investigation as may be needed and issue a decision within ten (10) working days following its receipt. Copies of the decision shall be furnished to the academic employee and the immediate supervisor.

#### Step 2 -- Campus Administration:

The academic employee or the immediate supervisor may appeal the Step 1 decision to the Chancellor by forwarding his or her grievance in writing, together with a copy of the Step 1 decision, to such official within three (3) working days following its receipt. Upon receipt, the official shall, within five (5) working days ask the Faculty Equity and Grievance Committee to investigate the matter and make recommendation for its solution. The Committee shall have access to witnesses and records, may take sworn testimony, and make a record by taping the hearing if it or the academic employee or immediate superior so desires. Its charge is to develop all pertinent factual information through informal inquiry in which fair procedures are used. Its written recommendations to the Chancellor shall be received within ten (10) days following receipt of the grievance. The decision of the Chancellor shall be made in writing, with copies to the academic employee, the Vice Chancellor for Academic Affairs, the Human Relations Officer, and the immediate supervisor, within five (5) days thereafter.

#### Step 3 -- President:

If the grievance is not satisfactorily resolved through Step 2, the academic employee may submit the Step 2 decision, with all relevant materials, to the President of the University. The President shall promptly decide the matter and his/her decision shall be final pursuant to his delegated authority from the Board of Trustees. His/her decision shall be forwarded in writing to all interested parties.

### X. GARNISHMENT AND SALARY LIENS

[UASP 440.9](#)

### XI. LEAVE POLICIES

#### A. ANNUAL LEAVE

[BOARD POLICY 420.1](#) (revised May 23, 2024)

**B. HOLIDAY SCHEDULE AND PAY**

All state employees are granted twelve paid holidays. The schedule for this campus is issued each fiscal year as [UASP 435.1](#) (revised December 17, 2020). A current copy of these policies may be found in any of the following offices: President, Vice Presidents, Chancellor, Vice Chancellors, Dean or Director, Personnel, and Library.

**C. OFF-CAMPUS DUTY ASSIGNMENT**

[UASP 435.4](#) (revised July 1, 2023)

**D. LEAVE WITHOUT PAY**

[BOARD POLICY 420.6](#) (revised May 25, 2023)

**E. SICK LEAVE**

[BOARD POLICY 420.3](#) (revised May 25, 2023)

**F. FAMILY MEDICAL LEAVE ACT**

[UASP 425.1](#)

**G. PAID PARENTAL LEAVE**

[BOARD POLICY 420.2](#)

**H. CATASTROPHIC LEAVE (Acts 91 and 169 of 1991)**

The University of Arkansas at Monticello has established a catastrophic leave bank program. This is a pool of accrued sick and annual leave, donated by employees, for use by employees during a catastrophic illness. Subject to policies developed by the University, the specifics of the University of Arkansas at Monticello Catastrophic Leave Bank Program are:

1. **Catastrophic Illness:** A medical condition of an employee as certified by a physician which requires an employee's absence from duty for a prolonged period of time and which results in a substantial loss of income for the employee because of the exhaustion of all earned sick, annual, holiday, and compensatory leave time.
2. **Eligibility:** The employee must be a full-time employee to participate in the Catastrophic Leave Bank Program. To receive benefits under the program, an employee must have at least two years of service with the state and been off work for at least 30 days. All accrued sick, vacation, holiday, and compensatory time must be exhausted and, as a result, the employee will suffer a substantial loss of income due to a medical condition. Injuries that are covered by Workers' Compensation are not covered by the program until such time as all benefits have been exhausted. Employees who have been disciplined for any leave abuse during the previous two years are ineligible to participate in the Catastrophic Leave Bank Program.

**UNIVERSITY OF ARKANSAS AT MONTICELLO****CATASTROPHIC LEAVE BANK PROGRAM**

Adopted March 27, 2006

PURPOSE

This policy and the accompanying procedures establish a Catastrophic Leave Bank Program for the exclusive use of the appointed, regular, full-time, benefits-eligible employees of the University of Arkansas at Monticello (UAM).

POLICY

It shall be the policy of the University of Arkansas at Monticello (UAM) to permit eligible employees to voluntarily donate eligible accrued sick (+annual if applicable) leave to the Catastrophic Leave Bank Program from which aforementioned employees may request to receive Catastrophic Leave.

The Catastrophic Leave Bank Program shall assist eligible University employees through medical emergencies, injuries, and illnesses upon the exhaustion of all earned sick, holiday, and annual leave (if authorized). The program shall be administered by the Catastrophic Leave Committee of the University. The administration of the Catastrophic Leave Bank Program shall be in accordance with the guidelines established by the UAM Executive Council within the laws of the State of Arkansas.

DEFINITIONS

Catastrophic Leave Bank Program is a program approved, maintained, and administered by the University of Arkansas at Monticello.

Catastrophic Leave Bank is a pool of accrued sick (and annual if applicable) leave voluntarily donated by employees which may be approved by the University for use by other employees.

The Catastrophic Leave Committee is a committee which reviews applications from employees for Catastrophic Leave and makes recommendations to the Chancellor regarding such leave.

Catastrophic Illness is a medical condition certified by a physician of a benefits-eligible, full-time employee that requires an employee's absence from duty for a Prolonged Period of Time and which, except for the Catastrophic Leave Program, would result in a substantial loss of income to the employee because of the exhaustion of all accrued leave time. Catastrophic Illness includes a medical condition of a Qualifying Family Member of the employee.

Catastrophic Leave is paid leave which is transferred to a leave recipient from the University's Catastrophic Leave Bank.

Employee(s) is a person or persons who are regularly appointed in a benefits-eligible position by the University of Arkansas at Monticello and who are compensated on a full-time basis.

Leave Donor is an eligible employee whose voluntary written request to donate eligible accrued sick or annual leave to the UAM Catastrophic Leave Bank has been reviewed and accepted by the Payroll and Human Resources Office.

Leave Recipient is a current employee whose request has been reviewed by the Catastrophic Leave Committee and approved by the Chancellor to receive Catastrophic Leave from the University's Catastrophic Leave Bank.

Medical Condition is the Catastrophic Illness of an Employee or the illness of a Qualifying Family Member where the employee is unable to perform his/her job duties. Normal maternity leave is not catastrophic in nature and, therefore, is not a medical condition that qualifies for Catastrophic Illness.

Prolonged Period of Time is a minimum of thirty (30) working days in which a medical condition prevents the employee from performing his/her duties.

Qualifying Family Member is a spouse, son, or daughter, or parent of the employee as defined in the Family and Medical Leave Act definitions.

#### CATASTROPHIC LEAVE COMMITTEE

The Catastrophic Leave Committee shall be comprised of three members. Committee members shall be appointed by the Chancellor and shall serve the length of time designated by the Chancellor. Committee members shall represent a cross-section of the employees of the University. A designated Human Resources Office representative should serve as Secretary and be an ex officio (non-voting) member of the Committee. Recommendations shall be based on the majority vote of the Committee.

The Catastrophic Leave Committee shall:

- A. Determine if eligible employees have met the requirements for Catastrophic Leave.
- B. Review and make recommendations to the Chancellor regarding written requests from University employees to receive Catastrophic Leave from the UAM Catastrophic Leave Bank.
- C. Ensure the accuracy and complete documentation of Catastrophic Leave requests and records which provide:
  1. The hours of Catastrophic Leave awarded to each recipient.
  2. Any other data as required by the Chancellor.
- D. Ensure the provisions of the "Catastrophic Leave Program Provisions and Administration" are followed.

#### DETERMINE ELIGIBILITY OF CATASTROPHIC FACULTY LEAVE REQUESTS

The Catastrophic Leave Committee shall adhere to the following rules and guidelines when reviewing each Catastrophic Leave request:

- A. The employee must be an eligible employee as determined in the DEFINITIONS.
- B. The employee must have been employed by the University of Arkansas at Monticello in a full-time regular benefits-eligible faculty position for two (2) continuous years.
- C. The Employee must not have been disciplined for any leave abuse during the last two (2) years of employment.
- D. No employee shall be eligible for approved Catastrophic Leave in excess of six continuous months unless it can be demonstrated that the employee has been denied disability, retirement, or Social Security benefits. If the employee documents and receives Catastrophic Leave due to the denial of disability, retirement, or Social Security benefits, the Catastrophic Leave Committee will review any approvals at the end of each quarter (90 days) of the calendar year to make appropriate recommendations to the Executive Council.
- E. If the illness or injury is covered by workers' compensation, the compensation based on Catastrophic Leave when combined with the weekly workers' compensation benefit, shall not exceed the compensation received by the Employee at the onset of the illness or injury.
- F. No employee shall be approved for Catastrophic Leave unless the employee has provided an acceptable medical certificate from a physician supporting the continued absence and sets forth that the employee is and will continue to be unable to perform their duties due to a Catastrophic Illness or from the condition of a Qualifying Family Member. Information relative to the employee's assigned duties, such as a functional job description, may be made available to the physician.
- G. In no case shall Catastrophic Leave be granted beyond the date the physician certifies that the Employee is able to return to work.
- H. Catastrophic Leave which would result in a negative balance in the University's Catastrophic Leave Bank shall not be approved.
- I. No employee shall be approved for Catastrophic Leave unless the faculty employee is or is reasonably expected to be on leave-without-pay status. Catastrophic Leave shall not be awarded retroactively.
- J. Applications for Catastrophic Leave shall be reviewed on a first-filed, first-considered basis. If a zero balance exists in the Catastrophic Leave Bank, no leave will be granted.

#### CATASTROPHIC LEAVE PROGRAM PROVISIONS AND ADMINISTRATION

- A. Accrued leave may only be donated to the Catastrophic Leave Program in one- hour

increments. Similarly, Catastrophic Leave may be granted only in one-hour increments.

- B. An eligible employee can contribute a maximum of forty (40) hours per calendar year to the Catastrophic Leave Bank Program. This provision also applies to terminating and/or retiring employees.
- C. An employee shall not be allowed to donate leave to the University's Catastrophic Leave Program if such donation will reduce his/her combined accrued sick leave and annual leave balance to less than eighty (80) hours. Retiring or terminating employees are not required to maintain the (80)-hour leave balance but are limited to the maximum forty hours per calendar year.
- D. After annual and/or sick leave is donated to the Catastrophic Leave Bank, no employee shall have donated leave restored (returned) to his/her accrued annual or sick leave balance.
- E. Only eligible employees of UAM may participate in the Catastrophic Leave Bank Program established by and approved by the University.
- F. Recommendations by the Catastrophic Leave Committee shall be presented to the Chancellor who will make the final decision regarding requests for Catastrophic Leave.
- G. Employees on Catastrophic Leave will continue to accrue leave in accordance with existing leave policies and will receive normal University benefits such as contributions to insurance, retirement, etc.
- H. Employees on Catastrophic Leave will continue to draw their normal rate of pay (excluding overloads, summer salary, etc.).
- I. Any leave earned while an employee is on Catastrophic Leave shall, as a condition of voluntary participation in the program, be assigned to the Catastrophic Leave Bank, and any restrictions concerning the maintenance of minimum leave balances shall not apply to such assignment.
- J. If an employee fails to report to work promptly at the expiration of the period of approved Catastrophic Leave, the employee may be subject to disciplinary action, up to and including dismissal. In extenuating circumstances and with sufficient notification, along with the supervising Executive Council member's approval, the University may grant leave-without-pay status to an employee prior to or after the expiration of Catastrophic Leave.
- K. In the event an employee on Catastrophic Leave is terminated, retires, or returns to work prior to the expiration of previously approved Catastrophic Leave, all unused Catastrophic Leave shall be returned to the Catastrophic Leave Bank. In no case, however, can the Catastrophic Leave extend past the return-to-work date certified by the employee's physician.
- L. Any changes in the UAM Catastrophic Leave Bank Program policies, procedures, or rules shall be approved by UAM Executive Council prior to implementation.
- M. The Catastrophic Leave Bank Program does not create any expectation or promise of term or

continued employment.

- N. The decision of the UAM Chancellor shall be final and binding.
- O. This program and its records are subject to audit by the University and the Division of Legislative Audit.
- P. An employee cannot donate or restrict his/her leave to a specific employee.

#### PROHIBITION OF COERCION

No employee of the University of Arkansas at Monticello shall directly or indirectly intimidate, threaten, coerce, or attempt to intimidate, threaten, or coerce any other employee for the purpose of interfering with any such employee with respect to donating, receiving, or using annual or sick leave. Any such instance shall be described and reported in writing to the UAM Executive Council. All written reports of such instances shall be investigated thoroughly, and appropriate disciplinary action shall be taken.

#### SUPPLYING FALSE INFORMATION AND/OR ABUSE OF CATASTROPHIC LEAVE

- A. Any employee who knowingly and/or purposefully provides false information to the Catastrophic Leave Committee in an attempt to gain approval of Catastrophic Leave time may receive disciplinary action up to and including dismissal.
- B. Any employee who knowingly abuses the use of approved Catastrophic Leave time for the purpose of monetary gain, recreational pleasures, or any such actions that are deemed contrary to the basic intent of the Catastrophic Leave Bank Program may receive disciplinary action up to and including dismissal.

#### H. ABSENCE FROM WORK

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

Whenever unforeseen circumstances make it necessary for a teacher or research worker to be absent from duties, he/she should notify the appropriate unit head and the Vice Chancellor for Academic Affairs immediately, making clear the reason for the absence.

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

## I. ATTENDANCE AT PROFESSIONAL MEETINGS

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

## J. MILITARY LEAVE

[BOARD POLICY 420.4](#)

## K. COURT AND JURY LEAVE

[BOARD POLICY 420.5](#) (revised May 25, 2023)

## L. LEAVE FOR CHILDREN'S EDUCATIONAL ACTIVITIES (ACT 1028 OF 2007) ([BOARD POLICY 420.7](#))

The purpose of this policy is to establish procedures for the granting of employee education leave and for the accrual and use of leave for children's education activities for employees at any campus, division or unit of the University of Arkansas System.

All full-time employees shall be entitled to eight (8) total hours of leave (regardless of the number of children) each calendar year for the purpose of engaging in and traveling to or from the educational activities of a child. An educational activity is a school-sponsored activity. For purposes of this policy, child generally means a person enrolled in an educational program for prekindergarten through grade twelve (pre K-12) who is of the following relation to the employee: natural child; adopted child; stepchild; foster child; grandchild; ward; or any other legal capacity in which the employee is acting as the parent or the child. Child also includes a person over the age of eighteen (18) who meets the foregoing criteria and has a developmental disability as defined by Arkansas law, or who has declared legally incompetent.

Unused leave may not be carried over to the next year and is not payable to the employee at the time of termination.

## XI. FRINGE BENEFITS

The University provides numerous benefits for its employees: Social Security, Unemployment, Workers' Compensation, Basic Life Insurance (equal to 1 time the employee's annual salary, with the restriction of up to \$50,000), and Basic Long-Term Disability (with the restriction of up to a salary of \$20,000).

Optional benefits of major medical, dental, and vision insurance are offered with the cost being shared by both the University and the employee. Other optional insurance plans which are paid entirely by the employee are: employee life insurance, dependent life insurance, long-term disability insurance, short-term disability insurance, critical illness insurance, and accidental death and dismemberment insurance.

All eligible employees are required to participate in a retirement plan. The vendors for the retirement plan are TIAA- CREF and Fidelity Investments. The employee must contribute 5% of their regular salary, pre-tax. UAM will contribute 5% of your regular salary automatically. If you elect to contribute more than 5% of your regular salary (pre-tax or after-tax Roth), UAM will match your contribution, dollar-for-dollar, up to 10% of your regular salary.

Please contact the Human Resources Office for complete details on any of the above-mentioned benefits.

## XII. POLICY ON PATENTS AND INVENTIONS

The use of inventions and discoveries made by faculty, staff, and students in research work as a part of their University duties shall be controlled by the University. A Universitywide committee is charged with the responsibility to determine the amount of University resources to be used in developing the idea, to determine whether the discovery should be patented, to receive and consider requests from employees and students desiring agreements with employees and students relative to assignment of patents to the University.

Employees agree when they receive a Notice of Appointment that, in the event they are assigned to a project funded by a research grant or contract, they will make full disclosure concerning inventions and discoveries to the University and grantor or sponsor of the project, will disclose any commitments or obligations to the grantor or sponsor, will hold in confidence any proprietary information obtained from the grantor or sponsor or information or data which reveal specific application of the results of the research through operations of the sponsor, and will not make available to others such information without prior written consent of the sponsor. (See [BOARD POLICY 210.1](#) revised August 21, 2019 for details.)

## XIII. POLITICAL ACTIVITY

[BOARD POLICY 465.1](#) (revised March 30, 2016)

## XIV. RELATIONS WITH LEGISLATORS AND MEMBERS OF CONGRESS

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

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

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

University employees who wish the University to consider matters for incorporation into its legislative programs should bring them to the attention of the Chancellor.

## XV. NEPOTISM

[BOARD POLICY 410.1](#) (revised May 27, 2021)

The University recognizes that potential conflicts of interest may exist when members of the same immediate family are employed by the University, particularly in the same department, unit or division. To avoid conflicts of interest which may result from such employment, immediate family members should not participate in decisions hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline; or have the responsibility to direct, to adjust grievances, or to effectively recommend an action if the exercise of authority is not of a merely routine or clerical nature but requires the use of independent judgment. For purposes of this policy, an immediate family member shall mean husband, wife, mother, father, stepmother, stepfather, mother-in-law, father-in-law, brother, sister, stepbrother, stepsister, half-brother, half-sister, brother-in-law, sister-in-law, daughter, son, stepdaughter, stepson, daughter-in-law, son-in-law, uncle, aunt, first cousin, nephew, or niece. This policy shall not affect graduate assistants, interns, farm laborers, or custodians.

## XVI. RETIREMENT AGE

There is no mandatory retirement age for University employees.

The University of Arkansas at Monticello Office of Academic Affairs extends an invitation to eligible faculty members to request consideration of voluntary retirement in September of each year. To qualify for the University's voluntary retirement program, faculty must be age 55 or over and have 15 years of continuous tenured or tenure-track service at any University of Arkansas campus or at the system office. Eligible faculty must request consideration of voluntary retirement with your unit head no later than November 1. See [Appendix E](#) for more information.

## XVII. EMERITUS STATUS

[BOARD POLICY 475.1](#) (revised March 17, 2022)

## XVIII. PROMOTION / TENURE CREDIT FOR ADVANCED DEGREE

To strengthen certain academic units, the University encourages faculty without a terminal degree to complete their degree program. Instructors with a master's degree who complete a terminal degree may, under certain circumstances, be awarded credit for up to two years of service. The conditions include, but are not limited to, the following:

1. The individual must have served as an instructor at the University for the credited time;
2. The unit head must propose the crediting of time and the proposal must be approved by the Vice Chancellor for Academic Affairs;
3. The individual must be eligible for appointment at least at the rank of assistant professor.

Instructors interested in pursuing this opportunity should discuss their individual circumstances with their academic unit head and the Vice Chancellor for Academic Affairs.

## XIX. HORNADAY OUTSTANDING FACULTY AWARD

The Hornaday Outstanding Faculty Award provides a monetary award to recognize and reward faculty excellence. The award consists of a cash gift and a certificate. One award may be given annually.

[See Appendix D](#) for the full details.

XX. SALARY OVERPAYMENTS

[UASP 405.2](#)

XXI. MANDATORY EMPLOYEE TRAINING

[UASP 450.1](#)

**CHAPTER FIVE – UNIVERSITY POLICIES REGARDING FACULTY RIGHTS AND PRIVILEGES****I. REGULATIONS IN BUSINESS AFFAIRS****A. Purchases:**

Current purchasing regulations may be obtained from the Office of the Vice Chancellor for Finance and Administration ([UAM OP 350.1](#) revised February 3, 2020).

**B. Sale of University Property:**

Current regulations may be obtained from the Office of the Vice Chancellor for Finance and Administration.

**C. Sale of Books:**

Under University policy, instructors are not permitted to sell books or other instructional materials to students. When students are required to purchase books or other instructional materials in any academic program, the teacher in charge should arrange for sale of the required articles through the University Bookstore.

**D. Deadlines for Textbook and Course Material Adoption (Act 175):**

Act 175 of the 2007 Arkansas General Assembly, requires state-supported institutions of higher education to have posted by noon on April 1 for the fall semester and November 1 for the spring semester “a list of all textbooks and course materials required or assigned for an undergraduate course by publication on its website and posting at its bookstore.”

**E. Travel Regulations:**

University travel regulations are based on State travel regulations ([UAM OP 345.1](#) revised July 1, 2011). Current regulations may be obtained from the Office of the Vice Chancellor for Finance and Administration.

[UAM OP 340.1 Travel Fund Advancements](#) (revised April 25, 2022)

[UAM OP 340.2 Travel Expenses](#) (revised April 25, 2022)

[UAM OP 340.4 Travel Between UAM Locations](#) (revised February 3, 2020)

[UAM OP 345.2 Travel, Lodging and Airfare Expenses](#) (revised April 25, 2022)

**F. Use of University Vehicles:**

University cars may be used for official University business, within the limit of car availability. To request a vehicle, call the UAM Motor Pool as soon as possible prior to the travel date to make arrangements. On the travel date the Motor Pool shall be provided with an academic unit account number for daily rate and mileage charges. A Motor Pool representative will assign a vehicle and assist in other matters.

[UAM OP 335.1 Operation and Use of University Vehicles](#) (revised July 1, 2011)

**G. Use of Private Cars:**

The University will pay a mileage allowance on a private car used by the owner on officially approved trips of University business, within certain limitations. Current regulations pertaining to use of private cars may be obtained from the Office of the Vice Chancellor for Finance and Administration.

H. Communications:

University telephones are provided for University business. Personal long-distance calls cannot be charged to University telephones.

Email is also provided. [UAM OP 250.8](#) (revised February 10, 2020) addresses email use.

See also [UAM OP 250.3](#) (revised January 27, 2020) Computer Usage Policy.

I. Keys:

Applications for keys must be approved by the employee's supervisor and the appropriate member of the UAM Executive Council. In some instances, a deposit may be required. When persons leave University employment, all University keys must be returned before final checks will be released.

*NOTE:* See [UAM OP 310.1](#) (revised October 29, 2025) regarding use of University property. A copy of all operating procedures are maintained in the office of the head of each academic unit, the library, and the office of all members of the Executive Council.

J. Visitors:

All visitors to a class are required to have the permission of the instructor. Visitors to any classroom or University faculty must not be disruptive or present a safety hazard. Anyone planning to visit a class for more than four sessions will be required to enroll in the class as an auditor.

## II. USE OF UNIVERSITY'S NAME

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

The following broad clarifications are applicable to most uses of the name of the University:

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

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

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

Public Statements - The chief administrative officer of each campus is responsible for official statements affecting his/her campus. News releases affecting the entire University should be coordinated in the Chancellor's Office through the Director of Media Services.

### III. RESIDENCE STATUS OF FACULTY AND STAFF

[UASP 245.3](#)

### IV. EMPLOYEE MOVING EXPENSES

[UAM OP 404.5](#) (revised April 9, 2025)

### V. ON-THE-JOB INJURY

If an employee experiences an injury while they are performing their job duties, there are typically two types of injuries – emergent and non-emergent.

- For **emergent injuries**, the employee should be taken to the nearest hospital for treatment. As soon as possible, the employee or supervisor (whichever is most appropriate) should call "Company Nurse" to report the injury.
- For **non-emergent injuries**:
  - On the Monticello campus, employees should see UAM's Registered Nurse (who is located in the Randy S. Risher Wellness Center August through May). UAM's Registered Nurse will evaluate the injury and determine if further assistance is warranted. If it is determined by UAM's Registered Nurse that the employee needs further treatment, then the employee (or supervisor) must first call the injury into "Company Nurse" to determine which medical facility the employee should go to for further assistance.
  - If the injury occurs outside of the Monticello campus or during a timeframe that UAM's Registered Nurse is not available and treatment from a healthcare provider is determined to be necessary, the employee (or supervisor) should call "Company Nurse" to determine which medical facility the employee should go to for further assistance.

If an employee is injured while performing their job duties and the injury is minor and the employee doesn't want/need to seek treatment at the current time, there is a form that should be completed to document the injury. This form is the "Workers' Compensation Incident Report". This form is available on the University Documents Share Point website: <https://weevil.sharepoint.com/sites/UniversityDocuments2>. The purpose of completing this form is to document the details of the injury if further complications are experienced later related to this injury.

#### **"Company Nurse" Information:**

Effective May 1, 2014, the Arkansas Insurance Department implemented telephonic reporting of workers' compensation claims. Employees can report a claim requiring medical treatment 24 hours a day, 7 days a week by calling a toll-free phone number and also notifying their supervisor as soon as possible. The number for "Company Nurse" is 1-855-339-1893 and UAM's "search code" is QR119.

## VI. DISTURBANCES AND DEMONSTRATIONS

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

See [UAM OP 710.5](#) (revised February 21, 2024) for additional details.

## VII. DEVELOPMENT AND FUND-RAISING ACTIVITIES

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

See [UAM OP 930.1](#) (revised May 28, 2015) and [UAM OP 915.1](#) (revised January 24, 2022) for additional details.

## VIII. ENROLLMENT IN UNIVERSITY COURSES

University employees are encouraged to enroll in academic courses. Limited enrollment during regular working hours for employees is permitted upon supervisory approval. Partial tuition remission is available to full-time employees, their spouses, and their dependent children (as defined by the Internal Revenue Service) at any unit of the University of Arkansas regardless of the site of employment. The "Employee Request for Tuition Discount" form may be accessed by going to myUAM and UAM Forms. The form is under the Finance section.

See [UAM OP 425.1](#) (revised January 3, 2025) for additional details.

## IX. ON-CAMPUS PARKING

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

## X. USE OF UNIVERSITY FACILITIES

[UAM OP 710.1 Use of University Facilities](#) (revised February 8, 2024)

[BOARD POLICY 705.1 Use of University Facilities](#) (revised September 12, 2024)

[UASP 715.1 Use of University Facilities](#)

[UASP 720.1 Use of Roofs and Exterior Walls of Buildings](#)

[UAM OP 270.1 Use of Weevil Pond](#) (revised May 4, 2023)

### A. Recreation Facilities

The University tennis courts, and recreation areas located on the campus and the facilities associated with the University Center (racquetball/volleyball courts, and gymnasium), are available to all

faculty/staff members and their immediate families. Family members must be 16 years of age or older and have in their possession a current staff or faculty UAM identification card in order to use the University Center facilities. For more information, please contact the Office of Intramurals & Recreation at 870-460-1046.

Faculty and staff are also eligible to use the UAM Exercise Center located in the Randy S. Risher Wellness Center. The equipment consists of treadmills, cardiovascular exercise machines, isotonic weight machines, strength machines, recumbent bikes, upright bikes, incline trainers, elliptical machines, step mill, and water rower. UAM Faculty and staff and their dependents who are over the age of 16 may pay an annual fee of \$60.00 each to use the Exercise Center. For more information, please contact the Office of Student Health Services at 870-460-1051.

#### B. Reserving Facilities

For those desiring to reserve certain facilities on the Monticello campus, the [Facility Reservation Forms](#) must be properly completed and submitted.

#### C. Library Use

UAM faculty, research assistants, students, and staff will be loaned materials upon the presentation of a current validated UAM identification card. Library circulation policies are on the Library's webpage. The following selected policies will guide faculty in basic use of services:

##### CIRCULATING MATERIALS

##### TYPES OF MATERIALS

1. Circulating book collection  
Curriculum materials collection  
Federal/State documents collection
2. Reserve materials

##### LOAN PERIOD

- One year  
No renewals
- 24-hour, 5 days

University policy states that ALL faculty loans are due in May of each year. Failure to turn in books at this time will result in a minimum \$115.00 charge for each book not returned.

##### INTERLIBRARY LOAN

Interlibrary loan (ILL) is a service through which students, faculty, and staff may borrow materials not owned by the UAM Library from other libraries. Requested material may be furnished without cost to the patron.

See [UAM OP 430.1](#) (revised July 1, 2023) for more details.

#### D. Graphic Design and Copy Center

The UAM Graphic Design and Copy Center functions as a laboratory that supports instructional development and instructional programs for all academic units, administrative offices, and student groups that have institutional budgets. The Graphic Design and Copy Center request forms should be submitted to request services and/or copies.

## XI. OTHER UNIVERSITY SERVICES

### A. Computer Services

The University computer system is available for faculty use. Faculty may access a variety of services through their offices including, but not limited to, Internet, e-mail, library holdings, and connections to the administrative system for academic advising. For further information, contact the Office of Information Technology at 870-460-1036.

### B. Credit Union

Members of the faculty and staff are eligible for membership in the Arkansas Superior Federal Credit Union. The credit union offers both savings and loan services. The Arkansas Superior Federal Credit Union has a branch location in Monticello and Warren. For further information, contact the Personnel Office.

### C. Cafeteria Meal Ticket at Reduced Price

Faculty and staff may purchase a 20-meal ticket or a 10-meal ticket (at a reduced price) to use at any time during regular cafeteria serving hours. For further information, contact Aramark in the University Center.

### D. Campus Mail

Contact the Warehouse for assistance with UAM campus mail.

### E. Faculty and Staff with Disabilities:

UAM faculty and staff with disabilities may receive a number of services through the Office of Special Student Services. Faculty wishing to receive these services, whether for a permanent or temporary disability, must do the following:

1. Meet with the Director of Special Student Services to request specific accommodations.
2. Provide relevant, specific documentation from a medical professional regarding the existing limitations.

In the event of a temporary disability, the special accommodations may be arranged for a specific period of time.

## **CHAPTER SIX – FACULTY RESPONSIBILITIES**

### **I. FACULTY CLASS ATTENDANCE**

Faculty members are expected to regularly attend all classes and labs for which they are scheduled. It is expected that faculty members will be fully prepared for all their classes and will conduct them for the entire time allotted. Classes are not to be dismissed early. When faculty members are not able to meet a class due to illness or other defensible reasons, the unit head must be notified personally in advance so arrangements may be made for the class.

### **II. FACULTY GRADING STANDARDS, EXAMINATIONS, GRADE REPORTS & ATTENDANCE REPORT POLICIES**

Faculty members are required to evaluate the quality of work done by each student and regularly advise each student of his/her progress and class standing. All courses will have several tests during the semester. A final examination is required in all classes. The method of grading used for a class is to be explained to the students at the beginning of the course and included in the course syllabus. Instructors are encouraged to provide ongoing and timely information regarding a student's status in the course. Care should be taken to protect the confidentiality of the student.

### **III. PROGRESS REPORT POLICY (REVISED 10.24.24)**

Early semester grades constitute an unofficial progress report in that they indicate early student performance that can be built upon or remedied. These early semester grades are not permanently recorded on the student's official transcript. Faculty should notify and consult with students about their early-semester grades, and these grades will be posted in the student information system for all fall and spring undergraduate classes lasting longer than six weeks. Progress reports will be posted no later than the end of week five during fall and spring semesters for full semester courses, and no later than three days before the drop date in shorter sessions.

By necessity, faculty will need to begin assessing student work as early as the first week of a class. Grades posted will be A, B, C, D, or F. Other grades, such as I, are not informative and do not allow for the necessary guidance to facilitate student success. All students with a "D" or "F" on their progress report will automatically be reported to Academic Alert.

### **IV. ATTENDANCE POLICY**

Regular class attendance is considered an essential part of the student's educational experience and a requirement for adequate evaluation of academic progress. The faculty considers that college students, as mature individuals, will recognize the need for regular attendance and will comply with this requirement. UAM expects students to be diligent in the pursuit of their studies and regular in their class attendance. Students have the responsibility for making arrangements satisfactory to their instructors regarding all absences, whatever the reason, and are responsible for all materials covered during any absence. Such arrangements should be made prior to an absence whenever it is possible. Students absent from two consecutive or a total of three class meetings will be reported to Academic Alert, in addition to instructor consultation, unless the instructor agrees that the reason for the absences is justifiable, and plans have been made to make up all materials covered. (Disclaimer: Faculty members may submit an Academic Alert report on any student identified as a risk at any time.) Faculty members may establish additional attendance requirements, which will be stated in the course syllabus.

## V. THE “INCOMPLETE” COURSE COMPLETION PLAN

The Incomplete should only be used when warranted by circumstances out of the control of the student (i.e. serious illness, death in the family) that make completion of course requirements impossible by the conclusion of the semester. The student must have completed all course work for at least two-thirds of the semester and must be passing the course at the time of the event leading to the request. The awarding of an Incomplete is at the discretion of the instructor after the student has made the request. An instructor will not award an Incomplete unless a student has made such a request. The option must be discussed between the instructor and student, concluding in a written agreement outlining the specific requirements remaining to be satisfied for completion of the course. The Incomplete Course Completion Form must be filed at the time final grades for the term are submitted with each of the following signatures: course instructor, head of academic unit offering the course, and the student. The instructor will set the deadline for completion of all work, not to exceed one calendar year. Failure to complete course requirements by the deadline will automatically result in the replacement of the incomplete with a grade of “F” with the credits and grade point averages recalculated to reflect this change.

*NOTE: The Registrar will not accept an Incomplete form for processing if the unit head has not approved it.*

## VI. “W” AND “F”

Students who withdraw from a course after the 11th day of class shall receive the grade of “W” which will remain on the transcript and count as a course attempted but will not affect the grade point. If this change is initiated because of a written departmental request, students will not receive the grade of “W” unless the academic unit stipulates that a “W” is to be assigned. The two most common examples of changes being initiated because of a departmental request would be a student switching sections within the same course and students who are required to drop a course because they lack the prerequisites. Students who withdraw from a course after the 10th week of class will receive the grade of “F” instead of the grade of “W” if they are failing the course at the time of withdrawal.

## VII. FINAL EXAMINATIONS SCHEDULE

A final examination is required in all classes. This examination should be given during the scheduled period. Students who have three examinations scheduled on the same day may petition the Vice Chancellor for Academic Affairs for rescheduling.

## VIII. POLICY ON CHANGING GRADES

Grades submitted to the Registrar's Office should be accurate and final. If a grade has been incorrectly submitted or recorded, the instructor of record for the course must submit a “Change of Grade” form (located online at UAM Forms through myUAM) must be approved by both the academic unit head and the Vice Chancellor for Academic Affairs.

## IX. STUDENT APPEAL OF GRADE

The faculty should be aware that a student has the right to appeal a grade. Appropriate records on the work of a student in each class should be maintained by the instructor. The student has 120 days to initiate an appeal. The Academic Appeals Committee will hear appeals of grades if mediation by the instructor, academic unit head and the Vice Chancellor for Academic Affairs have been documented. The Grade Mediation form and the Academic Appeals form may be submitted via UAM Forms through myUAM or the [Academic Affairs](#) webpage.

## X. STUDENT RECORDS

In the event of a dispute between student and instructor, records of student achievement retained by the faculty become the property of the University. Instructors are required to maintain such records for a minimum of 120 days. Instructors are required to maintain grade books for three calendar years.

If a faculty member terminates employment with the University, all academic records are to be transferred to the unit head. Termination will not be cleared until such records are transferred.

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

## XI. CLASSROOM BEHAVIOR/DISRUPTION POLICY

Students will not disturb normal classroom procedures and instruction. Disruptive conduct includes but is not limited to violent, noisy actions, profane or obscene language, intoxication, verbal abuse/slander, quarreling, fighting, threats to safety to oneself or others and failure to comply with the directions of a university official (reference [UAM Student Handbook](#)). A faculty member may, at his or her discretion, dismiss a disruptive student from the classroom for the balance of the class period and, at the faculty member's discretion, consider the missed class time as an unexcused absence. Faculty should, following a student dismissal from class, request that the student to meet with them in an effort to assure that the student's classroom conduct will be appropriately modified. The first dismissal from the classroom for disruptive or distracting behaviors serves as a warning. The instructor should alert the immediate supervisor when a student's inappropriate behaviors first becomes of concern. Faculty should immediately address behavioral concerns with a student in an attempt to avoid dismissal from the classroom.

### First Dismissal

The first dismissal from the classroom for disruptive or distracting behaviors serves as a warning. Faculty must use the following guidelines when a student is dismissed from a class.

- Meet with the student prior to the next class meeting. It is essential that a process is followed that includes formal and clear meetings with the student to outline expectations and address inappropriate behaviors in objective and clear terms. Avoid vague and subjective dialogue.
- Keep good documentation of all meetings and conversations with the student including the specifics details of the behaviors creating the concern.
- The student must be given an opportunity to respond.
- Any threat of harm to others or actions that may threaten the safety of others can result in foregoing step 1 and immediately enforcing step 2. In this case, a report must be filed with the University Behavioral Intervention Team (UBIT).

### Second Dismissal

A second dismissal of the student requires the following steps to be taken.

1. Immediately notify the dean/chair/director of the unit of the incident and file a UBIT report.
2. Notify the student in writing that he or she is in violation of university behavioral standards listed in the student handbook and the course syllabus. Upon receiving such notification, the student must meet the faculty member within two (2) class/academic days to attempt to resolve the issue. No action or penalty

shall be imposed until the student has been informed in writing of the charge, given an opportunity to present his or her defense, and been informed of his or her right to appeal the case to the Dean of Students or Director of Student Services at the Colleges of Technology. During this process, as long as the student is not perceived as a threat to the safety of the instructor or the other students, the student has the right to remain in class if he or she engages in no disruptive or distracting conduct.

If the student is perceived to be a threat to safety of the instructor or other students, the instructor may impose an immediate interim suspension. During the interim suspension, further investigation will take place, the findings of which will serve university officials as the basis for formulating appropriate action. An interim suspension is the only exception to a student's right to remain in class until action has been taken.

3. If the student and faculty member are unable to come to resolution, the student shall take the grievance to the department chairperson (or academic dean if the faculty member is the department chairperson) within two (2) class/academic days following the discussion with the faculty member. The department chairperson or academic dean shall attempt to resolve the grievance within two (2) class/academic days by meeting with the student and faculty member.
4. After the above procedures have been followed, the student may, upon notification to the faculty member and department chairperson/academic dean, file an appeal in writing within two (2) class/academic days to the Dean of Students or Director of Student Services at the Colleges of Technology. If the student does not wish to appeal the case, the faculty member shall immediately initiate the administrative class withdrawal process by notifying the Dean of Students or Director of Student Services at the Colleges of Technology. The Dean of Students or Director of Student Services at the Colleges of Technology shall notify the student within two (2) class/academic days of the pending action and schedule a conference with the student. Following the conference, the Dean of Students or Director of Student Services at the Colleges of Technology will administratively withdraw the student from the class in which he or she was enrolled and impose an appropriate student behavioral sanction. Exception: An instructor can request administrative withdrawal of a student from a class if sound evidence exists that his/her personal safety or the safety of the students in the classroom is in jeopardy. In addition, an UBIT report must also be processed.
5. **Any time an instructor believes individuals in a class are in imminent danger, the class should be dismissed and University Police immediately contacted at the EMERGENCY NUMBER 460-1000 or 911.**

## XII. FACULTY ATTENDANCE AT COMMENCEMENT

Faculty members who are employed one-half time or more are required to attend commencement. On those rare occasions when a faculty member needs to be absent from commencement due to some personal or professional responsibility, he/she should discuss the problem with his/her Unit Head to request permission to be absent from commencement. The Unit Head will notify the Vice Chancellor for Academic Affairs of the faculty request to be excused from commencement. Only the Chancellor or the Vice Chancellor for Academic Affairs may excuse a faculty member from commencement.

Faculty are required to wear appropriate academic regalia at all commencement functions. Appropriate academic regalia is defined as gown, hood and mortar board/tam appropriate for the faculty member's discipline. Faculty members may also rent regalia through the University Bookstore.

## XIII. FACULTY OFFICE HOURS

Faculty members are expected to maintain a reasonable number of office hours to facilitate student academic counseling and advising. Faculty members must host a minimum of ten hours per week, with at least eight hours of face-to-face time in faculty offices from Monday through Thursday. The remaining hours may be scheduled face-to-face, virtual, via text, or by phone. All ten office hours must be posted in all syllabi and other locations as indicated in this policy. Face-to-face hours in faculty offices should be flexible enough to provide reasonable access to students and in consideration of class schedules. Faculty with responsibilities for laboratories, clinical and intern supervision, and/or research duties, or internship duties should consult with the unit head to design a plan to meet the required time. Faculty with joint appointments should consult with the unit head to determine office hours. Office hours must be approved by the unit head. A schedule of office hours must be posted on the faculty member's door, listed in the course syllabus, and a copy filed in the unit heads office.

#### XIV. COURSE SYLLABUS REQUIREMENTS

Each faculty member is required to prepare, regularly revise, and distribute (as directed by the unit head) to students and the unit head a course syllabus for each course he/she teaches. A copy of each syllabus must be approved by the unit head and filed with the Vice Chancellor for Academic Affairs by the last day to enroll. The syllabus should contain, as a minimum, the following information:

Course Title and Credit Hours

Instructor Name

Instructor Phone

Office Hours

Virtual Hours

Prerequisites

Required textbook(s), workbooks, supplementary materials

Course Description

Student Learning Outcomes

Course Assignments/Assessments

Explanation of Grading Policy

Special Dates of Concern

UAM Attendance Policy

Course-specific Attendance Policy/Participation Requirements

**NOTE:** If students *will not* be excused from activities such as non-university sanctioned field trips, it must be so stated.

Progress Report Policy

Artificial Intelligence Policy

Work Required

Content outline with schedule or sequencing plus required readings

Special projects, assignments, field trips, etc.

Feedback Schedule

Method for Delivering Assignments

Provisions for tests and evaluations

A syllabus should fully disclose the faculty member's expectations and requirements of the students enrolled in the course.

Addendum with Student Resources

## XV. ACADEMIC ADVISING

UAM is committed to the belief that students need personal guidance and counsel from faculty members on academic matters, such as sequencing courses in the major, meeting University requirements, etc.

The unit head assigns faculty members as advisors to students majoring in a field within their unit. Advisors are to meet with students as needed to assist students in meeting their academic goals. Faculty are provided information about each student, including semester grade reports. Each advisor should keep an up-to-date check sheet to facilitate course selection for each advisee. Students whose academic work is below a “C” are notified that their work is probationary in quality and are instructed to see their advisor. Faculty are urged to provide accurate information and to be knowledgeable of University requirements. Advisors should be aware of helpful student services that promote learning including computer labs, tutoring services, the Writing Center, and other such services. The advisor should refer students to those offices if services seem appropriate.

## XVI. ADVISOR TO STUDENT ORGANIZATIONS

Faculty members may be asked to serve as an advisor to an officially recognized student organization. An advisor accepts responsibility for assuring that the organization stays within the limits of University policy.

## XVII. OTHER DUTIES

Faculty members are expected to serve on committees, serve as academic advisors, sponsor student organizations, conduct research, and be involved in their professional organization and activities. The amount of time devoted to these activities should be discussed with the unit head.

## XVIII. SERVICES FOR STUDENTS WITH DISABILITIES

The University ensures that students with disabilities are given the same rights and services as other students at the University. Classrooms, administrative, and recreational facilities are accessible. For specific campus information regarding disability accommodations, please contact the Director of Student Special Services at the number indicated.

### Monticello Campus

Location: Student Success Center, Suite 101, Monticello

Telephone: (870) 460-1026 / TDD: (870) 460-1826

Fax: (870) 460-1926

Mailing Address: P.O. Box 3600, Monticello, AR 71656

Website: <https://www.uamont.edu/admissions/ssss/index.html>

### Crossett Campus

Location: UAM College of Technology at Crossett

Telephone: (870) 364-6414 / Fax: (870) 364-5707

Mailing Address: 1326 Highway 52 West, Crossett, AR 71635

### McGehee Campus

Location: UAM College of Technology at McGehee

Telephone: (870) 222-5360 / Fax: (870) 222-1105

Mailing Address: P.O. Box 747, McGehee, AR 71654

## XIX. STUDENT RECORDS AND THEIR DISCLOSURE

The University of Arkansas has established a system-wide policy in compliance with the "Family Educational Rights and Privacy Act of 1974" as amended, 20 U.S.C. Section 1232G, and the regulations of the Department of Education, codified in Part 99 of Title 34 of the Code of Federal Regulations and their disclosure to address student educational records.

Personally identifiable information from a student's education records shall not be disclosed without prior written consent of the student. Questions concerning the release of educational records should be referred to the Registrar's Office. The system-wide policy is available in its entirety at the link below.

[UASP 515.1 Student Education Records](#)

[UAM OP 545.2 Notification of Student Rights Under FERPA](#) (revised February 24, 2020)

## XX. STUDENT ABSENCES DUE TO PARTICIPATION IN UNIVERSITY SPONSORED EVENTS

At times, a student may participate in a University sponsored activity which causes the student to miss one or more class meetings. When this occurs, the sponsor of the activity will provide the student with a memo which includes the event, dates and times of the event, and the student's name. The student will individually contact each of his/her instructors to discuss the class(s) to be missed. This discussion should occur at least one week prior to the anticipated absence. The student is responsible for all material covered and any class activities during the absence. The sponsor of the activity will also provide all academic unit heads and the Office of Academic Affairs a description of the activity which includes the location, dates, and a list of campus participants. The sponsor of the activity will also acquire authorization from the appropriate Executive Council member a reasonable time in advance of travel by submitting a "Notification of Off-Campus Travel of Students" form as required by [UAM OP 535.1](#). Forms are available online under the Academic Affairs webpage.

## XXI. POLICY FOR RESEARCH USING HUMAN SUBJECTS

The Institutional Review Board (IRB), appointed by the Vice Chancellor for Academic Affairs, recommends policies, and monitors their implementation, on the use of human beings as subjects for physical, mental, and social experimentation in and out of class. Policies recommended are in keeping with the guidelines established by the U.S. Department of Health and Human Services, other federal agencies, and the Belmont Report.

Protocols for the use of human subjects in research and in class experiments, whether funded internally or externally, must be approved by the Human Subjects Committee (HSC) or in accordance with IRB policies and procedures prior to the implementation of the human subject protocol. HSC approval may be for one year (maximum) or shorter intervals as determined by the IRB. Approval, denial or the withholding of approval pending modification to the protocol is at the sole discretion of the IRB. Violation of procedures and approved protocols can result in the loss of funding from the sponsoring agency or the University of Arkansas at Monticello and may be interpreted as scientific misconduct.

The Vice Chancellor for Academic Affairs shall appoint at least five tenured/tenure track faculty each year as members to the HSC so that the membership complies with 45 CFR 46, as the same shall be amended from time to time. In addition to the foregoing individuals, the HSC may, at its discretion, invite individuals with competence in special areas to assist in the review of issues which require expertise beyond or in addition to that available on the HSC. These individuals may not vote with the HSC. The members of the HSC will serve a one-academic-year term and may be re-appointed to serve a total of three terms. Faculty may be appointed again after a hiatus of three years. It is recommended that the committee members be chosen from academic units that typically use human subjects in their research. The Vice Chancellor for Academic Affairs will designate a chairperson with HSC

experience from the HSC faculty members.

Approved by Academic Council: August 2005

## XXII. ANIMAL CARE AND USE POLICY

The following is the policy of the University of Arkansas at Monticello regarding animal care and use. It applies to all research and teaching using live vertebrate animals conducted at the University campus, or by University faculty, staff, or students when acting as representatives of the University at off-campus locations. This policy does not apply to research and teaching using human subjects. Current protocol forms can be found on the Academic Affairs website.

1. The University endorses and supports the responsible use of animals in research and teaching. This Policy on Animal Care and Use is designed to ensure that animal use at the University is conducted in a humane, productive, and responsible fashion. The University acknowledges and accepts responsibility for the care and use of animals in research and teaching and will make a reasonable effort to ensure that all individuals involved in the care and use of animals understand their individual and collective responsibilities for compliance with the University's Policy on Animal Care and Use as well as all other applicable laws and regulations pertaining to animal care and use.
2. The University endorses and will comply with the following:
  - A. All applicable provisions of the Animal Welfare Act, its amendments, and the regulations formulated to implement this act (hereafter referred to as the Animal Welfare Act regulations).
  - B. U. S. Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research, and Training.
  - C. The Public Health Service Policy on Humane Care and Use of Laboratory Animals (hereafter referred to as PHS Policy). The University will maintain an Animal Welfare Assurance, as specified by PHS Policy, with the Office for Protection from Research Risks of the National Institutes of Health.
  - D. All applicable provisions of other federal and state statutes and regulations relating to animals.
3. The University recognizes the classification of animal use in research and teaching into the following three categories for the purpose of specifying the standards for animal care and use within each category. These three categories and the corresponding standards are:
  - A. Biomedical research and teaching. This is research and teaching whose goal is to generate or communicate knowledge that will contribute to improving the health and well-being of humans and/or animals not involved in agricultural production.

For biomedical research and teaching the University endorses the standards for animal care and use contained within two separate documents. These are 1) the Animal Welfare Act regulations, and 2) the Guide for the Care and Use of Laboratory Animals. It is the policy of the University that each of these documents will apply to those species specified in each document. Anyone conducting biomedical research and teaching with a vertebrate species not covered by these documents should work closely with the Institutional Animal Care and Use Committee and the Animal Welfare Veterinarian (see Items 5-7 below) to develop appropriate guidelines for the particular species being studied.

- B. Agricultural research and teaching. This is research and teaching whose goal is to generate or communicate knowledge that will contribute to the improvement of commercial food or fiber production from animals.

For agricultural research and teaching, the University endorses the standards for animal care and use contained within the Guide for the Care and Use of Agricultural Animals in Agricultural Research and Teaching, prepared by the NASULGC Consortium.

- C. Field research and teaching. This is research and teaching whose goal is to generate or communicate knowledge that will contribute to our understanding of animals living in the wild. This category is limited to the study of animals that are living in the wild. If wild animals are captured and brought into the laboratory for study, all use conducted in the laboratory will be subject to the standards for biomedical research and teaching outlined in Item 3.A.
1. For field research and teaching, the University endorses the standards for animal care and use contained within the following documents and any subsequent revisions.
    - A. For mammals:  
Acceptable field methods in Mammalogy: Preliminary guidelines approved by the American Society of Mammalogists. (1987). Journal of Mammalogy, Supplement to Volume 68(4), 1-18.
    - B. For birds:  
Report of the American Ornithologists' Union. Ad hoc committee on the use of wild birds in research. (1988). The Auk, Supplement to Volume 105(1), 1A-41A.
    - C. For amphibians and reptiles:  
Guidelines for the use of live amphibians and reptiles in field research. (1987). Joint publication of the American Society of Ichthyologists and Herpetologists, The Herpetologists' League, and Society for the Study of Amphibians and Reptiles.
    - D. For fishes:  
Guidelines for the use of fishes in field research. (1987). Joint publication of the American Society of Ichthyologists and Herpetologists, American Fisheries Society, and American Institute of Fisheries Research Biologists.

For the purpose of classification, research and teaching not clearly identifiable as agricultural or field research and teaching will be classified as biomedical research and teaching.

4. For standards of euthanasia in all categories of research and teaching, the University endorses the following document and any subsequent revisions: Report of the AVMA Panel on Euthanasia. (1993). Journal of American Veterinary Medical Association, 202(2): 229-249.
5. The University recognizes the Institutional Animal Care and Use Committee (IACUC) as its representative in overseeing, supporting, and regulating animal care and use. The IACUC is charged with monitoring adherence to the Animal Welfare Act regulations, PHS Policy, and the University's Policy on Animal Care and Use, and is empowered to develop the procedures and forms needed to carry out this task. All research or teaching using live vertebrate animals that is covered by the University's Policy on Animal

Care and Use, regardless of its purpose or source of funding, must have prior written approval from the IACUC of an Animal Use Protocol submitted by the user for review by the committee. There is one exception to this policy, which is that specific Animal Use Protocols shall not be required for agricultural teaching applications involving the non-stressful observation of farm animals, demonstration of judging techniques, demonstration of accepted farm management practices, or normal use of farm animals in production. Instead, standard operating procedures detailing such practices and procedures shall be kept on file in the office of the Vice Chancellor for Academic Affairs and shall be incorporated into the Policies and Procedures of the Division of Agriculture.

6. The IACUC operates in full compliance with PHS Policy and the Animal Welfare Act regulations. It has the following duties, powers, and membership:
- A. It recommends policies and procedures concerning the uses, care, housing, and disposal of vertebrate animals held or used for research, teaching, or other activities.
  - B. It reviews at least semi-annually the University's program for humane care and use of animals.
  - C. It inspects at least semi-annually all of the University's animal facilities, including satellite facilities, that are involved in biomedical or field research and teaching.
  - D. It reviews concerns involving the care and use of animals at the University.
  - E. It makes written recommendations to the Vice Chancellor for Academic Affairs regarding any aspect of the University's animal program, facilities, or personnel training with the report to include violations, deficiencies, and deviations from approved practices.
  - F. It notifies, through the appropriate institutional official (the Vice Chancellor for Academic Affairs), the Office for Protection from Research Risks of the Public Health Service and the Animal and Plant Health Inspection Service of the U. S. Department of Agriculture, as well as the funding agency, if deficiencies exist after ample time for correction.
  - G. It reviews and approves, requires modifications in (to secure approval), or withholds approval of Animal Use Protocols.
  - H. It reviews and approves, requires modifications in (to secure approval), or withholds approval of proposed significant changes regarding the use of animals in ongoing activities.
  - I. It notifies investigators and the University in writing of its decision to approve or withhold approval of Animal Use Protocols, or of modifications required to secure IACUC approval.
  - J. It inspects, at its discretion, facilities at which an Animal Use Protocol is being conducted.
  - K. It is authorized to suspend an activity involving animals.
  - L. Members are appointed by the Vice Chancellor for Academic Affairs. Membership consists of at least the following:
    1. One representative and an alternate nominated by the unit head from each of the units regularly utilizing vertebrate animals for research or teaching.
    2. One representative from a department in an area other than the biological sciences (a non- animal user).
    3. One representative from the surrounding community who is not a member of the immediate family of anyone affiliated with the University.
    4. One graduate student representative and an alternate who is in one of the disciplines affected by the committee work.
    5. The Animal Welfare Veterinarian.
    6. Ex officio and non-voting, the Vice Chancellor for Academic Affairs or his/her designee.

The non-animal user faculty representative and the community representative will be

appointed by the Vice Chancellor for Academic Affairs. At least one member of the committee must hold a Doctor of Veterinary Medicine degree. Not more than three members shall be from the same administrative unit at the program level of the University. The Vice Chancellor for Academic Affairs will designate a chairperson from the members.

7. The Animal Welfare Veterinarian shall be appointed by the Vice Chancellor for Academic Affairs. On matters relating to animal welfare the Animal Welfare Veterinarian shall report to the Vice Chancellor for Academic Affairs. The duties of the Animal Welfare Veterinarian, in addition to sitting on the IACUC, include the following:
  - A. Work with the IACUC to assure compliance of animal facilities with the requirements of the Animal Welfare Act, applicable state and local laws, PHS and NIH guidelines, and accreditation organizations.
  - B. Assure that education and research endeavors involving animals are conducted according to acceptable practices and as approved by the IACUC.
  - C. Work with the IACUC to develop institutional guidelines and provide programs concerning veterinary care for animals used in research or teaching. Preventive, diagnostic, and surgical services should be administered through the Animal Welfare Veterinarian.
  - D. Facilitate development of proposed animal research projects and provide counsel to principal or cooperative investigators during conception, performance, and completion of IACUC-approved protocols.
  - E. Train animal care technicians on an as-needed basis and through regularly scheduled seminars. Prepare and make available materials pertaining to policies and acceptable procedures. Advise personnel as needed. Provide continuing education opportunities to all interested personnel.
  - F. Help in developing comprehensive sanitation and general housekeeping programs for each animal housing unit and related facilities. Establish programs for aseptic techniques, surgical equipment care, and pharmacological usage and storage. Conduct periodic inspections of all facilities involved in biomedical or field research and teaching.
  - G. Apprise appropriate institutional officials of problems that arise pertaining to Physical Plant problems or deviations from accepted practices or procedures. Confer with the Vice Chancellor for Academic Affairs on matters of animal care and use in research and teaching.
  - H. Provide information as needed for the safety and protection of personnel as it relates to occupational health hazards. Coordinate efforts with other appointed safety officers (biohazard, radioactive materials).
  - I. Assemble materials and prepare various reports and statements as requested or required by various regulatory or accreditation agencies.
  - J. Provide veterinary services to animals being used in a research or teaching project.
8. Anyone having a concern that the University's Policy on Animal Care and Use is being violated should report his/her concern to the chair of the IACUC. An inspection will then be made by the chair of the IACUC or other members of the IACUC appointed by the chair. If deficiencies in animal care and use are observed, the IACUC will take the necessary steps to ensure compliance with University policy. If serious misconduct regarding animal care and use occurs, administrative action may be used to rectify the situation.
9. An occupational health program will be provided by the University for personnel who work in laboratory animal facilities or have substantial laboratory animal contact. This program will be periodically reviewed by a qualified Occupational Health Professional and will include the following

components:

- A. A medical history and physical examination will be completed for each laboratory animal worker prior to beginning work with animals. Periodic physical examinations will be carried out for workers in job categories that expose them to potentially hazardous circumstances.
- B. An ongoing education program will ensure that all laboratory animal workers are aware of potential hazards such as zoonoses, possible injuries from or allergies to animals, and any safety hazards associated with the specific type of work being carried out.
- C. An immunization program will ensure that all laboratory animal workers have been vaccinated for tetanus. In addition, voluntary vaccinations will be provided for individuals exposed to animals known or suspected to carry specific infectious diseases for which effective vaccines are available.
- D. Zoonoses surveillance will be provided, including keeping records of individual work assignments, bite wounds, and unusual illnesses.

### Documents Providing Standards for Animal Care and Use

The following documents (and any subsequent revisions) are those referred to in and endorsed by the University of Arkansas at Monticello's Policy on Animal Care and Use:

1. Regulations for the implementation of the Animal Welfare Act. Title 9, Code of Federal Regulations, Parts 1-3. (Referred to in this document as the Animal Welfare Act regulations).
2. U. S. Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research, and Training. (1985). Interagency Research Animal Committee. Federal Register, May 20, 1985. (These principles are listed in Appendix D of the Guide for the Care and Use of Laboratory Animals).
3. Public Health Service Policy on Humane Care and Use of Laboratory Animals. (1996). Office for Protection from Research Risks, National Institutes of Health. (Referred to in this document as PHS Policy).
4. Guide for the Care and Use of Laboratory Animals (7th edition). (1996). National Academy Press.
5. Guide for the Care and Use of Agricultural Animals in Agricultural Research and Teaching. (1988). NASULGC Consortium. Association Headquarters, 309 W. Clark St., Champaign, IL 61820.
6. Acceptable field methods in Mammalogy: Preliminary guidelines approved by the American Society of Mammalogists. (1987). Journal of Mammalogy, Supplement to Volume 68(4), 1-18.
7. Report of the American Ornithologists' Union. Ad hoc committee on the use of wild birds in research. (1988). The Auk, Supplement to Volume 105(1), 1A-41A.
8. Guidelines for the use of live amphibians and reptiles in field research. (1987). Joint publication of the American Society of Ichthyologists and Herpetologists, The Herpetologists' League, and Society for the Study of Amphibians and Reptiles.
9. Guidelines for the use of fishes in field research. (1987). Joint publication of the American Society of Ichthyologists and Herpetologists, American Fisheries Society, and American Institute of Fisheries Research Biologists.
10. Report of the AVMA Panel on Euthanasia. (1993). Journal of American Veterinary Medical Association, 202(2): 229-249.  
Approved by Academic Council September 6, 2006

**CHAPTER SEVEN - COMPLIANCE WITH LOCAL, STATE AND FEDERAL REGULATIONS****I. FEDERAL LAWS AND REGULATIONS CONCERNING NON- DISCRIMINATION****A. Applicable Statutes**

The following federal laws and executive order apply to the operation of all units of the University:

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin by educational programs receiving federal funds.

Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, prohibits discrimination in employment (including hiring, upgrading, salaries, fringe benefits, training, and other conditions of employment) on the basis of race, color, religion, national origin, or sex.

Equal Pay Act of 1963, as amended by Educational Amendments of 1972 (Higher Education Act), prohibits discrimination on the basis of sex against students or others in education programs or activities.

Title VII (Section 799A) and Title VIII (Section 845) of the Public Health Service Act, as amended by the Comprehensive Health Manpower Training Act of 1971, prohibits discrimination based on sex in admission of students to federally assisted health personnel training programs and in employment practice in these programs.

The Age Discrimination in Employment Act covers people aged 40-70 and forbids discrimination on the basis of age unless age is a *bona fide* occupational qualification. The University may not advertise so as to indicate a preference or limitation on age, discriminate in hiring on the basis of age, or deny career opportunities on the basis of age.

The Rehabilitation Act of 1973 (Section 503) prohibits discrimination in employment of qualified handicapped individuals. Section 504 of this same Act prohibits discrimination against handicapped students.

The Vietnam Era Veterans Readjustment Assistance Act of 1974 prohibits discrimination against qualified disabled veterans and veterans of the Vietnam era.

**B. Statement of Policy**

The University of Arkansas at Monticello is committed to the policy of providing educational opportunities to all qualified students and employment opportunities to all persons, regardless of their economic or social status, and will not discriminate on the basis of disability, race, color, sex, creed, or any legally protected class.

The Human Relations Officer has been designated to coordinate efforts to comply with all laws and regulations applicable to qualified disabled individuals, as required by Section 504 of the Rehabilitation Act of 1973.

Inquiries concerning the applications of all federal laws and regulations regarding discrimination should be directed to the Human Relations Officer at the University of Arkansas at Monticello.

### C. Complaint Procedures

All complaints charging discrimination on account of race, sex, color, religion, national origin, or handicap shall be resolved exclusively under these procedures.

[UAM OP 275.2](#)

### II. TITLE IX POLICY FOR COMPLAINTS OF SEXUAL ASSAULT AND OTHER FORMS OF SEXUAL HARASSMENT

[UAM OP 275.1](#) (revised October 20, 2023)

Title IX Reporting forms are used to report incidences of sexual misconduct and sex discrimination. Sex discrimination includes sexual harassment, sexual assault, relationship violence and stalking. The University's nondiscrimination policy extends to admission, employment, and other programs and activities.

Please use the following link to complete Title IX Reporting Complaint or see the Title IX Coordinator (for more information [Title IX Reporting Form \(maxient.com\)](#))

### III. DISCRIMINATION & HARASSMENT POLICY (NON-TITLE IX)

[UAM OP 275.2](#)

### IV. NON-RETALIATION POLICY

[UAM OP 296.1](#)

### V. CONSENSUAL RELATIONSHIPS

[UAM OP 460.1](#)

### VI. STUDENT COMPLAINT/GRIEVANCE PROCEDURE FOR NON-ACADEMIC MATTERS

[UAM OP 525.1](#) (revised March 7, 2022)

### VII. DRUG FREE SCHOOLS AND COMMUNITIES ACT ([UAM OP 260.1](#) revised January 27, 2020)

The Drug-Free Schools and Communities Act Amendments of 1989 require that the University annually distribute, in writing, to each faculty and staff member information concerning the use of alcohol and illicit drugs. Below are University policies, legal statutes, health risks and available resources for treatment and counseling related to alcohol and illicit drugs.

### **University Policy and Sanctions**

As a condition of employment, the unlawful manufacture, distribution, dispensation, possession, or use of a

controlled substance or alcohol is prohibited on the premises of the University of Arkansas at Monticello. Violators of this policy are subject to discipline up to and including termination. This disciplinary action may include the requirement of the employee that he/she successfully finish an employee assistance program sponsored by an approved private or governmental institution. UAM is an alcohol-free, drug-free environment.

### **Statement of Local, State and Federal Law Applicability**

All local, state and federal laws pertaining to controlled substances and alcohol abuse are enforced on campus.

### **Alcohol and Illicit Drug Health Risks**

The use of alcohol and other drugs has many adverse effects on the body. Initially, alcohol causes an increase in heart rate, then momentarily causes depression of the central nervous system. This depression leads to a decrease in heart rate, blood pressure, and respiratory rate. It also causes the brain to function in an abnormal manner resulting in slow reactions, speech and vision impairments, and problems with mechanical tasks such as walking and driving.

Over a long period of time, alcohol consumption may lead to cirrhosis of the liver, enlarged heart, congestive heart failure, gastritis, gastric ulcers, cancers of the mouth, esophagus and stomach, weakened muscles and bones, personality disorders, brain damage and, possible psychosis.

Alcohol consumption also causes malnutrition because alcohol robs the body of many vitamins and minerals by interfering with their absorption. The decrease in appetite caused by alcohol and the substitution of alcohol for food are also contributors of nutritional deficits.

Other popular drugs such as anabolic steroids, cocaine, and marijuana also have severe health risks. Anabolic steroids may cause over aggressiveness and sterility; cocaine causes severe depression, possible hallucinations and paranoia, and a change in blood pressure, heart rate, and respiratory rate which may lead to congestive heart failure; and marijuana causes alterations in mood, memory, motor coordination, cognitive ability, and self-perception.

### **Counseling and Treatment Services**

Individuals needing information about alcohol or illicit drug counseling, treatment, rehabilitation, or re-entry programs can contact the Counseling and Testing Office located in Harris Hall. This office can provide information on programs located throughout the state. Additionally, employees carrying University medical insurance are eligible for substance abuse care insurance. Employees with specific questions concerning insurance coverage should contact the Personnel Office.

## VIII. DRUG-FREE WORKPLACE

The University of Arkansas at Monticello has adopted the State of Arkansas Drug-Free Workplace Policy. This policy explains certain responsibilities of the University and its employees in order to maintain a drug-free workplace. ([UAM OP 260.1](#) revised January 27, 2020)

All facilities of the University of Arkansas at Monticello are tobacco free ([UAM OP 245.1](#) revised July 1,

2011) and all campuses are smoke free ([UAM OP 245.2](#) revised January 27, 2020).

## IX. CLERY ACT DISCLOSURE

[UAM OP 260.2](#) (revised January 21, 2023)

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act  
**IMPORTANT NOTIFICATION FOR FACULTY/STAFF, STUDENTS and the University Community**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20USC § 1092(f)) is the federal law originally known as the Campus Security Act. This Act requires colleges and universities across the United States to disclose information about crime on and around their campuses.

To comply with the Clery Act, the UAM Department of University Police has prepared an [Annual Security Report/Fire Safety Report](#) located on the UAM web site

The report is available to both current and prospective students and employees as part of the University's commitment to the safety and well-being of the UAM community.

The Annual Security Report/Fire Safety Report includes statistics for the previous three years concerning reported crimes that occurred on-campus, in certain off-campus buildings, on property owned/controlled by the University of Arkansas at Monticello, and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies addressing sexual assault, and other matters.

The Annual Security Report/Fire Safety Report is updated each year. In addition to the on-line availability, a copy can be obtained by contacting the Department of University Police at 870 460-1083 or the Office of Student Engagement at 870- 460-1053.

## X. DESIGNATION OF MULTI-OCCUPANCY RESTROOMS, CHANGING ROOMS, AND SLEEPING QUARTERS IN PUBLIC BUILDINGS

[UAM OP 755.1](#)

## APPENDIX A-THE UNIVERSITY OF ARKANSAS AT MONTICELLO CONSTITUTION AND BYLAWS

### PREAMBLE

IN ADOPTING THIS POLICY FOR THE UNIVERSITY OF ARKANSAS AT MONTICELLO CONSTITUTION, THE BOARD OF TRUSTEES, ON ITS OWN MOTION, MAY AT ANY TIME REVIEW, AMEND, REVISE, OVERRULE OR AFFIRM ANY MATTER, POLICY, RESOLUTION OR LEGISLATION THAT MAY BE ADOPTED BY ANY GROUP REFERRED TO HEREINAFTER.

### ARTICLE I

#### SCOPE AND PURPOSE

We, of the University of Arkansas at Monticello<sup>16</sup>, share with all universities the commitment to search for truth and understanding through scholastic endeavor. We recognize that the method of governance of any institution is of singular importance in determining the character of that institution. We further recognize that our commitment to scholastic endeavor is best governed by the corporate wisdom, participatory decision-making, and collective efforts of the students, faculty, staff, and administrators of the University of Arkansas at Monticello.

Therefore, we hereby ordain and establish this constitution for governance of the University of Arkansas at Monticello pursuant to the policies established by the Board of Trustees of the University of Arkansas, under the authority of the University of Arkansas Board of Trustees Board Policy 100.4, "Rules and Regulations of the Board of Trustees of the University of Arkansas for the Governance of the University of Arkansas, 1975," and as specifically granted in Board Policy 1410.1, Campus Governance (dated September 4, 2009), and any subsequent revisions thereof.

We expect this constitution to promote the recognition of problems, to enable the use of human and capital resources for solutions to those problems, to facilitate communication within the University community, and to promote standards of tolerance, fairness, and respect toward all members of the University community. We further trust that this constitution promotes a participatory collegium toward the enlightened furtherance of the academic charge and ideals upon which the University of Arkansas at Monticello is founded.

### ARTICLE II

#### THE ASSEMBLY

**Section 1. Name.** The name of the governing body of the University of Arkansas at Monticello (UAM) shall be the UAM Assembly, hereinafter called the Assembly.

**Section 2. Authority and Responsibility.** The Assembly shall be authorized to develop and recommend educational and academic policies and programs of UAM, including and related to such matters as admissions requirements, degrees and requirements for degrees, curriculum, the academic calendar, academic honors, and student academic affairs.

The Assembly shall be authorized to make recommendations and provide input to the Chancellor on any matter of

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<sup>16</sup> The University of Arkansas at Monticello (UAM) campus refers to any location where UAM courses of instruction are taught: Monticello, Crossett, McGehee, or any other location which may be added.

general faculty, campuswide, or systemwide concern, including such matters as appointment, promotion, tenure, dismissal, annual review, and non-reappointment of faculty. Through the Chancellor, such action may be reported to the President and, when considered necessary or desirable by the President, through the President to the Board of Trustees.

Nothing herein shall be deemed to restrict the ability of the Chancellor to implement policies necessary to the operation of the campus that are consistent with Board and UA System policies and with executive authority vested in the Chancellor by the Board.

### **ARTICLE III**

#### **MEMBERSHIP**

**Section 1. Membership.** Membership in the Assembly shall be granted to all whose professional responsibilities fall within the following categories:

**A. Faculty.** Faculty on appointments of half-time or more at the rank of instructor or above, or faculty equivalents with corresponding appointments according to University of Arkansas Board Policy 405.1 shall be members of the Assembly.

**B. Administration.** The President of the University System shall be ex-officio, a member in the Assembly. Administrative membership is also granted to the chief administrative officers as follows:

Chancellor  
Vice Chancellors  
Academic Unit<sup>17</sup> Heads

**C. Staff.** Membership in the Assembly shall be granted to additional members of the staff whose professional responsibilities are of academic importance. Staff membership is specifically granted to the following:

Registrar  
Dean of Students  
Directors

**D. Students.** The President of the SGA shall be a member of the Assembly. Additional student members shall be designated in the following manner. Each academic unit shall supervise an election in which the faculty of that unit elects one of its students to Assembly membership; the names of students so elected shall be communicated to the Assembly Chairperson by April 15. The SGA President shall appoint twelve additional students to serve as members of the Assembly; the SGA President will certify the names of students so appointed to the Assembly Chairperson effective May 1. The term of office for student members shall begin May 15.

All students shall serve a one-year term in the Assembly, and may be re-elected. In the event that a student Assembly member resigns or is otherwise unable to complete his or her term of office (either by graduation, withdrawal, suspension, or other cause of dissolution of association with the University), the SGA President shall appoint a student to fill the vacancy.

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<sup>17</sup> Academic Units are defined as schools, divisions, and colleges unless specifically stated otherwise.

**Section 2. Addition or Deletion.** Addition or deletion of Assembly members shall be accomplished using the standard procedures for amendment.

## **ARTICLE IV**

### **OFFICERS**

**Section 1. Officers.** The officers of the Assembly shall be the Chairperson, Vice Chairperson, Secretary, and Parliamentarian. All officers will serve a one-year term but may be re-elected to not more than two successive terms. The Chairperson and Vice Chairperson shall be elected from members of the Assembly who hold faculty appointments, but are not academic unit heads. The Secretary and Parliamentarian shall be elected from members of the Assembly.

**Section 2. The Chairperson.** The chairperson of the Assembly shall be ex-officio, a non-voting member of all standing committees—except the Nominating Committee, in which he or she is not granted full membership— they shall have the authority to appoint special committees, and they shall be ex-officio, a non-voting member of all special committees.

**Section 3. Election of Officers.** Election of Assembly officers shall be conducted in the month of April, as follows. The Assembly Chairperson shall appoint a nominating committee from members of the Assembly prior to April 1. The nominating committee shall submit a slate of nominees for Assembly offices to all Assembly members five (5) academic days before the election date. At least two (2) members must be nominated for each position. Nominations from the floor are also permitted. In the event that more than two are nominated for a given position, the two receiving the most votes are to be placed in a run-off unless one receives a majority. The term of office shall begin May 15.

**Section 4. Vacancies in Office.** In the event of a vacancy in the office of the Chairperson, the Vice Chairperson will assume the duties of that office. Vacancies in other offices of the Assembly will be filled by appointments by the Chairperson. In the event that both offices of the Chairperson and Vice Chairperson become vacant, the Parliamentarian shall call a special election to fill these offices. The membership of the Assembly must be notified at least five (5) days in advance of the special election, with nominations coming from the floor. In the event that more than two are nominated, the two receiving the most votes are to be placed in a run-off unless one receives a majority.

## **ARTICLE V**

### **ASSEMBLY PROCEDURES**

**Section 1. Regular Meetings.** The Assembly shall meet not less than two times during each fall semester and each spring semester. The Assembly may be called into regular meeting by either the Chairperson of the Assembly or the Chancellor. An additional meeting may be called by the Assembly Chairperson upon petition by ten (10) percent of the members of the Assembly. Floor privileges are reserved for Assembly members. The agenda for all regular meetings of the Assembly shall be prepared and distributed by the Chairperson at least five (5) academic days before the meeting. Only items on the agenda may be voted on. After the agenda has been cleared, the floor shall be open for matters of general discussion. Regular meetings can be held either in person or electronically.

**Section 2. Electronic Meetings and Voting.** Meetings of the Assembly may be conducted using Internet meeting services that support anonymous voting and support visible displays identifying those participating, identifying those

seeking recognition to speak, showing (or permitting the retrieval of) the text of pending motions, and showing the results of votes. The chair's announcement of the voting result shall include the number of members voting on each side of the question and the number, if any, who explicitly respond to acknowledge their presence without casting a vote. An anonymous vote conducted through the designated Internet meeting service shall be deemed a ballot vote, fulfilling any requirement in the bylaws that a vote be conducted by ballot. When required or ordered, other permissible methods of voting shall include electronic roll call or audible roll call. Business may also be conducted by unanimous consent.

**Section 3. Declaring a Quorum.** A quorum is defined as the number of members who must be present in order for business to be validly transacted. A quorum shall consist of forty (40) percent of the Assembly members. The Chairperson will announce this number at the start of each meeting. The quorum refers only to the number of members present, not to the number of members actually voting on a particular question.

**Section 4. Special Session.** In the event of administrative or academic emergency, a special session of the Assembly may be called. Either the Chairperson of the Assembly or the Chancellor may call a special session. In addition, a special session shall be called by the Assembly Chairperson upon petition by ten (10) percent of the members of the Assembly. The calling of the special session is to provide a means for waiving the five-day (5) requirement for distribution of the agenda, as follows. Upon the announcement of and in conjunction with the call of a special session, the agenda for the session shall be distributed to all members of the Assembly; the agenda shall also be available for distribution at the beginning of the session. A quorum shall be required to call the special session to order.

Following the call to order, a vote of Assembly sanction for waiving the five-day (5) distribution requirement of the agenda shall be taken. A three-fourths (3/4) vote of those present and voting shall constitute the Assembly's sanction for waiver; a failure to sanction waiver shall serve as adjournment of the special session. Following sanction for waiver, the special session can then be used for the conduct of Assembly business as established in this Constitution and Bylaws, except that special sessions cannot be convened for purposes of amending the Constitution and Bylaws.

**Section 5. Minutes.** Copies of the minutes of any regular meeting or special session of the Assembly must be uploaded to the Assembly Blackboard shell no later than five (5) academic days after the meeting. The minutes shall also be archived and made accessible to the public upon request. The rules of order shall be the current edition of Robert's Rules of Order—except that normal rules of order may be suspended upon unanimous consent of those present.

**Section 6. Legislative Action.** A simple majority of those present and voting, except as otherwise specified herein, shall be required for a measure to carry provided a quorum is present. A quorum shall consist of forty (40) percent of the Assembly members. Legislative action will proceed from the Assembly to the Chancellor, the President, and the Board of Trustees.

**Section 7. Implementation of Legislation.** Legislative action of the Assembly becomes effective at the end of two weeks, except that the Assembly may make any action effective immediately by declaring it to be an emergency by three-fourths (3/4) vote of those present and voting.

**Section 8. Recommendation Not Adopted by the Chancellor.** Recommendations adopted through the Assembly shall be transmitted to the Chancellor. If the Chancellor declines to act favorably upon such a recommendation within two weeks of receiving it, the Assembly may request that the President consider the matter upon a three-fifths vote of the Assembly. If a resolution is not achieved within 30 days, the President may submit the recommendation to the Board of Trustees for consideration.

## **ARTICLE VI**

## **COMMITTEES**

**Section 1. Scope and Purpose.** The work of the Assembly shall be carried on in large part by the action of various committees. Committees of the Assembly are constituted to provide a forum in which a greater detail of attention can be given to tasks and matters before the Assembly. As such, all Assembly committees shall be empowered to conduct investigations, make recommendations, and formulate legislation on matters under their consideration. The actions of all committees, except the Committee on Committees and those reporting directly to the Chancellor, are subject to Assembly approval and must be reviewed by the Assembly at its next regularly scheduled meeting.

**Section 2. Committee Membership.** Membership on Assembly committees, except the Committee on Committees, shall be by appointment by the Committee on Committees and shall carry a two-year term beginning May 15. Within each committee, terms will rotate such that an alternate half of each committee shall be up for appointment each year. Members of the Executive Council shall not be eligible for committee membership.

**Section 3. Committee Organization.** The Assembly Chairperson will call a meeting of all committees, except the Faculty Committee on Dismissals, no later than September 15 for the purpose of electing a Chairperson and Recording Secretary. Each committee shall meet, elect officers, and report the results to the Assembly Chairperson within five (5) academic days.

**Section 4. Committee Operating Procedures.** Each standing committee shall develop a set of operating procedures and shall report those operating procedures to the Assembly for approval. Similarly, any subsequent revision in the operating procedures shall be reported to the Assembly for approval. Copies of current operating procedures shall be maintained by the Chairperson of the Assembly and posted in the appropriate committee folder in the Assembly Organization on Blackboard no later than five (5) academic days after approval by the Assembly.

**Section 5. Standing Committees.** The following list describes the committees, their compositions, and areas of authority. As far as committee composition is concerned, the term "faculty member" refers to all faculty members of the Assembly, including academic unit heads, unless specifically stated otherwise. Academic units are defined as schools, divisions, and colleges unless specifically stated otherwise. Academic unit will not refer to the Division of General Studies unless specifically stated otherwise. Student and staff members of the Assembly Committees are not required to be members of the Assembly.

## **COMMITTEE ON COMMITTEES**

**COMPOSITION:** The Assembly Chairperson, President of the Student Government Association, one faculty member elected by members of each academic unit, and one staff member elected by staff members of the Assembly. The Chairperson of the Assembly shall call for the election of the Committee on Committees by September 15. Members shall serve a one-year-term, but may be re-elected.

On or before April 15, the SGA President shall submit to the Chairperson of the Assembly a list of students who expect to be enrolled for the subsequent fall and spring semesters, and who are eligible for appointment to Assembly Committees.

**FUNCTION:** Appoint the membership to Assembly Committees. On or before May 1, the Committee on Committees will notify the Assembly Chairperson of all committee appointments. The Assembly Chairperson will notify individuals of their committee assignment and the entire Assembly of committee appointments. All committee appointments will be effective May 15. Appointments may be made at other times to serve the

unexpired terms. Upon notification, the Committee on Committees will replace individuals who miss three (3) consecutive meetings of their committees.

### **ACADEMIC APPEALS COMMITTEES**

**COMPOSITION:** The UAM Appeals Committee shall be composed of seven (7) full-time faculty members from seven different academic units and seven alternates who shall attend meetings when principal members cannot. The alternates are to come from the same academic units as the principal members. The Committee on Committees, as governed by the Assembly Constitution, will select the committee members. The Registrar will serve as a non-voting ex-officio member.

The UAM College of Technology-Crossett and the UAM College of Technology-McGehee Appeals Committees shall be composed of five (5) full-time faculty members at each location. Alternates may be selected from the same academic units as the original members. The Committee on Committees, as governed by the Assembly Constitution, will select the committee members. All committee members hearing an academic appeal must originate from the faculty identified as approved committee members. Arbitrary replacements are not permitted.

**FUNCTION:** These committees are responsible for hearing student appeals of academic probation, suspension, and other academic matters. They shall also hear appeals of grades if mediation by the school dean/division chair or Vice Chancellor for Academic Affairs cannot resolve a dispute. Decisions of the Academic Appeals Committees are final and cannot be appealed to the Assembly, any administrator, or Board.

### **CONSTITUTION AND BYLAWS COMMITTEE**

**COMPOSITION:** The Constitution and Bylaws Committee shall be chaired by the current Parliamentarian, shall consist of three (3) full-time faculty members who are not serving concurrently as an assembly officer, and the Vice Chancellor of Academic Affairs, who will serve as a non-voting member.

**FUNCTION:** The Constitution and Bylaws Committee shall be responsible for proposing changes to the Constitution and Bylaws of the university as necessitated by revisions to applicable law or policy and for proposing changes recommended by the Faculty Assembly or its committees. The amendment process is specified in Article X of the Constitution and Bylaws. This committee also reviews and, if appropriate, recommends changes to the Faculty Handbook.

### **ATHLETIC COMMITTEE**

**COMPOSITION:** Director of Athletics, Senior Woman Administrator (SWA), Faculty Athletic Representative (FAR), five faculty members, and two students from the Student Athletic Advisory Committee (SAAC).

**FUNCTION:** This committee is responsible for enforcement of the athletic rules and regulations of the Great American Conference and the National Collegiate Athletic Association. The committee shall also provide input regarding the addition or replacement of coaching personnel. This committee shall review and provide guidance to the University on the overall athletic program.

### **CURRICULUM AND STANDARDS COMMITTEE**

**COMPOSITION:** One faculty member (excluding academic unit heads) from each academic unit, two students,

and a non-voting academic unit head representative elected by the Academic Council. Student members may not be from the same academic unit.

**FUNCTION:** This is an institution-wide committee whose primary responsibility is the supervision of University academic standards and academic unit curriculum development at the undergraduate level. The committee makes recommendations to the Assembly on new major and minor programs, changes in existing programs, general changes in academic policy, matters pertaining to the General Education program, general and specific degree requirements, and course modifications, additions, and deletions. The Committee also makes recommendations to the Assembly on admissions standards for satisfactory progress and granting of honors, and academic thresholds for probation and dismissal. This committee is also charged with planning and implementing UAM's schedule, and with editorial responsibility for the academic sections of the UAM catalog.

In general, academic unit heads are responsible for representing proposed program changes to this committee. However, others may make recommendations for program changes or general changes in academic policy provided the academic unit head involved receives advance notice and has the opportunity to be present whenever matters concerning his or her academic unit are to be discussed.

Agenda and minutes shall be sent to the Chancellor, Vice Chancellors, and all academic unit heads.

### **TECHNICAL PROGRAMS' CURRICULUM AND STANDARDS COMMITTEE**

**COMPOSITION:** Two full-time faculty members from each UAM College of Technology and one faculty member from the Monticello campus. The Associate Vice Chancellor for Technical Education will serve as a non-voting member.

**FUNCTION:** The primary responsibility of this committee is the supervision of University technical program standards and technical curriculum development. The committee makes recommendations to the Assembly on new Certificates of Proficiency, Technical Certificates, and Associate of Applied Science programs to be offered by the Colleges of Technology as well as changes to existing programs, general changes in technical academic policy, general and specific credential requirements, course modifications, additions, and deletions.

In general, the Vice Chancellor for each technical campus is responsible for presenting proposed program changes to this committee; however, others may make recommendations for program changes or general changes in technical program policy provided the Vice Chancellors for technical programs receive advance notice and have the opportunity to be present whenever matters concerning his or her technical programs are to be discussed.

The agenda and minutes of all meetings of the Curriculum and Standards Committee for Technical Programs shall be sent to the Chancellor, Provost, the Chairperson of the Assembly, the Vice Chancellors of each UAM College of Technology, and the Associate Vice Chancellor for Technical Education.

### **FACULTY COMMITTEE ON DISMISSALS**

**COMPOSITION:** All tenured faculty members of the Assembly. Academic unit heads are ineligible.

**FUNCTION:** This committee is formed to provide a pool from which a committee of faculty members can be selected to conduct an inquiry into a dismissal notice if requested by a faculty member or to serve as a committee to conduct a formal dismissal hearing, if formal proceedings become necessary. Committee

selection and proceedings will be in accordance with University of Arkansas Board Policy 405.1 and the University of Arkansas at Monticello Guidelines on Appointment, Reappointment, Promotion, Tenure, and Dismissal dated July 1, 1980, and any subsequent revisions.

### **FACULTY EQUITY AND GRIEVANCE COMMITTEES**

**COMPOSITION:** The UAM Faculty Equity and Grievance Committee shall be composed of seven (7) full-time faculty members. The UAM College of Technology-Crossett and the UAM College of Technology-McGehee Faculty Equity and Grievance Committees shall be composed of five (5) full-time faculty members at each location.

**FUNCTION:** This committee is designed to conduct an inquiry into individual faculty grievances when requested by the Chancellor in accordance with Step 2 of the academic grievance procedure as listed in the Faculty Handbook. A "grievance" means a dispute, concerning terms and conditions of the employment arising from any administrative decision which the academic employee claims is in violation of rights under, or a failure to apply, established University personnel regulations, policies, or practices, or which results from a misinterpretation or a misapplication thereof. Not included are matters of non-reappointment, dismissal, award of tenure, and promotions. Procedures to be followed are listed in the Faculty Handbook.

### **FACULTY RESEARCH COMMITTEE**

**COMPOSITION:** Five faculty members.

**FUNCTION:** This committee shall be responsible for seeking and recommending to the Vice Chancellor for Academic Affairs, the Assembly and ultimately to the Chancellor, the distribution of available research funds. The committee is also directed to actively promote research at UAM and to cooperate with other University of Arkansas campuses in this regard.

### **LIBRARY COMMITTEE**

**COMPOSITION:** Director of the Library, one faculty member from each academic unit, and two students.

**FUNCTION:** The Committee shall recommend practices which will facilitate general library development. Important among these is the establishment of proper guidelines for the acquisition of library materials. Funds for this purpose will be equitably distributed among the various faculties.

### **STUDENT ENGAGEMENT/STUDENT SERVICES COMMITTEES**

**COMPOSITION:** The UAM Student Engagement Committee shall be composed of the Dean of Students, another staff member from Student Engagement, one staff member from Academic Affairs, three faculty members, and three students. The UAM College of Technology-Crossett and the UAM College of Technology-McGehee Student Services Committees shall be composed of three faculty members, an administrator from Student Services, and three students at each location.

**FUNCTION:** This committee recommends policy concerning all non-academic student activities and student organizations. Its duties are to recommend certification of UAM organizations for official recognition, to identify or recognize sponsors or advisors for student organizations, to recommend standards of behavior for UAM students, and to otherwise promote the establishment of a University environment conducive to student

welfare. The Committee deals with appeals of suspension or revocation of official UAM recognition for student organizations after all other avenues have been explored. Ordinarily, the decisions of this committee are to be regarded as final and effective immediately; however, the committee decisions may be appealed to the Assembly.

## **TEACHER EDUCATION COMMITTEE**

**COMPOSITION:** Dean, School of Education; five (5) faculty from academic units that prepare teachers; One (1) each from Arts and Humanities, Mathematical and Natural Science, and Social and Behavioral Science, and two (2) members-at-large from these units; five (5) faculty from the School of Education and two (2) currently enrolled students in good standing with both students being appointed by the UAM Student National Education Association.

**FUNCTION:** This committee shall formulate policy, review programs, and provide institution-wide guidance within the purview of teacher education. The Committee also makes recommendations to the Curriculum and Standards Committee on curriculum matters related to teacher education via the curriculum review process.

## **ARTICLE VII**

### **COUNCILS**

#### **Section 1. UAM Faculty Council.**

**A. Composition.** The UAM Faculty Council shall consist of all full-time faculty holding rank of instructor or above.

**B. Authority.** The Faculty Council shall exercise general advisory powers on all matters dealing solely with faculty. These matters include such things as promotion, tenure, fringe benefits, and faculty rights and privileges. Proposals submitted before the Faculty Council shall be considered passed upon receiving a simple majority of those members present and voting.

All actions of the Faculty Council are sent directly to the Chancellor and through the Chancellor to the President of the University of Arkansas system.

**C. Meetings.** The Faculty Council may be called into session by the Vice Chairperson of the Assembly as the need arises. In addition, a session will be called by the Vice Chairperson of the Assembly upon petition by five Faculty Council members.

The stated purpose of the called session will be prepared and distributed by the Assembly Vice Chairperson at least five (5) academic days before the meeting.

**D. Officers.** The Officers of the Faculty Council shall be a Chairperson and a Secretary and each shall be selected from the tenured faculty except academic unit heads. The Assembly Vice Chairperson shall serve as the Chairperson of the Faculty Council. Failure of the Assembly Vice Chairperson to be eligible for the Faculty Council Chair will result in the election of a Chairperson *Pro Tem*. The Assembly Vice Chairperson will serve as the moderator of the election of the Chairperson *Pro Tem* at the beginning of the called meeting. The Chairperson *Pro Tem* will hold office until the Faculty Council votes that the purpose of the called meeting has been completed. The Secretary of the Faculty Council shall be nominated by the Faculty Council Chair and

approved by the Council.

## Section 2. UAM Graduate Faculty and UAM Graduate Council.

A. Organization. The UAM Graduate Faculty and the UAM Graduate Council are organized under the statement of Organization of Graduate Studies, University of Arkansas at Monticello, dated July 11, 1986, and subsequent revisions thereof.

B. The UAM Graduate Faculty. The UAM Graduate Faculty shall consist of the President of the University of Arkansas System, the Chancellor, the Vice Chancellor for Academic Affairs/Dean of Graduate Studies, and all members of the UAM faculty that have been granted graduate faculty status according to the qualifications established in the Statement of Organization. The Graduate Faculty shall have the legislative authority for all graduate academic matters, and shall operate through delegation of legislative authority to the UAM Graduate Council while retaining the interrelationship between the Graduate Faculty and the Graduate Council are established in the Statement of Organization of Graduate Studies.

C. The UAM Graduate Council. The UAM Graduate Council shall serve as the deliberative body and legislative authority representing and responsible to the UAM graduate faculty. The Graduate Council shall consist of one representative from each academic unit approved to offer graduate courses, two members-at-large, plus the Vice Chancellor for Academic Affairs/Dean of Graduate Studies who will serve as ex-officio voting member. The UAM Graduate Council shall establish its own governance and interpret its own legislation, and shall meet not less than once per semester.

## ARTICLE VIII

### SYSTEM COMMITTEES

Section 1. Composition. Systemwide standing committee members will be elected by the local governance body which deals with their functions as determined by the Assembly Referral Committee, unless authority has been given to the Chancellor by the University of Arkansas Board and/or President to appoint systemwide committee members.

## ARTICLE IX

### UAM PUBLICATIONS

Section 1. UAM Publications. All UAM publications which contain academic policy and procedures, including but not limited to the UAM Catalog, the UAM Student Handbook, and the UAM Faculty Handbook, must be submitted for approval to the Curriculum and Standards Committee prior to final publication by the academic or administrative unit that supervises their publication. In the event that the UAM catalog is ambiguous on matters of policy or procedure, the appropriate Assembly committees and the Vice Chancellor for Academic Affairs will work together to resolve said ambiguity.

## ARTICLE X

### AMENDMENTS

Section 1. Amendment Procedures. The Constitution and Bylaws may be amended by the following procedure. Proposed amendments must be signed by ten (10) or more Assembly members and presented to the Assembly

Chairperson who will distribute the proposed amendment to members of the Assembly at least ten (10) days before a regular meeting. A three-fourths (3/4) affirmative vote of Assembly members present and voting is required for approval of the proposed amendment. The approved amendment shall be submitted to the Chancellor. Once approved, the Chancellor shall transmit the proposed campus governance structure to the President for review, approval, and transmission to the Board of Trustees. Any such proposed amendment or amendments shall become effective and be in operation when expressly approved by the Board of Trustees of the University or after approval by the Board of Trustees on a day specified therein.

May 23, 2024 (Revised)  
September 4, 2009 (Revised)  
April 26, 2001 (Revised)  
January 19, 1996 (Revised)  
January 18, 1985 (Revised)  
November 4, 1983 (Revised)  
February 19, 1982 (Revised)  
November 18, 1977

## **APPENDIX B- PROMOTION AND TENURE PORTFOLIO GUIDELINES**

Schedule for Promotion and Tenure Recommendations

Promotion and Tenure Cover Sheet/Checklist

Guidelines for Preparing Curriculum Vita

## PROMOTION AND TENURE SCHEDULE

December 1	Faculty wishing to be considered for promotion and /or tenure must have an updated vita and other supporting documents on file with the Unit Head.
December 15	<p>Following a review of material on file for each eligible faculty, the Unit Head forwards recommendations for promotion / tenure to the Vice Chancellor for Academic Affairs.</p> <p>The Unit Head notifies the candidates of recommendation for promotion / tenure.</p>
December 18	<p>Faculty not receiving a recommendation may file a written appeal with the Vice Chancellor for Academic Affairs for further consideration.</p> <p>If a candidate appeals, the unit head will forward the recommendation for denial and all relevant documents to the Vice Chancellor for Academic Affairs.</p>
First Day of Class for Spring Semester	The Vice Chancellor for Academic Affairs forwards to Unit Head's recommendation and any appeals to campus-wide review committee for each candidate.
January 25	Each member of each committee submits an unsigned recommendation to the Vice Chancellor for Academic Affairs.
February 1	<p>The Vice Chancellor for Academic Affairs submits recommendations to the Chancellor.</p> <p>The Vice Chancellor for Academic Affairs notifies each candidate of his / her recommendation.</p>
February 5	Candidates receiving a negative recommendation may submit a written appeal to the Chancellor.
February 10	<p>The Chancellor submits a recommendation on each candidate to the President.</p> <p>The Chancellor notifies each candidate of his / her recommendation.</p>
Five (5) days after Notice of negative recommendation from the Chancellor	<p>Candidates receiving a negative recommendation from the Chancellor may file a written appeal with the President.</p> <p>Upon notification of a candidate filing an appeal with the President, the Chancellor will forward submitted documents and recommendations to the President.</p>

Deadlines which fall on a weekend or vacation day are extended to the next working day. In this case, candidates are to have at least three days to file an appeal of a unit head's denial of recommendation and at least four days to file an appeal of the Vice Chancellor for Academic Affairs' denial of recommendation.

## PROMOTION AND/OR TENURE COVER SHEET/CHECKLIST

For further guidance see the Faculty Handbook Chapter 3.

This checklist provides a basic outline for arranging tenure and promotion documents.

Name \_\_\_\_\_ Academic Unit \_\_\_\_\_

Rank \_\_\_\_\_ Date \_\_\_\_\_

Date of appointment/last promotion \_\_\_\_\_

### Checklist:

\_\_\_\_\_ Letter from applicant requesting promotion and/or tenure with an updated vita and other supporting documents on file with Unit Head by 12/01

\_\_\_\_\_ Letter of recommendation from school/dean/division chair/library director due to VCAA by 12/15

\_\_\_\_\_ Faculty Promotion Committee Selection Form due to VCAA by 12/15

\_\_\_\_\_ Recommendation from all tenure-track faculty in unit due to VCAA by 12/15

\_\_\_\_\_ Updated curriculum vitae (See Curriculum Vita format section.)

\_\_\_\_\_ Current and previous Faculty Self-Evaluations

\_\_\_\_\_ Evaluation(s) by school/dean/division chair/library director

\_\_\_\_\_ Documentation of effective teaching

\_\_\_\_\_ Peer observations and evaluations

\_\_\_\_\_ Revised syllabi

\_\_\_\_\_ Student evaluations

\_\_\_\_\_ Other appropriate materials

\_\_\_\_\_ Documentation of scholarship, research, and creative activities

Complete bibliographic citations are satisfactory.

Additional information may be requested.

\_\_\_\_\_ Documentation of service

\_\_\_\_\_ Service to the university

\_\_\_\_\_ Service to the community

\_\_\_\_\_ Service to the profession

\_\_\_\_\_ Documentation of professional renewal

\_\_\_\_\_ Description of short-term goals

\_\_\_\_\_ Description of long-range plans

\_\_\_\_\_ Description of steps completed in professional renewal

**The candidate should submit a promotion/tenure file that is complete, concise, orderly, and neat. The primary Promotion and Tenure Portfolio should normally not be larger than a standard 8 1/2 x 11" x 3" binder.**

If the candidate wishes, an Appendix Portfolio with supplemental material may be submitted. If necessary, promotion and tenure reviewers may request additional information and/or verification documents from candidates.

It is recommended that the candidate review a Promotion and Tenure Portfolio of a UAM colleague who has been recently promoted and/or tenured.

Revised AA: 3/30/2017

## FORMAT TO BE USED IN PREPARING CURRICULUM VITA

- I. Name
  
- II. Post-secondary education history
 

Name of Institution	Years Attended	Degrees Granted
---------------------	----------------	-----------------
  
- III. Employment experience (beginning with UAM as present employer)
 

Name of Employer	Title and Rank Held	Dates
------------------	---------------------	-------
  
- IV. Titles of Thesis and Dissertation
  
- V. Professional development
  - A. Significant attendance at and participation in professional meetings (papers given presentations, etc.)
  - B. Workshops and institutes attended for the purposes of professional development
  - C. Publications (those which were referred should be asterisked, and copies must be attached and will be returned)
  - D. Professional Consulting Opportunities
  
- VI. Professional recognition, honors, grants
  
- VII. Professional service
  - A. To the UAM community
  - B. To the public
  - C. To the profession
  
- VIII. Other information relevant to candidacy

## **APPENDIX C- ANNUAL EVALUATION PROCEDURES AND FORMS**

Annual Evaluation Timetables by Faculty Category Annual Evaluation Course of Action

Annual Faculty Evaluation Procedures

Annual Faculty Evaluation by Faculty Peer or Chair/Dean/Director Form Annual Faculty Self Evaluation Form

## ANNUAL EVALUATION TIMETABLES BY FACULTY CATEGORY

<u>Category I</u>	<u>Category II</u>	<u>Category III</u>	
Oct. 1	Oct. 1	Oct. 1	Unit Head notifies faculty on annual evaluation process and timetable. *
Nov. 15	Oct. 15	Dec. 1	Completed Faculty Self-Evaluations submitted to the Unit Head. Dec.
Dec. 1	Nov. 1	Dec. 15	Peer evaluations submitted to the Unit Head. *
Dec. 4	Nov. 4	Dec. 18	Completed peer evaluations returned to individual faculty.
Jan. 25	Nov. 22	Feb. 20	Unit Head conducts evaluations and faculty consultations. Individual faculty must receive the tentative evaluation at least one day prior to the consultation.
Feb. 1	Dec. 1	Feb. 28	Unit Head submits evaluation and supporting material to VCAA. Optional faculty written rebuttal to VCAA.
Feb. 24	Dec. 10	Mar. 10	Faculty notified of final evaluation and current information placed in permanent faculty file.

Deadlines which fall on a weekend or vacation day are extended to the next working day.

Category I	Tenure track faculty in the first year of service. Notice of non-reappointment is due by March 1.
Category II	Tenure track faculty in the second year of service. Notice of non-reappointment is due by December 15.
Category III	All other faculty. Non-tenure faculty of non-reappointment is due by March 15.

\* Teaching represents the unifying mission of the University throughout the faculty and the Academic Units. A minimum of one classroom observation is required per evaluation period, by a peer and/or chair/dean (or designee) for tenure-track faculty and instructors for the first five years of their appointment.

Academic Affairs March 3, 2010

## ANNUAL EVALUATION COURSE OF ACTION

- I. Faculty member submits Faculty Self-Evaluation and supporting materials to academic unit head. (A Faculty Self-Evaluation Form is provided)
- II. Academic unit head reviews Self-Evaluation and forwards to peer evaluation committee. (A Peer-Evaluation Form is provided)
- III. Peer evaluation committee members independently complete an assessment and return signed evaluations and supporting materials to the academic unit head.
- IV. Academic unit head reviews Faculty Self-Evaluations and supporting materials, peer evaluations, results of student evaluations, and prepares the tentative evaluation. (A Faculty Evaluation Form is provided)
  - A. Faculty shall have access to their peer evaluations and the academic unit head's tentative evaluations before consultations.
  - B. Unit head meets with each faculty member to discuss all issues relating to evaluation.
  - C. An opportunity is provided for faculty to submit written responses.
- V. Academic unit head forwards final evaluations and all supporting materials to the Vice Chancellor for Academic Affairs (VCAA).
  - A. VCAA reviews each evaluation and completes final assessment.
  - B. VCAA sends copy of final evaluation to each faculty member.
- VI. The Faculty Self-Evaluation, peer, student, academic unit head, and VCAA's evaluations, and all written responses provided by the faculty to any of the evaluations, will be filed in each faculty member's permanent file.

## ANNUAL FACULTY EVALUATION PROCEDURES

The Arkansas Department of Higher Education requires the University of Arkansas at Monticello to submit an institutional report on the Annual Review of Faculty Performance.

Arkansas Code Annotated §6-63-104 and Arkansas Higher Education Coordinating Board (AHECB) policy 5.5 require that each college and university conduct an annual performance review of faculty members. Pursuant to this statute, Arkansas Department of Higher Education (ADHE) staff is required to monitor the faculty evaluation processes adopted at public institutions, and make a report to the Coordinating Board and Legislative Council each year. Each institution must have on file with ADHE a plan detailing the procedures for faculty evaluation at each institution. Significant amendments to these plans are to be submitted for Board approval.

For additional information: [https://static.ark.org/eeuploads/adhe/01\\_-\\_Faculty\\_Performance\\_Review\\_Report\\_2018.pdf](https://static.ark.org/eeuploads/adhe/01_-_Faculty_Performance_Review_Report_2018.pdf)

### Introduction

As discussed in the UAM Faculty Handbook, the annual review of each faculty member shall provide the primary basis for the academic unit head's recommendations relating to merit salary adjustments, successive appointment for non-tenured faculty, promotion and tenure. Furthermore, this annual review is to provide guidance and assistance to all faculty in their professional development and academic responsibilities in the areas of (1) teaching, (2) service, (3) scholarship and (4) professional renewal. See Chapter Three for an explanation of the criteria for these four areas.

### Teaching

Teaching is the primary duty of most UAM faculty and it is essential that quality teaching be encouraged, recognized, and rewarded. Teaching may be defined in terms of providing for student learning in a variety of ways, including classroom or clinical instruction, team teaching, independent study or research supervision, multi-disciplinary teaching activities, course preparation and teaching strategies.

### Service

Service is defined in terms of service to the university, the profession, and the community, and may include activities such as work on university, departmental and professional committees; discipline-related community involvement; university, departmental, professional and administrative service; curriculum development; student advising and recruitment; direction of in-service education courses or programs; and public relations.

### Professional Growth (Scholarship) and Development (Renewal)

Professional Growth and Development is defined in terms of those activities and work products that contribute to the professional growth of the faculty member and the academic discipline. Activities in this category may include, but are not limited to, active participation in and/or recognition by professional organizations; attendance at, participation in or sponsorship of workshops, institutes, symposia and conferences; research activities; writing grant proposals; receiving grant funds; publications; continuing academic preparation; and participation in professional activities external to the university which enhance

performance in assigned responsibilities (examples include, editing, consulting, and clinical practice). In fields where appropriate, performances, concerts, exhibitions, and other creative endeavors contribute to professional growth and development.

## The Evaluations

### PROBATIONARY FACULTY

Tenure-track faculty prior to receiving tenure and non-tenure-track faculty in their first six years of service will follow the following procedures. Teaching represents the unifying mission of the university throughout the faculty and the academic units.

#### Student Evaluation

The role of student evaluations is twofold: 1) to help the instructor improve the course and 2) to help administrators make more informed judgments about teaching effectiveness when making recommendations about salary, promotion and tenure. Students will assess each course late in the fall and spring semester using UAM's standardized format. Should a faculty member teach multiple sections of the same course during the year, departmental faculty shall decide if all sections of that course shall be evaluated. After all campus grades are submitted, the results of each evaluation will be sent to the academic unit head. These results will then be distributed to the individual faculty member.

#### Faculty Self-Evaluation

The role of the Faculty Self-Evaluation (using the standardized format) is to present the faculty member's accomplishments of the previous year. This Faculty Self-Evaluation will be used for peer and administrative evaluations. It is the duty of each faculty member to demonstrate effective performance, as determined by departmental criteria, in all three (3) areas, and it is advisable to include as much detail as necessary for a fair and objective appraisal. Emphasis should be placed on the period since the last evaluation, or for new faculty, since employment. If requested, the academic unit head will offer advice concerning formation of the evaluation. If there are legitimate mitigating factors that have limited the faculty member's performance, or if there are contributions to the department or university which are not presented elsewhere, statements should be attached to the Faculty Self-Evaluation which clearly and concisely explain such factors.

#### Faculty Peer Evaluation

The role of peer assessment is to provide information based on the Faculty Self-Evaluation and familiarity with other documental knowledge. Each faculty member will be evaluated by a committee of at least three peers selected from within the department, if numerically possible. The method of peer selection is to be determined by the faculty of each department, except that the faculty member being evaluated will be allowed to choose at least one member of the committee. In departments with fewer than three faculty members, two additional faculty from other departments will be chosen, one by the academic unit head and one by the faculty member being evaluated. The academic unit head will review each faculty member's submissions and then forward them to the faculty responsible for conducting the peer evaluation. Each member of the evaluation committee will study all documents provided by the faculty

member, consulting with the faculty member if necessary, and then submit to the academic unit head a signed, independently-conducted evaluation (using the standardized format).

### Academic Unit Head's Evaluation

The academic unit head's role is to review the Faculty Self-Evaluation and supporting materials, in conjunction with the peer evaluations and results of student evaluations, plus any other documental knowledge, and to make recommendations to the Vice Chancellor for Academic Affairs relating to each faculty member concerning: 1) merit salary adjustments, 2) successive appointment for non-tenured faculty, and 3) guidance and assistance concerning the faculty member's professional development and academic responsibilities. The academic unit head will prepare a Faculty Evaluation (using the standardized format). The Head will meet with each faculty member to discuss all issues relating to the evaluation and must provide a copy of the tentative evaluation to the faculty member. Faculty shall have prior access to their peer and tentative evaluations. An opportunity is provided for any faculty member to submit a written response.

### Vice Chancellor for Academic Affairs' Evaluation

The role of the Vice Chancellor for Academic Affairs (VCAA) is to review the material submitted and, in consultation with the academic unit head, make the final decision relating to each faculty member concerning:

1) merit salary adjustments, 2) successive appointment for non-tenured faculty, and 3) guidance and assistance concerning the faculty member's professional development and academic responsibilities. The material the VCAA receives will include the academic unit head's final evaluation and all supporting materials (including the Faculty Self-Evaluation, with all supporting materials and the student and peer evaluations). The VCAA will review each individual's evaluation and then complete the assessment (using the standardized format).

## **NON-PROBATIONARY FACULTY**

Tenured faculty and non-tenure-track faculty who have completed six years of service are required to undergo the full evaluation process at least once every five years. During the interim the evaluation will consist of the following:

### Student Evaluation

Faculty will be evaluated by at least one class per year. The course will be chosen by the academic unit head. The faculty member may request an evaluation by additional classes of his/her choice.

### Faculty Self-Evaluation

The faculty self-evaluation will consist of an update and/or addendum of relevant activities occurring during the previous year. It will include professional plans for the next year.

### Faculty Peer Evaluation

Each faculty member will be evaluated by at least one peer during the year. The peer reviewer will be

appointed by the academic unit head. The faculty member may request additional peer reviewers of his/her choice.

### Academic Unit Head's and Vice Chancellor for Academic Affairs' Evaluation

The administrative evaluations will consist of an update of the previous evaluation.

### Complete Evaluations

A faculty member retains the option to have a full evaluation in any year by notifying the academic unit head by November 15. Any faculty member receiving an Unsatisfactory or Needs Improvement rating on Overall Performance must have a full evaluation the following year. Faculty hired with tenure will submit a partial evaluation during their first semester and a complete evaluation during the second year.

### Evaluation Disposition

The academic unit head and VCAA will each provide to the faculty member a copy of their respective final evaluations. The Faculty Self-Evaluation, peer, student, academic unit head, and VCAA's evaluations, and all written responses provided by faculty to any of the evaluations will be filed in each faculty member's permanent file. Since the Annual Faculty Evaluations will also be used in assessing faculty for tenure and promotion, each faculty member's permanent file should contain the Faculty Self-Evaluation and the student, peer and administrative evaluations covering the previous 6 years.

## **The Process**

### **Utilizing Evaluations**

The VCAA, in consultation with the academic unit head, will make the final decision relating to: 1) merit salary adjustments, 2) successive appointment for non-tenured faculty, and 3) guidance and assistance to each faculty member concerning professional development and academic responsibilities. Faculty who receive "needs improvement" or "unsatisfactory" assessments in the categories of teaching, service, scholarship and professional renewal will be required to work with their academic unit head to address the deficiencies before the next annual evaluation. Non-tenured faculty who receive non-reappointment or dismissal notices will also work with their academic unit head to complete their present assignments satisfactorily.

### **Monitoring, Evaluating and Updating**

Should individual faculty or administrators deem the process to be ineffective or unfair, they should submit a signed, written report to the Chair of the Faculty Council detailing the problems and recommending solutions. The Chair of the Faculty Council will then study all reports and seek counsel with Officers of the Academic Council and Faculty Council. If the problems are verifiable, the Chair will convene an ad hoc committee of the Faculty Council to assess the problems and recommend solutions to the Faculty Council prior to the end of the spring semester. The Chair will submit a written response to all individuals initiating reports.

## ANNUAL FACULTY EVALUATION BY FACULTY PEER OR CHAIR/DEAN/DIRECTOR

ANNUAL FACULTY EVALUATION BY FACULTY PEER  
OR CHAIR/DEAN/DIRECTOR

Faculty Member: \_\_\_\_\_ Rank: \_\_\_\_\_

Division/School/Library: \_\_\_\_\_ Faculty Peer, Chair, Dean/Director: \_\_\_\_\_

Evaluation Period: \_\_\_\_\_ Date: \_\_\_\_\_

Background, Instructions & Guidelines: Annual evaluation provides the basis for recommendations relating to salary, successive appointment, promotion and tenure. Annual evaluations also provide guidance to faculty in their professional development and academic responsibilities.

1. **Teaching** (See Faculty Handbook Chapter 3; Appendix C)

\_\_\_ Excellent; \_\_\_ Good; \_\_\_ Satisfactory; \_\_\_ Needs Improvement; \_\_\_ Unsatisfactory

Check all that apply:

\_\_\_ Classroom observation

\_\_\_ Faculty self-evaluation

\_\_\_ Student evaluation

\_\_\_ Peer evaluation

\_\_\_ Other (specify)

Add narrative statements describing strengths/improvement areas on reverse side or attach a sheet if necessary.

2. **Scholarship** (See Faculty Handbook Chapter 3; Appendix C)

\_\_\_ Excellent; \_\_\_ Good; \_\_\_ Satisfactory; \_\_\_ Needs Improvement; \_\_\_ Unsatisfactory

Add narrative statements describing strengths/improvement areas on reverse side or attach a sheet if necessary.

3. **Service** (See Faculty Handbook Chapter 3; Appendix C)

\_\_\_ Excellent; \_\_\_ Good; \_\_\_ Satisfactory; \_\_\_ Needs Improvement; \_\_\_ Unsatisfactory

Add narrative statements describing strengths/improvement areas on reverse side or attach a sheet if necessary.

4. **Professional Renewal** (See Faculty Handbook Chapter 3; Appendix C)

\_\_\_ Excellent; \_\_\_ Good; \_\_\_ Satisfactory; \_\_\_ Needs Improvement; \_\_\_ Unsatisfactory

Add narrative statements describing strengths/improvement areas on reverse side or attach a sheet if necessary.

5. **Overall Performance.**

\_\_\_ Excellent; \_\_\_ Good; \_\_\_ Satisfactory; \_\_\_ Needs Improvement; \_\_\_ Unsatisfactory

Add narrative statements describing strengths/improvement areas on reverse side or attach a sheet if necessary.

1. Teaching

---

2. Scholarship

---

3. Service

---

4. Professional Renewal

---

5. Overall Performance

---

Faculty Member	Date	Faculty Peer <u>or</u> Chair/Dean/Director	Date	

The above signatures indicate that this evaluation has been read by the faculty member and discussed with the Academic Dean. The signatures do not mean that the faculty member is in total agreement with the evaluation.

Annual Evaluation/Review by Vice Chancellor for Academic Affairs Comments:

Vice Chancellor for Academic Affairs	Date

(Add extra sheets as necessary)  
Approved by Faculty Assembly October, 1999  
to be used beginning AY 2000-2001

Name: \_\_\_\_\_ Rank \_\_\_\_\_  
 Department Unit: \_\_\_\_\_ Appointment \_\_\_\_\_  
 Evaluator: \_\_\_\_\_ Performance Period: \_\_\_\_\_

	Rating	X	% Weight	=	Category Score
<b>A. Teaching/Advising (overall score)</b>	0.00		0.00%		0.00
1 Significant accomplishments					
2 Students directed					
3 Master's or doctoral committee memberships					
4 Teaching effectiveness, innovation and improvement					
5 Advising students, clubs, special problems, honors students					
6 Publications					
7 Presentations					
8 Patents, copyrights, licenses, intellectual property					
9 Other creative endeavors					
10 Grants, gifts					
11 Behavioral Dimensions					
<b>B. Research/Technical (overall score)</b>	0.00		0.00%		0.00
1 Significant accomplishments					
2 Publications					
3 Presentations					
4 Patents, copyrights, licenses, intellectual property					
5 Other creative endeavors					
6 Grants, gifts					
7 Interdisciplinary research					
8 Behavioral Dimensions					
<b>C. Extension (overall score)</b>	0.00		0.00%		0.00
1 Significant accomplishments					
2 Program planning					
3 Faculty and staff training					
4 Implementation & evaluation of educational programs					
5 Publications & materials developed					
6 Grants, gifts					
7 Collaborations					
8 Extension presentations, program development & awards					
9 Patents, copyrights, licenses, intellectual property					
10 Behavioral Dimensions					
<b>D. Service (overall score)</b>	0.00		0.00%		0.00
1 Significant contributions					
2 Contributions/service to department/Division/college/University					
3 Service to professional organizations					
4 Direct service to people/communities/client groups					
5 Behavioral Dimensions					

<b>E. Administration (overall score)</b>	0.00	0.00%	0.00
1 Leadership			
2 Technical Competence			
3 Knowledge of program planning process			
4 Recruitment/Retention of faculty			
5 Evaluation of programs/faculty			
6 Maintenance of employment records			
7 Behavioral Dimensions			
	<b>Overall Score</b>		<b>0.00</b>

Faculty Performance Measures Definitions: PMGS07-2

**Evaluation Rating**

- |   |   |
|---|---|
| <p>3.0 - 4.0 Exceeds Expectations</p> <p>2.0 - 2.9 Meets Expectations</p> <p>1.0 - 1.9 Unsatisfactory Performance</p> | <p>Weighting in each category may not be identical with official appointment.</p> <p>If no responsibility in a category, indicate by "NA"</p> <p>Sum of % weight should be 100%</p> <p>Overall score should reflect sum of all weighted category scores</p> |
|---|---|

Evaluation Narrative (below or attached sheet):

Evaluator Name(s): _____	
Evaluator Signature: _____	Date: _____
Evaluator Signature (joint evaluator) _____	Date: _____
Faculty Signature _____	Date: _____
Associate Vice-President - Academic Programs _____	Date: _____
Associate Vice-President - Extension _____	Date: _____
Associate Vice-President - Research _____	Date: _____

## FACULTY SELF-EVALUATION FORM

Name \_\_\_\_\_ Department \_\_\_\_\_

Rank \_\_\_\_\_ Date \_\_\_\_\_

The activities described below have all occurred in the calendar year \_\_\_\_\_ except as noted.

I. Teaching

- A. How do you communicate course objectives to your students? How do your examinations and other student evaluations reflect these objectives? (Please provide documentation.)
- B. Demonstrate how your courses comply with departmental expectations, e.g. if your course is a prerequisite for another course; provide evidence that students are adequately prepared to progress.
- C. Describe how you require students to “learn outside the classroom.”  
Do you require research, outside projects, or interdisciplinary assignments, etc.?
- D. What activities do you require of your students which are designed to improve their (1) oral and written communication skills, and (2) quantitative and problem-solving skills?
- E. Describe how you have modified and/or improved your courses during this past year. (Please provide documentation.)
- F. Do you serve as an academic advisor? If yes, for which program do you advise? How many advisees do you advise? What do you do to ensure that your advisees are receiving good advice?
- G. In summary, what has been your greatest contribution as an instructor during this past year?
- H. List any other contribution to teaching not mentioned above.
- I. List all agencies/programs to which you have submitted proposals for the funding of instructional programs.

II. Scholarly Activity and Professional Development

- A. List all publications during this period. Provide separate bibliographic listings for refereed and non-refereed publications.
- B. Describe any off-campus duty assignments, courses taken, workshops attended, etc.
- C. List all presentations to professional organizations.
- D. Describe any professional consulting activity during this period.
- E. Research Support. List all proposals funded by:
  - 1. UAM
  - 2. External agencies
  - 3. Proposed
- F. In what other professional development activities have you engaged during this period?

III. Service

- A. Institutional  
Describe your on-campus service activities, e.g. committee membership, sponsoring student groups, etc.
- B. Professional
  1. List professional organizations of which you are a member. Describe your contributions to these groups during this period, e.g. offices held, committee memberships, etc.
  2. Describe your professional contributions to the community. Do not include church or civic club membership, etc.
- C. Describe any professional service activities not been listed above.

IV. Plan for Improvement (to be accomplished prior to next faculty evaluation)

- A. Teaching
- B. Research
- C. Service

## APPENDIX D- HORNADAY OUTSTANDING FACULTY AWARD

### HORNADAY OUTSTANDING FACUTLY AWARD

The Hornaday award was created in 2010 through an endowment funded by a donation from Charlotte Cruce and Dan Hornaday. Both of the Hornadays are graduates of Arkansas A&M and have many fond memories of the outstanding faculty that mentored and advised them through graduation and on to very successful careers with Exxon. Earnings from the investment of the principal of the endowment are used annually to provide a recognition certificate and a cash award to the recipient.

The **Hornaday Outstanding Faculty Award** provides a monetary award to recognize and reward faculty excellence. The award consists of a cash gift and a certificate. One award may be given annually. Finalists for the award will receive a certificate.

- I. Nature of Award – The Hornaday Outstanding Faculty Award recognizes an individual who demonstrates excellence in the areas of teaching, scholarship, and service.
  - A. *Excellence in Teaching*: To recognize, encourage, and reward superior teachers whose command of their respective disciplines, teaching methodologies, communications skills, concern for student performance, and commitment to the learning process exemplify the teacher/mentor model. More than a popularity contest, it distinguishes those who maintain high expectations of their students and who ensure academic rigor in their courses.
  - B. *Excellence in Research and Scholarship*: To recognize, encourage, and reward those individuals whose research, scholarship, and creative efforts have been particularly successful and are so recognized locally, regionally, and/or nationally. The results of these efforts should have contributed to the expansion of knowledge and/or the quality of life, and/or encouraged additional research.
  - C. *Excellence in Public Service*: To recognize, encourage, and reward those individuals who have brought credit to the University of Arkansas at Monticello through their successful efforts in service to the community, state, or nation in areas of public interest. Their achievements in serving the public interest should have been particularly successful and should have been recognized locally, regionally, and/or nationally.
- II. Number and Frequency of Award
  - A. There may be one award presented annually.
- III. Selection
  - A. Eligibility
    1. Persons with faculty status as defined in the current faculty handbook, holding full-time appointments, evaluated annually, and teaching at least 12 hours annually may be nominated.
    2. Faculty with administrative responsibilities are ineligible.
    3. Award recipients will not be eligible to receive the award for the following five years.

## B. Nominations

1. Faculty considered for the award shall be identified through a nomination.
2. Any member of the University community -- faculty, administration, staff, students, and alumni-- may nominate a faculty member.
3. Nominations should include the nominee's name, a nomination statement, the nominator's name and/or signature.
4. Nominations may be submitted either in writing or by electronic submission.

## IV. Procedure

### A. Administration of the award process

1. Administrative support for the award process shall be the responsibility of the Office of the Chancellor.

### B. Solicitations of nominations

1. The Chancellor shall call for nominations at the first of February and collect all nominations received during the month.

### C. Administration of the judging process

#### 1. Nomination Committee

##### A. The Nomination Committee will consist of four members:

- A student appointed by the SGA president
- The faculty member receiving the Hornaday Outstanding Faculty Award from two years previous, who also serves as convener/chair
- A member of the administration chosen by the Chancellor
- A faculty member appointed by the Faculty Assembly Chair.

##### B. By the end of March, the Nomination Committee will submit up to five Hornaday Outstanding Faculty Award nominees to the Selection Committee.

##### C. The Nomination Committee will use nomination statements plus Faculty Self-Evaluations from up to the past three years.

#### 2. Selection Committee

##### A. The Selection Committee will select the Hornaday Outstanding Faculty Award winner.

- B. The Selection Committee will consist of three members:
- The previous year's Hornaday Outstanding Faculty Award winner, who also serves as the convener/chair
  - Two faculty members selected from the academic schools
- C. In addition to the nomination statements and Faculty Self-Evaluations, the Selection Committee will use reviews by students, peers, and deans. Faculty will approve evaluation reviews by indicating a checkbox on dean evaluations.
- D. By the end of April, the Selection Committee will determine the Hornaday Outstanding Faculty Award winner.

Committee Notes: No members of the committees should be from the same school. Faculty membership on both committees should be rotated. If deemed necessary, more committee members may be appointed. Committee members will include teaching, service, and scholarship in their evaluation of candidates. No members of either committee will be eligible for the award during time of service on the committees.

#### V. Announcement of winners

The Chancellor shall recognize the Hornaday Outstanding Faculty Award winner at UAM's spring commencement, and also recognize both the winner and finalists during Professional Development Week at the beginning of the fall semester of each academic year.

Revised April 2010

Revised June 2003

Revised March 1996

**APPENDIX E- VOLUNTARY RETIREMENT INCENTIVES FOR TENURED FACULTY SAMPLE DOCUMENTS**

[BOARD POLICY 425.6](#)

3									
4	NAME:							BIRTHDATE:	
5									
6	POSITION & DEPARTMENT:								
7									
8	DATE OF EMPLOYMENT:							DATE OF RETIREMENT:	
9									
10	YEARS OF EMPLOYMENT:							AGE AT RETIREMENT:	
11									
12	CURRENT APPOINTMENT PERIOD (9 OR 12 months)							SALARY (Current Year):	
13									
14									
15									
16									
17	<b>COSTS AND SAVINGS</b>								
18			YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7
19									
20	<b>RETENTION COST:</b>								
21									
22	Salary		0	0	0	0	0	0	0
23	Benefits 30%*	0.30	0	0	0	0	0	0	0
24	<b>TOTAL COSTS</b>	<b>\$0</b>	0	0	0	0	0	0	0
25									
26	<b>RETIREMENT COSTS:</b>								
27									
28	Salary		0						
29	Benefits 7.92%**	0.0792	0						
30	Other								
31	<b>TOTAL COSTS</b>	<b>\$0</b>	0						
32									
33	<b>REPLACEMENT COSTS:</b>								
34									
35	Salary		0	0	0	0	0	0	0
36	Benefits 30%***	0.30	0	0	0	0	0	0	0
37	<b>TOTAL COSTS</b>	<b>0</b>	0	0	0	0	0	0	0
38									
39	<b>COSTS SAVINGS</b>	<b>0</b>	<b>\$0</b>	0	0	0	0	0	0
40									
41									
42	* - Current Actual Fringe Benefit Percentage Rate								
43	** - Workers Comp (0.55%), Unemployment (0.18%), OASDI (6.2%), Med (1.45%)								
44	*** - Current percentage used for budgeting								
45									
46	<b>Calculation of Retirement Costs:</b>								
47	Current Year Salary			\$0					
48	x 30%								
49				\$0					
50									
51	Total Years of Service								
52	Less Base of 15 Years			(15)					
53	Years x Additional 1%			(15)	\$0				
54									
55	<b>Total Retirement Costs</b>			\$0					

**WORKSHEET FOR VOLUNTARY RETIREMENT INCENTIVES**

## VOLUNTARY RETIREMENT AGREEMENT

This Agreement is entered into by and between \_\_\_\_\_, a member of the faculty of the University of Arkansas at its \_\_\_\_\_ campus, and the Board of Trustees of the University of Arkansas, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_ states:

That he/she has been a member of the faculty of the University of Arkansas since \_\_\_\_\_, currently holds the rank of \_\_\_\_\_, and is tenured in that position under policies of the Board of Trustees.

That he/she is not on leave-without-pay status, receiving long-term disability insurance benefits, or receiving workers' compensation benefits;

That on his/her own initiative, he/she has sought an agreement for early retirement pursuant to Arkansas Code Annotated §24-7-101 and Universitywide Administrative Memorandum 430.2;

That he/she has been apprised of his/her rights under the Age Discrimination in Employment Act as amended;

That he/she has been advised and has had the opportunity to seek the advice and counsel of attorneys, accountants, and others who could aid him/her in making an informed decision regarding the early retirement program;

That he/she has been given at least 45 days to consider his/her participation in the program; and

That he/she voluntarily does hereby resign his/her position as a tenured \_\_\_\_\_ effective \_\_\_\_\_, recognizing and acknowledging that all rights and obligations as a tenured faculty member will then end.

In consideration for the resignation as a tenured faculty member as described above, the Board of Trustees of the University of Arkansas hereby accepts such voluntary resignation and in consideration thereof agrees to provide the following:

(1)

(2)

(3)



STATEMENT OF ASSURANCE

By my signature below, I, \_\_\_\_\_, do hereby assure the members of the Board of Trustees of the University of Arkansas that I have voluntarily sought participation in the University of Arkansas Voluntary Retirement Incentives Program for Tenured Faculty, that I have been appraised of my rights under the Age Discrimination in Employment Act and the Older Workers Benefits Protection Act, and that I have been advised by, or have had the opportunity to seek the advice and counsel of, attorneys, accountants and others who might assist me in making an informed decision concerning the Program.

\_\_\_\_\_  
Faculty Member or Staff Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

VOLUNTARY RETIREMENT INCENTIVES PROGRAM  
FOR TENURED FACULTY WAIVER

I, \_\_\_\_\_, knowingly and voluntarily execute this waiver concerning my participation in the Voluntary Retirement Incentives Program for Tenured Faculty at the University of Arkansas at Monticello and the Agreement (“Agreement”) I have executed pursuant to the Program. I state further that:

- 1. I have knowingly and voluntarily sought this Agreement on my own initiative;
- 2. I have been apprised of my rights under the Age Discrimination in Employment Act, and the Older Workers Benefits Protection Act.
- 3. I have been advised by, or have had the opportunity to seek the advice and counsel of, attorneys, accountants and others who could aid me in making an informed decision regarding the terms of my voluntary retirement Agreement.
- 4. I hereby knowingly and voluntarily waive any right or claim under the Age Discrimination in Employment Act, as amended, which I might have or claim against the Board of Trustees of the University of Arkansas or, arising out of my employment with University of Arkansas at Monticello and my participation in the Program.
- 5. I hereby knowingly and voluntarily waive the forty-five (45) day period for consideration of the terms of, and my participation in, the Program.
- 6. I acknowledge that I have a period of seven (7) days following execution of the Agreement by the appropriate officer of the Board of Trustees of the University of Arkansas to revoke the Agreement in writing, such revocation to be received by the Board of Trustees of the University of Arkansas, 2404 North University Avenue, Little Rock, Arkansas 72207, on or before seven (7) days following the execution of the Agreement by the appropriate officer of the Board of Trustees of the University of Arkansas and I acknowledge that the Agreement shall not become effective or enforceable until such revocation period has expired.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
Date