This Academic Unit Houses the Following Areas of Study and Degree Programs

**BA / BS in Sociology (General Sociology, Anthropology, or Gerontology Emphasis)**

**BA / BS in Geography**

**BA in Sustainable Community Development**

**Minors in Anthropology, Geography, Gerontology, Sociology and Sustainable Community Development**

**Academic Unit Head / Department Chair (Leslie G. Cecil)**

According to SFA policy 4.4, the primary responsibilities of the chair are to establish and maintain a climate conducive to the pursuit of knowledge. The decisions of the chair should be made and implemented in the context of collegiality and regular communication with the faculty. More specifically, the administrative responsibilities of a chair include, but are not limited to, the following:

1. Provide leadership in the establishment of a visionary direction and the maintenance of standards for the academic unit, consistent with college and university missions;
2. Serve as the principal advocate for the unit and as an advocate for the college and university missions;
3. Ensure quality through evaluation, modification and development of academic programs;
4. Respond to the needs of students, faculty, administration, and the public;
5. Manage and allocate fiscal and physical resources of the unit;
6. Establish, maintain and communicate effective personnel procedures and processes; and
7. Promote the academic unit externally.

**Administrative Assistant (Peggy K. Moss)**

This is an administrative support position responsible for performing complex secretarial and/or administrative work, usually reporting directly to an Academic
Unit Head. Work involves planning, organizing, and performing a wide variety of administrative and bookkeeping activities and may require supervision of one or more clerical assistants in carrying out the details of the work. Work often involves handling confidential and sensitive material. Work may require extensive interaction with students and planning of individual degree programs; and assisting in the development of departmental policies and procedures. Responsible for gathering data, maintaining files, and processing a variety of records and reports for university administration and various state agencies. Requires frequent contact with other university or state agencies and the general public. Work is performed under general supervision and is subject to review through conferences with the Academic Unit Head. May schedule and coordinate luncheons, meetings, and conferences. May supervise student employees. Performs other duties as assigned. This is a security-sensitive position.

1. Supports the Chair in appointments, travel, purchasing, budgeting, document signature, and special assignments.
2. Works with course scheduling: creating courses in Banner, lifting advising holds, issuing permits for registration, monitoring course enrollment, and reviews classroom scheduling.
3. Manages office administration: student assistants (hiring, assignments/workflow), and inventory.
4. Oversees department budget: accounts, purchasing, receiving, HEF review, P-card transactions, T-card transaction and reconciliation of statements.
5. Coordinates building maintenance.

OFFICE MANAGEMENT

A. Office Communication
The office has established procedures on how each method of communication is handled. The Administrative Assistant provides instructions on these procedures to all new employees.

1. Answering the phone
The normal greeting when answering the phone is: “Department of Anthropology, Geography and Sociology.” The campus directory provides the name and number for all university departments and individuals.

2. Mail and Fax A “postage form” should be completed for any out-going mail that requires postage. Both the form and the mail should be taken to the campus post office. A yellow copy of the form will be returned by the post office and should be given to the Administrative Assistant for filing.

Outgoing campus mail should be placed in the campus mail box in the work room and should be taken to the campus post office for delivery.

Documents for hand-delivery should be handed to student workers or the Administrative Assistant or placed in the out-going mail-box in the workroom.
Campus mail is picked-up (normally) twice daily and distributed to professors’ boxes. Package pick-up slips arrive via email and are printed and given to student workers to pick up from the campus post office.

B. Materials

1. Ordering Supplies
Requests for office supplies should be channeled through the Administrative Assistant. Typically, the vendor of choice is SUMMUS, but any university-approved vendor can be used. University employees are not permitted to purchase directly from a Staples storefront; the company’s online site is the only approved ordering method. All office supplies are purchased with a P-card.

Copy paper is ordered from SUMMUS with next day delivery. This is charged to our department P-card.

2. Purchasing/Receiving
Purchases that require a university requisition/PO are initiated by the Administrative Assistant through the Banner system. A receiving form (online) is used to complete a purchase order when the order has been received and payment is to be made. This form authorizes Accounts Payable to pay an invoice.

3. Inventory and Property Transfer
Both the Administrative Assistant and the Office of Property and Procurement retain inventory lists of all property in the possession of the College/department. No property can be removed from campus without completion of a “removal of property” form. The Chair as well as the individual removing the property must sign the form. The Administrative Assistant files all forms and copies are sent to the Property Manager. A new form must be completed annually. If a piece of equipment will no longer be used on or off campus, it should be returned to the Administrative Assistant for reassignment or surplus.

C. Records Retention and Security
The Department is required to adhere to state laws and regulations for the management of its state records. In general, state records are considered any records that are created by or received by an employee in the office that relate to the normal course of business. The Chair is responsible for the supervision of the Department’s records, including the records of all staff and faculty. The Administrative Assistant follows the Records Retention Schedule in disposing or archiving of materials in consultation with the East Texas Research Center.
FACULTY

A. Tenure-track Ranks

The rank of Instructor may be held by an individual without a terminal degree but with contract provisions specifying a completion date of the terminal degree. Appointments to this rank after August 2005 are on tenure track and must go through tenure process. The minimum criterion on appointment to the rank of instructor at Stephen F. Austin State University is a master’s degree in the field in which the individual will be teaching.

The rank of Assistant Professor is held by an individual with a terminal degree who demonstrates the capability to produce research/scholarly/creative accomplishments, teach effectively and provide service to the academic and general communities.

The rank of Associate Professor is held by an individual with a terminal degree, proven record of research/scholarly/creative accomplishments, and effective teaching and service to the academic and general communities.

The rank of Professor is held by an individual with a terminal degree who has a sustained record of research/scholarly/creative accomplishments, effective teaching and service to the academic and general communities and whose contributions to the profession or field are substantial and are recognized beyond the campus.

Graduate Faculty Membership

Membership on the graduate faculty is required for anyone who teaches graduate courses, serves on theses or dissertations advisory committees, serves on the University Graduate Council, or serves on the University Research Council. The Provost and Vice President for Academic Affairs appoints members to the graduate faculty upon recommendations of the department chair, academic Dean, University Graduate Council, and Dean of the Graduate School. Appointment is for a five-year, renewable term. A graduate faculty application form requires the signature of the departmental chair and graduate faculty representative. The form is placed in a packet along with a letter from the chair specifying duties, a current curriculum vitae, and official transcripts. The Dean signs the application form and the entire packet is copied for inclusion in the faculty member’s file. The original materials are sent to the Graduate School for processing and approval.

The Department of Anthropology, Geography and Sociology follows the policies established by the College of Liberal & Applied Arts (CLAA). The following is from CLAA Policy and Procedure Manual found on their website.

Faculty Evaluations

Adjunct Faculty

Adjunct faculty members are evaluated annually for their performance of assigned duties, which will include teaching and may include other activities. For the evaluation, the academic unit
chair/director will review student evaluations of teaching as well as other information and material relevant to the performance of the adjunct faculty member. The academic unit chair/director shall review with each adjunct faculty member the administrative evaluation. When the meeting concludes, the adjunct faculty member shall sign the evaluation form and shall be invited to include a statement in reply. A copy of the evaluation instrument shall be provided to the adjunct faculty member. After all departmental evaluations are completed, the originals are forwarded to the Dean for review, signature, and filing. Under university policy, adjunct faculty members are not eligible for merit pay increases.

**Regular Faculty**

Regular faculty members are evaluated annually for their assigned duties, which include teaching, scholarly/creative activity, and service. For the evaluation, faculty members shall present to their academic chair/director all relevant or requested documentation, including at least the completed annual Faculty Activity Report (FAR) of their activities during the preceding year (September 1 through August 31). The chair/director shall review with each faculty member the submitted documentation and the administrative evaluation. A copy of the administrative evaluation shall be provided to the faculty member. After the administrative reviews are completed, the chair/director forwards the signed evaluations to the Dean and may meet with the Dean to review the evaluations. The Dean shall forward administrative evaluations and any supporting documentation to the Provost.

**Travel**

A travel requisition must be created *prior* to any travel on university business. A copy of the request should be printed and signed by the traveler then forwarded to the Chair for an approval signature and then to the Administrative Assistant for processing. International travel, with the exception of trips to Canada and Mexico, must be pre-approved by the President of the university. To do so, an email should be sent to the Provost’s Assistant explaining who is travelling, the dates of travel, the overseas destination(s), the reason for the travel, the cost of the travel, and the source(s) of funding. The Provost’s Assistant will route the email through the approval process. The Administrative Assistant will prepare a Banner Travel Module ‘travel authorization’ for the traveler with expenses, FOP’s assigned to each expense, an uploaded agenda, and a Google map to support the request. Upon return from travel, a travel requisition will be prepared by the Administrative Assistant for the traveler. The traveler will provide *original* receipts from the trip to the Administrative Assistant. All receipts, a Google map to support the mileage and the agenda of the conference or the other travel business will be scanned and uploaded with the travel requisition for processing. This is a paperless travel module in Banner. Signatures of approval are obtained electronically. Reimbursement is made usually through direct deposit.

**Additional Compensation and Stipends**

Additional Compensation is a payment above the base appointment salary for work that is clearly outside the scope of regularly assigned duties (e.g., teaching SFA 101, incidental work on a grant). Such work can only be performed outside normal business hours, during vacation, or on compensatory time. Additional compensation does *not* affect the base appointment salary but is included in all benefit calculations except health insurance. Additional compensation is subject
to a cap equal to 25 percent of the 9- or 12-month base appointment salary. An Authorization Form must be completed and approved prior to any work being performed. The Dean and budget account manager must sign the form and have it routed through the appropriate university offices. Such work should only be approved if it does not impact the employee or department’s ability to perform expected functions. Once work is completed, an Authorization for Additional Compensation Payment Form must be signed (Dean, budget account manager, and Director of Human Resources) and submitted to Payroll Services by the 1st of the month in order to make processing by the next pay date. All monies are paid on the 1st of the month. The Dean’s Office makes copies of both the authorization form and the payment form for filing in the employee’s folder. (This is now completed electronically by accessing SFA’s Human Resources’ ePAF system).

A stipend differs from additional compensation. It is a lump-sum payment that is added to the base appointment salary without increasing the base. A stipend is designed to provide recognition (e.g., Regents Professor, Teaching Excellence Award) or incentives (e.g., online or off-campus teaching) to employees. Payment of stipends is approved either directly by the Board of Regents or indirectly through board policy. The Provost and Vice President for Academic Affairs must approve stipends.

Stipends are requested on the Stipend Authorization form and are paid on the monthly payroll, but are not included in benefits calculations. Restrictions govern the account from which a stipend may be paid. Under university policy, they can be paid only designated, auxiliary, and gift budgets. They cannot be paid from state appropriated fund accounts or grant, contract, or sponsored agreement accounts.

**Faculty Data Management**

The Assistant Administrator in the Dean’s office for College of Liberal and Applied Arts inputs new faculty member information and updates existing faculty information in Banner by the census date. Academic units/departments verify that all courses have assigned faculty by the census date. The Dean’s Office reviews the entries. Prior to the census date, the Office of Institutional Research (OIR) runs programs to identify discrepancies regarding faculty and faculty/course information. Academic units are notified of discrepancies within specific units.

At the census date, OIR generates a summary of faculty course load information to identify possible discrepancies regarding faculty and course data. Banner faculty assignments are checked for accuracy. Updates to the system are made as necessary prior to the 20th class day. OIR honors requests for updated course load summary reports.

OIR compiles faculty information and submits the data to the SFA Board of Regents, the Texas Higher Education Coordinating Board (THECB), the federal government (IPEDS), Southern Association of Colleges and Schools (SACS), etc. by the respective deadlines. OIR utilizes faculty data for institutional effectiveness reports requested by academic units, SFA administration, and others.
PERSONNEL
Employment Process

Faculty Search

The academic unit chair/director must submit a request for a desired position, along with a position justification, to the Dean. Upon the Dean’s approval of the request, it is forwarded to the Provost and Vice President of Academic Affairs. The formal search cannot begin until the position receives full approval and is posted on the “Careers at SFA” website.

The search process begins with the establishment of a search committee under the guidance of the academic unit chair/director. Procedures for appointing search committees may vary among academic units but should adhere to current university policies and procedures. The committee must contact the Office of Human Resources to arrange a training session at which relevant federal, state, and university policies are explained about how to conduct the process.

A hiring matrix must be completed that will be used to verify whether candidates possess the qualifications for the position. Additionally, the hiring department is required to submit to HR any interview questions that will be asked of candidates. These questions must be approved in advance of discussions with candidates who are being considered for the position.

The search committee oversees the recruitment process while working with the academic unit chair/director. The committee is responsible for developing a position description, advertising the position, initial screening of candidates, and arranging interviews for candidates invited to campus. The committee ensures that all candidates are given fair and full consideration. During each campus visit, candidates should meet the Dean who will discuss tenure and performance expectations. Expenses incurred during the search are generally borne by the academic unit conducting the search.

University policy specifies the minimum qualifications a member of the teaching faculty must possess to be eligible for employment. For instruction at the baccalaureate level, full-time and part-time faculty members must normally have completed at least 18 graduate semester hours in the content discipline and hold a master's degree from an accredited institution. If the position requires teaching at the master’s level, a faculty member must normally hold a terminal degree from an accredited institution, usually the earned doctorate, in the content or related discipline. Depending on departmental policy, the search committee either recommends candidates for the position in rank order of preference to the departmental chair/director or merely provides comments about the candidates. The chair/director, in turn, recommends a candidate for the position to the Dean and, if approved, the Dean forwards a recommendation to the Provost and Vice President for Academic Affairs.

The Provost determines the salary range that can be offered as well as the awarding of any years toward tenure. Candidates typically are hired at the rank of Assistant Professor if a terminal degree is completed or Instructor if a terminal degree is not completed by the start date. The Dean and Provost must approve any hiring above the rank of Assistant Professor. If a candidate is hired without a terminal degree in hand, the hiring contract will typically specify that the
individual has one academic year to obtain the degree or a terminal contract will automatically be issued. It is up to the academic unit whether any moving expenses will be made part of the job offer. Negotiations with the candidate are conducted by the departmental chair/director.

Once agreement is verbally reached on contract terms, the chair sends a request for a contract to the Dean for approval. The Dean’s office forwards the form to the Provost’s Office and the Assistant to the Provost (Sharon Brewer) issues a written contract to the candidate. When a signed contract is returned, the Provost’s Office sends a copy to the Dean’s Office for filing in personnel records. An EPAF is then generated at the departmental level.

According to accreditation rules, the Provost’s Office maintains official personnel files for full-time faculty. A completed file on a new hire must contain the following documents: a signed original contract, original transcripts from all degree granting institutions (sent directly to the Dean’s Office unopened), a curriculum vita, three letters of recommendation, and Faculty Certification of Credentials (where necessary). The chair is responsible for ensuring that a personnel file is complete.

**Chair Search**

The policy for conducting chair searches in the College of Liberal & Applied Arts is derived from University Policy E-10A. The search process begins with the Dean consulting the department on whether an internal or external search is preferred. Except in rare cases, an external search will be conducted in order to maximize the quality of the applicant pool. After receiving input, the Dean renders a decision on the type of search that will be initiated. The Dean forms the search committee after consultation with the departmental faculty. The committee’s final membership composition is subject to the Provost’s approval. Departmental representatives on the search committee are selected by a vote of the department’s faculty, with voting rights restricted to faculty (from the rank of instructor through full professor) on a full-time contract. The committee should have at least five members and the overall composition must always be an odd number. Only tenured and tenure-track faculty are eligible to serve on the committee. The departmental membership should, when feasible, include representation by every rank. Additionally, the Dean appoints an outside representative after consultation with the department. This representative should preferably have administrative experience equivalent to the duties performed by a chair.

The committee elects a member to serve as its chair. This person is responsible for ensuring that all policies and regulations (university, state, and federal) are observed. Before any discussions take place, the committee chair should contact the Office of Human Resources to arrange a presentation on how the search process is to operate. The Dean’s Office covers the cost of chair searches but all expenses (advertisements, candidate travel, etc.) must be approved in advance. A hiring matrix must be completed that will be used to verify whether candidates possess the qualifications for the position. Additionally, the hiring department is required to submit to HR any interview questions that will be asked of candidates. These questions must be approved in advance of discussions with candidates who are being considered for the position.
When a set of candidates (typically three) is determined for a campus visit, arrangements should include separate interviews with the Dean and Provost. The committee’s work concludes with an evaluation of each candidate that is sent to the Dean. No formal recommendation is made unless requested by the Dean. The Dean, in turn, recommends a candidate to the Provost. The Dean conducts job offer negotiations. The Provost must approve rank and salary in advance of any discussions with a candidate. The Dean’s Office contributes to the cost any moving expenses.

Hiring Staff

The Office of Human Resources (HR) maintains official lists of job titles and salary ranges that govern the terms of employment for staff members. The creation of any new position requires completion of a job analysis questionnaire by the position’s supervisor; HR will use this information to establish the title and salary range that can be offered.

When a staff vacancy occurs in the College, the departmental chair/director should check with the Dean on whether the position remains eligible for replacement. No position can be replaced, however, until a formal letter of resignation has been received in the Dean’s Office. Once approved by the Dean, Provost, Budget Office, and HR, all staff job openings in the College are posted on HR’s website prior to any hiring decision. Staff searches can be either internal (SFA personnel only) or external (open to the public). For both internal and external searches, non-exempt positions must be posted a minimum of five calendar days before a hiring decision can be made while exempt positions must be posted a minimum of ten calendar days.

A hiring matrix must be completed that will be used to verify whether candidates possess the qualifications for the position. Additionally, the hiring department is required to submit to HR any interview questions that will be asked of candidates. These questions must be approved in advance of discussions with candidates who are being considered for the position.

The supervisor is authorized to conduct staff searches and may elect to do so either personally or through a screening committee. The supervisor makes the final hiring decision.

Hiring Student Assistants

There are two different ways in which the Department hires student assistants: a student assistant who is work-study eligible and a student assistant without work-study eligibility. Typically, the Department hires primarily work-study eligible students to avoid using its own resources. Work-study eligibility is governed through the Financial Aid Office. All vacancies are posted on the Human Resources website. Student assistants and work-study students must present a green card indicating all HR paperwork is complete before starting. Students are hired to work in the main office as well as the Anthropology/Archaeology Lab.

EPAFs

The Electronic Personnel Action Form (EPAF) is used to obtain administrative approval and to notify Payroll/Human Resources (HR) of changes in employment status for all employees, including graduate students and undergraduate students. Originators and approvers of EPAFs
must be trained and complete authorization forms before they are allowed to access the system through Self-Service Banner.

An EPAF must be prepared for any of the following reasons:

- Employment of exempt or non-exempt positions including graduate students and undergraduate students;
- A change in an employee's title, salary (outside of the annual budget process), FTE percentage, account number or department or if an employee is being reappointed, has an overload, or is receiving a salary supplement;
- Whenever an employee is going on leave without pay, a return to work from leave without pay, or a faculty development leave; or
- Whenever an employee is separating from employment with the university including retirements, voluntary and involuntary terminations, and at the end of an assignment when the employee will not be returning the next semester.

EPAFs must be completed electronically, approved, and routed to HR before an employee can start work, immediately at the time of the change of status, or immediately at the end of an assignment. In the Dean’s Office, the Associate Dean is responsible for approving EPAFs generated at the departmental level.

The Administrative Assistant is responsible for the employment and supervision of student assistants who are assigned to the Department. Student employees who work in the Anthropology/Archaeology Lab are hired and trained by the Lab Director.

**Personnel Files**

Faculty files for each department are placed in alphabetical order in the Active Files Cabinet in the Chair’s office. The file for any faculty member that resigns or leaves SFA is kept in the same locked office. The university’s annual budget lists all continuing faculty for each department. Their EPAFs generally are posted in the MySFA-prod. The Comments Section of the EPAF provides any additional information about the status of a particular faculty member. The Human Resources Assistant receives Additional Compensation forms from the Dean’s Assistant who keeps tracks of updating faculty information. Additional Compensation forms are stored in the last drawer of the Active File cabinet under Miscellaneous.

Files for recently hired faculty should contain a signed contract letter, original transcripts from all degree-granting institutions, a curriculum vita, three letters of recommendation, and a Faculty Certification of Credentials form (where necessary). When all materials are complete, the file should be sent to the Deans office as well as to the Assistant to the Provost. Copies of these documents should be kept for filing purposes.

Adjuncts are hired typically for one semester at a time. The Department is responsible for forwarding all hiring documents (a signed contract letter, original transcripts from all degree-granting institutions, a curriculum vita, three letters of recommendation, and a Faculty Certification of Credentials form) to the Dean’s Office. The departments also generate EPAFs for all adjunct hires. Complete files must be in place by the end of the first week of each semester. The Dean’s Office retains all documentation involving adjuncts and, unlike full-time faculty hires, does not forward their files to the Provost’s Office.
Graduate Assistants (GA) are appointed each semester by the academic departments in the college. The EPAF proxy server is checked twice daily by the Human Resources Assistant at the beginning of each semester—until the twelfth day of classes—to track GA appointments. Either the Dean or Associate Dean approves GA EPAFs, which will remove them from the queue. The Dean’s Office does not house any files on GA appointments. However, a graduate student who is the instructor-of-record for a course(s), designated as a Teaching Assistant (TA), must provide the Dean’s Office with an updated resume and three letters of recommendation that are filed in the Deans Office.

FACULTY ISSUES

Office Hours
The College established a minimum office hour requirement for instructional faculty, but departments remain free to impose a more stringent standard. The policy is as follows:

Access to, and personal attention from, faculty are vital to the mission of Stephen F. Austin State University and to the College of Liberal and Applied Arts. Faculty in the College should aspire to offer high caliber, effective teaching characterized by mentorship and advising that contribute to students' cultural, social, and intellectual lives.

Today’s teaching and learning dynamics have changed dramatically for both students and faculty, with a much greater reliance on electronically mediated methods for communication. Faculty may now spend many hours in “unofficial” office hour time (including evenings and weekends) responding to students’ instructional needs. These methods of communicating with students do not eliminate the need for faculty to be available for face-to-face consultation and individual instruction.

To ensure that students have access to their professors, each regular faculty member in the College is expected to schedule at least five (5) regular office hours per week and post these hours in their home departments and on or near their office doors. Departments can adopt more than the required number of office hours. The posted office hours must occur during normal hours of general operation, no earlier than 8 a.m. or later than 5 p.m. Monday through Friday except those teaching late evening or Saturday classes. The posted hours must spread over at least three (3) days. Each faculty member is expected to accommodate students who have legitimate conflicts with the posted office hours with individual appointments. During summer terms and Maymester, one hour per day when classes are scheduled.

Part-time faculty members are expected to maintain the equivalent of one (1) office hour per week for each course section that they are teaching. Faculty teaching exclusively online must also hold office hours, but may make alternative arrangements with their Department Chair to be available online, via telephone, or on other social media.

When it is not possible to keep posted office hours, the department chair/director or administrative assistant should be notified, and a note placed on the faculty member’s door. In
Workload Reassignment

Under University Policy A-18, exceptions to the standard teaching load may be granted for chairing a department/division/school, for performing administrative duties, and for preparing course material during the first year of the initial tenure-track contract. Additionally, the Dean and the Provost and Vice President for Academic Affairs must approve all exceptions. Faculty members are expected to be available to students on campus even with a course reassignment. Moreover, faculty members on a reassignment are typically not eligible for extra compensation. In CLAA, the chair or director may make the workload reassignments as needed in consultation with the faculty member and with the approval of the Dean and Provost. The faculty member must complete a non-instructional reassignment request form that outlines the clear “deliverables” that would be produced at the end of the reassignment service (e.g., report, advising summary, publication). Upon completion of the reassignment, an outcome report must be forwarded to the Dean’s Office. The College’s Human Resources Assistant keeps track of all reassignment paperwork and stores them in a file.

The College recognizes several categories of reassignment as typically warranted, subject to the approval process. Among these are:

a. Departmental Advisement Coordinator (one course reassignment for each regular semester). This faculty member has responsibility for coordinating all departmental advising and career development activities for majors and minors.
b. Departmental Assessment Coordinator (one course reassignment for each regular semester). The College adopted a uniform set of responsibilities for assessment coordinators, with departments being free to supplement these duties. According to the policy, the undergraduate program assessment coordinator is responsible for orchestrating Program Assessment for B.A./B.S. programs in the discipline.
c. Assessment Coordinator responsibilities are the following:
   a. The collection of assessment materials from courses serving majors, based upon a systematic rotation of course sections each semester. This collection requires the coordinator to work closely with professors who serve the instructional delivery of major courses; the review and summarization of rubrics to determine whether criterion is being met at appropriate levels. The composition and submission of assessment reports, along with appropriate samples and attachments, to TracDat. These functions are separate from CORE-based assessment processes, which are conducted by content-area faculty.
d. Graduate Coordinator (one course reassignment for each regular semester). The College adopted a uniform set of responsibilities for assessment coordinators, with departments being free to supplement these duties. The Graduate Coordinator is responsible for monitoring and coordinating all activities related to the graduate program. The Graduate Coordinator reports to the chair of the academic department and is responsible for the following: Coordinating activities in the graduate program on the SFA campus and all off site locations. Facilitating faculty meetings for the graduate program in consultation with
the chair. Directing efforts to maintain accreditation for the program, where applicable. Maintaining a data base on graduate students and alumni. Establishing and maintains appropriate outcome measures for the program. Guiding curricular revisions and programmatic assessment. Consulting with the department chair on graduate course offerings. Recruiting and participating in retention activities to maintain student enrollment in the program as determined by the University. Representing the program effectively at the university, community, and professional levels. Serving on relevant committee assignments for the department and the College. Showing leadership in activities related to advancing the mission of the program. Taking an active role in meeting Higher Education Accreditation Standards (i.e. assessment planning, preparing self-study materials). Participating in the supervision of graduate assistants in consultation with the chair. Facilitating both the admission and graduation processes for graduate students. Serving as departmental liaison to the Graduate School.

**Research** (one course reassignment per regular semester).
College faculty members who maintain a constant and rigorous research and publication agenda may apply for reassignment in teaching load. No department, division, or school in the College may normally have more than one research reassignment per semester and the overall department/division semester student headcount must be maintained without the use of adjunct instructors. To qualify for research reassignment, at least one of the following criteria must be met:

a. The faculty member shows continuous research productivity and strong intellectual contributions over the past two years, including presentations, refereed scholarly publication, books, and other significant publications, such as refereed and peer-reviewed online journals.

b. The faculty member can demonstrate engagement in scholarly activity that is likely to produce intellectual contributions and publications in the near future. Applicants for research exceptions must submit a written proposal that outlines a research plan and monthly schedule. The departmental chair/division director and the Dean must approve the proposal. Faculty on research reassignment must provide the deliverable by July 1st of the academic year for which the reassignment was granted. Research reassignments are not permanent. Faculty must apply on a semester-by-semester basis.

Departmental chairs and division/school directors must submit a list of all workload reassignments for a given semester to the Dean no later than one week before semester course schedules are due in the Dean’s Office.

**Adjunct Faculty**
Adjunct faculty members are hired by academic departments to teach on a semester-by-semester basis. The Provost’s Office allocates an annual budget for Fall and Spring semesters to the College for the hiring of adjuncts. The Dean may request additional funding if student demand warrants extra sections of specific courses. The School of Social Work, due to accreditation requirements, is assigned its own adjunct budget. In practice, departments indicate what adjunct sections are needed in preparing the course schedule for a semester and, unless the Dean objects, chairs can commence hiring
immediately. Departments are responsible for preparing contracts for adjunct faculty members. No hiring of an adjunct is final, however, unless the course(s) enrolls the Higher Education Coordinating Board’s defined minimum of students (i.e., ten for an undergraduate course and five for a graduate course). The Human Resources Assistant in the Dean’s Office maintains an adjunct spreadsheet for the entire college. Summer terms (Maymester, Summer 1 and 2) do not use contracts but appointment letters to hire adjuncts. The Dean’s Office issues these letters in early May. Only one appointment letter is sent to each adjunct no matter the number of summer terms or the number of courses taught. The College’s Human Resources Assistant keep copies of all appointment letters in the adjunct member’s file.

STAFF ISSUES

Time Approval
Official time records are maintained for all non-exempt employees in the Department via the Time Clock Plus timekeeping system. These employees must record their time daily, including the use of vacation and sick time. The Chair approves time records on a bi-weekly basis.

Exempt employees record their time once-a-month using the Leave Report in SSB. The Chair approves the leave reports of all exempt employees. The Dean approves the Chair’s monthly Leave Report. If the Chair is off-campus, an appointed Proxy is responsible for the approvals.

Compensatory time must be approved in advance. Compensatory time that is earned must be signed by the Chair and submitted to the Payroll Department. A non-exempt employee who works an excess of 40 hours in a workweek is entitled to compensation for the excess hours through one of the following methods:

- The employee should be allowed (or required) to take compensatory time off within twelve (12) months following the end of the workweek in which the overtime occurred at the rate of 1-1/2 hours off for each hour of overtime. Time that is to be taken is at the discretion of the supervisor and must be authorized in advance.
- When granting compensatory time off is impractical, the employee receives pay for the overtime at the rate of 1-1/2 times the employee's regular rate of pay. Payment must be made for all overtime in excess of 240 hours, which is 160 straight time hours.

Vacation and Sick Leave
Employees requesting leave in the Department of Anthropology, Geography and Sociology must complete a leave form. The Chair will either approve or disapprove the request. If approved, the form is filed by the Office Manager for record-keeping. In the absence of the Chair, a Proxy will be responsible for leave approvals. Time taken off cannot exceed the available balance. It is the department head’s (or assigned designee’s) responsibility to verify leave taken is entered in the online system and to verify/certify through the approval process that entries accurately reflect leave taken for the applicable period. All entries and approvals must be completed by the due dates established by the Payroll Department. Vacation and sick leave earned are automatically added to leave balances. For faculty in the College, university policy sets the conditions under which sick leave may be used for personal or family illness as well as for personal leave.
1. If a faculty member needs to take time off to handle personal business, personal leave may be used for that purpose with prior approval from the department head.
2. If a faculty member misses a class, even if a substitute covers the class, the time missed must be reported.
3. If a faculty member is out two days or more, 8 hours in leave must be reported for each day.
4. If a faculty member misses office hours due to illness or personal business, leave must be reported for the time missed. Full-time faculty members accrue eight (8) hours per month of sick leave. Part-time faculty accrue sick leave at a proportional rate.

Staff Evaluation

In the Department, the immediate supervisor is responsible for conducting the annual evaluation of staff members. The university’s performance review form must be used for all staff evaluations. Supervisors are strongly encouraged to complete performance review training on an annual basis prior to conducting their evaluations of staff members. The Chair evaluates the following individuals within the Department: the Administrative Assistant and the Archaeology Lab Director.

The supervisor must review the evaluation personally with each staff member and allow an opportunity for the staff member to write a response. A copy of the final evaluation should be given to the employee. All original evaluations are sent to the Dean for review and signature. Copies made for personnel files and the Dean sends the original to the Provost and Vice President for Academic Affairs.

Chair Absence

When a departmental chair/director is to be absent from campus for an extended period of time, as in the case of illness or vacation, the Dean should be informed, when feasible, of the absence in advance and should be provided a phone number for contact in case an emergency arises. During the chair's extended absence, the departmental office must have either a full-time faculty member or another chair in the College available to handle issues that might arise. The identity of this individual should be communicated to the Dean and members of the academic unit. Chairs may make themselves available via cell phones or email, and administrative assistants may, when possible, schedule appointments for individuals needing to speak directly to the chair when phone calls or emails are not prudent.

In the case of extended sick leave or vacation days, a leave form should be completed prior to departure or immediately upon return to the campus. School-related business, such as recruitment travel, conference attendance, professional events, or supervision of students, does not require a leave form.
BUDGETS

Budgets
The Department houses five main accounts: Operations & Management, Higher Education Fund (HEF), Excellence, and Professional Development Fund. Each account has its own spending restrictions and allowable uses specified either by university policy or state law. The main difference is between appropriated and non-appropriated funds.

Appropriated or state funds are accounted for in the education and general (E&G) fund group, and are coded as fund 107550 in the Banner system. The Higher Education Fund (HEF) (13047x) and Research Development Fund (130610) are also considered state appropriations and accounted for in the E&G fund group. Certain types of institutional expenditures cannot be paid from appropriated funds. Examples are moving expenses for faculty, business meals, food and beverages, including coffee, water and soft drink purchases for office staff, and most clothing purchases for departmental employees. Meals purchased while in travel status can be paid with appropriated funds. Non-appropriated funds include auxiliary, designated, and gift or grant funds. Gift funds are less restrictive than appropriated funds, and may be used for certain types of expenses that cannot be paid from appropriated funds.

The Administrative Assistant is responsible for supervising the Department’s accounts and meeting monthly with the Chair to provide an update on the status of each budget. University guidelines outline allowable uses for funds in each account.

Operations & Maintenance Account
The College and each of its units are assigned an Operations and Management (O&M) account by the university. The monies in this account are provided through state appropriation and do not lose designation as “Appropriated Funds” when transferred to another budget. For the most part, the College uses its O&M account to purchase office supplies but monies in the account can be spent for most purchases except food and gifts. The general rule is that a relevant expenditure from an O&M account must be directed toward the operation and physical upkeep of the Department’s Office. An O&M account can never be used for discretionary expenditures. The Department’s O&M account does not rollover to the next fiscal year if any monies are unspent.

Higher Education Fund (HEF)
The Higher Education Fund is appropriated by the state to the university for instructional needs. In Banner, HEF accounts are identified as 13047x. The Provost annually allocates a lump sum of HEF monies to the College for distribution by the Dean. No set formula has been established for dispersing HEF monies.

Excellence Account (Gifts)
The Department’s Excellence Fund is generated from private donations. It is categorized as a “restricted fund” and is identified in Banner starting with a “2.” Monies in this account roll-over annually. Unless a donor specifically limits the use of a financial gift, Excellence Account funds can be applied toward discretionary purposes.

The flexibility associated with the account means that judgment is required in determining the propriety of some expenditures. As a rule, the prudent person test should govern whether a
discretionary purchase is appropriate use of the funds. Above all, any discretionary expenditure must benefit the university.

**Professional Development Fund**
The Provost allocates professional development funds annually to the College. The Chair Council recommended that the College’s pool should be distributed on the basis of the number of full-time, tenured/tenure-track personnel within each unit, excluding Military Science. The Dean divides the monies proportionately and forwards a lump sum to each chair. Chairs are free to apportion their allocations in any way deemed equitable and serving departmental needs. These funds can only be used for professional development purposes. They cannot be applied toward accreditation expenses, travel for prospective employees or staff, or administrative expenses. Nonetheless, the meaning of “professional development” is broadly defined to cover any enhancement of a faculty member’s skills, including professional travel, conference registration fees, and teaching materials. The Provost is ultimately responsible for making any judgment calls on whether a particular expenditure is a suitable use of professional development monies. Funds in a professional development account do not rollover and are forfeited if not spent within the fiscal year.

**Inter-Departmental Transfers**
Under university policy, a department may pay for goods and services received from another department using the Interdepartmental Transfer (IDT) procedure. This internal procedure charges and credits accounts within the university without the need to write a check. The department’s Administrative Assistant processes IDTs involving the departmental accounting.

An IDT cannot be used to shift balances or move budgets from one account to another unless there is a legitimate transfer of goods or services at a fair and reasonable price. Additionally, an IDT cannot be used to transfer capital equipment from one department to another. Such transfers are handled through property management in the purchasing department. However, if an exchange of funds is involved in the equipment transfer, an IDT may be used to effectuate that part of the process.

The department providing the goods or services initiates the IDT. Multiple IDTs can be provided in a spreadsheet format approved by the Controller’s Office. Departments with only a few charges to other departments may initiate their IDTs either by memo to the Controller’s Office or by completing the IDT form online, printing it, and sending a hard copy to the Controller's Office. If a memo is used, it should contain the same information as requested on the IDT form. Departments that initiate IDTs must provide substantiating documentation of the charges to the receiving departments. The initiating department must retain copies of the documentation. Each account manager is responsible for reviewing their accounts to verify accuracy of IDT charges.

**P-Card Usage**
The Department of Anthropology, Geography & Sociology possesses one Procurement Card (P-Card) for credit purchases in the Chair’s name. The P-Card in a secure cabinet in the Chair’s office. In making a purchase, the following steps are taken by the cardholder:
- Determine if the transaction is an acceptable use of the card.
- Determine if the transaction is within the cardholder’s spending limit (maximum $2,000 per transaction). A transaction includes the purchase price, plus freight and installation, excluding tax.
- Identify the vendor and verify the vendor’s state of Texas warrant hold status if the transaction amount exceeds $500.
- Call or fax the order, visit the vendor, or place the order over the Internet. Inform the vendor at the time of checkout that SFA is tax exempt.
- Provide detailed shipping instructions, including the building and room number where delivery is to be made. P-Card deliveries cannot be made to Central Receiving. Request that the Cardholder’s name and delivery address appear on all packing lists and box labels. Secure a receipt or invoice, and/or P-Card Documentation/Problem Resolution Form to fully document the purchase. Instruct the vendor to send the receipt/invoice directly to the cardholder, not to Accounts Payable. A state agency may not pay for goods before delivery to the agency. Vendors should only charge the account when goods are shipped. Back orders should not be charged until the goods are shipped.
- Secure a receipt or invoice, and/or P-Card Documentation/Problem Resolution Form to fully document the purchase. Instruct the vendor to send the receipt/invoice directly to the cardholder, not to Accounts Payable. A state agency may not pay for goods before delivery to the agency. Vendors should only charge the account when goods are shipped. Back orders should not be charged until the goods are shipped.

The individuals who have physical possession of a P-Card are required to place receipts in a file for monthly reconciliation. Receipts must clearly be marked in terms of what was purchased, who made the purchase, why was the purchase made, when was the purchase made, and where was the purchase made. In the case of restaurant bills, all parties’ names must be listed on the receipt. Items are detailed according to account numbers and FOAPs. An item can be detailed to a fund different from the card used. If discrepancies are found during the reconciliation, the P-Card Coordinator in the Procurement Office is contacted to resolve the situation. Signatures of both the cardholder and the Dean are required for approval and documentation of charges.

All documentation for P-Cards is kept for a minimum of five years and is stored in a file cabinet in the Department. Any material shredded is identified on the Records Disposition Log. This log is maintained until the end of the fiscal year and is then forwarded to the Records Administrator.

**T-Card**
The Department of Anthropology, Geography & Sociology possesses three Travel Cards (T-Card) for travel purchases in the Chair’s name. The T-Cards are in a secure cabinet in the Chair’s office. The following steps are the responsibility of the cardholder:

- Following all T-Card policies, procedures, rules and guidelines outlined in the T-Card Program Guide, the Travel Card Policy and the other applicable travel rules and guidelines.
- Maintaining the necessary documentation related to purchases.
- Approving the monthly T-Card purchases.
- Ensuring that all employees issued a card understand the department budget constraints under which cards are to be used.
- Any policies and procedures not discussed above for the T-Card can be found at the Procurement and Property Services website for Travel.

**Requisitions**
The Assistant Administrator makes requisitions for the Department through the Banner system. A requisition is necessary whenever an invoice is received. Certain requisitions require additional approvals:

1. Computer Replacement Funds must be approved by the procurement office.
2. Insurance must be approved by the Office of Environmental Health, Safety and Risk Management.
3. Office Memberships must be approved by the Provost if being paid with appropriated funds.
4. Printing, Advertising, Web Design must be approved by the Office of Public Affairs
5. Research and Sponsored Programs Funds must be approved by the Office of Research and Sponsored Programs.
6. Requisitions $100,000 or greater must be approved by the director of procurement
7. The Dean must approve travel requisitions for all College personnel. After approval of the requisition, the Purchasing Office completes the order.

**Invoices**
When an invoice arrives in the Department, the Administrative Assistant prepares a requisition for payment. Three requirements must be met before a disbursement can be made to a vendor:

- There must be an approved order for goods or services that has been signed/authorized by the account manager.
- The goods or services must have been received. It is the responsibility of the department Administrative Assistant to acknowledge receipt of goods or services provided to the department.
- The vendor must provide an itemized invoice to Accounts Payable. If an invoice is received by the department, it is date-stamped and immediately forwarded to Accounts Payable.

**Receipts and Deposits**
During the first week of every academic year (fall semester) all employees who have the possibility of writing receipts on behalf of the university will go through annual receipts and deposits training found online through mySFA – myTraining. Writing receipts upon receiving funds includes the following employees: Student Assistants of the main department office, Archaeology Lab Director, Administrative Assistant, Chair, and Faculty Sponsors of student clubs and honor societies. Only employees who have training will write receipts and accept funds as per SFA Policy 3.26 Receipts and Deposits. Procedures and guidelines for receipts and deposits are followed for monies taken in the Department of Anthropology, Geography and Sociology and by the Cultural Heritage Resource Coordinator/Archaeology Laboratory Director for publications.
The department typically receives monies from two main sources: the Sociology Honor’s Society (AKD) memberships and the sale of journals at archaeology conferences through the archaeology laboratory. With regard to Sociology, monies are accepted once a year normally in March/April for student membership into the International Sociological Honor’s Society – Alpha Kappa Delta (AKD). A faculty member of the Department of Anthropology, Geography and Sociology oversees the local chapter of AKD – Nu of Texas. The governing office of AKD will only accept a check from the local chapter’s school. The Administrative Assistant requisitions a check payable to AKD for the amount of the student’s membership dues, honor cords and lapel pins, if ordered, that are presented at an induction ceremony usually held each May. A deposit transaction includes a university approved deposit form summarized by listing all checks and cash. The checks are stamped on the back with an SFASU endorsement stamp and the green copies of the receipts are included in the deposit transaction that equal the amount to be deposited. The yellow copy of the receipt remains in the receipt book, the white (top) copy is given to the person giving payment. The Chair of the department signs each deposit form upon reviewing the deposit transaction before it is taken to the Bursar. If an occurrence of a voided cash receipt, the green copy of the voided receipt must be approved by the department Chair and included with the deposit transaction.

Each year the Cultural Heritage Research Coordinator/Archaeology Laboratory Director attends archaeology conferences in Texas, Louisiana, Arkansas, and Oklahoma where the Caddo Journal, back issues, and other archaeology volumes are sold. This person provides the purchaser with the white receipt, keeps the yellow copy in the receipt book, and uses the green copy of the receipt for the deposit. A deposit transaction includes a university approved deposit form summarized by listing all checks and cash. The checks are stamped on the back with an SFASU endorsement stamp and deposited upon returning to campus. The Chair of the department signs each deposit form upon reviewing the deposit transaction before it is taken to the Bursar. If an occurrence of a voided cash receipt, the green copy of the voided receipt must be approved by the department Chair and included with the deposit transaction.

Should a cash gift or donation be given to the Department or the Archaeology Laboratory, a Donation Form will be completed, as per SFA Policies 3.16 and 3.17. No cash gifts are accepted by the Cultural Heritage Research Coordinator/Archaeology Laboratory Director; they are directed to the Department Chair.

STUDENTS

Academic Advising
Once a student declares a major or minor in the Department of Anthropology, Geography & Sociology, he or she will receive advising throughout their university career. The Chair of the department will advise all students up to 45 hours. Sociology majors over 45 hours will be advised by the Sociology Advising Coordinator. Geography majors over 45 hours will be advised by the Geography Advising Coordinator. Sustainable Community Development majors over 45 hours will be advised by the Sustainable Community Development Advising Coordinator. Advising records will be kept in digital form on the SSB/Campus platform, as
well as on hard copy Plan of Study forms in the student files. All first semester freshman will be contacted three times during their first semester here at SFA to visit about courses, career ideas, and adjustment to college life.

**Plan of Study and Intent to Graduate Forms**
A POS is built for each student (undergraduate) during the first advising session. A hard copy of the POS will be kept in the student’s file throughout their college career and updated with each advising session. Once a student has filed for graduation, the POS, along with an Intent to Graduate form will be filled out by the faculty advisor, forwarded to the Chair for approval, then forwarded to the College’s Advising Center for processing.

**Course Enrollment**

**Late Add and Reinstatement**
Anthropology, Geography and Sociology students who wish to add a course past the normal deadline for add/drop, or who are dropped from a course for non-payment of tuition and fees, may be reinstated into the course at the discretion of the instructor, the chair, and the Associate Dean. The student prints out a hard copy of the Late Add/Course Reinstatement Request Form from the Business Office’s website. The instructor, chair, and the Associate Dean either approve or deny the reinstatement and, if approved, sign the form. If approved, the Advising Office faxes the reinstatement form with signatures to the Business Office and the Registrar for processing. The Advising Office also scans the form and keeps a PDF of it on the CLAA Xerox server (filed under the student’s major and last name).

**Independent Study**
Independent studies involve guided readings, research, and individual project work under the direction of a faculty member for college credit. The following applies to undergraduate independent studies. **Conditions for registering for an Independent Study**
1. Independent study courses done by CLAA students are vetted for approval by the Associate Dean.
2. To do an independent study, students must have at least a “B” average in their overall course work.
3. Independent studies offer students the opportunity either to go into greater depth on a topic covered by a regular course in the department’s curriculum, or to pursue the in depth study of a topic that is not covered by a regular course. These studies are not designed to substitute for regular course work. No more than 4 credit hours from independent study may be earned in any one semester, and not more than 8 credit hours of independent study may count toward satisfying the minimum requirements for the Bachelor’s degree.
4. Per the Teaching Load Credit Calculation for Fall or Spring Faculty Workload policy, CLAA faculty are not paid to teach independent studies unless approved by the Dean and Provost.

**Requirements for Completing an Independent Study**
Students at junior and senior level who have a well-thought-out study project, and a full-time member of the department faculty willing to supervise the study, may obtain credit for an independent study. Credit may vary from 1-3 hours, depending upon the discipline and nature of the project.

The student assumes responsibility for completing the independent study with the guidance of a departmental faculty member. Generally, independent studies may be expected to include reviews of literature in the selected area, as well as any literature from any related fields, as deemed necessary and required by the instructor for the purpose of establishing an appropriate background, foundation, or critical acumen. Final presentations or products in whatever agreed upon format must meet professional standards.

The student will create the initial proposal, examine appropriate and relevant resources, and do all the necessary work as negotiated with the instructor to complete, by semester’s end, an acceptable independent study product.

The faculty supervisor will meet periodically with the student, make suggestions, propose readings, and grade the final project. At a minimum, the project will include regular meetings between the faculty member and the student and a deliverable final product, which may include a research component, a literature review, an annotated bibliography, a seminar paper, a survey and summary, a power-point presentation or video, among other such considerations. Meetings may be in person, by phone, or by electronic means. Where the faculty member serving as the supervisor for the study finds it appropriate, the student should be encouraged to complete the independent study with an eye towards publication or presentation at a professional conference.

Procedures for Creating an Independent Study

1. An Independent Study Application Form should be completed at least one month before the anticipated beginning of the study (Appendix G). The form must include a list of possible topics. It is available on the CLAA website via the Forms and Resources link.

2. A student should consult with a full-time faculty member in the department who may be willing to supervise the study. Normally, this faculty member has special expertise in the area of the study. Faculty may or may not agree to supervise an independent study course, at their sole discretion.

3. If the faculty supervisor is satisfied that the student can complete the research and the project is significant, he or she may accept supervision of the project. Upon acceptance by the faculty supervisor, the student will participate with the supervisor in the development of a syllabus for the project. The syllabus will be attached to the application form.

4. Once the faculty member and student agree to the course of study, the faculty member will then submit the application form and syllabus to the department chair, who will approve or disapprove the project.

5. The department chair after approving the project will forward the application to the Associate Dean. If approved at the Dean’s level, the form and syllabus are scanned by the CLAA Office of Academic Advising and electronically filed under the student’s major and last name and the hard
copies are then returned to the department, where the administrative assistant creates a course section for the independent study in the Banner system, issues the student an electronic permit to enter the course, and informs the student to register for the course. The hard copies should be redistributed to the department.

6. The student and assigned faculty supervisor will then reach final agreement on the topic approach, the format of the final presentation or product, and the timeline.

**Internships**
The College adopted a policy that applies only to undergraduate internship experiences. According to the policy, internships are educational programs that allow students to gain practical work experience and academic credit at the same time. These are supervised programs of work and study. An internship is intended to provide students with the opportunity to apply what they are learning in academic courses to real-world situations. Please note that departments may have additional criteria for internships than those established at the college level. As a general rule, fifty hours of work are required per unit of credit. Internships are appropriate for advanced undergraduate students working in fields that relate directly to their career or academic interests. Completing tasks for the academic portion of the internship (e.g., writing in the journal, identifying and completing readings, researching and writing the final paper) do not count toward the required internship hours. The following criteria govern the approval of internships:

1. There must be a clear and specified relationship to an academic program.
2. Placement must be at a professional level of responsibility appropriate for university credit. This does not imply that interns are exempt from routine work.
3. Internships are intended as new learning experiences that broaden student knowledge and skills. As such, internships will typically not be approved for students’ existing workplaces. The internship site should enable students to develop and hone new skills.
4. Internships involving potential conflict of interests are not appropriate, such as working in a small family business.
5. Internships require prior approvals of the advisor, chair, and Dean.
6. Sponsoring a student internship is not required of the faculty and is solely based on the discretion of each individual faculty member.
7. An internship may not normally substitute for other courses on the student's academic plan.
8. Internships may be paid or unpaid.
9. Credit will not be approved for any work performed prior to registration for the internship.

Several prerequisites must be fulfilled to be eligible for an internship:

1. Ordinarily, the student must have a cumulative 2.0 GPA or above, completed at least two upper-level courses in the major, and be of junior or senior standing.
2. The student must have the consent of a faculty member who is willing to serve as the sponsor for the internship. The faculty member, in consultation with the chair, may require the completion of specific supporting courses as prerequisites to the internship. 

3. Internship guidelines must be completed and signed by the student, the internship supervisor, and the sponsoring faculty member. At a minimum, the guidelines must set out the objectives, the work requirements and timetable, and the grading option and criteria. The chair and Dean must approve the guidelines before the end of the registration period for the semester.

Internship site supervisors and faculty sponsors must abide by the following conditions:

1. During the semester, the site supervisor and the faculty sponsor will communicate about the student and his or her learning experience.

2. Prior to the start of the internship, the faculty member will provide a syllabus that addresses specifically the topics of study and/or the expectations for work performances. These matters may include assigned readings, the required academic components of the course (such as journal, paper), or some other deliverable (a self-reflective essay about the field experience, case-study notations, appropriate spreadsheets, ethnographies, recommendations, and so on). While readings and other assignments may provide a theoretical basis for the academic integrity and integration of the internship experience, a personal response or summary of experience could provide valuable measurement of the learning experience.

3. The supervisor must agree to complete an evaluation of the student's work performance.

The College imposes a number of expectations on student interns:

1. The intern typically will consult with his or her faculty sponsor 3-4 times during the semester to discuss the internship experience and relevant academic reading materials and assignments. The intern will also notify the sponsor immediately of any concerns about the internship.

2. The supervising faculty member may require the student to keep a weekly journal that records activities, reactions, insights and linkages to theoretical perspectives or best practices. In such cases, the journal/log should be shared with the faculty sponsor on a regular basis. Confidential materials should not be included in such journals. The student may also be asked to complete a substantial project or paper as part of the internship, or a discipline-relative, work-pertinent deliverable may be agreed upon that will demonstrate the commitment and significance of the student’s experiential learning.

3. Departments should encourage students to complete an assessment of the internship experience.
**Academic Integrity**
Per university policy, when an incident of academic dishonesty occurs, a report will be made and filed with the Dean’s office. Each report will include the syllabus of the course in which the cheating/plagiarism occurred, any evidence of cheating/plagiarism (e.g. exams, papers, crib notes, etc.), statements of witnesses (if available), and the professor’s written account of the cheating/plagiarism. All records of academic dishonesty/plagiarism are filed according to the semester/term in which the incident occurred and then by the student’s last name. Each report remains on file throughout the student’s tenure at SFA and for no fewer than 4 years. The Human Resources Administrative Assistant is responsible for maintaining all records of academic dishonesty/plagiarism.
The Associate Dean makes a recommendation on any case of student cheating/plagiarism not resolved at the level of the appropriate department chair/director. If the student does not accept the Associate Dean’s recommendation, the matter is then referred to the College Council, which appoints a committee to consider the student’s appeal and reports its decision back to the Associate Dean. If the student does not accept the College Council’s recommendation, then the Associate Dean refers the matter to the Provost with a written recommendation. If a second report of academic dishonesty/plagiarism is received for a student and is upheld upon appeal, then the Dean may dismiss that student from the university.

**Graduate Students**
Our programs currently do not offer a master’s degree.