



REPORT TO THE BOARD OF REGENTS

July 28 - 29, 2014
Meeting 290

**STEPHEN F. AUSTIN
STATE UNIVERSITY**

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BOARD OF REGENTS MEETING 290

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**Stephen F. Austin State University
Board of Regents
Meeting 290
Tuesday, July 29, 2014
9:00 a.m.**

| Call to Order (Scheduled 9:00 a.m.) | Steve McCarty Board Chair |
|---|--------------------------------------|
| <p>Pledge to the Flags</p> <p>I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.</p> <p>Honor the Texas flag, I pledge allegiance to thee; Texas, one state under God, one and indivisible.</p> | <p>Barry Nelson</p> |
| <p>Invocation</p> | <p>Ralph Todd</p> |
| <p>Special Recognitions</p> <p>Grounds Workers</p> <p>Printing Services National Award</p> <p>Freshmen Leadership Academy</p> <p>Women's Athletics Accomplishments</p> <p>Chair of the SFASU Foundation</p> <p>University Press</p> | <p>Baker Pattillo President</p> |

BOARD CONSIDERATION OF PAST MINUTES

Board Action on Agenda Item 1:

APPROVAL OF MINUTES OF APRIL 14 AND 15, 2014,
AND MAY 9, 2014, BOARD OF REGENTS MEETINGS

Explanation:

The minutes of the April 14 and 15, 2014, regular meeting and the May 9, 2014, special meeting of the Board of Regents are included in this report.

Recommendation:

It is recommended by the administration that the minutes of the April 14 and 15, 2014, and the May 9, 2014, meetings be approved.

Steve McCarty
Chair

BOARD CONSIDERATION OF AGENDA ITEMS 2-5

| | |
|---|--------------------------------|
| <p>Presentation and Board Action on Agenda Item 2:</p> <p><u>ELECTION OF PRESIDENT FOR 2014-2015</u></p> <p>Explanation:</p> <p>The Board Rules and Regulations state that the president serves at the pleasure of the board and shall be elected by the board at the annual budget meeting by affirmative vote of a board majority and that the president's salary shall be designated in the appointing order.</p> <p>Recommendation:</p> <p>A performance evaluation was conducted, and Baker Pattillo was reelected president of Stephen F. Austin State University for 2014-2015, at an annual salary of \$324,991, effective September 1, 2014.</p> | <p>Steve McCarty Chair</p> |
| <p>Presentation and Board Action on Agenda Item 3:</p> <p><u>ELECTION OF GENERAL COUNSEL FOR 2014-2015</u></p> <p>Explanation:</p> <p>The Board Rules and Regulations state that the general counsel serves at the pleasure of the board and shall be elected by the board at the annual budget meeting by affirmative vote of a board majority and that the salary of the general counsel shall be designated in the appointing order.</p> <p>Recommendation:</p> <p>A performance evaluation was conducted, and Damon Derrick was reelected general counsel for 2014-2015 at an annual salary of \$131,458, effective September 1, 2014.</p> | <p>Steve McCarty Chair</p> |

| | |
|---|--------------------------------|
| <p>Presentation and Board Action on Agenda Item 4:</p> <p><u>ELECTION OF DIRECTOR OF AUDIT SERVICES FOR 2014-2015</u></p> <p>Explanation:</p> <p>The Board Rules and Regulations state that the director of audit services serves at the pleasure of the board and shall be elected by the board at the annual budget meeting by affirmative vote of a board majority and that the salary of the director of audit services shall be designated in the appointing order.</p> <p>Recommendation:</p> <p>A performance evaluation was conducted, and Gina Oglesbee was reelected director of audit services for 2014-2015 at an annual salary of \$118,178, effective September 1, 2014.</p> | <p>Steve McCarty Chair</p> |
| <p>Presentation and Board Action on Agenda Item 5:</p> <p><u>ELECTION OF COORDINATOR OF BOARD AFFAIRS FOR 2014-2015</u></p> <p>Explanation:</p> <p>The Board Rules and Regulations state that the coordinator of board affairs serves at the pleasure of the board and shall be elected by the board at the annual budget meeting by affirmative vote of a board majority and that the salary of the coordinator of board affairs shall be designated in the appointing order.</p> <p>Recommendation:</p> <p>A performance evaluation was conducted, and Judy Buckingham was reelected coordinator of board affairs for 2014-2015 at an annual salary of \$40,706, effective September 1, 2014.</p> | <p>Steve McCarty Chair</p> |

BOARD CONSIDERATION OF PERSONNEL AGENDA ITEMS 6 - 12

Presentation and Board Action on Agenda Item 6:

FACULTY APPOINTMENTS FOR 2014 – 2015:

Explanation:

Faculty appointments are recommended by the department chair and approved by the appropriate dean, provost/vice president for academic affairs and the president. Each appointment states salary and percentage of time employed, designates the semester or academic year (September through May) and states the effective date of employment. In addition, last degree and granting institution are included for first-time appointments.

Recommendation:

It is recommended by the administration that the following faculty appointments be approved.

BUSINESS

Rajat Mishra, Ph.D. (University of Texas), Assistant Professor of Management, Marketing and International Business, at an academic year salary of \$95,000 for 100 percent time, effective September 1, 2014.

EDUCATION

Yuleinys Castillo, M.S. (University of Texas – Pan American), Assistant Professor of Human Services, at an academic year salary of \$58,000 for 100 percent time, effective September 1, 2014, contingent upon completion of doctorate by August 31, 2014.

Baker Pattillo
President

Ric Berry
Provost and Vice
President for Academic
Affairs

Chrissy Cross, Ph.D. (Texas Tech University), Assistant Professor of Secondary Education and Educational Leadership, at an academic year salary of \$53,000 for 100 percent time, effective September 1, 2014.

Lauren Gonzales, Ed.D. (University of North Texas), Assistant Professor of Elementary Education, at an academic year salary of \$53,000 for 100 percent time, effective September 1, 2014.

Frank Mullins, Ph.D. (University of North Texas), Associate Professor of Human Services, at an academic year salary of \$62,500 for 100 percent time, effective September 1, 2014.

Heather Munro, M.Ed. (Stephen F. Austin State University), Clinical Instructor of Human Services, at an annual salary of \$68,000 for 100 percent time, effective September 1, 2014.

Carla Murgia, Ph.D. (Temple University), Professor and Chair of Kinesiology and Health Science, at an annual salary of \$115,000 for 100 percent time, effective July 1, 2014.

Phoebe Okungu, M.S. (University of Oslo), Assistant Professor of Human Services, at an academic year salary of \$55,000 for 100 percent time, effective September 1, 2014, contingent upon completion of doctorate by September 1, 2014.

Barbara Qualls, Ph.D. (University of North Texas), Assistant Professor of Secondary Education and Educational Leadership, at an academic year salary of \$53,000 for 100 percent time, effective September 1, 2014.

Lydia Richardson, M.S. (Stephen F. Austin State University), Instructor of Human Services, at an academic year salary of \$60,000 for 100 percent time, effective September 1, 2014, contingent upon completion of doctorate by December 31, 2014.

FINE ARTS

Jeffrey Brewer, MFA (Stephen F. Austin State University), Assistant Professor of Art, at an academic year salary of \$46,000 for 100 percent time, effective September 1, 2014.

Tod Fish, DMA (University of Kansas), Assistant Professor of Music, at an academic year salary of \$48,960 for 100 percent time, effective September 1, 2014.

Tara Houston, MFA (University of Illinois), Assistant Professor of Theatre, at an academic year salary of \$48,000 for 100 percent time, effective September 1, 2014.

Bradley Meyer, DMA (University of Kentucky), Assistant Professor of Music, at an academic year salary of \$49,440 for 100 percent time, effective September 1, 2014.

Joseph Turner, DMA (Louisiana State University), Assistant Professor of Music, at an academic year salary of \$48,000 for 100 percent time, effective September 1, 2014.

FORESTRY AND AGRICULTURE

Jared Barnes, Ph.D. (North Carolina State University), Assistant Professor of Agriculture at a 10.5-month salary of \$68,000 for 100 percent time, effective September 1, 2014.

Roger Masse, M.S. (Delaware State University), Assistant Professor of Forestry, at an academic year salary of \$55,000 for 100 percent time, effective September 1, 2014.

LIBERAL AND APPLIED ARTS

Charles Gregory, M.A. (University of Montana), Instructor of Government, at an academic year salary of \$45,000 for 100 percent time, effective September 1, 2014, contingent upon completion of doctorate by August 31, 2015.

Kara Lopez, Ph.D. (University of Houston), Assistant Professor of Social Work, at an academic year salary of \$52,000 for 100 percent time, effective September 1, 2014.

Valerie Mahfood, M.B.A. (Lamar University), Assistant Professor of Government, at an academic year salary of \$48,000 for 100 percent time, effective September 1, 2014, contingent upon completion of doctorate by August 24, 2014.

LIBRARY

Johna Von Behrens, MSLS (Drexel University), Librarian I (Archives and Repository), at an annual salary of \$45,000 for 100 percent time, effective August 4, 2014.

SCIENCES AND MATHEMATICS

Matthew Beauregard, Ph.D. (University of Arizona), Associate Professor of Mathematics and Statistics, at an academic year salary of \$63,500 for 100 percent time, effective September 1, 2014.

Matibur Zamadar, Ph.D. (City University of New York), Assistant Professor of Chemistry and Biochemistry, at an academic year salary of \$55,600 for 100 percent time, effective September 1, 2014.

Presentation and Board Action on Agenda Item 7:

STAFF APPOINTMENTS FOR 2014 – 2015

Explanation:

Staff appointments are recommended by the department chair or director and approved by the appropriate dean (if applicable), vice president and/or president. Each appointment states salary, percentage of time employed, and designates the effective date of employment.

Recommendation:

It is recommended by the administration that the following staff appointments be approved.

ATHLETICS

James Collins, Assistant Baseball Coach, at a 10.5-month salary of \$44,943 for 100 percent time, effective June 3, 2014.

James Haynes, Assistant Baseball Coach, at a 10.5-month salary of \$38,826 for 100 percent time, effective June 3, 2014.

Todd Stutzman, Athletic Team Operations Coordinator, at an annual salary of \$31,300 for 100 percent time, effective June 1, 2014.

CAMPUS RECREATION

Sarah Kouliavtsev, Coordinator of Promotions and Sponsorship, at an annual salary of \$33,000 for 100 percent time, effective April 14, 2014.

Baker Pattillo
President

Richard Berry
Provost and Vice
President for Academic
Affairs

Jill Still
Vice President for
Advancement

Steve Westbrook
Vice President for
University Affairs

DEVELOPMENT

Lana Comeaux, Development Officer II, at an annual salary of \$71,260 for 100 percent time, effective April 21, 2014.

FORESTRY AND AGRICULTURE

Justin Glasscock, Broiler Research Center Supervisor, at an annual salary of \$32,000 for 100 percent time, effective May 27, 2014.

INFORMATION TECHNOLOGY SERVICES

Stanley Riley II, ITS Security Specialist, at an annual salary of \$54,000 for 100 percent time, effective April 14, 2014.

INSTRUCTIONAL TECHNOLOGY

Mary Smith, Assistant Director of Instructional Technology, at an annual salary of \$68,000 for 100 percent time, effective June 2, 2014.

Megan Weatherly, Instructional Design Specialist, at an annual salary of \$49,000 for 100 percent time, effective June 1, 2014.

RESIDENCE LIFE

Jani Francis-Okai, Manager of Residence Life Systems, at an annual salary of \$43,189 for 100 percent time, effective May 19, 2014.

UNIVERSITY ASSESSMENT

Jennifer Stringfield, Assessment Specialist, at an annual salary of \$40,300 for 100 percent time, effective June 2, 2014.

Presentation and Board Action on Agenda Item 8:

CHANGES OF STATUS FOR 2014 – 2015

Explanation:

Changes of status include changes in appointment, percentage of time, salary or semesters. These changes are initiated by the department chair or director and routed through administrative channels for approval.

Recommendation:

It is recommended by the administration that the following changes of status be approved.

ADMISSIONS

Brittany Green, from Admissions Counselor at an annual salary of \$32,966 for 100 percent time, to Admissions Counselor with a change in responsibilities at an annual salary of \$35,558 for 100 percent time, effective June 9, 2014.

BUSINESS

Treba Marsh, from Professor of Accounting at an academic year salary of \$114,620 for 100 percent time, to Professor of Accounting with Temple Inland Professorship at an academic year salary of \$114,620 for 100 percent time, with an additional salary supplement of \$6,250 total to be paid in equal installments over four months, effective September 1, 2014.

Baker Pattillo
President

Richard Berry
Provost and Vice
President for Academic
Affairs

Danny Gallant
Vice President for
Finance and
Administration

Jill Still
Vice President for
Advancement

Steve Westbrook
Vice President for
University Affairs

EDUCATION

Stacy Hendricks, from Assistant Professor of Secondary Education at an academic year salary of \$54,482 for 100 percent time, to Assistant Professor and Prep Program Principal at an academic year salary of \$54,482 for 100 percent time, with an additional supplement of \$3,000 total to be paid in equal installments over three months, effective June 1, 2014.

Lisa Mize, from Associate Dean of Education at an 11-month salary of \$103,234 for 100 percent time, to Associate Professor of Human Sciences at an academic year salary of \$69,737 for 100 percent time, effective September 1, 2014.

Jannah Nerren, from Associate Professor of Elementary Education at an academic year salary of \$57,557 for 100 percent time, to Associate Dean of Education at an annual salary of \$96,277 for 100 percent time, effective September 1, 2014.

Janet Tareilo, from Associate Professor of Secondary Education at an academic year salary of \$62,772 for 100 percent time, to Associate Dean of Education at an annual salary of \$101,700 for 100 percent time, effective June 1, 2014.

Miranda Terry, from Assistant Professor of Kinesiology and Health Science at an academic year salary of \$54,000 for 100 percent time, to Assistant Professor and Coordinator of Health Science Program at an academic year salary of \$54,000 for 100 percent time, with an additional salary supplement of \$1,500 to be paid in one lump sum on September 1, 2014, for coordinator responsibilities for three months.

Leonard Thornton, from Associate Professor of Kinesiology and Health Science at an academic year salary of \$60,076 for 100 percent time, to Associate Professor and Coordinator of Graduate Kinesiology Program at an academic year salary of \$60,076 for 100 percent time, with an additional salary supplement of \$1,000 to be paid in one lump sum on September 1, 2014, for coordinator responsibilities for three months.

FINANCIAL AID

Heather Rachele Garrett, from Interim Director of Financial Aid at an annual salary of \$53,425 with an additional monthly stipend of \$1,000 to Director of Financial Aid at an annual salary of \$85,000 for 100 percent time, effective August 1, 2014.

FINE ARTS

Tod Fish, from Visiting Assistant Professor of Music at an academic year salary of \$44,000 for 100 percent time, to Assistant Professor of Music at an academic year salary of \$48,960 for 100 percent time, effective September 1, 2014.

Bradley Meyer, from Visiting Assistant Professor of Music at an academic year salary of \$44,000 for 100 percent time, to Assistant Professor of Music at an academic year salary of \$49,440 for 100 percent time, effective September 1, 2014.

FORESTRY AND AGRICULTURE

Maxwell Homes, from Admissions Counselor at an annual salary of \$35,558 for 100 percent time, to Academic Advisor at an annual salary of \$40,300 for 100 percent time, effective June 4, 2014.

DEVELOPMENT

Dale Green, from Director of Alumni Marketing and Membership at an annual salary of \$56,599 for 100 percent time, to Development Officer II at an annual salary of \$71,260 for 100 percent time, effective April 21, 2014.

INFORMATION TECHNOLOGY SERVICES

Paul Davis, from Director of Information Technology Services at an annual salary of \$125,199 for 100 percent time, to Chief Information Officer at an annual salary of \$125,199 for 100 percent time, effective July 29, 2014.

PROCUREMENT AND PROPERTY SERVICES

Leah Gentry, from Buyer at an annual salary of \$31,500 for 100 percent time, to Contracting Specialist with an annual salary of \$35,300 for 100 percent time, effective June 1, 2014.

SCIENCES AND MATHEMATICS

Mary Lockhart, from Science, Technology, Engineering and Math Center (STEM) Academies Coordinator at an annual salary of \$42,300 for 100 percent time, to STEM Academies Coordinator with a change in job assignment at an academic year salary of \$43,200 for 100 percent time, effective May 1, 2014.

STUDENT AFFAIRS

James Maple, from Spirit Head Coach at an annual salary of \$28,840 for 100 percent time, to Coordinator of Spirit Programs at an annual salary of \$28,840 for 100 percent time with an additional salary supplement of \$6,000 total to be paid in equal installments over 12 months, effective September 1, 2014.

TELECOMMUNICATION AND NETWORKING

Sandra Menscer, from Network Support Specialist II at an annual salary of \$44,943 for 100 percent time, to Network Support Specialist III at an annual salary of \$55,253 for 100 percent time, effective June 10, 2014.

Steve Rasmussen, from Network Support Specialist III at an annual salary of \$55,253 for 100 percent time, to System Network Administrator at an annual salary of \$65,455 for 100 percent time, effective May 21, 2014.

UNIVERSITY MARKETING COMMUNICATIONS

Dixon Cartwright, from Marketing Communications Specialist at an annual salary of \$40,000 for 100 percent time, to Senior Media Producer at an annual salary of \$50,000 for 100 percent time, effective June 13, 2014.

Rachel Clark, from Editorial Coordinator at an annual salary of \$36,000 for 100 percent time, to Editorial Coordinator at an annual salary of \$37,000 for 100 percent time with a change in job assignment, effective May 1, 2014.

Presentation and Board Action on Agenda Item 9:

PROMOTIONS

Explanation:

Faculty promotions are granted by the Board of Regents. Promotions are initiated at the departmental level by one of the following methods: a faculty member submits an application for promotion on his/her own behalf or is recommended for promotion by his/her department chair. The application/recommendation is reviewed, ranked, and recommended or not recommended for approval by the departmental faculty at or above the rank sought, department chair, dean, provost/academic vice president and president. Promotions recommended for approval by the president are submitted to the board for promotion consideration.

Recommendation:

It is recommended by the administration that the following individuals be granted promotion to the academic rank indicated:

To Professor Emeritus, effective fall 2014:

Deborah Dufrene, Business

Richard Berry
Provost and Vice
President for Academic
Affairs

Presentation and Board Action on Agenda Item 10:

TENURE

Explanation:

Tenure is awarded by the Board of Regents to those faculty members who are recommended by the president. Applications of individuals for tenure are reviewed by departmental and college committees and by a department chair, dean and provost/vice president of academic affairs prior to recommendation to the president.

Recommendation:

It is recommended by the administration that academic tenure be awarded to the following individual, effective fall 2014.

Carla Murgia, Kinesiology and Health Science

Richard Berry
Provost and Vice
President for Academic
Affairs

Presentation and Board Action on Agenda Item 11:

RETIREMENTS

Explanation:

Retirements are initiated at the departmental level and processed through administrative channels.

Recommendation:

It is recommended by the administration that the following retirements be accepted:

Susan Barber, Lecturer in Elementary Education, James I. Perkins College of Education, effective May 31, 2014.

James Cunningham, Associate Professor of Mathematics and Statistics, College of Sciences and Mathematics, effective May 31, 2014.

Richard Berry
Provost and Vice
President for Academic
Affairs

Presentation and Board Action on Agenda Item 12:

HOLIDAY SCHEDULE FOR 2014 – 2015

Explanation:

Fifteen holidays are allowed by the state for 2014-2015. The following schedule will allow SFA to be closed for Labor Day, two days at Thanksgiving, ten working days during Christmas, five working days during Spring Break and Memorial Day, which totals 19 days. Employees will be required to take two days of vacation or compensatory time on December 30 and 31, and two days of vacation or compensatory time on March 19 and 20. Campus buildings will be shut down for 16 days during the Christmas break, and nine days during Spring Break, which will result in significant energy savings.

| | |
|-----------------------|--------------------|
| September 1 | Labor Day |
| November 27-28 | Thanksgiving Break |
| December 22-January 2 | Christmas Break |
| March 16-20 | Spring Break |
| May 25 | Memorial Day |

Recommendation:

The administration recommends approval of the holiday schedule for 2014-2015 as presented.

Baker Pattillo
President

**ACADEMIC AND STUDENT AFFAIRS COMMITTEE
REPORT:
Consideration of Agenda Items 13 – 14**

**Brigettee
Henderson**
Chair

Report and Board Action on Agenda Item 13:

INTERCOLLEGIATE ATHLETIC POLICIES AND PROCEDURES MANUAL
REVISIONS

Explanation:

In accordance with NCAA requirements, the university adopted an Intercollegiate Athletic Policies and Procedures Manual in 1994. This policy manual is annual reviewed and approved by the board in its July meeting and at other times when necessary. Needed revisions to the current policies are included in Appendix 1.

Recommendation:

It is recommended by the administration that the revisions to the Athletic Policies and Procedures Manual be approved as presented in Appendix 1.

Report and Board Action on Agenda Item 14:

APPROVAL OF ACADEMIC AND STUDENT AFFAIRS POLICY REVISIONS

Explanation:

The *Board Rules and Regulations* state that the Academic and Student Affairs Committee will consider: the curricula of the various colleges and departments of the university with any other matters dealing with academic programs and the progress thereof; the research programs within the university and their relationship to all graduate education; student affairs within the university; and personnel matters within the university.

The following policies are necessary to incorporate organizational, job title, and regulatory changes and to improve the flow of information in the above areas of responsibility. The general counsel has reviewed the proposed revisions.

Recommendation:

The administration recommends that the Board of Regents adopt the following policy revisions as presented in Appendix 8:

Academic Appeals by Students (6.3)
Academic Appointments and Titles (7.2)
Academic Integrity (4.1)
Academic Program Review (5.1)
Academic Unit Chair/Director Teaching Load (4.3)
Administration of Academic Units (4.4)
Allocation of Information Technology Resources
(16.3)
Certificate Programs (5.2)
Course Fees (3.8)
Faculty Development Leaves (12.7)
Faculty Search (7.12)
Graduate Assistantships (6.12)
Grants and Contract Administration (8.3)
Hazing (10.3)
Instructor-generated Materials (7.16)

Illicit Drug and Alcohol Abuse (13.11)
Intellectual Property (9.4)
Laboratory Fees (3.22)
Library Faculty (7.17)
Part-time Faculty (7.21)
Professional Educators' Council (5.16)
Public/Student Health (13.16)
Research Enhancement Program (8.11)
Resolving Faculty Disagreements in Issues other than
Terminations and Renewal of Contracts (7.25)
Selection of Academic Deans (4.9)
Student Conduct Code (10.4)
Student ID Cards (10.7)
Student Internships (11.29) NEW
University Awards Programs (12.20)
University Logo/Seal (15.6)
Volunteer Workers (11.32) NEW
Wellness Release Time (13.25) NEW

Report and Board Action on Agenda Item 15:

APPROVAL OF THE FISCAL YEAR 2014-2015 CAPITAL PLAN

Explanation:

The university has a long term campus infrastructure plan that addresses capital renewal, planned maintenance and renovation projects. The 2014-2015 capital plan includes student life, building and life safety initiatives.

Recommendation:

The administration recommends approval of the fiscal year 2014-2015 capital plan presented in Appendix 2. The administration further recommends project funding as listed, the source of funds as presented, and authorization of the president to sign associated purchase orders or contracts.

Report and Board Action on Agenda Item 16:

APPROVAL OF BUILDING AND GROUNDS POLICY REVISIONS:

Explanation:

The *Board Rules and Regulations* state that the Building and Grounds Committee will consider:

- use and occupancy of university property; and
- planning of, locating of, receiving bids for, awarding contracts for, construction of, and maintenance of buildings, utilities, and other physical facilities of the campus.

The following policies are necessary to incorporate organizational, job title, and regulatory changes and to improve the flow of information in the above areas of responsibility. The general counsel has reviewed the proposed revisions.

Recommendation:

The administration recommends that the Board of Regents adopt the following policy revisions as presented in Appendix 8:

Alcohol Service (13.7) NEW
Class Meeting Times (4.12) NEW
Course Scheduling (4.13) NEW
Firearms, Explosives and Ammunition (13.9)
Petitions and Handbills (16.19)
Piney Woods Conservation Center (16.21)
Signs and Exhibits (16.24)
Student Center Operations (16.26)
Use of Amplified Sound (16.31)

Report and Board Action on Agenda Item 17:

ACKNOWLEDGE RECEIPT OF AUDIT SERVICES REPORT

Explanation:

The *Board Rules and Regulations* state that the director of audit services shall assist the board in carrying out its oversight responsibilities as they relate to the university's a) financial and other reporting practices, b) internal control, and c) compliance with laws, regulations and ethics. The director of audit services reports to the Board of Regents on the status of the annual audit plan, internal external reports, risk assessment and audit/compliance issues.

The audit services report as presented includes Department of Chemistry and Biochemistry and Discovery Research Center Audit, Department of Psychology Audit, Agriculture Farms Follow-up Audit, Endowment Investments Audit, Conflict of Interest Audit, and update on annual audit plan.

Recommendation:

The Finance and Audit committee recommends that the Board of Regents acknowledge receipt of the audit services report as presented.

Report and Board Action on Agenda Item 18:

ADOPTION OF THE FISCAL YEAR 2014-2015 CAPITAL PLAN BUDGET

Explanation:

The university has a long term campus master plan that addresses capital renewal, planned maintenance and renovation projects. The 2014-2015 capital plan that is presented in Appendix 3 includes student life, building and life safety initiatives.

Recommendation:

The administration recommends adoption of the fiscal year 2014-2015 capital plan budget and financing as presented in Appendix 3, at a cost of \$4,385,000.

Report and Board Action on Agenda Item 20:

TELEPHONE SWITCH HARDWARE REPLACEMENT

Explanation:

The university's current telephone switch was purchased from NEC Corporation (NEC) and installed in January 2004. The final software release for the switch was March 3, 2011. No software upgrades are available for purchase, no additional IP licenses or automatic call distribution licenses can be purchased, and no parts have been manufactured since June 30, 2012. The new switch will provide a number of new or upgraded features and is expected to reduce power consumption up to 23 percent.

Recommendation:

The administration recommends approval of the switch replacement with the use of the Higher Education Fund (HEF), at a cost not to exceed \$600,000. The administration further recommends authorization of the president to sign associated purchase orders and contracts.

Report and Board Action on Agenda Item 21:

TRAINING SOFTWARE AND MAINTENANCE

Explanation:

The university currently provides training in a variety of areas to SFA employees and students. Most university training is required by law and/or university policy. Current delivery methods include face-to-face and online using a variety of platforms. The administration wishes to consolidate training efforts and more efficiently manage and track training participation. In addition, the university desires to have comprehensive training notification and reminder alerts. Further, it is essential that the training delivery solution complies with state and federal law and regulation regarding accessibility to individuals with disabilities.

Recommendation:

The administration recommends approval to select training software that will meet institutional training and compliance needs. The administration further recommends authorization to purchase up to five years of software maintenance in association with the initial software purchase. In addition, the administration recommends authorization of the president to sign up to a five-year contract and associated purchase orders not to exceed \$300,000. The Higher Education Fund (HEF) will be used as the funding source.

Report and Board Action on Agenda Item 22:

STORAGE AREA NETWORK REPLACEMENT

Explanation:

The current storage area network (SAN) serves as data storage for several critical systems including file sharing and document imaging services. The SAN is no longer expandable and has reached maximum capacity. The SAN was purchased in the fall of 2007. The vendor discontinued sales and announced end-of-life planning of this system in 2009. The system was deemed obsolete in March 2010. The vendor does not guarantee hardware support beyond 2014 based on the availability of remaining spare parts supplies.

Recommendation:

The administration recommends approval of the storage area network replacement at a cost not to exceed \$160,000. The administration further recommends that the regents authorize the president to sign associated purchase orders and contracts. The funding source is Information Technology Services fiscal year 2014 budgeted funds.

Report and Board Action on Agenda Item 23:

LUMINIS PLATFORM UPGRADE

Explanation:

The Luminis Platform is the underlying software for the mySFA portal used by students, faculty and staff to perform many course-related and administrative functions. The current version of the product was implemented in 2007 and will no longer be supported as of December 31, 2015. It is essential to install and test the software before product support ends.

Recommendation:

The administration recommends approval of the Luminis Platform upgrade at a cost not to exceed \$100,000. The administration further recommends authorization of the president to sign associated purchase orders and contracts.

Report and Board Action on Agenda Item 24:

CLASSROOM TECHNOLOGY UPGRADES

Explanation:

The Academic Affairs Division will begin a process of upgrading classroom teaching technology in order to make possible best practices in high impact, student-centered instruction. The division has identified rooms that are best suited and most in need of technological renovation and has taken these rooms off-line for academic year 2014-2015. These funds will enable purchase, installation, and deployment of current teaching and learning technology.

Recommendation:

The administration recommends approval of the classroom technology upgrades with the use of the Higher Education Fund (HEF), at a cost not to exceed \$150,000. The administration further recommends authorization of the president to sign associated contracts and purchase orders.

Report and Board Action on Agenda Item 25:

GRANT AWARDS

Explanation:

To date in fiscal year 2014, the university has received multi-year grant awards totaling \$21,981,808. Of that total, grant awards allocable to fiscal year 2014 are \$7,383,669, an increase of \$183,254 since the last report.

The grant awards result from extensive faculty research and service engagement across many academic disciplines. The grants include direct federal, federal pass through, state and private awards.

Recommendation:

The administration recommends approval and ratification of the additional grant awards allocable to fiscal year 2014 that total \$183,254. The total grant awards are detailed in Appendix 5.

Report and Board Action on Agenda Item 26:

ARAMARK AGREEMENT AMENDMENTS

Explanation:

The university maintains an agreement with Aramark Educational Services to provide food service on campus. From time to time Aramark must apply for state-issued permits and/or licenses to fulfill this responsibility. Our current agreement is between the university and Aramark Educational Services, LLC, which is a Delaware-based limited liability company. To streamline the process of seeking permits and/or licenses requiring the applicant to be Texas-based, Aramark seeks to reassign the rights of our existing agreement from Aramark Educational Services, LLC, to Aramark Educational Services of Texas, LLC, a Texas limited liability company. This change requires approval of the Board of Regents.

In addition, the university and Aramark propose an amendment that will clarify the way commissions are calculated and paid to the university for catered events.

Recommendation:

The administration recommends that the president be authorized to sign an "assignment and assumption" contract amendment authorizing the reassignment of the rights granted Aramark under our existing agreement from their Delaware based limited liability company to their Texas based limited liability company. This amendment is shown in Appendix 6.

In addition, the administration recommends the president be authorized to sign an amendment to the existing food service agreement that updates the way catering commissions are calculated and paid. This amendment is shown in Appendix 7.

Report and Board Action on Agenda Item 27:

APPROVAL OF FINANCIAL AFFAIRS POLICY REVISIONS

Explanation:

The Board Rules and Regulations state that the Finance and Audit Committee will consider: budgeting and appropriations request processes; all requests for appropriations and budgets covering expenditures of educational and general funds and auxiliary programs including, but not limited to, student housing and the athletic department; handling of university funds, depositories, etc., whether from appropriated or contributed funds; and the auditing function of the university including, but not limited to, annual audit plan, internal and external audit reports, risk assessment, and audit/compliance issues.

The following policies are necessary to incorporate organizational, job title, and regulatory changes and to improve the flow of information in the above areas of responsibility. The general counsel has reviewed the proposed revisions.

Recommendation:

The administration recommends that the Board of Regents adopt the following policy revisions as presented in Appendix 8:

Fixed Rate Tuition Plan (3.4)

Items Requiring Board of Regents Approval (1.4)

Year-End Purchasing (17.24)

Report and Board Action on Agenda Item 28:

APPROVAL OF THE 2014 – 2015 REBRANDING CAMPAIGN CONCEPT

Explanation:

Richards Carlberg has presented the proposed 2014-2015 rebranding campaign concept for the board's approval.

Recommendation:

The administration recommends approval of the 2014-2015 rebranding campaign as presented by Richards Carlberg at a cost not to exceed \$1.6 million and including the following elements:

- Fall branding/enrollment campaign
- Spring branding/enrollment campaign
- Website redesign
- High profile media/airports
- Campus signage and collateral
- Opportunity fund

Presentation and Committee Action on Agenda Item 29:

APPROVAL OF PURCHASE OF UNDERARMOUR GEAR

Explanation:

The Board of Regents approved a 5-year agreement with Under Armour Inc., a sports clothing and accessories company, in July 2013 for a five year period ending August 31, 2018. The agreement specified Athletic Supply Inc. as the team dealer with a guaranteed discount off of retail pricing. Teamline was specified as a second team dealer to provide only Under Armour gear and associated baseball gear that Athletic Supply does not provide. A purchase from Athletic Supply Inc. was made in May 2014 that totaled \$137,050.50. The purchase was necessary to convert all football gear to Under Armour for the FY15 football season.

Recommendation:

The administration recommends that the university ratify the \$137,050.50 purchase from Athletic Supply Inc. in May 2014 and approve the use of Athletic Supply Inc. and Teamline as team dealers for additional purchases of Under Armour gear during the term of the agreement. The administration further recommends authorization of the president to sign the purchase orders.

Report and Board Action on Agenda Item 19:

APPROVAL OF THE FISCAL YEAR 2014-2015 INSTITUTIONAL BUDGET

Explanation:

In accordance with Article III of the State of Texas General Appropriations Act for the 2014-2015 biennium, the recommended institutional budget totaling \$238,648,681 for fiscal year 2014-2015 is submitted for approval. The proposed budget includes a 5.71% increase in designated tuition and fees, a 3.5% increase in residence hall rates and a 1.9% increase in meal plan rates. The proposed budget also includes faculty promotions, staff reclassifications, and a 2% merit pool for faculty and staff. A detailed Higher Education Fund allocation is included in Appendix 4.

Recommendation:

The administration recommends approval of the 2014-2015 annual operating budget.

Report and Board Action on Agenda Item 30:

SELECTION OF THE TEXAS A&M SYSTEM TO MANAGE UNIVERSITY
ENDOWMENT FUNDS

Explanation:

On April 15, 2014 the regents selected the Merrill Lynch LMT Wealth Management Group as its endowment funds investment advisor. On July 16, 2014, the firm notified the university's administration that Merrill Lynch now considers endowment funds to be public funds and will no longer permit the LMT Wealth Management Group to serve as the university's investment advisor.

Recommendation:

The administration recommends the regents revoke the selection of the Merrill Lynch LMT Wealth Management Group as its external investment advisor and further recommends the university's endowment funds be managed by the Texas A&M University System. The administration also recommends the regents authorize the president to sign associated endowment investment management contract(s) with the Texas A&M System.

REPORTS

| | |
|---|---|
| <p>Report from the President</p> <ul style="list-style-type: none"> - Upcoming Dates - Dean of the Nelson Rusche College of Business Search - Senator Kay Bailey Hutchison - Starr Avenue - Emeritus | <p>Baker Pattillo President</p> |
| <p>Report from the Faculty Senate</p> <ul style="list-style-type: none"> - Introductions - Faculty Senate Chair Transition - Senate Summer Activity - Goals for the 2014-2015 Year - Faculty Accomplishments | <p>Jannah Nerren Faculty Senate Chair</p> |
| <p>Report from the Student Government Association</p> <ul style="list-style-type: none"> - Student Center Advisory Board - Goals for Fall - Tailgating Trophy - Watermelon Bash | <p>Marquice Hobbs SGA President</p> |
| <p>Adjournment of Meeting (Approximately 10:30 a.m.)</p> | <p>Steve McCarty Chair</p> |

**Stephen F. Austin State University
Minutes of the Meeting of the Board of Regents
Nacogdoches, Texas
April 14 and 15, 2014
Austin Building 307
Meeting 288**

Monday, April 14, 2014

The regular meeting of the Board of Regents was called to order in open session at 8:00 a.m. Monday, April 14, 2014, in the Multi Media Room of the Baker Pattillo Student Center by Chair Steve McCarty.

PRESENT:

Board Members: Mr. Steve McCarty, Chair
 Mr. David Alders
 Dr. Scott Coleman
 Mr. Bob Garrett
 Ms. Brigettee Henderson
 Mr. Matt Logan, student member
 Mr. Barry Nelson
 Mr. Ken Schaefer
 Mr. Ralph Todd
 Ms. Connie Ware

President: Dr. Baker Pattillo

Vice-Presidents: Dr. Richard Berry
 Mr. Danny Gallant
 Ms. Jill Still
 Dr. Steve Westbrook

General Counsel: Mr. Damon Derrick

Other SFA administrators, staff, and visitors

The Finance and Audit Committee convened at 8:00 a.m., recessed for lunch at 11:48 a.m. and then reconvened in the Austin Building boardroom at 2:15 p.m. The Finance and Audit Committee adjourned at 5:25 p.m. The Building and Grounds Committee meeting convened at 5:25 p.m. and adjourned at 5:55 p.m. The Academic and Student Affairs Committee convened at 5:55 p.m. and adjourned at 6:05 p.m.

The board chair reconvened the Committee of the Whole at 6:05 p.m. in the Austin Building boardroom and immediately called for an executive session to consider the following items:

Deliberation Regarding the Deployment, or Special Occasions for Implementation, of Security Personnel or Devices (Texas Government Code, Section 551.076)

- Update from Chief Information Officer

Deliberations Regarding Negotiated Contracts for Prospective Gifts or Donations (Texas Government Code, Section 551.073)

Consultation with Attorney Regarding Legal Advice or Pending and/or Contemplated Litigation or Settlement Offers, including but not limited to institutional compliance, reported complaints, intellectual property, and *Christian Cutler v. Baker Pattillo, et al* (Texas Government Code, Section 551.071)

Consideration of Individual Personnel Matters Relating to Appointment, Employment, Evaluation, Assignment, Duties, Discipline, or Dismissal of an Officer or Employee including but not limited to equine center director, basketball coaches, chair of the Department of Agriculture, executive director of alumni relations, vice presidents and the president (Texas Government Code, Section 551.074)

The executive session ended at 8:35 p.m. The Board of Regents meeting returned to open session and recessed for the evening with no further action.

Tuesday, April 15, 2014

The regular meeting of the Board of Regents was called to order in open session at 9:00 a.m. Tuesday, April 15, 2014, in the Austin Building Board Room by Chair Steve McCarty.

PRESENT:

Board Members: Mr. Steve McCarty, Chair
 Mr. Bob Garrett
 Ms. Brigettee Henderson
 Mr. Matt Logan, student member
 Mr. Barry Nelson
 Mr. Ken Schaefer
 Mr. Ralph Todd
 Ms. Connie Ware

President: Dr. Baker Pattillo

Vice-Presidents: Dr. Richard Berry
 Mr. Danny Gallant
 Ms. Jill Still
 Dr. Steve Westbrook

General Counsel: Mr. Damon Derrick

Other SFA administrators, staff, and visitors

Regent Scott Coleman was absent from the meeting.

Regent Garrett led the pledge to the flags and Regent Alders provided the invocation.

RECOGNITIONS

Athletic Director Robert Hill introduced the Women's Basketball Team, sharing winner of the 2013 SLC Women's Championship and participant in the championship game of the Women's Basketball Invitational Tournament. He introduced the Men's Basketball Team, completing a season of 32 wins and 3 losses, winner of the 2013 SLC Men's Championship and participants in the third round of the NCAA Basketball Tournament. Provost and Vice President for Academic Affairs Ric Berry introduced the 2013-14 Sylvans Forestry Club, who were recent winners of the Southern Forestry Conclave for the second consecutive year. Dr. Berry then introduced the faculty members being recommended for promotion to full professor; those professors being recommended for professor emeritus status; and Dr. Tim King, who is being recommended for the honor of 2014-15 Regents Professor.

APPROVAL OF MINUTES

BOARD ORDER 14-15

The January 28, 2014, board minutes were corrected to indicate that Regent Alders was not present for the meeting that day. Upon motion by Regent Ware, seconded by Regent Todd, with all members voting aye, it was ordered that the minutes of the January 28 and 29, 2014, regular meeting be approved as corrected and the minutes of the February 10, 2014, special telephone meeting of the Board of Regents be approved as presented.

PERSONNEL

BOARD ORDER 14-16

Upon motion by Regent Ware, seconded by Regent Todd, with all members voting aye, it was ordered that the following personnel items be approved.

FACULTY APPOINTMENTS FOR 2013 – 2014

BUSINESS

Jason Reese, Assistant Professor of Management, Marketing and International Business, Ph.D. (Texas A&M University), at an academic year salary of \$88,000 for 100 percent time, effective September 1, 2014.

EDUCATION

Adam Akerson, Assistant Professor of Elementary Education, Ed.D. (University of Houston), at an academic salary of \$55,000 for 100 percent time, effective September 1, 2014.

Daniel McCleary, Assistant Professor of School Psychology (Human Services), Ph.D. (University of Tennessee), at an academic year salary of \$65,000 for 100 percent time, effective September 1, 2014.

Lisa McCleary, Assistant Professor of School Psychology (Human Services), Ph.D. (University of Tennessee) at an academic year salary of \$65,000 for 100 percent time, with an additional salary supplement of \$7,000 total for duties as School Psychology Supervisor at the charter school to be paid in equal installments over 10 months, effective September 1, 2014.

FINE ARTS

Cala Coats, Assistant Professor of Art, Ph.D. (University of North Texas), at an academic year salary of \$47,000 for 100 percent time, effective September 1, 2014.

LIBERAL AND APPLIED ARTS

Lauren Brewer, Assistant Professor of Psychology, Ph.D. (Florida State University), at an academic year salary of \$48,000 for 100 percent time, effective September 1, 2014.

Kyle Conlon, Assistant Professor of Psychology, Ph.D. (Florida State University), at an academic year salary of \$48,000 for 100 percent time, effective September 1, 2014.

Gregory Drury, Associate Professor of Psychology, Ph.D. (University of Alabama), at an academic year salary of \$59,000 for 100 percent time, effective September 1, 2014.

Nathan Sparkman, Assistant Professor of Psychology, Ph.D. (Texas Christian University), at an academic year salary of \$48,000 for 100 percent time, effective September 1, 2014.

Courtney Wooten, Assistant Professor of English, M.A. (Winthrop University), at an academic year salary of \$50,000 for 100 percent time, effective September 1, 2014, contingent upon completion of doctorate by August 25, 2014.

STAFF APPOINTMENTS FOR 2013 – 2014

ATHLETICS

Kirk Turner, Athletic Marketing Coordinator, at an annual salary of \$40,000 for 100 percent time, effective February 24, 2013.

Christopher Vanhorn, Assistant Football Coach, at a 10.5-month salary of \$52,000 for 100 percent time, effective January 29, 2014.

DEVELOPMENT

William Caldwell, Development Officer III, at an annual salary of \$77,000 for 100 percent time, effective February 3, 2014.

EDUCATION

Emily Penney, Teacher-Early Childhood Lab, at a 10.5-month salary of \$30,000 for 100 percent time, effective March 3, 2014.

ENROLLMENT MANAGEMENT

Kimberly Morris, Assistant Director of Admissions, at an annual salary of \$47,080 for 100 percent time, effective February 24, 2014.

INFORMATION TECHNOLOGY SERVICES

Michael Gillen, Programmer/Analyst I, at an annual salary of \$35,000 for 100 percent time, effective February 24, 2014.

INTERNATIONAL PROGRAMS

Elaine Lambright, International Programs Coordinator, at an annual salary of \$35,000 for 100 percent time, effective January 1, 2014.

LIBRARY

Michael Wicker, Director of Academic Assistance and Resource Center Program, at an annual salary of \$46,000 for 100 percent time, effective June 1, 2014.

RESEARCH AND SPONSORED PROGRAMS

Shawn Fisher, Research Development Specialist, at an annual salary of \$52,000 for 100 percent time, effective February 24, 2014.

RESIDENCE LIFE

Taylor Duganne, Hall Director, at an annual salary of \$28,722 for 100 percent time, effective February 24, 2014.

Carrie Newman, Hall Director, at an annual salary of \$28,722 for 100 percent time, effective March 17, 2014.

Diane Nwokey, Hall Director, at an annual salary of \$28,722 for 100 percent time, effective February 24, 2014.

UNIVERSITY MARKETING COMMUNICATIONS

Timothy Monzingo, Communications Specialist, at an annual salary of \$33,000 for 100 percent time, effective March 3, 2014.

CHANGES OF STATUS FOR 2013-2014

ALUMNI AFFAIRS

Craig Turnage, from Development Officer IV at an annual salary of \$88,448 for 100 percent time, to Executive Director of Alumni Relations at an annual salary of \$104,000 for 100 percent time, effective February 17, 2014.

ATHLETICS

Clint Conque, from Head Football Coach at an annual salary of \$185,000 for 100 percent time, to Head Football Coach at an annual salary of \$185,000 for 100 percent time with a salary supplement of \$6,667 total to be paid in equal installments over eight months, effective January 1, 2014.

Terry Mills, from Assistant Football Coach at a 10.5-month salary of \$51,000 for 100 percent time, to Assistant Football Coach at a 10.5-month salary of \$52,000 for 100 percent time, effective January 7, 2014.

Nathan Schneider, from Assistant Football Coach at a 10.5-month salary of \$47,520 for 100 percent time, to Director of Athletic Corporate Sales at an annual salary of \$50,000 for 100 percent time, effective February 20, 2014.

Brad Underwood, from Head Men's Basketball Coach at an annual salary of \$175,000 for 100 percent time, to Head Men's Basketball Coach at an annual salary of \$175,000 for 100 percent time with a salary supplement of \$16,667 total to be paid in equal installments over eight months, effective January 1, 2014.

EDUCATION

Nina Ellis-Hervey, from Assistant Professor of Human Services at an academic year salary of \$65,000 for 100 percent time, to Assistant Professor of Human Services and Intern Supervisor at an academic year salary of \$65,000 with a salary supplement of \$4,800 total for additional duties to be paid in equal installments over five months, effective January 1, 2014.

Gloria Gresham, from Associate Professor of Elementary Education at an academic year salary of \$84,158 for 100 percent time, to Associate Professor of Elementary Education and Coordinator of the Elementary M.Ed. Program at an academic year salary of \$84,158 for 100 percent time with a salary supplement of \$3,000 total for additional duties to be paid in equal installments over five months, effective January 1, 2014.

Sylvia Middlebrook, from Visiting Assistant Professor of Psychology at an academic year salary of \$46,000 for 100 percent time, to Visiting Assistant Professor of Psychology and Intern Supervisor for Human Services at an academic year salary of \$46,000 for 100 percent time with a salary supplement of \$4,800 total for additional duties to be paid in equal installments over five months, effective January 1, 2014.

Robert Patterson, from Human Services Coordinator at an annual salary of \$71,644 for 100 percent time, to Human Services Coordinator and Student Supervisor at an annual salary of \$71,644 for 100 percent time with a salary supplement of \$938 total for additional duties to be paid in equal installments over five months, effective January 1, 2014.

Julie Pipes, from Financial Aid Specialist at an annual salary of \$24,527 for 100 percent time, to Academic Advisor at an annual salary of \$35,000 for 100 percent time, effective February 1, 2014.

Heather Olson Beal, from Assistant Professor of Secondary Education at an academic year salary of \$55,407 for 100 percent time, to Assistant Professor of Secondary Education and Coordinator of M.Ed. Program at an academic year salary of \$55,407 for 100 percent time with a salary supplement of \$3,000 total for additional duties to be paid in equal installments over five months, effective January 1, 2014.

Pauline Sampson, from Associate Professor of Secondary Education at an academic year salary of \$73,482 for 100 percent time, to Associate Professor of Secondary Education and Coordinator of IRB at an academic year salary of \$73,482 for 100 percent time with a salary supplement of \$3,000 total for additional duties to be paid in equal installments over five months, effective January 1, 2014.

Janet Tareilo, from Associate Professor of Secondary Education at an academic year salary of \$62,772 for 100 percent time, to Associate Professor of Secondary Education and Coordinator of the Principal Preparation Program at an academic year salary of \$62,772 for 100 percent time with a salary supplement of \$3,000 total for additional duties to be paid in equal installments over five months, effective January 1, 2014.

Michael Walker, from Assistant Dean of Student Affairs for Support Services at an annual salary of \$74,200 for 100 percent time, to Assistant Dean of Student Affairs for Support Services and Intern Supervisor for Human Sciences at an annual salary of \$74,200 for 100 percent time, with a salary supplement of \$3,120 total for additional duties to be paid in equal installments over five months, effective January 1, 2014.

Kimberly Welsh, from Associate Professor of Elementary Education at an academic year salary of \$61,198 for 100 percent time, to Associate Professor of Elementary Education and Reading M.Ed. Coordinator at an academic year salary of \$61,198 for 100 percent time, with a salary supplement of \$3,000 total for additional duties to be paid in equal installments over five months, effective January 1, 2014.

LIBERAL AND APPLIED ARTS

Sylvia Middlebrook, from Visiting Assistant Professor of Psychology at an academic year salary of \$46,000 for 100 percent time, to Assistant Professor of Psychology at an academic year salary of \$48,000 for 100 percent time, effective September 1, 2014.

INFORMATION TECHNOLOGY SERVICES

Scott Speichert, from Database Administrator I at an annual salary of \$43,282 for 100 percent time, to Database Administrator III at an annual salary of \$58,500 for 100 percent time, effective January 1, 2014.

Robert Thomas, from Programmer/Analyst II at an annual salary of \$41,000 for 100 percent time, to Database Administrator I at an annual salary of \$46,380 for 100 percent time, effective January 1, 2014.

Jacquelyn Vose, from Programmer/Analyst II at an annual salary of \$45,807 for 100 percent time, to Programmer Analyst III at an annual salary of \$51,000 for 100 percent time, effective February 6, 2014.

UNIVERSITY MARKETING COMMUNICATIONS

Dixon Cartwright III, from Communications Specialist at an annual salary of \$37,080 for 100 percent time, to Marketing Communications Specialist at an annual salary of \$40,000 for 100 percent time, effective January 27, 2014.

PROMOTIONS

To Assistant Professor, effective January 1, 2014:

Elizabeth Spradley, Languages, Culture and Communications

To Associate Professor, effective fall 2014:

Emiliano Giudici, Economics and Finance

Carolyn Conn, Theatre

Lauren Selden, Art

Jamie Weaver , Music

Tara Newman, Human Sciences

Heather Olsen-Beal, Secondary Education

Chay Runnels, Human Sciences

Claudia Whitley, Elementary Education

Dawn Williams, Elementary Education

Alan Bailey, Government

Courtney Carney, History

Linda Levitt, Languages, Cultures and Communications

Lee Payne, Government

Cindy Pressley, Government

Gabriela Recinos, Languages, Cultures and Communications

Jose Recinos, Languages, Cultures and Communications

Sudeshna Roy, Languages, Cultures and Communications

Robert Spradley, Languages, Cultures and Communications

Louise Stoeher, Languages, Cultures and Communications

Sarah Canterbury, Biology

Jane Long, Mathematics and Statistics

Nicholas Long, Mathematics and Statistics

Odutayo Odunuga, Chemistry

Kevin Stafford, Geology

To Professor, effective fall 2014:

Gloria Gresham, Elementary Education
Wendy Killam, Human Services
Mikahail Kouliavtsev, Economics and Finance
Nathan Nabb, Music
Ron Petti, Music
Amanda Rudolph, Secondary Education
Pauline Sampson, Secondary Education
Deb Scott, Music
Daniel Unger, Forestry
Ken Untiedt, English and Philosophy

To Professor Emeritus, effective fall 2014:

Terry Box, English
John Dahmus, History
Mel Finkenberg, Kinesiology and Health Science
William Gibson, Biology

TENURE

Tenure was awarded to the following individuals, effective fall 2014.

Alan Bailey, Government
Courtney Carney, History
Sarah Canterbury, Biology
Emiliano Giudici, Economics and Finance
Linda Levitt, Languages, Cultures and Communications
Jane Long, Mathematics and Statistics
Nicholas Long, Mathematics and Statistics
Nathan Nabb, Music
Tara Newman, Human Sciences
Odotayo Odunuga, Chemistry
Heather Olsen-Beal, Secondary Education
Lee Payne, Government
Cindy Pressley, Government
Gabriela Recinos, Languages, Cultures and Communications
Jose Recinos, Languages, Cultures and Communications
Sudeshna Roy, Languages, Cultures and Communications
Lauren Selden, Art
Christine Sinclair, Kinesiology
Elizabeth Spradley, Languages, Cultures and Communications
Robert Spradley, Languages, Cultures and Communications
Kevin Stafford, Geology
Louise Stoeck, Languages, Cultures and Communications

Jamie Weaver, Music
Dawn Williams, Elementary Education

FACULTY DEVELOPMENT LEAVE FOR 2014-2015

Faculty development leave was awarded to the following faculty members for the semester indicated.

Fall 2014

Jeremy Becnel, Mathematics and Statistics
David Lewis, Art

Spring 2015

Alexandra Van Kley, Biology

REGENTS PROFESSORSHIP FOR 2014- 2015

Dr. Tim King, professor of music, was awarded a Regents Professorship for the academic year 2014-2015.

RETIREMENTS

The following retirements were accepted:

Ronald Anderson, Professor of Music, effective August 31, 2014

Michael Doughty, Assistant Professor of Social Work, effective August 31, 2014

Deborah DuFrene, Associate Dean of Nelson Rusche College of Business, effective August 31, 2014

ACADEMIC AND STUDENT AFFAIRS

BOARD ORDER 14-17

Upon motion by Regent Henderson, seconded by Regent Ware, with all members voting aye, it was ordered that the following academic and student affairs items be approved.

CURRICULUM CHANGES

The Board of Regents approved the undergraduate and graduate curriculum changes listed in Appendix 1.

ACADEMIC AND STUDENT AFFAIRS POLICY REVISIONS

The Board of Regents adopted the following policy revisions as presented in Appendix 6:

Academic Advising for Undergraduate Students (6.2)
Academic Probation, Suspension and Reinstatement for Undergraduates (6.4)
Administrative Evaluation of Adjunct Faculty Performance (7.5)
Concurrent and Dual Credit Enrollment Programs (6.9)
Course Contact Hours (5.4)
Developmental Education and Texas Success Initiative (9.8)
Drug and Alcohol Testing (11.6)
Employee Terminations and Transfers (11.10)
Establishing Centers, Institutes and Specialized Testing or Service Laboratories (5.10)
Longevity Pay/Hazardous Duty Pay (12.13)
Moving Expenses (3.23)
Parking and Traffic Regulations (13.14)
Performance Review of Officers Reporting to the Provost and Vice President
for Academic Affairs (4.8)
Scholarship Disbursement (6.17)
Selective Service Registration (11.26)
Student Evaluation of Instruction (7.27)
Student Organization Formation (10.9)
University Website (15.10)

BUILDING AND GROUNDS

BOARD ORDER 14-18

Upon motion by Regent Schaefer, seconded by Regent Garrett, with all members voting aye it was ordered that the following building and grounds items be approved.

SIEMENS INDUSTRY, INC. ENERGY PERFORMANCE CONTRACT PHASE THREE

WHEREAS, the board members considered the following: At the May 15, 2009 meeting, the SFA Board of Regents selected Siemens Industry, Inc. as its energy savings company (ESCO) to enter into an energy performance contract with the university. The contract was established pursuant to Texas Education Code Section 51.927, which requires that an energy performance contract must guarantee savings that are sufficient to recover the costs of an energy project(s). The project began with a detailed energy audit that identified energy savings opportunities. Phases one and two of the energy performance contract were completed on January 31, 2012.

Based on the success of the first two phases, the university would like to pursue phase three of the energy performance contract with Siemens Industry, Inc. As with the first two phases, phase three would begin with a letter of intent that authorizes Siemens Industry, Inc. to engage in a detailed energy audit. The energy audit cost will be incorporated into the energy performance contract. If the audit identifies and guarantees energy savings, the university would like to

proceed with project implementation. If the energy audit does not determine that savings are available with the implementation of an energy performance contract, the university would not pay for the cost of the energy audit.

THEREFORE, it was ordered that the university sign a letter of intent with Siemens Industry, Inc. to begin the third phase of an energy contract. It was further ordered that Siemens Industry, Inc. be authorized to conduct an energy audit and engage phase three of an energy performance contract if energy savings are guaranteed that are sufficient enough to pay the cost of the contract. The vice president for finance and administration was authorized to secure financing for the energy performance contract, and the president was authorized to sign the letter of intent, contract, and purchase orders.

WILLIAM R. JOHNSON COLISEUM SEATING HANDRAIL INSTALLATION

WHEREAS, the board members considered the following: The William R. Johnson Coliseum was opened in 1974. At the time of construction, handrails in the seating aisles were not required. The university feels that adding a center handrail to existing aisles will increase the safety of the facility, increase the accessibility of certain areas, and enhance the experience of those using the facility. The project is estimated to cost \$125,000.

THEREFORE, it was ordered that funding be approved for the project with designated funds at a cost not to exceed \$125,000. The president was authorized to sign associated purchase orders and contracts.

RENOVATION OF 309 EAST STARR AVENUE APARTMENTS

WHEREAS, the board members considered the following: The university purchased apartment units at 309 East Starr on September 16, 2013. The university honored rental contracts with tenants that were in place at the time of purchase. The last tenants will vacate the apartments during the summer of 2014.

THEREFORE, it was ordered that the apartment units, grounds, and vehicle/parking area at 309 East Starr be renovated to provide residence halls for transfer students who meet academic criteria established by the university. It was further ordered that the renovation cost of \$125,000 be funded with designated funds.

GRIFFITH AND KERR FIRE SPRINKLER SYSTEMS

WHEREAS, the board members considered the following: The 2013-14 capital budget includes a project to install new fire sprinkler systems in Griffith and Kerr Halls. The project was funded with 2013-14 budgeted auxiliary funds for \$741,730. Based on the scope of the project, additional funds are needed to complete the fire sprinkler installations in both residence halls.

THEREFORE, it was ordered that the Griffith and Kerr Fire Sprinkler Systems project budget be increased by \$460,000 to complete the sprinkler system installation in both halls. It was further ordered that expenditures not exceed the amended project budget amount of \$1,201,730. The

source of funds for the budget increase will be auxiliary fund balance. The president was authorized to sign associated purchase orders and contracts.

LUMBERJACK LODGE FLOOD DAMAGE RENOVATION

WHEREAS, the board members considered the following: In the early morning hours of March 19, 2014, a 2-inch water pipe burst on the second floor of the Lumberjack Lodge residence hall. Because of the scope of the flood and water damage, the university invoked emergency authority to begin restoration and renovation efforts. These included working with contractors and insurance carriers. The university has a standing order contract with Mooring, a disaster recovery firm. The scope of recovery work was evaluated by university staff, the university's property insurance agent, and the disaster recovery firm.

The university has a property deductible of \$100,000. Total restoration costs are expected to exceed \$100,000. When all flood associated renovation and restoration activity is completed, the university's property insurance carrier will issue a check to SFA that is net of the property insurance deductible.

THEREFORE, it was ordered that the university be authorized to pay all flood and water damage related expenses to Mooring and other contractors that participated in the Lumberjack Lodge flood-related restoration and renovation.

BUILDING AND GROUNDS POLICY REVISIONS

The Board of Regents adopted the following policy revisions as presented in Appendix 6:

Driver Certification (13.7) TO BE DELETED

Training and Certification of University Vehicle Operators (13.23)

Vehicle Repair and Maintenance (16.34)

FINANCIAL AFFAIRS

BOARD ORDER 14-19

Upon motion by Regent Todd, seconded by Regent Alders, with all members voting aye, it was ordered that the following financial affairs item be approved.

SELECTION OF AN INVESTMENT MANAGEMENT FIRM

WHEREAS, the board members considered the following: Stephen F. Austin State University, the SFA Foundation, and the Alumni Foundation issued a joint request for proposals (RFP) for external investment fund management. The current investment management contract ends on August 31, 2014. The proposals were analyzed and three finalists were selected to appear before the finance committee of the Board of Regents and members of the SFA Foundation and Alumni Foundation. The finalist firms were Merrill Lynch, Morgan Stanley and Trinity Capital. The joint meeting produced a unanimous selection of Merrill Lynch as the firm best qualified to serve as the investment management firm for all three entities.

THEREFORE, it was ordered that Merrill Lynch be selected as the best qualified external investment management firm for the university. The president was authorized to sign the contract with Merrill Lynch.

BOARD ORDER 14-20

Upon motion by Regent Todd, seconded by Regent Ware, with all members voting aye, it was ordered that the following financial affairs items be approved.

STEM SCHOLARSHIPS

WHEREAS, the board members considered the following: The university has made a strong commitment to science, technology, engineering and mathematics (STEM) education. To complete the degree program offerings across all STEM disciplines, the university is in the final stages of securing an engineering physics degree from the Texas Higher Education Coordinating Board. Additionally, SFA hosts numerous STEM camps each year designed for middle and secondary school students. This focus on recruitment and retention of STEM majors is part of the SFA STEM initiative to widen the STEM pipeline. The critical nature of STEM education is both a state and national concern.

THEREFORE, it was ordered that \$200,000 be funded annually for STEM scholarships, with scholarship criteria and eligibility requirements to be established by the College of Sciences and Mathematics. The scholarships are to be funded on an annual basis from the Coca-Cola exclusive rights soft-drink contract and designated funds.

STEM CAMPUS RESIDENCE TRANSFER SCHOLARSHIPS

WHEREAS, the board members considered the following: The university has made a strong commitment to science, technology, engineering and mathematics (STEM) education. To complete the degree program offerings across all STEM disciplines, the university is in the final stages of securing an engineering physics degree from the Texas Higher Education Coordinating Board. Additionally, SFA hosts numerous STEM camps each year designed for middle and secondary school students. This focus on recruitment and retention of STEM majors is part of the SFA STEM initiative to widen the STEM pipeline. The critical nature of STEM education is both a state and national concern.

THEREFORE, it was ordered that 11 campus residence scholarships be established for students who transfer to SFA as STEM majors and continue their undergraduate education at SFA in one of the STEM fields. Scholarship criteria and eligibility requirements are to be established by the College of Sciences and Mathematics.

APPROVAL OF CONTRACT FOR SIRSIDYNIX SOFTWARE

WHEREAS, the board members considered the following: The university library utilizes Sirsidynix software that maintains its inventory, circulation, cataloging acquisitions and serials control. The library is currently under contract for the software maintenance, but has

renegotiated an extended contract. The university wishes to enter into a five year contract for on-going maintenance that includes software upgrades. The contractual agreement will result in a 3.75% savings in the first year of the new contract and limit annual increases at 2.9% for years two through five.

THEREFORE, it was ordered that the university purchase maintenance for the Sirsidynix software for a five year period at a cost not to exceed \$280,000 with additional years of renewal subject to administrative approval. The president was authorized to sign the contract.

PURCHASE OF FACILITIES SCHEDULING SOFTWARE

WHEREAS, the board considered the following: With the addition of an academic space utilization coordinator, the Academic Affairs Division has begun the centralization of scheduling of instructional and other academic space. In order to facilitate the implementation and maintenance of a centralized system, it is necessary to use advanced scheduling software. After appropriate investigation, demonstration, and consideration, the software package Ad Astra has been chosen.

THEREFORE, it was ordered that the purchase and three years of maintenance of Ad Astra scheduling software be approved at a cost not to exceed \$225,000. It was further ordered that the software and three years of maintenance be purchased with the Higher Education Fund (HEF). The president was authorized to sign associated purchase orders.

CONTRACT FOR LIVETEXT E-PORTFOLIO HOSTED SERVICE

WHEREAS, the board considered the following: Many institutions of higher education are adopting electronic portfolio systems for storage of and access to samples of student work. These are used in assessment processes, activities related to program and institutional accreditation, and for student professional preparation. The university has chosen a hosted service, LiveText, for this purpose. LiveText will be a central tool in the university's core curriculum assessment plan, approved by the Texas Higher Education Coordinating Board in February.

The LiveText cost is based on the number of students who enroll in at least one core curriculum course. The cost will be assessed only once per student, regardless of the number of courses a student takes. Further, the service is available to students for five years for academic and personal data collection. The university projects that approximately 8,000 student licenses are needed for fall 2014, and approximately 3,000 are needed each year thereafter.

The administration negotiated a license cost of \$70 per student using a projection model of 8,000 initial licenses and 3,000 additional annual licenses. Using this model, the total projected cost would be \$1,400,000 for a five-year contract. Further, part of the initial cost will be spread over years two through five. The negotiated payment schedule would begin with \$404,900 in fiscal year 2015, followed by the actual cost of new student licenses in years 2016 through 2019.

THEREFORE, it was ordered that a five-year contract with LiveText for e-portfolio hosted service be approved for an amount not to exceed \$1,600,000. The president was authorized to sign the

contract and associated purchase orders. It was ordered that designated fund balance of \$150,000 be used in fiscal year 2015 to augment revenue in order to provide a first-year payment of \$404,900, and that actual, annual payments in years two through five be paid from designated funds.

ROOM AND BOARD RATES FY 2014-15

WHEREAS, the board members considered the following: Projected student housing and food service operating costs support the need for revised room and board rates for the 2015 fiscal year.

Pursuant to the relevant provisions of our food service contract, the administration and Aramark annually negotiate necessary rate increases for the upcoming fiscal year. Our contract uses the percentage increase in the Food and Beverage element of the Consumer Price Index (CPI) published by the Bureau of Labor Statistics, U. S. Department of Labor, for urban consumers (“CPI-U”) in the South as a benchmark for any rate increase considered. The administration has negotiated a rate increase of 1.9% for the provision of board plan food service during the 2015 fiscal year.

The proposed room and board rates for FY2014 are presented in Appendix 3 and reflect a 1.9% increase in the board plan and a 3.5% increase in the room rate.

These revised rates will become effective in the fall semester of 2014.

THEREFORE, it was ordered that the negotiated 1.9% Aramark increase and the proposed room and board rates for FY2015 be approved as presented in Appendix 3.

BOOKSTORE CONTRACT RENEWAL

WHEREAS, the board members considered the following: The current contract with Barnes & Noble College Booksellers, Inc. for the purpose of providing bookstore operations and management for the university expires on July 15, 2014. The terms of the current contract provide for a five-year renewal upon mutual agreement between the parties.

THEREFORE, it was ordered that the president be authorized to sign a renewal of the bookstore services contract with Barnes & Noble College Booksellers, Inc. with a term that expires on July 15, 2019, and includes the substantive elements outlined in Appendix 4.

ACKNOWLEDGE RECEIPT OF AUDIT SERVICES REPORT

WHEREAS, the board considered the following: The *Board Rules and Regulations* state that the director of audit services shall assist the board in carrying out its oversight responsibilities as they relate to the university’s a) financial and other reporting practices, b) internal control, and c) compliance with laws, regulations and ethics. The director of audit services reports to the Board of Regents on the status of the annual audit plan, internal external reports, risk assessment and audit/compliance issues.

The audit services report as presented included an expenditure audit, Office of Multicultural Affairs audit, Department of Kinesiology and Health Science audit, SAO audit and an update on the annual audit plan.

THEREFORE, the Board of Regents acknowledged receipt of the audit services report as presented.

BOARD ORDER 14-21

Upon motion by Regent Todd, seconded by Regent Ware, with all members voting aye, it was ordered that the following financial affairs item be approved.

ADOPTION OF FISCAL YEAR 2013-2014 SUMMER BUDGET

WHEREAS, the board members considered the following: The fiscal year 2013-14 summer budget contains two regular summer semesters and a mini-semester. The 2013-14 annual budget includes \$2,287,937 that is available to support summer school salaries and benefits. In addition, \$1,531,948 of E&G salary savings and designated contingent funds are used to fund summer school salaries. Additional summer salaries of \$85,824 are supported by designated funds.

THEREFORE, it was ordered that the 2013-14 summer budget of \$3,905,709 be approved.

BOARD ORDER 14-22

Upon motion by Regent Todd, seconded by Regent Alders, with all members voting aye, it was ordered that the following financial affairs items be approved.

COURSE AND LAB FEES FY 2014-15

WHEREAS, the board members considered the following: Course and lab fees provide instructional departments with funds to support the actual cost of consumable supplies, service and travel related to specific courses. Course and lab fees are allocated to instructional departments for expenditures that are necessary for course delivery.

THEREFORE, it was ordered that the course fees for the 2014-15 fiscal year shown in Appendix 2 be adopted, to take effect in the fall semester of 2014.

DISTANCE EDUCATION FEE

WHEREAS, the board considered the following: For many years, Stephen F. Austin State University has charged a fee for enrolling in an online course. In 2002 the fee was increased from \$15 per credit hour to \$25 per credit hour. The fee has not increased since 2002. Because of growing costs of delivering online education, an increase in the distance education fee is needed.

THEREFORE, it was ordered that a distance education fee of \$33 per semester credit hour to be charged for enrollment in online courses be approved, effective fall semester 2014.

STUDY ABROAD STUDENT FEE WAIVERS

WHEREAS, the board considered the following: The university waives the student recreation and student center fees for students who enroll only in online courses. Most students who are not online-only students pay these fees to cover costs associated with their use of the facilities. Similar to online-only students, students who study abroad for longer than four consecutive weeks during summer terms do not have the opportunity to use these two facilities.

THEREFORE, it was ordered that a waiver be approved for the student center fee and the student recreation center fee for students enrolled in summer study abroad programs that last longer than four weeks. The waiver is to be effective only during the summer term of the study abroad enrollment.

BOARD ORDER 14-23

Upon motion by Regent Todd, seconded by Regent Garrett, with all members voting aye, it was ordered that the following financial affairs item be approved.

DESIGNATED TUITION, PUBLICATION FEE, AND TECHNOLOGY FEE INCREASES FOR FY 2014-15

WHEREAS, the board members considered the following: To sustain the current level of operations and service delivery, the university must increase designated tuition, the publications fee and the technology fee.

THEREFORE, it was ordered that designated tuition be increased from \$158 to \$171 per semester credit hour, the publication fee be increased from \$6 to \$8 per semester credit hour, and the technology fee be increased from \$22 to \$23 per semester credit hour, effective in the fall semester of 2014.

BOARD ORDER 14-24

Upon motion by Regent Todd, seconded by Regent Schaefer, with all members voting aye, it was ordered that the following financial affairs items be approved.

FIXED-RATE DESIGNATED TUITION PLAN

WHEREAS, the board members considered the following: House Bill 29 passed last year by the Texas legislature requires public universities to offer a fixed-rate tuition plan to undergraduate students. Entering freshmen students or new transfer students must be offered the opportunity to participate in a fixed-rate tuition plan for twelve consecutive semesters from the point of initial enrollment at a public or private institution, regardless of whether the student enrolls at any institution in those semesters. The plan is effective for the fall 2014 semester. The legislation also allows a university to offer a fixed-rate tuition plan as optional or mandatory and authorizes the governing board of an institution to establish restrictions and qualifications for the plan.

THEREFORE, it was ordered that the university establish an optional fixed-rate designated tuition plan that will be available to entering freshmen or new transfer students who begin classes at the

university for the first time during the fall 2014 semester. In addition to those, students who participate only in SFA dual-credit high school/college classes will be eligible for the plan. The fixed-rate designated tuition charge for fall 2014 new entering freshmen will be \$192 per semester credit hour.

To address both new and transfer students, it was ordered that the university create student cohorts who pay different fixed designated tuition rates based on their fall 2014 enrollment status. Depending on enrollment dates at other institutions, transfer students will be placed in 2012, 2013, 2014, or 2015 cohorts. New freshmen students will be placed in the 2015 cohort. The cohort designated tuition fee schedule was approved as follows:

2012 cohort - \$177 per semester credit hour

2013 cohort - \$180 per semester credit hour

2014 cohort - \$186 per semester credit hour

2015 cohort - \$192 per semester credit hour

The adoption of an optional fixed-rate designated tuition plan of \$192 for 12 semesters for new fall 2014 freshmen (2015 cohort) was approved. The fixed-rate designated tuition per semester credit hour rates as presented in the above cohort schedule for transfer students was approved.

DUAL CREDIT EXEMPTION

WHEREAS, the board considered the following: Students currently enrolled in courses that count for both high school and college credit under the dual credit enrollment program are exempted from the payment of all tuition and fees and are only assessed a fee of \$25 per semester credit hour (SCH) plus any applicable distance learning fees.

The exemption applies to students and courses stipulated by the Texas Higher Education Coordinating Board as eligible for the dual credit exemption. Students enrolled in courses that are not eligible for high school credit would not qualify for the exemption. Students enrolled in summer courses would not be eligible for the exemption, regardless of their high school status. Individual instruction courses are not eligible for this exemption.

THEREFORE, it was ordered that, effective with the fall semester of 2015, dual credit students be exempted from the payment of statutory and designated tuition and other mandatory fees. Dual credit students are to be assessed a Dual Credit Enrollment Fee of \$50 per SCH plus any applicable course fees and distance learning fees.

GRANT AWARDS

WHEREAS, the board considered the following: To date in fiscal year 2014, the university has received multi-year grant awards totaling \$21,973,718. Of that total, grant awards allocable to fiscal year 2014 are \$7,200,415, an increase of \$397,552 since the last report.

The grant awards result from extensive faculty research and service engagement across many academic disciplines. The grants include direct federal, federal pass through, state and private awards.

THEREFORE, it was ordered that the additional grant awards allocable to fiscal year 2014 that total \$397,552 be approved and ratified, as they are detailed in Appendix 5.

FINANCIAL AFFAIRS POLICY REVISIONS

The Board of Regents adopted the following policy revisions as presented in Appendix 6:

Budget Change and Additional Appropriation (3.4) TO BE DELETED

Budget Control (3.5) TO BE DELETED

Delegated Purchasing Authority (17.5)

Departmental Budgeting and Accounting Responsibilities (3.9)

Fixed-Rate Tuition Plan (NEW)

Purchase of Used Equipment or Supplies (17.18)

Receipts and Deposits (3.26)

Returned Payments (3.27)

Vacation Leave (12.21)

BOARD ORDER 14-25

Upon motion by Regent Todd, seconded by Regent Ware, with all members voting aye, it was ordered that the following executive session item be approved.

APPROVAL OF OFFICIAL UNIVERSITY LOGO

WHEREAS, the board considered the following: The board approved a new university logo design created by Richards Carlberg during the February 10, 2014, teleconference meeting. Since that time, our stakeholders have strongly voiced their preference for retaining the previous university logo, also known as the spirit logo, which was initially approved as the university's logo by the Board of Regents on August 13, 2004. Graphic design guidelines will be created to include standards for all media, including publications, advertising, websites and other collateral materials—both on and off campus.

THEREFORE, it was ordered that the logo shown below be approved as the official university logo.



REPORTS

The president provided a report to the regents on the following topics:

- Upcoming Dates
- Dean of the Rusche College of Business
- Commencement
- Engineering Degree
- Student Regent

Dr. Dana Cooper, faculty senate chair, made a report on the following topic:

- A Year in Review
- A Word of Thanks

Marquice Hobbs, SGA president, gave a report on the following topics:

- “All Paws In” Community Service
- Student Center Advisory Board
- Archie McDonald Speaker’s Series
- SGA Election Results

BOARD COMMITTEES 2014-2015

Chair McCarty announced the appointment of the following board committees to serve through April 2015:

Academic and Student Affairs Committee

Brigettee Henderson, Chair

Barry Nelson

Connie Ware

Buildings and Grounds Committee

Ken Schaefer, Chair

David Alders

Bob Garrett

Finance and Audit Committee

Scott Coleman, Chair

Ken Schaefer

Ralph Todd

The meeting was adjourned at 10:30 a.m.

Stephen F. Austin State University
Minutes of the Board of Regents Special Meeting
May 9, 2014
2 p.m.
Austin Building, Room 307
Nacogdoches, Texas
Meeting 289

A special meeting of the SFA Board of Regents was called to order on Friday, May 9, 2014, at 2:08 p.m. by Chair Steve McCarty.

PRESENT:

Board Members: Mr. Steve McCarty, Chair
 Mr. David Alders
 Mr. Bob Garrett
 Ms. Brigettee Henderson
 Mr. Barry Nelson
 Mr. Ralph Todd
 Ms. Connie Ware

President: Dr. Baker Pattillo

Vice-Presidents: Dr. Richard Berry
 Mr. Danny Gallant
 Ms. Jill Still
 Dr. Steve Westbrook

General Counsel: Mr. Damon Derrick

Other SFA administrators, staff, and visitors

Board Members Ken Schaefer and Matt Logan were unavailable for the meeting. Regent Scott Coleman joined the meeting at 2:20 pm during the architectural presentation.

Chair McCarty introduced the newly appointed student regent, Kelsey Brown, who will be taking office on June 1, 2014

Representatives of Scott and Strong Architects-Interiors presented a explanation of proposed renovations to the McGee Business Building.

At 2:28 p.m. the board chair called for an executive session to consider the following items:

Deliberations Regarding Negotiated Contracts for Prospective Gifts or Donations (551.073)
Possible Naming Opportunities

Consultation with Attorney Regarding Legal Advice or Pending and/or Contemplated Litigation or Settlement Offers, including but not limited to regent responsibilities (551.071)

Employment, Evaluation, Assignment, Duties, Discipline, or Dismissal of an Officer or Employee including but not limited to basketball coaches, vice presidents and the president (551.074)

At 4:30 p.m. the executive session ended and the board meeting was reconvened in open session.

BOARD ORDER 14-26

Upon motion by Regent Ware, seconded by Regent Todd, with all members voting aye, the following agenda item was approved:

ARAMARK AGREEMENT AMENDMENT

WHEREAS, the board members considered the following: The university's agreement with Aramark to provide food service on campus contains a provision for multiple infrastructure investments over the term of the agreement. An increase in these investments is necessary to fund the on-going renovations and upgrades desired to maintain the high quality food service program our students seek. Aramark has agreed to increase their financial commitment for these updates by \$160,000. This addition necessitates an amendment to the original agreement.

THEREFORE, it was ordered that the president be authorized to sign an amendment to the existing food service agreement, increasing Aramark's financial commitment for the on-going modernization of the food service program as shown in Appendix 1.

BOARD ORDER 14-27

Upon motion by Regent Henderson, seconded by Regent Ware, with all members voting aye, the following agenda item was approved:

RECREATION CENTER EQUIPMENT

WHEREAS, the board members considered the following: The 2013-14 capital budget approved by the board in July 2013 includes funding for the annual replacement of equipment in the Student Recreation Center. The wording of the item unintentionally restricted the replacement to very specific items. The department continuously updates the condition and usability of its equipment. The equipment that needs to be replaced at this point is different than that specified in the original item. The amount of funding approved remains the same.

THEREFORE, it was ordered that the original 2013-14 capital budget board item authorizing the Campus Recreation Department equipment replacement be modified to allow the department discretion regarding the equipment replaced.

BOARD ORDER 14-28

Upon motion by Regent Garrett, seconded by Regent Alders, with all members voting aye, the following agenda item was approved:

EXTENTION OF PREVIOUS STRATEGIC PLAN

WHEREAS, the board members considered the following: It is expected by most of our accrediting agencies, including the Southern Association of Colleges and Schools Commission on Colleges, that Stephen F. Austin State University be guided in planning and decision-making by a strategic plan. Required assessments and outcomes must be tracked back to such a document. Since the previous strategic plan expired in 2013 and the new plan may not be approved until 2015, it is necessary to take official action that will cover the interim period.

THEREFORE, it was ordered that the effective date of Strategic Plan 2013: Preparing for the Future be extended until the adoption of a new plan.

BOARD ORDER 14-29

Regent Henderson recused herself from discussion and voting upon this item. Upon motion by Regent Garrett, seconded by Regent Ware, with all regents voting aye (except Regent Henderson who was recused), the following agenda item was approved:

APPROVAL OF THE MCGEE BUILDING RENOVATION CONCEPT

WHEREAS, the board members considered the following: The architectural firm of Scott and Strong Architects-Interiors was engaged to develop a renovation concept for the McGee Building, which currently houses the Nelson Rusche College of Business. Scott and Strong Architects-Interiors developed the concept in association with the College of Business administration.

THEREFORE, it was ordered that the renovation concept be approved as presented by the Scott and Strong Architect-Interiors, excluding design finish specifications such as colors, finishes and other design elements.

BOARD ORDER 14-30

Upon motion by Regent Todd, seconded by Regent Ware, with all members voting aye, the following agenda item was approved:

NAMING OF THE MATTRESS FIRM COMMON AREA ON THE FIRST FLOOR OF THE MCGEE BUILDING

WHEREAS, the board members considered the following: In accordance with the *Board Rules and Regulations*, buildings and other facilities may be named for persons, both living and deceased, who make a significant donation to the university. The board will consider the appropriate naming of the common area located on the first floor of the McGee Building, which houses the Nelson Rusche College of Business. The naming of the first floor common area will be for a period of at least ten (10) years, such ten (10) year period to begin upon approval of the Board of

Regents, and contingent upon receipt of the full amount of the gift according to the executed Memorandum of Understanding.

THEREFORE, it was ordered that the first floor common area of the McGee Building be named the Mattress Firm Common Area, subject to the terms and conditions stated within the Memorandum of Understanding executive by Mattress Firm and the university, and contingent upon receipt of the full amount of the gift.

BOARD ORDER 14-31

Upon motion by Regent Alders, seconded by Regent Ware, with all members voting aye, the following agenda item was approved:

NAMING OF THE MARK T. LAYTON EAST LOBBY ON THE FIRST FLOOR OF THE MCGEE BUILDING

WHEREAS, the board members considered the following: In accordance with the *Board Rules and Regulations*, buildings and other facilities may be named for persons, both living and deceased, who make a significant donation to the university. The board will consider the appropriate naming of the east lobby located on the first floor of the McGee Building, which houses the Nelson Rusche College of Business. The naming of the east lobby will be for a period of at least ten (10) years, such ten (10) year period to begin upon approval of the Board of Regents, and contingent upon receipt of the full amount of the gift according to a mutually agreed upon Memorandum of Understanding.

THEREFORE, it was ordered that the east lobby located on the first floor of the McGee Building be named the Mark T. Layton East Lobby, subject to the terms and conditions stated within a mutually agreed upon Memorandum of Understanding executed by Deloitte and the university, and contingent upon receipt of the full amount of the gift.

BOARD ORDER 14-32

Upon motion by Regent Todd, seconded by Regent Coleman, with all members voting aye, the following personnel item was approved:

CHANGE OF STATUS FOR 2013-2014

Athletics

Brad Underwood, from Head Men's Basketball Coach at an annual salary of \$175,000 for 100 percent time, to Head Men's Basketball Coach at an annual salary of \$225,000 for 100 percent time, effective May 9, 2014.

The board meeting was adjourned at 4:40 p.m.

| Athletic Policy Manual Revisions | | |
|-----------------------------------|-----------------|---|
| <u>POLICY NAME</u> | <u>POLICY #</u> | <u>ACTION/CHANGE</u> |
| Intercollegiate Athletic Council | 203 | major rewrite |
| Department Organization | 301 | minor change |
| Supervisor-Equipment & Facilities | 302E | minor change to job description |
| Marketing Coordinator | 302T | job description for new position |
| Director of Corporate Sales | 302U | job description for new position |
| Director of Athletic Development | 302V | job description for new position |
| Athletics Insurance Coordinator | 302W | job description for new position |
| Receipts & Deposits | 402A | minor changes to custody chain |
| Donations & GIK | 402C | minor change to receipt of donations |
| Payroll | 405B | academic bonus for assistant coaches added |
| Ticket Office | 408D | added ticket distribution for baseball and softball |
| SA Recruitment | 502A | changes to NCAA telephone call rules |
| SA Admissions | 502B | minor changes |
| SA Financial Aid | 502D | changes to renewal and non-renewal procedures |
| SA Food Service | 504B | minor change |
| Incident Management | 508J | minor change |
| Departmental Staff-Parking | 508F | parking permit changes to comply with new policy |
| Facilities: Management | 604B | responsibilities delineated |
| Athletic Events-Parking | 605B | redesignation of parking locations for football |
| Publicity Material | 606C | minor changes |
| TV & Radio Programs | 606E | minor changes |
| Marketing & Promotions | 607 | minor changes |
| Special Fund Raising | 801 | minor change to include new position |

INTERCOLLEGIATE ATHLETICS COUNCIL

As an advisory committee to the President, the primary responsibility of the *Intercollegiate Athletic Council (IAC)* is to ensure student athletes have the opportunity to reach their academic potential and to protect the academic integrity of Stephen F. Austin State University as it relates to *intercollegiate* athletics. The Council ~~must~~ *may* recommend policy, monitor compliance, and promote both a strong and supportive academic climate for student athletes. ~~The President and the Athletic Director may seek advice and recommendations from the Council concerning any issue they deem appropriate. A partial list of specific responsibilities follows:~~

~~Recommend Policy:~~

- ~~1. Assuring that student athletes are provided adequate opportunity to successfully pursue their academic goals.~~
- ~~2. Establishing criteria regarding the eligibility of student athletes.~~
- ~~3. Providing recommendations concerning the academic interaction among student athletes and the faculty.~~

~~Review/Supervise Relationships with SLC and NCAA:~~

- ~~1. Recommend new or provide comments to proposed changes in NCAA and SLC bylaws, policies and/or procedures.~~
- ~~2. Monitor NCAA and SLC policy as it relates to student athletes.~~

~~In addition to making recommendations on policy in the categories described above, the IAC makes recommendations on intercollegiate athletic matters submitted by the President of the University, the Director of Athletics, and the Faculty Athletic Representative to the Southland Conference or the NCAA; and interviews and recommends applicants for the position of Athletic Director or head coach of a major sport.~~

1. *As part of its function and in order to carry out its responsibilities, the IAC may be consulted by the President or Director of Athletics on:*
 - a) *Any proposed change in departmental policies, academic advising and class scheduling, practice times, or any other matter that could affect the academic standing of current or future student-athletes. The IAC need not be informed of all changes mandated by the NCAA, but should be notified of any major changes.*
 - b) *Any decisions related to commercial offers, equipment contracts or potentially large financial donations that could benefit the Athletic Department.*
 - c) *Decisions related to new construction, removal or remodeling of athletic facilities, changes related to times facilities are available for use and changes in permitted usages of facilities.*
 - d) *Scheduling of athletic events, including missed class time demands, or changes made to accommodate media events.*
 - e) *Addition or termination of any intercollegiate teams, or changes in the status of sport teams regarding conference affiliation.*
 - f) *Any decisions related to head coaching changes and process of replacement.*
 - g) *Student-athlete appeals on matters related to non-renewals, discipline and drug testing.*
2. *The chair of the IAC will be informed of all violations of NCAA legislation, regardless of level.*
3. *The Athletic Director or designee will annually provide:*
 - a) *Data related to graduation rates as reported to the Department of Education.*

- b) *Date related to graduation success rates as reported to the NCAA.*
- c) *Data related to academic progress rate as reported to the NCAA.*
- d) *Data related to the academic performance of each sport team.*

Organization

The NCAA Constitution requires that a majority of the members of the Intercollegiate Athletics Council be regular faculty members or administrators of the University. The members of the Intercollegiate Athletics Committee are appointed by the President. The Council consists of nine (9) members, as follows:

- Eight (8) faculty, staff or members of the community
- The Director of Athletics, who serves as an ex-officio member of the Council.

Council members serve staggered, three (3) year terms, which begin with the new academic year. Members may be reappointed to serve additional terms. The Chair of the Intercollegiate Athletics Council ~~is a faculty representative~~ also serves as the Faculty Athletic Representative (FAR) who is appointed by the President.

The IAC meets monthly during the academic year with the Director of Athletics. ~~to review the operations of the Department, assist in the development of new policy and relate/consult on other matters as related to athletics~~

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301:1

DEPARTMENTAL ORGANIZATION

The head of Stephen F. Austin State University's Department of Intercollegiate Athletics is the Director of Athletics who reports to the President who in turn reports to the Board of Regents. Reporting directly to the Director of Athletics are:

- The Associate Athletic Director for Compliance and Student Services.
- The Assistant Athletic Director for Academic Services.
- The Assistant Athletic Director for Business Affairs.
- The ~~Assistant~~ Associate Athletic Director for External Affairs.
- The Supervisor of Facilities and Equipment.
- The Senior Woman Administrator; who serves in a dual role as Assistant Athletic Trainer.
- Head Athletic Trainer who supervises the Assistant Athletic Trainers.
- The Director of the Wellness Center.
- The Head Coaches for all sports.
- *Administrative Assistant*

In addition, the Director of Athletics works closely with:

- The Faculty Athletic Representative and the
- Intercollegiate Athletic Council.

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302E:1

JOB DESCRIPTION SUPERVISOR OF FACILITIES AND EQUIPMENT

Reports To: ~~Associate Athletic Director for Internal Affairs~~ *Director of Athletics*

Positions Directly Supervised: ~~Student Assistants~~
Student Managers

Basic Function

Responsible for the use and maintenance of *assigned* Departmental facilities, to ensure their optimum and safe usage. Responsible for Equipment Room operations, to include coordinating the purchase, receipt, issuance, use and maintenance of athletic equipment for ~~all intercollegiate sports~~ *football and other sports when consulted*. Interprets and implements policies, procedures and priorities for *assigned* athletic facilities and *football* equipment employment.

Duties and Responsibilities

EQUIPMENT:

1. Maintains a comprehensive and functional knowledge of policies and procedures regarding the distribution of equipment for all intercollegiate sports, to include the fitting and issuance of equipment *for football*.
2. Ensures the efficient and economical management of the Equipment Room. Updates and improves current procedures, as needed, to accommodate anticipated growth.
3. Advises coaches in the selection of equipment and supplies. Recommends equipment for purchase. In conjunction with the ~~Associate Athletic Director for Internal Affairs~~ *Assistant Athletic Director for Business Affairs*, oversees the processing of necessary documentation for purchases and the receipt of shipments for ~~all intercollegiate sports programs~~ *the football program*.
4. Responsible for the annual inventory of all Departmental ~~moveable athletic equipment, as well as seasonal inventories of each sport's athletic equipment and supplies property~~.
5. Provides for the maintenance, repair and reconditioning of ~~athletic-football~~ equipment. Responsible for maintaining records on the maintenance and reconditioning of ~~all athletic-football~~ equipment.
6. Supervises the packing, transporting and set-up of equipment and supplies ~~for athletic competitions for specific sports~~ *football competition*.
7. Supervises the ~~football Student Assistants and Student Managers~~ *student managers*. Responsible for their hiring, firing ~~and annual performance evaluations~~, as appropriate.
8. Coordinates the set-up of equipment and supplies for practices and competitions, as requested by the Head *Football* Coach.
9. Prepares a projected annual *football* equipment budget for consideration and review by the ~~Associate Athletic Director for Internal Affairs~~ *Assistant Athletic Director for Business*.

302E:2

10. Responsible for the receipt, documentation and distribution to appropriate areas of all sporting goods and equipment, in conjunction with the ~~Associate Athletic Director for Internal Affairs~~ Assistant Athletic Director for Business Affairs.
11. Oversees athletic laundry operations. Maintains a working knowledge of appropriate procedures when cleaning athletic clothing and equipment.
12. Ensures the security of ~~all athletic equipment and~~ the Equipment Room *located in the fieldhouse..*
13. Works in cooperation with the Head Athletic Trainer regarding injury prevention and rehabilitation of student-athletes, related to special equipment needs.
14. Maintains certification status under the guidelines of the National Athletic Equipment Managers Association.

FACILITIES:

1. In conjunction with the Director of Athletics, ~~Associate Athletic Director for Internal Affairs~~ Assistant Athletic Director for Business Affairs and Head Coaches, oversees the inspection of facilities on a scheduled basis to identify repair and maintenance needs and to ensure the proper maintenance of ~~all facilities~~ *Homer Bryce Stadium, athletic fieldhouse including training room and academic support center and the William R. Johnson Coliseum.*
2. Coordinates the planning and completion of assigned facility repair projects, to include assigning duties, defining procedures and inspecting work.
3. Serves as Department's liaison with the University's Physical Plant, coordinating appropriate maintenance and repair projects, as necessary.
4. Supervises the maintenance and preparation of ~~all facilities and~~ *the football practice fields, Homer Bryce Stadium playing field and the basketball floor in the William R. Johnson Coliseum grounds* for scheduled practices and competitive events.
5. Participates in establishing short and long term plans for facility improvements in conjunction with Department administrators and coaches.
6. ~~Prepares annual budget projections for facilities and grounds maintenance, and utilities usage for the Department. Responsible for exercising facility budget controls.~~
7. Oversees the landscape maintenance on ~~all Departmental fields~~ *the football practice fields and the Homer Bryce Stadium playing field.*
8. Coordinates the purchase of supplies, tools and machines, in conjunction with the ~~Associate Athletic Director for Internal Affairs~~ Assistant Athletic Director for Business Affairs.
9. Assists with the equipment and space inventory. Coordinates internal moves (office, etc.) as requested.

10. ~~Assumes responsibility~~ Participates in planning with department staff for short term and long range maintenance planning for all Departmental facilities Homer Bryce Stadium, athletic fieldhouse and the William R. Johnson Coliseum.
11. Assists at athletic events, as assigned.
12. Abide by all rules of the NCAA and the Southland Conference.
13. Compliance matters will also be included in annual Performance Management Review.
14. Performs additional duties as directed by the Director of Athletics.

302E:3

1215. Abide by all rules of the National Collegiate Athletics Association (NCAA) and the Southland (SLC).
1316. Compliance matters will also be included in your annual Performance Management Review.
1417. Performs special duties and projects as requested by the Associate Athletic Director for Internal Affairs and/or Director of Athletics.

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JOB DESCRIPTION
ATHLETIC MARKETING COORDINATOR

Reports To: Associate Athletic Director for External Affairs

Positions Directly Supervised: Student Assistants

Basic Function

This is a professional position responsible for developing marketing and promotion initiatives for assigned sports. Responsible for enhancing the image and awareness of SFA Athletic events through associated work in assigned areas of responsibility. Assists in supporting marketing efforts for all sports as needed. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

Duties and Responsibilities

1. Develops, implements, and evaluates marketing plans for assigned sports to maximize attendance at on-campus athletic contests.
2. Creates comprehensive marketing plans to generate revenue via season, group, and individual ticket sales for assigned sports.
3. Oversees the creation and distribution of promotional materials for assigned sports, including: posters, schedule cards, and other promotional tools.
4. Creates and implements social media components for each assigned marketing initiative.
5. Coordinates with colleagues to integrate elements of sponsorships into game production.
6. Maintains and establishes a good rapport between SFA athletics and student affairs programing to engage more students to attend and participate in athletic events.
7. Plans and executes the distribution of promotional giveaways at events.
8. Engages existing student groups to grow traditions around athletic events.
9. Serves as liaison to university band and spirit groups.
10. Assists with incorporating licensing components into marketing plans.
11. Coordinates event logistics for assigned sports including: set-up of tents, vendors, inflatable game contests, and other logistical items needed to implement applicable events.
12. Engages faculty and staff to encourage participation in athletic events.

13. Coordinates special promotions and presentations with department personnel for assigned sports.
14. Utilizes existing campus resources to broaden awareness of athletic events.
15. Schedules activities with local entities to connect student-athletes, coaches, and the department staff to members of the community.
16. Abides by all rules of the National Collegiate Athletics Association (NCAA) and the Southland Conference (SLC).
17. Compliance matters will also be included in the annual Performance Management Review.
18. Performs other duties and assists with special projects as assigned.

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JOB DESCRIPTION
DIRECTOR OF ATHLETIC CORPORATE SALES

Reports To: Associate Athletic Director for External Affairs

Positions Directly Supervised: none

Basic Function:

Responsible for performing administrative duties to include pursuing, packaging, and cultivating corporate partnerships for the Department of Intercollegiate Athletics. Responsible for strategic development and enhancement of partner relationships; leveraging and advertising of the department; strategizing and analyzing techniques to advance corporate involvement and sales; and identifying key decisions and opportunities to promote and enhance the ability to reach long-term goals.

Duties and Responsibilities:

1. Builds relationships with current corporate partners seeking their input on strategies to enhance existing elements of their contracts.
2. Leverages and promotes the visibility of SFA athletics to seek additional corporate support from local, regional, and national businesses.
3. Develops and implements strategies to increase corporate involvement through ticket opportunities, corporate nights, and hospitality events.
4. Engages and consults with corporate partners regularly, promoting quality customer service and contract fulfillment.
5. Identifies opportunities and establishes corporate partner relationships to enable the development of marketing and advertising opportunities.
6. Serves as the department's primary liaison with external partner entities.
7. Assists in planning and implementing revenue funding techniques to enable long-term equipment upgrades.
8. Ensures corporate partnerships are compliant with NCAA, Southland Conference and University rules and regulations regarding corporate partnerships and use of student-athlete likeness.
9. Assists in securing radio and television packages.
10. Compliance matters will also be included in the annual Performance Management Review.
11. Performs other duties and assists with special projects as directed.

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JOB DESCRIPTION
DIRECTOR OF ATHLETIC DEVELOPMENT

Reports To: Associate Athletic Director for External Affairs

Positions Directly Supervised: none

Basic Function:

Responsible for performing administration duties, including: planning, organizing, directing, and coordinating the department's external fundraising efforts known as the Varsity Club.

Duties and Responsibilities:

1. Coordinates with supervisor to establish annual goals and objectives that fit into the department's overall mission.
2. Develops and implements a campaign aimed to increase annual fund giving and donations, membership, and additional revenues.
3. Fosters and establishes a good rapport with existing donors.
4. Engages donors on a consistent basis with a high regard for customer service.
5. Builds positive interpersonal relationships with colleagues and strategically collaborates to seek additional revenues through corporate foundations and other areas of philanthropy.
6. Cultivates and fosters relationships with former student-athletes to encourage involvement in the department's programs.
7. Maintains database of donors through applicable university and departmental software.
8. Coordinates and plans reunion weekends, Hall of Fame weekends, donor hospitality areas and other events related to areas of responsibility.
9. Collaborates with the Office of Development, the Alumni Association, the SFA Lettermen's Association and other University groups and departments regularly.
10. Follows all University, Southland Conference and NCAA rules and regulations. Compliance matters will also be included in the annual Performance Management Review.
11. Performs other duties and assists with special projects as directed.

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7/2014

302W:1

JOB DESCRIPTION
Athletics Insurance Coordinator

Reports To: Assistant Athletic Director – Business Affairs

Positions Directly Supervised: None

Basic Function

Responsible for the management and administration of all phases of the department's student-athlete insurance program to include the submission, payment, and recordkeeping of all student-athlete medical bills. Communicates with student-athletes and their primary insurance carriers as well as health care providers. Coordinates medical claims between primary insurance carriers and SFA's secondary coverage. Manages the student-athlete primary insurance billing program for medical services provided by departmental athletic trainers.

Duties and Responsibilities

1. Adheres to and enforces all policies and procedures of the Department and the University, as well as the rules and regulations of the Southland Conference, the NCAA and other authorities that may legitimately influence the intercollegiate sport.
2. Facilitates the exchange of information between the student-athlete's medical providers, primary insurance carrier and the department's secondary insurance.
3. Maintains current health insurance policy information on all student-athletes.
4. Identifies domestic and international student-athletes without primary health insurance and facilitates securing primary health insurance coverage for them.
5. Provides follow-up communication to medical providers and health insurance companies to request and/or provide information and documentation regarding claims.
6. Ensures all qualifying student-athlete medical bills are paid in a timely fashion, and coordinates any necessary reimbursement for out of pocket medical expenses.
7. Files medical claims, tracks payments, and maintains recordkeeping of paid and unpaid medical claims.
8. Manages the department's secondary insurance policy and analyzes medical claims for cost savings.
9. Manages NEXXT web-based medical records software database system for student-athlete injury tracking and insurance billing.
10. Communicates with student-athletes and parents regarding the department's medical insurance policy and requirements.
11. Assists athletic training staff with athletic medical data entry and injury logs.

12. Prepares necessary paperwork required for student-athlete referrals to medical providers.
13. Analyzes insurance billing claims to maximize revenue potential.
14. Prepares reports as needed to assist departmental staff with annual budgeting and injury analysis.
15. Abide by all rules of the National Collegiate Athletics Association (NCAA) and the Southland (SLC), and all federal and state law and regulations concerning privacy of student medical information.
16. Compliance matters will also be included in the annual Performance Management Review.
17. Performs other duties and special projects as requested by the Director of Athletics.

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7/2014

402A:1

RECEIVABLE: RECEIPT, CUSTODY AND DEPOSIT OF UNIVERSITY FUNDS

A true and full accounting of funds collected is recorded and maintained by the Assistant Athletic Director for Business Affairs. Accountability for funds received begins from the point of collection and continues until they are deposited with the SFA Business Office in the Administration Building. Funds come into the Department of Intercollegiate Athletic from NCAA/Southland Conference disbursements, game program advertising fees, radio rights fees, novelty/apparel sales, facilities use fees, licensing royalties, donations/gifts, and game guarantees. In addition, funds from ticket sales are received and processed by the SFA Baker Pattillo Student Center Ticket Office.

Definition of Funds

Funds are defined as receipts including currency, coins, personal checks, bank drafts, money order, cashier's checks, and credit card transactions.

Deposit of Funds

Funds received from game program advertising fees, radio rights fees, facilities use fees, NCAA/Southland Conference disbursements, and game guarantees are receipted by the Assistant Athletic Director for Business Affairs, who is responsible for the preparation of receipts for deposit in accordance with University Policy C-53.26 "Receipts and Disbursements Deposits".

~~Funds received from donations, gifts, apparel sales, corporate sponsorships and licensing fees are received and receipted by the Assistant Athletic Director for External Affairs in accordance with University Policy C-5 "Receipts and Disbursements".~~

The Associate Athletic Director for External Affairs receives and processes funds from apparel sales and licensing fees. Funds received for donations and gifts are processed by the Director of Annual Giving while funds from corporate sponsorships are processed by the Director of Corporate Sales.

Funds are submitted to the University's Business Office the day they are received, whenever possible or within 48 hours, as appropriate. A University Receipt or Deposit Transaction Summary accompanies all cash and checks deposited with the University's Business Office. The Administrative Assistant to the Director of Athletics or a designated member of the secretarial staff deposits funds with the University's Business Office. Ticket sales are received, processed and deposited by the Student Center Ticket Office.

Verification of Deposits

Revenues received by the Department are verified by the Assistant Athletic Director for Business Affairs who is responsible for reconciling income detail lists by checking the Department's ledgers against deposit slips.

Proofs of deposit (e.g., copies of deposit forms, cash receipts forms, etc.) are used to verify receipt of income to the Department.

402A:2

Security

All funds are physically secured while in the Department of Intercollegiate Athletics.

Segregation of Duties

The Department of Intercollegiate Athletics ensures that there is a segregation of duties in the receipt process by having more than one person involved in the receipt, custody, deposit, recording, reconciliation, review, and reporting of funds.

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RECEIVABLES: RECEIPT OF DONATIONS AND GIFTS-IN-KIND

The Department of Intercollegiate Athletics may accept donations and gifts-in-kind (e.g., physical assets or services which represents value to the University and Department) following prescribed procedures established by the University.

Donations

Monetary gifts received ~~via mail~~ by the Department are processed by the ~~Associate Athletic Director for External Affairs~~ *Director of Annual Giving* according to prescribed procedures as detailed in Policy 402A, Receivables: Receipt, Custody and Deposit of University Funds, in this Manual.

Gifts-In-Kind

Gifts-in-kind traditionally take three (3) forms:

1. Those gifts with an intrinsic value to the mission of the University and Department;
2. Those gifts of market value; and
3. Those gifts that represent a replacement value (usually a service of food-related item which offset direct budget costs).

For any gift-in-kind accepted by the Department, the donor must furnish a bill of sale or deed of gift, transferring title, if appropriate, to the University and/or Department. Since gifts-in-kind may have an associated special liability, such as insurance or legal liability, great care and good judgment must be exercised in their utilization to protect the Department and University. The value of the donation is determined by the donor and approved by the Department.

All gifts-in-kind are solely accepted by and processed by the ~~Associate Athletic Director for External Affairs~~ *Director of Annual Giving*. The receipt value, as determined by the donor, is demonstrated by use, as shown on a Gift-in-Kind Acceptance Form (see Appendix 402C-1 for a sample copy). Ticket and parking priorities may be given to gift-in-kind donors based upon the receipted value of their gift.

- Restrictions on Gifts-in-Kind

Local housing/meals are restricted to **business use only** (e.g., recruiting, promotions and other business activities). Additionally, housing and meals are intended to replace budgeted line items and reduce expenses. They are not to be used to enhance the budget.

Materials (e.g., construction materials, hardware, etc.) are always restricted to Departmental use and generally, are utilized through the University's Physical Plant Department.

SFA

7/2008/2014

DISBURSEMENTS: PAYROLL

The Department of Intercollegiate Athletics adheres to established University policies for the administration of payroll procedures. While the Director of Athletics has ultimate responsibility for approving payroll expenditures and related amendments to the budget, the Administrative Assistant to the Director of Athletics administers the payroll function for the Department.

Copies of all documents which initiate an employee into the payroll system (Electronic Personnel Action Form-EPAF) are processed by the Administrative Assistant in conjunction with the Director of Athletics. Although the Department maintains a personnel file for each Departmental employee, all SFA employees' official personnel files are maintained by the University Personnel Service's Centralized Records Department of Human Resources. All requests to verify employment or other types of employee information should be referred directly to the SFA Office-Department of Human Resources. (Specific information regarding the determination of salaries and wages can be found in Policy 401B, Budget: Salaries and Wages, in this Manual.)

Payroll Reporting Procedures

On a daily basis, non-exempt departmental employees are required to enter time worked, vacation, sick leave, comp time and furlough, earned or taken, using the TimeClock Plus web based system (www.tm.sfasu.edu/webclock30). —As an additional backup, a Request for Vacation, Compensatory Time, Sick Leave Taken form (see [Appendix 405B-1](#)) must be completed on a weekly basis and forwarded to the Office of the Athletic Director. The Administrative Assistant to the Director of Athletics approves entries made by departmental non-exempt employees on a weekly basis.

Student -employees are required to clock in and out using the TimeClock Plus web based system. Each athletic department staff member who supervise student employees are required to approve time recorded through the TimeClock Plus web based system on a weekly basis.

Departmental exempt staff are responsible for reporting leave taken through their mySFA account using Self-Service Banner. This reporting should be done following leave taken. At the end of each month all exempt staff members are required to submit for approval the leave time reported.

Departmental exempt staff members are also required to account for sick leave, vacation leave and comp time taken on a monthly basis on a Request for Vacation, Compensatory Time, Sick Leave Taken form (see [Appendix 405B-1](#)). This form is to be completed by the employee and signed by his/her supervisor and forwarded to the Director of Athletics. The completed and approved form is filed in the Office of the Director of Athletics who approves each on a monthly basis

Departmental staff members are able to access their vacation, sick leave and comp time totals through their mySFA account

Any change in number of dependents or change of address should be reported immediately to the SFA Payroll Office.

405B:2

Distribution of Payroll Checks

University employees are paid monthly or semi-monthly for work done in the previous month. Salaried employees are paid on the first working day of the month. Hourly employees are paid on the 1st and 15th of the month. If the 1st or 15th falls on a weekend or holiday, employees are paid on the first working day following the weekend or holiday. It is SFA's intent to pay all employees by direct deposit. Employees must complete a direct deposit form, which is available in the payroll department of the Controller's Office. Direct deposits can be made electronically to any financial institution that accepts electronic transfers. It is the employee's responsibility to insure that their pay has been deposited into their account.

If an employee has not authorized direct deposit, a payroll check will be produced. Payroll checks are released at the Business Office at 11:00 a.m. on paydays. Picture identification is required of each person picking up a payroll check.

Release of payroll check to another person

An employee wishing to have his/her payroll check released to another individual must provide that individual with signed authorization. The authorization must be presented to the Business Office, along with picture identification of both the employee and the person obtaining the check. The employee's identification must also include a sample of the employee's signature, which can be compared with the signed authorization (e.g., a state driver's license).

Mailing of payroll check

An employee wishing to have his/her payroll check mailed must provide a signed authorization and self-addressed stamped envelope to the Business Office. The check will be mailed on the payday.

Holiday Wage Compensation

Regular, full-time non-exempt and exempt employees receive pay for all University-approved administrative holidays, provided the employee is in pay status. Payroll reporting procedures and details concerning holiday compensation are discussed in Policy 508G, Departmental Staff: Holidays, in this Manual.

Overtime Compensation

Employees are eligible for compensatory time off (comp time). Non-exempt employees are eligible for comp time in accordance with the University ~~Overtime Policy~~ 12.14, *Overtime and Compensatory Time*, and Fair Labor Standards Act. Exempt employees may receive comp time, but may not be used in excess of 80 hours per fiscal year.

For more detailed information regarding overtime classifications and compensation rates, consult SFA's *Policies and Procedures Manual*. Additional information on overtime eligibility and compensation may also be found in Policy 401B, Budget: Salaries and Wages, in this Manual.

405B:3

Bonus Compensation

Head coaches and assistant coaches are eligible to receive bonus compensation as an incentive for their teams winning SLC Championships and making NCAA Championship appearances. Bonus amounts are calculated as a percentage of each coach's annual salary. Bonus compensation will be paid following the conclusion of each team's competition season.

Coaches assigned to football, men's and women's basketball, volleyball, soccer, softball, baseball, golf and tennis are eligible to receive 3.5% of their annual salary for winning a Southland Conference Championship. They will also be eligible to receive an additional 1.5% of their annual salary if their team qualifies for an NCAA Championship. No coach will receive more than 5% of their annual salary as bonus compensation unless by Board of Regents approval *or required by that coach's employment contract*.

Since bowling is not a Southland Conference sponsored sport, the bowling head coach will receive 5% of his/her annual salary for the team being selected to compete in the NCAA Championship Tournament.

Coaches assigned to men's and women's cross country, indoor track & field and outdoor track & field are eligible to receive bonus compensation as per the following:

| | <u>HEAD COACH</u> | <u>ASSISTANT COACH</u> |
|-----------------------|-----------------------|------------------------|
| Cross Country | \$500/SLC Team Title | \$250/SLC Team Title |
| Indoor Track & Field | \$1000/SLC Team Title | \$500/SLC Team Title |
| Outdoor Track & Field | \$1500/SLC Team Title | \$750/SLC Team Title |

Academic Bonus Compensation

Head coaches and assistant coaches are eligible to receive bonus compensation as an incentive for improving their team's academic performance. Bonus amounts are based on the cumulative team grade point average (GPA) for an academic year (fall & spring).. GPA's are calculated by the Assistant Athletic Director for Academic Services following final grade releases at the end of each spring semester.

Bonus compensation based on team GPA is set at the following amounts:

- 2.6 GPA - \$300
- 2.8 GPA - \$400
- 3.0 GPA - \$500

Academic bonus compensation must come from discretionary funds designated for this purpose. Approval for such compensation will come from the Director of Athletics after confirming discretionary funds are available.

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7/2012/2014

408D:1

TICKET OFFICE: DISTRIBUTION

The University Ticket Office and the Department of Intercollegiate Athletics have established an allocation and distribution system which is intended to be as equitable as possible in handling game tickets.

Ticket Priorities

The Ticket Office, in conjunction with the Director of Athletics and the ~~Assistant~~ Associate Athletic Director for External Affairs, establishes policies for ticket allocations and seating priorities. Groups considered for ticket priorities are: contributors to the Varsity Club, student-athletes, season ticket holders and individuals receiving complimentary tickets. (For detailed information on complimentary tickets, see Policy 408C, Ticket Office: Complimentary Tickets, in this Manual.)

Ticket Reorder Priorities

The purchase of season tickets is not a property right, but rather a privilege which may be canceled at any time. Priority is given to contributors to the Varsity Club based upon the level of membership (see Appendix 408B-3 for an Athletic Fund Drive Brochure and Policy 801, Athletic Fund Drive, in this Manual). Season tickets are sold for ~~football and basketball~~ football, basketball, and baseball home events.

Current season ticket holders retain the right to renew their season tickets (with current seating) by purchasing the tickets by the ticket priority deadline date and meeting any applicable current donation criteria for priority seating.

The Ticket Office mails a form letter and ticket application to current and former ticket holders, faculty and staff, and persons on appropriate mailing lists, i.e., Varsity Club contributors.

Student Tickets

Student admission to home athletic events at SFA is part of the general student fee for all full-time students. Students enter all ticketed events by showing their valid student photo I.D. Free seating is in the general admission section of Homer Bryce Stadium ~~and~~, Johnson Coliseum, Jaycees Field and softball park. However, students may order and purchase reserved season tickets for the same price as charged for SFA faculty and staff. Single game reserved seating may be purchased by students at the posted student ticket price.

Spouses and dependents of full-time SFA students may gain free admission to ticketed athletic events by signing for the tickets at any sales window. The spouse or dependent must be accompanied by the SFA student, with a valid photo I.D. All other student guests pay the posted regular admission price.

Students may enter the Stadium ~~and~~, Coliseum, and baseball/softball facilities at any of the admission gates.

408D:2

Individual Away Game Tickets

A limited number of individual game tickets for away games are made available for each game. Orders are taken and filled on a priority basis until the allotment for each individual game is depleted. Any tickets not sold in advance are available for over-the-counter purchase after all priority orders have been filled. This practice provides an opportunity for persons throughout the State and region to purchase single game tickets.

Tournaments and Meets

Season ticket purchasers, Varsity Club contributors and students are given initial consideration when purchasing tickets to tournaments, meets and national championship events. Applications for tournament tickets are sent to season ticket holders and donors. A priority system is used to determine quantities and priorities if requests are greater than allocated seating. The general public is given the opportunity to purchase any remaining tickets.

Touchdown Club and Suites Admission & Seating

Patrons in the Touchdown Club at Homer Bryce Stadium purchase seats prior to each football season based on individual need and availability. In addition to the club, private suites are sold prior to the season and admission is based on the size of each suite. The Athletics Department issues the appropriate number of tickets for each suite to the holder of the suite for that season and that individual/group controls the allotment of tickets. Admission to the Touchdown Club and private suites on game day is limited to patrons who present a club level ticket at the door for entrance.

Touchdown Club patrons and private suite holders are granted first right of refusal on renewal from one season to the next. The Athletics Department maintains a waiting list should any seats in the club or private suites become available on an annual basis. The ~~Assistant~~ *Associate* Athletics Director for External Affairs *or his designee* maintains the list and is responsible for the function of the club and suites.

Football Press Level Seating

Admission to the Press level at Homer Bryce Stadium is limited to members of the press with proper press credentials issued by the ~~Sports Information~~ *Media Relations* Office. Members of the press may enter the Stadium or Coliseum by any gate upon display of proper press credentials.

SFA

7/2006/2014

STUDENT-ATHLETES: RECRUITMENT

Participation in athletics is an important component of the student-athlete's college experience, although academic achievement must remain of primary concern. Athletic success gained and maintained through the recruitment of student-athletes who possess the necessary skills to successfully compete on both levels at Stephen F. Austin State University. Therefore, the University endeavors to recruit only those individuals who have demonstrated exceptional abilities in the classroom as well as on the playing field.

Moreover, the University prides itself in conducting its recruiting program with integrity. The Department of Intercollegiate Athletics has established rules within each sport which meet or exceed the rules and regulations established by the NCAA and the Southland Conference to govern recruiting activities. As the University's delegated administrator of the athletics program, the Director of Athletics accepts full responsibility for actions related to recruiting taken by Departmental staff members. The Director ensures that all recruiting activities are carefully coordinated and documented by each Head Coach and monitored by the Associate Athletic Director for Compliance & Student Services to ensure total compliance with established guidelines and procedures.

To achieve full compliance, it is particularly important that each staff member involved in recruiting activities be knowledgeable of established recruiting rules and regulations and any revisions related to them. They include, but are not necessarily limited to the following:

- Offers and Inducement;
- Contracts;
- Evaluation Periods;
- Publicity
- Use of Funds;
- Tryouts
- High School All-Star Games;
- Official and Unofficial Visits (Transportation, Visitation and Entertainment);
- Pre-College Expenses:
- Specialized Sports Camps, Coaching Schools and Clinics; and
- Booster Activities

The Associate Athletic Director for Compliance & Student Services with assistance from the Assistant Athletic Director for Academic Services, is responsible for monitoring recruiting rules and regulations and informing staff members involved with recruiting operations of all pertinent updates and changes in a timely manner. Furthermore, the Associate Athletic Director for Compliance & Student Services is available to assist recruiting staff in the interpretation of NCAA rules and regulations, and to answer specific questions concerning recruiting. The Associate Athletic Director for Compliance & Student Services may request assistance from the Director of Athletics, or directly consult with NCAA or Southland Conference staff when questions concerning compliance issues arise.

All rules and regulations relevant to recruiting are carefully detailed in Bylaw 13 of the *NCAA Manual*

502A:2

Recruiting Violations

Recruiting violations, however unintentional, have resulted in adverse publicity and sanctions for many colleges and universities throughout the United States. The Department's best defense against recruiting violations is a thorough knowledge of *and* strict adherence to all pertinent NCAA rules and regulations by all Departmental staff when recruiting student-athletes.

All representatives of the Department involved in recruiting and/or related athletic activities are required to certify annually that, to the best of their knowledge, they and their colleagues have complied with University policy and NCAA rules and regulations governing the recruitment of prospective student-athletes (see Policy 510A, Coaches and Administrators: Employment Contracts).

The Southland Conference requires that a Coaching Staff and Off-Campus Recruiters Designation form (see [Appendix 502A-1](#)) be completed for each sport and submitted to the Conference office by September 15 of each year. The Associate Athletic Director for Compliance & Student Services is responsible for the administration of this form and for securing the required signatures of each Head Coach and the Director of Athletics. In addition coaches recruiting off-campus must be certified annually and pass a standardized test on recruiting regulations before engaging in any off-campus recruiting. A list of all coaches certified to recruit is maintained in the Office of the Director of Athletics.

When involved in recruiting activities, it is especially important to keep in mind these two facts:

1. Any violation (intentional or accidental) of NCAA, Conference or University rules and regulations must be reported **immediately** to the Associate Athletic Director for Compliance & Student Services. If the Associate Athletic Director for Compliance & Student Services is not available, violations should be reported to the Director of Athletics or the Institutional Athletics Representative.
2. Anyone found guilty of a serious recruiting violation (including persons who only have knowledge of violations but fail to report them) are subject to financial penalty and/or immediate dismissal from the University.

Alumni Activities

Over the past several years, NCAA bylaws governing recruiting activities have been amended to greatly limit the role of alumni in recruiting activities. NCAA Bylaw 13 in the NCAA Manual specifies the restrictions which apply to "athletics representatives." In general this legislation prohibits telephone conversations with prospects, contact at athletic contests, contact with coaches for evaluation purposes and visits to the prospects institution to pick up films, transcripts, etc.

Alumni recruiting activities are permitted provided they relate to the normal admissions procedures which are applicable and available to all prospective students. Personal contacts may **not** be made for the purpose of athletic recruiting. Extreme caution must be taken at all times to insure that the distinction between **athletic** and **academic** recruiting is absolutely clear.

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PROCEDURES

The key to recruiting is careful planning and successful implementation. Taking into consideration budget limitations, coaches are urged to identify particular geographic concentrations of prospective student-athletes for their respective sport. These prospective student-athlete pools become the basis of the program's overall recruiting strategy and should be prioritized according to specific need. The Head Coach for each sport is responsible for initiating the following recruiting activities:

- Identification of Prospects

Head Coaches may develop and send questionnaires to high school and junior college coaches in target areas requesting the identification of prospects. Questionnaires may also be sent to individual prospective student-athletes identified by athletic boosters, friends of the Department, coaches, etc.

Questionnaires may not serve as a recruiting brochure or poster promoting Stephen F. Austin State University.

Additional information on prospects may be gained by:

1. Observing video and actual play;
2. Reviewing published literature;
3. Monitoring the prospect's level of academic progress; and
4. Reviewing the Recommendation Form, if available.

Evaluation periods are scheduled for the various sports in accordance with NCAA guidelines.

- Distribution of Information

Materials on the University, including its academic and athletics programs, may be sent to high schools and two-year colleges, as well as individual students. University materials may be sent to prospective student-athletes at any time during their secondary school attendance if the information is part of a regular institutional mailing to all prospective students. However, Department of Intercollegiate Athletics materials may not be sent to a prospective student-athlete **before September 1 of his/her junior year of high school (except men's basketball, which may begin sending materials on June 15, following the prospects sophomore year)**. All recruiting materials must comply with NCAA rules and regulations governing printed recruiting aids. Facsimiles (FAX) and electronic mail communications to prospects are subject to restrictions on general correspondence.

Organized mailing campaigns to identified prospects are usually initiated in the spring semester of the prospect's junior year. Permissible publications include the following:

1. General correspondence, including letters, postcards issued by the U.S. Postal Services, institutional note cards and schedule cards; *size cannot exceed 8.5 X 11 inches and cannot be sent in an envelope larger than 9 x 12 inches.*

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2. Official academic, admissions and student services publications, produced by the institution and available to all students; and

~~————— Note: Game programs may **not** be mailed to prospects, however, game programs **without** posters may be provided free of charge to prospects on official or unofficial visits to the campus.~~

Questionnaires and summer camp brochures may be mailed prior to September 1 of a prospect's junior year in high school. Prospective student-athletes may also receive NCAA educational information related to recruiting.

Once the prospect has been officially accepted for enrollment and has signed the National Letter of Intent, institutions are permitted to provide pre-enrollment information regarding orientation, conditioning, academic and practice activities (e.g., play books).

- Videotaping

Videotapes highlighting the academic, enrichment, social and athletic programs (within NCAA guidelines) at Stephen F. Austin State University may be sent to a prospective student-athlete by the Office of Admissions only, provided it is the institution's policy to send or make available such materials to all prospective students.

- Recruiting Timetables

Head Coaches for each sport, with the assistance of the Assistant Athletic Director for Compliance, maintain timetables and appropriate checklists to assist with recruiting efforts. Timetable information varies from sport to sport according to NCAA regulations and may include:

1. Recruiting and evaluation periods;
2. Contact periods;
3. Organized bulk mailing campaigns;
4. Admissions and financial aid application deadlines;
5. Off-campus recruiting schedules;
6. On-campus recruiting weekends;
7. "Dead Periods;" and
8. National Letter of Intent signing dates.

The Associate Athletic Director for Compliance & Student Services distributes for the Department recruiting information each month prepared by the NCAA specifying quiet periods, contact and evaluation periods, and signing dates in each sport.

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Evaluation of Academic Records

At the time of the **initial** contact with a prospective student-athlete, the recruiting coach should request a copy of all transcripts which reflect the academic performance of the student through his/her junior year, as well as a listing of subjects in which the student is currently enrolled or is scheduled to complete prior to registration at the Stephen F. Austin State University.

Such transcripts from all secondary and post-secondary institutions, as well as SAT/ACT test scores, should be reviewed by the coach and if needed, by the Assistant Athletic Director for Student Services or that sport's academic services contact in order to properly evaluate the prospective student-athlete's chances of becoming a "qualifier" and thus of meeting the University's admission requirements. (For specific academic qualifications, see Policy 502B, Student-Athletes: Admissions, and 502C, Student-Athletes: Eligibility, in this Manual.)

Coaches should carefully consider the evaluation of a prospect's academic record in determining further recruiting efforts. Coaches are encouraged to complete an academic evaluation **before** an invitation is extended to a recruit for the official campus visit. Transcripts must be sent directly from the prospect's institution to SFA's Office of Admissions. Moreover the prospect's National test score must be received prior to an official visit. Prospects must also be registered with the NCAA Eligibility Clearinghouse prior to any official visit.

Contact and Evaluation Forms

A contact and evaluation record is kept for each prospective student-athlete in each sport on the Southland Conference Recruiting Log or on an electronic recruiting package approved by the Associate Athletic Director for Compliance and Student Services (see [Appendix 502A-4](#) for Football, [502A-5](#) for Basketball, and [502A-6](#) for all other sports for sample forms). This form includes the recruiting coach's name, prospect's name, address, phone and social security numbers, date(s), time(s) and sites of contacts and evaluations, the name of the high school or junior college, and its address and phone number plus the name of the school's head coach, guidance counselor and principal, as well as a section to list all phone call contacts made and their dates and times.

A Recruiting Log form for each prospective student-athlete is kept on file in the Head Coaches' office and made available to the Associate Athletic Director for Compliance & Student Services, as requested. Copies of completed Recruiting Logs and relevant recruiting materials are to be filed in the offices of the Head Coach for each sport and the Associate Athletic Director for Compliance & Student Services.

Off-Campus Evaluations

The evaluation of a prospective student-athlete, as defined by the NCAA, includes any off-campus activity designed to assess the academic qualifications or athletic ability of a prospect. Such an evaluation includes any visit to a prospect's institution or observation of a practice or competition at any site at which the prospect participates. If no contact is made, this "activity" counts only against the limitation placed on evaluations. However, if the prospect is also contacted at this site, the "activity" is counted as an evaluation **and** a contact.

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All off-campus evaluations must be authorized by the Director of Athletics or designated representative **prior** to the visit. When scouting prospective recruits off-campus, the coach's name must first appear on the written list of full-time coaches on file in the Director of Athletics' Office. This certification is in compliance with the NCAA's limitation on the number of full-time coaches.

In sports other than football and basketball, each institution shall be limited to **seven recruiting opportunities**, contacts and evaluations combined per prospect at any site (which shall include contacts made with the prospect's relatives or legal guardians but shall not include contacts made during an official visit, and **not more than 3 of the 7 opportunities may be contacts**).

1. If a prospect is being evaluated for multiple sports, then **each** sport is permitted the maximum number of evaluations per sport per academic year, however, only one visit per prospect per week is permitted.
2. When two (2) or more prospects are practicing or competing on the same or opposing teams, an observation counts as one (1) evaluation for **each** prospect.
3. Once the maximum number of evaluations per sport have been made on any prospect(s) at an institution, it is not permissible to visit that institution to evaluate **any other prospect(s) participating in that sport**.
4. During the academic year, an evaluation of a tournament counts as one evaluation (e.g., all competition that occurs on consecutive days within a tournament or that involves a tier of a tournament counts as a single evaluation).
5. In football, prospects may be evaluated only one (1) time during the fall evaluation period and two (2) times during the May evaluation period.
6. Talent scouts may **not** be employed to evaluate prospects; however, subscriptions to regularly published scouting reports are permissible provided they meet all current criteria defined in NCAA legislation for such scouting services.
7. Representatives of the SFA's athletics interest (e.g., boosters) may not pick up a prospect's academic records or athletic performance films or tapes for the Department.
8. Evaluations of prospects are for the Department's exclusive use and may not be distributed or "leaked" to media or to a recruiting service.

Off-Campus Recruiting Contacts

The NCAA defines a "prospective" student-athlete as an individual who has started classes for the ninth grade and a "recruited" student-athlete as an individual who has received transportation to campus, is contacted by telephone, receives correspondence other than a generic letter, and/or is visited or arrangements are made to visit or entertain him/her (or his/her family) for the purpose of recruiting. Since many less obvious activities may also constitute recruiting activities, all contact with potential prospects must be reported to the Associate Athletic Director for Compliance & Student Services.

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- Definition of a Contact

An in-person contact is defined as any face-to-face encounter (pre-arranged or by chance) that a coach has with a prospective student-athlete or the prospect's parents or legal guardians during which a dialogue other than a simple greeting is exchanged. Furthermore, any face-to-face, pre-arranged contact with a prospective student-athlete, no matter how brief the encounter, must be counted as an in-person, off-campus contact if it takes place at the either of these sites:

1. The prospect's educational institution; or
2. The site of an organized competition or practice.

It is permissible to make in-person, off-campus contacts and telephone calls with prospective student-athletes, their relatives or legal guardians provided that all three (3) of the conditions below apply:

1. The contacts or calls are in compliance with all current NCAA recruiting legislation.
2. They are made by coaches or recognized staff members of the University; and
3. They are **not** made by a "representative of the University's athletics interests" i.e., alumni or booster club members).

In sports other than Football, designated athletic staff members may only make a total of **three (3) contacts per staff member with a prospect**, either at the prospect's educational institution or at any other sites. Coaches from the same University are permitted to visit a prospect's educational institution **only once per week**. Therefore, when a prospect is recruited for multiple sports, the coaches of the various sports must make contact with the prospect on the same day of the week. However, coaches visiting a prospect's educational institution on consecutive days to observe a multi-day tournament during the academic year are permitted to log the tournament as the one permissible visit per week.

To reduce the risk of unintentional violations of recruiting contact limits, all visits should be coordinated with the Head Coach and, as appropriate, with the Associate Athletic Director for Compliance & Student Services. Additional, in the sports of football and basketball contacts and evaluations must be restricted to the periods specified for those. (For additional information regarding recruiting restrictions for transfer student-athletes, see Policy 502C, Student-Athletes: Eligibility, in this Manual.)

Other important contact rules include the following:

1. Recruiting contacts are prohibited **prior** to any athletics competition (including club sports, intramurals, etc.) in which a prospect is a participant; however, contact is permitted, during applicable contact periods, once the prospect has been released by the appropriate authority (e.g., prospect's coach).

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2. Prospective student-athletes may not be contacted for 48 hours prior to and 48 hours after 7:00 a.m., on the National Letter of Intent signing date.
3. Before contact is made with a student attending another four-year institution, **written permission** must be obtained from the original institution's Director of Athletics (or designated representative). A letter of release must be on file in the Director of Athletic's Office.

Daily records of recruiting contact must be kept on the applicable Southland Conference Recruiting Log or on an electronic recruiting package approved by the Associate Athletic Director for Compliance and Student Services (see Appendixes 502A-4, 5 and 6), copies of these forms are kept in the appropriate sport's recruiting office and by the Associate Athletic Director for Compliance & Student Services.

Telephone Calls

Telephone calls initiated by Departmental staff members (with the exception of men's basketball) must be logged on the prospect's individual Southland Conference Recruiting Log. Telephone calls to prospective student-athletes are subject to the following restrictions:

1. ~~1. — In sports other than football and basketball~~ *men's and women's golf, tennis, bowling and soccer*, telephone calls to a prospective student-athlete may not be made before ~~July 1 following completion~~ *the opening day of classes of the prospect's junior year in high school*; thereafter, staff members ~~shall not make such calls more than once per week~~ *can make telephone calls to PSA at its discretion*.

In baseball, softball, volleyball, men's & women's cross country and track, telephone calls cannot be made before July 1 following the completion of the PSA's junior year. Thereafter, calls are limited to once per week, but unlimited during contact periods.

~~In the~~ *football*, one telephone call to a prospect may be made during the period April 15 – May 31 of the prospects junior year in high school. Additional telephone calls may not be made before September 1 of the beginning of the prospects senior year in high school; thereafter, such telephone contact is limited to once per week outside of a contact period. During a contact period, such telephone calls may be made at the institution's discretion.

In the sport of men's basketball, calls to a prospective student-athlete may be made on or after ~~July~~ *June* 15 following the prospects sophomore year in high school. If an individual attends an educational institution that uses a nontraditional academic calendar (e.g. Southern Hemisphere) telephone calls to the individual (or his/her relatives or legal guardians) may be made before the day after the conclusion of the individual's sophomore year in high school. Thereafter, an institution may make telephone calls to a prospective student-athlete at its discretion.

In the sport of women's basketball, ~~during the prospects junior year in high school, one call in April on or after the Thursday following the conclusion of the Women's Final Four. One call in May. One call June 1 – June 20. One call June 21 – June 30. Three calls during July, but only one per week and then once call per week thereafter.~~ *telephone calls*

may not be made before September 1, at the beginning of the PSA's junior year in high school. Thereafter, calls to PSA may be made at the institutions discretion.

2. Only coaches or recognized staff members may make telephone calls to a prospect, his/her parents or legal guardians.
3. **No calls** may be made **from the field/floor** during any of University's athletics contests in the prospect's sport.

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4. SFA students or student-athletes are **not** permitted to make telephone calls to prospects at the direction of a staff member of athletic representative.
5. However, telephone calls from enrolled students to prospects are permitted provided they are part of the University's regular admissions programs directed at all prospective students.

There are not limitations placed on collect telephone calls made to the Department by a prospect or calls made to SFA students or student-athletes by a prospect, provided these calls occur after July 15 following the prospects junior year in high school. In men's basketball, collect calls can be received after the conclusion of prospects sophomore year in high school. However, the Department is not permitted to utilize a toll-free (1-800) number to receive such calls.

- Unlimited phone calls are permitted by SFA staff members as follows:
 1. Staff members may make unlimited telephone calls to a prospect during the five (5) days immediately preceding the prospect's official visit.
 2. Staff members may make unlimited telephone calls to a prospect on the initial date for the signing of the National Letter of Intent and during the two (2) days immediately following the initial signing date.
 3. In the sport of football, staff members may make unlimited telephone calls to a prospect during the 48 hours prior to and 48 hours after 7:00 a.m. on the initial signing date for the National Letter of Intent.
 4. Staff members may make unlimited telephone calls to a prospect on the day a permissible, in-person, off-campus contact occurs.

Unofficial Campus Visits

Prospective student-athletes are welcome to visit the University at their own expense, **except during "dead periods."** During unofficial visits to the campus, prospective student-athletes may be provided with complimentary admission to Departmental athletics events, as allowed by the NCAA. In addition, the sport's designated recruiting coach may arrange for the prospect to meet with faculty, student-athletes, Departmental administrators and other appropriate individuals in order to help the prospect gain pertinent information. Prospects may also be provided

transportation to an off-campus practice site within a 30 mile radius of the campus when accompanied by a Departmental staff member.

Each sport maintains an Unofficial Visitation Form (see Appendix 502A-7) for all prospects completing an unofficial visit. **Extreme care must be taken to ensure that prospects are not involved in any on-campus activity that might be construed as entertainment or given financial assistance with travel, meals or lodging while making an unofficial visit to the**

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campus. Additionally, prospects and their traveling companions, are not allowed to receive special (i.e., VIP) seating at on-campus athletic events.

Official Campus Visits

Prior to the visit, the following steps are taken:

1. The Head Coach or designate provides that Associate Athletic Director for Compliance & Student Services with copies of high school transcript(s) and scores from SAT or ACT exams, along with a copy of the Official Visit Notification Letter and Official Visit Checklist (see Appendix 502A-14). A prospective student-athlete may not make an Official Visit until he/she has submitted a score from a PSAT, SAT, PACT or ACT taken on a national testing date and must be registered with the NCAA Eligibility Center and placed on the institutions IRL.
2. At least 48 hours prior to the visit, the prospect is notified by letter that the scheduled visit counts as one of his/her five (5) allowable paid visits (see Appendix 502A-9) for a sample letter). A photocopy of the letter is to be sent to the Associate Athletic Director for Compliance & Student Services.
3. The Head Coach or designate plans itineraries for official visits. The itinerary should include complete travel plans, lodging, meal plans and attendance at scheduled games and practices. Itineraries may also include scheduled visits to classes on campus; attendance at planned University activities (e.g. pep rallies and concerts); meetings with coaches, staff, players, academic counselors and admission representatives; and a tour of campus and sports facilities. The completed itinerary and any additions or changes are kept in the prospect's recruiting file.
4. The Southland Conference Official Visitation Form (see Appendix 502A-10) is maintained during the official visit. This form lists persons accompanying the prospect, transportation, lodging, meals, itineraries and reimbursements made to the prospect. Copies of this form along with a completed Official Visit Exit Interview form (see Appendix 502A-15), a Student Host Instruction form and completed Southland Conference Official Visit Roster form (see Appendix 502A-11) are submitted to the Associate Athletic Director for Compliance & Student Services, within one and one-half (1-1/2) days of the completion of the official visit. Additionally, a copy is retained for insertion in the prospect's recruiting file.

Planning Activities for the Official Visit

In order to have a productive official visit, particular objectives should be kept in mind when planning activities. Basically, those planning the visit should strive to provide a safe, informative visit for each prospect and his/her parents, guardians, or spouse, with an appropriate amount of enthusiasm demonstrated toward the prospect's chances of attaining a place at Stephen F. Austin State University. Likewise, after visiting SFA, the prospect should be able to adequately assess whether the campus environment, as well as its academic and athletic programs, are best suited to his/her needs. During the visit the prospect should also be made fully aware of all procedures associated with admission, and his/her obligations to the University and the Department of Intercollegiate Athletics.

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Each visit should be individually tailored to the prospect's needs, focusing upon his/her individual academic interests or specialties. The Head Coach or designate, arranges for meetings with faculty, student-athletes, students, coaches, trainers, equipment managers and the Director of Athletics, as appropriate.

A prospective student-athlete may attend athletic events while on his/her one, official visit. The Head Coach or his/her designate, makes arrangements for complimentary admissions with the Ticket Office, ensuring compliance with NCAA rules and regulations. For additional information related to the entertainment of prospects, see Policy 408D, Ticket Office: Complimentary Tickets, and Policy 601C, Travel: Prospective Student-Athletes, in this Manual.

Those involved in planning the official visit should be aware and take advantage of any on-campus social events, such as faculty gatherings, student organization functions, fraternity parties, etc., that introduce the University's student life to the prospect. However, care should be exercised so as not to violate any NCAA rules and regulations.

Departmental policies prohibit any consumption of alcohol by the prospect during his/her visit, as well as gambling, illegal drug use and arrangement of sexual activities for entertainment.

Student Hosts

SFA student-athletes acting as host during official visits must be fully informed regarding all NCAA rules and regulations which affect recruiting. Only student athletes are permitted to serve as hosts. Student athletes must meet and be certified by the Associate Director of Athletics for Compliance and Student Services before serving as hosts.

The Head Coach or designate assigns each prospect a host/hostess for the official campus visit. The host/hostess is expected to provide general information concerning campus life, answer questions about the University and the Department, tour the prospect around the campus and the surrounding area, and most importantly, make him/her feel welcome.

NCAA rules allow the University to give a student host/hostess \$40 per day which is to be used to pay for all entertainment and snacks while the prospect is on-campus for the official visit. Prior to the prospect's arrival, the Head Coach obtains the student host funds from the Assistant Athletic Director for Business Affairs and disburses it to the student host upon completion of the review and signing of the Student Host Instructions for Official Visits form (see Appendix 502A-12). Each student host is required to sign and date the form, agreeing to comply with applicable regulations and acknowledging the receipt of host funds.

Administration of National Letter of Intent

The Southland Conference annually subscribes to the voluntary National Letter of Intent program administered by the Collegiate Commissioner's Association (CCA). As a member institution of the Southland Conference, Stephen F. Austin State University and the prospective student-athletes who signs the Letter of Intent are bound by the policies in effect at the time of signing.

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The National Letter of Intent is initiated by the Head Coach and completed by the Associate Athletic Director for Compliance & Student Services.

Once approved, all paperwork will be sent next-day delivery by the Associate Athletic Director for Compliance & Student Services to the student athlete for signature.

Upon receiving notification that a prospective student-athlete has signed a National Letter of Intent with an institution other than Stephen F. Austin State University, no further recruiting efforts are to be made by Departmental staff members.

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STUDENT-ATHLETES: ADMISSION

Entering freshmen and transfer student-athletes must meet Stephen F. Austin State University's admission requirements and all applicable deadlines, as well as the eligibility requirements of the NCAA. (See Policy 502C, Student-Athletes: Eligibility, in this Manual, for specific NCAA initial eligibility requirements.)

Entrance Requirements for Freshmen

Candidates for admission to the University must complete an application for admission, which is available on-line.

To be admitted as a first-semester freshman, prospective student-athletes must submit test results from either the American College Test (ACT) or the Scholastic Assessment Test (SAT), and an official high school transcript.

Official Test Scores

Freshman applicants must submit test results from either the American College Test (ACT) or the Scholastic Assessment Test (SAT). Students graduating from accredited schools who are in the top 10% of their high school graduating class are eligible for admission to SFA regardless of their scores on the ACT or SAT.

For scores to be considered official, the University and the NCAA require that all college entrance test results be received directly from the Educational Testing Service in Princeton, New Jersey (for SAT scores) or the American College Testing Service in Iowa City, Iowa (for ACT scores). Therefore, the student-athlete must initiate a request for SAT and/or ACT test scores to be transmitted directly to SFA's Office of Admissions by the appropriate College Entrance Examination Board.

NCAA regulations require that student-athletes complete an ACT or SAT entrance examination prior to an official visit. Therefore, Head Coaches must inform prospects of this requirement as soon as the recruiting process is begun in order to insure timely receipt of all test scores.

Admission Officers

The Office of Admissions is responsible for supervising the admission process for each sport's prospective student-athletes, in order to ensure compliance with NCAA, Conference, and University rules and regulations. Head Coaches must direct all inquiries concerning the admissions status of a prospective student-athlete to the Office of Admissions staff member assigned to prospective student-athletes' applications.

Head Coaches or their designates are to work with the ~~Associate Athletic Director for Compliance and Student Services~~ *Assistant Athletic Director for Academic Services* when processing student-athletes' applications.

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Entrance Requirements for Transfer Students

By University admissions standards, a transfer student must have been enrolled at an accredited post-secondary institution and have completed a minimum of 15 semester hours with a GPA of 2.00 on a 4.00 scale and must be in good standing with and eligible to return to the previous institution(s). Students transferring with fewer than 15 semester hours must also satisfy the eligibility requirements of first-semester freshmen.

Transfer applicants must submit by prescribed deadline dates the following items to the Transfer Admissions Office:

1. Completed SFA application form; and
2. Records of all post-secondary work.

Complete official transcripts of all work taken at other institutions (whether or not credit was desired or granted) must be submitted as a part of the admissions procedure.

Previous collegiate studies are evaluated for transferable credit upon receipt of the completed application and all transcripts. Applicants are notified of their admission status and the transferability of coursework by mail. The student's major department advisor and Dean determine if transferred courses may be used to satisfy University degree requirements. NCAA and Conference transfer requirements are discussed in Policy 502C, Eligibility.

Students transferring from post-secondary educational institutions to SFA may appeal the denial of transferability of course work completed at institutions from which they are transferring. The institution whose credit has been denied (sending institution) or the student must initiate the appeals process. The student has 15 calendar days after the transfer credit evaluation has been delivered to submit a Transfer Dispute Resolution form (available from the Office of Admissions). The law allows a maximum of 45 days for the resolution of the dispute.

International Students

Admission of international students must follow university guidelines. Students must complete the on-line application and either submit official TOEFL scores or IELTS scores to demonstrate English proficiency. Official transcripts and transcript evaluations from all secondary schools are required.

Admissions -Procedures

To insure the timely processing of all applications, the Head Coach, or his/her designate, is responsible for directing the prospective student-athlete to submit the following information to SFA's Office of Admissions:

1. A completed application for undergraduate admission;
2. Official SAT or ACT test score (as described on 502B:2);
3. An official high school transcript, including class rank and date of graduation.
4. Official transcripts from all post-secondary educational institutions attended regardless of whether transcript credit was earned, or desired.
5. Proof of a bacterial meningitis vaccination.

*An official high school transcript is one that bears the official seal of the high school and is sent directly by the high school administration to the Admissions Office.

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STUDENT ATHLETES: FINANCIAL AID

Stephen F. Austin State University awards financial aid to student-athletes in accordance with University policy, as well as Southland Conference, and NCAA rules and regulations governing financial aid. Athletically related grants-in-aid are limited to bona fide educational expenses such as tuition, fees, room, board and course-related books not to exceed the cost of 30 hours of tuition and fees, room, board and course-related books each academic year (fall/spring).

The Associate Athletic Director for Compliance and Student Services administers the financial aid program for the Department and works with the University's Director of Financial Aid in meeting the financial needs of student-athletes.

While it is understood that athletically related grants-in-aid are awarded on an annual basis and are limited to bona fide educational expenses, the Department of Intercollegiate Athletics is philosophically committed to providing the student-athlete with four (4) years of scholarship funding. Financial aid provided to student-athletes is not considered a reimbursement for services performed and cannot be graduated or discontinued, on the basis of athletic performance, during the period of its award.

However, athletically related aid may be reduced or canceled if the student-athlete becomes academically or athletically ineligible to participate (See Policy 502C, Student-Athletes: Eligibility, in this Manual for additional information).

Allocation of Grant-in-Aid Awards

Each intercollegiate sport is provided a specific number or amount of grant-in-aid awards, according to budgetary restrictions and within NCAA rules and regulations. Head Coaches are informed early each fiscal year of the amount of scholarship aid available to their programs. Grants-in-aid are allocated upon the recommendation of the Head Coach and with the approval of the Director of Athletics. The University's Office of Financial Aid awards grants-in-aid based on these recommendations. Recipients of financial aid are notified of the offer of award on the Stephen F. Austin State University Athletic Scholarship Agreement form (see Appendix 502D-1) which details the terms and conditions of the grant. Awards are tendered, along with the National Letter of Intent, at the appropriate signing dates, as provided by the NCAA.

Head Coaches are encouraged to work with their prospective student-athletes and their families prior to the award deadline. They should assess each student-athlete's financial need and encourage them to file the necessary paperwork for other types of assistance well before the deadline date. This allows coaches the opportunity to use athletic financial aid award funds in the most effective manner possible for their student-athletes.

Allowable grants-in-aid are calculated according to NCAA guidelines for head-count and equivalency sports, as described below. Further, the number of grants-in-aid for any team may be affected by NCAA sanctions which may be imposed against the Department's sport.

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Head Count and Equivalency Sports

For purposes of financial aid computations, a player is considered a Counter when he/she receives financial aid based on athletic ability, and/or was recruited, receives financial aid and is competing as a member of an intercollegiate team.

- **Head-Count Sports**

A head-count sport is one, designated by the NCAA, in which athletically related aid is calculated by the number of student-athletes receiving any amount of aid, regardless of the amount of aid received by individual team members. Student-athletes designated to receive any type of financial aid, including textbooks only scholarships, are to be included in the number of student-athletes receiving aid in head-count sports.

The following are the maximum awards, allowed by the NCAA, that may be in effect at any one time for the various head-count sports sponsored at SFA:

| Sport | Men | Women |
|--------------|------------|--------------|
| Basketball | 13 | 15 |
| Tennis | | 8 |
| Volleyball | | 12 |

- **Equivalency Sports**

Equivalency sports, as designated by the NCAA, are those in which athletically related aid is calculated by the percentage of a full, athletically related scholarship awarded to a team member. The University may administer such awards to any number of recipients on the basis of value (equivalency), provided the total dollar amount expended does not exceed commonly accepted educational expenses at the University multiplied by the number of maximum awards permitted for the particular sport.

The following are the maximum awards, allowed by the NCAA, that may be in effect at any one time for the various equivalency sports sponsored at SFA:

| Sport | Men | Women |
|---------------------|------------|--------------|
| Cross Country/Track | 12.6 | 18 |
| Golf | 4.5 | |
| Women's Golf | | 6 |
| Bowling | | 5 |
| Football | 63 * | |
| Soccer | | 14 |
| Softball | | 14 |
| Baseball | 11.7 | |

*In Division FCS Football, there is an annual limit of 30 initial counters and 63 equivalency sports to total 85 annual counters.

Although grant-in-aid allocations within each sport are recommended by the Head Coach, the procedures for administering grants-in-aid are the same for all student-athletes. These procedures are summarized as follows:

502D:3

Processing of Grant-in-Aid Awards

Grants-in-aid are allocated upon the recommendation of the Head Coach and the approval of the Director of Athletics and the University's Director of Financial Aid. The Stephen F. Austin State University Athletic Scholarship Agreement forms are prepared by the Associate Athletic Director for Compliance and Student Services who checks equivalencies to ensure compliance with NCAA grant-in-aid limitations for each sport.

The University's Financial Aid Office awards grants-in-aid based on the recommendations of the Director of Athletics. Copies of Team Rosters and Grant-in-Aid lists are kept on file in both the Associate Athletic Director for Compliance and Student Services Office and with each sport's secretary.

Prospective Student-Athletes

Financial aid agreements are issued to prospective student-athletes with the National Letter of Intent (see Appendix 502A-14). Prospects may not be offered financial aid prior to the times and dates permitted by the National Letter of Intent.

To be valid, the National Letter of Intent Agreement must be signed and dated by the prospective student-athlete and his/her parent or guardian within 14 days after it is issued and returned to the Associate Athletic Director for Compliance and Student Services.

A copy of the Financial Aid Agreement is forwarded to the Office of Financial Aid. If the student fails to be admitted following the University's regular admission process, the grant-in-aid becomes null and void. (See Policy 502B, Student-Athletes: Admissions, in this Manual for admissions standards and procedures.)

Enrolled Students

A student-athlete eligible for a grant-in-aid who enrolls at the University without having received a financial aid offer may, thereafter, be given aid at any time.

A Head Coach who wishes to make an initial offer of athletically related financial aid to a previously enrolled student must submit a Scholarship Request form to the Associate Athletic Director for Compliance and Student Services. Prior to tendering an offer of financial aid to the enrolled student-athlete, it is necessary to verify the eligibility of the student and comply with squad limitations. With the recommendation of the Director of Athletics and the signatory approval of the Director of Financial Aid, the Grant-in-Aid Offer is considered fully executed and ready for the student-athlete's signature.

Continuing Student-Athletes

Athletically related financial aid is awarded on a ~~year-by-year~~ *one year* basis and cannot be reduced or discontinued during the period of its award for any athletically related reason. *Athletics scholarships may be reduced or canceled during the period of the award if a student-athlete:*

- *Renders himself or herself ineligible for intercollegiate competition in any manner, including failure to meet academic eligibility requirements or loss of amateur status (e.g., signing with an agent).*
- *Voluntarily quits the team.*
- *Fraudulently misrepresents any information on an application, letter of intent, or financial aid agreement.*

- *Engages in serious misconduct.*

Athletics scholarships may not be reduced or cancelled during the period of the award on the basis of:

- *A student-athlete's athletics ability, performance, or contribution to a team's success.*
- *An injury that prevents the student-athlete from participating in intercollegiate athletics.*
- *Any other athletics reason.*

As stipulated by NCAA Bylaw 15, grants-in-aid are renewed on or before July 1st of the academic year in which they are to be effective. Student-athletes are asked to sign and return the agreements by July 15.

Renewal notifications (see Appendix 502D-2 for sample) must be mailed out on or before June 30th. The Associate Athletic Director for Compliance and Student Services coordinates the processing of scholarship renewals with each sport's Head Coach, sport secretary, the Director of Athletics, the Assistant Athletic Director for Academic Services and the Director of Financial Aid.

Graduation or Cancellation of Aid

By July 1, student-athletes must be notified in writing by the Director of Athletics, or his designee, and the Director of Financial Aid if the renewal of aid is to be reduced or canceled. (See Appendix 502D-2 for a sample cancellation letter.) Student-athletes may appeal ~~if they believe they were unjustifiably denied the non-renewal or reduction of aid.~~

———The request for an appeal must be filed in writing and directed to the Director of Athletics within ten (10) days of the cancellation notification. Upon receipt, the Director of Athletics schedules a review for the appeal. If the appeal is not granted, then it can be appealed to the Financial Aid Appeals Committee. The Scholarship appeal process must be completed prior to the commencement of the academic year for which the scholarship is renewed, reduced or canceled. ~~In general, the renewal of aid may be denied if the student athlete:~~

Please note that outside of the period of the award, an athletics scholarship can be reduced or cancelled for any reason - including an athletics reason - at the discretion of the institution.

- ~~1. Fails to meet all established eligibility requirements related to University academic standards or intercollegiate competition;~~
- ~~2. Engages in serious misconduct which results in substantial disciplinary action by the University;~~
- ~~3. Voluntarily withdraws from participation in a sport for personal reason;~~
- ~~4. Fails to meet the Department of Intercollegiate Athletics' team rules governing discipline, training or conduct;~~
- ~~5. Is found guilty of fraudulent misrepresentation on his/her application, National Letter of Intent or Financial Aid Agreement;~~
- ~~6. Is found guilty of falsifying a statement concerning his/her attendance at another institution;~~
- ~~7. Fails to comply with the requirements of the drug education, testing and rehabilitation program; or~~
- ~~8. Is found guilty of withholding information which could affect his/her eligibility status.~~

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Athletically related financial aid does not normally include summer session classes. However, financial aid may be extended to cover summer school if attendance is warranted. The Head Coach of each sport makes a determination regarding those student-athletes to be offered financial assistance for summer school provided funding is available.

As per NCAA legislation, an enrolled student-athlete, if awarded financial aid for summer school, may only receive athletically related financial assistance in proportion to the amount of athletically related aid received during the prior academic year, he/she may not be provided athletically related aid during the ensuing summer term.

Summer school for incoming freshmen prior to initial, full-time enrollment in the fall are required by NCAA legislation to enroll in a minimum of six hours of academic course work, other than physical education activity courses, that is acceptable degree credit toward any of the university degree programs.

For student-athletes who meet the NCAA's criteria for summer school aid, the following circumstances may dictate the need for summer school assistance as determined by the Head Coach:

1. Student-athletes who need the hours to be eligible for fall competition;
2. Fourth-year athletes who intend to graduate that summer;
3. Fifth-year student-athletes who intend to graduate that summer;
4. Student-athletes who have maintained their eligibility for the fall, but who need hours to keep on schedule for graduation within four (4) years; and
5. Incoming freshmen who may benefit academically.

All applicants for summer school are considered on an individual basis. Once approved, each student-athlete is required to sign a financial aid agreement for summer school reflecting the amount, terms and duration of aid.

Additionally, summer school scholarship recipients will be asked to repay the cost of tuition & fees of any class that was dropped or receives the grade of 'F'.

Fifth Year/Injured

The Department of Intercollegiate Athletics is not able to automatically grant Fifth-Year/Injured financial aid. Therefore, each request is reviewed by the Director of Athletics and granted based on the individual merits of the situation and on the recommendation of the Head Coach for each sport. Post eligibility grants-in-aid will be funded not to exceed the cost of tuition and fees (maximum of 15 hours per semester) or the amount of their last award if it was less.

Requirements to receive this award include:

1. Return academically eligible just as if they still had a season of competition remaining.
2. Enroll full-time unless they are in the final semester of degree plan/
3. Work at an Athletic Department assigned job for 10 hours each week.

To receive athletic aid the following semester, the recipient must pass at least 9 new hours towards their degree plan with a GPA of 2.00 or higher.

Lastly, it should be understood that this scholarship award will be made in 3 payments during the semester. The first payment will be 50% of the total cost of tuition and fees, and will be applied to their account at the beginning of each semester. The remaining two payments will be made in equal amounts approximately 30 and 60 days following the first payment. Should a recipient choose not to fulfill their assigned work detail, one or both of the remaining payments will not be applied to the billing statement.

Moreover, post-eligible aid is not awarded to any student-athlete under contract or receiving compensation from a professional sports organization.

Non-Institutional Financial Aid

Should a student-athlete qualify for non-institutional financial aid and exceed the maximum scholarship aid allowed, University funds are reduced dollar-for-dollar. NCAA Manual Bylaw 15, regarding Financial Aid should be consulted to determine the types of outside aid student-athletes may receive without reducing University aid (i.e., non-countable, outside aid) when totals do not exceed NCAA ceilings. Further, a student-athlete may receive a Pell Grant in combination with other institutional financial aid with no limit restrictions.

All outside aid received by a student-athlete must be reported to the University Office of Financial Aid at the beginning of each academic year. Individuals reporting outside aid may have their athletic grant-in-aid reduced to avoid an award in excess of a full-ride amount. permissible outside scholarship awards must meet NCAA criteria and may cause athletic grant-in-aid to be adjusted to NCAA ceiling amounts.

All non-athletically related aid received is to be reported to the Office of Financial Aid. The Associate Athletic Director for Compliance and Student Services is responsible for ensuring that the aid is permissible and for notifying the appropriate parties to make any necessary adjustments to the athletically related aid.

University Charges Not Paid by the Department

Certain expenses which may be incurred by the student-athlete while enrolled at SFA are not covered under the his/her grant-in-aid. Per NCAA regulations, only tuition, room, board and required books are legitimate components of athletically related financial aid. The following list of expenses are not part of a grant-in-aid and therefore must be paid by the student-athlete.

They include, but are not necessarily limited to:

- Cost of treatment for non-athletically related injuries.
- Non-legitimate hotel charges (e.g., long distance telephone, laundry, movies, etc.) incurred during travel to away contests.
- Library fines and fines for damage to University property, including residence halls.
- Key deposits or replacement of a lost residence hall key.
- School supplies, reference books, pens, notebooks, paper, drafting kits, etc.
- Vehicle registration fees.
- Parking fines.
- Personal insurance for non-athletically related injuries and illnesses.

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- Residence hall penalty fees incurred for breaking contract agreements.

- Late registration fees.
- Graduation fees
- Fees associated with student-teaching and internships.

Non-Scholarship Student-Athletes

The University extends to all non-scholarship (recruited or non-recruited) student-athletes the same benefits as scholarship athletes (excluding grant-in-aid awards). Once certified as eligible to participate, the benefits received are as follows:

- Academic counseling assistance (e.g., tutoring, career and peer counseling, etc.)
- Training room treatment for athletically related injuries.
- Strength and conditioning facility use.
- Referrals for vacation and permanent employment.
- Team travel and equipment use.
- Athletic letter awards.

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STUDENT-ATHLETES: FOOD SERVICE

The Department of Intercollegiate Athletics adheres to all University, Southland Conference, and NCAA rules and regulations related to providing food service to student-athletes. Each Head Coach determines which student-athletes are to receive board as part of their athletic scholarship. ~~The Assistant Athletic Director for Sports Medicine serves as the Department's liaison to the University's Campus Dining Services, which offers a campus wide food service plan.~~ Students who reside in University residence halls are required to obtain room and board in a package plan, for a single unit price, as listed in the schedule of residence halls in the current General Bulletin. Student-athletes designated to receive board allotments as part of their athletically related financial aid participate in one of the University's meal programs or receive a cash-in-lieu monthly meal stipend, depending upon their living arrangements.

REGULAR FOOD SERVICE

The Director of Campus Dining Services administers the food service program utilizing two (2) cafeterias located on campus and several "pay as you go" locations. One is on East College Drive across from Steen Hall and the other is located on the first floor of the Baker Pattillo Student Center. The magnetic strip on the student i.d. card electronically identifies the chosen dining plan and debits each meal purchased from the weekly or semester allowance.

On-Campus Procedure

Most students living on campus are required to sign a contract for board based on their residence hall plan. The contract cost includes either a semester plan of 20 meals in 7 days with a \$50 dollar declining balance, a 14 meal 7 day plan with a \$125 declining balance, or a block plan (210 meals, no restrictions) with a \$75 declining balance. The declining balance fund (Dining Dollars) can be used at any "pay as you go" location on campus.

Off-Campus Procedures

In compliance with NCAA regulations, student-athletes living off campus who are eligible for board, receive a stipend equal to the established, average on-campus board award. A listing of student-athletes approved to receive off-campus room and board stipends is completed in August by each Head Coach and submitted to the Associate Athletic Director for Compliance and Student Services. Additions and/or deletions for the second semester must be submitted in December. Cash-in-lieu of board payments combined with the off-campus housing payments are distributed in a lump sum payment at the beginning of each semester from the University Financial Aid Office. Student-athletes must present their photo I.D., in person, to receive their stipend.

A Head Coach can choose to award a commuter dining plan to a student-athlete living off campus as part of the total board award. This commuter dining plan includes either a 5 meals in 5-7 days with a \$50 declining balance, a 50 meal block plan with \$50 declining balance, or a 25 meal block plan with \$100 declining balance.

Married student-athletes receive the same board amount as any other student-athlete living off campus.

504B:2

Further information regarding stipend disbursements can be found in Policy 502D, Student-Athletes: Financial Aid, in this Manual.

Late Meals

Pre-game, post-game and late meals ~~are~~ can be coordinated with the Director of Campus Dining Services ~~by the Head Coach or his/her designee (assistant coach or athletic trainer) so the eligible student athletes may eat after the regular dining halls have closed. These meals are generally served in the Baker Pattillo Student Center.~~ Additionally, sack lunches may be provided when necessary and charged to the meal plan. ~~Head Coaches may also arrange for post-game meals to be purchased from local vendors. Payment for these meals should be arranged through the Assistant Athletic Director for Business Affairs.~~

Vacation and Break Meal Service

Coaches requiring meal service for their teams during vacation or break periods when the dining halls are closed are to request per-diem allowances from the Assistant Athletic Director for Business a minimum of two (2) weeks in advance of the vacation or break period.

Guest Meals

Student-athletes are personally responsible for paying for all meals eaten by guests in the campus dining facilities.

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ATHLETIC DEPARTMENT INCIDENT MANAGEMENT PLAN

Stephen F. Austin State University educates individuals and groups to minimize behaviors that can cause accidents or injuries. Nevertheless, University-related crises will occur and must be managed efficiently and effectively. The following outlines the steps in Stephen F. Austin State University's Athletic Incident Management Plan and establishes SFA's Athletic Incident Management Team.

Procedure

The SFA Athletic Department will activate the Incident Management Plan whenever the following incidents occur:

Sudden Death of a Student-Athlete, Coach or Staff Member

- Death during practice, conditioning or competition
- Death during travel
 - SFA Athletics official business
 - Personal
- Non-athletic accidents
- Unknown medical anomalies
- Victim of a crime (homicide)
- Suicide

Disability/Quality of Life Altering Events

- Injury during practice, conditioning or competition
- Injury during travel
 - SFA Athletics official business
 - Personal
- Non-Athletic accidents
- Unknown medical anomalies
- Victim of a crime
- Spinal cord injury
- Severe head injury
- Injuries/illness resulting in severely diminished mental capacity or other neurological impairment that results in the inability to perform daily functions
- Irrecoverable loss of speech, hearing, sight, single or paired loss of limbs

Incident Management Team

The following individuals are members of the incident management team:

- Athletic Director
- Associate Athletic Director- Compliance & Student Services
- Assistant Athletic Director- Academic Services
- Senior Woman Administrator
- Head Athletic Trainer
- Health Clinic Director
- Sport Athletic Trainer
- Head Coach
- Director of Counseling & Career Services
- Executive Director of Public Affairs/University Marketing Communications
- Director of Athletic Media Services

- ~~Director~~ *Dean of Student Life Affairs*
- Additional personnel as deemed necessary by Athletic Director (i.e. Minister)

Immediate Action Plan

The following items are to be addressed immediately following an incident:

- Respect the dignity and legal rights to privacy of the individual and their family members.
- Immediate communication with the Incident Management Team.
- Coordinate plan for notification of parents/guardians
- Designate a single member to maintain communication with the family and assist in updating information and coordinating travel plans if necessary.
- Convene meeting with all witnesses and involved parties.
 - Review the incident
 - Instructions on not speaking with anyone about the incident outside of the team and incident management team
 - Instructions on how to access counseling/ministerial services
- Document all events including a detailed list of victims, witnesses and participants
- Collect and secure any or all available materials/equipment involved (i.e. helmet, game video, other equipment, etc...)
- Only members of the incident management team or individuals designated by the incident management team are to speak on the incident to family members, other staff members, student-athletes or coaches.
- Any/all communication with the media is handled through the Office of ~~Public Affairs~~ *University Marketing Communications* with assistance from the Athletic Media Relations Office or hospital spokesperson. All information deemed appropriate for release and approved by the incident management team for release will be cleared through the affected party and/or family members.

Chain of Command & Areas of Action

After being informed of an incident, the following individuals should be notified to commence their responsibilities:

Athletic Director

- Notifies or is notified by the Head Athletic Trainer of the incident
- Coordinates plan for notification of parents/guardians if not yet aware
- Designates athletic administration contact person
- Notify University President
- Notify senior staff
- Notify Faculty Athletic Representative
- If the incident is non-sport related, notifies Head Coach of Sport

Head Athletic Trainer

- Notifies Athletic Director, athletic training staff and insurance coordinator
- Notify Head Coach if incident occurs outside of practice or competition
- Communicate with ~~University~~ *General Counsel* as applicable; secure documentation of events from everyone involved in the incident expeditiously.
- Communicate with Director of Athletic Media Services
- Communicate with team physician and Director of ~~Health Center~~ *Services*
- Provides applicable insurance information and contacts insurance carriers

- Athletic Department Insurance Carrier
- NCAA Catastrophic Center
- Communicate with ~~Director~~ Dean of Student ~~Life~~ Affairs

Head Coach of Sport

- Notify Athletic Director and Head Athletic Trainer of the incident if not already aware
- Assist in notification of parents/guardians in coordination with other members of the Incident Management Team as applicable
- Notifies assistant coaches
- Notifies team members and assist in coordinating a team meeting
 - Encourage student-athletes to not discuss the incident until cleared to do so by the Athletic Director
 - Support student-athletes and facilitate Incident Management Team guidelines as outlined
- Help coordinate meetings with counseling and ministerial services as applicable

Team Physician

- Communicates with Incident Management Team on medical facts and events

Sport Athletic Trainer

- With athletic related incident, provide immediate medical care and activate the venue specific emergency action plan
- Notify Head Athletic Trainer regarding incident, who assists in coordinating athletic training support as indicated
 - Provide assistance at hospital
 - Arrange for coverage of site for other participants
- Notifies head coach regarding follow-up, information updates, meeting with student-athletes as well as other individuals involved

Senior Woman Administrator

- Coordinate with the Incident Management Team a person to be with the family at all times upon arrival; assist the family as needed; protect the family from outside persons seeking information.

Associate Athletic Director-Compliance & Student Services

- Provide guidance regarding payment of incidental expenses and interpretive support relating to NCAA regulations

Assistant Athletic Director-Academic Services

- Provide academic support services for student-athletes (i.e. withdrawal from school, test makeups etc...)

Executive Director of ~~Public Affairs~~ University Marketing Communications

- Participates in Incident Management Team
 - Responsible for all news releases

Director of Athletic Media Services

- Participates in Incident Management Team
 - Assists ~~Executive Director of Public Affairs~~ University Marketing Communications in release of media information

Director of Counseling & ~~Career~~ Services

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- Provide immediate grief support counseling to student-athletes and athletic department staff individually or as a team
- Provide any necessary follow-up counseling post-incident to student-athletes and athletic department staff

~~Director~~ *Dean of Student Life Affairs*

- Notify Vice President for University Affairs
- Coordinate student body response

Faculty Athletic Representative

- Serve as the faculty liaison for the athletic department

Criminal Circumstances (Assault, Homicide, Suicide)

In the case of such incidents the following guidelines should be followed:

- Notify University Police immediately of incident involving possible criminal activity
- Include University Police on Incident Management Team

Away Contests

If the incident occurs off campus the following guidelines should be followed:

- Immediately notify the Athletic Director and Head Athletic Trainer
- Work with the local medical facility, host sports medicine staff, host athletic department or Police to assist in the process and gather information to update the Incident Management Team
- The sport athletic trainer or designated individual remains on-site after the team departs to coordinate communication and arrangements with SFA Administration until relieved by a University Representative. Based on individual circumstances, a sport coach and/or administrator may also have to remain on-site.

Incident Involving a Visiting Team on Our Campus

Should an incident occur on our campus involving a student-athlete, coach or other staff member from a visiting team the following guideline should be followed:

- Immediately notify Athletic Director and Head Athletic Trainer
- Assist visiting personnel as applicable

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DEPARTMENTAL STAFF: PARKING

All Department of Intercollegiate Athletics personnel must comply with SFA parking regulations. ~~The University requires that all motor vehicles used on campus be registered with the University Police Department. All faculty, staff, students and visitors who park on university property must have a university parking permit. Parking Permit Renewal and Request forms are distributed to Departmental staff by the Assistant Athletic Director for Business each summer. The forms must be completed and returned to the University Police Department by the stipulated deadline. Permit stickers for the coming year are distributed in mid August.~~

Parking permits must be ordered online by logging into individual mySFA accounts. Staff members will need their vehicle information (vehicle license plate, make, type and color) when completing the application. It is important that staff members register any vehicle they may drive to campus. Permits will be mailed beginning August 1.

Staff members have the option of payroll deduction, either one time or multiple deductions or those who wish to pay for their permit with check or cash, or those who do not have computer access, may complete the application located online at <http://www.sfasu.edu/controller/docs/business/parkingpermitapp.pdf>, then remit the application and payment at the Business Office on the 2nd floor of the Austin Building. For multiple payroll deduction, the FY 2015 permit cost is divided into monthly payroll deductions beginning in October 2015. Employees with 12-month assignments will pay 1/12 of the cost monthly. Employees with less than 12-month assignments will pay a prorated amount monthly in relation to their contract/assignment period.

Departmental employees are solely responsible when parking citations are issued in violation of University parking regulations. Should problems arise concerning parking lot security or a parking-related problem, staff members may contact the ~~University Police Department~~ Traffic and Parking Division, at Extension 26087275.

Athletic Event Parking

All Departmental staff members, working personnel, officials and media are provided parking at football games. Parking permits, issued by the ~~Assistant~~ Associate Athletic Director for External Affairs each season, allow parking in the lot directly behind the fieldhouse designated as the Back Lot on the parking permits *for those staff members who have game day duties, officials and the football coaching staff. All other staff members will be issued parking permits for the Raguet Street lot.*

Assigned parking for Stadium parking for boosters, coaches, staff and support organizations are designated solely by use of a hang tag. Hang tags are allocated by the Department for all stadium parking. Window stickers are not valid for parking during athletic events.

Admittance to parking for basketball is by an approved list provided to University Police by the ~~Assistant~~ Associate Athletic Director for External Affairs. Designated parking for ~~athletic events~~ working staff is in the lot located directly behind the Coliseum.

See Athletic Events: Parking, Policy 605B in this Manual for additional information.

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FACILITIES: MAINTENANCE

The Department of Intercollegiate Athletics realizes that its public image, as well as the safety of participating student-athletes and spectators, is greatly affected by the condition of its athletics facilities. Therefore, every effort is made to ensure that the University's athletics facilities are properly maintained at all times.

The Assistant Athletic Director for Business Affairs, in conjunction with the Supervisor of Facilities and Equipment, oversees the maintenance and upkeep of athletic facilities. Specifically, the Supervisor of Facilities and Equipment is responsible for supervising the grounds crew in the upkeep and maintenance of ~~all~~ *the game field in Homer Bryce Stadium, football practice and track throwing fields* and for supervising staff assigned to routine maintenance procedures of specific athletic facilities. All custodial, grounds (other than athletic fields), electrical, plumbing and electronic maintenance is coordinated through the University Physical Plant.

To ensure that all safety requirements are met and that routine maintenance and repairs are scheduled without interfering with practices and athletic events, Head Coaches and their staff are responsible for evaluating their facilities on a regular basis and reporting maintenance and repair needs to the *Assistant Athletic Director for Business Affairs who may consult the* Supervisor of Facilities and Equipment, as soon as problems are identified.

Maintenance and Repair Requests

All required maintenance and repair needs *involving William R. Johnson Coliseum, Homer Bryce Stadium, the fieldhouse, stadium athletic training facility, academic center and Wellness Center* must be reported to the Supervisor of Facilities and Equipment in a timely manner. *Maintenance and repair needs for the soccer field, Shelton Gym (volleyball needs), Schlieff Tennis Complex, baseball and softball facilities* must be reported to the Assistant Athletic Director for Business Affairs. When possible, requests should be submitted on a routine basis to avoid the necessity for emergency service.

Work order request for routine maintenance, service or repairs *for the facilities listed above* should be submitted ~~in writing~~ *by email* to the Supervisor of Facilities and Equipment for ~~scheduling the appropriate department~~ *submitting work orders to the University's Physical Plant.* The Assistant Athletic Director for Business Affairs is responsible for ~~completing a University Work Order form and submitting it a work order~~ to the University's Physical Plant Operations to initiate ~~all~~ physical plant services. The Supervisor of Facilities and Equipment is responsible for monitoring the completion of requested maintenance and repairs *for those facilities designated.*

Emergency repairs to athletic facilities may be called in by the Head Coach or designate to the Supervisor of Facilities and Equipment as they occur.

Custodial Services

The Department of Intercollegiate Athletics facilities have assigned building personnel from the University who are responsible for routine custodial services and the reporting of minor repairs. The Assistant Athletic Director for Business Affairs is responsible for scheduling an auxiliary crew through University services to perform major cleanup following athletics events. This crew functions under the supervision of the ~~Supervisor of Facilities and Equipment~~ *Physical Plant.*

Field Maintenance

The Assistant Athletic Director for Business Affairs, in conjunction with the Supervisor of Facilities and Equipment, has developed specific criteria for the upkeep and maintenance of all Department of Intercollegiate Athletics practice and playing fields. Optimum playing and practice conditions require regular communication between the Assistant Athletic Director for Business Affairs, Supervisor of Facilities and Equipment, and each Head Coach to ensure that all maintenance and repair requirements are met.

Equipment Maintenance

The Department of Intercollegiate Athletics field grounds crew operates a variety of equipment in order to maintain athletic fields and grounds. Following equipment usage, *football* grounds crew staff are responsible for washing the equipment and reporting any needed repairs to the Supervisor of Facilities and Equipment. *Baseball, softball and soccer grounds equipment repairs should be reported to the Assistant Athletic Director for Business Affairs.*

Additionally, all mechanical equipment (e.g., automatic watering systems, tractors, trucks, etc.) should be inspected every six (6) months for worn parts including blades, belts, spark plugs etc.

Facility Improvements / Special Projects

Repairs or improvements requested in order to meet/maintain safety requirements are handled on a priority basis, as well as necessary emergency repairs. Requests for facility repairs or improvements to an athletic facility are submitted through the ~~Associate Athletic Director for Internal Affairs to the Director of Athletics and the Vice President of University Affairs~~ Assistant Athletic Director for Business to the Director of Athletics.

As feasible, repairs are handled by the Department's maintenance staff or the University Physical Plant Operations. Repairs requiring outside contractors are processed using the University's purchasing procedures for vendor selection. (See Policy 404, Purchasing Procedures, in this Manual for additional information.) Whenever possible, allocations for major capital repair projects should be submitted with the Department's annual budget request (See Policies 401A, Budget: Formulation and Policy 701, Expansion/Renovation of Facilities).

Once a major repair project is approved, the Assistant Athletic Director for Business Affairs, in conjunction with the Supervisor of Facilities and Equipment, is responsible for overseeing the completion of the project.

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ATHLETIC EVENTS: PARKING

Parking is controlled at Stephen F. Austin State University football and basketball athletic events in order to provide a safe means of entrance and exit to the parking areas, as well as to establish a priority system which allows special parking privileges for those individuals whose financial support is vitally important to the intercollegiate athletics program. The Director of Athletics, the ~~Assistant~~ Associate Athletic Director for External Affairs, the Coordinator of Athletic Operations and the University Chief of Police meet prior to the start of football and basketball seasons to coordinate priority parking and general parking policies for athletic events.

The Stephen F. Austin State University Police control parking and traffic flow for campus lots with the assistance of game day attendants and security personnel. Limited priority parking is available in the parking area adjacent to the Stadium and Coliseum for select staff, present and past Board of Regents members, as well as donors to the SFA Varsity Club, based on membership classifications and availability. (See Policy 801, Special Fund Raising, in this Manual for more information.)

General public parking is provided in the lots located on the east side of the Stadium and in the parking areas adjacent to the Coliseum with the exception of the VIP lot.

Parking Passes

Parking passes or VIP parking privileges are issued to the following groups of season ticket holders:

- Varsity Club members, based on their levels of giving (see section below);
- Past and present Board of Regents members;
- Employees and game officials who are required to work the event; and
- Media representatives with SFA ~~press passes~~ media credentials.

Parking lists are approved by the Director of Athletics and lists and/or passes are distributed by the ~~Assistant~~ Associate Athletics Director for External Affairs.

Departmental Staff Parking

Departmental staff assigned to work the games ~~and others~~ and appropriate coaching staff members, as designated by the Director of Athletics, are provided special parking passes for football and appear on the approved parking list for basketball, which grants them access to the designated lot. Other staff members may park in the east side Stadium lots, or by membership in the donor areas (as designated below).

Varsity Club Member Parking

Donors to the SFA Varsity Club are assigned special or reserved parking based upon their level of giving. Varsity Club members contributing from ~~\$200-250~~ up to ~~\$349~~\$999 annually receive special parking passes for the Raguet Street parking lot adjacent to Homer Bryce Stadium. Donors contributing from ~~\$600-1,000~~ up to ~~&1499~~1,999 receive preferred parking status at football games which is located in the southwest lot, and donors contributing above ~~\$1500~~2,000 receive Varsity Elite parking status which is located in the northwest lot at the stadium.

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All donors who receive parking permits for football games also receive parking passes to the VIP parking area at the William R. Johnson Coliseum. In addition, donors contributing \$50-250 or more receive VIP parking for home basketball games only. The parking lot nearest the north side of the Coliseum has been designated the VIP lot for basketball games. Entrance to the parking is controlled by the SFA Athletic Department with access granted via approved list and/or VIP lot parking permit.

Media Parking

A limited number of parking spaces are designated for media representatives in the Stadium's southwest Raguet Street parking lot or its auxiliary lot and the parking lot directly behind the Coliseum. Access to these lots during scheduled events is granted by presentation of approved credentials and checked against the parking list approved by the Director of Athletics and provided to University Police.

Complimentary Parking

Present and past members of the Board of Regents are granted complimentary parking privileges via a special window decal or a pass list at the entrance to the Stadium's northwest parking lot for football and the Coliseum's back parking lot for basketball. Other complimentary parking passes are issued at the discretion of the Director of Athletics and/or the Vice President of University Affairs. President.

Handicap Parking

There are a limited number of handicap parking spaces available to all patrons. An approved State of Texas handicap parking permit is required for access to these spaces.

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MEDIA COVERAGE: PUBLICITY MATERIALS

The Department of Intercollegiate Athletics produces publicity materials not only as a means of providing the media with vital information about the athletics program, but also to stimulate support for its athletics program from the University, fans and surrounding community. The Media Relations Office is charged with the responsibility of producing professional publicity materials of the highest quality in compliance with University, Southland Conference and NCAA rules and regulations.

Media Guides

The Media Relations Office is responsible for the production, within budget limitations, of annual media guides for each of the Department's intercollegiate sports programs. Media guides are on sale to the general public at the price of \$12.00 per guide (subject to change).

Criteria governing the publication of a media guide are as follows:

1. The guide is formatted and sized according to individual sport requirements. The number of pages, use of photos, etc., is commensurate with the media's interest in the sport, budget constraints, and NCAA regulations. The number of guides printed is determined by historical media requirements and Departmental needs.
2. All production costs are derived from the individual sport's annual budget.
3. The University's purchasing and printing procedures are observed in the production of media guides (see Policy 404, Purchasing Procedures, and Policy 406, Printing, in this Manual).
4. The Media Relations Office develops publication timetables according to each sport's season and production requirements.
5. Media guides are distributed by the Media Relations Office.

Schedule Cards/Posters

Schedules must be officially approved by the Director of Athletics prior to the printing of any schedule cards or posters. (See Policy 602A, Scheduling: Events/Special Events in this Manual for additional information.) The ~~Assistant Athletic Director for External Affairs~~ *marketing coordinator for the assigned sport* is responsible for the production of schedule cards for various intercollegiate sports *with final approval from the Associate Athletic Director for External Affairs.*

606C:2

Individual Game Programs

The Media Relations Office is responsible for the production of day-of-game programs and/or flip cards. The size of specific game programs and/or flip cards is determined by the sport's budget. The ~~Media Relations Office~~ *Director of Corporate Sales* is responsible for coordinating advertising for all programs. All advertising must conform to University and NCAA guidelines. Program production (i.e., number and associated cost) is determined by the Media Relations office in consultation with the *Director of Corporate Sales, the Assistant Athletic Director for Business Affairs*, and approved by the Director of Athletics. Production costs are derived through the sale of advertising, program sales and as allocated by each sport's budget.

The Media Relations Director retains responsibility for the editorial content of all game programs and/or flip cards. The Director of Athletics has final approval over content.

Photographs

The Media Relations Office is responsible for maintaining an active file of photographs of student-athletes, members of the coaching staff and athletic administrators. In addition to posed team and individual photographs, game action sports photographs are included in the file for use in sports programs.

The Media Relations Director is responsible for scheduling photographic sessions for individuals and teams with each Head Coach prior to the start of the sport's season. Photo days are scheduled to meet each sport's publication requirements. Coaches should ensure that the entire team is present at scheduled photography sessions and that team members arrive promptly and are appropriately dressed.

All photographs are the property of the Department of Intercollegiate Athletics and are to be used for Departmental purpose only. Copies of photographs are made available to members of the media upon request without charge. Internal use of file photographs is determined by mutual consent between the Media Relations Office and the individual requesting the photograph. Per NCAA regulations, photographs and/or slides are not provided to any student-athlete unless considered a part of an approved athletic award.

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MEDIA COVERAGE: TELEVISION AND RADIO PROGRAMS

The Department of Intercollegiate Athletics strives to maximize the amount of exposure it receives on television and radio as a means of increasing public support and generating revenue for the intercollegiate athletics program. The Media Relations Office monitors radio and television coverage to ensure that the best interests of the Department and the University are served, and that NCAA, and Southland Conference rules and regulations are followed. The ~~Assistant~~ Associate Athletic Director for External Affairs *or his designee* with the approval of the Director of Athletics, is primarily responsible for negotiating and administering radio and television contracts for the Department. All contracts for media coverage must be reviewed by the University's General Counsel prior to their finalization.

Radio Contracts

The contracts for regional radio coverage of SFA football, ~~basketball, and baseball games and basketball~~ are held by ~~Clear Channel Incorporated~~ Townsquare Media Group, which operate KYKS-105 (105.1 FM), KTBQ (107.7) and KSFA (860 AM). Contracts are negotiated on an annual basis with station management by the ~~Assistant~~ Associate Athletic Director for External Affairs.

Television Contracts

Contracts for most television network coverage of football games are part of the Southland Conference package, which are handled and negotiated by representatives of the Conference Office. Individual contracts for athletic event television coverage are negotiated by the ~~Assistant~~ Associate Athletic Director for External Affairs, in conjunction with ~~University~~ General Counsel, as appropriate.

Departmental Responsibilities

Facility requirements stipulated in contracts for media coverage of Department of Intercollegiate Athletics sports include, but are not limited to:

- Broadcast booth facilities or seating assignments, as appropriate;
- Current and up-to-date listings of all appropriate sports' statistics;
- Credential preparation and distribution for all approved media personnel;
- Passes for approved media personnel;
- Food for media personnel, as needed, and
- Parking passes or assignments for media and promotional staff.

7/2006/2014

MARKETING AND PROMOTIONS

The overall marketing and promotions philosophy of Stephen F. Austin State University, Department of Intercollegiate Athletics is to promote increased exposure and generate revenue opportunities while maintaining a positive public image. The Department's marketing focus is on activities which create a traditional hometown feeling and communicate the overall quality of the sports programs.

The ~~Assistant~~ Associate Athletic Director for External Affairs oversees the planning and coordination of all marketing and promotional activities, and ensures that these activities are appropriate within an educational environment. *There are three marketing coordinators who are directly responsible for marketing plans and promotional activities for their assigned sports.*

Promotional activities are designed to provide a total entertainment package to the Department's patrons. More specifically, the goal is to create a wholesome family atmosphere with something of interest for everyone, including color, music and a festive, upbeat environment. This requires careful coordination between the *marketing coordinators, operations staff, video staff, coaches, team, cheerleaders and the band.*

Marketing Plan Strategies

The Department's current marketing focus is on:

- The development of promotional packages designed to provide a total entertainment experience, attractive to the majority of patrons.
- The marketing and sale of Lumberjack and Ladyjack athletics packages to an identified and ~~elect~~ select number of high-profile corporate partners; and
- The implementation of packages sold.

All these activities require careful coordination within the Department and the full cooperation of the coaches.

An emphasis is placed on the marketing of programs with income producing or fund raising potential. Activities and items included in the overall marketing and promotions plan include, but are not limited to:

- Ticket Sales: Development and implementation of marketing and sales campaigns to maximize all ticket revenues. (Activities may include direct mail promotions and purchase appeals or trade-outs for radio, newspaper, television, outdoor/transit or other advertising to generate ticket sales.)
- Special Event Marketing: Marketing and promotions of SFA Homecoming, Southland Conference Tournaments and NCAA Championships, photo days and other related events.
- Media Promotions: Development of radio spots, commercials, bill boards, flyers and newspaper advertising.
- Booster Support: Support for coaches campaigns to promote associate booster groups, as well as communications with business and community groups to create support for these organizations.

- **Game Day Entertainment:** Coordination of special events and activities surrounding game attendance for all sports. (Activities include press conferences, tailgate parties, post-game gatherings, autograph sessions, special game days and other activities.)

For additional information on ticket sales, television/radio programs, game day entertainment and novelty sales, see policies 408B, 606E, 605C and 605A, respectively, in this Manual.

Corporate Sponsorships

A primary objective to the Department's marketing plan is to obtain corporate sponsors for athletic events hosted by the University in order to offset expenses and/or enhance attendance. Sponsorship packages include advertising in/on the following: instant replay screen, game boards, television shows, the radio network, game programs, message center and public address system. They also may include game and event sponsorships, large group ticketing, signage, and media and special event (e.g., receptions, golf outings, etc.) promotions.

The Department designs corporate packages based on the principle that potential advertisers will not purchase mediums that do not cost-effectively broaden their consumer base. Therefore, sponsorship solicitations are limited to appropriate firms (i.e., no sponsors advocating tobacco, alcohol or other harmful substances) and generally sold on the basis of advertising merit (i.e., competitive in quality and price).

Exclusive rights to sell signage and inventory at Homer Bryce Stadium and William R. Johnson Coliseum was granted to Daktronics Sports Marketing in 2006. The current ten (10)-year contract is set to expire March, 2016.

Under no circumstances should a coach undertake a solicitation effort himself/herself, unless he/she has received prior approval from the Director of Athletics or his designate.

Advertising Guidelines

Only approved logos for the Department of Intercollegiate Athletics and Stephen F. Austin State University are to be used in advertising. Additionally, all advertising for Department-sponsored events must be approved by the Director of Athletics, in conjunction with the ~~Assistant~~ Associate Athletic Director for External Affairs *and the designated marketing coordinator for the assigned sport*. The Department either secures a sponsor or pays the cost of advertisement, within the budgetary constraints established for each sport. The ~~Assistant~~ Associate Athletic Director for External Affairs *and/or designated marketing coordinator for the assigned sport* meets with Departmental Staff administrators and the advertising agency to establish parameters for the events to be advertised.

The development of advertising copy/spots for identified athletic events and special events is the responsibility of the ~~Sports Information Office~~, *designated marketing coordinator for the assigned sport*, in conjunction with the ~~Assistant~~ Associate Athletic Director for External Affairs. Staff members are expected to know and adhere to Conference and NCAA regulations regarding such advertisements. The Assistant Athletic Director for External Affairs reserves the right to evaluate and approve the specifications for the advertisement, including but not necessarily limited to the following:

- The appropriateness of the advertisement
- The advertising medium;
- The advertisement copy;
- The size of the ad;
- The cost per run date; and
- The run dates.

Solicitation and Trade-Out Guidelines

The solicitation of advertising for the production of promotional materials is the responsibility of the ~~Assistant~~ *Associate Athletic Director for External Affairs or his designee*. Coaches and other Departmental personnel are discouraged from soliciting advertising unless prior approval has been granted from the ~~Associate Assistant~~ *Associate Athletic Director for External Affairs or his designee* (to avoid any exclusivity rights and other contractual specifics).

All request for promotional advertising, such as posters, media guide advertisements and schedule cards, must be submitted to the ~~Assistant~~ *Associate Athletic Director for External Affairs* well in advance of the date required. Departmental staff members are not to place orders for promotional materials without an approved purchase request. (See Policy 404, Purchasing Procedures, in this Manual for further purchasing information.)

The ~~Assistant~~ *Associate Athletic Director for External Affairs or his designee* is also responsible for soliciting trade-outs from business for items to be ~~sued~~ *used* by various units within the Department. Departmental staff members may not assign advertising space on a trade-out basis without prior approval of the ~~Assistant~~ *Associate Athletic Director for External Affairs or his designee*. All requests for trade-outs must be submitted in writing to the ~~Assistant~~ *Associate Athletic Director for External Affairs or his designee*, who in conjunction with the Director of Athletics, evaluates the appropriateness of the item/service.

Promotional Guidelines

The Department has specific procedures established for the promotional areas specified below.

- Display of Product, Product Likeness, Mascot or Displays Other Than Banners

A commercial entity is permitted to display products at an athletic event as an exhibitor, providing all Departmental guidelines are followed.

A skill contest prize may be displayed on or just off the playing floor while a skill contest is being conducted or may be displayed in a public lobby area during the event for which it is to be awarded.

The mascot of a major sponsor may be allowed to appear at an athletics event provided all Departmental requirements and restrictions are followed.

The name and or logo of a skill contest sponsor may appear on a vinyl floor target used to define a throwing area during a skill contest (e.g., a logo in the center circle for a half-time free throw contest).

- Scoreboard Advertisement

Advertising of a permanent type displayed on scoreboards and other similar permanent signage is permitted. Permanent displays must be approved by the Assistant Athletic Director of External Affairs.

Event-specific sponsor acknowledgements of a non-permanent nature may be displayed on digital electronic scoreboard displays.

- Free Distribution of Advertising

Product give-aways may be used as an event promotional technique, with or without the title sponsor's name, provided there is no element of chance involved (e.g., gift to first 500 attendees at the event).

- Use of Coaches or Other staff Member's Name or Image

The University holds property rights for any coaches' radio or television show. These rights are transmitted to the specified coach as stipulated in the terms of his/her employment contract. (See Policy 510A, Coaches and Administrators: Employment Contracts and 606E, Medical Coverage: Television and Radio Programs, in this Manual for additional information.) Such an agreement must be made with the radio or TV station prior to commencement of such a show and must be approved by the Athletic Director for External Affairs with final approval by the University's President.

Agreements related to the donation of a product(s) to the Department (e.g., shoes worn by basketball team, etc.) are made with the University, with the final approval of the President.

A coach is permitted to have a separate personal consulting contract with a sponsor provided the agreement conforms to NCAA, University and State regulations and does not trade on the wearing of the product by Departmental teams. All such contracts must have the prior approval of the University President. (See Policy 510B, Coaches and Administrators: Outside Employment and Promotional Activities, in this Manual for additional information.)

The use of the name or image of a coach may be approved provided the coach does not specify any affiliation with the University or a Departmental team.

- Display of Commercial Banners

Corporate banners may be permitted in designated facilities used for athletics events, as permitted by University regulations.

Any other type of display by corporations or sponsors requires the permission of the Director of Athletics within University regulations.

Logo and Licensing Guidelines

The Department of Intercollegiate Athletics has registered its trademarks, service marks and logos and has trademark ownership rights to them. The ~~Assistant~~ Associate Athletic Director for External Affairs acts as the Department's Licensing Coordinator.

All entities wishing to manufacture or sell products using the Department's marks must be licensed and pay royalties, with the exception of those producing goods for use by the Department that are not for resale.

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SPECIAL FUND RAISING

The Department of Intercollegiate Athletics solicits financial support for its intercollegiate athletics program in accordance with University, Southland Conference and NCAA rules and regulations. ~~The a Annual fund raising drive~~giving is coordinated by the Director of ~~Athletics Athletic Development who reports to the Associate Athletic Director for External Affairs.~~within guidelines established by the University. Fund raising specifically for the Department is limited to the annual drive periods and is to be limited to those individuals listed in this policy. ~~Individuals within the Department are not to solicit their own funds, but rather are encouraged to request unbudgeted funds from funds raised during this annual fund raising period.~~must be coordinated through the Director of Athletic Development. Individual staff members and coaches who have opportunities for obtaining gifts or donations should work closely with the Director of Athletic Development. It is very important that all departmental fund raising presents a well-organized effort especially in communication between all involved.

THE SFA VARSITY CLUB

The SFA Varsity Club serves as the department's fundraising arm. The ~~Assistant Athletic Director for External Affairs~~Director of Athletic Development is responsible for coordinating the operation of the SFA Varsity Club. The University's Office of Development and the Ticket Office assist the ~~Assistant Athletic Director for External Affairs~~Director of Athletic Development in the areas of receipt of funds, funds deposit and record keeping. Support for Department of Intercollegiate Athletics activities is generated through personal contact with and solicitation mailings to alumni, parents, friends, corporations and foundations. See Appendix 408B-3 for a copy of SFA Varsity Club brochure.

Organization

All donations made to the SFA Varsity Club are tax exempt for all portions other than specific items considered as tangible benefits of value which the IRS would not credit towards the gift/donation deduction.

The SFA Varsity Club, under the direction of the ~~Assistant Athletic Director for External Affairs~~Director of Athletic Development, will raise funds throughout the fiscal year.

Membership and Donor Benefits

Membership in The Athletic Fund Drive consists of approximately 500 members. Membership entitles the donor to benefits proportionate to the level of giving. Those membership levels and their benefits are as specified on ~~801:2~~.

Student/\$50 - \$99

- Tax deduction;
- Membership card
- Auto decal
- Football program recognition
- Invitation to weekly luncheons
- Invitation to special receptions
- Away game ticket information

- *Postseason ticket priority*

Associate /~~\$50 - \$199~~\$100 - \$249

- Tax deduction;
- Invitation to special receptions;
- Football program recognition;
- Away game ticket information;
- ~~Special basketball parking;~~
- Media Guides;
- Post Season ticket priority;
- Invitation to weekly luncheons;
- Membership Card;
- Automobile decal.

Junior Varsity/~~\$200 - \$349~~\$250 - \$499

- Tax deduction;
- Invitation to special receptions;
- Football program recognition;
- Away game ticket information;
- Special basketball parking;
- Media Guides;
- ~~Chairback football seating;~~
- Special football parking;
- Post Season ticket priority;
- Invitation to weekly luncheons;
- Membership Card;
- Automobile decal.

Varsity/~~\$350 - \$599~~\$500 - \$999

- Tax deduction;
- Invitation to special receptions;
- Football program recognition;
- Away game ticket information;
- Special basketball parking;
- Media Guides;
- Chairback football seating;
- Special football parking;
- Post Season ticket priority;
- Invitation to weekly luncheons;
- Membership Card;
- Automobile decal;
- ~~Two (2) football or two (2) basketball tickets.~~

Purple & White/~~\$600 - \$1,000~~ - \$1,499

- Tax deduction;
- Invitation to special receptions;

- Football program recognition;
- Away game ticket information;
- Special basketball parking;
- Media Guides;
- Chairback football seating;
- Preferred football parking;
- Post Season ticket priority;
- Special functions with head coaches;
- Invitation to weekly luncheons;
- Membership Card;
- Automobile decal;
- Two (2) football or two (2) basketball tickets.

801:3

Victory/\$1,500-\$2,499

- Tax deduction;
- Invitation to special receptions;
- Football program recognition;
- Away game ticket information;
- Special basketball parking;
- Media Guides;
- Chairback football seating;
- Varsity Elite football parking;
- Post Season ticket priority;
- Special functions with head coaches;
- Invitation to weekly luncheons;
- Membership Card;
- Automobile decal;
- Four (4) football or four (4) basketball tickets.

MVP/\$2,500-\$3,999

- Tax deduction;
- Invitation to special receptions;
- Football program recognition;
- Away game ticket information;
- Special basketball parking;
- Media Guides;
- Chairback football seating;
- Varsity Elite football parking;
- Post Season ticket priority;
- Special functions with head coaches;
- Invitation to weekly luncheons;
- Membership Card;
- Automobile decal;
- Four (4) football or four (4) basketball tickets.

All-American/\$4000-\$9999

- Tax deduction;
- Invitation to special receptions;
- Football program recognition;
- Away game ticket information;
- Special basketball parking;
- Media Guides;
- Chairback football seating;
- Varsity Elite football parking;
- Post Season ticket priority;
- Annual Champions Dinner;
- Special functions with head coaches;
- Invitation to weekly luncheons;

801:4

- Membership Card;
- Automobile decal;
- Six (6) football or Six (6) basketball tickets.

Champion/\$10000+

- Tax deduction;
- Invitation to special receptions;
- Football program recognition;
- Away game ticket information;
- Special basketball parking;
- Media Guides;
- Chairback football seating;
- Varsity Elite football parking;
- Post Season ticket priority;
- Special functions with head coaches;
- Invitation to weekly luncheons;
- Personalized wall plaque;
- Membership Card;
- Automobile decal;
- Eight (8) football or Eight (8) basketball tickets.

Administration

The University's Office of Development serves as the fund depositor and bookkeeper for all funds raised by SFA Varsity Club. SFA Varsity Club monies received at the Department are forwarded to the Ticket Office where they are entered into the Varsity Club database and receipts and copies of the pledge card are forwarded to the Office of Development. Copies of the receipts and the original pledge card are returned to the Department where they are kept on file in the office of the ~~Assistant~~ Associate Athletic Director for External Affairs.

The Ticket Office deposits all SFA Varsity Club monies into the Departments' University account indicating allocation by coding the entries according to the request of donor.

Donors are receipted for the tax exempt portion of the donation, i.e., portion remaining after ticket allocations by the Office of Development. The receipt, accompanying letter of acknowledgement and envelope are returned to the Department for signature by the ~~Assistant~~ Associate Athletic Director for External Affairs prior to being mailed to the donor.

Use of SFA Varsity Club funds are for non-budgeted items within the Department, e.g., summer school, fifth year scholarships, etc. To request use of these funds, standard University purchasing, travel request and scholarship procedures are followed. See Policies 404, Purchasing Procedures, 405C, Disbursements: Travel and Entertainment Expenses and 502D, Student-Athletes: Financial Aid for additional information.

Allocation of Donations

Depending on the donor's instructions on the membership brochure, a gift or donation may be designated as unrestricted, restricted or a gift-in-kind.

801:5

1. An unrestricted designation applies to any gift, which may be used for the general good of the Department. The Department may use unrestricted gifts or donations for any purpose as approved by following standard University purchasing or scholarship allocation procedures.
2. A restricted designation applies to any gift that must be used for a specific sport.
3. Gifts-in-kind are accepted by the Department with the approval of the ~~Assistant~~ Associate Athletic Director for External Affairs and/or the Director of Athletics. The value of the gift is based on the donor's invoice and fair market value as approved by the Director of Athletics. (See Appendix 402C-1 for a sample Gift-in-Kind Acceptance form.) The acknowledgement letter serves as a receipt for the gift.

The Department reserves the right to accept or refuse any gift or donation that may be offered. (See Policy 402C, Receivables: Receipt of Donations and Gifts-In-Kind, in this Manual for additional information.)

OTHER FUND-RAISING

Additionally, the Department receives special funds that have been donated to the University and/or the Department through the Stephen F. Austin Alumni Association or the Stephen F. Austin State University Foundation. Both the SFA Alumni Association and the SFASU Foundation Office will assist the Department with fund raising during the annual fund raising period. All funds raised specifically for the Department, are deposited directly into the Department's account at the University with funds designated by code as restricted or unrestricted donations.

The ~~Assistant~~ Associate Athletic Director for External Affairs and/or the Director of Athletics must approve any fund raising activity that utilizes SFA Athletics in any way. In addition, these activities must be coordinated and supervised by the ~~Assistant Athletic Director for External Affairs~~ Director of Athletic Development.

Gifts and Donations

As allowed by the guidelines of the University, the Alumni Association and the SFASU Foundation may receive gifts and donations of money, securities, real property and personal property intended to benefit the University. Depending on the donor's instructions, a gift or donation may be designated as unrestricted or restricted.

1. An unrestricted designation applies to any gift that may be used for the general good of the University.
2. A restricted designation applies to any gift that must be used for a specific selected area within the University or for scholarship use.
3. Gifts-in-kind are accepted by the Alumni Association for the University. The value of the gift is based on the donor's invoice and fair market value as approved by the Director of Athletics.

801:6

The University reserved the right to accept or refuse any gift or donation that may be offered.

The SFA Alumni Association and the SFASU Foundation also solicits and receives gifts designated as but not limited to:

- Planned or Deferred Giving Donations;
- ~~Endowed Scholarships; and~~
- ~~Corporate Sponsorships~~

All the above gifts are acknowledged as cash contributions with an acknowledgement letter and a receipt returned to the donor.

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Capital Plan Items

1. Johnson Coliseum Roof Replacement

The Johnson Coliseum was built in 1975 and re-roofed in 1985. An acrylic coating was added in 2003. The acrylic coating is at the end of its serviceable life and the roof and front entry gutter system needs to be replaced. The administration recommends approval of the roof replacement and associated work at a cost not to exceed \$750,000, using designated fund balance. The administration further recommends authorization of the president to sign associated purchase orders and contracts.

2. College of Business Renovation

The College of Business has developed plans for renovation of its public and common areas in the McGee Building. The college has received donations, and in addition, has committed HEF funds for the initiative. The university recommends renovation of floors one and two of the McGee Building at a cost not to exceed \$530,000. The fund sources will include donations and the Higher Education Fund.

3. Hall 16 Sprinkler Installation

Hall 16 was completed in 1966 and contains four stories, two hundred and twenty six resident rooms, and approximately 70,000 square feet. The building is currently equipped with fire extinguishers and fire hose standpipes for fire department connection. The new fire sprinkler system will meet current fire and life safety codes and installation standards. Further, the new system will allow the facilities to have full sprinkling capability. The administration recommends project approval at a cost not to exceed \$500,000, using budgeted auxiliary funds. The administration further recommends authorization of the president to sign associated purchase orders and contracts.

4. Johnson Coliseum Electrical Improvements

The Johnson Coliseum was constructed in 1975. The electrical distribution panel boards and contactors that control the arena, concourse lighting, soffit lighting and task lighting are original equipment and obsolete. The project will upgrade the lighting distribution panel boards, electrical switchgear, and related equipment to current codes with modern and efficient equipment. The administration recommends project approval at a cost not to exceed \$420,000, using designated fund balance. The administration further recommends authorization of the president to sign associated purchase orders and contracts.

5. Liberal Arts North Public Areas Flooring and Signage

The university needs to replace flooring and wall bases in some public areas of the Liberal Arts North Building. Public areas include corridors, entries and lobbies that total approximately 40,000 square feet of flooring. The existing flooring will be removed and new thresholds and transitions will be installed. In addition, signage will be upgraded in the building. The project will improve the interior appearance and enhance way finding within the building. The administration recommends project approval at a cost not to exceed \$285,000, using the Higher Education Fund (HEF). The administration further recommends authorization of the president to sign associated purchase orders and contracts.

6. Liberal Arts North Rooftop Air Handling Units Replacement

The Liberal Arts North main rooftop air handler was originally installed in 1984. A second rooftop air handler was added when the fourth floor was expanded in 1987. The project will replace both existing rooftop air handlers that supply air conditioning and heating to the building. Project work will include demolition, ductwork, electrical work, insulation, piping, painting, and installation of the air handling equipment. The administration recommends project approval at a cost not to exceed \$275,000, using the Higher Education Fund (HEF). The administration further recommends authorization of the president to sign associated purchase orders and contracts.

7. Art Building Lab Ventilation Renovation

The Art Building printing, jewelry and film developing labs were constructed in 1982 and lab exhaust systems were renovated in 1993. The systems were designed to utilize unconditioned outside air with general exhaust stations. The project will replace the old general exhaust systems with current ventilation systems that will meet National Association of Schools of Art and Design accreditation requirements. The project will include demolition of existing and installation of new ventilation equipment. The administration recommends project approval at a cost not to exceed \$225,000, using the Higher Education Fund (HEF). The administration further recommends authorization of the president to sign associated purchase orders and contracts.

8. Lumberjack Village Cooling Towers

The packaged chillers and cooling towers plant that supplies chilled water for air conditioning to four residence life buildings was installed in 2006. In total, the buildings approximate 300,000 square feet. The cooling towers have deteriorated to the point where system reliability is threatened. The project will include demolition, removal, and installation of new cooling towers. The administration recommends project approval at a cost not to exceed \$225,000, using auxiliary fund balance. The administration further recommends authorization of the president to sign associated purchase orders and contracts.

9. Kennedy Auditorium Roof Replacement

The Kennedy Auditorium was built in 1968, re-roofed in 1984 and had an acrylic coating applied in 2003. The current roof is thirty years old, the coating is at the end of serviceable life and the entire system needs to be replaced. The administration recommends project approval at a cost not to exceed \$220,000, using the Higher Education Fund (HEF). The administration further recommends authorization of the president to sign associated purchase orders and contracts.

10. Twilight Ballroom Roof Replacement

The Baker Pattillo Student Center roof consists of five sections. The Twilight Ballroom is in the first section which was originally constructed circa 1960. The current roof of the first section is approximately 25 years old and needs to be replaced. The administration recommends project approval at a cost not to exceed \$220,000, using budgeted auxiliary funds. The administration further recommends authorization of the president to sign associated purchase orders and contracts.

11. Campus Recreation Center Equipment Replacement

The Student Recreation Center opened in the fall of 2007. Due to the heavy usage of the equipment in this facility an on-going cyclical equipment replacement/repair program has been in place since the facility opened. The administration recommends funding this program with designated fund balance at a cost not to exceed \$185,000. The administration further recommends authorization of the president to sign associated purchase orders and contracts.

12. Forestry Building Roof Replacement

The Forestry Building was built in 1970. An addition was completed in 1981. The older part of the building was re-roofed in 1984. That roof is now 30 years old and needs to be replaced. The administration recommends project approval at a cost not to exceed \$185,000, using the Higher Education Fund (HEF). The administration further recommends authorization of the president to sign associated purchase orders and contracts.

13. Hall 10 Roof Replacement

Residence Hall 10 was built in 1963 and re-roofed in 1981. The current roof is in excess of 30 years old and needs to be replaced. The administration recommends project approval at a cost not to exceed \$120,000, using budgeted auxiliary funds. The administration further recommends authorization of the president to sign associated purchase orders and contracts.

14. Security Systems R&R Equipment

The use of various security systems on campus is a vital tool for campus safety purposes. Prior to 2010 various decentralized systems of varying quality were installed across campus to perform these functions. University Policy D-57 was adopted in July 2010 to coordinate the installation and maintenance of standardized security systems under the management of the Department of Public Safety. The funding requested provides for the continued updating and maintenance of these systems. The administration recommends approval at a cost not to exceed \$110,000, using the Higher Education Fund (HEF). The administration further recommends authorization of the president to sign associated purchase orders and contracts.

15. Johnson Coliseum Water and Air Handler Replacement

The main domestic hot water heater and the air handler that supplies the area under the stands were originally installed in 1974 and are in need of replacement. This project will replace the main domestic hot water heater as well as smaller ones throughout the facility as needed and the air handler with modern and efficient equipment that may include, but is not limited to, necessary demolition, patching, painting, piping, valves, pumps, electrical, drives, ductwork, insulation, controls, systems balance, and associated equipment. The administration recommends project approval at a cost not to exceed \$90,000, using designated fund balance. The administration further recommends authorization of the president to sign associated purchase orders and contracts.

16. Outdoor Pool Repairs

The outdoor pool at the Student Recreation Center opened in the fall of 2007. Heavy use in outdoor conditions have led to the need for preventive maintenance, such as resealing the pool coping, repairing the deck area as needed, and performance of other necessary repairs. The administration recommends project approval at a cost not to exceed \$45,000, using designated fund balance.

**Stephen F. Austin State University
Capital Plan
Fiscal Year 2014-15**

| Capital Item | Project Budget | Source of Funds | | | | |
|---|-------------------|------------------|--------------------------------|------------------------------|-------------------------------|------------------|
| | | HEF | Budgeted Auxiliary Funds | Auxiliary Fund Balance | Designated Fund Balance | Donated Funds |
| Johnson Coliseum Roof Replacement | 750,000 | | | | 750,000 | |
| College of Business Renovation | 530,000 | 235,000 | | | | 295,000 |
| Hall 16 Sprinkler Installation | 500,000 | | 500,000 | | | |
| Johnson Coliseum Electrical Improvements | 420,000 | | | | 420,000 | |
| Liberal Arts North Public Areas Flooring and Signage | 285,000 | 285,000 | | | | |
| Liberal Arts North Rooftop Air Handling Units Replacement | 275,000 | 275,000 | | | | |
| Art Building Lab Ventilation Renovation | 225,000 | 225,000 | | | | |
| Lumberjack Village Cooling Towers | 225,000 | | | 225,000 | | |
| Kennedy Auditorium Roof Replacement | 220,000 | 220,000 | | | | |
| Twilight Ballroom Roof Replacement | 220,000 | | 220,000 | | | |
| Campus Recreation Equipment Replacement | 185,000 | | | | 185,000 | |
| Forestry Building Roof Replacement | 185,000 | 185,000 | | | | |
| Hall 10 Roof Replacement | 120,000 | | 120,000 | | | |
| Security Systems R&R Equipment | 110,000 | 110,000 | | | | |
| Johnson Coliseum Water and Air Handlers | 90,000 | | | | 90,000 | |
| Outdoor Pool Repairs | 45,000 | | | | 45,000 | |
| Total Capital Plan | <u>4,385,000</u> | <u>1,535,000</u> | <u>840,000</u> | <u>225,000</u> | <u>1,490,000</u> | <u>295,000</u> |

**Stephen F. Austin State University
HEF Allocation
Fiscal Year 2014-15**

| | |
|---|-------------------------|
| Higher Education Fund Appropriation | 8,425,937 |
| Debt Service | 1,256,525 |
| Academic Affairs Capital Fund | 1,250,000 |
| Library Materials Acquisition | 1,000,000 |
| Computer Replacement | 1,000,000 |
| SECO Education and General Debt Service | 753,218 |
| Telephone Switch Hardware Replacement | 600,000 |
| Network Infrastructure | 363,194 |
| Training Software and Maintenance | 300,000 |
| Liberal Arts North Public Areas Flooring and Signage | 285,000 |
| Liberal Arts North Rooftop Air Handling Units Replacement | 275,000 |
| Art Building Lab Ventilation Renovation | 225,000 |
| Kennedy Auditorium Roof Replacement | 220,000 |
| ITS Capital Fund | 200,000 |
| Forestry Building Roof Replacement | 185,000 |
| Classroom Technology Upgrades | 150,000 |
| Security Systems R&R Equipment | 110,000 |
| Luminis Upgrade | 100,000 |
| Office 365/Google Migration | 50,000 |
| Transportation All Terrain Fork Lift | 38,000 |
| Patrol Vehicle/Equipment | 35,000 |
| Sign Shop - Vinyl Cutter, Plotter, Engraver, Software | 30,000 |
| | <hr/> |
| Total HEF Allocation | <u><u>8,425,937</u></u> |

Report to the Board of Regents – July 2014
 Grants¹ awarded between March 20, 2014 and June 15, 2014

| | |
|--|---------------------|
| Total New Current Year Awards (this period) – as of June 15, 2014 | |
| Subtotal direct federal | \$ 72,174 |
| Subtotal federal pass-through | \$ 29,723 |
| Subtotal state and state pass-through | \$ 0 |
| Subtotal private entity and local government | \$ 81,357 |
| Total awards (all years) for new awards (this period) | \$ 8,090 |
| Total awards (all years) for continuing grants (this period) | \$ 2,301,513 |

Direct Federal Awards

Previously Described

Texas Leadership Initiative: Mathematics Instruction Transformed (Texas LIMIT; Recovery Act Funds)

FY 2014 Award: \$72,174 (additional award) Total Award: \$1,494,187

Subtotal Current Year Awards (this report) = \$ 72,174
Subtotal New Direct Federal Awards (total award) = \$ 0

Federal Pass Through

Previously Described

Visually Impaired Preparation (VIP) Program FY2014

FY 2014 Award: \$25,000 (additional award) Total Award: \$527,000

Special Education Consolidated Grant FY 14 (IDEA-B)

FY 2014 Award: \$4,723 (additional award) Total Award: \$ 47,402

Subtotal Current Year Awards (this report) = \$ 29,723
Subtotal New Federal Pass-through Awards (total award) = \$0

State and State Pass-through Awards

None

Subtotal Current Year Awards (this report) = \$ 0
Subtotal New State Awards (total award) = \$0

*New awards

¹For purposes of this report, the term grant refers to awards in the form of grants, contracts, and other types of agreements from external sponsors. It does not include non-grant scholarships or gifts. Prepared by the Office of Research & Sponsored Programs.

Report to the Board of Regents – July 2014
 Grants¹ awarded between March 20, 2014 and June 15, 2014

Private Entity and Local Government Awards

***Math Forward Initiative with GEAR UP**

FY 2014 Award: \$5,000
 Total Award: \$5,000 (Contract)
 Sponsor: Texas Instruments Incorporated
 Term (*this action*): April 3, 2014 – May 31, 2015
 Description: *Funds are provided for the analysis of raw scores on state standardized tests and college readiness objectives. PI/PD: Dr. Pauline Sampson, Department of Secondary Education and Educational Leadership*

***SFA Flu Shot Clinic FY15**

FY 2014 Award: \$1,992
 Total Award: \$1,992 (Grant)
 Sponsor: Texas Medical Association
 Term (*this action*): October 1, 2014 – April 30, 2015
 Description: *The purpose of this grant is to immunize SFA students for the influenza season. Funding for the SFA Flu Shot Clinic provided by Texas Medical Association's Be Wise – Immunize.SM PI/PD: Dr. Penny Jeffery, Student Health Services*

***Dining & Dancing with the Expanded Core Curriculum - Students with Visual Impairments**

FY 2014 Award: \$1,098
 Total Award: \$1,098 (Grant)
 Sponsor: All Blind Children of Texas
 Term (*this action*): June 1, 2014 – July 31, 2014
 Description: *Funds will be used to combine a formal dinner with organized dance training for visually impaired students from local school districts enrolled in a summer camp. PI/PD: Dr. Michael Munro, Department of Human Services*

Previously Described Awards

Welch Chemistry Research Grant FY12-13; FY 13-14

FY 2014 Award: \$40,000 (*additional award*) Total Award: \$ 150,000

Avian Diversity of Early - to Mid-rotation Eucalyptus Bentharii Plantations in LA and TX

FY 2014 Award: \$33,267 (*additional award*) Total Award: \$ 82,924

Subtotal Current Year Awards (this report) = \$ 81,357
Subtotal New Private and Local Government Awards (total award) = \$ 8,090

*New awards

¹For purposes of this report, the term grant refers to awards in the form of grants, contracts, and other types of agreements from external sponsors. It does not include non-grant scholarships or gifts. Prepared by the Office of Research & Sponsored Programs.

Report to the Board of Regents – July 2014
Grants¹ awarded between March 20, 2014 and June 15, 2014

***Note:** Amounts are based on award notices as they are received from the funding entity, not on expenditures or balances in funds/accounts. To reflect the approximate availability of funds in a given fiscal year, some current year awards are estimates based on the total amount awarded spread over the award period.*

**New awards*

¹For purposes of this report, the term grant refers to awards in the form of grants, contracts, and other types of agreements from external sponsors. It does not include non-grant scholarships or gifts. Prepared by the Office of Research & Sponsored Programs.

ASSIGNMENT AND ASSUMPTION

THIS ASSIGNMENT AND ASSUMPTION (this “Assignment”) is made as of this 29th day of July, 2014, by and among **STEPHEN F. AUSTIN STATE UNIVERSITY** (“University”), **ARAMARK EDUCATIONAL SERVICES, LLC**, a Delaware limited liability company (“Aramark”), and **ARAMARK EDUCATIONAL SERVICES OF TEXAS, LLC**, a Texas limited liability company (“Aramark/Texas”).

WHEREAS, University and Aramark are parties to a University Food Service Agreement, dated as of May, 2006, as amended (the “Agreement”), pursuant to which University has granted to Aramark the rights to provide dining services, catering, and athletics concessions to students, faculty, staff and guests of University; and

WHEREAS, University and Aramark desire that Aramark assigns all of Aramark’s rights under the Agreement to Aramark/Texas, and Aramark/Texas desires to assume all duties and obligations of Aramark with respect to the Agreement.

NOW THEREFORE, in consideration of the promises contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

1. Assignment. Aramark hereby assigns and transfers to Aramark/Texas all of Aramark’s rights and obligations under the Agreement, and University acknowledges, agrees and consents to such assignment.
2. Assumption. Aramark/Texas hereby accepts the foregoing assignment and assumes all of the duties and obligations of Aramark with respect to the Agreement.
3. Binding Upon Successors. All agreements, covenants, conditions and provisions of this Assignment shall be binding upon and inure to the benefit of the successors and assigns of the parties hereto.
4. Headings. The headings used in this Assignment are for convenience of reference only and shall not be used to define the meaning of any provision.
5. Counterparts. This Assignment may be executed in two or more counterparts and by different parties on separate counterparts, all of which shall be considered one and the same agreement, and each of which shall be deemed an original.
6. Governing Law. This Assignment shall be construed and governed in accordance with the laws of the State of Texas, without giving effect to its conflict of laws provisions.

IN WITNESS WHEREOF, the parties hereto have caused this Assignment to be executed by their duly authorized representatives the day and year first above written.

ARAMARK EDUCATIONAL SERVICES, LLC
(“Aramark”)

By: _____

Name: Karl Stumpf

Title: Authorized Signatory

ARAMARK EDUCATIONAL SERVICES OF TEXAS, LLC
(“Aramark/Texas”)

By: _____

Name: Karen Wallace

Title: Treasurer

STEPHEN F. AUSTIN STATE UNIVERSITY (“University”)

By: _____

Name: Dr. Baker Pattillo

Title: President

June 12, 2014

Dr. Steve Westbrook
Vice President of University Affairs
Stephen F. Austin State University
Box 6101
SFA Station
Nacogdoches, TX 75962

Dear Dr. Westbrook:

This Letter Amendment shall confirm the understanding between you and our representatives that, effective as of August 8, 2014, the University Food Service Agreement between **STEPHEN F. AUSTIN STATE UNIVERSITY** ("Client") and **ARAMARK EDUCATIONAL SERVICES OF TEXAS, LLC** (assignee of ARAMARK EDUCATIONAL SERVICES, LLC) ("ARAMARK") effective as of September 1, 2006, as amended (the "Agreement"), shall be further amended as follows:

1. Paragraph 6 shall be amended by adding the following as Subparagraph 6.8.3:

"6. UNIVERSITY'S PAYMENTS TO CONTRACTOR.

6.8.3 Catering; Commissions: In addition to, and separate from, the catering services provided under the Presidential Catering Fund, Contractor shall provide catering services, including the sale and service of alcoholic beverages, to the University. Contractor shall pay the University a commission of Nine and One-Half Percent (9.5%) on Net Receipts from such catering operations. "Net Receipts shall mean gross receipts from such operations less applicable state and local sales taxes.

2. Subparagraph 6.11.3 of Paragraph 6, shall be deleted in its entirety and replaced with the following:

"6. UNIVERSITY'S PAYMENTS TO CONTRACTOR.

6.11.3 Commission Payment to University: At the time Contractor submits its invoice for amounts due under Sections 6.1 and 6.2, and for catered events (not including Presidential Catering Fund events), and special events, the Contractor will credit the University for the amount of applicable commissions for the Accounting Period. Notwithstanding anything in this paragraph, no commission will be paid to the University for special functions and catered events (e.g., Presidential Catering Fund events) where the Contractor only charges for the cost of food, labor and supplies when such charges are assessed at the request of the University. Total commissions paid to the University from both cash and catering sales, as described in Paragraphs 6.8.2 and 6.8.3, will be a minimum of One Hundred Thousand Dollars (\$100,000) for each operating year (the

June 12, 2014

Page 2

"Minimum Commission Amount"). In the event that actual commissions paid with respect to such Paragraphs do not equal at least the Minimum Commission Amount, Contractor shall remit the shortfall to University within thirty (30) days.

In all other respects the Agreement shall remain in full force and effect.

If the foregoing is in accordance with your understanding, please sign and date the three copies of this Letter Amendment. Please retain one copy and return the remaining two copies of this Letter Amendment at your convenience.

Very truly yours,

**ARAMARK EDUCATIONAL SERVICES OF
TEXAS, LLC**
("ARAMARK")

By: _____
Name: Karen Wallace
Title: Treasurer

The above is accepted and agreed to this _____ day of _____, 2014.

STEPHEN F. AUSTIN STATE UNIVERSITY
("College")

By: _____
Name: Dr. Baker Pattillo
Title: President

**Policies for Board Review
July 29, 2014**

| Policy Name | Policy Number | BOR Cte | Action/Change | Page |
|--|----------------------|----------------|--|-------------|
| Academic Appeals by Students | 6.3 | ASA | Clarification of basis of appeals. | P-6 |
| Academic Appointments and Titles | 7.2 | ASA | Clarification of degree requirements. | P-8 |
| Academic Integrity | 4.1 | ASA | Description of penalties. Policy title changed | P-12 |
| Academic Program Review | 5.1 | ASA | Minor changes. | P-15 |
| Academic Unit Chair/Director Teaching Load | 4.3 | ASA | Policy to be deleted. Essential content to be moved to policy 4.4. | P-20 |
| Administration of Academic Units | 4.4 | ASA | Inclusion of content from policy 4.3 concerning teaching load. | P-21 |
| Alcohol Service | 13.7 | B&G | New policy. | P-24 |
| Allocation of Information Technology Resources | 16.3 | ASA | Policy to be deleted. | P-26 |
| Certificate Programs | 5.2 | ASA | Records will be kept by the registrar beginning fall 2015. | P-28 |

| Policy Name | Policy Number | BOR Cte | Action/Change | Page |
|-------------------------------------|----------------------|----------------|--|-------------|
| Class Meeting Times | 4.12 | B&G | New policy. | P-30 |
| Course Fees | 3.8 | ASA | Reorganization of content. | P-33 |
| Course Scheduling | 4.13 | B&G | New policy. | P-34 |
| Faculty Development Leaves | 12.7 | ASA | Reorganization of content. | P-36 |
| Faculty Search | 7.12 | ASA | Minor changes. | P-39 |
| Firearms, Explosives and Ammunition | 13.9 | B&G | Minor wording changes | P-41 |
| Fixed Rate Tuition Plan | 3.4 | F&A | Clarification of eligibility requirements. | P-42 |
| Graduate Assistantships | 6.12 | ASA | Minor updates. | P-44 |
| Grants and Contract Administration | 8.3 | ASA | Minor changes. | P-45 |
| Hazing | 10.3 | ASA | Minor updates. | P-46 |

| Policy Name | Policy Number | BOR Cte | Action/Change | Page |
|---|----------------------|----------------|---|-------------|
| Illicit Drug and Alcohol Abuse | 13.11 | ASA | Changes for consistency with new policy on alcohol service. | P-49 |
| Instructor-generated Materials | 7.16 | ASA | Policy title changed. Minor wording changes. | P-59 |
| Intellectual Property | 9.4 | ASA | Minor clarifications | P-60 |
| Items Requiring Board of Regents Approval | 1.4 | F&A | Minor wording changes | P-71 |
| Laboratory Fees | 3.22 | ASA | Reorganization of content. | P-75 |
| Library Faculty | 7.17 | ASA | Degree requirements for archivist included. Procedural details deleted. | P-76 |
| Part-time Faculty | 7.21 | ASA | Minor changes. | P-79 |
| Petitions and Handbills | 16.19 | B&G | Minor updates. | P-81 |
| Piney Woods Conservation Center | 16.21 | B&G | Minor changes. | P-82 |
| Professional Educators' Council | 5.16 | ASA | Minor updates. | P-84 |

| Policy Name | Policy Number | BOR Cte | Action/Change | Page |
|--|----------------------|----------------|---|-------------|
| Public/Student Health | 13.16 | ASA | Minor updates. | P-86 |
| Research Enhancement Program | 8.11 | ASA | Inclusion of graduate assistant research program. | P-88 |
| Resolving Faculty Disagreements in Issues other than Terminations and Renewal of Contracts | 7.25 | ASA | Policy title changed. Minor wording changes. | P-92 |
| Selection of Academic Deans | 4.9 | ASA | Minor wording changes. | P-94 |
| Signs and Exhibits | 16.24 | B&G | Additional definitions. Table permits require 48 hrs. | P-96 |
| Student Center Operations | 16.26 | B&G | Minor changes. | P-102 |
| Student Conduct Code | 10.4 | ASA | Minor changes. | P-109 |
| Student ID Cards | 10.7 | ASA | Minor changes. | P-126 |
| Student Internships | 11.29 | F&A | New policy. | P-128 |
| University Awards Programs | 12.20 | ASA | Minor changes. | P-131 |

| Policy Name | Policy Number | BOR Cte | Action/Change | Page |
|------------------------|----------------------|----------------|---|-------------|
| University Logo/Seal | 15.6 | ASA | The official logo can only be changed by vote of BOR. | P-132 |
| Use of Amplified Sound | 16.31 | B&G | Minor updates. | P-134 |
| Volunteer Workers | 11.32 | ASA | New policy. | P-135 |
| Wellness Release Time | 13.25 | ASA | New policy. | P-138 |
| Year-End Purchasing | 17.24 | F&A | Minor wording changes. | P-140 |

Academic Appeals by Students

Original Implementation: August 31, 1981

Last Revision: ~~April 19, 2011~~ July 29, 2014

~~The purpose of this policy is to provide students a formal process for students way to formally appeal academic faculty decisions. All relevant documentation under consideration at each step will be forwarded to the appropriate parties at the next procedural level. Any further appeal must be made within student or faculty member shall have ten (10) business days from the conclusion of each step in which to appeal to the next level. Recommendations or decisions at each level are generally made within four weeks of receiving the appeal. The burden of proof rests with the student throughout the process.~~

A student may appeal a final grade if inappropriate criteria were used in determining the grade, the instructor did not adhere to stated procedures or grading standards, or other compelling reasons exist to change the grade. A student may not appeal due to general dissatisfaction with a final grade or disagreement with the instructor's professional judgment regarding the quality of the student's work.

It is important to distinguish grounds for grade appeal from questions about quality of instruction. Successful grade appeals must be based on evidence that the student performed at a level sufficient to warrant a different grade. It is important for students to bring to the instructor's and the department's attention perceived deficiencies in instruction, but these by themselves do not normally warrant a change in grade.

Aside from final grades, a student may appeal substantial and/or unjustified deviation from academic policies, procedures, and/or requirements.

These steps are to be followed when making an academic appeal:

1. ~~In the event of course-related disputes, the~~ Students must first appeal to the individual with whom they have an academic dispute. In the case of a final grade dispute, they must appeal to the instructor within thirty (30) calendar days after the first class day of the next long semester. Given extenuating circumstances, exceptions to this deadline may be granted by the academic unit ~~head~~chair/director.
2. If the dispute is not resolved, the student may appeal ~~in writing to the academic unit head, stating the specific issues, to the instructor's academic unit chair/director.~~ The academic unit ~~head~~chair/director shall then requests a written statement from the individuals involved in the dispute. ~~faculty member.~~ The academic unit ~~head~~chair/director shall provides both parties with a written recommendation for resolution.
3. If the dispute ~~remains is still~~ unresolved after appeal to the academic unit ~~head~~chair/director, either individual involved in the dispute ~~the student or faculty member~~ may appeal in writing to the ~~instructor's academic dean.~~ The dean ~~will~~ notifies ~~the other~~ both parties of the continuation of the appeal and provides ~~all parties with~~ a written recommendation ~~after reviewing all documentation.~~

4. ~~If the dispute is still unresolved after appeal to the dean,~~ *Prior to making a recommendation, the dean may refer the appeal to the college council. If the college council has no student members, the dean will ask the president of the Student Government Association to recommend no more than two students from that college to be appointed as voting members. The college council will reviews all documentation and submits its recommendation to the dean.*

~~5.4. After a decision is made by the dean, either party may appeal in writing to the provost and vice president for academic affairs. If a resolution of the matter is still not reached, the student or the faculty member may appeal in writing to the provost and vice president for academic affairs.~~ *The dean's written recommendation in addition to all documentation is will be submitted to the provost and vice president for academic affairs. The college council may serve as an advisory body to the provost and vice president for academic affairs in the appeal process. The provost and vice president for academic affairs will evaluates all documentation and any additional oral presentations. from the student and faculty member.*

~~6.5. The provost and vice president for academic affairs will informs the student and all persons involved in the appeal process of the final decision recommendation.~~

~~A faculty member, after considering the outcome of the appeals process, shall retain complete academic freedom, including the right to assign semester grades. Faculty members are responsible for the evaluation of student course work conducted in their class and, under normal circumstances, are the sole judge of the grades received by the students in their course.~~

Cross Reference: Faculty Handbook, Student Handbook and Activities Calendar

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact For Revision: Provost and Vice President for Academic Affairs

Forms: None

Board Committee Assignment: Academic and Student Affairs

Academic Appointments and Titles

Original Implementation: September 6, 1979

Last Revision: ~~April 19, 2011~~ July 29, 2014

The *provost and vice president for academic affairs* is responsible for the allocation of positions and appointments based on recommendations from colleges and units. ~~to fill positions is the responsibility of the provost and vice president for academic affairs as delegated by the president of the university. The dean of the appropriate college makes recommendations to the provost and vice president for academic affairs concerning the creation of new positions and appointments to fill existing vacancies. The faculty of each academic unit participates in the development of staffing plans.~~

All conditions of appointment ~~shall~~ will be in writing at the time of appointment.

The rank of initial appointment is based upon the qualifications of the appointee ~~in relation to programmatic needs of the academic unit and the university.~~ In order to be appointed to a tenure-track ~~rank position~~, individuals are expected to have completed the highest level course of academic study available ~~terminal degree~~ in the discipline of the appointment. ~~their primary responsibility. Ordinarily, that would be a doctoral degree or a master's degree that is considered to be a terminal degree in the particular field. Additionally, a~~ All teaching faculty appointees should meet ~~faculty~~ the qualifications as prescribed by the Southern Association of Colleges and Schools (SACS).

~~For the appointment of a tenure-track faculty member or librarian, the ranks~~ The titles of instructor, assistant, associate and full professor, or librarian I, II, III and IV are used for full-time, *tenure-track* appointments ~~for an academic year.~~ These positions are subject to the terms and conditions of the policy on Tenure (7.29). All other categories are used for full-time or part-time appointments for a semester or a full academic year ~~appointments are not on tenure-track.~~ ~~S~~ Generally, service in non-tenure track ranks is not applicable toward tenure and not subject to the terms and conditions of the tenure policy.

Tenure-track Ranks

Faculty

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.

Librarian

~~The rank of **Librarian I** is held by an individual who has minimum criterion for appointment to any rank as librarian is a master's degree in library science from a school accredited by the American Library Association. This degree is the minimum for appointment to the rank of **Librarian I**.~~

The rank of **Librarian II** is held by an individual who has demonstrated capabilities to be an effective and productive librarian and a contributing member of the academic and general communities ~~as evidenced by substantial job accomplishments and participation in professional library organizations or professional service to the university or the community.~~

The rank of **Librarian III** is held by an individual who has a proven record of effective and productive librarianship and has made numerous professional contributions to the academic and general communities through presentations at professional meetings, professional publications, or service to library organizations.

The rank of **Librarian IV** is held by an individual whose contributions to the profession of librarianship are substantial and are recognized at the state and national levels to be of high quality. The applicant's professional contributions to the academic and general communities should be significant as evidenced by exceptional records of accomplishment in the lower ranks.

Non-tenure Track Ranks

Service in the following ranks is not applicable toward tenure.

Archivist

The rank of **Archivist I** is held by an individual with ~~minimum criterion for appointment to any rank as archivist~~ is a Master of Arts degree in public history with an archival studies concentration. ~~This degree is the minimum for appointment to the rank of Archivist I.~~

The rank of **Archivist II** is held by an individual who has a proven record of effective and productive performance.

The rank of **Archivist III** is held by an individual who has a proven record of effective and productive performance. The individual shall also have made significant professional contributions to the academic and general communities through presentations at professional meetings, professional publications or service to library organizations.

The rank of **Archivist IV** is held by an individual who has a proven record of substantial contributions to the profession recognized at the state and national levels. Additionally, the individual holding this rank must have successfully passed the Academy of Certified Archivist Examination.

Other Faculty

Generally, the **Senior Lecturer** title is used for a full-time, nine-month position given to someone who has a terminal degree.

Generally, the **Lecturer** title is used for a full-time, nine-month position given to someone who has not completed a terminal degree. .

Generally, the **Adjunct** title is used for a full-time or part-time position that is contracted on a semester basis. This category is used to fill temporary vacancies

Visiting (Rank): Professor, Associate Professor, Assistant Professor, or Instructor

These positions are full-time, nine-month or semester appointments depending on the circumstances. The visiting instructor may hold this position at another institution and *may or may not* ~~does not~~ hold a terminal degree. The visiting assistant professor may hold ~~theis assistant-~~ position at another institution. The visiting associate and visiting full professors ~~shall~~ *will* have attained the *same* rank of ~~associate or full professor~~ at another institution and must hold a terminal degree.

Special Designated Titles

This category is used for part-time and/or full-time appointments. Appointees in this category may carry specially designated titles (assigned by the appropriate academic dean in consultation

with the provost and vice president for academic affairs). The designated title should reflect the appointee's assignment. Designations such as the following are ~~suggested~~ examples: clinical instructor, artist-in-residence, director of bands or research associate.

Graduate Assistant

This rank is used only for appointments of enrolled graduate students.

Cross Reference: Academic Promotion (7.4); Tenure (7.29); Library Faculty (7.17)

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: None

Board Committee Assignment: Academic and Student Affairs

Student Academic Dishonesty~~Integrity~~

Original Implementation: Unpublished

Last Revision: ~~July 19, 2011~~ July 29, 2014

Abiding by university policy on academic integrity is a responsibility of all university faculty and students. Faculty members must promote the components of academic integrity in their instruction, and course syllabi are required to provide information about penalties for cheating and plagiarism as well as the appeal process.

Definition of Academic Dishonesty

Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to:

- using or attempting to use unauthorized materials *on any class assignment or exam* ~~to aid in achieving a better grade on a component of a class;~~
- falsifying ~~information~~ or inventing ~~information~~ of any information, including citations, on an assignment; and/or;
- helping or attempting to help another in an act of cheating or plagiarism.

Plagiarism is presenting the words or ideas of another person as if they were *one's* ~~your~~ own. Examples of plagiarism include, but are not limited to:

- submitting an assignment as ~~if it were~~ one's own work when, ~~in fact~~, it is at least partly the work of another *person*;
- submitting a work that has been purchased or otherwise obtained from the Internet or another source; and/or,
- incorporating the words or ideas of an author into one's paper or presentation without giving the author ~~due~~ credit.

Penalties for Academic Dishonesty

Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university.

Procedure for Addressing Student Academic Dishonesty

A faculty member who has evidence and/or suspects that academic dishonesty has occurred ~~will~~ ^{shall} gather all pertinent information, ~~approach the student(s) involved,~~ and initiate the following — procedure:

- The faculty member ~~will~~ ^{shall} discuss ~~review~~ all evidence of cheating or plagiarism *directly*

~~and discuss it directly with the student(s) involved. The faculty member shall inform the student(s) of the procedure for addressing academic dishonesty, as well as the appeals process.~~

- ~~After consideration of~~hearing the ~~student(s)' explanation provided by the student(s) or defense,~~ the faculty member will determine whether ~~or not~~ academic dishonesty has occurred. ~~and will inform the student(s) what action~~*The faculty member may consult with the academic unit head and/or dean in making a decision.* ~~will be taken. Penalties may include reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, or failure of the course. The faculty member may consult with the academic unit chair/director and dean in making these decisions.~~
- After a determination of academic dishonesty, the faculty member ~~will inform~~ ~~shall notify~~ the ~~academic unit head and submit a~~office of the dean of the student's major by submitting a Report of Academic Dishonesty, ~~along with supporting documentation to the office of the dean of the student's major as noted on the form.~~ This report ~~will~~ ~~shall~~ become ~~made~~ part of the student's record and ~~will~~ ~~shall~~ remain on file with the dean's office for at least four years ~~even if the student withdraws prior to receiving a grade.~~
- ~~For a serious first offense~~ Upon second or subsequent offenses, the dean of the student's major will determine a course of action, which may include dismissal from the university. The dean may refer the case to the college council for review and recommendations before making this determination.

A student's record of academic dishonesty will not be available to faculty members. The purpose of the record is for the dean to track a pattern of academic dishonesty during a student's academic career at Stephen F. Austin State University.

~~Students who are found to have demonstrated academic dishonesty and have withdrawn prior to the award of a grade will continue to have the determination of the infraction within their student records.~~

Student Appeals

A student who wishes to appeal decisions related to academic ~~dishonesty~~ ^{integrity} should follow procedures outlined in Academic Appeals ~~by~~ ^{of} Students (6.3).

Cross Reference: Student Handbook; Academic Appeals by Students (6.3); and Course Add/Drop (6.10)

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: Report of Academic Dishonesty Form

Board Committee Assignment: Academic and Student Affairs

Academic Program Review

Original Implementation: April 28, 2005

Last Revision: ~~April 19, 2011~~ July 29, 2014

Academic Program Review (APR) ~~is intended to~~ enhances the quality of all academic programs and ensures the ongoing support necessary for continuation, modification and development of programs. All undergraduate and graduate degree programs fall within this policy. APR ~~serves to~~ encourages self-study and planning within programs and ~~aligns to strengthen connections among~~ the strategic plans of the program, the college and the university. ~~APR Academic program reviews~~ provides information for curricular and budgetary planning decisions at each administrative level. In turn, ~~the~~ resources needed for growth, continuation or modification of programs can be included in planning processes.

The normal cycle for APR is every ~~five (5)~~ seven years. All academic programs in an *academic unit* ~~department~~ should be reviewed at the same time, making APR a *unit* ~~departmental~~ as well as degree self-study. If one program in an *academic unit* ~~department~~ is governed by an ~~external~~ accrediting agency, all programs in the *academic unit* ~~department~~ ~~will~~ shall be reviewed concurrently and in the same cycle as the accredited review. If the ~~external professional~~ accreditation is on a cycle of ~~fewer~~ less than ~~ten (10)~~ years, that cycle will be followed. If the cycle is ~~ten 10 or more~~ years or more, an ~~internal~~ program review ~~shall~~ will be required ~~at in the~~ interim ~~fifth~~ year. *Academic units* ~~Departments~~ with multiple accrediting agencies should follow the cycle of the accrediting agency most appropriate to the *unit* ~~department~~.

The APR template guides the development of the self-study report (see APR Handbook). The provost and vice president for academic affairs must approve in advance a deviation from the template. ~~Professional or specialized Accreditation reports will~~ shall substitute for the program review report required by this policy. However, any information required by the APR appendices but not included in the ~~professional or accreditation review~~ must be added ~~before the report is submitted as a program review.~~

The following definitions *are relevant to the APR process* ~~distinguish terms used throughout this document:~~

- An **academic program** is a structured grouping of coursework designed to meet educational objectives leading to a baccalaureate degree, ~~graduate post-baccalaureate~~ degree, certificate, or teaching credential.
- An **academic unit** (e.g., department, ~~division, school~~) ~~(hereafter referred to as department)~~ is an administrative unit that manages one or more academic programs.
- **Unit Outcomes** are the ~~key~~ *measurable benefits of the services* provided by an academic unit ~~(e.g., advising, alumni outreach, file maintenance).~~
- **Program Learning Outcomes (PLOs)** are the knowledge, skills, and abilities students

are expected to demonstrate upon completion of an academic program/major.

- **Student Learning Outcomes (SLOs)** define the knowledge, skills and abilities students are expected to demonstrate upon completion of a particular course.
- **Core Objectives (COs)**, as prescribed by the Texas Higher Education Coordinating Board (THECB), are critical thinking skills, communication skills, empirical and quantitative skills, teamwork, personal responsibility and social responsibility.
- ~~Exemplary Educational Outcomes (EEOs) outline content knowledge and discipline-specific skills in five component areas (communication, mathematics, natural science, humanities/arts and social sciences) within the core curriculum as identified by the Texas Higher Education Coordinating Board (THECB).~~

PROCESS

~~The APR process is designed to maintain compliance with the accreditation~~ *adheres to the standards of the Southern Association for Colleges and Schools Commission on Colleges (SACSCOC) and the THECB. Within the framework of strategic planning, Academic units are required to evaluate their effectiveness in achieving unit outcomes and learning outcomes as they seek to accomplish college and university goals (i.e., mission statements and strategic plans). As such, The APR consists of an Internal Program Review or the self-study, an External Program Review, and a Program Improvement Plan. All master's and doctoral program reviews are submitted to THECB according to its established schedule. Master's and doctoral programs in the same discipline are reviewed simultaneously using the same self-study materials and reviewers.* ~~should be considered a self-study that mirrors the process utilized for SACS re-accreditation.~~

The university's mission statement and strategic plan drive APR. Academic units must be engaged in the ongoing assessment of their unit outcomes and program learning outcomes. ~~Program Learning Outcomes (PLOs), in turn, are related to student learning outcomes (SLOs). Departments~~ *Academic units with core curriculum courses offerings are also required to must* ~~conduct an assessment of COs.~~ *the Exemplary Educational Outcomes (EEOs) of these courses.* ~~Since assessment calendars are not uniform, PLOs, unit outcomes and EEOs are unlikely to be reviewed on the same schedule during an academic year. The annual assessment cycle includes collection and analysis of data, including the use of the results to improve program effectiveness. Strategic planning by academic units is the effort to reflect the university's strategic plan through its unit outcomes and PLOs.~~

~~APR shall yield a self-study report that involves a longitudinal examination of assessment results and improvement strategies. The APR schedule, as noted above, is adjusted for academic units with outside accrediting agencies. The provost and vice president for academic affairs shall establishes a five-year schedule of the programs to be reviewed along with the deadlines for completing each task. The self-study is developed by a committee composed of faculty within the department~~ *academic unit appointed by the chair academic unit head. The report must adhere*

to the APR template (*see APR Handbook*).

The self-study includes the following: (1) program overview and unit effectiveness (unit outcomes), (2) curriculum and student learning (PLOs and COs), (3) faculty characteristics and qualifications, and (4) summary conclusions. All required data must be completed even if an accrediting report is submitted in lieu of the APR report.

*All programs are subject to external review. ~~Programs with external professional accreditation are normally reviewed by outside program evaluators as part of the accreditation process. Programs and academic units lacking external professional accreditation or review shall also benefit from external review. They shall submit their completed self-study to an outside reviewer. External reviewers must have subject-matter expertise, employment at an institution of higher education outside Texas and faculty status in a program nationally recognized for excellence in the discipline. Additionally, external reviewers must not have a conflict of interest that could influence their judgment (e.g., SFA by being alumni, former students or employees of the university, employee, or formal collaborators with faculty in the unit they shall under review, or employment at institutions within Texas). A site visit by the external reviewer shall take place every ten years. In the intervening fifth year review, the external reviewer shall evaluate the self-study remotely. Faculty members of the academic unit~~ The department shall nominate three individuals from comparable institutions of higher education to serve as possible external reviewers. The dean of the college shall select at least one person from the three nominated to serve as external reviewer. Preference shall be given to nominees from out-of-state colleges and universities accredited by SACSCOC. Doctoral programs must have at least two external reviewers who conduct an on-site visit (*see APR Handbook to obtain guidelines for external reviewers*). ~~unless there is a compelling reason, such as educator certification, to select from within Texas. The outside reviewer shall evaluate the materials (self-study, required appendices, and site visit when scheduled) and write a thorough evaluation of the program to be attached to the self-study. Upon completion of the external review, the faculty members of the academic unit consider the recommendations. A final report is prepared that includes the self-study (Internal Program Review), the External Program Review and the Program Improvement Plan that describes the actions taken or to be taken to improve the performance of the academic unit. All documentation is sent~~ report shall be forwarded first to the chair and then to the dean for comments. The dean forwards all materials to the provost and vice president for academic affairs for review and feedback. ~~After comments by the chair and dean, the departmental committee may include a response. All areas of the self-study, external review and internal review must be addressed to the satisfaction of the provost and vice president for academic affairs.~~*

~~Once available but no later than the deadline established by the provost and vice president for academic affairs, all materials (self-study, comments, and outside review) shall be considered by the University Program Review Committee (UPRC). The faculty from each college shall annually elect a tenured faculty member to serve on the committee and the provost shall appoint~~

~~an additional three members. The provost and vice president for academic affairs, or designee, shall chair the committee, with the director of institutional research serving in an ex officio capacity. The UPRC shall develop a set of guidelines for improvement that the departmental self-study committee translates into an action plan with deadlines. This plan shall be reviewed in a meeting attended by the chair, dean, and provost and vice president for academic affairs and either accepted or modified at this time.~~

ELEMENTS OF THE SELF-STUDY

~~An APR template guides the development of the self-study report. Any deviation from the template must be approved in advance by the provost and vice president for academic affairs. The self-study report is limited to a maximum of 25 pages, excluding the mandatory appendices. The report's format must adhere to the following guidelines: one inch margins, single spaced, and 12 point Times New Roman font. The self-study should be available in electronic version. The report should not be descriptive but rather an analysis of program effectiveness supported by assessment results.~~

~~The report is divided into three sections: (1) program overview and unit effectiveness (unit outcomes), (2) teaching/learning effectiveness (PLOs and EEOs), and (3) faculty research/scholarly/creative effectiveness. All appendices must be completed even if an accrediting report is submitted in lieu of the APR report. The self-study is composed of a narrative (25 page limit) supported by the appendices.~~

1. Program Overview and Unit Effectiveness

~~This section is designed to evaluate a program's effectiveness in performing its operational activities. As such, the report should (1) review the program's administration and resources and (2) analyze the annual assessment results of unit outcomes.~~

1. Program Administration

~~An academic program cannot be effective unless it is supported with sufficient and quality resources to fulfill its mission. In determining the effectiveness of a program's administration, the following template should be completed and included as Appendix A: (1) alignment of the unit's mission statement with the university's mission statement, (2) degrees and/or certificates offered by the program, (3) faculty profile, (4) student profile, (5) staff and (6) sources of income. Except where indicated, data are for a department rather than specific degrees.~~

~~Once the appendices are constructed, the accompanying narrative should address the effectiveness of the program in fulfilling the university's mission in light of the faculty, student and resource characteristics. The narrative should describe areas for improvement and plans for addressing them.~~

2. Unit Outcomes Assessment

Unit outcomes define the key services a department provides. Under SACS accreditation standards, these outcomes must be assessed annually and actions taken as warranted by the assessment. The template on unit outcomes (Appendix B) should collate the annual unit assessment reports from the university's assessment software (e.g., TracDat) for the previous five years. A narrative should summarize the trends discerned in the assessment information, demonstrate that appropriate actions have been taken to enhance program effectiveness and outline a five-year strategic plan.

2. ~~Program Learning Outcomes~~

PLOs constitute benchmarks against which the effectiveness of student learning is measured. Under SACS accreditation standards, PLOs must be assessed annually and appropriate actions taken as a result of the feedback. Relevant assessment data on EEOs should be incorporated. Appendix C shall contain the cumulative assessment data as reported in the university's assessment software (e.g., TracDat). The narrative should summarize the trends identified through the assessment process and demonstrate that appropriate actions have been taken to enhance learning effectiveness within the program.

3. ~~Faculty Research/Scholarly/Creative Productivity~~

This section assesses the performance of a program's faculty in conducting scholarly activities. Appendix D should contain faculty productivity data over a five-year period. The template should (1) collate faculty data from the previous five years on intellectual contributions, creative works and contracts/grants/sponsored research from the university's faculty reporting system (e.g., Digital Measures) and (2) the results of tenure and promotion decisions (Template D-1). The narrative should include an analysis of the data as well as emphasize distinctive faculty accomplishments and honors. Where improvements are indicated, an explanation should indicate that appropriate actions have been or shall be taken to enhance faculty effectiveness within the program.

Cross Reference: Professional and Consultant Services (17.12); 19 Tex. Admin. Code Ch. 5, Subch. C, Rule § 5.52; *Review of Existing Degree Programs, Schedule of Formal Academic Program Reviews*

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: ~~Appendix A Template, Appendix D-1 Template~~ *APR Handbook*

Board Committee Assignment: Academic and Student Affairs

~~Academic Unit Chair/Director Teaching Load~~ (Policy to be Deleted)

~~Original Implementation:~~ May 24, 1979

~~Last Revision:~~ July 19, 2011

~~The teaching load of academic unit chairs/directors shall be determined annually by the college dean in consultation with the chair/director based on the changing needs and objectives of the unit. Such factors as number of faculty (full-time equivalent [FTE]), number of majors, and complexity of the unit shall be considered in determining the teaching load of the chair/director for the full contract year (September 1 through August 31).~~

~~One hypothetical example for the total number of required semester hours (that can be a combination of lecture, lab, or other type of instruction) to be taught by the chair/director, which incorporates only the number of FTE faculty members in a given academic unit, is provided below:~~

| Number of F.T.E. (Including Chair/Director) | 12-Month Appointment | 11-month Appointment |
|---|--|--|
| 1–10 | 20–21 semester credit hours | 17–18 semester credit hours |
| 11–15 | 18 semester credit hours | 14–15 semester credit hours |
| Above 15 | 15 semester credit hours | 11–12 semester credit hours |

~~See also Departmental Administration policy for details regarding responsibilities, selection and evaluation.~~

~~Cross Reference:~~ Administration of Academic Units (4.4)

~~Responsible for Implementation:~~ Provost and Vice President for Academic Affairs

~~Contact for Revision:~~ Provost and Vice President for Academic Affairs

~~Forms:~~ None

~~Board Committee Assignment:~~ Academic and Student Affairs

Administration of Academic Units

Original Implementation: March 7, 1978

Last Revision: ~~July 20, 2010~~ July 29, 2014

The chair/director hereafter referred to as “chair” of an academic department/division/school (hereafter referred to as “academic unit” or “unit”) is the unit’s chief executive.

Responsibilities of the Chair

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, the public and other;
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.

Selection of the Academic Unit Chair

1. A search and screening committee shall be used in each search for an academic unit chair. The dean of the college shall meet with the faculty of the academic unit prior to the selection of the screening committee to discuss whether a search should be open or closed to outside candidates
2. The committee shall be formed by the dean of the college in consultation with the faculty of the academic unit and with the approval of the provost and vice president for academic affairs (~~VPAA~~). The committee shall have an odd number of members, with at least five members. The committee may be larger depending on the size and complexity of the unit’s programs.
3. Except in small academic units, every committee shall have representation from outside the academic unit and at least one member with appropriate administrative experience. Outside

representatives shall be appointed by the dean after considering recommendations by the faculty.

4. Once the size of the committee is established, the faculty shall elect its specified number of representatives to the committee. Faculty members eligible to vote shall be those on full-time contract with the university who hold faculty rank (instructor, assistant professor, associate professor, professor or librarian I-IV) in the academic unit. When possible, all tenure-track ranks will be represented on the committee. In all cases, the faculty shall elect a majority of the committee.
5. The dean shall convene the committee for its organizational meeting; at this time the committee shall elect its chair and other officers. The committee chair shall inform the faculty of the names of the committee members.
6. It is recommended that at least three candidates should be brought to campus for interviews. Each visit shall provide opportunity for the candidates to meet faculty, students, the dean of the college, the provost and ~~VPAA~~*vice president for academic affairs*, and the committee.
7. Following the interviews, the committee shall invite comments from all faculty, staff and students who were involved in the campus visits. The committee shall forward a recommendation to the dean along with a summary of comments. The dean, in turn, shall forward a recommendation to the provost and ~~VPAA~~*vice president for academic affairs* that is accompanied by all previous recommendations and summaries.
8. The provost and ~~VPAA~~*vice president for academic affairs* shall make the appointment for an indeterminate term, subject to approval by the president and the Board of Regents.

Evaluation of the Academic Unit Chair

The evaluation of the academic unit chairs is designed to promote academic excellence throughout the university. This process takes two forms: a triennial review by the academic unit faculty and annual review by the dean. The annual review provides the basis upon which to award merit to chairs.

1. The chair shall be evaluated annually by the dean of the college and a recommendation for merit shall be forwarded to the provost and ~~VPAA~~*vice president for academic affairs*. In making an evaluation, the dean shall consider the responsibilities of the chair as stated above, while any additional criteria shall be communicated to the chairs in advance of the evaluation period.
2. At least once every three years, the chair's performance shall be evaluated by the faculty of the academic unit. A summation of the faculty's evaluations of the chair shall be included as a component of the final evaluation report. Following the faculty's evaluation, the dean shall meet with the unit to discuss the chair's performance.
3. The evaluation of a chair may be initiated at any time by a majority of the faculty or at the

call of the chair, dean, provost and ~~VPA~~*vice president of academic affairs*, or president. Comments which may have been received relative to the chair's performance and the advisability of retention should be carefully weighed for both the annual and triennial reviews.

4. The dean shall review with the chair the results of each evaluation. A report of the evaluation and any recommendations shall be submitted to the provost and ~~VPA~~*vice president for academic affairs*.
5. The chair shall have ten (10) working days from the date of the review to submit to the provost and ~~VPA~~*vice president for academic affairs* a written response to the dean's report.

Merit for Academic Unit Chairs

Merit pay for chairs should be based on performance in administration, teaching, creative/scholarly activity and service. The dean shall submit a recommendation on each chair in the college to the provost and ~~VPA~~*vice president for academic affairs* for merit consideration.

Teaching Load for Academic Unit Chairs

The teaching load of academic unit chairs is determined annually by the college dean in consultation with the academic unit chair based on the changing needs and objectives of the unit. Factors such as number of faculty (full-time equivalent ([FTE]), number of majors and complexity of the unit are considered in determining the teaching load of the unit chair for the full contract year (September 1 through August 31).

Cross Reference: Faculty Handbook, Faculty Evaluation and Merit Pay (7.6)

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: Department Chair Administrative Effectiveness Appraisal

Board Committee Assignment: *Academic and Student Affairs*

Alcohol Service

Original Implementation: July 29, 2014

Last Revision: None

The sale and service of alcohol on campus is prohibited except in designated special use venues as permitted by this policy.

Special Use Venues

The president may designate campus facilities/areas as special use venues. The president may amend this list as appropriate and may designate a campus facility or area as a special use venue on a temporary basis. The director of student services will maintain the most current list of designated special use venues.

Licensed Server

Only the university's contracted food service provider may sell and/or serve alcoholic beverages in special use venues upon proper university authorization and in accordance with applicable law. Tailgating areas, as designated by the Department of Intercollegiate Athletics, are exempted from this requirement.

Application

Persons or groups seeking permission to have alcoholic beverages sold and/or served in a special use venue must make application with the student center reservations office. This application must be submitted:

- no later than 21 days in advance of the event when the sponsor seeks to use their own existing coverage with the university named as additionally insured;
- no later than 14 days in advance of the event when the university arranges for insurance coverage.

Each application will be reviewed based upon the nature of the event, organizational planning, frequency of the event, group(s) served by the activity, activity focus, appropriate level of insurance, and an appropriate level of accompanying food service.

Police

Police officers may be required for any event where alcohol is sold and/or served. The number of officers required will be determined by the chief of police. The event sponsor will be responsible for the cost of the officers assigned.

Funds

The only university funds that may be used to purchase alcohol are approved discretionary accounts. Appropriated funds, funds under the control of the athletics department, or funds generated by research grants and contracts may not be used to purchase alcohol. Texas Government Code § 2113.012 prohibits use of appropriated funds to compensate an officer or

employee who uses alcoholic beverages on active duty; therefore, alcoholic beverages may not be served at official functions between 8 a.m. and 5 p.m., Monday through Friday.

Final

In all cases, possession or use of alcohol must be in full compliance with applicable state laws including the Texas Alcoholic Beverage Code. Nothing in this policy shall be taken as an assumption of risk or responsibility on the part of the Board of Regents, the university or its employees for any injuries or damages, whatever kind, resulting from any person's possession or use of alcohol, whether such use is legal or illegal.

Cross Reference: Student Center Operations (16.26); Illicit Drugs and Alcohol Abuse (13.11)

Responsible for Implementation: President

Contact for Revision: President

Board Committee Assignment: Building and Grounds

~~Allocation of Information Technology Resources (Policy to be Deleted)~~

~~Original Implementation:~~ October 31, 2000

~~Last Revision:~~ October 18, 2010

~~RESOURCE ALLOCATION~~

~~The allocation of information technology resources is consistent with the university's strategic plan as submitted to the State of Texas Legislative Budget Board every biennium. These items are updated every biennium and are consistent with the institution's purpose and goals.~~

~~Three organizational entities are primarily responsible for executing the information resource—(IR) function: Information Technology Services (ITS), Office of Instructional Technology (OIT), and the university library. These three entities provide central IR services for the campus. The following chart displays the organization and the functional responsibilities for these IR services.~~

| LIBRARY | INSTRUCTIONAL TECHNOLOGY | UNIVERSITY INFORMATION SYSTEMS |
|---|--|--|
| Library Web Services | Coordination of:— | Help Desk (Faculty, Staff, and Students)— |
| Subscription & Open Access | Distance Education— | Personal Computer Repair (Faculty, Staff, and Students) |
| Resources— | Distributed Learning— | Administrative Application Systems— |
| Instructional Research | Environments— | Telephone Service |
| Support | Technology Research and | Local and Wide Area Networks— |
| Faculty Research— | Development | Internet and Internet2 service— |
| Support | Faculty Training/Consultation | University Portal (mySFA) |
| Distance Learning— | | E-mail Service |
| Support Tutoring— | | |
| Services | | |
| University Archives— | | |
| Records Retention— | | |
| Management | | |
| Test Grading Computer— | | |
| Labs | | |
| Technology Classrooms | | |

~~The remaining IR responsibility lies primarily with the six academic colleges. Each college is responsible for offering modern computer labs and faculty desktop computing~~

~~Allocation of information technology resources is aligned with implementation of institutional goals, objectives, and strategies.~~

Cross Reference: None

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Director, Information Technology Services; Director, Office of Instructional Technology; Director of Library

Forms for Implementation: None

Certificate Programs

Original Implementation: April 22, 2008

Last Revision: April 19, 2011 July 29, 2014

Certificate programs at the undergraduate, graduate, or continuing education level ~~The purpose for offering are offered undergraduate, graduate or continuing education certificate programs is to meet the supplemental education needs of individuals. Providing certificates for workforce development and job enhancement is a high priority for the Texas Higher Education Coordinating Board (THECB).~~

A certificate program is a set of courses that provides in-depth knowledge and/or skill development in a content or professional area. ~~A certificate program should provide a coherent knowledge and skill base.~~ Selected courses may come from one or more academic areas and may be practice/skill-oriented or academic in nature.

It is the responsibility of the academic unit offering certificate programs to establish a process for awarding ~~and tracking~~ certificates. Certificate records ~~shall~~ will be kept indefinitely within the academic unit ~~until fall 2015 when they will transfer to the registrar.~~

Process for Developing a Certificate Program

- ~~1. Faculty members recognize a need for an undergraduate or graduate certificate program, then document the need and prepare an application.~~
- ~~2. The academic unit, through its curriculum process, prepares and submits reviews any credit-bearing the proposal application through the university curricular process. A unit may not develop certificate programs at the upper or graduate level that are equivalent to lower level certificate programs offered at community, state, or technical colleges.~~
- ~~3. If approved, the chair/director of the academic unit sends the application to the college for review, adhering to the curriculum approval process established in the college.~~
- ~~4. If approved, the dean of the college forwards the application to either the university Undergraduate Curriculum Committee or Graduate Council for consideration. If approved, the application is sent to the provost and vice president for academic affairs for presentation to the Dean's Council for approval.~~

THECB Approval

~~€~~ Certificate programs that require *the Texas Higher Education Coordinating Board (THECB)* notification ~~and are automatically approved, subject to review and receive automatic approval~~ include:

- upper-level undergraduate programs of 21-36 hours in disciplinary areas where

the institution already offers an undergraduate degree program; and,

- graduate and professional-level programs of 16-29 hours in disciplinary areas where the institution already offers a graduate program at the same level as the certificate.

Certificate programs that do not require THECB notification or approval include:

- ~~programs for which no collegiate academic credit is given;~~
- undergraduate programs of 20 semester credit hours or less; and,
- graduate and professional-level programs of 15 semester credit hours or less.

Certificate programs for which no collegiate academic credit is given, such as continuing education programs, must be approved by the appropriate dean and the provost and vice president for academic affairs. However, they do not require approval through the university curriculum process or require THECB notification or approval.

Cross Reference: 19 Tex. Admin. Code § 5.48

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: *Certificate Request Form* ~~None~~

Board Committee Assignment: Academic and Student Affairs

Class Meeting Times

Original Implementation: July 29, 2014

Last Revision: None

This policy governs class scheduling for all academic sessions. Standard scheduling times for classes (course sections) provide students with maximum scheduling flexibility, allow academic units to meet unique needs, and efficiently utilize instructional space. Courses exempt from standard class meeting times are: (1) specialized programs (e.g., non-university credit training sessions, workshops, conference courses, certificate programs, grant-related courses, and off-campus courses) that do not conflict with the use of campus space; (2) distance learning courses; and (3) graduate classes (i.e., 500 and 600-level courses) that do not need access to classroom or class laboratory space.

Fall and Spring Terms: Day classes (course sections starting between 8:00 a.m. and 3:30 p.m.) offered on the main campus of Stephen F. Austin State University (SFA) on a Monday, Wednesday, and/or Friday schedule must abide by the following guidelines:

- Lecture classes that have start times between 8:00 a.m. and 12:00 noon (inclusive) begin on the hour and have a 50-minute maximum meeting time each day.
- Lecture classes that run for more than 50 minutes cannot begin before 1:00 p.m.
- Non-lecture classes (such as laboratory, studio, and performance classes) that meet one or more days per week for extended periods of time must start on the hour and no single section class of this type can have a start time before 1:00 p.m.

Classes offered on Tuesday and/or Thursday schedule must abide by the following guidelines:

- Lecture classes begin at 8:00 a.m., 9:30 a.m., or 11:00 a.m. and have a 75-minute maximum meeting time each day.
- Lecture classes that run for more than 75 minutes cannot begin before 12:30 p.m.
- Non-lecture classes (such as laboratory, studio, and performance classes) that meet one or more days per week for extended periods of time must start at 12:30 p.m., 2:00 p.m. or 3:30 p.m. No single section class of this type can have a start time before 12:30 p.m.

Non-lecture block classes (such as field based, clinical, and student teaching classes) may be exceptions to this policy.

Evening classes offered on the main campus of SFA start at or after 4:00 p.m. Academic units should coordinate the scheduling of night classes to allow students to take two classes on the same night.

- Three-hour lecture classes that meet one night per week are scheduled at 4:00 p.m. - 6:30 p.m. and/or 6:45 p.m. - 9:15 p.m.

- One and two-hour lecture classes that meet one night per week cannot overlap with class sessions in Table 1.

Non-lecture night classes (such as laboratory, studio, and performance classes) may be exceptions to this policy.

Classes meeting at remote locations should be scheduled at times that meet the requirements of the locations and the needs of the students.

Maymester: Each three-credit hour class meets for three hours and 15 minutes each day for 11 days, Monday through Friday plus the final examination (see Table 2).

Summer Terms: Each three-credit hour class meets for one hour and 55 minutes each day, Monday through Thursday for 5 weeks plus the final examination (see Table 3).

| Table 1. Standard Meeting Times Fall and Spring Terms | |
|---|-----------------------|
| MWF 08:00 – 08:50 a.m. | TR 08:00 – 09:15 a.m. |
| MWF 09:00 – 09:50 a.m. | TR 09:30 – 10:45 a.m. |
| MWF 10:00 – 10:50 a.m. | TR 11:00 – 12:15 p.m. |
| MWF 11:00 – 11:50 a.m. | TR 12:30 – 01:45 p.m. |
| MWF 12:00 – 12:50 p.m. | TR 02:00 – 03:15 p.m. |
| MWF 01:00 – 01:50 p.m. | TR 03:30 – 04:45 p.m. |
| MWF 02:00 – 02:50 p.m. | TR 05:00 – 06:15 p.m. |
| MWF 03:00 – 03:50 p.m. | TR 06:30 – 07:45 p.m. |
| MWF 04:00 – 04:50 p.m. | TR 08:00 – 09:15 p.m. |
| MWF 05:00 – 05:50 p.m. | |
| MWF 06:00 – 06:50 p.m. | |
| MWF 07:00 – 07:50 p.m. | |
| MWF 08:00 – 08:50 p.m. | |
| MW 01:00 – 02:15 p.m. | |
| MW 02:30 – 03:45 p.m. | |
| MW 04:00 – 05:15 p.m. | |
| MW 05:30 – 06:45 p.m. | |
| MW 07:00 – 08:15 p.m. | |
| MW 08:30 – 08:45 p.m. | |

| Table 2. Standard Meeting Times for Maymester |
|---|
| MTWRF 08:00 – 11:15 a.m. |
| MTWRF 11:30 – 02:45 p.m. |
| MTWRF 03:00 – 06:15 p.m. |
| MTWRF 05:00 – 08:15 p.m. |

| Table 3. Standard Meeting Times for Summer |
|---|
| MWTR 08:00 – 09:55 a.m. |
| MWTR 10:15 – 12:10 p.m. |
| MTWR 12:30 – 02:25 p.m. |
| MTWR 02:45 – 04:40 p.m. |
| MTWR 05:00 – 06:55 p.m. |
| MTWR 07:15 – 09:10 p.m. |

Cross Reference: Credit and Contact Hours (5.4)

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: None

Board Committee Assignment: Building and Grounds

Course Fees

Original Implementation: April 30, 2001

Last Revision: ~~April 19, 2011~~ July 29, 2014

~~Other than a laboratory class, e~~Each course, *other than a laboratory class*, that is offered by the university may charge a course fee. *Laboratory classes charge a fee for the purpose of providing materials and supplies in the laboratory (see policy 3.22, Laboratory Fees).*

The course fee charged must reasonably reflect the actual cost to the university of the materials and services for which the fee is collected. These funds will be used to cover the cost of materials, supplies, and/or services that result in a direct educational benefit to the students currently enrolled, including such things as guest lecturers or travel expenses to off-campus locations.

~~Laboratory classes charge a fee for the purpose of providing materials and supplies in the laboratory [see Laboratory Fees (3.22)]; therefore, the course fee will not be charged for a laboratory class.~~

Course fees recommended by the academic unit chair/director must be approved by the dean of the college and the provost and vice president for academic affairs. All fees will be reviewed annually at the academic unit level for appropriateness and accuracy. New and changed fees will be submitted to the Board of Regents for approval. All course fees will be published in the appropriate media and will be collected by the controller's office through student billings.

Cross Reference: Tex. Educ. Code § 54.504

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: Lab and Course Fees

Board Committee Assignment: Academic and Student Affairs

Course Scheduling

Original Implementation: July 29, 2014

Last Revision: None

All space on campus belongs to the university and is subject to assignment and reassignment by the president. Academic space is divided into three categories:

Classroom (Type 110): A classroom is used primarily for regularly scheduled instruction classes and is not tied to a specific subject or discipline by equipment in the room or configuration of the space (Texas Higher Education Coordinating Board, *Reporting and Procedures Manual*, Appendix F, Space Use Codes).

Class Laboratory (Type 210): A class laboratory is used primarily by regularly scheduled classes that require special purpose equipment for student participation, experimentation, observation, or practice in a field of study. Class laboratories may be referred to as teaching laboratories, instructional shops, computer laboratories, drafting rooms, band rooms, choral rooms, or group studios. Laboratories that serve as individual or independent study rooms are not included (Texas Higher Education Coordinating Board, *Reporting and Procedures Manual*, Appendix F, Space Use Codes).

Educational and General Space (E&G space): Educational and general space is used for academic instruction, and research that support the institution's mission. It does not include auxiliary enterprise space, space that is permanently unassigned, or space used for operations independent of the institution's mission.

The academic space scheduling coordinator (ASSC) is responsible for all E&G space in consultation with the provost and vice president for academic affairs. All traditionally delivered instruction must take place in Type 110 and 210 rooms. Requests to schedule classes in other room types must be accompanied by a justification and forwarded to the ASSC. Teaching space is assigned based on student demand, academic requirements, and utilization and efficiency of the room.

The registrar and the ASSC establish scheduling procedures and the assignment of classrooms in a manner that best serves university needs. As a general rule, academic units should adhere to the following considerations when developing course schedules:

Enrollment Capacity: Enrollment capacity is based on the historic and anticipated enrollment for each course section. Room assignments will be based on best-fit ratios between actual enrollment trends, course capacity, and maximum room capacity. Room utilization percentages, set by the Texas Higher Education Coordinating Board (THECB), require each classroom to be filled to at least 65% of capacity and each class laboratory to at least 75% of capacity.

Classroom or Class Laboratory Utilization: Utilization refers to the hours per week that a room is used. THECB guidelines stipulate that a classroom must be in service 38.0 hours per week (HPW) and class laboratories 25.0 HPW.

Standardized Meeting Times: The university has defined standard meeting times for all classes (Policy NEW, Class Meeting Times). Any request to deviate from standard meeting times must be accompanied by a justification and forwarded to the ASSC for consideration.

Multiple Course Section Meeting Times: Academic units teaching multiple sections of the same course must strive to provide a diverse offering of section meeting times between 8:00 a.m. and 2:00 p.m. in order to meet the scheduling requirements of the university and to ensure classrooms are in near continuous use throughout the week. The ASSC will approve requests for multiple sections during a single meeting time only if the supply of rooms exceeds demand after all academic units have scheduled their course sections.

Room Assignment Priority: In determining the priority of room assignments, the ASSC will conduct a comprehensive review based on faculty proximity, adherence to the standardized meeting times schedule, the percentage of the academic unit's class offerings during prime time (8:00 a.m. to 2:00 p.m.), and room utilization factors (course enrollment and room capacity).

Specific Classroom Assignments Based on Exceptional Needs: Any request for a specific classroom must be submitted to the AASC for approval along with a justification. Acceptable examples include instructor accessibility under the Americans with Disabilities Act, non-portable specialized teaching aids, or materials not available in another room. Requests for general consideration for courses or academic units will not be allowed.

Cross Reference: Class Meeting Times (4.12); Texas Higher Education Coordinating Board, *Reporting and Procedures Manual*, Appendix F, Space Use Codes

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact For Revision: Provost and Vice President for Academic Affairs

Forms: None

Board Committee Assignment: Building and Grounds

Faculty Development Leaves

Original Implementation: April 26, 1983

Last Revision: ~~January 25, 2011~~ July 29, 2014

~~A traditional means of enhancing instruction and research in colleges and universities is the faculty developmental leave for additional study or for research and writing. The Texas legislature adopted legislation in 1967 permitting such leaves for qualified persons and set forth guidelines for awarding developmental leaves. This policy stipulates the conditions under which such Faculty development leaves may be granted by the Board of Regents (BOR) for field observations, research, study, writing, or other scholarly/creative activities.~~

~~Faculty Development Leaves~~ *They should not be used as a mechanism to assist faculty into completing work for a terminal degree. No more than six percent of university faculty members may be on development leave at any one time.*

This policy applies to full-time faculty *and professional librarians* whose duties include teaching, research, administration, or the performance of professional services. ~~The definition includes professional librarians but not classified (non-exempt) employees.~~ Except for special circumstances, ~~faculty members as defined above shall be~~ *individuals* are eligible for a developmental leave after ~~they have served~~ full time for at least three consecutive years. *After completion of a development leave, recipients may not apply for four years.*

Applications for faculty development leaves will be reviewed annually by the Faculty Development Leave Committee. The committee will consist of full-time faculty members, one from each academic college and one from the library. The committee will make recommendations to the provost and vice president for academic affairs and the president, who will make the final leave recommendation to the Board of Regents.

A faculty development leave may be awarded for one long semester at full base salary or for two long semesters at half the base salary. Payment of salary may be made from the funds appropriated by the legislature specifically for that purpose or from such other funds as might be available to the institution.

~~Not more than six percent of university faculty members may be on faculty developmental leave at any one time. The recipient of a developmental leave shall be ineligible to receive another until after the expiration of four years following the leave.~~ Recipients of faculty developmental leaves must guarantee the university that they will return to their regular duties, or others that might be assigned, for a period of at least one year following the expiration of the leave, provided they are offered a contract by the university. *Recipients will submit a brief written report on the activities and accomplishments resulting from the leave to the academic unit head, dean, and provost and vice president for academic affairs within ninety days following*

completion of the leave.

~~Applications for faculty developmental leaves shall be reviewed annually by the Faculty Development Leave Committee which shall be elected by the faculty for staggered two year terms. The committee shall consist of full-time faculty members, one from each academic college and one from the library. When an elected member cannot serve, the college dean shall appoint a substitute.~~

~~The committee shall determine the required format of applications and evaluate them. An applicant for a developmental leave must provide adequate evidence that the leave activity can be appropriately completed. The committee shall make recommendations to the provost and vice president for academic affairs and the president, who will make the final leave recommendation to the BOR.~~

~~A faculty developmental leave may be awarded for one long semester at full base salary or for two long semesters at half the base salary. Payment of salary may be made from the funds appropriated by the legislature specifically for that purpose or from such other funds as might be available to the institution.~~

Faculty members on faculty developmental leave, under law, may accept a grant or stipend for study, teaching, research, or travel from any institution of higher education or from a charitable, religious, or educational corporation or foundation, from any business enterprise, or from any federal, state, or local governmental agency. However, they may not accept employment from any other person, corporation, or governmental agency, unless the ~~BOR~~*Board of Regents* determines that it would be in the public interest to do so and expressly approves the employment. An accounting of all leave funds ~~shall~~*will* be made by faculty members ~~to the BOR~~ through the provost and vice president for academic affairs and the president *to the Board of Regents*.

The university ~~shall cause to be~~*will* deducted from the salary of faculty members on developmental leave the deposit and membership dues required to be paid by them to the Teacher Retirement System of Texas or to the Optional Retirement Program or both, the contribution for Old Age and Survivors Insurance, and any other amounts required or authorized to be deducted. Faculty members on faculty developmental leaves ~~shall~~*will* continue to participate in the programs and receive the benefits (retirement, insurance, etc.) made available by or through the university or the state to all other faculty members. Faculty members on faculty developmental leaves ~~shall~~*will* be eligible for salary increases, merit pay, and all other fringe benefits awarded for the year following the expiration of the leave.

~~Within ninety days following completion of a faculty development leave, each recipient will present to the academic unit chair/director, dean, and provost and vice president a brief written report on the activities and accomplishments resulting from the leave.~~

Cross Reference: Faculty Handbook; Tex. Educ. Code § 51.101-.108

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: Faculty Development Leave Request Form; Faculty Development Leave Proposal Format; and Faculty Professional Development Form

Board Committee Assignment: Academic and Student Affairs

Faculty Search

Original Implementation: Unpublished

Last Revision: ~~April 19, 2011~~ July 29, 2014

~~It is essential that search committees and university administrators be informed about and adhere to Equal Employment Opportunity and Affirmative Action guidelines. This policy is intended to ensure informed search procedures and to facilitate the process. This policy outlines search procedures and responsibilities for the selection of tenure-track faculty.~~

Position Request: The academic unit ~~head~~chair/director will submit a *position* request for a ~~desired position, along with a position justification,~~ to the appropriate dean. Upon the dean's approval of the request, it will be forwarded for consideration to the provost and vice president of academic affairs *for consideration*. Once ~~the position has received~~ fully approved, ~~at the academic unit head~~ and is posted the position on the "Careers at SFA" website, and a formal search may begin.

Selection of the Search Committee: The *academic unit head* guides the search process by ~~search process begins with the establishingment of a search committee and ensuring that committee activities adhere to university policy and procedures. under the guidance of the academic unit chair/director. Procedures for appointing~~ The appointment of search committees may vary among academic units but should adhere to current university policies and procedures. The committee ~~will shall~~ contact human resources for mandatory training and for assistance- *as needed* to ensure that proper procedures are followed.

Search Committee Responsibilities: The search committee ~~coordinates~~ oversees the recruitment process while working with the academic unit- ~~head~~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 is responsible for developing a position description, advertising the position, screening candidates, and arranging candidate interviews. Each search will be conducted without prejudice for internal or external candidates. The committee shall also see that procedures are followed to ensure that all candidates are given fair and full consideration.~~

Funds for Recruitment: Expenses incurred during the search are generally borne by the academic unit conducting the search, with possible additional funds from other sources.

Cross Reference: Human Resources Selection Procedures for Faculty and Staff; ~~U.S. Const. amend. XIV, § 1; 8 U.S.C. §§ 1324a-1324b; 29 U.S.C. § 623; 42 U.S.C. §§ 2000e-2(a), 6102; Tex. Const. art. I, § 3a; Tex. Civ. Prac. & Rem. Code § 106.001; Tex. Lab. Code Ch. 21;~~ Employee Affirmative Action/Recruitment Plan (11.9); Affirmative Action (11.1)

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: See Human Resources for Selection Procedures for Faculty and Staff

Board Committee Assignment: Academic and Student Affairs

Firearms, Explosives and Ammunition

Original Implementation: Unpublished

Last Revision: ~~July 19, 2011~~ July 29, 2014

Firearms, ammunition, explosive devices, or illegal knives may not be brought on to the campus of Stephen F. Austin State University or any property which is owned, leased, or operated by the university, or a passenger vehicle which is owned, leased, or operated by the university, without the written permission of the president.

Requests for permission must be submitted in writing to the chief of university police, or designee, at least fifteen (15) business days prior to the date the requestor seeks to bring such an item on campus. The chief will forward the request to the vice president for university affairs with a recommendation for approval or rejection, with a copy provided to the director of environmental health, safety & risk management. The vice president for university affairs will review the request with the president, who will ~~have~~ make the final decision.

The president will notify the requestor, the chief of university police and the director of environmental health, safety & risk management of his/her final decision.

Cross Reference: ~~Texas~~ Tex. Penal Code § 46.03

Responsible for Implementation: President

Contact for Revision: General Counsel

Forms: Request for Use of Prohibited Materials

Board Committee Assignment: Building and Grounds

Fixed Rate Tuition Plan

Original Implementation: April 15, 2014

Latest Revision: ~~None~~ July 29, 2014

Section 54.017 of the Texas Education Code requires governing boards of general academic teaching institutions to offer a fixed tuition price plan to entering undergraduate students, including undergraduate students who transfer to the institution. Eligible freshmen or transfer students must be offered the opportunity to participate in a fixed tuition price plan for 12 consecutive semesters from the point of initial enrollment at a public or private institution, regardless of whether the student enrolls at any institution in those semesters. For purposes of this policy, one or more summer terms occurring in the same summer is considered a semester. Fees charged to a participating student may not exceed fees charged to a non-participating student. The statute permits the Board of Regents to establish restrictions and qualifications. The plan adopted by Stephen F. Austin State University to meet the legislative requirements is the Fixed Rate Tuition Plan (FRTP). The FRTP is effective beginning in the fall semester of 2014. The restrictions and qualifications include the following provisions:

- The plan will apply to undergraduate students only.
- Only Texas resident students, or students defined under Texas Education Code Section 54.052 may participate in the FRTP.
- The FRTP is not applicable to any student who has previously enrolled at SFA, except for students that have only taken dual credit courses from SFA.
- An entering eligible student, either freshman or transfer, must accept or reject the FRTP prior to registering for the first semester. Students can change their decision any time prior to the first class day. Students eligible to make this election who enroll after the first class day must make their election prior to enrolling. That decision is non-revocable after they register.
- The fixed rate applies to designated tuition only.
- Entering freshmen who participate in the FRTP will be eligible to have a fixed level of designated tuition for four consecutive academic years that include fall, spring, and summer.
- An academic year will be considered three consecutive “semesters”, with the summer considered as one semester, regardless of whether a student enrolls in any or all of the summer terms—Maymester, Summer I or Summer II.
- Students must enroll in a degree-seeking program.
- Students may voluntarily elect out of the FRTP option and pay the prevailing designated tuition rate in the next subsequent semester, unless they opt out prior to the first class day of the semester. Once a student elects out of the plan, they may not be reinstated.
- The rate of the FRTP will level at the same 16 semester credit hour designated tuition cap available outside the plan. If changes are made to the designated tuition cap, it will apply to all students.
- For purposes of planning and establishing cohorts, it is presumed that students will enroll in 30 hours a year for four years. Students may take more or less hours, as long as they do not exceed the allowable “consecutive semesters,” based on their assigned cohort.

- Students entering the FRTP will be assigned a cohort based on the date of their initial enrollment at any institution. The rate for each cohort will be set by the Board of Regents.
- The FRTP will be effective for the students for 12 “semesters” from their date of initial enrollment at SFA or another institution.
- Each fiscal year will have a rate assigned for that year based on the projected increases in designated tuition. That rate will apply for that fiscal year’s cohort.
- Transfer students enrolling at other institutions prior to the fall semester of 2011 will not be eligible.
- The FRTP is non-renewable.
- The excessive hour penalty will apply to FRTP students. This penalty is imposed at the non-resident tuition rate, and will be charged in addition to the FRTP designated tuition rate.
- The penalty for repeating classes for three or more times will apply to FRTP students.
- Students eligible for exemptions and/or waivers will not be allowed to register in the FRTP.
- Students ~~participating in the Texas Guaranteed Tuition Plan (formerly the Texas Tomorrow Plan)~~ or attending under a contract paid by a third party are not eligible to enroll in the FRTP.
- Students participating in the *Texas Guaranteed Tuition Plan (formerly the Texas Tomorrow Plan)* or the Texas Tuition Promise Fund are eligible to enroll in the FRTP.
- If a student is determined to be eligible for an exemption or waiver after enrollment, the student will no longer be eligible and the non-FRTP rate will be assessed for the current semester. (No retroactive adjustments to the account will be made for prior semesters.)

Cross Reference: Tex. Educ. Code §§ 54.017, .052

Responsible for Implementation: Vice President for Finance and Administration

Contact For Revision: Controller

Forms: None

Board Committee Assignment: Finance and Audit

Graduate Assistantships

Original Implementation: Unpublished

Last Revision: ~~April 19, 2011~~ July 29, 2014

To be eligible for a graduate assistantship (GA), a student must have clear or provisional admission to the graduate school and the academic unit, and be in good academic standing. GAs assigned at the 50% rate (50% = full GA) are obligated to the academic unit to which they are assigned for twenty (20) clock hours per week. Those assigned to other percentages are obligated for a proportionate number of clock hours. The academic unit ~~head chair/director~~ is responsible for the selection, training, assignment of duties, and supervision of the GAs.

A GA must be enrolled for at least six semester credit hours (SCH) of graduate courses in a fall or spring semester, or three SCH in the summer. Should a GA fall below the required SCH minimum, the GA will not be eligible for an assistantship the following semester.

A student must be approved for an assistantship by the academic unit ~~head chair/director~~, dean, director of human resources, and dean of graduate studies. Appointment as a GA is completed only after the candidate has attended a mandatory new employee orientation session in the Department of Human Resources. Except for students in the Ed.D., Ph.D. and M.F.A. programs, or externally funded grant programs, a student may receive an assistantship for no more than four long semesters and two full summers.

Cross Reference: Graduate Bulletin

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Dean of Graduate ~~School~~Studies

Forms: Application Form for Graduate Assistantships (available from the office of the academic unit ~~head chair/director~~)

Board Committee Assignment: Academic and Student Affairs

Grants and Contracts Administration

Original Implementation: August 1, 2000

Last Revision: ~~July 19, 2011~~ July 29, 2014

The provost and vice president for academic affairs establishes and makes available procedures for the administration of grants and contracts. These procedures are designed to ~~ensure~~ *assure* that all research and sponsored programs are conducted in accordance with other university policies and procedures, with laws and regulations, and with the provisions of the grants and contracts themselves. These procedures are outlined in the **Grants and Contracts Procedures Manual** published by the Office of Research and Sponsored Programs (ORSP).

Cross Reference: Financial Conflict of Interest in Sponsored Activities (8.2); Misconduct in Federally Funded Research (8.7); Human Research Subjects Protection (8.4); Salary Supplements, Stipends and Additional Compensation (12.16); Effort Reporting and Certification for Sponsored Activities (8.1); ORSP **Grants and Contracts Procedures Manual**.

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs; Director, Office of Research and Sponsored Programs

Forms: **ORSP grants and contracts forms page**

Board Committee Assignment: Academic and Student Affairs

Hazing

Original Implementation: September, 1987

Last Revision: ~~July 19, 2011~~ July 29, 2014

Stephen F. Austin State University is unequivocally opposed to any activity by an organization or individual(s) within the organization that is herein defined as hazing.

Definitions

Hazing: Any intentional, knowing or reckless act occurring on or off campus by one person alone or acting with others, that endangers the mental or physical health or safety of a currently-enrolled or prospective student for the purpose of new member intake, being initiated into, affiliating with, holding office in, or maintaining membership in that organization.

Hazing acts include but are not limited to:

1. any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, placing a harmful substance on the body, or similar activity;
2. any type of physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
3. any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health of the student;
4. any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, humiliation, that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered at the institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to the acts described in this policy;
5. any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

Committing an Offense: The organization and any individual involved in hazing commits an offense by:

1. engaging in hazing;
2. soliciting, encouraging, aiding or directing another engaging in hazing;
3. intentionally, recklessly or knowingly permitting hazing to occur;

4. having first-hand knowledge that a specific hazing incident is being planned or has occurred and failing to report said knowledge in writing to the judicial officer.

Organization Hazing Offense: An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

Consent: It is not a defense to prosecution of an offense that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

Penalties - University

Individual: Each individual committing an offense is subject to university penalties ranging from probation to expulsion.

Organization: Student organizations committing an offense may be placed on university probation and are subject to withdrawal of university recognition.

Penalties - Criminal

Individual: Penalties relative to criminal prosecution range from a fine of \$2,000 and/or 180 days in jail for failure to report a hazing incident to a fine of \$10,000 and two years in jail for an incident which causes the death of a student.

Organization: The student organization may be penalized with a fine of up to \$10,000 or double the expenses involved due to the injury, damages or loss.

Notice of Policy

To General Campus Community: This policy shall be published in the General Bulletin, *and* on the SFA website, ~~and in the Schedule of Classes~~ so as to cause all students to be aware of the provisions of this policy.

Of Offenders: A list of organizations that have been disciplined for hazing or convicted for hazing on or off campus during the previous three years shall be included each time this policy is published. The three-year publication will begin as soon as an organization's name can be placed in the first available printing of one of the above named publications. A date in parenthesis following an organization's name will indicate the last year the organization will be included.

Cross Reference: Student Conduct Code (10.4); Tex. Educ. Code §§ 37.151-.157, 51.936

Responsible for Implementation: Vice President for University Affairs

Contact for Revision: Dean of Student Affairs

Forms: None

Board Committee Assignment: Academic and Student Affairs

Illicit Drugs and Alcohol Abuse

Original Implementation: September 1, 1986

Last Revision: ~~January 31, 2012~~ July 29, 2014

It is the declared policy of the United States government to create a drug-free America. As a part of that policy, the Drug-Free Workplace Act of 1988, 41 U.S.C. §§ 701-707, was adopted. On December 12, 1989, President Bush signed the Drug-Free Schools and Communities Act Amendment of 1989, 20 U.S.C. § 1011i, which amends provisions of the Drug-Free Schools and Communities Act of 1986 and the Higher Education Act of 1965. University policies relating to the use of illegal drugs and alcoholic beverages have been established by the Board of Regents of Stephen F. Austin State University in compliance with state and federal law.

Definitions

1. Controlled substance means a controlled substance in schedules I through V of the Schedules of controlled substances, 21 U.S.C. § 812. Examples include, but are not limited to: heroin, marijuana, mescaline, peyote and cocaine. This definition does not include medication prescribed by a physician.
2. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
3. Criminal drug statute means a criminal statute involving manufacture, distribution, dispensation, use or possession of any controlled substance.
4. Federal agency means an agency as that term is defined in 5 U.S.C. § 551(1).

Standards of Conduct

It is the university's policy that all members of the university community and guests are required to comply with federal, state and local laws regarding the possession, consumption and distribution of alcoholic beverages. University policy prohibits all employees (full-time and part-time faculty, staff and students) from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcoholic beverage in the workplace, or reporting to work under the influence of alcoholic beverages or illegal drugs. None of the funds appropriated to the university by the state legislature for travel expenses may be expended for alcoholic beverages.

Alcoholic beverages will be permitted at authorized events on university controlled property only as allowed under the Alcohol Service policy (13.7). The University policy further stipulates that the unauthorized use of intoxicating beverages on university-controlled property or at university-

sponsored activities, including, but not limited to, intercollegiate and intramural athletic events is prohibited. Alcoholic beverages are not permitted in university residence halls.

~~Alcoholic beverages will be permitted for authorized university-sponsored or co-sponsored events on university-controlled property only as follows:~~

- ~~▪ Official university tailgate events;~~
- ~~▪ Homer Bryce Stadium Pressbox (only if catered or sold through a licensed vendor);~~
- ~~▪ Baker Pattillo Student Center (only if catered or sold through a licensed vendor and subject to the criteria in the Student Center Operations policy 16.26);~~
- ~~▪ The Ed and Gwen Cole Art Center at the Old Opera House (only beer and wine may be served for events approved in advance by the dean of fine arts);~~
- ~~▪ Juanita Curry Boynton House (both interior and exterior).~~

~~In all cases, possession or use of alcohol must be in full compliance with applicable state laws including the Texas Alcoholic Beverage Code. Nothing herein shall be taken as an assumption of risk or responsibility on the part of the board of regents, the university or its employees for any injuries or damages, whatever kind, resulting from any person's possession or use of alcohol, whether such use is legal or illegal. The only university funds that may be used to purchase alcohol are approved discretionary accounts. Under no circumstances will appropriated funds, funds under the control of the athletics department, or funds generated by research grants and contracts be used to purchase alcohol. Texas Government Code § 2113.012 prohibits use of appropriated funds to compensate an officer or employee who uses alcoholic beverages on active duty; therefore, alcoholic beverages may not be served at official functions between 8 a.m. and 5 p.m., Monday through Friday.~~

It is the policy of Stephen F. Austin State University that any unlawful manufacture, possession or delivery of any controlled substance or illegal drug is strictly prohibited. Moreover, it is the policy of the state of Texas and of this university that this institution will be as free of illegal drugs as it can possibly be.

Health Risks

ALCOHOL ABUSE

Alcohol is a primary and continuous depressant of the central nervous system. Impairment of judgment and of recently learned, complex and finely tuned skills begins to occur at blood alcohol concentrations as low as 0.025 percent. These impairments are followed by the loss of more primitive skills and functions, such as gross motor control and orientation at concentrations

in excess of 0.05 percent. Alcohol in moderate doses impairs nearly every aspect of information processing, including the ability to abstract and conceptualize, the ability to use large numbers of situational cues presented simultaneously, and the cognitive ability to determine meaning from incoming information. Alcohol consumption can therefore promote action on impulse without full appreciation of, or concern about, the potential negative consequences of such action. Chronic long-term effects of heavy drinking over a period of years can result in brain damage; cancer of the mouth, esophagus or stomach; heart disease; liver damage resulting in cirrhosis, alcoholic hepatitis, and cancer of the liver; peptic ulcer disease; and possible damage of the adrenal and pituitary glands. Prolonged, excessive drinking can shorten life span by 10 to 12 years.

ILLICIT DRUGS

Illicit drugs include narcotics, such as heroin or morphine; depressants, such as barbiturates, Quaaludes, or valium; stimulants, such as cocaine or "crack"; hallucinogens, such as PCP, LSD or mescaline; cannabis, such as marijuana or hashish; inhalants, such as nitrous oxide, amyl nitrite (poppers) or various hydrocarbon solvents; and designer drugs, such as α -methylfentanyl (China White), methamphetamine (Ecstasy) or meperidine (Demerol).

Narcotics. Narcotics initially produce a feeling of euphoria that is often followed by drowsiness, nausea and vomiting. Tolerance may develop rapidly and dependence is likely. The use of contaminated syringes may result in diseases such as AIDS, endocarditis (inflammation of the lining of the heart) and hepatitis.

Depressants. The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles, but a somewhat larger dose can cause slurred speech, ataxia or unstable gait, and altered perception. Very large doses can cause respiratory depression, coma and death. The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks. The use of depressants can cause both physical and psychological dependence.

Stimulants. Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils; elevated blood pressure, heart and respiratory rate; and increased body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose with long-term use eroding the nasal septum. The injection of cocaine with unsterile equipment can cause AIDS, hepatitis and other diseases. Preparation of freebase, which involves the use of volatile solvents, can result in death or injury from fire or explosion. Cocaine can produce psychological and physical dependency. In addition, tolerance develops rapidly. Crack or freebase rock is extremely addictive. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia and seizures. Overdoses occur easily.

Hallucinogens. Phencyclidine (PCP) users frequently report a sense of distance and estrangement. Time and body movement are slowed down. Muscular coordination worsens, and senses are dulled. Speech is blocked and incoherent. Chronic PCP users report persistent memory problems and speech difficulties. Mood disorders, such as depression, anxiety and violent behavior, may also occur. In late stages of chronic use, users often exhibit paranoid and violent behavior and experience hallucinations. Large doses may produce convulsions and coma, heart failure, lung problems and/or ruptured blood vessels in the brain. Lysergic acid (LSD), mescaline and psilocybin cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness and tremors. Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline and psilocybin. The user may experience panic, confusion, suspicion, anxiety and loss of control. Delayed effects or flashbacks can occur even after use has ceased.

Inhalants. The chemicals in most inhalants are rapidly absorbed in the lungs and exert their central nervous system effects within seconds, producing an altered mental state for about five to fifteen minutes. Immediate effects of inhalants include nausea, sneezing, coughing, nose bleeds, fatigue, lack of coordination and loss of appetite. Solvents and aerosol sprays can decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrite can cause rapid pulse, headaches, and involuntary passing of urine and feces. Inhalation of toluene as well as other hydrocarbons has been associated with kidney and liver damage, peripheral nerve problems, convulsions, encephalopathy (organic brain damage) and other central nervous system disorders. Sudden death associated with both glue sniffing and especially the inhalation of aerosols containing halogenated hydrocarbons (Freon) has been reported and is thought to be secondary to cardiac arrhythmias (abnormal electrical conduction patterns in the heart).

Marijuana. The short term effects of marijuana include distortion of time perception, increased heart rate, dilation of blood vessels and loss of short-term memory. Also decreased are visual perception and psychomotor skills, which have adverse effects on driving ability. The effects of long-term use include loss of motivation, chronic bronchitis, decreased vital lung capacity and an increased risk of lung cancer. Tolerance and psychological dependence do develop with marijuana.

Designer Drugs. Designer drugs are synthetic chemical modifications of older drugs of abuse that are designed and manufactured in covert laboratories and sold at great profit for recreational use. These drugs can be several hundred to several thousand times stronger than the drugs they are designed to imitate. Designer drugs similar to opiates include fentanyl, demerol, and "china white." The narcotic analogs of designer drugs can cause symptoms such as those seen in Parkinson's disease - uncontrollable tremors, drooling, impaired speech, paralysis and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating and faintness. Psychological effects include anxiety, depression

and paranoia. Withdrawal problems include sweating, diarrhea, fever, insomnia, irritability, nausea and vomiting, and muscle and joint pain.

University Penalties

STUDENTS

Any student who is determined, through the regular disciplinary procedures of the university, to have violated the policy on the use of illicit drugs will be suspended from the university for no more than two years and no less than the remainder of the current semester. At the discretion of the vice president for university affairs, a student suspended under this policy may, under certain conditions, remain enrolled at the university on disciplinary probation. These conditions can include substance abuse evaluation, treatment and/or counseling. Any cost for services or treatment not offered as a student service on campus will be the responsibility of the student.

University sanctions imposed for alcohol possession or consumption can include progressive levels of probation leading to suspension for multiple offenses, attendance at an alcohol education class offered by the university, community service, substance abuse evaluation, treatment and/or counseling. Any cost for services or treatment not offered as a student service on campus will be the responsibility of the student.

EMPLOYEES

The university prohibits all employees (full-time and part-time faculty, staff and students) from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcoholic beverage in the workplace, or reporting to work under the influence of alcoholic beverages or illegal drugs. None of the funds appropriated to the university by the state legislature for travel expenses may be expended for alcoholic beverages.

Observance of the policy regarding alcoholic beverages and illegal drugs is a condition of employment for all university employees. An employee violating this policy shall be subject to employment discipline up to and including termination, or shall be required to undergo satisfactory participation in a drug abuse assistance or rehabilitation program, such as the Employee Assistance Program of the university.

Any employee directly engaged in the performance of work pursuant to the provision of a federal grant or contract who is convicted of violating a criminal drug statute shall notify his/her immediate supervisor of the conviction no later than five days after the conviction. The immediate supervisor shall promptly report the conviction to the appropriate vice president and the director of research services. On behalf of the university, the director of research services shall notify the federal agency grantor or contractor of the conviction within ten days of the

university's receipt of notice from the employee or of receipt of other actual notice.

Good Faith Effort

Stephen F. Austin State University shall make a good faith effort to maintain a drug-free workplace by implementing and enforcing this policy. The university shall also comply with United States Department of Transportation regulations regarding drug testing of drivers with a commercial driver's license.

Federal Law

| Offense | Minimum Punishment | Maximum Punishment |
|---|--|--|
| Manufacture, distribution or dispensing drugs (includes marijuana) | A term of imprisonment not more than 20 years, and a minimum fine of \$1,000,000 | A term of life imprisonment without release (no eligibility for parole) and a fine not to exceed \$4,000,000 (for an individual) or \$20,000,000 (if other than an individual) |
| Possession of drugs (including marijuana) | Civil penalty in amount not to exceed \$10,000 | Imprisonment for not more than 20 years or not less than 5 years, a fine of not less than \$5,000 plus costs of investigation and prosecution |
| Operation of a common carrier under the influence of alcohol or drugs | | Imprisonment for up to 15 years and a fine not to exceed \$250,000 |

Texas Law

| Offense | Minimum Punishment | Maximum Punishment |
|--|---|--|
| Manufacture or delivery of controlled substances (drugs) | Confinement in the Texas Department of Criminal Justice State Jail facility for a term of not more than two years or less 180 days, or confinement in a community correctional facility for not more than 1 year, and a fine not to exceed \$10,000 | Confinement in TDCJ for life or for a term of not more than 99 years or less than 15 years, and a fine not to exceed \$250,000 |
| Possession of controlled substances (drugs) | Confinement in jail for a term of not more than 180 days, and a fine not to exceed \$2,000 | Confinement in TDCJ for life or for a term of not more than 99 years or less than 15 years, and a fine not to exceed \$250,000 |

| | | |
|--|---|--|
| Delivery of marijuana | Confinement in jail for a term of not more than 180 days, and a fine not to exceed \$2,000 | Confinement in jail for a term of not more than 180 days, and a fine not to exceed \$2,000 |
| Possession of marijuana | Confinement in jail for a term of not more than 180 days, and a fine not to exceed \$2,000 | Confinement in jail for a term of not more than 2 years or less than 30 days, or confinement in TDCJ for a term of not more than 10 years or less than 2 years and a fine of not more than \$10,000 |
| Driving while intoxicated (includes intoxication from alcohol, drugs, or both) | Confinement in jail for a term of not more than two years or less than 72 hours, and a fine of not more than \$2,000, possible loss of driver's license and license surcharge up to \$2,000 per year for three years. | Confinement in jail for a term of not more than two years or less than 30 days, or confinement in TDCJ for a term of not more than ten years or less than two years and a fine of not more than \$10,000 |
| Public intoxication | | A fine not to exceed \$500 |
| Purchase or consumption or possession of alcohol by a minor | Fine of not more than \$500 | For a subsequent offense a fine of not less than \$250 nor more than \$2000 |
| Sale of alcohol or furnishing alcohol to a minor | Fine of up to \$4,000 and/or up to 1 year in jail | Both |
| Purchase of alcohol or furnishing alcohol to a minor at a gathering involving abuse of alcohol, including binge drinking or coercion | In addition to any other penalty, community service for not less than 20 hours, attendance at an alcohol awareness program, and suspension of driver's license for 180 days. | In addition to any other penalty, community service for not more than 40 hours, attendance at an alcohol awareness <i>or driving awareness</i> program, and suspension of driver's license for 180 days. |
| Driving under the influence of alcohol by a minor | Fine of not more than \$500 and community service related to education about or prevention of misuse of alcohol. | A fine of not less than \$500 or more than \$2,000, confinement in jail not to exceed 180 days and/or both; community service related to education about or prevention of misuse of alcohol. |

Limited Immunity When Requesting Medical Assistance

A minor does not commit an offense for consumption or possession of an alcoholic beverage if the minor (1) requests emergency medical assistance in response to the possible alcohol overdose of the minor or another person; (2) was the first person to make a request for medical assistance; and (3) if the minor requested emergency medical assistance for the possible alcohol overdose of another person, the minor remained on the scene until medical assistance arrives and cooperated with medical assistance and law enforcement personnel.

This immunity shall also apply to the imposition of any university sanction.

Counseling, Treatment and Rehabilitation

STUDENTS

Stephen F. Austin State University, through the counseling services office, provides alcohol/drug abuse prevention service which is available to all students. Services include assistance in abstaining from the use of chemical substances, early intervention when chemical abuse is detected, and referral to a campus support system and/or a community referral for inpatient/outpatient services not available on campus. Medical counseling and printed information on chemical dependency are available through University Health Services, the campus student health facility. Students may seek individual counseling or request printed information at either campus location.

Prevention/Education. The objectives of this element of the assistance program are to: increase awareness of the students, faculty, and staff concerning the psychological and health risks associated with chemical use; provide information to students regarding a variety of wellness issues which promote successful college adjustment; and, orient students, faculty and staff to the services available through the assistance program. Presentations are available to student groups on a variety of topics including alcohol and substance abuse, adult children of alcoholics, assertiveness skills, stress and time management, self-esteem and related issues. A group representative should contact the counseling services office to schedule a presentation. The assistance program also offers an Alcohol Awareness Workshop. The workshop provides basic information, tools for self-assessment, information on university and state regulations, and an orientation to the assistance program. Students may request to attend the workshop or be referred by the judicial officer.

Referral/Assessment. Any SFA student requiring information about, or assistance with, a chemical abuse problem may be referred to the assistance program. A student may initiate a self-referral by contacting the counseling office; university faculty and staff may initiate a student referral. Participation by a student is voluntary, except when mandated by the judicial officer. A

counselor conducts an assessment interview on the student's initial visit and provides the student with details regarding confidentiality and record keeping requirements. The counselor informs the student of alternatives and makes recommendations based on the student's needs.

Campus Support System. Counseling services serves as a link between the individual student and support groups which are available for chemical dependency, adult children of alcoholics and victims of sexual abuse. Support groups function under guidelines established by counseling services.

Community Referral. Services for chemical dependency are available in the Nacogdoches community and include: private practitioners offering individual counseling or intellectual/psychological assessment; self-help groups such as Alcoholics Anonymous and Narcotics Anonymous; and inpatient/outpatient treatment.

EMPLOYEES

University employees with supervisory responsibilities should be cognizant of employee behavior related to unacceptable job performance which may result from drug or alcohol abuse. Any decision to initiate employee counseling or a referral to personnel services should be based on the employee's unacceptable job performance. Employee counseling, referral and related record keeping should be conducted with the degree of care and confidentiality appropriate to such personnel matters. Alcohol and drug abuse seminars are among the services provided cost-free to university employees. Other services for employees with a chemical dependency are available in the community, including private practitioners offering individual counseling, self-help groups such as Alcoholics Anonymous and Narcotics Anonymous, and inpatient/outpatient treatment at various health care facilities.

It is the intent of Stephen F. Austin State University to continue to strive for a drug-free campus and to comply with state and federal regulations regarding prevention programs established to eliminate the illegal use of drugs and alcohol abuse. To this end, SFA will provide annually to each student and employee a copy of this drug and alcohol abuse prevention program. In addition, the university will conduct a biennial review of this program implemented to provide a learning and working environment free of drug and alcohol use. The purposes of the biennial review will be to: 1) determine the effectiveness of the program and implement needed changes; and 2) ensure that the sanctions included in the program are consistently enforced. The university's general counsel will be responsible for initiating the biennial review.

Cross Reference: Drug-Free Workplace Act of 1988, 41 U.S.C. §§ 701-707; Drug-Free Schools and Communities Act Amendments of 1989, 20 U.S.C. § 1011i, 34 C.F.R. §§ 86.1-.411; 21 U.S.C. §§ 812, 841-865; 5 U.S.C. § 551(1); General Appropriations Act; Texas Gov't Code § 2113.012; OMB Circular A-21; Tex. Transp. Code § 708.102; Tex. Alco. Bev. Code §§ 106.01-.15; Tex. Penal Code §§ 12.01-.49, 49.01-.12; Faculty Handbook; Non-Academic Employee Handbook; State of Texas Travel Allowance Guide; Drug and Alcohol Testing (11.6); Discipline and Discharge (11.4); *Alcohol Service* (13.7)

Responsible for Implementation: President

Contact for Revision: General Counsel

Forms: None

Board Committee Assignment: Academic and Student Affairs

Purchased Instructor-generated Materials

Original Implementation: September, 1990

Last Revision: ~~January 25, 2011~~ July 29, 2014

Instructor-generated materials are course packs or other ~~class materials that are~~ intellectual property compilations that must be purchased by students. They are not ~~merely~~ handouts, ~~nor are they~~ textbooks, or trade books. ~~Under no circumstances may F~~faculty members *may not* sell instructor-generated or other academic materials directly to students. Instructor-generated materials may only be sold through the university bookstore or off-campus vendors.

Faculty members and the university will negotiate a royalty agreement in advance of the sale of instructor-generated materials in the university bookstore. ~~to compensate the faculty members-~~ *This does not apply to materials that are unless it was a works-for hire.* The university ~~is shall~~ not be responsible for royalties or other financial benefits on instructor-generated materials sold by off-campus vendors.

~~The F~~faculty members are responsible for assembling ~~and-~~ editing *instructor-generated materials.* ~~;~~ *These materials must comply with the General Fair Use Guidelines as described in policy 9.2, Copyrighted Works Reproduction. and amending intellectual property that is suitable for instruction and/or sale, and that may be subject to a* The department or college *may review the materials to ensure they are suitable for instruction and/or sale.;* No department or college review ~~will should~~ infringe upon the academic freedom of the faculty member(s) who created the instructor-generated materials.

~~The General Fair Use Guidelines as described in Copyrighted Works Reproduction, Policy 9.2, are applicable to instructor-generated materials.~~

Cross Reference: Faculty Handbook; Intellectual Property (9.4); Copyrighted Works Reproduction (9.2); and Academic Freedom and Responsibility (7.3)

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: None

Board Committee Assignment: Academic and Student Affairs

Intellectual Property

Original Implementation: April 9, 1988

Last Revision: ~~July 19, 2011~~ July 29, 2014

Stephen F. Austin State University encourages participation by faculty, staff and students in scholarly research and creative activities that support and enhance teaching in its classrooms and laboratories. While research conducted at Stephen F. Austin State University is aimed at discovery and dissemination of knowledge, rather than profit from commercial application, the Board of Regents recognizes that questions regarding intellectual property rights may arise from such activities. The Board of Regents seeks through adoption of this policy to balance the interests of the public, the university and the inventor, author, or creator in intellectual property arising from research and creative activities conducted by employees of the university. The board further seeks to ensure that inventions, discoveries and creative works are used and controlled in an efficient and prudent manner which will result in maximum benefit to the public, the university and the inventor, author, or creator.

Applicability

This policy shall apply to all persons employed by Stephen F. Austin State University or a component thereof, and to anyone using facilities or funds subject to control or supervision by Stephen F. Austin State University. This policy, as amended from time to time, shall be deemed to constitute part of the conditions of employment of every employee, including student employees. Unless otherwise excluded, this policy shall apply to intellectual property of all types (including any invention, discovery, trade secret, technology, scientific or technological development, computer software, conception, design, creation or other form of expression of an idea) regardless of whether the intellectual property is subject to protection under patent, trademark, or copyright laws, or common law.

Copyright

1. Definitions

- a. Copyright is the ownership and control of the intellectual property in original works of authorship. Copyright ownership and the rights thereof are defined by federal law. It is the policy of Stephen F. Austin State University that all rights in copyright shall remain with the creator of the work unless otherwise subject to contractual legal obligations, or the work is a "work made for hire" as that term is defined by federal law. The university will not require faculty to produce "works made for hire" as part of their *regular* workload or as terms for continued employment unless the production of works made for hire were a part of the faculty member's original conditions of employment, *agreement to produce a "work made for hire" is made in advance*

between the university and faculty member, or as otherwise provided by university policy.

b. A "work made for hire" is:

If expressly agreed to by the parties in a written instrument, a work specially ordered or commissioned by the university *shall be considered a "work made for hire", including but not limited to a work* for use as a contribution to a collective work, as a part of a motion picture or other audiovisual work, as a translation, as a supplementary work, as a compilation, as an instructional text, as a test, as answer material for a test, *a course, or an atlas, shall be considered a "work made for hire."* An "instructional text" is a literary, pictorial, or graphic work prepared for publication and with the purpose of use in systematic instructional activities. Multimedia courseware specially commissioned by the university shall be included as a work made for hire.

"Multimedia courseware" is defined as interactive teaching aids created and deployed with electronic tools. They may incorporate text, graphic video, and audio elements and may be mounted for remote access on a file server or ~~pressed~~ *stored* onto a *removable storage medium* ~~CD-ROM~~ for stand-alone distribution. Examples include but are not limited to; distance education courses, electronic textbooks, hypertext modules, simulation software, and databases containing numbers, images, or text. Financial support for course development or course reductions offered by the university to aid with course development of on-campus or distance education courses will not by itself constitute a work made for hire unless agreement is reached prior to such arrangements that the resulting course will be a work made for hire. (See Policy 9.5)

2. Ownership

a. General

In keeping with academic tradition, the university does not claim ownership of copyrightable intellectual property created by faculty during the normal course of their employment unless otherwise agreed in writing. Such property includes but is not limited to: course content, syllabi, course materials, course computer enhancements (courses in which 50% or more of content is delivered by electronic means to off campus students are governed by Policy 9.5), authored/created textbooks, books, articles, software, multimedia courseware, data sets in any format and similar works, the intended purpose of which is to disseminate the results of academic research or scholarly study created on the faculty's own initiative. Further, the university claims no ownership of faculty authored/created popular nonfiction, novels, poems, musical compositions, software or other works of artistic imagination which do not result from

projects commissioned or assigned by the university. Unless evidence of excessive use or abuse of university funds or facilities exists, the university will convey, upon request and to the extent consistent with its legal obligations, the copyright in such works to the individual faculty creator(s) or author(s). Faculty members will make such decisions and take such steps to protect works they own, with their discretion. The university reserves the right to use for instructional and research purposes, without obligation to make payment therefore, any works created by employees or students during their periods of employment or attendance and revisions or derivations of such works.

b. Sponsored Research Agreements

Copyright ownership of all material (including software) that is developed in the course of, or pursuant to, a sponsored research agreement (whether funded by a public or private agency or organization) shall be determined in accordance with the terms of the sponsored research agreement, federal law, or, in the absence of such terms, the copyright shall be negotiated with the author generally following the principles set forth in this policy.

c. Use of University Resources

- i. Copyright in all material (including software) that is developed with the significant use of funds, space, hardware, or facilities administered by the university, including but not limited to classroom and laboratory facilities, but without any obligation to others in connection with such support, resides in the university. The university recognizes and affirms the traditional academic freedom of its faculty to publish freely without restriction. In keeping with this philosophy, the university will not construe the provision of office, computer or library facilities as constituting significant use of university funds, except for those situations where the funds were paid specifically to support the development of such. Faculty development leaves, faculty development grants, mini-grants and research course reductions will not be construed as a significant use of university funds *unless otherwise agreed to by the university and faculty member*.
- ii. Copyright in works resulting from projects that are performed in whole or in part by any person with grants from funds administered by the university shall be determined in accordance with the terms of the support agreement, federal law, or, in the absence of such terms, shall be negotiated by the parties involved. The university will determine whether to register and enforce the copyright on works it owns.

d. Joint Works

Works may be created through the joint efforts of faculty, employees working within the scope of employment, and/or others under contract to provide services. Such joint works ~~would be~~ jointly owned by the faculty member and university. Ownership agreements shall be executed to memorialize the parties' intentions and avoid later confusion over ownership rights. Any of the joint owners may register and enforce the copyright in the names of all owners with accounting. In the absence of an agreement on the division of revenues, they will be shared pro rata after recouping costs.

3. Revenue Sharing

a. Works Not Owned by Stephen F. Austin State University

If the university does not claim ownership of an intellectual property, authors and creators of intellectual works not owned by the university may copyright the related work, publish it, register the copyright and receive any revenues which may result therefrom.

b. Works in Which Stephen F. Austin State University Has a Property Interest (Generally, Commissioned Works or Works Prepared in the Course and Scope of Employment)

- i. Royalty income received by the university through the sale, licensing, leasing or use of copyrightable material in which the university has a property interest will normally be shared with the author. Authorship for this purpose shall be determined by the president or his designee. Compensation and division of royalties, if any, will be negotiated by written agreement prior to commencement of work on the project or as soon thereafter as practical.
- ii. In the event that an author contributes a personal work to the university, a written agreement accepting such contribution shall be executed. The terms of the agreement shall include a statement governing the division of royalties between the university and the author.
- iii. In cases of extramural funding, the terms of the funding agreement shall govern the division of any royalties that may result from commercialization of materials resulting therefrom. In the event that the funding agreement vests royalty rights in the university, and does not provide any royalty share for the author, the terms of Copyright, Section 3.b.(4i) shall apply. No such royalty payment to the author, however, may violate the terms of the funding agreement.

4. Use of University or Agency Sponsored Materials

- a. Prior to the use of a work in which the university has an interest, the author will consult with the university through appropriate administrators, or provide a reasonable opportunity for such consultation, with respect to its use. ~~The university reserves the right to use for instructional and research purposes, without obligation to make payment therefore, any works created by employees or students during their periods of employment or attendance and revisions or derivations of such works.~~
- b. When unresolved questions on use occur, they shall be referred to the president or his designee for resolution.

5. Revision of Materials

Materials owned by the university under the terms of this policy shall not be altered or revised without providing the author a reasonable opportunity to assume the responsibility for the revision. If the author declines the opportunity to revise such material, the assignment of responsibility for the revision will be made by the president or his designee in consultation with the appropriate department or office.

6. Withdrawal of Materials

- a. Materials owned by the university under the terms of this policy shall be withdrawn from use when the university, in consultation with the author, deems such use to be obsolete or inappropriate. No withdrawal or other discontinuance that would violate the terms of any licensing or other agreement relating to the materials shall take place.
- b. The university may release to the author(s) the right to any work copyrighted in the name of the university.

7. Warranty

Authors/creators must obtain appropriate permissions and releases necessary to avoid infringing or invading the personal rights of others. An author or creator of any work owned by the university under the terms of this policy warrants that, to the best of his/her knowledge, the work does not infringe on any existing copyright or other legal rights; that work not identified as quotations is the expression and creation of the author; that necessary permission for quotations and the like has been obtained; and that the work contains no libelous material or any material that invades the privacy of others.

8. Notice of Copyright

Although the law does not require copyright notice for legal protection, the university encourages that such notice be applied to all works.

All material owned by the university under the terms of this policy shall be protected by notice of copyright in the name of the university. The proper form of such notice is as follows:

© 20__, Stephen F. Austin State University. All rights reserved.

The date should be the year in which the work was completed or in which it was published, whichever is earlier. The name of the university should be spelled out in its entirety.

Works in the electronic environment are protected under copyright law just as print works are protected, from the moment of fixation in a tangible medium of expression. This is generally understood to include fixation in a central processing unit.

Patents

1. Obligations

- a. Employees and others who are subject to this policy by virtue of their employment or use of university services or facilities shall disclose to the president or his designee (dean with copy to the general counsel); any invention or discovery (including those made under cooperative arrangements); provide complete information thereon; and cooperate with the university in protecting potential patent and know-how rights in accordance with Administration of Intellectual Property below.
- b. When an invention arises from a project specially commissioned by the university, created in the course of employment, or with use of university facilities or funds beyond the provision of office or library facilities, the inventor hereby assigns all rights, title and interest in and to any such invention to the university or its designee and shall assist the university or its designee in securing patent protection on the invention. The inventor shall, upon request, execute an invention agreement prior to commencement of the project, or as soon thereafter as practical.
- c. All parties privy to inventions, know-how, trade secrets, or other discoveries which may be patentable shall maintain such information in strict confidence, so as to protect the intellectual property (subject to internal disclosure as outlined above). Researchers, consultants, and other individuals hired on projects which may involve the development of patentable property shall execute a non-disclosure agreement. Notwithstanding this provision, all employees shall be subject to non-disclosure and confidentiality obligations on patentable or other trade secret information as a term and condition of employment.

2. Sponsored Research

- a. In cooperative undertakings sponsored by, or involving, third parties, provisions for the control of patents normally should be consistent with the general policy stated above. The provision of sponsored research funds shall trigger patents section 1.b. above. However, it is recognized that in some cases the interests of other organizations (federal, industrial, etc.) will justify modifications of the general policy. In those cases, the provisions with respect to patents shall appear in the applicable memorandum of understanding or agreement for the review and approval of the president. It is intended and provided that disclosed inventions will be identified and managed in accordance with patent policy and procedures.
- b. Nothing in this policy shall be interpreted as precluding the acceptance of a contract, grant, or agreement that provides for ownership of inventions and patent rights by the cooperating agency or organization.

3. Royalties

- a. After a deduction of fifteen percent (15%) for administrative costs, and a deduction for the cost of patenting, licensing, and protecting of invention and patent rights, the net royalties or other income arising from an invention or discovery shall be divided as follows:
 - i. Fifty percent (50%) to the inventor(s);
 - ii. Fifty percent (50%) to the university.
- b. Special facts concerning an invention may warrant a different distribution of royalties. Agreements with respect to royalties shall be in writing and signed by the president or his designee. Any agreement which grants the inventor more than fifty percent (50%) of the net royalties shall require approval of the Board of Regents.
- c. In the event that a person contributes an invention to the university, a written agreement accepting the contribution shall be executed. The terms of the agreement shall include a statement governing the division of royalties between the university and the donor.

4. Use of Inventions and Discoveries

- a. Prior to the use of an invention or discovery in which the university has an interest, the employee responsible for the invention or discovery will consult with the university through appropriate administrators, or provide a reasonable opportunity for such consultation, with respect to its use. The university reserves the right to use for

instructional and research purposes, without obligation to make payment therefore, any inventions or discoveries made by employees during their periods of employment and revisions or derivations of such inventions or discoveries.

- b. When unresolved questions on use occur, they shall be referred to the president or his designee for resolution.

Trademarks, Service Marks and Trade Names

1. Trademarks and service marks may be any work, name, symbol, or device, or any combination thereof adopted and used by the university in the sale or advertising of goods or services to identify and distinguish such goods and services from those sold by others.
2. Trade names include any names used to identify Stephen F. Austin State University and its services.
3. The president or his designee shall be responsible for protection and licensure of trademarks, service marks, and trade names used by or related to Stephen F. Austin State University.
4. No licenses shall be granted to commercial entities for use of trademarks or service marks in connection with ~~commercial services or stationery, alcoholic beverages,~~ inherently dangerous products, products of obscene or disparaging characteristics, health related products, products classified as staple foods, meats, and natural agricultural products, and any other uses which in the opinion of the president or his designee would degrade the reputation or goodwill of the university.
5. Trademark licensing inquiries should be directed to the director of athletics for processing in accordance with the university's licensing program. If the licensing inquiry does not fall within the traditional licensing program, the request should be forwarded to the general counsel.

Trade Secrets

Trade secrets may be comprised, generally, of any formula, pattern, or device, or of information which gives one an opportunity to obtain an advantage over competitors who do not know or use it in commercial applications. Trade secrets in which Stephen F. Austin State University maintains an interest shall be protected in accordance with the terms of sponsored research agreements or, if none exist, by any lawful means available to the university as determined by the president or his designee.

Disclosure of Intellectual Property

1. Each individual subject to this policy has a duty to disclose promptly, in writing, and prior to any disclosure either to the public or for commercial purposes, any intellectual property created or discovered by such individual. Disclosure shall be made to the president or his designee (dean with copy to the general counsel).
2. The president shall adopt policies and determine procedures for appropriate institutional review of such disclosures. The duty to disclose arises as soon as the individual has reason to believe, based upon his/her own knowledge or upon information supplied by others, that the intellectual property may be protectable under patent, trademark, or copyright law, or common law. Certainty about the protections to be afforded such intellectual property is not required before a disclosure should be made. Each individual subject to this policy shall execute such declarations, assignments, or other documents as may be necessary to protect the university's interest in such intellectual property.
3. Disclosure of equity ownership or management participation in a business entity that has an agreement with the university relating to research, development, licensing, or exploitation of intellectual property created or discovered by an employee shall be made in accordance with Equity Ownership and Management Participation below.

Equity Ownership and Management Participation

1. Ownership of any equity interest in a business entity that has an agreement with the university relating to research, development, licensing, or exploitation of intellectual property created or discovered by an employee shall be disclosed to the president or his designee. The president shall take any necessary steps to avoid injury to the university as a result of potential conflicts of interest arising out of such equity ownership.
2. No employee may serve as a director, officer, or employee of a business entity that has an agreement with the university relating to research, development, licensing, or exploitation of intellectual property in which the university has an ownership interest except upon request of, or prior approval by, the Board of Regents. Authorization to serve as a director, officer, or employee of such a business entity may be subject to one or more conditions established to avoid injury to the university as a result of potential conflicts of interest.
3. In accordance with Section 51.912 of the Texas Education Code, the names of all business entities that have an agreement with the university relating to the research, development, licensing, or application of intellectual property in which employees own an equity interest, or for which such persons serve as director, officer, or employee, shall be reported to the

governor and legislature on an annual basis. The university may accept equity interests as partial or total compensation for rights conveyed in agreements with business entities relating to intellectual property owned by the university. The university may negotiate, but shall not be obligated to negotiate, an equity interest on behalf of any employee as a part of an agreement between the university and a business entity relating to intellectual property created, discovered, or developed by the employee and owned by the university.

Disposition of Income

1. In the disposition of any net income accruing to the university or a component from patents, trade secrets, or copyrights, first consideration shall be given to the promotion of research.
2. In the disposition of any net income accruing to the university or a component from licensure of trademarks or service marks, first consideration shall be given to creation or enhancement of scholarship programs.

License Agreements

1. Agreements which grant a third party the right to make, use, or sell a patented invention, invention know-how, or trade secret that has been disclosed and assigned to, or is otherwise owned by, the university shall require approval by the Board of Regents.
2. Agreements which grant a third party the right to reproduce, sell or use a copyrighted work, trademark, service mark, or trade name in which the university owns an interest shall require approval by the president.

Administration of Intellectual Property

1. The president or his designee shall be responsible for administering this policy. Duties encompassed by this responsibility shall include filing appropriate registration forms and supporting documents with the Copyright Office, Library of Congress, or the Patent and Trademark Office, negotiating and drafting licenses and other royalty agreements, drafting necessary agreements for specially commissioned works, determining the applicability of this policy and appropriate law to intellectual property, and adoption of policies and procedures consistent with this policy statement and necessary for determination of ownership or protection of the university's interests in intellectual property. All referrals to the president or his designee, under this policy, shall follow established procedures and administrative channels of communication.

2. In determining the university's ownership interest in any intellectual property and measures necessary for appropriate protection or exploitation of such interests, the president or his designee may utilize assistance from designated university committees, the general counsel, Texas attorney general, an appropriate private law firm or attorney, or corporations established for the purpose of managing intellectual property.
3. The responsibility for commercial marketing and licensure of intellectual property, and for maintenance of appropriate fiscal records, is assigned to the president or his designee.
4. All expenses of copyright registration, patenting and other forms of protection sought by the university shall be borne by the university, unless otherwise paid by a licensee through a negotiated licensing agreement. If the university fails or refuses to pursue within a reasonable period any registration of copyright or patent, or other protection, for intellectual property in which an employee has an ownership or royalty interest, the employee may independently pursue registration or other protection of such interest. All patents must be filed in the university's name, unless the university relinquishes all rights and interest to the intellectual property in writing, signed by the president. The individual shall be reimbursed for expenses related to such protective action, pursuant to a negotiated written agreement, if the university subsequently decides to assert and exploit the university's interests in the property.

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Cross Reference: Intellectual Property Rights for Distance Education (9.5); Tex. Educ. Code § 51.912; ~~17 U.S.C. § 101~~ *United States Code, Titles 17, 35*

Responsible for Implementation: General Counsel

Contact For Revision: General Counsel

Forms: None

Board Committee Assignment: Academic and Student Affairs

Items Requiring Board of Regents Approval

Original Implementation: July 5, 1988

Last Revision: ~~April 23, 2013~~ July 29, 2014

A. Items That Require Approval by the Board of Regents

1. Construction/renovation projects if the estimated cost is \$100,000 or more, including:
 - a. Selection of an architect/engineer
 - b. Authority to submit the proposal to the Texas Higher Education Coordinating Board if the estimated project cost (includes all cost) is at least \$4,000,000 for new construction, \$4,000,000 for renovation, or as otherwise required under law.
 - c. Construction contract awards. The Guaranteed Maximum Price must be reported to the Buildings and Grounds Committee at the next possible meeting.
 - d. Approval of project budget.
 - e. Change orders that would increase the cost of the project beyond the amount of the Guaranteed Maximum Price. Board approval of change orders would not be required for budgeted construction contingencies within the Guaranteed Maximum Price.
 - f. For projects requiring coordinating board approval, a final project close-out report entailing a post completion evaluation of the project that includes the following elements that must be reported to the Buildings and Grounds Committee: final project cost, summary of change orders, existence of any liquidated damages, final HUB participation percentages and total value, summary of approvals from any state or federal agencies having jurisdiction, survey summary of evaluation by end users, and summary of final inspection punch list for items needing repair. A warranty inspection will be conducted and major warranty repairs summarized for review by the president and chair of the Buildings and Grounds Committee.
2. Actions relating to university employees, including
 - a. Appointment of full-time faculty
 - b. Faculty promotions
 - c. Awarding of faculty tenure
 - d. Appointment of full-time administrative/professional staff (exempt) excluding those requiring student status
 - e. Change of position status of full-time faculty and administrative/professional (exempt) staff
 - f. Advisement on termination of full-time faculty and administrative/professional (exempt) staff (executive session only, does not require board action for approval)
 - g. Leaves of absence for faculty and administrative/professional (exempt) staff for one semester (four and one-half months) or more

- h. Dual employment (with state agencies) of faculty and administrative/professional (exempt) staff
 - 3. Delegations of administrative authority, including
 - a. Authority to approve travel
 - b. Authority to approve purchases
 - 4. Policy statements when the effect will be to change admission, probation, or suspension regulations; establish or alter policies, regulations, or rules relating to employment or property rights; govern the activities of the entire university or a major section of the university, such as rules for admission into teacher education or any other major curriculum; change long standing and well accepted practices or patterns of behavior; or implement rules, regulations or activities established by external authorities
 - 5. Contracts, purchases, or agreements in the amount of \$100,000 or more, except those that appear in Item B below
 - 6. Any lease of any item (building, equipment, etc.) if the total cost of the lease is expected to be \$100,000 or more without regard to the length of the lease period
 - 7. Purchase, sale or exchange of real property (~~executive session only; does not require board action for approval~~)
 - 8. Depository contracts
 - 9. Food service (or similar) contracts, including changes in existing contracts
 - 10. Contracts and agreements with support or development foundations
 - 11. Settlements, consent decrees, authority to enter into litigation (executive session only, does not require board action for approval)
 - 12. Establishment (or change) of tuition, student fees, and room and board rates
 - 13. Curriculum matters, including
 - a. Establishment or elimination of academic programs
 - b. Establishment or elimination of courses
 - c. Major changes in programs or courses
 - 14. Designation of a name for university buildings, facilities, streets, etc.
 - 15. Annual holiday schedule
 - 16. Private, governmental, or foundation grants or agreements if the purpose of the grant, etc. is not designated ("president's discretion" constitutes a designation)
 - 17. Annual operating budget
 - 18. Increases in existing budgets through a "budget adjustment" if over \$100,000, except revolving funds.
 - 19. Biennial legislative request
 - 20. Long range master plan
- B. Items That Do Not Require Approval by the Board of Regents
- 1. Construction or renovation projects under \$100,000

2. Change orders under \$100,000 as long as the approved budget is not exceeded
3. Appointment, change-of-status, promotion, termination of non-exempt employees
4. Appointment, change-of-status, termination of graduate or student assistants
5. Resignations
6. Contracts, purchases, and agreements when the amount is less than \$100,000
7. Budget transfers that do not increase the board approved budget
8. Private, governmental, and foundation grants, agreements or sub-awards if the purpose of such is stipulated by the grantor. New grants, contract, agreements or sub-awards ~~will~~ *are to* be submitted to the Board of Regents for ratification on a quarterly basis.
9. Materials purchased for resale in auxiliary operations and central stores
10. Materials purchased for inventory stock of physical plant, residence life, or student center operations, such as custodial cleaning products and paper goods
11. Materials purchased for inventory stock from operation and maintenance budgets previously approved by the board, such as food purchases for the Early Childhood Lab and Piney Woods Conservation Center
12. Library subscription services
13. Recurring printing orders
14. Contracts and agreements for athletic events, entertainment concerts, fine arts events, and other similar activities
15. Group travel packages for resale
16. Materials or services purchased for emergencies resulting from disasters, hazards, or other exigent circumstances
17. Other items approved by the president of the university which are not listed in Section A of this policy
18. Specific commodities or service necessary for day-to-day operations of the university:
 - a. Water utility
 - b. Regulated electricity for beef farm, broiler farm and PWCC
 - c. Gasoline for university vehicles
 - d. Credit card merchant service fees
 - e. Maintenance contracts associated with preventive and/or repair work for on-going maintenance or service provided on a scheduled or as-needed basis for equipment or software
 - f. Asbestos abatement projects as necessary on an “as needed” basis
 - g. Insurance negotiated and/or approved by the State Office of Risk Management
 - h. Temporary staffing services
 - i. Telecommunications and networking services and fees for land-line phones, cell phones and internet service
 - j. Hosted software services and applicable license and maintenance for general business operations such as student bill payment, cashiering and student email
 - k. Television programming services

- l. Pest Control services
- m. Concrete services not related to a project that requires board approval
- n. Hazardous waste pick-up and disposal services
- o. Radio tower rental for the university radio station
- p. Consultant for annual roof inspections
- q. Fire alarm inspections
- r. Travel-related contracts, including air charter service
- s. Search engine optimization for the university website
- t. Preferred or mandatory use vendor contracts, blanket contracts or standing orders not otherwise requiring board approval, for which multiple purchases made as needed by departments may exceed \$100,000 over the term of the contract including renewals and including, but not limited to, computers, printers, office supplies, promotional products, chemicals and air filters for HVAC systems, etc.

Cross Reference: None

Responsible for Implementation: President

Contact for Revision: President

Forms: None

Board Committee Assignment: Finance and Audit Committee

Laboratory Fees

Original Implementation: June 29, 1981

Last Revision: ~~July 19, 2011~~ July 29, 2014

Laboratory fees may be assessed to cover the costs of ~~laboratory~~ materials and supplies used by students enrolled in the respective laboratory. An academic unit may choose to average the costs of its total laboratory program and set an appropriate, uniform fee.

The basic fee for all laboratory classes is \$10 *per student with no fee being assessed on any laboratory course whose demonstrated expenses are less than \$10.* ~~;~~ ~~When it can be demonstrated that the value of expendable supplies is more than the basic fee, a laboratory fee up to \$30 may be charged. No fee will be assessed on any laboratory course whose demonstrated expenses are less than \$10 per student.~~ Assessed lab fees ~~shall cannot~~ exceed the cost of actual materials and supplies used by students.

Laboratory fees greater than \$10 will be recommended by the academic unit ~~chair/director~~ *head* and by the dean for approval by the provost and vice president for academic affairs. *Laboratory fees are submitted to the Board of Regents for final approval.*

~~All academic units review laboratory fees shall be reviewed annually at the academic unit level for appropriateness and accuracy. New and changed fees above the \$10 basic fee will be submitted to the Board of Regents for final approval.~~ All laboratory fees shall be published in the appropriate media.

Cross Reference: Tex. Educ. Code § 54.501

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact For Revision: Provost and Vice President for Academic Affairs

Forms: None

Board Committee Assignment: Academic and Student Affairs

Library Faculty

Original Implementation: 1970

Last Revision: ~~April 19, 2011~~ July 29, 2014

Stephen F. Austin State University (SFA) provides for advancement based on a librarian's or an archivist's academic credentials and experience, professional performance, contributions to the university community and the profession of librarianship/archivist, and service to the general community.

Rank

The ranks consist of Librarian I, II, III, and IV, and Archivist I, II, III, and IV, with IV being the highest. These ranks do not apply to administrative positions.

Criteria for Appointment

A master's degree in library science from a school accredited by the American Library Association is required for appointment. The Master of Library Science and Master of Library Information Science are the terminal degrees for librarians.

A master's degree in library science from a school accredited by the American Library Association with specialization in archival studies or a ~~A Master's of Arts degree in public history with an specialization in archival studies concentration~~ *is required for appointment as archivist.*

~~Criteria for Tenure and for Promotion~~

Librarians and archivists are both eligible for tenure and promotion; according to university policies and procedures. Archivists are eligible only for promotion. however, only librarians are eligible for tenure (see policy 7.29).

To be promoted to the rank of Librarian II or Archivist II, an individual ~~must~~ *shall* have a proven record of effective and productive performance. Individuals can apply for the rank of Librarian II or Archivist II without being at the rank of Librarian I or Archivist I for a specified period of time.

To be promoted to the rank of Librarian III or Archivist III, an individual ~~must~~ *shall* have a proven record of effective and productive performance. The individual ~~must~~ *shall* also have made significant professional contributions to the academic and general communities through presentations at professional meetings, professional publications, or service to library organizations. A Librarian II or Archivist II must ~~have held~~ *hold* that rank for at least three years

before applying for promotion.

To be promoted to the rank of Librarian IV or Archivist IV, an individual ~~must~~^{shall} have a proven record of substantial contributions to the profession recognized at the state and national levels. A Librarian III or Archivist III must ~~have held~~^{hold} that rank for at least three years before applying for promotion. Additionally, to be promoted to Archivist IV the individual must have successfully passed the Academy of Certified Archivist Examination.

Tenure and Promotion Procedures

~~An applicant for tenure or promotion shall prepare a portfolio that documents all relevant years of university service. The portfolio shall contain a current vitae, a completed Promotion/Tenure Application form, and supporting materials.~~

~~Each portfolio shall be reviewed by a panel of not less than five librarians or archivists of a higher rank. If fewer than five individuals hold a higher rank, the director of libraries shall appoint the remaining members of the panel from academic faculty of comparable rank. The associate director shall evaluate each portfolio and forward it, along with a recommendation, to the director of libraries. The director of libraries shall evaluate each portfolio and forward it, along with a recommendation, to the provost and vice president for academic affairs.~~

~~The provost and vice president for academic affairs shall submit to the president the portfolio and a recommendation on tenure and/or promotion for each candidate. The president shall make a recommendation on tenure and/or promotion to the Board of Regents.~~

Annual Evaluation and Compensation

Librarians and archivists ~~will~~^{shall} be evaluated annually according to university policies and procedures. These evaluations ~~will~~^{shall} constitute the basis for merit pay consideration, when available. Librarians and archivists accrue vacation and compensatory time.

Work Load

Librarians and archivists receive twelve-month contracts, except tenured librarians employed prior to April 21, 1998, who have elected to receive ten-and-one-half month contracts.

Library Academic Advisory Council

The Library Academic Advisory Council (LAAC) advises the director of libraries on matters regarding librarians and archivists. The LAAC ~~is~~^{shall} be composed of five librarians/archivists, each with at least two years of service at SFA. Members ~~are~~^{shall} be elected in September by all librarians and archivists and ~~shall~~ serve two-year staggered terms. The individual serving as the Faculty Senate representative is an ex-officio member of the LAAC if not an elected member.

The LAAC ~~shall~~ elects its own chair who ~~is~~^{shall} be responsible for calling at least one meeting

each regular semester.

Rights and Responsibilities

Librarians and archivists have the same rights and responsibilities as academic faculty. They are eligible for service on the Faculty Senate and university committees and are eligible for faculty development leave. Librarians and archivists may also apply for grants, fellowships, and research funds.

Cross Reference: Faculty Handbook; Academic Promotion (7.4); Tenure (7.29); Performance Review of Officers Reporting to the Provost and Vice President for Academic Affairs (4.8); Academic Appointments and Titles (7.2)

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: None

Board Committee Assignment: Academic and Student Affairs

Part-time Faculty

Original Implementation: September 19, 1984

Last Revision: ~~January 25, 2011~~ July 29, 2014

A part-time faculty member is one who holds less than a full-time academic workload and is not in a tenure-track position.

~~Each academic unit shall establish criteria for the selection of part time faculty members based on accreditation requirements. Part-time faculty must meet applicable accreditation criteria.~~

Former tenured, full-time Stephen F. Austin State University (SFA) faculty members appointed to part-time positions ~~shall~~ will hold their previous academic rank (*instructor, assistant professor, associate professor, or professor*) ~~except that the rank shall be conditioned by with the designation part-time (Instructor, Assistant Professor, Associate Professor, or Professor).~~ Part-time faculty members not previously holding full teaching employment shall also be designated as part-time, with the appropriate professorial rank. Part-time faculty members may be appointed for no more than one academic year at a time.

The salary of part-time faculty members ~~shall~~ will be negotiated with each appointment, subject to the approval of the college dean and the provost and vice president for academic affairs.

Part-time faculty members ~~shall~~ will perform assigned duties and maintain office hours commensurate with the assignment. Part-time faculty may not serve on search, tenure, promotion ~~or and~~ merit pay committees.

Cross Reference: None

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: ~~None~~ Faculty Credential Form

Board Committee Assignment: Academic and Student Affairs

Petitions and Handbills

Original Implementation: July, 1980

Last Revision: ~~July 19, 2011~~ July 29, 2014

These rules shall govern the circulation and distribution of all petitions (a document embodying a formal written request made to an official person or organization) and handbills (a printed sheet that is distributed by hand), on university property.

1. Students, employees, and their approved organizations may circulate and distribute petitions and handbills on university property, except in academic buildings unless otherwise authorized by law.
2. Visitors, defined as any person who is not presently enrolled as a student nor is presently employed by the university, may circulate and distribute petitions and handbills in assigned areas of campus upon approval.
3. Students, employees, and their approved organizations shall require no previous approval to circulate or distribute petitions and handbills on university property so long as the individual or group(s) sponsoring the petitions or handbills is clearly identified in writing on the material itself.
4. All persons or organizations seeking to distribute a petition or handbill without identifying information must complete a registration form with the Office of Student ~~Activities~~Engagement and deposit a true and correct copy of the petition or handbill to be circulated or distributed.
5. Areas and times of circulation and/or distribution are as follows:
 - a. Students, employees, and their approved organizations may circulate and distribute properly registered (if required by this policy) petitions and handbills on university property at any time and in any location, except in academic buildings unless otherwise authorized by law.
 - b. Visitors may circulate and distribute properly registered petitions and handbills in the area of campus assigned as a part of the registration process. On the days visitors have been approved to be on campus, they may circulate and/or distribute petitions and/or handbills between the hours of 8:00 a.m. and 7:00 p.m. on the days registered for.
 - c. Handbills may not be placed on parked vehicles or any other stationary object, (i.e., table, bench, etc.) as a means of distribution.
6. Registration must be made through the Office of Student ~~Activities~~Engagement at least twenty-four (24) hours in advance to facilitate orderly scheduling of the circulation and/or distribution area(s).
7. Circulation and distribution by all parties must be conducted in compliance with these rules and university policy and must not:
 - a. result in a breach of peace or violation of law
 - b. interfere with the free and unimpeded flow of pedestrian and vehicular traffic; or

- c. materially disrupt or interfere with the normal activities of the university.
- 8. The person or organization circulating or distribution these materials shall clean and remove any litter which results from this activity.
- 9. No person or organization may circulate or distribute a petition or handbill that:
 - a. violates the university's policy on solicitation;
 - b. contains material that is obscene or libelous; or
 - c. advocates the deliberate violation of law.

For the purposes of this section "advocacy" means preparing the group addressed for imminent action and directing it to such action with the likelihood of producing that action, as opposed to the abstract espousal of the moral propriety of a course of action.

All decisions regarding prohibition of a petition or handbill based on content would follow the procedures outlined in the signs policy, 16.24, Section IV.

- 10. In addition to these rules, petitions and handbills to be circulated and distributed by students, faculty, and staff, and their approved organizations, in:
 - a. residence halls must comply with the rules governing residence halls; and
 - b. the Baker Pattillo Student Center must comply with the rules governing this building and its grounds.
- 11. These rules do not apply to:
 - a. the university, and its agents, servants, or employees, acting in the course and scope of their agency or employment; and
 - b. the Stephen F. Austin State University Alumni Association and the Stephen F. Austin State University Foundation.

Cross Reference: U.S. Const. amend. I; Signs and Exhibits (16.24)

Responsible for Implementation: Vice President for University Affairs

Contact for Revision: Dean of Student Affairs

Forms: Registration Form, Student Affairs/Student Activities Engagement

Board Committee Assignment: Building and Grounds

Piney Woods Conservation Center

Original Implementation: September 1, 1986

Last Revision: ~~April 19, 2011~~ July 29, 2014

~~The provisions of university policy, Use of University Facilities (16.33), govern the use of all buildings, facilities, equipment, and grounds, hereinafter referred to as facilities, under the control of Stephen F. Austin State University. That policy provides that the university may establish additional procedures for the reservation and use of specific facilities; therefore, the following provisions apply to the Piney Woods Conservation Center (PWCC).~~ *The Piney Woods Conservation Center (PWCC) is managed by the Arthur Temple College of Forestry and Agriculture.*

Housing Capacities

~~To maximize use of the PWCC, a~~ 24-person minimum is required for all groups *using the PWCC. However, smaller groups either* may be accommodated at a higher *rental* rate or *may be scheduled simultaneously with another group using the facility.*

The following capacities apply with two rooms sharing one bath (suite):

- 1 person or couple per suite - capacity 16 individuals or 16 couples
- 1 person per room - capacity 32
- 2 people per room - capacity 64
- 3 people per room - capacity 96
- 4 people per room - capacity 128

Reservations

The facilities of the PWCC are available for daytime, evening, or overnight events. Reservations ~~for the PWCC must be made with the PWCC program coordinator, (936) 584-2412, 336 County Road 473, Broadus, TX 75929.~~

A deposit is required to hold reservations for a specific date. The deposit may be waived for state agencies. ~~The University's~~ colleges, schools, departments, and sponsored programs must submit an Interdepartmental Transfer (IDT) ~~account number~~ for deposit and billing purposes. The deposit or IDT ~~account number~~ is submitted to the PWCC program coordinator with a letter detailing the following:

- Title and nature of program;
- Name, phone number, email, and postal address of program contact person;
- Estimated number of participants;
- Arrival and departure dates and times;

- Number of meals required;
- Number of participants by gender for dorm assignments; and,
- Special requests, i.e., menu preferences, sack lunches, number of classrooms, etc.

A final count of participants is due no later than seven (7) days prior to the event. The PWCC program coordinator shall return will send a letter or e-mail of confirmation. A final count of participants is due no later than seven (7) days prior to the event.

Billing

Rates are established and adjusted periodically for standard meals and accommodations. Special arrangements and prices can be negotiated for large groups, miscellaneous equipment, etc. Standard rates are available upon request. Arrangements may be made for accident insurance coverage for qualified groups. ~~Details are supplied upon request.~~

Each group is responsible for collecting meal and housing fees for its program. The PWCC will submit an invoice at the completion of the program based on the reservation, ~~and p~~ Payment is due no later than ten (10) days after receipt.

Checks should be made payable to Stephen F. Austin State University and mailed to the Arthur Temple College of Forestry and Agriculture, P.O. Box 6109, SFA Station, Nacogdoches, TX 75962-6109.

Cross Reference: Use of University Facilities (16.33)

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Dean of the Arthur Temple College of Forestry and Agriculture

Forms: None

Board Committee Assignment: Building and Grounds

Professional Educators' Council

Original Implementation: September 1, 1987

Last Revision: ~~January 25, 2011~~ July 29, 2014

~~Since its establishment in 1923 as a teachers' college, Stephen F. Austin State University (SFA) has played a leading role in preparing professional personnel for the public schools of Texas. The preparation of highly competent teachers, principals, superintendents, and other school personnel to staff the schools of the state continues to be a major function of the university.~~

Preparation of teachers and other professional educators is a university-wide function governed by policies developed by the university's Professional Educators' Council. In developing and executing policies, the council ~~gives due consideration to:~~

- ~~R~~relevant state and federal law;
- ~~U~~niversity policies and procedures;
- ~~R~~ecommendations from appropriate advisory committees;
- ~~G~~uidelines of the Texas Higher Education Coordinating Board (THECB);
- ~~R~~ules of the Texas Education Agency (TEA)/State Board for Educator Certification (SBEC); ~~and,~~
- ~~P~~rogram standards ~~of the National Council for Accreditation of Teacher Education (NCATE), of the Council for the Accreditation of Educator Preparation (CAEP);~~
- ~~and P~~rofessional standards of organizations affiliated with ~~CAEP~~~~NCATE~~ and with other national accreditation organizations.

The council's responsibilities include:

- ~~m~~~~Maintaining accreditation by SBEC, NCATE/CAEP, and other national organizations-~~
~~to ensure program quality;~~
- ~~R~~reviewing proposals for changes in teaching field programs and in professional education programs ~~to ensure appropriate curricula; and,~~
- ~~E~~establishing criteria for program admission and retention; ~~and for~~
- ~~R~~ecommending ~~criteria~~ for educator certification or licensing.

The council is chaired by the dean of the James I. Perkins College of Education (*PCOE*) and is composed of faculty members appointed by the provost and vice president for academic affairs-~~(VPAA)~~ from nominees submitted by the *PCOE* dean after consultation with the deans of other colleges offering ~~the various~~ teaching fields. Other members of the council include the *PCOE* associate deans, ~~of the College of Education,~~ *one of whom* serves as council secretary, and two student representatives appointed by the *PCOE* dean.

Cross Reference: General Bulletin, Graduate Bulletin, Tex. Educ. Code § 21.044

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Dean of the James I. Perkins College of Education

Forms: None

Board Committee Assignment: Academic and Student Affairs

Public/Student Health

Original Implementation: February 29, 1988

Last Revision: ~~July 19, 2011~~ July 29, 2014

Stephen F. Austin State University recognizes an obligation to promote public health on campus by protecting students, faculty, and staff from the spread of contagious and infectious diseases. An effective and responsible approach to safeguarding public health on campus requires that legitimate concerns about the potential for transmission of diseases in university settings neither be sensationalized nor minimized, but that university officials work closely with other interested parties to establish policies and procedures that inhibit the likelihood of contagion while promoting an educational environment characterized by safety, continuity, and calm.

When circumstances arise that require review, the vice president for university affairs will convene a Public/Student Health Committee, consisting of appropriate faculty and staff members. This committee will assist the vice president in coordinating the university's efforts to fulfill its responsibility concerning public health. In carrying out its tasks, the committee shall follow the guidelines of recognized authorities including: The National Center for Disease Control, the United States Public Health Service, the Texas Department of Health, and the American College Health Association. Further, the committee shall conform its actions to the Texas Communicable Disease Prevention and Control Act and other law.

In the event of public inquiry concerning university policy on public health or health-related matters at SFA, the executive director of marketing, or their designee, will serve as the official spokesperson for the university. Medical records of individuals shall remain confidential, but public information shall be disclosed upon request in accordance with the Texas Public Information Act and the Family Educational Rights and Privacy Act. Requests for such information should be referred to the university's general counsel.

If a public health issue arises that could involve the continuity of business and academic functions of the university, other ad hoc committees may be impaneled to address those particular issues.

Cross Reference: Tex. Health & Safety Code Ch. 81, 181; Tex. Gov't Code Ch. 552; Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g

Responsible for Implementation: Vice President for University Affairs

Contact for Revision: Vice President for University Affairs

Forms: None

Board Committee Assignment: Academic and Student Affairs

Research Enhancement Program

Original Implementation: September 1965

Last Revision: ~~April 17, 2012~~ July 29, 2014

~~Purpose:~~ The Research Enhancement Program at Stephen F. Austin State University (SFASU) is ~~intended to encourage~~ and enhances research and creative opportunities for faculty members, serves as support for innovative research, and provides seed monies to attract external funding.

~~Description:~~ The Research Enhancement Program consists of ~~two~~ three components: (1) the Faculty Research Grant Program, *which provides substantive support for research and scholarly creative activities*; (2) ~~and the~~ Minigrant Program, *which provides opportunities for faculty to carry out small projects or preliminary research activities that will increase their competitiveness in acquiring additional funding*; and (3) the Graduate Research Assistant (GRA) Program, *which*. ~~The Faculty Research Grant Program provides substantive support for research and scholarly creative activities. Minigrants provide an opportunity for faculty to carry out small projects or preliminary research activities that will increase their competitiveness in acquiring Faculty Research Grants and/or external funding.~~ *provides support for graduate students working toward research-based theses and dissertations.*

~~Eligibility:~~ Individuals with a full-time, *tenured or tenure-track* academic appointment as professor, associate professor, assistant professor, instructor, and librarian I-IV are eligible to apply for Faculty Research Grants and Minigrants. *Members of the graduate faculty serving as faculty advisors may apply for GRA support on behalf of their students.*

1. ~~Compliance:~~ In the expenditure of Faculty Research Grant ~~Recipients of Research Enhancement funds, a recipient is~~ subject to applicable university policies as well as ~~and~~ local, state and federal rules and regulations.

2. For research projects that will involve the use of human subjects, laboratory animals, or hazardous materials, the applicant must, prior to funding, provide a memorandum of approval from the chair of the appropriate university committee to the Office of Research and Sponsored Program (ORSP) prior to project implementation.

B. ~~Faculty Research Grant (FRG) and Minigrant (MG) Programs:~~

~~2. Faculty Research Grant Program~~

A. The University Research Council (URC) establishes guidelines for ~~the proposal content and format of proposals development and establishes~~ *creates* criteria for the evaluation of applications. ~~a g-proposals, and conditions of eligibility. These guidelines are posted annually by~~

the Office of Research and Sponsored Programs and include, *at a minimum*, the following provisions:

1. ~~Faculty Research Grant Funds~~ *shall not be awarded used by faculty or students to for the purpose of obtaining advanced academic degrees; however, these funds may be used by faculty to hire students to work on specific aspects of a project.*
1. ~~Faculty Research Grants shall not be used to fund master's theses or dissertations. This does not preclude the use of Faculty Research Grant funds to hire graduate assistants to assist faculty members with their research or creative endeavors.~~
2. ~~Except in extraordinary circumstances, an applicant with an is limited to either a Faculty Research Grant FRG or MG award must will follow URC guidelines established by the URC or Minigrant award in a fiscal year.~~
3. ~~Faculty Research Grant F-funds shall not be used to supplant funding for research activities or equipment provided by another source. This does not preclude the use of Faculty Research Grant funds for purposes of matching external awards.~~
4. ~~Researchers who have access to research funds from other sources are encouraged to exhaust all alternative funding pathways prior to applying for a Faculty Research Grant.~~
5. ~~In the expenditure of Faculty Research Grant funds, a recipient is subject to applicable university policies and local, state and federal regulations.~~
6. ~~For research projects that will involve the use of human subjects, laboratory animals, or hazardous materials, the applicant must, prior to funding, provide a memorandum of approval from the chair of the appropriate university committee.~~
4. ~~A Faculty Research Grant r~~Recipients must submit progress and/or final reports as required by the ~~Office of Research and Sponsored Programs~~ORSP.
- B. ~~Any publication, presentation, or exhibition resulting from an Faculty Research Grant FRG or MG must shall acknowledge the that the project was supported provided by an SFA Faculty Research Grant the Research Enhancement Program at SFA.~~
- 5.
6. ~~The project director must submit c~~Copies of publications, exhibitions, or other appropriate media to ORSP and the Center for Digital Scholarship.

~~http://library.sfasu.edu/cds for posting all media and documentation as a research project in the university's digital archive ScholarWorks http://scholarworks.sfasu.edu/that document a published work or exhibition shall be filed by the project director with the Office of Research and Sponsored Programs ORSP and with the East Texas Research Center in the Ralph W. Steen Library.~~

C. —

The ~~University Research Council~~URC makes recommendations for funding of FRGs to the chair of the council. *If an award exceeds \$5,000, who then obtains approval for funding from the provost and vice president for academic affairs must approve the funding.*

D. —

~~E. Research Enhancement Program funds remaining in a fiscal year after Faculty Research Grants have been awarded shall be used to fund the Minigrant Program.~~

3. Minigrant Program

~~A. The director of the Office of Research and Sponsored Programs awards Minigrants based on criteria developed by the University Research Council.~~

~~B. Minigrant awards criteria and application materials are posted annually by the Office of Research and Sponsored Programs.~~

Graduate Research Program: Faculty advisors may identify and submit applications on behalf of graduate students.

The content, format, and criteria for evaluation are determined by the URC. These guidelines include, at a minimum, the following provisions:

- 1. Awardees must be working toward a research-based thesis/dissertation or equivalent project. Non-thesis graduate students are ineligible.*
- 2. Students receiving awards must be released from teaching responsibilities.*
- 3. Graduate Research Assistantships can be up to twelve (12) months in duration. Faculty sponsors can apply for a second 12-month assistantship for a student, but assistantships may not exceed a total of 24 months per student. For continued funding, the faculty sponsor must demonstrate student progress to the URC each semester.*

The URC makes recommendations for funding to the chair of the council who, in turn, must obtain approval from the dean of the Graduate School for funding. If approved, the chair of the council notifies the provost and vice president of academic affairs of the awards.

Cross Reference: ~~Intellectual Property (D-20); Academic Appointments and Titles (E-1A); Tex. Educ. Code § 141; 7 U.S.C. §§ 2131-2139; 9 CFR § 3; Title 17 of U.S.C.; 37 CFR §§ 203-204; Title 35 of U.S.C.; 42 U.S.C. §§ 289-289g-3; 45 CFR § 46~~ *None*

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Director, Office of Research and Sponsored Programs

Forms: ~~None~~ *Faculty Research Grant and Minigrant applications*

Board Committee Assignment: Academic and Student Affairs

~~Resolving Faculty Disagreements in Issues Other Than Termination and Non-Renewal of Contracts~~

Original Implementation: April 3, 1979

Last Revision: ~~January 25, 2011~~ July 29, 2014

The resolution of disagreements regarding administrative decisions or other disputes involving faculty or other personnel, other than dismissal *or non-renewal*, ~~shall~~ will be pursued initially with the academic unit- ~~head~~ chair/director. If the matter cannot be satisfactorily resolved at that level, the faculty member may put the disagreement in writing and submit it to the college dean, along with a copy to the academic unit ~~head~~ chair/director.

The college dean ~~shall~~ will consult with the faculty member(s) and the academic unit ~~head~~ chair/director in an effort to resolve the disagreement. The dean may consult with any others deemed to have insight into the matter. If the matter cannot be satisfactorily resolved by the dean, the faculty member may appeal *in writing* the issue to the provost and vice president for academic affairs (~~VPAA~~), *along with a copy to the dean and academic unit head.*

The provost and ~~VPAA~~ vice president for academic affairs ~~shall~~ will consult with the faculty member(s), the academic unit ~~head~~ chair/director, the college dean, and any others with insight into the matter. If the matter cannot be satisfactorily resolved by the provost and ~~VPAA~~ vice president for academic affairs, ~~the faculty member either party may appeal the issue. either to a subcommittee of the University Grievance Panel or directly to the president, depending on the nature of the dispute.~~

Employment Disputes

If the disagreement involves an allegation that conditions of employment under university policy have been violated, ~~The appeal shall~~ will be forwarded from the provost and ~~VPAA~~ to the University Grievance Panel at the faculty member's request. ~~only if the disagreement involves an allegation that conditions of employment under university policy have been violated.~~ This process ~~shall~~ will operate under the following guidelines:

1. An advisory subcommittee of the University Grievance Panel ~~shall~~ will review the evidence. The subcommittee ~~shall~~ will be composed of five members, with two members selected by the faculty member, two by the president or the president's designee, and one selected at random. Each party ~~shall~~ will have one challenge without stated cause.
2. Once constituted, the subcommittee ~~shall~~ will establish *defined* its procedures for resolving the dispute.
3. When the subcommittee has made its determination, it ~~shall~~ will advise the president and the faculty member(s) of its findings in writing.

4. The president ~~shall~~*will* review the subcommittee's report, consult with the faculty member(s) and any others with insight into the matter, and render a decision that ~~shall~~*will* be final.

All Other Disputes

In situations that do not *involve* ~~implicate~~ conditions of employment, an appeal from the provost and ~~VPAA~~*vice president for academic affairs* ~~shall~~*will* be forwarded directly to the president who ~~shall~~*will* consult with the faculty member(s), the academic unit ~~head~~*chair/director*, the college dean, the provost and ~~VPAA~~*vice president for academic affairs*, and any others with insight into the matter.

In all cases, the decision of the president is final and ~~shall~~*will* be communicated to the faculty member in writing within a reasonable time.

Cross Reference: Faculty Handbook, ~~Grievance and Appeals (11.15)~~

Responsible for Implementation: President

Contact for Revision: President

Forms: None

Board of Committee Assignment: Academic and Student Affairs

Selection of Academic Deans

Original Implementation: Unpublished

Last Revision: ~~April 19, 2011~~ July 29, 2014

The academic dean is the chief executive of the college and is responsible for fostering excellence in teaching, research/scholarship/creative activity and service. Reporting directly to the provost and vice president for academic affairs, the academic dean has a major role in developing and interpreting university policy.

This policy outlines search procedures and responsibilities for the selection of an academic dean.

~~It is essential that search committees and university administrators be informed about and adhere to Equal Employment Opportunity and Affirmative Action guidelines. This policy is intended to ensure informed search procedures and to facilitate the process.~~

Selection of the Search Committee: The search process begins with the establishment of a search committee. After consulting with college faculty and academic unit ~~heads~~ chairs/directors, the provost and vice president for academic affairs determines the search committee size and composition, and appoints an academic dean (outside the college) to serve as chair. Ideally, the committee ~~will~~ ~~shall~~ be composed of an odd number of members (elected or appointed) consisting of at least one representative from each of the academic units of the college and having a balanced mix of faculty and academic unit ~~heads~~ chairs/directors. Additionally, students and outside representatives may be elected or appointed to serve as ex-officio members of the committee.

~~Each search shall be conducted without prejudice for any internal or external candidates. If a fully open search is not viable, a decision limiting the scope of the search should be made prior to the selection of the search committee. Such a decision will be made by the provost and vice president for academic affairs in consultation with the academic unit heads chairs/directors and college faculty of the college.~~

The provost and vice president for academic affairs ~~will~~ ~~shall~~ convene the committee for its organizational meeting. The committee may choose to elect other committee officers. The chair may designate a committee member from the respective college as a contact for external inquiries.

Search Committee Responsibilities: The search committee ~~coordinates~~ ~~oversees~~ the recruitment process, working closely with the provost and vice president for academic affairs. The committee is responsible for developing a position description, advertising the position, ~~initial~~ screening of candidates, and arranging *candidate* interviews ~~for candidates invited to~~

~~campus. Each search will be conducted without prejudice for internal or external candidates. The committee will~~~~shall~~ contact human resources for mandatory training and for assistance as needed~~to ensure that proper procedures are followed.~~

Ordinarily, at least two candidates recommended by the committee will be interviewed on campus. The itinerary for the interviews ~~will~~~~shall~~ provide ample opportunity for the candidates to meet college faculty, students, academic unit ~~head~~~~chairs/directors~~, other deans, vice-presidents, and the president. After ~~interviewing~~ candidates ~~have interviewed~~, the committee ~~will~~~~shall~~ make its recommendation to the provost and vice president for academic affairs.

Appointment is by the president and requires ~~the~~ approval of the Board of Regents.

Funds for Recruitment: Expenses incurred during the search are generally borne by the college conducting the search with possible additional funds from other sources.

Cross Reference: Faculty Handbook, Human Resources Selection Procedures for Faculty and Staff; ~~U.S. Const. amend. XIV, § 1; 8 U.S.C. §§ 1324a-1324b; 29 U.S.C. § 623; 42 U.S.C. §§ 2000e-2(a), 6102; Tex. Const. art. I, § 3a; Tex. Civ. Prac. & Rem. Code § 106.001; Tex. Lab. Code Ch. 21; Employee Affirmative Action/Recruitment Plan (11.9); Affirmative Action (11.1)~~

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: Human Resources hiring forms

Board Committee Assignment: Academic and Student Affairs

Signs and Exhibits

Original Implementation: July, 1980

Last Revision: ~~July 19, 2011~~ July 29, 2014

I. Introduction

Stephen F. Austin State University reaffirms its commitment to the freedoms of speech and expression by establishing this policy. Individuals have the right to attempt to attract the attention of others, and corresponding rights to hear the speech of others when they choose to listen, and to ignore the speech of others when they choose not to listen. This policy outlines the rules that govern the use of signs and exhibits to attract the attention of others.

Students, faculty, and staff are free to express their views, individually or in organized groups by sign or exhibit, on any topic, in all parts of the campus. Persons not affiliated with the university are free to express their views by sign or exhibit in areas designated for that purpose. These postings and exhibits are subject only to rules necessary to preserve the equal rights of others and the functions of the university. Teaching, research, and other official functions of the university shall have priority.

II. Definitions

"Student" shall mean any person registered for academic credit at the university.

"Faculty" and "staff" shall mean any person employed by the university.

"Official organization" shall mean any organization recognized by the university.

A "sign" means any method of displaying a visual message to others, except transferring possession of a copy of the message will be considered distribution of literature and not a sign.

A "banner" is a sign hung from a structure, or between two buildings, structures, or poles. A banner posted as part of a manned exhibit may be considered to be a "sign".

A "kiosk" is an outdoor structure designated by the university for the posting of signs.

A "yard sign" is a temporary outdoor sign displayed above the ground. Yard signs must not exceed 18 inches x 24 inches in size.

An “exhibit” is a temporary outdoor display used for marketing or informational purposes. This includes all free-standing products, sandwich boards, easels, etc.

“Chalking” is use of water soluble sidewalk chalk on paved areas.

III. Applicability

The rules articulated in this policy apply to all students, faculty, staff and their official organizations, as well as all other persons and groups. Due to practical administrative realities, this policy does not apply to the university and its agents, servants, or employees, acting in the course and scope of their employment. This exception also includes official activities of the SFA Alumni Association and SFASU Foundation.

III. IV. Signs

A student, faculty member, staff member or their official organization may display a sign by holding it, carrying it; by displaying it at a table, or by posting it on a kiosk, bulletin board, or at another designated location. Signs may not be posted in any other location.

A. Posting Signs on Kiosks

1. Only students, faculty, staff and their official organizations may post signs on kiosks. No advance permission is required so long as the sponsoring individual or person is clearly identified in writing on the material. *Each sign posted on a kiosk must identify the student, employee or organization that posted the sign by using the full name of the individual or organization and contact information.*
2. All persons or organizations seeking to display a sign without identifying information must complete a registration form with the Office of Student Engagement Activities and deposit a true and correct copy of the sign to be displayed.
3. Students and employees posting signs as individuals may not post any sign advertising goods or services for sale except at locations designated for that purpose [see Solicitation on Campus (16.25)].
4. Due to space considerations, no sign posted on a kiosk may be larger than 11 inches by 17 inches.
5. ~~Each sign posted on a kiosk must identify the student, employee or organization that posted the sign by using the full name of the individual or organization.~~ Each sign must state the date the sign was posted or the date of the event being advertised.
6. Students, faculty, staff and their official organizations must take care to use the names and marks of the university on postings only in ways that are allowable and

never in a way that would give the impression an event was sponsored by the university if that is not the case.

7. Signs may not be posted more than fourteen days before the date of the event they advertise.
8. The person or organization that posts a sign on a kiosk must remove that sign no later than fourteen days after it was posted, or twenty-four hours after the event it advertised has concluded, whichever is earlier. *The university reserves the right to remove sign from kiosks after the date of the event has passed.*
9. No sign may be posted on a kiosk over another properly posted sign.
10. No person or organization may post more than two of the same signs on any one kiosk at the same time. If space is limited, the university reserves the right to remove multiple signs for the same event, program, or service, or signs sponsored by the same individual or organization, even if each is materially different.
11. A list of all officially designated kiosks and of locations where students, faculty and staff may post signs advertising goods or services for sale will be available in the student *engagement activities* office and on their website.

B. Signs in Other Designated Locations

Each academic or administrative unit of the university may authorize the posting of signs in spaces that unit occupies and controls.

The use of posting space controlled by academic or administrative units may be limited to official statements or business of the unit, or to certain subject matters of interest within the unit, or to signs posted by persons or organizations affiliated with the unit.

C. Removal of Signs

The dean of student affairs, or their designee, may remove any sign that violates any of the rules outlined in this policy, or any sign that meets the legal standards below:

1. A sign may be removed if it contains expressions that are an incitement to imminent lawlessness. Such removals may be conducted only with the advice of the general counsel and approval of the vice president for university affairs. Careful consideration must be given to the actual circumstances surrounding such expression, and removal can only occur if it appears that such provocation causes an immediate likelihood of violence or illegal acts. Advocacy of lawlessness is insufficient, and the speech must be directed to inciting or producing imminent lawless action and likely to incite or produce such action.
2. A sign may be removed if it contains "fighting words" expressions. Such removals may be conducted only with the advice of the general counsel and

approval of the vice president for university affairs. "Fighting words" are similar to expressions of imminent lawlessness, except they are addressed to individuals on a personal scale. Only those "fighting words" that pose an immediate likelihood to provoke the average person to retaliation and thereby cause a breach of the peace should be considered under this exception. Again, careful consideration must be given to the actual circumstances surrounding such expression.

3. Signs may be removed if they contain obscenity. Such removals may be conducted only with the advice of the general counsel and approval of the vice president for university affairs. In determining what constitutes obscene material, a three-part test applies:
 - a. The average person applying contemporary community standards would find that the work taken as a whole, appeals to the prurient interest;
 - b. The work depicts or describes in a patently offensive way, sexual conduct specifically defined by the applicable state law; and
 - c. The work, taken as a whole, lacks serious literary, artistic, political or scientific value.

~~IV.~~ V. Banners, Yard Signs and Exhibits

Banners, yard signs and exhibits may be posted and displayed only by academic or administrative departments of the university. Those that do not clearly identify the sponsoring department may be removed.

Exhibits

~~A.~~ VI. Tables

Students, employees and their official organizations may set up tables from which to display literature and disseminate information, subject to this policy.

~~1.~~ A. Locations

Students, employees and their official organizations may set up tables in any outdoor location on the campus and in any indoor location subject to the rules governing the building housing this location.

Persons not affiliated with the university may set up tables in designated locations outdoors on campus and in indoor locations subject to the rules governing the building *or grounds of* housing this location.

2.B. Table Permits

Tables may not be set up without a permit. Reservations for space must be made at least ~~forty-eight~~^{twenty-four} (24) hours in advance using the Grounds Reservation Form. This form is available in the student ~~engagement~~^{activities} office and on the student ~~engagement~~^{activities} website. This process allows the university the opportunity to provide orderly scheduling of areas that may become crowded.

C. Restrictions

Tables cannot disrupt university functions and/or interfere with vehicular and pedestrian traffic.

Use of amplified sound at tables is governed by the policy, Use of Amplified Sound on Campus Grounds (16.31).

Tables may not be set up on the lower level of the Stephen F. Austin statue plaza.

Tables may only be set up inside any building with permission from the academic or administrative unit that controls the space, or from the faculty member or staff member who controls the space at a particular time. Academic or administrative units may specify additional rules by restricting tables to reasonable locations in spaces occupied by that unit.

Each table must have a sign or literature that identifies the student, faculty, staff or organization sponsoring the table.

Any person or organization sponsoring a table shall remove litter from the area around the table.

Students, faculty, staff and their official organizations may supply their own tables.

VII.B. Chalking

Chalking is permitted in approved designated areas as indicated on Grounds Reservation Form.

Cross Reference: Use of Amplified Sound on Campus Grounds (16.31); Solicitation on Campus (16.25)

Responsible for Implementation: Vice President for University Affairs

Contact for Revision: Dean of Student Affairs

Forms: None

Board Committee Assignment: Building and Grounds

Student Center Operations

Original Implementation: 1966

Last Revision: ~~October 22, 2012~~ July 29, 2014

GENERAL OPERATIONS

1. Reservations in the student center (SC) are made through the coordinator of university reservations and conferences (coordinator).
2. It is the responsibility of the sponsoring agency to ensure that the programs, related activities and printed material are accessible to persons with disabilities. The university does not accept responsibility for ensuring that the programs or activities of the group are in compliance with the provisions ~~for~~ of the Americans with Disabilities Act. Questions regarding accessibility of facilities for a specific program being held in the student center should be directed to the coordinator.
3. Lounges are primarily intended for general use by the ~~public~~ *university community*. Limited use of the areas for active programming will be allowed upon approval of the director of the student center. Approval will depend upon several variables that will include time, size and type of program.
4. Animals or pets of any kind, excluding service animals, shall not be permitted in the building at any time.
5. Individuals or groups reserving space in the student center shall be responsible for the behavior of their members and guests and also shall be responsible for any damage caused by their guest or members.
6. Failure to comply with the operations policy or with requests of the persons enforcing this policy may result in suspension of privileges to use the student center and/or lead to action under the university disciplinary code.
7. Disorderly conduct and disturbing the peace shall not be permitted in the student center and may lead to disciplinary action.
8. Card playing or table games may be played only in rooms reserved for such purposes. No such games will be played in any food service areas or lounge areas. Gambling in the building is prohibited.
9. No classes, lectures, laboratories, tests or any type of class for credit shall be scheduled in the student center, except under extenuating circumstances.
10. The student center will not be responsible for any articles lost in the building.
11. Electrical circuits shall not be altered nor connected to, except through outlets provided and with the approval of the coordinator.
12. Equipment and furnishings assigned to the student center shall not be removed from the immediate vicinity of the student center for any reason, except upon permission from the director of the student center.

13. Skates, skateboards, ~~bicycles or~~ and bikes of any kind ~~are not allowed~~ *may not be ridden* inside the student center.

DISTRIBUTION OF PROMOTIONAL MATERIALS

1. Only university organizations, including academic departments, registered student organizations, faculty and staff organizations, other organizations and entities officially associated with the university and the alumni association may display or distribute promotional materials in the student center after following established procedures. Promotional materials include literature, publications and posters.
 - a. The promotion of commercial enterprises is prohibited.
 - b. Posters and banners must be registered by the coordinator.
 - c. Posters shall not exceed 14 inches by 22 inches.
 - d. Banners shall not exceed nine (9) feet long by *three* (3) feet tall.
 - e. Posters may be put up within five (5) days prior to the event or earlier if the space is available and shall be limited to two (2) posters per event in the student center at any one time. Any exceptions must be reviewed and approved by the director of the student center. Posters will not be displayed for longer than two weeks.
 - f. No posters or decorations will be placed on the building proper, including posts, porches, terraces, doors, walks, walls, fountains, planters, floors, or draperies.
 - g. Banners may be hung in designated areas of the student center.
2. After reservation, any materials to be displayed on the tables in food service areas must be taken to supervisory personnel of the respective dining areas for distribution instructions. Material may not be distributed in cafeterias during dining hours.

POLITICAL CAMPAIGN POLICY

1. Only campaign posters for student elections may be posted in the student center.
2. Campaign literature of student candidates, with permission of the cafeteria manager, may be placed on the tables in the cafeterias if the literature does not include fund or membership solicitation.
3. Posters or flyers announcing political events, registered for campus, may be posted in the student center or distributed on cafeteria tabletops in conformance with student center policy. Only the name of the candidate, the date, time, place and sponsoring organization may be on posters or flyers announcing a political event.
4. Candidates for political office, both student and non-student, may casually visit with students, personnel or other patrons in the student center to solicit votes. Distributing campaign literature or cards is prohibited in the student center.
5. Political candidates may reserve rooms for meetings following all student center policies and subject to all applicable charges.

SOLICITATION

1. Selling, canvassing, petitioning, fund raising, surveying and membership drives by approved student organizations will be permitted in the student center after registration with the director of the student center. University departments, faculty and staff organizations, the alumni association, and other organizations and entities officially associated with the university must seek approval from the director of the student center. Reservations for tables and space in the student center must then be made with the coordinator.
2. No group, except for university departments and the alumni association with approval, shall act as an agent for a commercial company.
3. Fund raising or charitable solicitation and the sale of products or services by community organizations or businesses are prohibited in the student center. This regulation shall not apply to university functions as defined in the university solicitation policy.
4. Solicitation for newspaper delivery may be conducted in the student center on days designated by the director of the student center in areas assigned by the coordinator. All newspaper solicitors will have equal space.
5. Commercial cable service providers under contract with Stephen F. Austin State University may conduct solicitation in the student center on days designated by the director of the student center in areas assigned by the student center coordinator.

BUILDING HOURS

1. The main portion of the student center will be open daily as supported by student traffic when classes are in session for fall and spring semesters. There will be a late charge, for those who reserve rooms, for each additional hour after 10 p.m. The student center may stay open late without charge for a university-sponsored event. The post office area will be open 24 hours daily. Food service areas will be open according to posted schedules.
2. All events in the student center will conclude by midnight, Sunday through Thursday and by 1 a.m. Friday and Saturday. All patrons of the facilities are to vacate the center immediately after that time. No student, faculty or staff member, except by permission of the director of the student center, shall remain in the student center after it is officially closed.
3. Hours of operations of the various areas, and closing of the building between semesters, on holidays and during summer semesters, shall be at the discretion of the director of the student center.

DECORATIONS

1. Organizations or individuals conducting activities in the student center may request assistance with decorating. Arrangements for decorations will be made with the coordinator.

2. There is no charge for using the table decorations from the existing inventory, for catered meals and receptions. Groups and individuals reserving rooms are responsible for safekeeping of arrangements and will be charged for loss or damage. If SC linen tablecloths are used, no crepe paper may be used due to fading. There will be charges for the use of SC linen on non-food tables.
 3. Delivery of decorator items from the student center to other buildings is prohibited except as approved by the director of the student center and with appropriate charges.
 4. The student center will not store items overnight for patrons. All items, including balloons, brought into the center for decorating purposes must be removed immediately following the event. Trash bags may be supplied by the SC custodial service for balloon and trash removal.
 5. The student center shall not be responsible for any articles left in the building.
 6. Decorations will be attached only to self-supporting scaffolding and/or attachments provided for decorating purposes. Standards, easels, room dividers or tack boards are available and may be requested through the coordinator.
 7. Excessive decorating requests such as hanging and removing items from the ceiling or sides of the room above the existing wires and activities requiring the use of scaffolding, ladders and electrical hookups will be charged a maintenance fee. (See charges.)
 8. The use of adhesive tape, glues including spray glue and hot glue, tacky tape, thumb tacks, masking tape or nails on doors, posts, ceilings, walls, floors or fixtures is prohibited.
 9. The use of hay or other flammable materials will not be permitted in the SC without prior approval.
 10. Decorations must be constructed by the organization outside the facility. Sawing, painting or hammering, other than joining complete sections, must be done outside the building.
 11. In case of special decorating needs, check with the coordinator. A time may be established for entry into the facility for the purposes of decorating with appropriate charges.
 12. Services and equipment provided at no charge are subject to availability and working conditions.
- ~~12.~~ 13. *Glitter is not permitted for any event in the SC.*

RESERVATIONS

1. Reservation books are opened the first working day of the new calendar year for the following calendar year. The general policy is to honor reservations on a first-come, first-served basis. Regular summer camps and special university functions will automatically be scheduled for the corresponding dates each year.
2. Reservation contracts must be confirmed and the reservations document signed or confirmed by e-mail by the reserving person two weeks prior to each event. Unconfirmed reservations after this time will automatically be canceled.
3. Reservations will not be accepted the day of the event.

4. The scheduling of activities, facilities or equipment for recognized university clubs and organizations must be made by a group officer or the sponsor of the organization.
5. Failure to use or release a student center facility 48 hours prior to the event may result in the group paying the regular room rates.
6. Groups scheduling activities with an expected attendance of 400 or more are required to ~~secure the services~~ *confirm the presence* of a university police officer *at the event. This confirmation must occur no later than 14 days prior to the event.*
7. Commercial enterprises are normally not permitted to reserve or use space in the student center for purposes of promotion or selling. The director of the student center may approve a commercial enterprise entering into an agreement with the student center for solicitation within the center, provided the activity has cultural or educational value.
8. Changes in physical set-up of reserved space must be arranged with the coordinator or, after office hours, with the student center night manager. Requested changes will be accommodated only as time permits and will be subject to charges.
9. Off campus groups or individuals may be required to make a prepayment of three- fourths of the expected total bill two weeks before the event.
10. Groups and individuals with outstanding bills or debts owed to the student center will have their reservation privileges in the SC suspended.
11. Only food and beverage prepared by the student center food service will be served in the meeting and dining rooms of the student center. A catering booklet with menus and student center charges is available in the coordinator's office and on the catering ~~Web site~~ *website*. at <http://www.sfasu.edu/auxsvcs/pricelist/>
12. Only registered university organizations may reserve tables adjacent to the lounge areas in the student center.
13. Events that will continue after 9 p.m. must be scheduled at least two (2) weeks prior to the event.
14. Use of university facilities or services is subject to be changed or canceled based upon priority needs of the university as determined by the director of the student center.

TECHNICAL SERVICES

1. The student center will provide technical equipment if available. The coordinator can provide a list of available equipment and prices. The equipment and price list is also available on-line on the student center website. Reservations for any needed technical equipment should be made with the coordinator at least two weeks before the event. Late additions of technical equipment to the order must be made at least 72 hours prior to the event and a late charge may be assessed (See charges).
2. Only student center personnel will be permitted in the technical service booth above the Grand Ballroom and the movie theatre.

3. Student center technical equipment may be taken from the student center only by student center personnel unless approved by the director of the student center. Appropriate charges will apply.

FACILITY USAGE BY APPROVED STUDENT ORGANIZATIONS AND UNIVERSITY DEPARTMENTS

1. Approved student organizations and university departments will be permitted to use student center facilities for non-catered events at no charge.
2. Any dance or show sponsored by a registered student organization must have prior approval from the dean of students or designee before room reservations will be made. These events are limited to one (1) per month per organization.
3. Registered student organizations will be allowed to reserve up to two (2) hours per week for series meetings. No series meetings may be scheduled during university holiday periods unless approved by the coordinator. Series meetings are scheduled by e-mail on a first come, first served basis. Once the series is confirmed and the reservation is processed, changes will not be made without a fee. In order to make space available to as many groups as possible, series reservations will be canceled if two weekly series meetings are missed.
4. An activity scheduled to continue past midnight must be supervised by a university police officer(s). A fee will be assessed for UPD service in addition to the SC late charge.

FACILITY USAGE BY OFF-CAMPUS GROUPS

1. Off-campus groups that are sponsored by a university department may use the student center facilities without room charges.
2. Off-campus groups without a university department sponsor shall be permitted to use the facilities of the student center subject to guidelines and charges.

CATERING

Detailed information about catering is available in the catering booklet available from the coordinator and online at www.campusdish.com/en-us/essw/stephenfaustin/catering on the catering website .

The service of alcohol at catered functions is ~~limited to events sponsored or co-sponsored by those university-affiliated 501(c)(3) organizations approved by the Board of Regents who have secured alcohol service from a holder of a temporary service permit from the Texas Alcoholic Beverage Commission. Alcohol service must be requested at the time of the room reservation. All permitted service must be performed by a university-approved licensed vendor governed by the Alcohol Service policy (13.7).~~

CAMPUS LOST AND FOUND

The student center shall maintain a campus Lost and Found Department at the Information Desk. (See Disposition of Abandoned Personal Property policy (13.6) for more information)

CHARGES

The price list for student center services is available from the coordinator and online *on the SC website*. at ~~www.sfasu.edu/student-services/135.asp~~.

Cross References: *Alcohol Service (13.7); Illicit Drugs and Alcohol Abuse (13.11)*

Responsible for Implementation: Vice President for University Affairs

Contact for Revision: Director of Student Services/Director of Student Center

Forms: None

Board Committee Assignment: Building and Grounds

Student Code of Conduct

Original Implementation: January 1998

Last Revision: ~~October 21, 2013~~ July 29, 2014

Choosing to join the SFA community obligates one to adhere to a code of civilized behavior that embraces academic and personal integrity; respect for the dignity, rights and property of others; and an intolerance of bigotry. In keeping with this obligation, students and student organizations are expected to conform to the standards outlined in the Student Code of Conduct.

Additionally, at SFA, the community holds itself to a standard called The SFA Way. At its basis, The SFA Way encourages the entire university community to “strive for personal excellence in everything we do.” While the Student Code of Conduct articulates the minimum expectations of those in the community, the university encourages students to “hold themselves and others accountable” to the higher standards of The SFA Way.

This document is organized into the following sections:

Article I: Definitions

Article II: Proscribed Conduct

Article III: Procedures

Article IV: Non-Discrimination, Interpretation and Revision

ARTICLE I: DEFINITIONS

1. The term “university” means Stephen F. Austin State University.
2. The term “student” includes all persons enrolled at the university. Persons who withdraw after allegedly violating the Student Code of Conduct, who are not officially enrolled for a particular term but have a continuing relationship with the university, or participate in university sponsored activities prior to enrollment, are considered “students;” as are persons who are living in university residence halls, although not enrolled.
3. The “vice president for university affairs” is the person designated by the university president to be responsible for the administration of the Student Code of Conduct.
4. The term “student conduct administrator” means a university official authorized by the vice president for university affairs or his/her designee to impose sanctions upon any student(s) found to have violated the Student Code of Conduct.
5. The term “student conduct authority” means any person or persons authorized by the vice president for university affairs or designee to determine whether a student has violated — the Student Code of Conduct and to recommend or impose sanctions when a violation has been committed.
6. The term “accused student” means any student accused of violating this Student Code of Conduct.
7. The term “complainant” means any person who submits a charge alleging a student has violated this Student Code of Conduct.
8. The term “due process” means an accused student has or will be given notice of the accusation and an opportunity for a hearing.

9. The term, “university-recognized medium” refers to means of communicating with students. In most cases, this will mean the student’s official SFA email address.
10. The term “student conduct hearing” means a meeting between the student conduct authority and an accused student(s) to determine, through a sharing of information, whether the student(s) has violated the Student Code of Conduct as well as the need for any sanction.
11. The term “advisor” means an individual accompanying an accused student or a complainant in a student conduct hearing. An advisor may not participate in the hearing in any capacity other than providing advice to the student they are accompanying.
12. The term “re-hearing” means the opportunity to have a hearing by a formal student conduct hearing board after an informal determination has been made.
13. The term “appeal” means the review by the designated appellate authority of the full record of a disciplinary hearing and the sanction imposed by a student conduct administrator or student conduct hearing board.
14. The term “appellate authority” means any person or persons authorized by the vice president for university affairs or designee to consider an appeal regarding a student conduct authority’s determination as to whether a student has violated the Student Code of Conduct or regarding the sanctions imposed by the student conduct administrator.
15. The term “faculty member” means any person hired by the university to conduct classroom or teaching activities or who is otherwise considered by the university to be a member of its faculty.
16. The term “university official” includes any person employed by the university while in the act of performing assigned responsibilities.
17. The term “member of the university community” includes any person who is a student, faculty member, university official or other person employed by the university. A person’s status in a particular situation shall be determined by student conduct administrator.
18. The term “university premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the university (including adjacent streets and sidewalks).
19. The term “organization” means any number of students who have met as a group, whether as a registered student organization or not.
20. The term “policy” means the written regulations of the university as found in, but not limited to, the Student Code of Conduct, the student handbook, residence life handbook and/or community guidelines, the university web page and online policy manual, computer use policies, graduate and undergraduate general bulletins and the schedule of classes.
21. The term “complicity” means being present during the planning or commission of any violation of the Student Code of Conduct in such a way as to condone, support, or encourage that violation. Students who anticipate or observe a violation of the Student Code of Conduct are expected to remove themselves from association or participation and are encouraged to report the violation.
22. The term “interim suspension” refers to the suspension of a student after notice but prior to a student conduct hearing.
23. The term “shall” is used in the imperative sense.
24. The term “may” is used in the permissive sense.

ARTICLE II: PROSCRIBED CONDUCT

A. Jurisdiction of the Student Code of Conduct

This Student Code of Conduct shall apply to conduct that occurs on university premises, at university sponsored activities, in electronic communities/instructional sites that exist because of or are associated with the university and to off-campus conduct that adversely affects the university community and/or the pursuit of its objectives. The Student Code of Conduct shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The vice president for university affairs or designee shall decide whether the Student Code of Conduct shall be applied to conduct occurring off campus, on a case-by-case basis, in his/her sole discretion. Student conduct which may be the result of psychological issues may be reviewed under *policy 10.13* (Students Displaying Serious Psychological Problems) ~~(10.13)~~.

B. Conduct—Rules and Regulations

Any student found to have committed or to have attempted to commit the following misconduct is subject to disciplinary sanctions:

1. Acts of dishonesty, including but not limited to the following:
 - a. Cheating or plagiarism as defined in university policy 4.1 (Academic Integrity), or other forms of academic dishonesty or breach of integrity such as but not limited to the distribution or selling of lecture notes, handouts, readers or other instructor-provided materials without permission.
 - b. Furnishing false information to any university official, faculty member, or office.
 - c. Forgery, alteration, or misuse of any university document, record, or instrument of identification.
 - d. Fraud as defined in university policy 2.7 (Fraud).
2. Disorderly conduct, disruption or obstruction of teaching, research, administration, living environments, disciplinary proceedings, other ~~University~~ university activities, including public service functions on or off campus, or of other authorized non-university activities when the conduct occurs on university premises. These acts include, but are not limited to:
 - a. Making or causing any false report, warning, or threat of fire, explosion, or other emergency.
 - b. Interfering with police, fire or emergency service.
 - c. Failure to evacuate a building or area when directed.
 - d. Willfully disregarding any emergency or fire alarm signal.
 - e. Disorderly conduct or disruptions in classrooms, other instructional areas and university events.
 - f. Violation of rules set forth in the Residence Life Community Living Guidelines.
3. Physical abuse, fighting, assault, verbal abuse, threats, intimidation, harassment, bullying, coercion, *stalking*, or *other* conduct *defined in university policy 13.3*, which threatens or endangers the health or safety of any person that is not an exercise of constitutional rights.

4. Sexual harassment/discrimination, as defined in university policy 2.11 (Discrimination Complaints/Sexual Harassment), sexual assault, sexual abuse, and other sexual misconduct *defined in university policy 13.3*.
5. Attempted or actual theft of and/or damage to property of the university or property of a member of the university community or other personal or public property, on or off campus. This includes possession of stolen property *and other related conduct defined in university policy 13.3*.
6. Hazing, as defined in university policy 10.3 (Hazing).
7. Failure to comply with directions of university officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
8. Wrongful use of university goods, services or information including but not limited to:
 - a. Unauthorized possession, duplication or use of keys to any university premises or unauthorized entry to or use of university premises.
 - b. Unauthorized possession or use of security codes, long distance access codes or calling cards, or cable service.
 - c. Sale or use of university property for personal gain.
 - d. Misuse of proctoring or tutoring services.
9. Violation of any university policy, rule, or regulation published in hard copy or available electronically on the university website.
10. Violation of any federal, state or local law including, but not limited to:
 - a. Arson,
 - b. Robbery,
 - c. Burglary,
 - d. Forgery,
 - e. Gambling, and
 - f. Trespassing.
11. Use, possession, manufacturing, or distribution of any illegal substance as delineated in university policy 13.11 (Illicit Drugs and Alcohol Abuse), or a simulated illegal substance, or drug paraphernalia.
12. Use, possession, manufacturing, or distribution of alcoholic beverages or products (except as expressly permitted by university policy 13.11 regarding Illicit Drugs and Alcohol Abuse), or public intoxication or other alcohol-related crime. Alcoholic beverages or products may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.
13. Illegal or unauthorized possession of firearms, ammunition, explosives, fireworks, other weapons, or dangerous chemicals, or use of any item, such as a weapon replica, even if legally possessed, in a manner that harms, threatens or causes fear to others. Possession of weapon replicas will be determined on a case-by-case basis.
14. Obstruction of the free flow of pedestrian or vehicular traffic on university premises or at university sponsored or supervised functions.
15. Theft, destruction or other abuse of computer facilities and resources, as delineated in university policies including, but not limited to: university policies 14.2 (Computer & Network Security), ~~university policy 9.3 (Digital Millennium Copyright)~~, or ~~university policy 9.1 (Computing Software Copyright)~~. Examples of prohibited acts in these policies include:
 - a. Unauthorized entry into a file or account, to use, read, or change the contents, or

- for any other purpose.
 - b. Unauthorized transfer, copying or download of a file or software.
 - c. Use of another individual's identification and/or password.
 - d. Use of computing facilities and resources to interfere with the work of another student, faculty member or university official.
 - e. Use of computing facilities and resources to send obscene or abusive messages.
 - f. Use of computing facilities and resources to interfere with normal operation of the University computing system.
 - g. Use of computing facilities and resources in violation of copyright laws.
 - h. Violation of any departmental or lab policy.
 - i. Use of any device that interferes with the normal operations of the university computing system.
16. Interfering with the freedom of expression of others on university property or at university-sponsored events.
17. Abuse of the student conduct system, including but not limited to:
- a. Failure to obey the notice from a student conduct hearing board or university official to appear for a meeting or hearing as part of the student conduct system.
 - b. Falsification, distortion, or misrepresentation of information before a student conduct hearing board.
 - c. Disruption or interference with the orderly conduct of a student conduct hearing board proceeding.
 - d. Institution of a student conduct code proceeding in bad faith.
 - e. Attempting to discourage an individual's proper participating in, or use of, the student conduct system.
 - f. Attempting to influence the impartiality of a member of a student conduct hearing board prior to, and/or during the course of, the student conduct hearing board proceeding.
 - g. Harassment (verbal or physical) and/or intimidation of a member of a student conduct hearing board prior to, during, and/or after a student conduct code proceeding.
 - h. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
 - i. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.
 - j. Retaliating against any party involved in the student conduct process.
18. Violating any rule, regulation, or law for which the university could be penalized including but not limited to fire, safety or environmental codes.
- ~~18.~~19. *Failure to complete required student trainings/assessments within the timeframe determined by university officials.*

C. Violation of Law and University Discipline

University disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code of Conduct (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the vice president for university affairs or designee.

Determinations made or sanctions imposed under this Student Code of Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of university rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

When a student is charged by federal, state, or local authorities with a violation of law:

- a. The university will not request or agree to special consideration for that individual because of his or her status as a student.
- b. The university may advise off-campus authorities of the existence of the Student Code of Conduct and of how such matters are typically handled within the university community.
- c. The university will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators provided that the conditions do not conflict with campus rules or sanctions.
- d. Individual students and other members of the university community, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

ARTICLE III: PROCEDURES

A. Introduction

The following rules of procedure in student disciplinary matters are adopted to ensure that the university will fulfill the requirements of procedural due process in student disciplinary proceedings, that the Stephen F. Austin State University Student Conduct Code and Residence Life Community Living Guidelines may be secured to all students and that the disciplinary procedures within Stephen F. Austin State University shall be definite and determinable.

These rules of procedure shall be followed in any disciplinary proceeding, subject to the authority of the Board of Regents and the authority delegated to the president of the university to exercise jurisdiction over disciplinary matters of the university.

B. Overview of the Process

When a complaint is received in the Office of Student Rights and Responsibilities, the charged student will be contacted through a university-recognized medium or personal delivery. The student will be provided with a notice to appear for an informal hearing with the student conduct authority. Details of informal hearing procedures are provided below. Once a decision has been made, either the charged student, complainant or both shall have the right to request a re-hearing under the formal hearing procedures. Details of formal hearing procedures are provided below. A student may appeal the finding of the formal hearing to the dean of student affairs or his/her designee. If a student desires, they may waive their right to a formal hearing in favor of a hearing with the dean of student affairs or designee so long as they are appealing the sanction received and not the findings of the student conduct authority. The ruling of the dean of student affairs or designee shall be final. Procedures governing appeals are provided below.

C. Filing the Complaint

Any member of the university community may file a complaint against a student alleging a violation or violations of the Student Code of Conduct. Complaints may be submitted in writing to the Office of Student Rights and Responsibilities. Anonymous complaints may be made; however, limited involvement by the complainant could impact the ultimate finding of responsibility.

D. Filing a False Complaint

Knowingly filing a false complaint or knowingly providing false information to intentionally mislead university officials who are investigating or reviewing a complaint is expressly forbidden. Violators may face charges up to and including suspension or expulsion.

E. Notice of Allegations/Charges

Upon receiving a report of an alleged violation of the Student Code of Conduct, the student conduct administrator will review the report and, if needed, conduct an initial investigation. If there is sufficient evidence to indicate that a violation may have occurred, a notice of allegations/charges will be sent to the charged student, including the alleged incident date and the nature of the charges, with instructions to appear in person at a designated location within five (5) business days to begin the student conduct process. The official means of contacting a student will be through university email or postal mail. If the student does not respond as instructed, another notice will be sent allowing another five (5) business days to respond. Failure to respond to the second notice may lead to the case being heard in absentia (without the student being present) and holds placed on the student's account. Holds will remain in place at least until the student contacts the student conduct administrator to receive case resolution information or until any sanction has been completed. Appeals to student conduct findings and/or sanctions heard in absentia must be filed within five (5) business days of the student conduct authority or student conduct hearing board's decision.

Where an incident has or can be reasonably expected to greatly disrupt the university environment, falls within the category of a suspendable offense, or occurs at the beginning or very near the end of a semester, the student may be contacted to come in immediately to begin the process. In addition to notices by email and postal mail, attempts will be made to contact the student by phone or by in-person contact by a university employee. This expedited contact is intended to preserve the university living/learning environment and can offer a student found responsible of an infraction options that may be time-limited or time-based, such as withdrawing prior to financial penalties or beginning a suspension period in a timely manner.

Failure by a student to have current contact information on file will not invalidate the notices.

F. Immediate Response

The university reserves the right to take any action as may be reasonably appropriate, upon receipt of a complaint, to protect the complainant or university community pending the final outcome of these procedures. These actions may include housing reassignments, class schedule changes, and/or restrictions from entering certain buildings or participation in certain events. These actions will be handled on a case-by-case basis.

G. Investigation

The student conduct administrator, or designee, will begin an investigation of the case as an impartial party, not as a representative of the complainant. The investigator will interview the complainant, the accused and any other persons who may have pertinent factual information about the case. The process and the potential outcomes will be explained to both the complainant and the accused, especially the use of the investigatory results in the student conduct process. All persons interviewed will be advised that this is a confidential investigation.

The investigator will meet with the accused student and provide the student access to the written complaint. The accused student may choose to respond verbally in the interview or in writing within a specified time. If the accused student accepts responsibility for the complaint allegations, the case can be resolved at that time through an informal student conduct hearing or other remediation and the complainant contacted with the outcome to the extent allowed by law, as well as the Title IX and ADA coordinators as appropriate. Both students have the right to request a formal re-hearing of the case or to appeal the outcome as outlined in the appeals section of this policy.

The investigator may also gather and examine documents and other evidence relevant to the complaint and may consult with appropriate personnel for advice and guidance as applicable. The investigation should be completed within 20 business days. The investigator will document any reasons for an investigation taking longer than 20 business days. The investigation includes the preparation of the report of findings and recommendations (if appropriate).

H. Burden of Proof

The burden of proof is by a preponderance of the evidence, defined as evidence which leads a reasonable person to conclude something is more probable than not. The rules of evidence do not apply in any hearing nor are the proceedings to be conducted as judicial trials; however, care shall be taken to comply with the intent of the procedural safeguards provided by these guidelines.

I. Informal Hearing

Informal hearings will be conducted with a single-member student conduct authority who will review the initial report, allow the student to respond or offer additional evidence, render a decision and determine sanctions as deemed appropriate. The ability to present witnesses to the alleged incident may be limited in this format. If the student conduct authority is unable to render a decision, or if the details of the case make a formal hearing more advisable, he/she may refer the case to the student conduct hearing board for a formal hearing. Otherwise, a student must request a formal re-hearing or appeal the sanction to the dean of student affairs or designee within five (5) business days of the decision or the decision becomes final.

J. Formal Hearing

A multi-member board composed of at least three individuals (*typically* two faculty/staff and one student) will conduct formal hearings. The faculty/staff members will be selected from a pool of appointees from the vice president for university affairs. The students will be selected from and representative of the general student population with input from the student government association president. A charged student will be advised of the board members in the hearing notification described below and have one business day to challenge a board member's

participation based on known facts that would impact impartiality or conflict of interest. *The university may replace the student member of the board for certain cases that require additional training or involve sensitive student information. Any alterations to the typical board composition will follow the same notification procedure.*

K. Notice of Hearing

The formal student conduct hearing board chair will provide notice of the hearing, transmitted either through a university-recognized medium or personal delivery to the charged student. The notice will set forth the date, time and place of the alleged violation, the conduct in question, and the date, time and place of the hearing before the formal student conduct hearing board. The charged student will be informed that an advisor may accompany the charged student to the hearing. The student must notify the student conduct hearing board chair if an attorney is chosen as an advisor to allow the university's attorney to also be present. Failure by the charged student to have a current local address on record with the university or to access notifications transmitted through a university-recognized medium shall not invalidate the notice. The notice shall be given at least five (5) consecutive calendar days prior to the hearing, unless a shorter or longer time is fixed by the chair for good cause. Any request for continuance shall be made in writing to the chair, who has the authority to reschedule the hearing if it is determined the request is timely and for good cause.

If a new hearing must be set for either the failure of the charged student to show or for a continuance, the chair will notify the student conduct administrator and the charged student of the new date for the hearing. Failure to appear for the newly scheduled hearing will lead to the case being heard in absentia (without the student being present) and holds placed on the student's account. Holds will remain in place at least until the student contacts the student conduct administrator to receive case resolution information or until any sanction has been completed. Appeals to student conduct findings and/or sanctions must be filed within five (5) business days of the student conduct authority's decision as outlined in the appeal section of these procedures.

L. Role of the Chair in Formal Hearings

The chair manages the hearing according to the procedures outlined in this document and ensures it is conducted in a manner consistent with the ascertainment of the truth and the orderly process of justice. Each person in attendance is expected to exhibit proper dignity, courtesy, and respect. The chair may dismiss any person from the hearing who interferes with or obstructs the hearing or fails to abide by the rulings of the chair.

Procedural questions which arise during the hearing not covered by these general rules shall be determined by the chair, whose ruling shall be final unless the chair presents the question to the committee at their request, in which event the ruling of the committee by majority vote shall be final. The chair may also seek guidance from the general counsel prior to or during the hearing on procedural issues.

M. Role of the Student Conduct Administrator

In serving both the formal student conduct hearing board and the charged student, the role of the student conduct administrator is impartial and supportive in nature and there is no involvement in the final determination of the board. The student conduct administrator provides a summary of the case and initial investigations and can also be called to testify about the outcomes of previous similar cases and the conduct background of the charged student for consideration by the formal

student conduct hearing board for sanctioning if the student is found responsible for a violation of the student code of conduct.

N. Order of Proceedings

The formal student conduct hearing board chair will preside at the hearing, determine the presence or absence of the charged student, verify the receipt of notices of charges by the charged student, call for or report any continuances (rescheduling) requested or granted, determine the presence of any advisor of the charged student and explain any special or extraordinary procedures to be employed during the hearing. The hearing will be recorded in either voice or video format.

The student conduct administrator will begin the process by presenting a general overview of the case to the board outlining the basic nature of the case, the types of evidence to be used, and the findings of any investigation prior to the hearing. This information is prepared at the direction of the formal student conduct hearing board chair after a review of the initial report of the alleged incident. The student conduct administrator is not a part of the formal student conduct hearing board and serves to provide the board and the charged student with assistance in obtaining the information necessary for as full a hearing of the facts as possible.

The charged student can choose to make opening remarks after the student conduct administrator gives the overview or wait until any defense witnesses or evidence are presented. The charged student's advisor may advise the charged student, but may not participate in the hearing, for example by questioning witnesses or addressing the board.

The formal student conduct hearing board and the charged student may call and cross-examine witnesses and present evidence. The charged student may address the board and inspect and copy the board's findings and determinations. The charged student can, but cannot be required to, testify. Any person testifying, including the charged student, shall be subject to cross-examination.

The charged student will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence. The student conduct administrator will assist in securing the cooperation of witnesses. The student conduct administrator cannot compel other students to appear at a hearing but can assist students being called as witnesses with class absence notifications when necessary. The student conduct administrator will make available any necessary documents and other evidence within the university's control, to the extent allowed by law. Depending on the nature of the evidence, it may be made available to the charged student during normal university business hours but not released to the charged student and/or in an alternate format such as a photograph or recording.

The hearing is meant to be an exchange of information and a presentation of facts and evidence by witnesses having direct knowledge of the alleged infraction. The student conduct hearing board chair may limit the number of, or disallow completely, character witnesses that have no knowledge of the alleged incident. Witnesses are called beginning with those the student conduct hearing board requested. The board members and the charged student may both ask questions. The board chair may direct the charged student to direct questions to the chair to be asked on the charged student's behalf at the chair's discretion. When this process is completed, the charged student may call any witnesses or present any additional evidence or information.

After all witnesses and evidence has been presented, the charged student may make a closing statement, if desired. The chair may then call on the student conduct administrator for a range of sanctions for the alleged infraction. At this time, the student conduct administrator, the charged student, and any advisor are excused, the recording stopped, and the formal student conduct hearing board analyzes the information gathered, determines what it believes are the facts of the case, renders a finding of responsible or not responsible, and an appropriate sanction, if necessary. These findings are to be delivered to the student conduct administrator within 3 business days where an outcome letter will be prepared for the charged student. The charged student may appeal the decision within five (5) business days of the date of the letter of findings as outlined in the appeal section of these procedures.

Hearings are closed to the public. The general counsel may be consulted in procedural matters of the student conduct hearing board and may be present at hearings. All information presented in the hearing is confidential and restricted to only those who have an absolute need to know.

O. Hearing Procedures with a Complainant

When a formal hearing is held with a student complainant, the process will follow the general pattern of the regular formal hearing in this manner:

- a. Summary of the case and initial investigations by the student conduct administrator
- b. Opening statement by the complainant (five minutes)
- c. Opening statement by the charged student if the charged student chooses (five minutes)
- d. Presentation of witnesses and evidence by complainant
- e. Presentation of witnesses and evidence by charged student
- f. Closing statement by the complainant (five minutes)
- g. Closing statement by the charged student if the charged student chooses (five minutes)

The burden of proof is by a preponderance of the evidence. Cross-examination of the witnesses is allowed by both parties. In cases of alleged sexual harassment/assault, the parties shall not be permitted to directly question each other. The student conduct hearing board is permitted to question the parties and/or witnesses at any time during the proceeding. At the conclusion of the complainant's closing statement, the student conduct administrator, the complainant, the charged student, and any advisors are excused, the recording stopped, and the formal student conduct hearing board analyzes the information gathered, determines what it believes are the facts of the case, renders a finding of responsible or not responsible, and an appropriate sanction, if necessary. These findings are to be delivered to the student conduct administrator within three (3) business days where an outcome letter will be prepared and sent to the charged student and the complainant to the extent allowed by law and to the Title IX and/or ADA coordinator as appropriate. Any appeal to the board's decision must be made within five (5) business days of the date of the letter of findings as outlined in the appeal section of these procedures.

Hearings are closed to the public. The general counsel may be consulted in procedural matters of the student conduct hearing board and may be present at meetings. All information presented in the hearing is confidential and restricted to only those who have an absolute need to know.

In addition to the procedures outlined elsewhere, the following will also apply:

- a. Both the charged student and the complainant will receive the notice of the hearing.
- b. Both the charged student and the complainant will have the opportunity to exclude/strike one member of the Student Conduct Committee from participation in the hearing. This selection must be made prior to the hearing, within one day of receiving the notice.
- c. Both the charged student and the complainant have the right to have an advisor present.
- d. Both the charged student and the complainant may ask for a continuance.
- e. Both the charged student and the complainant will have the same opportunity to obtain witnesses and evidence and have the assistance of the university as described.
- f. Both the charged student and the complainant will have the right to testify or refuse to testify.
- g. Both the charged student and the complainant will have opportunity to cross-examine all witnesses and are subject to cross-examination if choosing to give testimony. An intercom or other remote audio or video device may be used in hearings to allow a complainant to testify and respond to questions and cross-examinations without face-to-face contact with the charged student.
- h. Both the charged student and the complainant will have the ability to submit a written response to the charges.

P. Appeal Procedures

Students have one level of appeal for every student conduct case. This does not include the re-hearing of an informal hearing by the student-conduct hearing board. The final appellate authority shall be the dean of student affairs or his/her designee. There shall be two grounds for appeal. The first is appealing the findings of responsibility and the second is an appeal of the sanction received.

Appeal of the Findings of Responsibility

The charged student may appeal the finding of responsibility to the dean of student affairs. The student must file a signed and dated written appeal in the Office of the Dean of Student Affairs no later than 5 p.m. the day of the deadline. The written appeal must contain: the charged student's university identification number, date of the disciplinary action being appealed, the nature of the charges, the grounds which merit an appeal, any extenuating circumstances the charged student wishes to have considered and a request(s) to continue to reside on campus and/or attend classes during the appeal process.

Appeal of the Sanction

The charged student may accept the finding of responsibility and appeal the sanction to the dean of student affairs. The signed and dated written appeal must be filed in the Office of the Dean of Student Affairs no later than 5 p.m. the day of the deadline. The written appeal must contain: the charged student's university identification number, date of the disciplinary action being appealed, the nature of the charges, the grounds which merit an appeal, any extenuating circumstances the charged student wishes to have considered and a request(s) to continue to reside on campus

and/or attend classes during the appeal process.

Q. Confidentiality and Records

All hearings and records (written, electronic, audio or video recording, etc.) pertaining to hearings will be considered education records and will be treated as designated by current law. Student conduct records are kept for two years beyond a student's final enrollment at the university. Records for cases where a student has been suspended or expelled are held permanently. Disciplinary actions are not noted on a student's academic transcript.

There will be no disclosure of file contents outside of the university without the written permission of the student, unless required or allowed by law. Disclosure within the university is limited to those employees having legitimate need of the information to conduct university business. Incident reports are generally not released to students to protect the privacy rights of other students involved in the incident. A student may make a written request for a personal copy of their incident report and receive a redacted copy. Disclosure to victims of violent crimes, nonforcible sex offenses or other offenses with reporting requirements will be handled according to current law.

Formal hearings are audio ~~and/or video taped~~ recorded. All hearings are closed to the public.

R. Rights of Students in Disciplinary Proceedings

The rights outlined below will be accorded to any student in a formal or informal hearing for an alleged violation of the student code of conduct. Both accused students and students making a complaint against another student shall have the same rights under this Student Code of Conduct unless additional rights are provided to either party under the law.

- a. to be present at the hearing;
- b. to meet with the student conduct administrator to discuss the disciplinary process;
- c. to submit a written account of the alleged incident;
- d. to be advised of the date, time and location of the disciplinary hearing, and to request rescheduling (a continuance) for good cause;
- e. to be present at the hearing and to be accompanied by an advisor of the student's choosing during the hearing process, although the advisor will not be permitted to speak for the student during the hearing;
- f. to testify at the hearing;
- g. to decline to testify, with knowledge that all relevant evidence will be considered and the alleged violation adjudicated;
- h. to hear or examine evidence presented against the charged student;
- i. to have and cross-examine witnesses;
- j. to make any statement in mitigation or explanation of the conduct in question;
- k. to be informed in writing of the finding and any sanction imposed to the extent allowed by law;
- l. to appeal the finding and/or sanction to the proper authority;
- m. to waive hearing deadlines as outlined in these procedures.

S. Additional Rights of Complainants in Disciplinary Proceedings Involving Victimization

Some actions that violate university policy involve victimization of one or more students by another student(s). This behavior may include sexual harassment, physical violence and other acts that endanger the safety of others in the university community. If a person is identified as a victim of a sexual harassment/discrimination, nonforcible sex offense or other violent criminal offense, that person is entitled to certain rights during the disciplinary process.

If a complaint is filed with the student conduct administrator, it is important to remember that the accused student is being charged with violating a university rule or regulation; therefore, the university is ultimately responsible for investigating, initiating charges, imposing sanctions if the charged student chooses to admit the violation, implementing the hearing process, and determining sanctions following a finding of responsibility. Although a complainant's input may be sought during the disciplinary process, the ultimate disposition of the case rests with the university. If a complainant withdraws a complaint during the course of the disciplinary proceeding, the university reserves the right to proceed with the case on the basis of evidence other than the testimony of the complainant.

During the course of a disciplinary proceeding, a victim of sexual harassment/discrimination, nonforcible sex offense or other violent criminal offense has the following rights:

- a. to meet with the student conduct administrator to discuss the disciplinary process;
- b. to have reasonable assistance from the university in remediating any situation where the victim must be in contact with the accused student, such as a change in residence hall or course section assignment or restrictions on entering specific buildings or attending certain events;
- c. to make an impact statement, either in person or in writing, to the student conduct hearing board for consideration during the sanctioning phase;
- d. to know the outcome of the process as allowed by laws related to the particular incident;

T. Penalties

Admonition: is a warning.

Conduct Probation: is for a specified period of time and requires that a second offense will result in disciplinary probation or suspension.

Disciplinary Probation: is for a specified period of time and may carry with it other conditions to be met (e.g., restriction of participation in extracurricular activities, holding student office, pledging or joining campus organizations).

Special Action: is a sanction designed to enhance the educational intent of the disciplinary process. Examples of sanctions include the requirement of a special program or class (the cost of this program will be paid by the student), removal from university housing, payment of damages, extracurricular activity restrictions, community service, educational sanctions, counseling referrals, removal from any class or program, or restrictions on enrollment in any class or program.

Suspension of an Individual: is a bar from attending the university for a specific period of time and begins *at the date and time specified by 5 p.m. on the first business day following the date of the decision of the student conduct authority hearing officer or board* considering the case. A suspension also carries with it the following conditions:

- A. The charged student must remain off the campus during the period of suspension, except when summoned by a university official or when an appointment with an official has been arranged in advance.
- B. A student under suspension may not live or board in university facilities.

Suspension of a Student Organization: is loss of university recognition for a specified period of time as outlined in university policy 10.9 (Student Organization Formation and Recognition). Student organizations are required to cease all activities during the specified period. Student organizations that continue to function during the suspension will be considered in violation of their suspension. Special Actions may also be attached to the suspension to enhance the educational intent of the disciplinary process. Suspended student organizations must submit a new application as an organization at the end of the suspension period.

Expulsion: is a permanent bar from attending the university whereby the student is not eligible for readmission to the university and begins *at the date and time specified by at 5 p.m. on the first business day following the decision of the student conduct authority hearing officer or board* considering the case. An expelled student's status will also carry the following conditions:

- A. The expelled student must remain off the campus, except when summoned by a university official or when an appointment with an official has been arranged in advance.
- B. A student under expulsion may not live or board in university facilities.

Debarment: is equivalent to suspension from the university applied to persons not currently registered at the time the penalty is imposed.

Interim Suspension: The student conduct authority may, with the approval of the vice president for university affairs, suspend a student for an interim period pending disciplinary proceedings when there is evidence that the continued presence of the student on the university campus poses a substantial threat of harm or bodily injury, damage to property, or threat to the stability and continuance of normal university functions. The student conduct authority may provide for the interim suspension to become immediately effective without prior notice to the student. However, the judicial officer shall provide notice to the student at the first reasonable opportunity.

The student conduct authority shall inform the student that he/she is entitled to a hearing to be held within five (5) university business days from the effective date of the interim suspension. If the student desires, a preliminary hearing, either formal or informal, shall then be held on the following issues only:

- A. the reliability of the information concerning the student's conduct, including the

- matter of his/her identity;
- B. whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the university campus poses a substantial threat of harm or bodily injury, damage to property, or threat to the stability and continuance of normal university functions.

If the student conduct authority finds the information concerning the charged student's conduct is unreliable or that the charged student has been misidentified, charges may be dismissed. If the student conduct authority finds that allowing the charged student to remain on campus poses no threat or disruption, the student may be allowed to remain on campus pending the completion of the hearing process.

U. Status during Appeal

In cases of suspension or expulsion where an appeal is filed within the required time, a charged student may petition the Office of the Dean of Student Affairs in writing for permission to continue to reside on campus and/or attend classes pending final determination of the appeal. The officer may permit either of these requests under such conditions as may be designated pending completion of appellate procedures, provided such continuance will not seriously disrupt the university or constitute a danger to the health, safety or welfare of the university community.

ARTICLE IV: NON-DISCRIMINATION, INTERPRETATION AND REVISION

Decisions under this policy will be made based on observations of a student's conduct, actions and statements and not on the basis of a student's race, color, religion, national origin, sex, age, disability, genetic information, citizenship, or veteran status.

Any question of interpretation or application of the Student Code of Conduct shall be referred to the vice president for university affairs or designee for final determination.

The Student Code of Conduct shall be reviewed annually under the direction of the vice president for university affairs or designee.

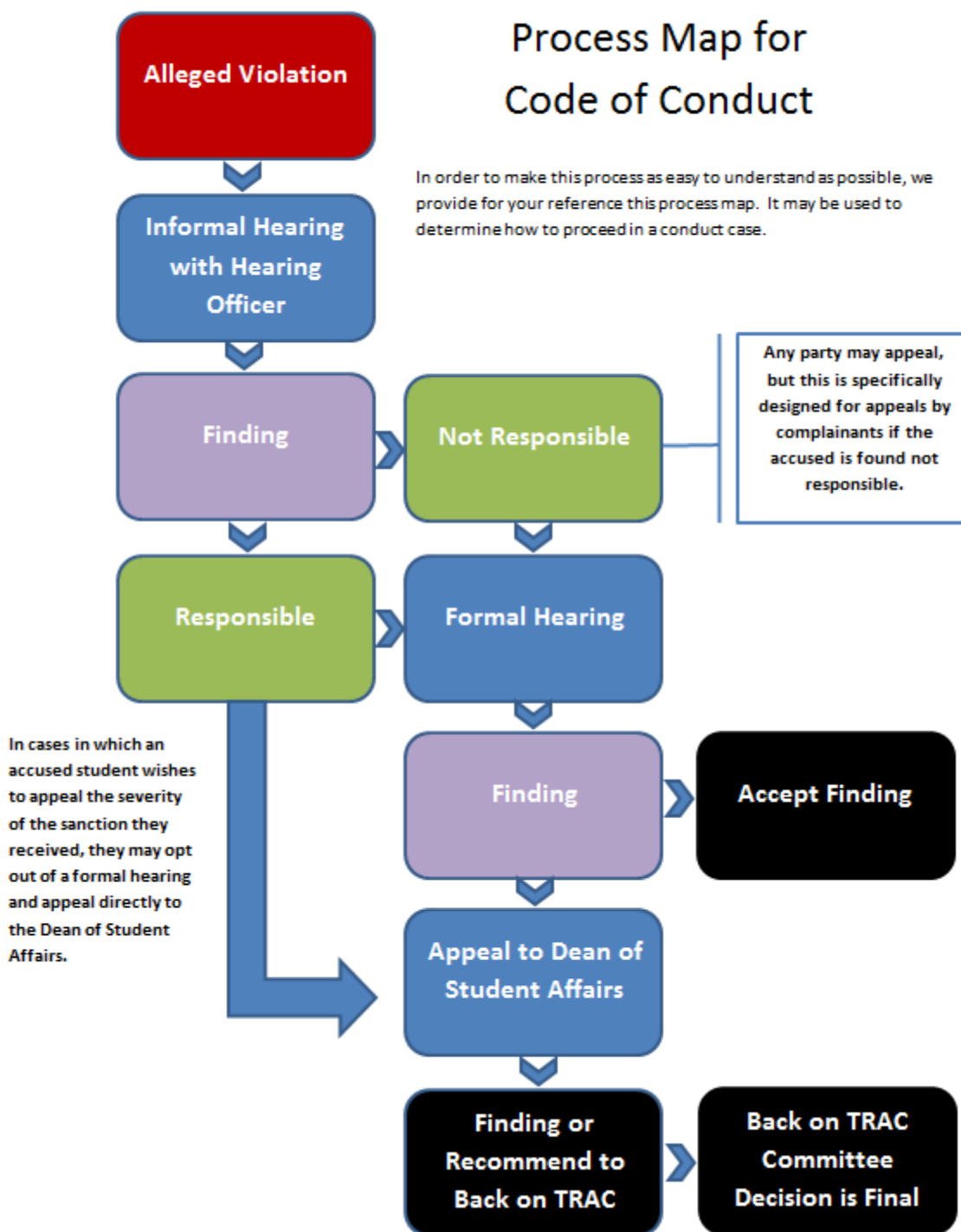
Cross Reference: *Academic Integrity (4.1); Annual Disclosure of Crime Statistics (13.3); Computer and Network Security (14.2); Computing Software Copyright (9.1); Digital Millennium Copyright (9.3); Fraud (2.7); Hazing (10.3); Illicit Drugs and Alcohol Abuse (13.11); Students Displaying Serious Psychological Problems (10.13)* ~~None~~

Responsible for Implementation: Vice President for University Affairs

Contact for Revision: Dean of Student Affairs

Forms: None

Board Committee Assignment: Academic and Student Affairs



Student ID Cards

Original Implementation: Unpublished

Last Revision: ~~July 19, 2011~~ July 29, 2014

University student identification cards (IDs) are produced by the card services office, located in Room 1.205 of the Baker Pattillo Student Center.

Student IDs are used for the following purposes:

1. Access to the student's meal plan.
2. Access to the student's residence hall.
- ~~3. Access to the student's Jack Bucks account, if applicable.~~
- 4.3. Free admission to regular season home football, basketball, baseball, and softball games.
- ~~5.4. Student discounts to certain fine arts performances and student activities.~~
- 6.5. Identification when purchasing items by check and for book buy-back in the Barnes and Noble Bookstore.
- 7.6. Access to the Student Recreation Center, Norton Health and Physical Education complex, and the Wellness Center.
- ~~8.7. Some computer and language labs require the deposit of the ID card to use some resources.~~
- 9.8. Identification at the business office to receive payroll checks.

IDs are produced on the enrollment of a new student. The cost of the initial ID is \$56. Students must display an acceptable picture ID when picking up their first SFA ID card.

Lost or stolen IDs should be reported to the card services office as soon as possible. After hours and on weekends, lost or stolen IDs should be reported to the University Police Department. Replacement cards cost \$15 and can be obtained from the ~~C~~card ~~S~~services office during normal business hours.

SFA IDs are the property of Stephen F. Austin State University and must be shown and/or surrendered to any university official upon request. SFA IDs are not transferrable. Use of an ID to gain, or attempt to gain, unauthorized access to university buildings, facilities, or services may result in disciplinary action, confiscation of the ID and/or removal from university owned or controlled property. Possession, alteration, use or attempted use of an ID by anyone other than the person to whom the card is issued shall be considered unauthorized use.

Cross Reference: None

Responsible for Implementation: Vice President for University Affairs

Contact for Revision: Director of Student Services

Forms: None

Board Committee Assignment: Academic and Student Affairs

Student Internships

Original Implementation: July 29, 2014

Last Revision: None

This policy describes the process to determine whether student internships at SFA must be paid or unpaid. The Fair Labor Standards Act defines the term “employ” very broadly as including “to suffer or permit to work.” Those who are “suffered or permitted” to work must be compensated under the law for the services they perform. If the test below is not met, the individual is required to be paid at least the minimum wage and overtime compensation for hours worked over forty in a work week.

Definition

There are some circumstances under which a student who participates in an internship or training program may do so without compensation. The determination of whether an internship or training program meets this exemption from pay depends upon all the facts and circumstances of each such program. The following six criteria must be applied when making this determination:

- The student internship, even though it includes actual operation of the facilities, is similar to training which would be given in an educational environment;
- The internship experience is for the benefit of the intern;
- The intern does not displace regular employees, but works under close supervision of existing staff;
- The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
- The intern is not necessarily entitled to a job at the conclusion of the internship; and
- The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

If all the factors listed above are met, an employment relationship does not exist under the FLSA, and the minimum wage and overtime rules do not apply to the intern. The intern may be unpaid. There are, however, advantages for providing compensation to the interns, such as:

- Being able to attract skilled interns;
- Increasing intern commitment and reward for contribution;
- Reducing financial burdens that may require a student to work a second job during their internship (or limit internship opportunities to only those students who can afford them);

Placement

Departments wishing to place a student intern must follow the procedures provided by the Department of Human Resources.

Policy Compliance

Consistent with SFA's policy on non-discrimination, university employees shall not illegally discriminate against interns on the basis of race, color, religion, national origin, sex, age, disability, genetic information, citizenship, and veteran status. Once selected for an internship at SFA, the intern will be required to submit to a criminal history check and complete any position specific training. Paid interns will complete appropriate new employee paperwork, and comply with appropriate procedures required by the Department of Human Resources.

Placement of Relatives

An intern cannot be supervised by a relative, nor can such a member make decisions about a placement or the terms and conditions of the placement (See policy 11.16, Nepotism).

Safety Evaluations

Any intern placement at SFA that requires services to be performed in a lab, health care facility, or any other setting where the intern may be exposed to hazardous materials, machinery, or health-related situations must be evaluated and approved by the director of environmental health, safety, and risk management, or their designee, prior to the commencement of the intern services. In such cases, safety training must be completed prior to the initiation of any activities with potential for hazardous materials exposure. Any plan or guidelines developed by the Department of Environmental Health, Safety, and Risk Management must be implemented and followed or the intern situation must terminate.

Issues for International Students

International students seeking an internship need to obtain work authorization for paid internships, as well as any unpaid internships that do not qualify under the U.S. Department of Labor guidelines. Failure to do so could jeopardize a student's visa status. Departments selecting an international student should check with the Department of International Programs before pursuing any internship for an international student to be sure of what authorization will be required.

Responsibilities and Rights

Interns shall abide by all university policies and external laws and regulations that govern their actions including, but not limited to, those relating to ethical behavior, safety, confidentiality, protected health and student information, computer use, financial responsibility, and drug use.

Prohibited Activities

Interns are prohibited from performing any of the following activities in the course and scope of their authorized activities:

- Operating heavy equipment;
- Operating university or state-owned vehicles (including golf carts) except with the express written permission of a university official;
- Working with hazardous materials, including stored energy (e.g. steam, electricity, hydraulics) prior to completing appropriate training from the Department of Environmental Health, Safety, and Risk Management; and
- Acting as a representative of the university, including but not limited to entering into any contract on behalf of the university, making public statements on behalf of the university, or incurring financial obligations.

Liability and Indemnification

Interns are required to execute the intern release form or other form approved by the general counsel prior to the start of their internship. If the university intern is a minor, the form must be signed by a parent or legal guardian.

Interns at SFA are not covered under the university's workers' compensation insurance program and are encouraged to secure a personal health insurance policy.

Termination

An intern's service may be terminated at any time and without prior notice.

Cross Reference: Discrimination Complaints/Sexual Harassment (2.11); Nepotism (11.16); U.S. Department of Labor Wage and Hour Division Fact Sheet #71: Internship programs Under the Fair Labor Standards Act; Fair Labor Standards Act, 29 U.S.C. § 203(g)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Human Resources

Forms: Student Internship Release Form

Board Committee Assignment: Academic and Student Affairs

University Awards Programs

Original Implementation: January 29, 2008

Last Revision: ~~January 25, 2011~~ July 29, 2014

Cash awards may be given to employees as part of award programs established by the university in recognition of outstanding teaching, research, service, or performance.

Employee cash award payments must be based on the published criteria and award process. *University award programs must be ~~and~~ approved in writing in advance* by the provost and vice president for academic affairs for faculty, or *by* the president for staff. Award programs within a college are approved by the dean and the provost and vice president for academic affairs.

University-sponsored, campus-wide awards programs include: Teaching Excellence Awards, Bright Ideas Conference Awards, Regents Professorships, and the president's staff awards.

These awards are paid as stipends and are not considered part of an employee's base appointment salary.

Cross Reference: Regents Professor (7.24); *Gifts, Prizes and Awards* (3.18); Salary Supplements, Stipends and Additional Compensation (12.16); Service Awards (12.17)

Responsible for Implementation: Provost and Vice President for Academic Affairs and Vice President for Finance and Administration

Contact for Revision: Provost and Vice President for Academic Affairs and Director of Human Resources

Forms: Stipend Authorization Form

Board Committee Assignment: Academic and Student Affairs

University Logo/Seal

Original Implementation: Unpublished

Last Revision: ~~April 19, 2011~~ July 29, 2014

~~Requests for the use of university logos such as the university's official mark, or other emblems and marks, including the university name and associated verbiages, should be directed to the Department of Intercollegiate Athletics, where they will be forwarded to the university's contracted licensing agent. The Stephen F. Austin State University retains all rights to the use of its name and associated verbiages, as well as the university's official seal, logo and other its emblems and marks. Requests for the use of university logos and emblems on promotional items should be directed to the Department of Intercollegiate Athletics, where the request will be forwarded to the university's contracted licensing agent. Licensing revenue is dedicated to support the university athletic department.~~

The ~~university's~~ official seal of Stephen F. Austin State University is reserved for use by the Office of the President and may be used by other SFA departments only with the permission of the Office of the President. It is ~~the official seal of Stephen F. Austin State University,~~ used primarily on ceremonial and academic documents, such as commencement programs and diplomas.

The official ~~university~~ logo of SFA is the “spirit” logo with the letters SFA stacked diagonally across a graphic of the state of Texas. ~~and a star representing Nacogdoches is incorporated to the right of the letters. Guidelines regarding its use are available in the Identity Standards manual, available on the Office of Public Affairs website.~~



The official logo of the university may ~~not~~ be changed *only by an official vote of the SFA Board of Regents. solely by modification of the Identity Standards manual.* Guidelines regarding the use of SFA logos and wordmarks are available in the Identity Standards manual on the University Marketing Communications website.

This policy does not apply to the logos of student organizations.

Cross Reference: 15 U.S.C. § 1127; Tex. Bus. & Com. Code §§ ~~Ch. 16.01–16.31~~

Responsible for Implementation: ~~General Counsel, Executive Director of Marketing~~
Vice President for University Advancement

Contact for Revision: ~~Athletic Director, Office of Public Affairs~~
Athletic Director, Executive Director of University Marketing Communications

Forms: SFA Art Approval Form

Board Committee Assignment: Academic and Student Affairs

Use of Amplified Sound on Campus Grounds

Original Implementation: September 17, 1982

Last Revision: ~~July 19, 2011~~ July 29, 2014

Application to use amplified sound on campus shall be made to the Office of Student Activities ~~Engagement~~ at least 24 hours in advance of the proposed use. In general, amplified sound equipment will not be approved for use on campus grounds if such use would be disruptive to the learning and work environment. Amplified sound will not be approved before 8:00 p.m. or after 11:00 p.m. Monday – Friday, or anytime classes are in session, unless approved by the dean of student affairs.

This rule does not apply to the university and its agents, servants, or employees, acting in the course and scope of their agency or employment; nor does it apply to the Stephen F. Austin State University Alumni Association or the Stephen F. Austin State University Foundation.

Cross Reference: SFA Web pages

Responsible for Implementation: Vice President for University Affairs

Contact for Revision: Dean of Student Affairs

Forms: Reservation for Campus Grounds

Board Committee Assignment: Building and Grounds

Volunteer Workers

Original Implementation: July 29, 2014

Last Revision: None

This policy is designed to provide guidance and conditions on the university's use of volunteers, reduce volunteer risk and protect the interest of the university, its volunteers, and the community it serves.

Definition

According to the U.S. Department of Labor, an individual who performs services for a public agency for civic, charitable, or humanitarian reasons, without promise, expectation, or receipt of compensation for services rendered, is considered to be a "volunteer" during such hours. The individuals shall be considered volunteers only where their services are offered freely and without pressure or coercion, direct or implied, from an employer. For SFA, a "university volunteer" is defined as any uncompensated individual who is authorized by a university department to perform humanitarian, charitable or public services on behalf of the university.

Eligibility

Any individual is eligible to serve as a university volunteer, subject to the following eligibility requirements:

- The individual must have adequate experience, qualifications, and training for the task(s) he or she will be asked to perform as a university volunteer.
- Mandatory cash and receipts training is required of all volunteers whose job duties include the acceptance, record keeping, and deposit of university receipts.
- All required training for volunteer positions must be current at the time volunteer work is performed.
- A current employee of SFA may not serve as a university volunteer in any capacity in which he or she is employed at the university, or which is essentially similar to or related to the individual's regular work at the university. A current employee may volunteer for special events, such as United Way events, commencement, Showcase Saturdays, and other similar events.
- An individual who is under the age of eighteen (18) may only become a university volunteer with the written consent of a parent or legal guardian. Volunteer opportunities for minors are limited to only non-hazardous environments and activities. The sponsoring department must contact Human Resources for approval prior to the minor being permitted to volunteer.
- An individual who will be working with sensitive populations or who will have access to cash, checks, or other forms of liquid assets for the university may only become a

university volunteer after the completion of a satisfactory background check. Human Resources will initiate the background check upon request of the sponsoring department and after receipt of a consent form signed by the potential volunteer. The sponsoring department is responsible for the cost of the background check.

- “Sensitive populations” are individuals under 18 years of age and other individuals entitled to enhanced supervision or protection based on university practice or state or federal law.
- Those volunteers who are authorized to accept funds for university business must have written approval from the bursar and follow the Receipts and Deposits policy.

Responsibilities and Rights

University volunteers shall abide by all university policies and external laws and regulations that govern their actions including, but not limited to, those relating to ethical behavior, safety, confidentiality, protected health and student information, computer use, financial responsibility, and drug use.

University volunteers are not covered by the Fair Labor Standards Act and are not considered SFA employees for any purpose. Therefore, university volunteers are not eligible for compensation or any university benefits as a result of their volunteer association with SFA.

Prohibited Activities

University volunteers are prohibited from performing any of the following activities in the course and scope of their authorized activities:

- Operating heavy equipment;
- Operating university or state-owned vehicles (including golf carts) except with the express written permission of a university official;
- Working with hazardous materials, including stored energy (e.g. steam, electricity, hydraulics); and
- Acting as a representative of the university, including but not limited to entering into any contract on behalf of the university, making public statements on behalf of the university, or incurring financial obligations.

Liability and Indemnification

University volunteers are required to execute the volunteer release form or other form approved by the general counsel, prior to the start of their volunteer service. If the university volunteer is a minor, the form must be signed by a parent or legal guardian.

University volunteers are not covered under the university’s workers’ compensation insurance program and are encouraged to secure a personal health insurance policy.

Sponsorship, Supervision, and Documentation

All university volunteers must be sponsored, supervised, and documented by their sponsoring university department.

When engaging the services of an eligible university volunteer, it is the department's responsibility to make sure the volunteer meets all of the eligibility requirements, as stated above, and to adhere to any procedures developed by human resources implementing this policy.

All documentation related to a university volunteer's service, including the volunteer release form, must be maintained for the applicable retention period as specified in the university retention schedule.

Consistent with SFA's policy on non-discrimination university employees shall not unlawfully discriminate against volunteers on the basis of race, color, religion, national origin, sex, age, disability, genetic information, citizenship, or veteran status.

Termination

A university volunteer's service may be terminated at any time and without prior notice.

Cross Reference: Fair Labor Standards Act (FLSA), 29 U.S.C. § 203(e)(4)(a); 29 C.F.R. § 553.101, .103; 29 C.F.R. Part 570; ; Tex. Educ. Code § 51.937; Tex. Gov't Code Ch. 2109; Discrimination Complaints/Sexual Harassment (2.11); Receipts and Deposits (3.26)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Human Resources

Forms: Release and Indemnification Agreement for Volunteers; Background Check – Disclosure Consent Form

Board Committee Assignment: Academic and Student Affairs

Wellness Release Time

Original Implementation: July 29, 2014

Last Revision: None

The Stephen F. Austin State University employee wellness program is designed to benefit full-time employees and is a voluntary program of physical exercise and wellness activities designed to improve the health and well-being of employees.

As part of the employee wellness program, the university will provide wellness release time which provides full-time, benefits-eligible employees 30 minutes of release time during normal work hours up to three (3) times a week for participation in physical exercise and wellness activities offered at the campus recreation center, employee wellness program locations, or walking on campus. Off campus activities are not included unless sponsored by the employee wellness program.

Prior to participation in release time, the employee must complete the employee wellness participant profile, including the waiver of liability and hold harmless agreement in full. Employees should consult with a physician before undertaking any physical activity program.

Wellness release time is paid time, does not have to be made up, cannot be accrued, and may not be split or carried over from one day to another. Those employees using the time-clock system will be required to enter the appropriate task code for their release time. Wellness release time will not be counted toward FLSA overtime.

Each semester of participation, (fall, spring and the summer session), employees must secure approval from their immediate supervisors and/or department heads prior to participation.

Immediate supervisors and department heads are expected to make reasonable efforts to accommodate requests for wellness release time. However, it must be recognized that participation may be disapproved if it is determined that the workflow and operation of the employee's department will be negatively impacted by the employee's absence due to participation in release time. If an application is denied, the supervisor or department head will indicate the reason(s) for the denial.

Abuse of the privilege to participate in release time will subject the employee to revocation of the privilege and/or disciplinary action. Supervisors have the right to review records of employees' utilization of the campus recreation center and the employee wellness program to verify hours of involvement.

Cross Reference: Tex. Gov't Code § 664.061

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources

Forms: Wellness Release Time Approval Form

Board Committee Assignment: Academic and Student Affairs

Year-end Purchasing

Original Implementation: April 5, 1984

Last Revision: ~~July 19, 2011~~ July 29, 2014

The state fiscal year is September 1 through August 31 and the following rules and regulations apply to year-end transaction processing.

Consumable/expendable supply items are to be charged to the fiscal year in which they are delivered. The cost of consumable supplies ordered in one fiscal year and delivered in the next fiscal year may be charged to the prior year only if the following conditions exist:

1. delay causing delivery in the later fiscal period was beyond control of the agency;
2. delivery could have reasonably been expected to occur during the fiscal year in which the order was placed; and
3. the quantity ordered could have been consumed during the fiscal year in which it was ordered had delivery occurred as originally anticipated.

Services are to be charged to the fiscal year in which they are delivered.

Capital equipment purchases (non-consumable with a useful life of more than one year) are to be charged to the fiscal year in which they are ordered, except that capital purchases may be charged to the year of delivery as long as the appropriation for the year in which delivery will occur exists, (General Appropriations Act has been signed by the governor) and payment is not made prior to September 1 of the new fiscal year. Payments under a lease-purchase agreement are to be charged to the fiscal year in which the payment is made.

Internet connections, subscriptions, maintenance contracts, post office box rental, insurance and surety or honesty bonds are chargeable to the fiscal year in which they begin and may be paid in full from that fiscal year regardless of whether the purchase covers more than one fiscal year. This rule supersedes other rules relating to consumable items, services, or capital equipment.

Seminar and conference expenses related to conducting or attending the same are to be paid from the fiscal year in which the seminar or conference occurs, unless it is determined to be cost-effective to use current fiscal year funds to pay for conducting or attending a seminar or conference that will occur partly or entirely during a different fiscal year. This rule supersedes other rules relating to consumable items, services, or capital equipment.

Utility services are to be charged to the fiscal year in which the service is provided except that a prior fiscal year may be used to pay for September services of the next fiscal year. This rule

supersedes other rules relating to consumable items, services, or capital equipment. Utility service is defined in the *Texas State eComptroller's eXpendit website*.

A combined purchase of at least two consumable items, services and capital assets should follow the year-end rules according to the dominant purpose of the contract.

A purchase option that is contractually exercised to purchase a consumable item, service, or capital equipment should follow the year-end rules according to the good or service for which the option is exercised.

Department notification

Each spring, the purchasing department establishes and notifies departments of deadlines for receipt of approved requisitions for the current fiscal year to comply with state guidelines and allow adequate order processing time for current year orders.

Requisitions received prior to the established deadline dates will be processed on current fiscal year funds unless properly identified as a next fiscal year requisition following the instructions provided through the purchasing listserv. Requisitions received after the established deadline dates will be processed on next fiscal year funds.

Exceptions

Exceptions to the established deadline dates will be made if necessary to comply with year-end guidelines established by the state comptroller or for emergency reasons. The director of procurement may use discretion in the best interest of the university when applying or exempting the established deadlines or above rules when using non-appropriated funds.

Cross Reference: 34 Tex. Admin. Code § 5.56; *Texas State Comptroller eXpendit website*

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Procurement & Property Services/HUB Coordinator

Forms: None

Board Committee Assignment: Finance and Audit