



REPORT TO THE BOARD OF REGENTS

October 27-28, 2019
Meeting 331

**STEPHEN F. AUSTIN
STATE UNIVERSITY**

Report to the Board of Regents (October 27 - 28, 2019)

Meeting 331

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AGENDA

SFA Board of Regents

Date October 27-28, 2019

Board members

Brigettee Henderson, Chair | Alton Frailey, Vice Chair | Nelda Blair, Secretary |
David Alders | Scott Coleman | Karen Gantt | Tom Mason | Judy Olson | Jenn Winston | Zoé Smiley

Estimated Time	Item	Presenter
	SUNDAY, OCTOBER 27, 2019	
1:00 p.m.	Call to Order in Open Session	B. Henderson
	Welcome and Introductions	B. Henderson
1:05 p.m.	Report from Provost and Vice President for Academic Affairs	S. Bullard
1:35 p.m.	Report from Chief Information Officer	A. Espinoza
2:05 p.m.	Report from Vice President for University Affairs	S. Westbrook
2:35 p.m.	Report from Vice President for Finance and Administration	D. Gallant
3:05 p.m.	BREAK	
3:30 p.m.	Report from Vice President for Advancement	J. Still
4:00 p.m.	Report from Director of Athletics	R. Ivey
4:30 p.m.	RECESS TO EXECUTIVE SESSION	B. Henderson
	Deliberations Regarding Security Devices or Security Audits	S. Gordon
	Report from Chief Information Officer	A. Espinoza
	Audit Report: Cash Count	G. Oglesbee
	Deliberations Regarding Contracts for Gifts or Donations	J. Still
	Possible Naming Opportunities	
	Deliberations Regarding Real Property	D. Gallant
	Consultation with Attorney	D. Derrick
	Reported Complaints	

Estimated Time	Item	Presenter
	Intellectual Property	
	EEOC Charges	
	Pamela Clasquin v. SFASU	
	Consideration of Personnel Matters	S. Gordon
	Director of Athletics, General Counsel, Vice Presidents and President	
6:00 p.m.	Return to Open Session	B. Henderson
	Recess Board of Regents Meeting to Monday, October 28, at 8:00 a.m.	B. Henderson

Estimated Time	Item	Presenter
	MONDAY, OCTOBER 28, 2019	
8:00 a.m.	Call to Order in Open Session	B. Henderson
	Welcome and Introductions	B. Henderson
	Recess to Committee Meetings	B. Henderson
8:05 a.m.	MEETING OF THE FINANCE AND AUDIT COMMITTEE	
	Call to Order	T. Mason
8:05 a.m.	Agenda Item 10: Acknowledge Receipt of Audit Services Report	G. Oglesbee
	Follow-up Audit	
	Veteran Services Departmental Audit	
	Counseling Departmental Audit	
	Disability Services Departmental Audit	
	Title IX Departmental Audit	
	Cash Count	
	Update on Audit Plan	
	Agenda Item 11: Approval of Annual Audit Report and Audit Charter	G. Oglesbee
8:45 a.m.	Agenda Item 12: STEM Building Budget Increase to Recognize Investment Earnings	D. Gallant
8:55 a.m.	Agenda Item 13: Approval of Changes to Course Fees	S. Bullard
9:00 a.m.	Agenda Item 14: Grant Awards	D. Gallant
9:05 a.m.	Agenda Item 15: Amendment to Aramark Contract	S. Westbrook
9:15 a.m.	Agenda Item 16: Approval of Financial Affairs Policy Revisions	D. Derrick
	Food Purchases 17.6	D. Gallant
9:20 a.m.	Report: Contract Monitoring Report	D. Gallant
9:30 a.m.	Adjourn Finance and Audit Committee	T. Mason
9:30 a.m.	MEETING OF THE ACADEMIC AND STUDENT AFFAIRS COMMITTEE	
	Call to Order	K. Gantt
9:30 a.m.	Agenda Item 7: Approval of Intellectual Property Assignment	D. Derrick

Estimated Time	Item	Presenter
9: 40 a.m.	Agenda Item 8: U.S. Army ROTC Agreement and Scholarship Support	S. Bullard
9:50 a.m.	Agenda Item 9: Approval of Academic and Student Affairs Policy Revisions	D. Derrick
	Academic and Professional Qualifications 7.1	S. Bullard
	Academic Appointments and Titles 7.2	S. Bullard
	Academic Probation, Suspension, Reinstatement for Undergraduates 6.4	S. Bullard
	Academic Program Review 5.1	S. Bullard
	Academic Promotion 7.4	S. Bullard
	Academic Unit Head Appointments 4.2	S. Bullard
	Administration of Academic Units 4.4	S. Bullard
	Appeal Procedure Relating to the Provision of Accommodations for Students with Disabilities 6.6	S. Westbrook
	Authority to Act in the Absence of the President 2.4	S. Gordon
	Certificate Programs 5.2	S. Bullard
	Course Scheduling 4.13	S. Bullard
	Credit and Contact Hours 5.4	S. Bullard
	Designation of School Status 4.5	S. Bullard
	Discipline and Discharge 11.4	D. Gallant
	Establishing Centers, Institutes, and Specialized Testing or Services Laboratories 5.10	S. Bullard
	Faculty Search 7.12	S. Bullard
	Graduate Student Advisement 6.13	S. Bullard
	Guest Lecturers 7.15	S. Bullard
	Illicit Drugs and Alcohol Abuse 13.11	S. Westbrook
	Laboratory Fees 3.22	S. Bullard
	Library Gifts 4.11.3	S. Bullard
	Overtime and Compensatory Time 12.14	D. Gallant
	Performance Evaluation of Faculty 7.22	S. Bullard

Estimated Time	Item	Presenter
	Reporting Abuse, Exploitation, or Neglect of Elderly Persons or Persons with Disabilities 13.18	S. Westbrook
	Selection of Academic Deans 4.9	S. Bullard
	Sick Leave 12.18	D. Gallant
	Stone Fort Museum Collections 5.17	S. Bullard
	Substantive Change 4.10	S. Bullard
	Summer Teaching Appointments 7.28	S. Bullard
	Tenure and Continued Employment 7.29	S. Bullard
	Timely Warning 13.22	S. Westbrook
	University Awards Programs 12.20	S. Bullard
	University Closure for Inclement Weather and Other Emergencies 13.12	S. Westbrook
	Vacation Leave 12.21	D. Gallant
	Working Hours and Holidays 12.24	D. Gallant
10: 05 a.m.	Report: Reorganization of James I. Perkins College of Education	S. Bullard
10:15 a.m.	BREAK	
10: 30 a.m.	Report: Richards Carlberg	J. Still
11: 30 a.m.	Adjourn Academic and Student Affairs Committee	K. Gantt
11: 30 a.m.	RETURN TO COMMITTEE OF THE WHOLE AND RECESS FOR LUNCH	B. Henderson
1:00 p.m.	RECONVENE AS COMMITTEE OF THE WHOLE	B. Henderson
1:00 p.m.	Call to Order in Open Session	B. Henderson
	Pledge to the Flags	ROTC Cadet
	Special Recognitions	S. Gordon
	Invocation	Regent
	Agenda Item 1: Approval of Minutes	B. Henderson
	Agenda Item 2: Faculty Appointments	S. Bullard
	Agenda Item 3: Staff Appointments	S. Bullard
	Agenda Item 4: Changes of Status	S. Bullard

Estimated Time	Item	Presenter
	Agenda Item 5: Retirements	S. Bullard
	Agenda Item 6: Promotions	S. Bullard
1:30 p.m.	REPORT FROM ACADEMIC AND STUDENT AFFAIRS COMMITTEE	K. Gantt
	Agenda Item 7: Approval of Intellectual Property Assignment	D. Derrick
	Agenda Item 8: U.S. Army ROTC Agreement and Scholarship Support	S. Bullard
	Agenda Item 9: Approval of Academic and Student Affairs Policy Revisions	D. Derrick
1:45 p.m.	REPORT FROM THE FINANCE AND AUDIT COMMITTEE	T. Mason
	Agenda Item 10: Acknowledge Receipt of Audit Services Report	G. Oglesbee
	Agenda Item 11: Approval of Annual Audit Report and Audit Charter	G. Oglesbee
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	Agenda Item 15: Amendment to Aramark Contract	S. Westbrook
	Agenda Item 16: Approval of Financial Affairs Policy Revisions	D. Derrick
	REPORTS	
2: 00 p.m.	President	S. Gordon
2:15 p.m.	Faculty Senate	A. Lannen
2:30 p.m.	Student Government Association	S. Lopez
2:45 p.m.	Adjourn Meeting of the Board of Regents	B. Henderson

Report from Provost and Vice President for Academic Affairs, Steve Bullard

- Enrollment Update
- New Program Updates

Report from Chief Information Officer, Anthony Espinoza

- Tiger Team Update

Report from Vice President for University Affairs, Steve Westbrook

- Housing and Student Programming Updates

Report from Vice President for Finance and Administration, Danny Gallant

- Budget Process
- Plans for Budget Presentations
- Current Construction
- Planned Maintenance

Report from Vice President for University Advancement, Jill Still

- Annual Fund Update
- Campaign Update

Report from Director of Athletics, Ryan Ivey

- Fall Sports Update

Deliberations Regarding Security Devices or Security Audits (Texas Government Code, Section 551.076) (Texas Government Code, Section 551.076)

- Report from the chief information officer
- Audit Report: Cash Count

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

Deliberations Regarding the Purchase, Exchange, Lease, Sale or Value of Real Property (Texas Government Code, Section 551.072)

Consultation with Attorney Regarding Legal Advice or Pending and/or Contemplated Litigation or Settlement Offers, including but not limited to reported complaints, intellectual property, EEOC charges, *Pamela Clasquin v. SFASU* (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 the director of athletics, the general counsel, the vice presidents and the president (Texas Government Code, Section 551.074)

ACKNOWLEDGE RECEIPT OF AUDIT SERVICES REPORT

Explanation:

The *Board Rules and Regulations* state that the chief audit executive 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 chief audit executive reports to the Board of Regents on the status of the annual audit plan, internal and external reports, risk assessment and audit/compliance issues.

The audit services report as presented includes the following:

- Follow-up Audit
- Veteran Services Departmental Audit
- Counseling Departmental Audit
- Disability Services Departmental Audit
- Title IX Departmental Audit
- Cash Count
- Update on Audit Plan

Recommendation:

Acknowledge receipt of the audit services report pending consideration by the Finance and Audit Committee.

APPROVAL OF ANNUAL AUDIT REPORT AND AUDIT CHARTER

Explanation:

According to the Rules and Regulations of the Board of Regents, the chief audit executive shall submit an annual report as required by Art. 6252-5d, V.T.C.S., recodified at Government Code, Chapter 2101. The annual report shall be submitted to the president and the board for review prior to public dissemination. In addition, the Institute of Internal Auditors (IIA) International Standards for the Professional Practice of Internal Auditing (the standards) require the internal audit charter to be approved periodically. The internal audit charter provides the purpose, authority, responsibility, and position of the internal audit department. The charter is included in the annual audit report.

Recommendation:

Approval of the annual audit report and audit charter pending consideration by the Finance and Audit Committee.

STEM BUILDING BUDGET INCREASE TO RECOGNIZE INVESTMENT EARNINGS

Explanation:

The new STEM Building was considered substantially complete in August 2018, and classes began in the fall 2018 semester. The STEM Building project budget was established at a level of \$46,400,000, funded by tuition revenue bond proceeds.

At the October 29, 2018 meeting, the regents approved an \$850,000 increase in the original \$46,400,000 budget, to recognize projected investment earnings. The total project budget was increased from \$46,400,000 to \$47,250,000. At this time, investments have yielded \$904,167, and are expected to total nearly \$920,000, an increase of \$70,000.

Recommendation:

To recognize the total projected investment earnings in the STEM Building project, the administration recommends a \$70,000 increase in the STEM Building project budget, to a total not to exceed \$47,320,000. The final budget total will not exceed the original budget level plus actual investment earnings.

APPROVAL OF CHANGES TO COURSE FEES

Explanation:

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.

Recommendation:

The administration recommends approval of the course and lab fee changes, as listed on the accompanying report, to be effective spring 2020. The administration also recommends acceptance of course fee deletions approved at the president level, with each effective date listed in the accompanying report.

Changes in Course Fees - October 2019								
College of Education								
Department	Course	Course #	Section	Description	Present Amount	Proposed Amount	Status	Effective
Kinesiology	KIN	367L	All	Orthopedic Assess of Lower Body	\$10	\$0	delete	Spring 2020
Kinesiology	KIN	387L	All	Rehab for Phys Active Lab	\$10	\$0	delete	Spring 2020
Kinesiology	KIN	367	All	Orthopedic Assess of Lower Body	\$20	\$0	delete	Spring 2020
Kinesiology	KIN	387	All	Rehab for Phys Active	\$20	\$0	delete	Spring 2020
Kinesiology	DAN	380L	All	Dance Company Lab	\$120	\$0	delete	Fall 2019
Kinesiology	KIN	115	All	Bowling	\$30	\$0	delete	Fall 2019
College of Science and Mathematics								
Geology	GOL	471	.001,.002,.003	Llano (Hill Country)Field Trip	\$135	\$165	modify	Spring 2020
Geology	GOL	471	.004,.005	Galveston Field Trip	\$80	\$100	modify	Spring 2020
Geology	GOL	471	.007,.010	Arkansas Field Trip	\$135	\$165	modify	Spring 2020
College of Fine Arts								
Music	MUP	432	All	Opera Workshop	new course	\$150	new	Spring 2020
Music	MUP	433	.001	A Cappella Choir	new course	\$100	new	Spring 2020
Music	MUP	433	.002,.003	Men's Choir and Women's Choir	new course	\$31	new	Spring 2020
Music	MUP	434	All	Orchestra	new course	\$70	new	Spring 2020
Music	MUP	435	.001	Wind Ensemble	new course	\$150	new	Spring 2020
Music	MUP	435	.002,.003	Wind Symphony/Symphonic Band	new course	\$75	new	Spring 2020
Music	MUP	436	All	Marching Band	new course	\$59	new	Spring 2020
Music	MUP	437	All	Jazz Bands	new course	\$55	new	Spring 2020
Music	MUP	439	All	Chamber Music Practicum	new course	\$20	new	Spring 2020

* Approved at president level, pending BOR acceptance

** Course fee on a Lab

ARAMARK AGREEMENT AMENDMENT

Explanation:

The university's agreement with Aramark to provide food service on campus contains provisions for a financial commitment to support multiple infrastructure investments over the term of the agreement. Prior to the end of the term of this agreement, an increase in the amount of this financial commitment to fund a major renovation of the Student Center Dining Hall is necessary. This needed renovation should be completed prior to the fall 2020 semester to maintain the high quality food service program our students seek.

Aramark has agreed to increase their financial commitment by \$4,000,000 to fund the renovation of the Student Center Dining Hall. An amendment to our current agreement is necessary to account for this addition and the long-term disposition of the investment.

Recommendation:

The administration recommends that the president be authorized to sign an amendment to the existing food service agreement with Aramark, increasing Aramark's financial commitment for food service program renovations. The amendment follows.



October 8, 2019

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 October 2, 2019, the University Food Service Agreement between **STEPHEN F. AUSTIN STATE UNIVERSITY** ("University") 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. The parties agree that Aramark will provide an additional financial commitment (the "Student Center Dining Hall Financial Commitment"), which will become part of the Aggregate New Financial Commitment, in an amount up to Four Million Dollars (\$4,000,000) for the renovation of the Student Center Dining Hall. In accordance with the foregoing, Paragraph 7, Financial Commitment, shall be modified by increasing the "Aggregate New Financial Commitment" from Five Million, Five Hundred and Five Thousand Dollars (\$5,505,000) to Nine Million, Five Hundred and Five Thousand Dollars (\$9,505,000). Furthermore, a new Financial Commitment Segment line shall be added to the table at Paragraph 7.1 as follows:

Period of Operation	Amount of Financial Commitment Segment	Amortization Period
November 1, 2019 to August 31, 2020 (design and construction period)	\$4,000,000 See Appendix E for detail	10 years

Notwithstanding anything to the contrary in the last sentence of Paragraph 7.1, amortization of the Student Center Dining Hall Financial Commitment shall commence upon complete expenditure of the Student Center Dining Hall Financial Commitment or August 31, 2020, whichever occurs first.

Lastly, Appendix E, USE OF FINANCIAL COMMITMENT OUTLINED IN SECTION 7, shall be modified with the following addition:

"Period: November 1, 2019 to August 31, 2020 (anticipated opening date of renovated space on August 24, 2020)

Financial Commitment: \$4,000,000

Amortization Period: 10 Years

GBL-556015.2

October 8, 2019

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Interest Rate Charged During Amortization Period: 0%

Disposition of funds not expended during this time period: Will be maintained by Aramark and applied to the next mutually agreed upon project.

Use: The Contractor and the University will mutually agree upon how these funds will be used to renovate the "Student Center Dining Hall."

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: Christian Dirx
Title: Vice President

The above is accepted and agreed to this 28th day of October, 2019.

STEPHEN F. AUSTIN STATE UNIVERSITY ("University")

By: _____
Name: Dr. Scott Gordon
Title: President

GRANT AWARDS

Explanation:

In fiscal year 2019, the university received multi-year grant awards totaling \$11,938,738. Of that total, grants awarded allocable to fiscal year 2019 were \$5,878,558, an increase of \$343,782 since the last report.

For fiscal year 2020, the multi-year grant award total is currently \$11,928,686. Of this total, grant awards allocable to fiscal year 2020 are currently \$5,394,092.

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 fiscal year 2019 grant awards that total \$343,782, and grant awards for fiscal year 2020 that total \$5,394,092. The grant awards are detailed in in the accompanying report.

Report to the Board of Regents – October 2019
Grants¹ awarded between and June 22, 2019 and October 4, 2019

Summary Report – Fiscal Year 2019

Amounts allocable to FY19 (detailed in this report)

Direct Federal	\$ 10,000
Federal Pass-through	\$ 5,656
State and State Pass-through	\$ 113,255
Private and Local Government	\$ 50,232
TOTAL	\$ 343,782

Cumulative amount allocable to FY19	\$ 5,878,558
New awards, FY19 (detailed in this report, all project years)	\$ 50,232
Cumulative award total FY19, all project years	\$11,938,738

New, Additional, or Previously Unreported Awards for FY 2019

Direct Federal

Previously Described Awards:

Examining terrestrial food-web structure in managed and unmanaged Shortleaf Pine forests in East Texas

Award Total: \$64,000

Amount allocable to FY 2019: \$10,000

Subtotal Amounts Allocable to FY2019 (this report) = \$10,000

Subtotal New Direct Federal Awards (total award) = \$64,000

Federal Pass-through

Previously Described Awards with Modification:

Texas AHEC, Piney Woods Region, Federal FY19

Total Award: \$157,256

Amount Allocable to FY 2019: *\$5,656

Subtotal Amounts Allocable to FY2019 (this report) = \$5,656

Subtotal New Federal Pass-through Awards (total award) = \$157,256

*New awards or additional funds added to a current award

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 & Graduate Studies.

Report to the Board of Regents – October 2019
Grants¹ awarded between and June 22, 2019 and October 4, 2019

State and State Pass-through Awards

Previously Described Awards with modifications

Disability Services - Reader Services 12-17

Award Total: \$194,036

Amount allocable to FY 2019: *\$13,929

Disability Services - Interpreter Services 16-18

Award Total: \$172,195

Amount allocable to FY 2019: * \$99,326

Subtotal Amounts Allocable to FY2019 (this report) = \$113,255

Subtotal New State and State Pass-through Awards (total award) = \$366,231

Private Entity and Local Government Awards

Title: **Investigating the Persistence of Acid Mine Drainage at an East Texas Coal Mine*

Sponsor: Luminant Environmental Research Program

Award Term: June 19, 2019 to December 30, 2020

PIs/PDs: Dr. Jason Paul, Environment Science

Total Award \$50,232

Amount Allocable to FY 2019: \$ 50,232

This project is funding a master-degree seeking student's research project concerning ground and surface waters within Oak Hill Mine.

Subtotal Amounts Allocable to FY2019 (this report) = \$50,232

Subtotal New Private and Local Awards (total award) = \$50,232

**New awards or additional funds added to a current award*

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 & Graduate Studies.

Report to the Board of Regents – October 2019
Grants¹ awarded between and June 22, 2019 and October 4, 2019

Fiscal Year 2020 – as of October 4, 2019

Amounts allocable to FY20 (detailed in this report)

Direct Federal	\$ 910,611
Federal Pass-through	\$ 744,363
State and State Pass-through	\$ 3,278,111
Private and Local Government	\$ 461,007
TOTAL	\$ 5,394,092

Cumulative amount allocable to FY20	\$ 5,394,092
New awards, FY20 (detailed in this report, all project years)	\$ 2,262,467
Cumulative award total FY20, all project years	\$11,928,686

<u>Federal Workstudy Funds</u> (not included in ORGS totals)	\$ 586,747
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New, Additional, or Previously Unreported Awards for FY 2020

Direct Federal*Previously Described Awards:*****McIntire-Stennis Cooperative Forestry Research Program FY19***

Award Total: \$443,110	Amount allocable to FY 2020: \$443,110
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Calculus and Virtual Reality (CalcVR)

Award Total: \$294,523	Amount allocable to FY 2020: \$133,592
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OVW Relationship Violence Program FY18-21

Award Total: \$300,000	Amount allocable to FY 2020: \$103,223
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Science and Mathematics Attraction, Retention, and Training for Texas (SMART Texas)

Award Total: \$623,764	Amount allocable to FY 2020: \$88,772
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Collaborative Research: A Novel Control for Invasive Species: Modeling, Analysis, and the Effects of Cannibalism

Award Total: \$179,995	Amount allocable to FY 2020: \$64,564
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Collaborative Research: UTMOST 3.0 Undergraduate Teaching and Learning in Mathematics with Open Software and Textbooks (UTMOST Phase III)

Award Total: \$95,745	Amount allocable to FY 2020: \$27,350
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^{*}New awards or additional funds added to a current award

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 & Graduate Studies.

Report to the Board of Regents – October 2019
Grants¹ awarded between and June 22, 2019 and October 4, 2019

Previously Described Awards with Modifications

Texas Archeological Society Field School, Archeological Survey, and Site Evaluations

Award Total: \$75,031 **Amount allocable to FY 2020:** *\$31,957

Center for Regional Heritage Research Collections Processing

Award Total: \$67,979 **Amount allocable to FY 2020:** *\$18,043

Subtotal Amounts Allocable to FY 2020 (this report) = \$910,611

Subtotal New Direct Federal Awards (total award) = \$493,110

Federal Workstudy Funds (not included in ORGS totals)

Department of Education federal work-study allocation

FY2020 Award \$586,747

Agency: Department of Education

Manager: Rachele Garrett, Financial Aid

This program funds work-study students.

Federal Pass-through

Title ****Rural Communities Opioid Response Program - Planning***

Sponsor: Alcohol and Drug Abuse Council of Deep East Texas
(US Dept of Health & Human Services)
CFDA 93.912

Award Term: June 1, 2019 – July 31, 2020

PI/PD: Dr. Jose Carbajal, School of Social Work

Total Award: \$71,288 **Amount Allocable to FY 2020:** \$71,288

This research project will assist a local community non-profit agency in developing a consortium to address the development and expansion of recovery services.

Previously Described Awards

Visually Impaired Preparation (VIP) Program FY19-20

Award Total: \$1,204,000 **Amount allocable to FY 2020:** *\$602,000

Investigating the Potential for Golden Kiwifruit as a New Specialty Crop in Texas, Phase 3

Award Total: \$54,795 **Amount allocable to FY 2020:** \$36,530

****Special Education Consolidate Grant FY20 (IDEA-B)***

Total Award: \$33,295 **Amount Allocable to FY 2020:** \$33,295

****5th Annual International Film Festival***

**New awards or additional funds added to a current award*

¹*For 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 & Graduate Studies.*

Report to the Board of Regents – October 2019
 Grants¹ awarded between and June 22, 2019 and October 4, 2019

Award Total: \$1,250 **Amount allocable to FY 2020:** \$1,250

Subtotal Amounts Allocable to FY 2020 (this report) = \$744,363
Subtotal New Federal Pass-through Awards (total award) = \$1,309,833

State and State Pass-through Awards

Title: **SFA Jacks Teach*
Sponsor: University of Texas at Austin
 (Greater Texas Foundation)
 Award #UTA19-000746
Award Term: April 1, 2019 to August 31, 2023
PI/PD: Dr. Josephine Taylor, Biology
Total Award: \$160,000 **Amount Allocable to FY 2020:** \$160,000
SFA has been selected as the next site of the UTEACH Program pioneered by the University of Texas at Austin which aims to increase the secondary STEM teaching force in the greater East Texas region.

Title: **Coordinating Facilitation and Implementation of the Attoyac Bayou Watershed Protection*
Sponsor: Texas State Soil and Water Conservation Board
 Award #M1902807
Award Term: May 24, 2019 to May 31, 2021
PI/PD: Dr. Matthew Mc, Broom, Forestry
Total Award: \$67,899 **Amount Allocable to FY 2020:** \$67,899
Funds will support water quality monitoring of the Attoyac Bayou watershed to determine effectiveness of the Watershed Protection Plan.

Previously Described Awards

SFA Charter School (ADA, non-grant)
Award Total: \$4,572,354 **Amount allocable to FY 2020:** \$2,321,501

Identification of Existing Geologic Hazards within TxDOT Right-of-Way I Culberson County, Phase 2
Award Total: \$889,279 **Amount allocable to FY 2020:** \$378,035

Child Welfare Professional Development Project FY17-21
Award Total: \$684,696 **Amount allocable to FY 2020:** \$183,654

****Grow Your Own Grant Pathway 3, Teacher Candidate Clinical Year-Long Clinical Teaching Assignment, Cycle 2***

**New awards or additional funds added to a current award*

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 & Graduate Studies.

Report to the Board of Regents – October 2019
 Grants¹ awarded between and June 22, 2019 and October 4, 2019

Award Total: \$88,000 **Amount allocable to FY 2020:** \$88,000

Advancing Inquiry in Middle Mathematics for Rural East Texas: Promoting Successful Postsecondary Pathways through Mathematics

Award Total: \$124,047 **Amount allocable to FY 2020:** \$47,115

****Joint Admission Medical Program (JAMP) FY20-23***

Award Total: \$12,952 **Amount allocable to FY 2020:** \$12,952

Nacogdoches Naturally – Community Outdoor Outreach Program (COOP) FY19-20

Award Total: \$30,069 **Amount allocable to FY 2020:** \$7,517

****Performance Grant Support: Great Promise for American Indians***

Award Total: \$1,000 **Amount allocable to FY 2020:** \$1,000

Previously Described Awards with Modifications

Mathematics Co-Requisite Embedded Support Technique (CSRM-2018)

Award Total: \$115,875 **Amount allocable to FY 2020:** *\$10,438

Subtotal Amounts Allocable to FY 2020 (this report) = \$3,278,111
Subtotal New State and State Pass-through Awards (total award) = \$340,289

Private Entity and Local Government Awards

Title: ****The Influence of Two Different Modes of High-Intensity Interval Exercise on Postprandial Lipemia and Glycemia***

Sponsor: American College of Sports Medicine, Texas Regional Chapter

Award Term: September 9, 2019 to March 30, 2020

PIs/PDs: Dr. James Rowe, Kinesiology & Health Science

Total Award \$1,000 **Amount Allocable to FY 2020:** \$1,000

This funds a master-degree seeking student's continuing research project which seeks to determine how high-intensity exercise will impact lipid and glycemic responses.

Previously Described Awards:

NCAA One -Time Division I Distribution

Award Total: \$610,187 **Amount allocable to FY 2020:** \$199,500

Master of Science in Nursing – Family Nurse Practitioner Program Development

Award Total: \$750,000 **Amount allocable to FY 2020:** \$168,000

Nacogdoches County Community Collaborative

Award Total: \$335,902 **Amount allocable to FY 2020:** \$74,098

**New awards or additional funds added to a current award*

¹*For 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 & Graduate Studies.*

Report to the Board of Regents – October 2019
Grants¹ awarded between and June 22, 2019 and October 4, 2019

East Texas Health Spending Research Project

Award Total: \$25,904

Amount allocable to FY 2020: \$12,952

Bees of the Big Thicket National Preserve: Phase II

Award Total: \$12,387

Amount allocable to FY 2020: \$ 3,097

****Increasing Realism in the Simulation Lab, FY2020***

Award Total: \$2,360

Amount allocable to FY 2020: \$2,360

Subtotal Amounts Allocable to FY2020 (this report) = \$461,007

Subtotal New Private and Local Awards (total award) = \$3,360

FY18 Update

State and State Pass-through Awards

Previously Described Awards with modifications

Disability Services - Interpreter Services 16-18

Award Total: \$172,195

Amount allocable to FY 2018: \$33,129

Subtotal Amounts Allocable to FY2018 (this report) = \$33,129

Subtotal New State and State Pass-through Awards (total award) = \$172,195

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 or additional funds added to a current award

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 & Graduate Studies.

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:

Food Purchases 17.6

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Food Purchases

Policy Number: 17.6

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 11/7/2016

Unit(s) Responsible for Policy Implementation: Vice President for Finance and Administration

Purpose of Policy (what does it do): The policy exists to provide direction for food purchases.

Reason for the addition, revision, or deletion (check all that apply):

- ☒ Scheduled Review ☐ Change in law ☐ Response to audit finding
☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy: N/A

Specific rationale for each substantive revision: Clarified exclusions

Specific rationale for deletion of policy: N/A

Additional Comments:

Reviewers:

Kay Johnson, Director of Procurement and Property Services
Dannette Sales, Controller
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Food Purchases

Original Implementation: April 13, 1988

Last Revision: ~~November 7, 2016~~ October 28, 2019

Purpose

This policy pertains to all food and beverage purchases other than business meals and travel. Business meal limits and restrictions are outlined in the Guidelines for Expenditures from University Funds, and food purchases related to travel are addressed in the Travel Guidelines. Both of these documents are found on the controller's office website.

General

Only Auxiliary, Designated, or Restricted Funds may be used for food and/or beverage purchases. Funds generated from gifts or grants may be used if specifically allowed by the donor or granting agency. Food and/or beverage purchases from all these funds must serve a legitimate public purpose or must further the mission of the university.

Payments for food and/or beverages can be made on a university Procurement Card (P-Card) or with a Purchase Requisition. Refer to the P-Card Program Guide or Procurement Manual for the proper procedures to be followed when purchasing food and/or beverages, including alcohol.

All purchases of alcoholic beverages must be made from discretionary funds. State statute and the general appropriations act will guide the eligibility of alcoholic beverage purchases with funds under the control of the intercollegiate athletics department. Any purchase of alcoholic beverages must be approved in advance by the appropriate vice president or president.

Food and beverages catered on campus must be prepared by the university's food service contractor. This requirement to use the university's food service contractor does not apply to food and beverages provided by persons or groups for their own consumption on the university campus. ~~This also does not apply to food and beverages dispensed from vending machines, food served at locations away from the main university campus, concessions served at athletic events or the student center theater or and food served at retail locations on campus, the university bookstore, the student center theatre, Lumberjack Alley or concessions served at athletic events.~~ In instances when the university's food service contractor is used, the charge is normally paid by the department through an interdepartmental transfer (IDT).

Regardless of the method of purchase, documentation is required to support the business nature of all food and/or beverage expenses. Documentation requirements are listed in the Guidelines for Expenditures from University Funds. The department must keep this supporting documentation in accordance with university record retention requirements.

Cross Reference: Purchase Requisition (17.19); Procurement Card (17.11); Records Management

(2.9); Guidelines for Expenditures from University Funds; Travel Guidelines

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Controller, Director of Procurement and Property Services/HUB Coordinator

Forms: None

Board Committee Assignment: Finance and Audit

**Stephen F. Austin State University
Board of Regents – Finance Committee
Texas Government Code Contract Reporting
October 27, 2019**



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October 27, 2019

Contract Monitoring

Texas Government Code Contract Reporting

The 84th Legislature passed Senate Bill 20 (SB20) that added new requirements for state agencies and institutions of higher education related to procurement and contracting. These requirements were written into the Texas Government Code and/or Texas Education Code and were effective September 1, 2015. SB 20 states “as soon as is practicable after the effective date of this Act, the comptroller of public accounts, and each affected state agency as necessary, shall adopt the rules, processes, and procedures and take the actions necessary to implement the changes in law made by this Act”. To comply with contract reporting, a procedure has been established to identify each contract that requires enhanced contract or performance monitoring. This report has been developed to include information on identified contracts for reporting to the Board of Regents to meet these requirements.

October 27, 2019

Contract Monitoring

Vendor contract: Richards Carlberg, Inc.

Description of Contract: Creative design services in accordance with RFP#CREATIVE-2013 opened 6/25/2013 and letter of agreement with a contract term beginning September 1, 2013 and will continue until modified. Subsequent amendments effective 9/1/2014, 9/1/2015, 9/1/2016, 9/1/2017 and 9/1/2018. Subsequent FY19 amendment revision in the amount of \$10,000 effective 7/9/19.

Vendor Awarded Contract: Richards Carlberg, Inc.

Procurement Method: Request for Proposal

Department Responsible for Contract: University Marketing Communications

Serious issue or risk with contract: None

Total Current Fiscal Year Amount: \$0.00

Total Estimated Aggregate Amount: \$7,097,453.84

Contract Period: 9/1/2013 until modified

Board Approved: July 2013, July 2014, April 2015, July 2016, October 2017, April 2018, October 2018

Director Certification: Completed

President Attestation: Not Applicable

Statutory Reporting Requirement: Government Code 2261.253, 2261.254, 2261.255

October 27, 2019

Contract Monitoring

Vendor contract: Populous, Inc.

Description of Contract: Architectural services related to the construction of a new basketball practice facility in accordance with RFQ#AE-ATHLETIC FACILITIES-2018 opened 09/06/2018 and Architect Agreement and Addendum 1 in the amount of \$1,443,050 plus reimbursable expenses not to exceed \$133,800. Subsequent Amendment No. 1 to revise phase of work breakdown with an effective date of 12/21/2018. Subsequent Amendment No. 2 effective 9/03/19 for additional services for Branded Interior Environment in the amount of \$108,620 plus reimbursable expenses not to exceed \$3,800 and updated final project completion date to 11/01/2021.

Vendor Awarded Contract: Populous, Inc.

Procurement Method: Request for Qualifications

Department Responsible for Contract: Physical Plant

Serious issue or risk with contract: None

Total Current Fiscal Year Amount: \$112,420.00

Total Estimated Aggregate Amount: \$1,689,270.00

Contract Period: 12/05/2018 – 11/01/2021

Board Approved: October 2018

Director Certification: Not Applicable

President Attestation: Not Applicable

Statutory Reporting Requirement: Government Code 2261.253, 2261.254

October 27, 2019

Contract Monitoring

Vendor contract: Kingham Dalton Wilson, Ltd.

Description of Contract: Construction of a fine arts expansion, welcome center and student support services one stop shop, basketball practice facility, and the construction of a new student residence hall, a new dining hall, and renovations to residence hall and dining facilities in accordance with RFP#CMR-BLDG PROJECTS-2019 opened 9/20/18 and construction manager agreement dated 2/07/19 with estimated substantial completion date for all projects of 2/23/21 which may change upon final schedules and final project GMP's. Subsequent amendment for preconstruction services in the amount of \$209,744. Subsequent Amendment No. 1 Basketball Practice Facility effective 7/22/19 for phase 1 of the GMP in the amount of \$1,369,388.

Vendor Awarded Contract: Kingham Dalton Wilson, Ltd.

Procurement Method: Request for Proposal

Department Responsible for Contract: Physical Plant

Serious issue or risk with contract: None

Total Current Fiscal Year Amount: \$0.00

Total Estimated Aggregate Amount: \$1,579,132.00

Contract Period: 2/07/2019-2/17/2023

Board Approved: October 2018, May 2019

Director Certification: Not Applicable

President Attestation: Not Applicable

Statutory Reporting Requirement: Government Code 2261.253, 2261.254

October 27, 2019

Contract Monitoring

Summary of Contracts

Report to the Board of Regents - Meeting of the Finance and Audit Committee

Stephen F. Austin State University

Summary of Contracts

Summary of Goods and Services Contracts Greater than \$1Million(including Construction)
Finance Committee - October 27, 2019

Description of contract	Vendor Awarded Contract	Procurement method	Department responsible for Contract	Serious issue or risk with contract	Total Current Fiscal Year Amount	Total Estimated Aggregate Amount	Contract period	Board Approved
Creative design services in accordance with RFP#CREATIVE-2013 opened 6/25/2013 and letter of agreement with a contract term beginning September 1, 2013 and will continue until modified. Subsequent amendments effective 9/1/2014, 9/1/2015, 9/1/2016, 9/1/2017, and 9/1/2018. Subsequent FY19 amendment revision in the amount of \$10,000 effective 7/9/19.	Richards Carlberg Inc.	Request for Proposal	University Marketing Communications	None	\$ -	\$ 7,097,453.84	9/1/13 until modified	July 2013, July 2014, April 2015, July 2016, October 2017, April 2018, October 2018
Architectural services related to the construction of a new basketball practice facility in accordance with RFQ#AE-ATHLETIC FACILITIES-2018 opened 9/06/2018 and Architect Agreement and Addendum 1 in the amount of \$1,443,050 plus reimbursable expenses not to exceed \$133,800. Subsequent Amendment No. 1 to revise phase of work fee breakdown effective 12/21/2018. Subsequent Amendment No. 2 effective 9/03/19 for additional services for Branded Interior Environment in the amount of \$108,620 plus reimbursable expenses not to exceed \$3,800 and updated final project completion date to 11/01/2021.	Populous, Inc.	Request for Qualifications	Physical Plant	None	\$ 112,420.00	\$ 1,689,270.00	12/05/2018-11/01/2021	October 2018
Construction of a fine arts expansion, welcome center and student support services one stop shop, basketball practice facility, and the construction of a new student residence hall, a new dining hall, and renovations to residence hall and dining facilities in accordance with RFP#CMR-BLDG PROJECTS-2019 opened 9/20/18 and construction manager agreement dated 2/07/19 with estimated substantial completion date for all projects of 2/17/23 which may change upon final schedules and final project GMP's. Subsequent amendment for preconstruction services in the amount of \$209,744. Subsequent Amendment No. 1 Basketball Practice Facility effective 7/22/19 for phase 1 of the GMP in the amount of \$1,369,388.	Kingham Dalton Wilson, Ltd.	Request for Proposal	Physical Plant	None	\$ -	\$ 1,579,132.00	2/07/19 -2/17/2023	October 2018, May 2019

APPROVAL OF INTELLECTUAL PROPERTY ASSIGNMENT

Explanation:

Dr. Matibur Zamadar officially disclosed to the university a potential invention on July 24, 2019. The university's Intellectual Property policy states: "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 potential invention was developed within the scope of Dr. Zamadar's employment using university funds and facilities beyond the provision of office or library facilities; as a result, title to the potential invention belongs to the university. The administration does not desire to commit the resources necessary to pursue patenting and licensure of the potential invention, and Dr. Zamadar desires to pursue patenting and licensure on his own behalf.

Recommendation:

It is recommended that the university release the rights to the potential invention to Dr. Matibur Zamadar, subject to retainage of a portion of net income arising from the invention. It is further recommended that the president be authorized to sign all associated documents and agreements, as reviewed and approved by the general counsel.

U.S. ARMY ROTC AGREEMENT AND SCHOLARSHIP SUPPORT

Explanation:

Stephen F. Austin State University has maintained an agreement with the United States Government for the establishment and support of an Army ROTC program for many years called a 918-A agreement. It is now time to update that agreement, as well as a related amendment for when a ROTC unit can be mobilized called 918-B.

In addition to renewing this agreement, Major James Attaway, Chair of the Department of Military Science, is seeking housing scholarship support to increase enrollment in the ROTC program. The administration requests approval for the president to sign a renewed 918-A/918-B agreement, and to create new housing scholarships for ROTC cadets who receive U.S. Army Cadet Command Scholarships. The SFA ROTC Battalion expects to enroll sixteen new cadets for fiscal year 2021 who would be eligible for the housing scholarship. Ultimately, up to thirty housing scholarships could be awarded on an annual basis.

Recommendation:

The administration recommends giving the president approval to sign a renewed 918-A/918-B agreement, and to create new housing scholarships for ROTC cadets who receive U.S. Army Cadet Command Scholarships. University administration will establish the value of the housing scholarships.

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:

Academic and Professional Qualifications 7.1
Academic Appointments and Titles 7.2
Academic Probation, Suspension, Reinstatement for Undergraduates 6.4
Academic Program Review 5.1
Academic Promotion 7.4
Academic Unit Head Appointments 4.2
Administration of Academic Units 4.4
Appeal Procedure Relating to the Provision of Accommodations for
Students with Disabilities 6.6
Authority to Act in the Absence of the President 2.4
Certificate Programs 5.2
Course Scheduling 4.13
Credit and Contact Hours 5.4
Designation of School Status 4.5
Discipline and Discharge 11.4
Establishing Centers, Institutes, and Specialized Testing or Services
Laboratories 5.10
Faculty Search 7.12
Graduate Student Advisement 6.13
Guest Lecturers 7.15

Illicit Drugs and Alcohol Abuse 13.11
Laboratory Fees 3.22
Library Gifts 4.11.3
Overtime and Compensatory Time 12.14
Performance Evaluation of Faculty 7.22
Reporting Abuse, Exploitation, or Neglect of Elderly Person or Persons with
Disabilities 13.18
Selection of Academic Deans 4.9
Sick Leave 12.18
Stone Fort Museum Collections 5.17
Substantive Change 4.10
Summer Teaching Appointments 7.28
Tenure and Continued Employment 7.29
Timely Warning 13.22
University Awards Programs 12.20
University Closure for Inclement Weather and Other Emergencies 13.12
Vacation leave 12.21
Working Hours and Holidays 12.24

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Academic and Professional Qualifications

Policy Number: 7.1

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 4/12/2016

Unit(s) Responsible for Policy Implementation: Provost and Vice President for Academic Affairs

Purpose of Policy (what does it do): The selection, development, and retention of competent faculty are essential to provide students a high quality education. This policy states that SFA will follow requirements established by accrediting bodies and state agencies.

Reason for the addition, revision, or deletion (check all that apply):

- ☒ Scheduled Review ☐ Change in law ☐ Response to audit finding
☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Minor edits for clarification. Added cross references.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Policy Committee
Steve Bullard, Provost and Vice President for Academic Affairs
Damon Derrick, General Counsel

Academic and Professional Qualifications

Original Implementation: April 20, 1999

Last Revision: ~~April 12, 2016~~ October 28, 2019

The selection, development, and retention of competent faculty are essential to provide students a high quality education. Stephen F. Austin State University will follow requirements established by accrediting bodies and state agencies.

Full-time and part-time faculty members teaching credit-earning courses leading toward the baccalaureate degree, other than activity courses, normally must have completed at least 18 graduate semester hours in the content discipline and, at a minimum, hold a master's degree from an accredited institution.

Each faculty member teaching courses at the master's degree level normally must hold a terminal degree from an accredited institution, usually the earned doctorate, in the content or related discipline. A master's degree in the content discipline coupled with a doctoral degree in a related discipline may be appropriate. It is the responsibility of the academic unit head to justify the master's degree, or master's degree in the content discipline coupled with a related doctorate, as the terminal degree for faculty members teaching in those disciplines. All faculty members teaching courses at the doctoral degree level normally must hold a terminal degree from an accredited institution in the content or related discipline. Outstanding professional experience and demonstrated contributions to the content discipline may be presented in lieu of formal academic qualifications. In rare cases, graduate faculty who have demonstrated exceptional scholarly or creative activity, or professional experience, but who may not possess the required academic credentials, may be considered.

Graduate teaching assistants who have primary responsibility for teaching a course for credit and for assigning final grades must have earned at least 18 graduate semester hours in the content discipline, be under the direct supervision of a faculty member experienced in the content discipline, and be evaluated periodically within the academic unit.

Appropriate documentation and justifications must be provided by the academic unit head. Appropriate documentation includes official transcripts and, if applicable for demonstrating competence, official documentation of professional and work experience, technical and performance competency, records of publications, certifications, and other qualifications. ~~All such~~ Appropriate documentation must be kept current and on file in the Office of the Provost and Vice President for Academic Affairs.

Cross Reference: Faculty Handbook; Southern Association of Colleges and Schools; *Graduate Assistantships* (6.12); *Academic Appointments and Titles* (7.2); Terminal Degrees (7.30).

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: Faculty Credential Certification

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Academic Appointments and Titles

Policy Number: 7.2

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 1/31/2017

Unit(s) Responsible for Policy Implementation: Provost and Vice President for Academic Affairs

Purpose of Policy (what does it do): Outlines requirements for academic appointments and defines academic ranks.

Reason for the addition, revision, or deletion (check all that apply):

- ☐ Scheduled Review ☐ Change in law ☒ Response to audit finding
☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Pulled wording from policy 7.4 related to special training and/or experience and inserted into this policy. Inserted wording regarding interim appointments and assistant/associate appointments. Added new titles, along with expectations, for clinical instructors, lecturers and adjuncts. Added cross references.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Policy Committee
Steve Bullard, Provost and Vice President for Academic Affairs
Damon Derrick, General Counsel

Academic Appointments and Titles

Original Implementation: September 6, 1979

Last Revision: ~~January 31, 2017~~ October 28, 2019

The provost and vice president for academic affairs is responsible for the allocation of positions and appointments based on recommendations from colleges and academic units.

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

The rank of initial appointment is based upon the qualifications of the appointee. In order to be appointed to a tenure-track position, individuals are expected to have completed the terminal degree in the discipline of the appointment. All appointees should meet the qualifications as prescribed by *SFA policies and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)*.

In exceptional circumstances, special training in recognized institutions, e.g., conservatories or research institutes, or the attainment of nationally recognized licenses or certificates, may be judged to satisfy the requirement for advanced degrees. Practical experience and/or demonstrable expertise and performance in activities related directly to one's faculty appointment may be judged to satisfy the requirement for advanced degrees and/or years of experience. Exceptions may be granted by the provost and vice president for academic affairs.

The titles of instructor, assistant *professor*, associate *professor* and full professor, or librarian I, II, III and IV are used for full-time, tenure-track appointments. These positions are subject to the terms and conditions of the policy on Tenure and Continued Employment (7.29). All other appointments are not on tenure-track. Generally, service in non-tenure track ranks is not applicable toward tenure and not subject to the terms and conditions of the tenure policy.

An interim appointment may occur when there is a vacancy in an administrative position. The interim administrator has full authority until a person is named to the respective position. Interim appointments of administrative positions are made by the supervising administrator and are subject to approval by the Board of Regents.

Assistant/Associate administrative appointments may occur when there is a need for additional support to the academic unit head, dean, or provost. Assistant/Associate administrators are appointed by the supervising administrator and are subject to approval by the Board of Regents.

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 a master's degree in library science from a school accredited by the American Library Association.

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.

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, and 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 a Master of Arts degree in public history with an archival studies concentration.

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 and 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.~~

***Clinical Instructor III** is a full-time, nine-month appointment. Must have a proven record of performance at all appropriate levels and evidence of substantial contributions to the profession as defined by the candidate's academic department.*

***Clinical Instructor II** is a full-time, nine-month appointment. Must have a proven record of performance at all appropriate levels and evidence of contributions to the profession as defined by the candidate's academic department.*

***Clinical Instructor I** is a full-time, nine-month appointment. Entry level appointment. Faculty in this classification are those with expertise in professional practice disciplines where instruction does not necessarily take place in the traditional academic setting (e.g. nursing, hospitality, etc.)*

***Senior Lecturer** is a full-time, nine-month appointment requiring a terminal degree (or the equivalent in professional experience or credentials). Must have a proven record of performance at all appropriate levels and evidence of substantial contributions to the profession as defined by the candidate's academic department.*

***Lecturer II** is a full-time, nine-month appointment. Must have a proven record of performance at all appropriate levels and evidence of contributions to the profession as defined by the candidate's academic department.*

***Lecturer I** is a full-time, nine-month appointment to an on-going position. Master's degree minimum.*

***Adjunct**, whether part-time or full-time, is intended to be temporary, with appointments made on a semester-by-semester basis as required to fill instructional needs beyond those that can be covered*

by current faculty. Reoccurring full-time adjunct appointments should be considered as evidence for the necessity of an additional lecturer/tenure-track position.

Visiting (Rank): Professor, Associate Professor, Assistant Professor, or Instructor

Visiting faculty rank is determined by degree, experience, and/or current rank at another institution. 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 hold a terminal degree. The visiting assistant professor may hold this position at another institution. The visiting associate and visiting full professors will have attained the same rank at another institution and must hold a terminal degree. These positions are full-time, nine-month, or semester appointments depending on the circumstances.

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 examples: clinical instructor, artist-in-residence, director of bands, or research associate.

Graduate Assistants

~~This rank is used only for appointments of enrolled graduate students as defined in policy 6.12.~~

Cross Reference: *Academic and Professional Qualifications (7.1); Academic Promotion (7.4); Administrative Evaluation of Adjunct Faculty Performance (7.5); Faculty Workload (7.13); Part-time Faculty (7.21); Performance Evaluation of Faculty (7.22); Tenure and Continued Employment (7.29); Library Faculty (7.17); Graduate Assistantships (6.12); Terminal Degrees (7.30)*

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

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Academic Probation, Suspension, and Reinstatement for Undergraduates

Policy Number: 6.4

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 1/31/2017

Unit(s) Responsible for Policy Implementation: Provost and Vice President for Academic Affairs

Purpose of Policy (what does it do): Guidelines for undergraduate student academic probation, suspension, and reinstatement

Reason for the addition, revision, or deletion (check all that apply):

- ☒ Scheduled Review ☐ Change in law ☐ Response to audit finding
☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: minor word changes for clarification.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Policy Committee
Steve Bullard, Provost and Vice President for Academic Affairs
Damon Derrick, General Counsel

Academic Probation, Suspension, and Reinstatement for Undergraduates

Original Implementation: January 30, 1981

Last Revision: ~~January 31, 2017~~ October 28, 2019

Good Standing

An undergraduate student must maintain a minimum cumulative grade point average of 2.0 to remain in good academic standing.

Academic Probation

An undergraduate student is placed on academic probation after the first regular semester in which the cumulative GPA falls below 2.0. ~~Students~~ Undergraduate students on academic probation whose semester GPA is 2.0 or higher will be allowed to continue in the university on academic probation until the cumulative GPA is 2.0 or higher. Academic probation will continue until the student achieves good standing or is placed on academic suspension.

Academic Suspension

An undergraduate student on academic probation will be placed on academic suspension if the student's semester GPA ~~falls~~ is below 2.0.

Reinstatement

An undergraduate student on academic suspension may be allowed to continue in the university through any of the following procedures:

- Meet conditions established by the student's dean; or
- Be readmitted provisionally automatically after one regular semester's absence from the university. Following a second or subsequent academic suspension and absence from the university for two regular semesters, be readmitted automatically. Summer terms are exempt from periods of academic suspension. Automatic readmission will not occur if the student takes courses elsewhere and fails to attain a GPA of 2.0 for those courses; or,
- After the first academic suspension, attend summer school at Stephen F. Austin State University and either raise the cumulative GPA to 2.0 or above or obtain a GPA of 2.0 or above for at least nine (9) semester credit hours in courses specified by the student's dean.

Change of Major

~~Students~~ Undergraduate students on academic probation or suspension may change majors with approval from their current and receiving deans.

Cross Reference: General Bulletin, 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

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Academic Program Review

Policy Number: 5.1

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: July 25, 2017

Unit(s) Responsible for Policy Implementation: Provost and Vice President for Academic Affairs

Purpose of Policy (what does it do): Guidelines and process for academic program review

Reason for the addition, revision, or deletion (check all that apply):

☒ Scheduled Review ☐ Change in law ☐ Response to audit finding

☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Change academic program review to 10-year cycle to match revised THECB and SACS reaffirmation schedule

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Policy Committee

Steve Bullard, Provost and Vice President for Academic Affairs

Damon Derrick, General Counsel

Academic Program Review

Original Implementation: April 28, 2005

Last Revision: ~~July 25, 2017~~ October 28, 2019

Academic Program Review (APR) is driven by the university's mission statement and strategic plan and 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 encourages self-study and planning within programs and aligns the strategic plans of the program, the college, and the university. APR 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 ~~seven~~ 10 years. A timeline for program review may be found on the website for the provost and vice president for academic affairs. All programs including certificates and minors, in addition to degree programs, in an academic unit should be reviewed at the same time. If one program in an academic unit is governed by a discipline-specific accrediting agency, all programs in the academic unit will be reviewed concurrently and in the same cycle as the accredited review. If accreditation is on a cycle of less than 10 years, that cycle will be followed. If the cycle is 10 years or more, a program review will be required in the interim. Academic units with multiple accrediting agencies should follow the cycle of the accrediting agency most appropriate to the unit. Notwithstanding accreditation requirements, at a minimum all master's and doctoral degree programs will be reviewed at least once every ~~seven~~ 10 years.

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. Accreditation reports will substitute for the program review report required by this policy. However, any information required by the APR appendices but not included in the accreditation review must be added.

The following definitions are relevant to the APR process:

- An **academic program** is a structured grouping of course work designed to meet educational objectives leading to a baccalaureate degree, graduate degree, certificate, or teaching credential.
- An **academic unit** (e.g., department, division, school) manages one or more academic programs.
- **Unit Outcomes** are the measureable benefits of the services provided by an academic unit.
- **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.

PROCESS

The APR process adheres to the standards of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and the THECB. Academic units are required to evaluate their effectiveness in achieving unit outcomes and learning outcomes to accomplish college and university goals (i.e., mission statements and strategic plans). The APR consists of an Internal Program Review or self-study (including assessment of unit outcomes), 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.

Academic units must be engaged in the ongoing assessment of their unit outcomes and program learning outcomes. Academic units with core curriculum courses must conduct an assessment of COs.

The provost and vice president for academic affairs establishes a schedule of programs to be reviewed along with deadlines for completing each task. The self-study is developed by a committee composed of faculty within the academic unit appointed by the 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; (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. 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. External reviewers cannot have a conflict of interest that could influence their judgment (e.g., SFA alumni, former students or employees of the university, or formal collaborators with faculty in the unit under review) or employment at institutions within Texas. Faculty members of the academic unit nominate three individuals from comparable institutions of higher education to serve as possible external reviewers. The dean of the college selects at least one person from the three nominated. Preference is given to nominees from 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 *selection of external reviewers*). 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 to the dean for comment. The dean forwards all materials to the provost and vice president for academic affairs for review and feedback.

Cross Reference: 19 Tex. Admin. Code § 5.52; Schedule of Formal Academic Program Reviews

Reviews Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: APR Handbook

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Academic Promotion

Policy Number: 7.4

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 7/26/2016

Unit(s) Responsible for Policy Implementation: Provost and Vice President for Academic Affairs

Purpose of Policy (what does it do): This policy establishes a system of procedures for promotion in all academic units of the university.

Reason for the addition, revision, or deletion (check all that apply):

- ☒ Scheduled Review ☐ Change in law ☐ Response to audit finding
☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Revisions include changing the name of the policy, restructuring and edits to include promotion of all full-time faculty (non-tenure and tenure-track). Collegiality was also added as an area of assessment.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Policy Committee
Steve Bullard, Provost and Vice President for Academic Affairs
Damon Derrick, General Counsel

Academic Promotion of Full-Time Faculty

Original Implementation: October 19, 1978

Last Revision: ~~July 26, 2016~~ October 28, 2019

Academic promotion is awarded when a candidate ~~successfully establishes a proven record of performance at all appropriate levels (teaching, research/scholarly/creative accomplishments, and service) and evidence of contributions to the profession as defined by the candidate's academic unit.~~

~~demonstrates meeting or exceeding performance standards in teaching, research/scholarly/creative accomplishments, and service as established by the academic unit.~~

~~Academic promotion will normally be restricted to full-time faculty members who have earned the highest academic degree customarily awarded in their field of study.~~

~~In exceptional circumstances, special training in recognized institutions, e.g., conservatories or research institutes, or the attainment of nationally recognized licenses or certificates, may be judged to satisfy the requirement for advanced degrees. Practical experience and/or demonstrable expertise and performance in activities related directly to one's faculty appointment may be judged to satisfy the requirement for advanced degrees and/or years of experience. Exceptions may be granted by the provost and vice president for academic affairs.~~

This policy establishes a system of procedures for promotion in all academic units of the university. Academic units are responsible for establishing rigorous standards for teaching, research/scholarly/creative accomplishments and service for use in decisions regarding promotion. Unit standards must be approved by the dean and by the provost and vice president for academic affairs.

I. General Provisions

A. Definitions:

1. "Promotion" means advancement based on a faculty member's academic credentials, ~~and~~ meritorious performance, *and collegiality* in teaching, research/scholarly/creative accomplishments, and service.
2. "Academic unit" normally refers to a subdivision of a college, but can also refer to the library.
3. "Academic unit head" is the administrator immediately responsible for the academic unit.
4. "Promotion review portfolio" (referred to hereafter as the portfolio) is a set of verifiable materials demonstrating evidence of a candidate's credentials and suitability for promotion. The portfolio should contain a succinct, relevant, substantive and cumulative record of a candidate's performance during the review

period at Stephen F. Austin State University (SFA); for senior-level and administrative positions, the portfolio will consist of materials requested by the provost and vice president for academic affairs.

5. “Academic year” as used in this policy is the full nine-month period from September through May.
6. “Rigorous standards” are a set of verifiable standards developed by tenured and tenure-track faculty in the academic unit and are subject to approval by the dean and provost and vice president for academic affairs. Standards for promotion may be distinct from standards for tenure.

B. Academic Rank

1. *The promotion policy principles that follow apply to the ranks of instructor, assistant professor, associate professor, and professor (see policy 7.2). For the ranks of clinical instructor I, II, III; lecturer I, II; and senior lecturer, academic promotion policies are established within each academic unit.*
2. The ranks of both librarian and archivist I, II, III, and IV are governed by policy 7.17.

II. Promotion Policy Principles

- A. Promotion is not an entitlement but must be earned by meeting or exceeding the standards appropriate to the rank.
- B. Recommendations and decisions on promotion will not discriminate on any basis prohibited by law or policy.
- C. Application processes for tenure and promotion can be undertaken at the same time.
- D. Promotion policies and guidelines in place at the time of hire will be used for evaluation and rating. If application for promotion occurs in year seven or beyond, policies in place at the time of application will be used for evaluation and rating.
- E. For purposes of calculating years of service in rank, an “academic year” will be the approximate nine-month period from September through May. If a faculty member begins service during an academic year, the period of service from the date of appointment until the beginning of the following academic year will not be counted toward years of service in rank, unless the inclusion of that period of service is approved by the provost and vice president for academic affairs.
 1. A scholarly leave of absence (see policy 12.11) will count as part of the service in rank unless the candidate and the provost and vice president for academic affairs agree in writing to an exception to this provision at the time the leave is granted.
 2. Periods during which a faculty member is on leave of absence for one semester or more due to health-related issues or military service (see policy 12.11) will not be counted as part of the service in rank unless the candidate and the provost and vice president for academic affairs agree in writing to an exception to this provision at the time the leave is granted.
- F. The portfolios of all candidates within a given academic unit should conform to the same criteria, although variation related to the nature of the candidate’s activity is expected.

- G. Review committees must consistently follow promotion procedures when evaluating all candidates within a college.
- H. Each critical area—teaching, research/scholarly/creative accomplishment, and service—must be evaluated and rated separately and will include criteria addressing collegiality. An overall promotion rating must also be provided.
- I. At a minimum, the rating system must include two levels—satisfactory/meets expectations and unsatisfactory/does not meet expectations.
- J. Each person in the review process has a professional responsibility to treat information that evaluates another's work as confidential unless otherwise required by law.
- K. Allegations of misconduct made against a candidate ~~during the promotion review process~~ will not be considered by the reviewers. Confirmed professional misconduct ~~that occurred during the probationary period~~ is a valid consideration.

III. Promotion Eligibility

- A. Tenure-track faculty members who are hired at the rank of instructor will normally be expected to complete a terminal degree within a period of time prescribed by the initial contract offer. Completion of the terminal degree within the prescribed period, along with a letter requesting promotion and official transcripts reflecting the degree earned, will serve as the basis for promotion to assistant professor. All materials must be submitted to the appropriate academic unit head and approved by the dean and provost and vice president for academic affairs. Failure to complete the terminal degree in the prescribed time frame will result in the issuance of a terminal contract for the following academic year.
- B. Candidates for associate professor will meet or exceed the standards established by the appropriate academic unit for teaching, research/scholarly/creative accomplishments, and service. Generally, application for associate professor occurs in the last probationary year of service, provided candidates have served a minimum of three years in rank as assistant professor. Exceptions must be approved by the dean and provost and vice president for academic affairs. The circumstances warranting early application must be exceptional. The promotion review portfolio will document all years in service at SFA at the rank of instructor and/or assistant professor.
- C. Candidates for professor will exceed established standards for teaching, demonstrate a regular and consistent record of research/scholarly/creative accomplishments, and document service at all appropriate levels while in rank as associate professor. To apply for the rank of professor, an individual should have held the rank of associate professor for at least five years at SFA. Exceptions must be approved by the dean and provost and vice president for academic affairs. The circumstances warranting early application must be exceptional. The promotion review portfolio will document all years in service at SFA at the rank of associate professor. The provost and vice president for academic affairs may waive requirements for an individual hired for a senior-level position.

IV. Promotion Procedures

- A. Each college and its academic units will establish a promotion review process that is approved by the dean and the provost and vice president for academic affairs.
 1. A copy of all college/academic unit promotion review policies must be retained in the offices of the provost and vice president for academic affairs and the general counsel.
 2. The promotion review process must allow for review of faculty being considered for promotion by all full-time faculty members in the academic unit holding rank higher than the candidate, the academic unit head, elected faculty (one from each department) at the college level, and the dean.
- B. The applicant is responsible for developing and submitting to the academic unit head a portfolio of supporting materials. If the individual is also applying for tenure, only one portfolio for both processes should be submitted. The portfolio should demonstrate how the candidate meets or exceeds the established standards. The portfolio should consist of relevant supporting materials, including a table of contents, current vitae, all annual performance reports since last promotion, annual administrative evaluations since last promotion, and documentation, *including evidence of collegiality, in each of the following areas*:
 1. teaching effectiveness, e.g., student evaluations, teaching awards, peer evaluations, innovative teaching approaches;
 2. research/scholarly/creative accomplishments, e.g., publications, research/creative projects, photographs of artworks, finished pieces of work;
 3. service to the university, profession, and the general community as appropriate.
- C. The portfolio must be submitted in the fall semester according to the timetable established by the appropriate academic dean-. Once the portfolio is completed and submitted, nothing will be added or deleted except according to academic unit, college, or university policy. Academic unit heads, ~~and~~ deans, *provost and vice president for academic affairs, and the president* may consider other pertinent information in addition to the portfolio during the review process.
- D. The academic unit head will make the portfolio available for review by all full-time faculty members in the unit holding rank higher than the candidate. –These faculty members will constitute the academic unit promotion committee/panel for the candidate.
 1. It is possible that two separate promotion committees/panels may be necessary in an academic unit, one for promotion to associate professor and one for promotion to professor.
 2. Administrators who are not involved in the promotion recommendation process at another level are eligible to serve on promotion committees.
 3. In academic units with two or fewer full-time faculty holding rank higher than the candidate, the academic unit head and each candidate will submit separately to the dean of the college a list of three names of full-time faculty members from other

- academic units in the university holding rank higher than the candidate. The dean will appoint members from these lists until there are at least three members of the academic unit promotion committee/panel.
- E. The committee/panel will make its recommendations to the academic unit head.
 - 1. The academic unit head will notify each candidate in writing of committee/panel and chair/director recommendations in a manner and timeframe congruent with academic unit and college policies.
 - 2. The academic unit head will make a recommendation on promotion even if not holding a rank higher than the candidate.
 - 3. Within five (5) class days of being allowed to review the written recommendations of the academic unit committee/panel and the academic unit head, the candidate may attach a letter of response addressing errors of fact in the recommendations. Such a notification and any subsequent response by the candidate will become part of the portfolio.
 - F. Once the review process is completed at the academic unit level, all documentation will be forwarded to the candidate's dean.
 - 1. The dean will follow college policy in assembling promotion committees/panels.
 - 2. The committees/panels will make their recommendations to the dean who will notify each candidate in writing of the committee/panel's and dean's recommendations in a manner congruent with college policy.
 - 3. Within five (5) class days of being allowed to review the written recommendations and comments, the candidate may attach a letter of response addressing errors of fact in the recommendations. Such a notification and any subsequent response by the candidate will become part of the portfolio.
 - G. After the college has completed its promotion review, the portfolio, along with all academic unit and college recommendations and comments, will be submitted to the provost and vice president for academic affairs for review.
 - 1. The provost and vice president for academic affairs will submit a recommendation on each candidate's promotion to the president, along with all materials and the recommendations generated at each preceding stage of the process.
 - 2. At the same time, the provost and vice president for academic affairs will notify the candidate of the recommendation submitted to the president.
 - H. The president will review all materials and recommendations and make a recommendation to the Board of Regents.
 - I. Promotion in rank is by action of the Board of Regents of Stephen F. Austin State University. Exceptions to the policies and procedures related to promotion must be authorized by the Board of Regents.
 - J. Within the next class day following the action of the Board of Regents, each candidate will be notified in writing by the provost and vice president for academic affairs of the action of the board.

Cross Reference: Academic Appointments and Titles (7.2); Library Faculty (7.17); Tenure and Continued Employment (7.29); ~~Leave of Absence~~ *Administrative Leave* (Faculty and Staff) (12.11)

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: Application for Promotion/Tenure (Academic Affairs website)

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Academic Unit Head Appointments

Policy Number: 4.2

Is this policy new, being reviewed/revised, or deleted? Delete

Date of last revision, if applicable: 1/30/2018

Unit(s) Responsible for Policy Implementation: Provost and Vice President for Academic Affairs

Purpose of Policy (what does it do): Provides information related to academic unit head appointments

Reason for the addition, revision, or deletion (check all that apply):

- ☐ Scheduled Review ☐ Change in law ☒ Response to audit finding
☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision:

Specific rationale for deletion of policy: Content added to Policy 4.4

Additional Comments:

Reviewers:

Academic Policy Committee
Steve Bullard, Provost and Vice President for Academic Affairs
Damon Derrick, General Counsel

~~Academic Unit Head Appointments~~ **~~Policy to be Deleted October 28, 2019~~**

~~Original Implementation:~~ May 23, 1979

~~Last Revision:~~ January 30, 2018

~~Academic unit heads may be hired under either an eleven month or twelve month contract.~~

~~Academic unit heads under an eleven month contract are expected to be on duty each work day within the contract period when classes are in session. It is the responsibility of academic unit heads to ensure that ongoing academic unit obligations are met during their absence. Vacation time is not accrued under an eleven month appointment. Sick leave is earned according to the schedule for Texas state employees. Academic unit heads under an eleven month contract are also subject to being called upon to address a task or issue outside the normal work day when it is determined by the dean to be in the best interest of the university. Academic unit heads who are appointed for eleven months should have no university duties during the equivalent of one calendar month (twenty one work days throughout the year). The twenty one days will be logged in the academic unit office and approved by the respective dean prior to taking leave from duties.~~

~~Academic unit heads under a twelve month contract are expected to be on duty each work day. Vacation and sick leave are earned according to the schedule for Texas state employees. Academic unit heads are subject to being called upon to address a task or issue outside the normal work day when it is determined by the dean to be in the best interest of the university.~~

~~Cross Reference:~~ ~~Administration of Academic Units (4.4); Faculty Workload (7.13); Sick Leave (12.18)~~

~~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~~

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Administration of Academic Units

Policy Number: 4.4

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 1/31/2017

Unit(s) Responsible for Policy Implementation: Provost and Vice President for Academic Affairs

Purpose of Policy (what does it do): Outlines the responsibilities, selection, and evaluation of academic unit heads

Reason for the addition, revision, or deletion (check all that apply):

- ☐ Scheduled Review ☐ Change in law ☒ Response to audit finding
☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Revisions include basic edits for clarification purposes and incorporation of policy 4.2. (Academic Unit Head Appointment). It is recommended that the policy be renamed to Academic Unit Head - Responsibilities, Selection, and Evaluation.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Policy Committee
Steve Bullard, Provost and Vice President for Academic Affairs
Damon Derrick, General Counsel

Administration of Academic Unit Head - Responsibilities, Selection, and Evaluation Academic Units

Original Implementation: March 7, 1978

Last Revision: ~~January 31, 2017~~ October 28, 2019

The unit head is the chief executive of an academic department/division/school (hereafter referred to as “academic unit” or “unit”).

Responsibilities of the Unit Head

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

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

Selection of the Academic Unit Head

1. A search and screening committee ~~shall~~*will* be used in each search for an academic unit head. The dean of the college ~~shall~~*will* meet with the faculty of the academic unit prior to the selection of the screening committee and will determine whether a search should be open or closed to outside candidates.
2. The committee ~~shall~~*will* 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. The committee ~~shall~~*will* 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. Every committee ~~shall~~*will* have representation from outside the academic unit and at least one member with appropriate administrative experience. Outside representatives ~~shall~~*will* be appointed by the dean after considering recommendations by the faculty.
4. Once the size of the committee is established, the faculty ~~shall~~*will* elect its specified number of representatives to the committee. Faculty members eligible to vote ~~shall~~*will* hold faculty rank of 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~~*will* elect a majority of the committee.

5. The dean ~~shall~~*will* convene the committee for its organizational meeting at which time the committee ~~shall~~*will* elect its chair and other officers. The committee chair ~~shall~~*will* inform the faculty of the names of the committee members.
 6. ~~At least three~~*Candidates should be invited brought* to campus for interviews *will be provided ample opportunity to meet faculty, students, dean of the college, provost and vice-president for academic affairs and the committee.*
- ~~Each visit shall provide opportunity for the candidates to meet faculty, students, the dean of the college, the provost and vice president for academic affairs, and the committee.~~
- ~~6.~~
 7. Following the interviews, the committee ~~shall~~*will* invite comments from all faculty, staff, and students who were involved in the campus visits. The committee ~~shall~~*will* forward a recommendation to the dean along with a summary of comments. The dean, in turn, ~~shall~~*will* forward a recommendation to the provost and vice president for academic affairs that is accompanied by all previous recommendations and summaries.
 8. The provost and vice president for academic affairs ~~shall~~*will* make the appointment for an indeterminate term, subject to approval by the president and the Board of Regents.

Academic Unit Head Appointments

Academic unit heads may be hired under either an eleven-month or twelve-month contract.

Academic unit heads under an eleven-month contract are expected to be on duty each work-day within the contract period when classes are in session. It is the responsibility of academic unit heads to ensure that ongoing academic unit obligations are met during their absence. Vacation time is not accrued under an eleven-month appointment. Sick leave is earned according to the schedule for Texas state employees. Academic unit heads under an eleven-month contract are also subject to being called upon to address a task or issue outside the normal work-day when it is determined by the dean to be in the best interest of the university. Academic unit heads who are appointed for eleven months should have no university duties during the equivalent of one calendar month (twenty-one work-days throughout the year). The twenty-one days will be logged in the academic unit office and approved by the respective dean prior to taking leave from duties.

Academic unit heads under a twelve-month contract are expected to be on duty each work-day. Vacation and sick leave are earned according to the schedule for Texas state employees. Academic unit heads are subject to being called upon to address a task or issue outside the normal work-day when it is determined by the dean to be in the best interest of the university.

Evaluation of the Academic Unit Head

The evaluation of the academic unit heads is designed to promote academic excellence throughout the university. This process takes two forms: periodic reviews by the academic unit faculty and annual reviews by the dean. The annual review provides the basis upon which to award merit to unit heads.

1. The unit head ~~shall~~*will* be evaluated annually by the dean of the college. ~~and a recommendation for merit shall be forwarded to the provost and vice president for academic affairs.~~ In making an evaluation, the dean ~~shall~~*will* consider the responsibilities of the unit head as stated above, while any additional criteria ~~shall~~*will* be communicated to the unit heads in advance of the evaluation period.
2. ~~After the completion of the first year and~~ *At* at least once every three years ~~thereafter~~, the unit head's performance ~~shall~~*will* be evaluated by the faculty of the academic unit. A summation of the faculty's evaluations of the unit head ~~shall~~*will* be included as a component of the final evaluation report. Following the faculty's evaluation, the dean ~~shall~~*will* meet with the unit to discuss the unit head's performance.
3. The evaluation of a unit head may be initiated at any time by a majority of the faculty or at the call of the unit head, dean, provost and vice president of academic affairs, or president. Comments which may have been received relative to the unit head's performance and the advisability of retention should be carefully weighed for both the annual and triennial reviews.
4. The dean ~~shall~~*will* review with the unit head the results of each evaluation. A report of the evaluation and any recommendations ~~shall~~*will* be submitted to the provost and vice president for academic affairs.
5. The unit head ~~shall~~*will* have ten (10) working days from the date of the review to submit to the provost and vice president for academic affairs a written response to the dean's report.

Merit for Academic Unit Heads

Merit pay for unit heads ~~should~~*will* be based on *the annual performance evaluation conducted by the dean, in administration, teaching, creative/scholarly activity, and service.* The dean ~~shall~~*will* submit a recommendation on each unit head in the college to the provost and vice president for academic affairs for merit consideration.

Teaching Load for Academic Unit Heads

The teaching load of academic unit heads is determined annually by the college dean in consultation with the academic unit head 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 head for the full contract year (September 1 through August 31).

Cross Reference: Faculty Handbook, Faculty Merit Pay (7.6); *Faculty Workload* (7.13); *Sick Leave* (12.18)

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

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Appeal Procedure Relating to the Provision of Accommodations for Students with Disabilities

Policy Number: 6.6

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 11/7/2016

Unit(s) Responsible for Policy Implementation: Vice President for University Affairs

Purpose of Policy (what does it do): Provides information regarding the appeal of accommodation provisions for individuals with disabilities.

Reason for the addition, revision, or deletion (check all that apply):

- ☒ Scheduled Review ☐ Change in law ☐ Response to audit finding
☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Minor wording change.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Tiffany Rivers, Director of Disability Services
Dr. Adam Peck, Assistant VP and Dean of Student Affairs
Dr. Steve Westbrook, Vice President for University Affairs
Damon Derrick, General Counsel

Appeal Procedure Relating to the Provision of Accommodations for Students with Disabilities

Original Implementation: July 14, 1998

Last Revision: ~~November 7, 2016~~ *October 28, 2019*

Students, faculty or staff at Stephen F. Austin State University, who disagree with the provision of accommodations for students with disabilities, may submit an appeal to the director of disability services/ADA coordinator (~~director~~) located in disability services, room 325 of the Human Services Building. Appeals related to decisions made by the director of disability services regarding the denial of accommodations should be submitted to the vice president for university affairs, or their designee, located in room 314 of the Austin Building. Grievances or complaints of discrimination based on disability relating to other circumstances not described above should be addressed through the university's policy 2.11, Discrimination Complaints.

Appeals may be initiated by:

1. student or faculty member, regarding academic accommodations;
2. student or staff member, regarding accommodations for non-academic programs or activities;
3. student, regarding accommodation decisions of the director of disability services;
4. student, regarding accommodation decisions of the director of residence life.

Appeals must:

- be submitted in writing;
- state the specific nature and basis of the appeal;
- be signed and dated by the individual making the appeal; and
- be submitted no later than 180 days from the date of notification of the decision being appealed.

Appeal Review

Within two (2) working days of receiving the appeal, the director or vice president for university affairs or their designee will schedule a meeting with the chair/director of the department involved, the faculty or staff member involved, and the student. The purpose of this meeting will be to review the circumstances and, if possible, to reach a mutually agreed upon resolution.

If unresolved, the appeal will be forwarded by the director or vice president for university affairs or their designee to an Appeal Review Committee for a second and final decision.

Appeal Review Committee

The Appeal Review Committee will be composed of three members selected by the director or the vice president for university affairs or their designee. The director will serve as chair and ex officio member of the committee except when their decision is being appealed; ~~when~~ *in such circumstances*, the vice president for university affairs or their designee will appoint a faculty or staff member or academic administrator with background and/or experience in disability-related matters to serve as chair.

- For academic accommodation appeals, the committee will be composed of one faculty member from the department involved, the dean of the college involved, and a member of the ADA Advisory Committee.
- For appeals in non-academic programs/activities and housing accommodations, the committee will be composed of one staff member from the department involved, the director of the department involved, and a member of the ADA Advisory Committee.
- For appeals regarding decisions of the director of disability services, the committee will be composed of one faculty member from the Department of Human Services and two additional individuals knowledgeable about ADA issues.

When selecting committee members, the director or vice president of university affairs or their designee shall exclude individuals who served on the Academic Assessment Committee or the Residence Life Assessment Committee that provided initial review of the documentation and/or request. The director or vice president ~~of~~ *for* university affairs or their designee will communicate the decision and/or recommendations of the Appeal Review Committee to the individual seeking the appeal.

In all circumstances listed above, the Appeal Review Committee may seek input from appropriate parties other than committee members, including the student making the appeal, a faculty or staff member with experience relevant to the circumstances, the provost/vice president for academic affairs, dean of another college, or another director or department head with relevant experience. The Appeal Review Committee may seek advice from the university's general counsel.

It is the intent of the university that meetings related to the appeal are informal in nature to allow all parties the opportunity for reasonable input and discussion. The appeal process, including the initial meeting, the meeting of the Appeal Review Committee and communication of the final decision to the individual making the appeal should be completed with expediency, ideally within seven (7) working days to avoid any delay in provision of accommodations or support services.

For specific information regarding provision of academic assistance, refer to policy 6.1, Academic Accommodation for Students with Disabilities. Refer to policy 13.2, Animals on University Property, for service animal or ~~therapy~~ *emotional support* animal information. For general policy information, refer to policy 2.2, Accessibility for Persons with Disabilities.

Cross Reference: Accessibility for Persons with Disabilities (2.2); Academic Accommodation for Students with Disabilities (6.1); Animals on University Property (13.2)

Responsible for Implementation: Vice President for University Affairs

Contact for Revision: Director of Disability Services

Forms: None

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Authority to Act in the Absence of the President

Policy Number: 2.4

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 11/7/2016

Unit(s) Responsible for Policy Implementation: President

Purpose of Policy (what does it do): Designates the process for an executive officer to act on behalf of the university when the president is unavailable.

Reason for the addition, revision, or deletion (check all that apply):

☒ Scheduled Review ☐ Change in law ☐ Response to audit finding

☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Clarifies how an acting president is named in the case of the president being unable to perform his/her duties for an extended period of time.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Dr. Steve Westbrook, Interim President
Damon Derrick, General Counsel

Authority to Act in the Absence of the President

Original Implementation: February 23, 1978

Last Revision: ~~November 7, 2016~~ October 28, 2019

In the absence of the president the authority to act in his place is delegated in the following order depending upon the presence of the individual on the campus:

1. Provost/Vice President for Academic Affairs
2. Vice President for University Affairs
3. Vice President for Finance and Administration
- ~~4. Associate Vice President for Academic Affairs~~
- ~~5.4.~~ Vice President for University Advancement

The individual administrative officer acting under this delegation of authority is to handle administrative situations in accordance with the recognized operating procedures of the university in the absence of the president. (The line of succession for emergency operations is outlined in ~~policy 13.8~~ *the university's Emergency Operations Plan*).

He/She may take such action as he/she deems necessary, dependent upon the circumstances of a particular situation, when the president cannot otherwise be reached to make such decisions. As soon as possible and practical, the president shall be informed of any decision or unusual incident and the action taken. No unusual or major decision embodying significant commitments on behalf of the university will be made without consulting the president.

Should the president be temporarily unable to perform his/her duties, the process for naming an acting president is contained within the Rules and Regulations of the Board of Regents.

Cross Reference: ~~Emergency Operations Plan (13.8)~~ *Rules and Regulations of the Board of Regents; Emergency Operations Plan*

-Responsible for Implementation: President

Contact for Revision: President

Forms: None

Board Committee Assignment: Academic and Student Affairs Committee

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Certificate Programs

Policy Number: 5.2

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 1/31/2017

Unit(s) Responsible for Policy Implementation: Provost and Vice President for Academic Affairs

Purpose of Policy (what does it do): Describes certificate program processes

Reason for the addition, revision, or deletion (check all that apply):

☒ Scheduled Review ☐ Change in law ☐ Response to audit finding

☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Reviewed with no changes recommended.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Policy Committee
Steve Bullard, Provost and Vice President for Academic Affairs
Damon Derrick, General Counsel

Certificate Programs

Original Implementation: April 22, 2008

Last Revision: ~~January 31, 2017~~ *October 28, 2019*

Certificate programs at the undergraduate, graduate, or continuing education level are offered to meet the supplemental education needs of individuals. A certificate program is a set of courses that provides in-depth knowledge and/or skill development in a content or professional area. 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 certificates. Certificate records are kept by the registrar.

Process for Developing a Certificate Program

The academic unit prepares and submits any credit-bearing proposal through the university curriculum 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. Certificate programs that require Texas Higher Education Coordinating Board (THECB) notification 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 include:

- 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. Such certificate programs do not require approval through the university curriculum process or require THECB notification.

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

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Course Scheduling

Policy Number: 4.13

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: January 31, 2017

Unit(s) Responsible for Policy Implementation: Provost and Vice President for Academic Affairs

Purpose of Policy (what does it do): Guidelines for academic space scheduling

Reason for the addition, revision, or deletion (check all that apply):

☒ Scheduled Review ☐ Change in law ☐ Response to audit finding

☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Changed policy title to clarify purpose of the policy, changed responsible parties for procedures; deleted out-dated procedures

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Policy Committee

Steve Bullard, Provost and Vice President for Academic Affairs

Damon Derrick, General Counsel

Course-Academic Space Scheduling

Original Implementation: July 29, 2014

Last Revision: ~~January 31, 2017~~ October 28, 2019

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 university's mission. It does not include auxiliary enterprise space, space that is permanently unassigned, or space used for operations independent of the university'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~~ *provost and vice president for academic affairs*. Teaching space ~~is~~ *should be* assigned based on student demand, academic requirements, and utilization and efficiency of the room.

The registrar and the ~~ASSC~~ *Office of Institutional Effectiveness* establish scheduling procedures. ~~and the assignment of classrooms in a manner that best serves university needs.~~ *Academic units assign academic sections to classrooms (110 code) and class laboratories (210 code) based on the college level distribution of these rooms within the respective college. As a general rule, the number of academic sections within a specific meeting pattern should not exceed the academic unit's room allocation.* 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 4.12, Class Meeting Times). Any request to deviate from standard meeting times must be accompanied by a justification and forwarded to the ~~ASSC~~ *provost and vice president for academic affairs* 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~~ *provost and vice president for academic affairs* 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 ASSC 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

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Credit and Contact Hours

Policy Number: 5.4

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: January 31, 2017

Unit(s) Responsible for Policy Implementation: Provost and Vice President for Academic Affairs

Purpose of Policy (what does it do): Requirements for credit and contact hours for courses that award academic credit

Reason for the addition, revision, or deletion (check all that apply):

- ☒ Scheduled Review ☐ Change in law ☐ Response to audit finding
☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Reviewed with no changes recommended

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Policy Committee
Steve Bullard, Provost and Vice President for Academic Affairs
Damon Derrick, General Counsel

Credit and Contact Hours

Original Implementation: February 4, 1986

Last Revision: ~~January 31, 2017~~ *October 28, 2019*

This policy applies to all courses at all levels (undergraduate and graduate) that award academic credit (i.e., any course that appears on an official transcript issued by the university) regardless of the mode of delivery, including but not limited to, self-paced, online, hybrid, lecture, seminar, and laboratory. Academic units are responsible for ensuring that credit hours are awarded only for work that meets the requirements outlined in this policy.

Contact hours of courses offered for degree credit will conform to the rules of the Texas Higher Education Coordinating Board. The university adheres to the Carnegie unit for contact time (750 minutes for each credit awarded).

The expectation of contact time is the same in all formats of a course whether delivered fully online, hybrid, or face-to-face. Courses that have less structured classroom schedules, such as seminars, independent studies, internships, practica, studio work, or any other academic work leading to the award of credit hours, at a minimum, should state comparable learning objectives, expected outcomes, and workload expectations.

Permission to offer a course in a shortened format is required by the academic unit head, academic dean, and the provost and vice president for academic affairs. The instruction and content of the material must be appropriate for a shortened duration, and the quality of learning must be at least equal to a course offered in a regular format. Students enrolled in a shortened course must meet the university's regular admission requirements.

Credit Hour

The federal definition of a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or 10 to 12 weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or;
2. At least an equivalent amount of work as outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Cross Reference: 19 Tex. Admin. Code § 4.6 (2003); 34 CFR § 600.2; Southern Association of Colleges and Schools, “Credit Hours Policy Statement”

Responsible for Implementation: President; 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

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Designation of School Status

Policy Number: 4.5

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: January 31, 2017

Unit(s) Responsible for Policy Implementation: Provost and Vice President for Academic Affairs

Purpose of Policy (what does it do): Guidelines for designating school status

Reason for the addition, revision, or deletion (check all that apply):

☒ Scheduled Review ☐ Change in law ☐ Response to audit finding

☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Reviewed with no changes recommended.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Policy Committee
Steve Bullard, Provost and Vice President for Academic Affairs
Damon Derrick, General Counsel

Designation of School Status

Original Implementation: February 3, 2005

Last Revision: ~~January 31, 2017~~ October 28, 2019

I. Introduction

Stephen F. Austin State University is subdivided into colleges for the purpose of accommodating broad program areas with common academic interests. The colleges are further subdivided into academic units designated as departments or divisions to enable smaller scholarly communities to devote attention to specific degree programs.

An academic unit seeking school status will be evaluated using the following guidelines:

- The unit should offer primarily professional programs and degrees;
- The programs of the unit should have professional accreditation;
- The unit should have a total enrollment of at least 150 students majoring in its programs;
- The unit may have been the recipient of a substantial endowment or gift.

II. Proposal Review and Approval

An academic unit seeking “school” status should develop a proposal that provides qualitative and quantitative justifications for acquiring the designation. The proposal, endorsed by a two-thirds vote of tenured and tenure-track faculty members within the unit, should include the elements listed below.

- A concise statement should outline the rationale for the request. This statement should address the distinctiveness of the discipline and the advantages of school status to future graduates of the program. A clear discussion should demonstrate how the request addresses the university’s guidelines for awarding designation as a school.
- The impact of the change on staffing (faculty and administrative) and resources should be examined in detail. If available, peer programs at other universities should be presented for comparison purposes. Recommendations and/or letters of support from professionals or practitioners in the field should be attached and referenced in the discussion.
- A quality enhancement plan should describe how school status will be leveraged over the next five-year period to improve academic programs.
- A discipline-specific self-study completed within the last five years (with appropriate updates) should accompany the proposal. Copies of visitors’ reports and annual assessment documents should be included, if available.

Upon endorsement by the faculty of the academic unit, the proposal will be forwarded to the college's dean. If recommended by the dean, the proposal will be reviewed by the Deans Council and the provost and vice president for academic affairs. If recommended, the proposal will be forwarded to the president, who may present it to the Board of Regents for consideration. For final approval, a request will be forwarded to the Texas Higher Education Coordinating Board.

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

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Discipline and Discharge

Policy Number: 11.4

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 7/24/2018

Unit(s) Responsible for Policy Implementation: Vice President for Finance and Administration

Purpose of Policy (what does it do): The policy outlines the requirements for disciplining and discharging staff employees

Reason for the addition, revision, or deletion (check all that apply):

☐ Scheduled Review

☒ Change in law

☐ Response to audit finding

☐ Internal Review

☐ Other, please explain: Update required to reflect requirements of SB 18.

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Language was added to prohibit unduly interfering with expressive activities of others on campus as required by SB 18. Language was also added to include legislative updates under Title IX regarding mandatory reporting.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Loretta Doty, Director of Human Resources
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Discipline and Discharge

Original Implementation: December 6, 1983

Last Revision: ~~July 24, 2018~~ October 28, 2019

Purpose

This policy establishes the requirements for disciplining and discharging staff employees.

Definitions

Minor Rule Violations may have little or no effect on the continuity, efficiency, and safety of university work, but will not be tolerated. The following are examples of minor rule violations, which may result in either oral or written warnings for entry into an employee's record. Continual violations may result in stronger disciplinary action up to and including discharge. Minor rule violations include but are not limited to:

1. Unauthorized, unexplained, or inexcusable absence or tardiness.
2. Failure to notify supervisor of absence at the earliest practical time.
3. Failure to observe assigned work schedules (starting time, quitting time, rest and meal periods).
4. Soliciting or collecting contributions for any purpose, or selling or offering for sale any goods or service, on university premises in violation of university policy.
5. Unsatisfactory work performance.
6. Loafing or other abuse of time during assigned working hours.
7. Interfering with any employee's work performance or duties by talking or by other distractions.
8. Circulating or distributing written or printed matter on university premises in violation of the university policy on petitions and handbills.
9. Leaving regularly assigned work location without notifying immediate supervisor.
10. Performing unauthorized personal work on university time.
11. Defacing bulletin boards or notices posted thereon.
12. Minor violations of safety rules.
13. Failure to use the time clock system as instructed.
14. Discourteous treatment of the public or of other employees.
15. Improper political activity of a minor nature.
16. Minor violation of an internal department work rule or university policy or procedure.
17. Engaging in excessive visiting, personal conversations, or use of the telephone for personal use.
18. Failure to follow any reasonable instructions issued by supervisor related to performing job tasks and/or job duties.
19. Abusive or unruly conduct of a minor nature.

Major Rule Violations are any act or omissions in violation of university policies or rules to such a degree that further employment of the offending individual may not be desirable for the university. The following are examples of some offenses which subject an employee to a written warning, suspension, or discharge. Major rule violations include but are not limited to:

1. Any act which might endanger the safety or lives of others.
 2. Refusal to properly perform work assigned by a supervisor.
 3. Violation of university safety rules.
 4. Falsifying any university records.
 5. Clocking in or out for another employee or allowing one's time to be entered by another employee.
 6. Leaving university premises during working hours without permission from the supervisor.
 7. Abusing, destroying, damaging, or defacing university property, tools, equipment, or the property of others on university premises.
 8. Gambling on university premises.
 9. Delaying or restricting work, or inciting others to delay or restrict work.
 10. Fighting on university premises.
 11. Carrying firearms or other dangerous weapons on university premises in violation of law or university policy.
 12. Failure to return to work on expiration of vacation or leave of absence, or when called back after a layoff.
 13. Disclosure of confidential university information to unauthorized persons.
 14. Theft, misappropriation or unauthorized use of university funds or property, or other dishonest actions.
 15. Continued unsatisfactory work performance.
 16. Unauthorized, unexplained, or inexcusable leave for three or more days.
 17. Excessive absences or tardiness.
 18. Physical, mental or emotional inability to perform the job satisfactorily.
 19. Major violation of an internal department work rule or university policy or procedure.
 20. Insubordination.
 21. Abusive or unruly conduct.
 22. Unprofessional conduct; that is, behavior that a reasonable person in a professional office setting would find inappropriate, rude, disorderly, or offensive, and that is persistent, destructive and/or intimidating.
 23. Indecent or obscene conduct.
 24. Conviction of a felony or of a misdemeanor involving moral turpitude by a trial court.
 25. Flagrant or repeated minor rule violations.
 26. Sexual misconduct or sexual harassment of any person by an employee.
 27. Unlawful discrimination.
 28. Bringing or consuming any liquor, marijuana, or narcotics on university premises (this rule applies to any habit-forming or disabling substance not prescribed by a physician).
 29. Reporting for duty under the influence of liquor, marijuana, or narcotics (applies to any habit forming or disabling substance not prescribed by a physician).
 30. Accepting any gifts or favors, which influence or tend to influence the performance of duties or the granting of service or favors to other university personnel, applicants, clients, or other persons.
 31. Refusal to attend state and university mandated trainings within the appropriate timeframe including but not limited to EEO training and Performance Management Plan training.
 32. *Any act that would unduly interfere with the expressive activities of others on campus.*
 33. *Failure to report information that the employee witnesses or receives regarding the occurrence of an incident that the employee reasonably believes constitutes sexual harassment, sexual assault, dating violence or stalking that is alleged to have been committed by a student or an employee.*
- 4.—

General

This policy shall apply to all regular non-academic employees including both exempt and non-exempt staff. The non-renewal of non-academic employees with contracts, temporary employees, at-will employees, or dismissal during the probationary period are not covered by this policy. The probationary period of an employee is one hundred eighty (180) calendar days.

Supervisory efforts should be concentrated on preventing serious personnel concerns rather than on disciplining employees for misconduct. However, supervisors have the right to discipline or summarily discharge an employee for cause. It is essential that each concern be investigated so that the facts of the situation are known before the discipline measures have been determined.

An employee being disciplined should be told what they have done wrong and should be clearly instructed on what is expected of them. Any discharge must first be reviewed by the director of human resources.

Except in cases of discharge, the employee should be given a reasonable period of time to improve their performance or correct their actions or attitude. An employee may be discharged when reasonably corrective or rehabilitative methods have failed or when the serious nature of a violation or the accumulation of violations warrants separation.

Corrective Disciplinary Actions

For repeated but relatively minor incidents of substandard performance, misconduct, or rule violations, discipline should be progressive. The normal sequence of action is: (1) Oral Warning; (2) Written Reprimand; (3) Disciplinary probation (4) Suspension; (5) Demotion; (6) Discharge. Depending on the severity of the case, the action may begin at any of these steps. Any action involving suspension, demotion, or discharge must have prior review from the director of human resources.

Any corrective disciplinary action should be recorded on the Employee Counseling/Discipline Record form (available in Human Resources). The corrective action should include a section which documents specific, job related, and measurable actions identified to increase job knowledge, improve skills, or correct performance difficulties. Timetables shall be established for follow-ups and improvement or non-improvement and will be documented on all Employee Counseling/Discipline Record forms.

Oral Warning: Normally, initial disciplinary action should be in the form of an oral discussion and warning, especially for minor rule violations. If it appears that an employee has failed to perform their work or conduct themselves according to job requirements, the supervisor should first talk to the employee about the matter and informally inquire further into the situation. If facts indicate that the employee may have been at fault, the supervisor should discuss the matter with him/her. The supervisor may call on another person (preferably another supervisor) to be present as a witness. The employee should clearly be instructed of the gravity of the action and should be told that the warning is disciplinary in nature. Supervisors should maintain a complete and accurate written notation of the warning on an Employee Counseling/Discipline Record form.

Written Reprimand: Reprimand involves both a formal interview with the employee and an official memorandum emphasizing the negative effect of the employee's conduct or work performance on their record and opportunities for advancement. If the immediate supervisor does not have the authority to discharge the employee, then the interview should be conducted by the department official who does have discharge authority. A written reprimand should include: the names of everyone involved, dates, a description of the incident or unsatisfactory performance, witnesses (if any), and the action taken. Use the Employee Counseling/Discipline Record for this purpose.

Reference should also be made to the dates and results of prior oral warning(s), or other written reprimand(s). It should also bear the employee's comments, if any, and the employee's signature. The employee should be informed that their signature indicates they have received a copy of the reprimand, but not necessarily that they agree with its contents. If the employee refuses to sign the reprimand, a witness, preferably another supervisor, should verify that the employee has read the reprimand and refused to sign an acknowledgement. A copy of the reprimand should be sent to the director of human resources to be filed in the employee's permanent file.

Disciplinary Probation: This disciplinary action places an employee on a probation period, up to six months, in 30-day increments, to improve inadequate performance and/or conduct before additional disciplinary action is taken. Disciplinary probation may also be used in conjunction with other disciplinary actions. During the probationary period, the employee will receive a specific performance improvement plan and/or instructions to improve his or her behavior and/or performance. To place an employee on disciplinary probation, the supervisor should:

- present the employee with a completed Employee Counseling/Discipline Record indicating disciplinary probation, the period of disciplinary probation, the reasons for the disciplinary probation and attach a performance improvement plan and/or instructions to improve their behavior and/or performance, and;
- forward a copy of the Employee Counseling/Discipline Record to Human Resources for inclusion in the employee's permanent file.

Suspension: Suspension is a disciplinary action or an interruption (with or without pay) of the active employment of an employee pending an investigation and decision by the director of human resources, with advice and counsel from the general counsel, as appropriate. Suspension for a period of longer than three (3) days must be approved by the appropriate vice president. To suspend an employee from the payroll, the supervisor should:

- present the employee with a completed Employee Counseling/Discipline Record indicating suspension, the period of suspension, and the reasons for the suspension;
- forward a copy of the Employee Counseling/Discipline Record to Human Resources for inclusion in the employee's permanent file. The department will then complete a Leave Without Pay form, removing the employee from the payroll if the suspension is for any period of time that the employee is to be without pay.

The supervisory official will conduct a conference with the employee at the beginning of the shift on the day the employee is to return to work. A discussion should occur with the employee recapping the reason for suspension, what is expected of the employee and the next step to be taken if improvement

does not occur.

Demotion: The supervisory official with the authority to discharge an employee also has the authority to demote an employee. An employee who cannot or will not carry out efficiently and effectively the duties of the job for which they are hired or promoted, may be demoted to a job more commensurate with their abilities, skills, and experience or job performance. The immediate supervisor recommending demotion will first review the demotion with the director of human resources. The director of human resources will ensure that the employee has received proper counseling and an adequate trial period for improvement of performance prior to the approval of any recommendation for demotion. Demotion should be considered a last alternative in lieu of termination and may only be considered when a lower job assignment is available in the department in which the employee works.

Discharge: In cases other than serious offenses, discharge from employment should be used as a last resort. The supervisor who has authority to employ a person also has the authority to discharge a person. Prior to the action, the discharging supervisor must review the situation with his immediate superior, the director of human resources, and, in unusual circumstances, the general counsel. This review will assure that the case for dismissal has been objectively investigated and is both justified and properly documented. The appropriate vice president must approve each discharge. If the discharge is in order, an employee should be presented with a completed Employee Counseling/Discipline Record indicating discharge, the reasons for the discharge, and the date of the discharge. Since discharge requires prior consultation and approval, it should not be done "on-the-spot". However, if the supervisor believes it is improper to leave the employee on duty until such approval can be obtained, the supervisor should, with review from the director of human resources, immediately place the employee on suspension for a period not to exceed three (3) days. This action also allows time for any investigation which may be necessary.

Other Actions: In extremely serious cases involving unruly behavior, violence or imminent threat to personal safety or property, the supervisor and/or University Police Department may determine the need for immediate arrest or removal from university property of an employee. This action should be considered an immediate suspension and may warrant proceeding with the discharge process. Also, an interim suspension with pay may be used as a non-disciplinary action for situations that warrant investigation while the employee does not return to duty. The director of human resources must approve an interim suspension with pay.

Alternative Disciplinary Actions: Other forms of disciplinary action may be appropriate in some cases. These may include making up lost time, docking, withholding salary increases, transfer to more suitable work, or compensating the university for damage. With the exception of making up lost time, these alternative disciplinary actions require the prior review of the director of human resources.

Involuntary Terminations Other Than Discharge: It is not the intent of this policy to prohibit, or in any way restrict, the university and its administrative officials from the right to terminate any employee for any non-disciplinary reason if it is in the best interest of the university to do so. An employee so terminated shall not have recourse through this policy or the Grievance and Appeals procedure. Examples of termination for non-disciplinary reasons include, but are not limited to, terminations due to lack of work or funds (reduction in force), the redesigning of jobs, the termination of grant funding which eliminates positions, termination of a temporary position, and changes in the organizational structure in compliance with university policies and rules, i.e., retirement, nepotism, etc.

Employees who are terminated for non-disciplinary reasons may appeal through the supervisory chain up to the vice president for the area involved only on grounds of alleged constitutional violations or other legal rights which may have been abridged.

Cross Reference: Performance Management Plan; U.S. Const. amend. V, XIV; Tex. Const. art. I, § 19.

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources

Forms: Employee counseling/discipline form (available in Human Resources); Notice of Suspension (available in Human Resources); Notice of Discharge (available in Human Resources); Leave Without Pay form (available on-line)

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Establishing Centers, Institutes, and Specialized Testing or Services Laboratories

Policy Number: 5.10

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 11/7/2016

Unit(s) Responsible for Policy Implementation: Provost and Vice President for Academic Affairs

Purpose of Policy (what does it do): Guidelines for establishing center, institutes, and specialized testing or services laboratories

Reason for the addition, revision, or deletion (check all that apply):

- ☒ Scheduled Review ☐ Change in law ☐ Response to audit finding
☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Minor wording changes, updated titles

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Policy Committee
Steve Bullard, Provost and Vice President for Academic Affairs
Damon Derrick, General Counsel

Establishing Centers, Institutes, and Specialized Testing or Services Laboratories

Original Implementation: Unpublished

Last Revision: ~~November 7, 2016~~ October 28, 2019

Centers, institutes, and specialized testing or service laboratories (hereafter referred to as “centers”) at Stephen F. Austin State University (SFA) engage in educational, research, scholarly, service, outreach, and/or faculty development activities. Centers are subject to all policies and procedures of the university, as well as to applicable state and federal laws and regulations. A center may not participate in activities that do not, in their entirety, support the mission of the university, including the use of a center’s or the university’s name.

A center may be established within an academic department or division, college, or the university, and may be interdisciplinary. A formal proposal is required to establish and officially recognize a center. Existing centers without formal recognition are required to submit a formal proposal, consistent with this policy’s guidelines. The provost and vice president for academic affairs *in conjunction with the Office of Research and Graduate Studies* will maintain an inventory of centers and their status.

Procedures and guidelines for proposals are subject to approval by the provost and vice president for academic affairs. A center proposal must include a description of the mission of the center, its goals and objectives, and how the center will be structured and funded or otherwise supported by the university. Proposals are subject to approval by participating academic unit heads, deans, and the appropriate vice president(s). Recommendations for formal recognition of centers ~~shall~~ will be forwarded to the president for approval.

An annual review is required that includes criteria to assess the effectiveness of the center in meeting its mission, goals, and objectives. Center directors will ~~electronically submit~~ maintain institutional effectiveness ~~documents~~ assessment data as required by the Office of Student Learning and Institutional Assessment Effectiveness, ~~as well as~~ Additional updates ~~as may be~~ required by the appropriate dean(s) and/or vice president(s). Every five years a review *of the centers’ institutional effectiveness data to include financial viability will be conducted* by the authorizing dean(s) and/or vice president(s) ~~will~~ to determine whether a center continues or is dissolved.

Centers may be named by the Board of Regents for persons who have made outstanding contributions to the university. The naming of a center must follow university policy.

Cross Reference: Guidelines and Procedures for Establishing Centers, Institutes, and Specialized Testing or Service Laboratories; Naming Guidelines (1.5); Assessment of Institutional Effectiveness (2.3)

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: ~~Director, Office of Research and Sponsored Programs~~ *Dean, Office of Research and Graduate Studies*

Forms: Recommendation to Establish, Continue, Modify or Dissolve a Center, Institute, and Specialized Testing or Service Laboratory

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Faculty Search

Policy Number: 7.12

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 1/31/2017

Unit(s) Responsible for Policy Implementation: Provost and Vice President for Academic Affairs

Purpose of Policy (what does it do): Outlines search procedures and responsibilities for the selection of faculty.

Reason for the addition, revision, or deletion (check all that apply):

- ☐ Scheduled Review ☐ Change in law ☒ Response to audit finding
☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Revisions include basic edits for clarification purposes.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Policy Committee

Steve Bullard, Provost and Vice President for Academic Affairs

Damon Derrick, General Counsel

Faculty Search

Original Implementation: Unpublished

Last Revision: ~~January 31, 2017~~ October 28, 2019

This policy outlines search procedures and responsibilities for the selection of ~~tenure-track full-time~~ faculty *with continuing appointments*.

Position Request: The academic unit head will submit a position request with justification to the appropriate dean. Upon the dean's approval of the request, it will be forwarded to the provost and vice president of academic affairs for consideration. Once fully approved, the academic unit head posts the position on the "~~Careers at SFA~~" *human resources* website, and a formal search may begin.

Selection of the Search Committee: The academic unit head guides the search process by establishing a search committee and ensuring that committee activities adhere to university policy and procedures. The appointment of search committees may vary among academic units. The committee will contact human resources for mandatory training and for assistance as needed.

Search Committee Responsibilities: The search committee coordinates the recruitment process while working with the academic unit head. 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.~~

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; 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

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Graduate Student Advisement

Policy Number: 6.13

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 11/7/2016

Unit(s) Responsible for Policy Implementation: Provost and Vice President for Academic Affairs

Purpose of Policy (what does it do): Describes requirements and process for graduate student advisement

Reason for the addition, revision, or deletion (check all that apply):

- ☒ Scheduled Review ☐ Change in law ☐ Response to audit finding
☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Revised policy title; minor wording changes.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Policy Committee
Steve Bullard, Provost and Vice President for Academic Affairs
Damon Derrick, General Counsel

Graduate Student Advisement-Advising

Original Implementation: October 31, 2000

Last Revision: ~~November 7, 2016~~ October 28, 2019

Academic units must provide effective academic advising for students enrolled in their graduate programs and must assign each student a graduate faculty member to serve as the academic advisor. The unit must ~~conduct~~ *provide an orientation that introduces new students with information as to* departmental/school/office organization, administration, key personnel, facilities, degree requirements, and procedures.

The academic advisor informs advisees of university resources, guidelines, procedures, policies, and graduate student rights and responsibilities. Advising topics include, but are not limited to, registration process, degree requirements, proper sequencing of courses, thesis/non-thesis options, time limits for completion of program, and comprehensive examination expectations.

All graduate student ~~orientation and~~ advising programs must be evaluated as part of the annual program assessment report, including information on how assessment results will be used.

Cross Reference: Graduate Bulletin, Graduate Student Handbook, Student Handbook

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Dean of Graduate School *Research and Graduate Studies*

Forms: None

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Guest Lecturers

Policy Number: 7.15

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: January 31, 2017

Unit(s) Responsible for Policy Implementation: Provost and Vice President for Academic Affairs

Purpose of Policy (what does it do): Guidelines for guest lecturers

Reason for the addition, revision, or deletion (check all that apply):

☒ Scheduled Review ☐ Change in law ☐ Response to audit finding

☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: minor wording changes

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Policy Committee
Steve Bullard, Provost and Vice President for Academic Affairs
Damon Derrick, General Counsel

Guest Lecturers

Original Implementation: October 1, 1980

Last Revision: ~~January 31, 2017~~ October 28, 2019

When guest lecturers are utilized in a ~~class~~ *course*, the instructor-of-record will ensure that the principles of academic responsibility are upheld. Except when officially absent from class, the instructor-of-record will be present during the delivery of a guest lecture.

Cross Reference: Faculty Handbook; 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

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Illicit Drugs and Alcohol Abuse

Policy Number: 13.11

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 1/29/2019

Unit(s) Responsible for Policy Implementation: President

Purpose of Policy (what does it do): Standards of conduct and safety

Reason for the addition, revision, or deletion (check all that apply):

- ☐ Scheduled Review ☐ Change in law ☐ Response to audit finding
☒ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Certain full-time employees (i.e. Residence Hall Directors and Farm Managers) are required to live in university owned housing. The areas of these facilities these employees occupy are considered to be their private residences. This policy revision allows these employees to possess alcohol for personal use within their private residence.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Carrie Charley, Director of Auxillary Services
Dr. Steve Westbrook, Vice President for University Affairs
Damon Derrick, General Counsel

Illicit Drugs and Alcohol Abuse

Original Implementation: September 1, 1986

Last Revision: ~~January 29, 2019~~ October 28, 2019

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. All employees (full-time and part-time faculty, staff and students) are prohibited 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 university policy. 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 are permitted in the areas of university owned facilities that are designated as the private residence of full-time live-in employees of legal age.*

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 (Meth/Crank/Speed), 3,4-methylenedioxymethamphetamine (MDMA/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 human immunodeficiency virus (HIV), 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 human immunodeficiency virus (HIV), 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. Include a diverse group of drugs that alter perception (awareness of surrounding objects and conditions), thoughts, and feelings. They cause hallucinations, or sensations and images that seem real though they are not. Hallucinogens can be found in some plants and mushrooms (or their extracts) or can be human-made. Common hallucinogens include the following: ayahuasca, DMT, *D-lysergic acid diethylamide* (LSD), peyote (mescaline), and *4-phosphoryloxy-N,N-dimethyltryptamine* (psilocybin). Some hallucinogens also cause users to feel out of control or disconnected from their body and environment. 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 perceptual distortions (mixed senses, such as "seeing" sounds or "hearing" colors) 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 adverse 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 develop with marijuana.

Other Illegal 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. Flunitrazepam (Rohypnol) is a benzodiazepine chemically similar to prescription sedatives such as Valium and Xanax but much more powerful and has been used to commit sexual assaults due to its ability to sedate and incapacitate unsuspecting victims. Similarly, Gamma-hydroxybutyrate (GHB) is a depressant and is sometimes used as a date rape drug.

Synthetic cannabinoids are part of a group of drugs called new psychoactive substances (NPS). NPS are unregulated mind-altering substances that have become newly available on the market and are intended to produce the same effects as illegal drugs. Synthetic cannabinoids are marketed under a wide variety of specific brand names, including K2, Spice, Joker, Black Mamba, Kush, and Kronic. Synthetic cannabinoids are not safe and may affect the brain much more powerfully than marijuana; their actual effects can be unpredictable and, in some cases, more dangerous or even life-threatening. Synthetic cathinones, more commonly known as "bath salts," are human-made stimulants and are include in the group of NPS. Common effects of synthetic cathinones included elevated heart rate, blood pressure, and chest pain. Other effects include delirium, dehydration, breakdown of skeletal muscle tissue, and kidney failure. Intoxication from synthetic cathinones can result in death.

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. This includes

suspension for possession of illegal drugs and the potential for expulsion for the sale or distribution on campus. At the discretion of the vice president for university affairs or his/her designee, 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

All employees (full-time and part-time faculty, staff and students) are prohibited 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 dean of research and graduate studies. On behalf of the university, the dean of research and graduate studies will 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 or driving awareness 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.

Limited Immunity When Reporting Sexual Assault

A minor does not commit an offense for consumption or possession of an alcoholic beverage if the minor reports the sexual assault of the minor or another person, or is the victim of a sexual assault reported by another person, to: (1) a health care provider treating the victim of sexual assault; (2) an employee of a law enforcement agency, including the University Police Department; or (3) the Title IX Coordinator or other university employee responsible for responding to reports of sexual assault. The alleviation of sanctions will not apply to any student found to be responsible for committing a sexual assault.

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 individual and group counseling, including counseling for alcohol/other drug prevention and intervention, 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 community resources for inpatient/outpatient services not available on campus. Medical counseling and printed information on chemical dependency are available through the Student Health Clinic. Students may seek individual counseling or request printed information at either campus location.

Prevention/Education.

Consistent with the overall objective of this policy to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on campus, prevention and education initiatives are designed 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 on campus and locally for treatment options. The Lumberjacks Care Peer Educator program (Student Wellness Action Team) offer presentations 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. Public programing occurs throughout the year across campus including but not limited to, wellness fairs, campus events, passive tabling, and Residence life programs. In addition, student groups, departments, or individual courses, may request private trainings addressing the risk of substance abuse and other wellness programing by contacting the Lumberjacks Care office.

On request, Counseling Services provides presentations on a variety of topics including healthy

stress management techniques, maintaining personal wellness, and other mental health related topics, which include information designed to increase awareness of the psychological and health risks associated with chemical use.

Referral/Assessment.

Any SFA student requiring information about, or assistance with, a chemical abuse problem may be referred to counseling services. 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 student conduct authority. 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 can assist students in accessing support systems on campus, including providing group counseling support as needed. 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 and agencies (such as the Alcohol and Drug Abuse Council) which provide a variety of services such as individual counseling, self-help groups such as Alcoholics Anonymous and Narcotics Anonymous, and inpatient or 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 human resources should be based on the employee's unacceptable job performance (which may include violations of this policy). Employee counseling, referral and related record keeping should be conducted with the degree of care and confidentiality appropriate to such personnel matters. 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.

Review and Assessment

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 written notice to

each student and employee a copy of this policy. Students will receive written notice according to the following schedule:

- On the first business day following the 12th class day of each long semester
- On the first business day following the 8th class day following mid-term in each long semester
- On the first business day following the 2nd class day of Maymester
- On the first business day following the 4th class day of Summer I and II semesters

Employees will receive written notice no later than October 31st of each year, and all new employees will be notified during new employee orientation.

In addition, the university will conduct a biennial review of the 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 dean of student affairs will be responsible for initiating the biennial review. The results of this review will be released in July of even numbered years.

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; State of Texas Travel Allowance Guide; Faculty Code of Conduct (7.11); Student Code of Conduct (10.4); Drug and Alcohol Testing (11.6); Discipline and Discharge (11.4); Alcohol Service (13.7)

Responsible for Implementation: President

Contact for Revision: Director of Human Resources, Dean of Student Affairs

Forms: None

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Laboratory Fees

Policy Number: 3.22

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 1/31/2017

Unit(s) Responsible for Policy Implementation: Provost and Vice President for Academic Affairs

Purpose of Policy (what does it do): Describes the process for fees assessed for laboratory sections.

Reason for the addition, revision, or deletion (check all that apply):

- ☒ Scheduled Review ☐ Change in law ☐ Response to audit finding
☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Added authorization for president to delete recommended laboratory fees outside of the usual timeline for fee revisions.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Policy Committee
Steve Bullard, Provost and Vice President for Academic Affairs
Damon Derrick, General Counsel

Laboratory Fees

Original Implementation: June 29, 1981

Last Revision: ~~January 31, 2017~~ October 28, 2019

Laboratory fees may be assessed to cover the general costs of 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. Assessed lab fees cannot exceed the cost of actual materials and supplies used by students.

Laboratory fees greater than \$10 *or deletion of fees* will be recommended by the academic unit head and by the dean for approval by the provost and vice president for academic affairs. Laboratory fees *modifications* are submitted to the Board of Regents for ~~final~~ approval. *The president is authorized to approve the recommended deletion of laboratory fees. Laboratory fee deletions are submitted to the Board of Regents for acceptance at the next meeting.*

Academic units review laboratory fees annually for appropriateness and accuracy. All laboratory fees are 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

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Library Gifts

Policy Number: 4.11.3

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 1/26/2016

Unit(s) Responsible for Policy Implementation: Provost and Vice President for Academic Affairs

Purpose of Policy (what does it do): Guidelines for gifts to Steen Library.

Reason for the addition, revision, or deletion (check all that apply):

☒ Scheduled Review ☐ Change in law ☐ Response to audit finding

☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Policy title revised. Minor wording changes for clarification

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Policy Committee

Steve Bullard, Provost and Vice President for Academic Affairs

Damon Derrick, General Counsel

Library *Non-Monetary* Gifts

Original Implementation: March, 1982

Last Revision: ~~January 26, 2016~~ October 28, 2019

The purpose of the Ralph W. Steen Library's gift program is to support the academic mission of the university by accepting materials ~~and/or monetary donations~~.

The library will decide whether to accept a *non-monetary* gift on the basis of the needs of the collection, technical processing costs, physical condition, location and space, maintenance requirements, and donor restrictions. The library reserves the right to determine the retention, cataloging treatment, and other considerations related to the use or disposition of donated materials.

The library director and the vice president for university advancement will negotiate and authorize the acceptance of major gifts (i.e., gifts requiring an extraordinary commitment of space or gifts accompanied by specific management requirements), subject to approval by the provost and vice president for academic affairs and the president.

The library does not appraise gifts. The cost of any appraisal *of non-monetary gifts* is the responsibility of the donor.

Cross Reference: ~~None~~ *Gift Reporting (3.16)*

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Library Director

Forms: None

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Overtime and Compensatory Time

Policy Number: 12.14

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 1/31/2017

Unit(s) Responsible for Policy Implementation: Human Resources

Purpose of Policy (what does it do): The policy exists to describe overtime and compensatory time rules for non-exempt and exempt employees to ensure that SFA is complying with state and federal laws.

Reason for the addition, revision, or deletion (check all that apply):

☐ Scheduled Review

☐ Change in law

☐ Response to audit finding

☐ Internal Review

☒ Other, please explain: Clarify requesting and reporting overtime and compensatory time for employees.

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Clarify that requests can be made by completing either a paper request form or electronically.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Loretta Doty, Director of Human Resources

Danny Gallant, Vice President for Finance and Administration

Damon Derrick, General Counsel

Overtime and Compensatory Time

Original Implementation: Unpublished

Last Revision: ~~January 31, 2017~~ October 28, 2019

Purpose

This policy defines and describes the options available to non-exempt and exempt employees who work overtime. This policy does not apply to faculty.

Specific instructions on how to report and approve time and leave are available on the controller's website at <http://www.sfasu.edu/controller/payroll/index.asp>.

Definition

Overtime is defined as time worked beyond normal agreed working hours.

General

Except as otherwise provided by law, no employee may accrue compensatory time for work performed at any location other than the employee's regular place of employment or duty point. An employee may accumulate compensatory time off for hours worked during any calendar week at the employee's personal residence if approved in advance by the president or president's designee.

Employees' compensatory time leave must be approved in advance by the appropriate supervisor. Employees must request compensatory time leave using a department authorized electronic process or physical form. The request and approval process must be documented and retained in association with state regulated-records retention requirements.

If an employee submits a written request to use accrued compensatory time not later than the 90th day before the date on which the accrued compensatory time will lapse, the department head must approve in writing the employee's request or provide the employee with an alternate date on which the employee may use the compensatory time. The department head should make an effort to accommodate the employee's use of the accrued compensatory time before it lapses.

Non-Exempt Employees

A non-exempt employee under the Fair Labor Standards Act (FLSA) who works in excess of 40 hours in a workweek is entitled to compensation for the excess hours through one of the following methods:

1. The employee should take compensatory time off within twelve (12) months following the end of the workweek in which the overtime occurred at the rate of 1-1/2 hours off for each hour of overtime. ~~Time that is to be taken is at the discretion of the supervisor and must be authorized in advance.~~
2. Payment must be made for all accumulated overtime in excess of 240 hours (160 hours at the 1-1/2 rate).

3. The appropriate vice president may grant approval for an employee to receive pay for overtime balances below 240 hours at the rate of 1-1/2 times the employee's regular rate of pay. The appropriate vice president may also grant approval for all employees performing specific functions in a department to receive payment for overtime. Payment for overtime balances of less than 240 hours is limited to overtime hours gained while:
 - a. conducting public safety activities;
 - b. responding to emergency situations;
 - c. performing maintenance and construction of SFA property or buildings during times when occupancy of the buildings or campus is reduced;
 - d. supporting or coordinating university events that occur in hours other than regular work hours; or
 - e. completing mission-critical special projects relating to the operations of the department.
4. With authorization of the president or the president's designee, an employee may be paid for the hours of compensatory time the employee earns for work directly related to a disaster or emergency declared by the appropriate officer of the state or federal government.
5. Non-exempt part-time employees must be paid for hours worked over their designated hours; they may not accrue compensatory time.
6. Non-exempt employees (or their estate) must be paid for any unused accumulated compensatory time at the time of separation from employment or when transferring to an exempt classification.

Any paid leave or holidays taken are not counted as hours worked in determining overtime hours under the preceding paragraph. In situations in which the employee has not worked more than 40 hours in a workweek but the total hours worked and hours of paid leave or paid holidays exceeds 40 hours, the employee shall be allowed equivalent compensatory time off for the excess hours. The compensatory time must be taken during the 12-month period following the end of the workweek in which the compensatory time was accrued or it lapses. Compensatory time under this paragraph may not be carried forward past the end of the 12-month period and only in specially approved instances may an employee, whose compensatory time off would be disruptive to normal teaching, research or other critical function, be paid for the unused time.

Exceptions to the workweek overtime calculation for University Police Department law enforcement officers shall be made in accordance with the FLSA.

To receive overtime pay:

1. Semi-monthly and monthly paid non-exempt employees will record all time worked in the approved timekeeping system. The system calculates overtime based on the rules established in this policy.
2. Non-exempt employees must obtain approval from their appropriate vice president to receive overtime pay in lieu of compensatory time off. If the employee is to be paid for overtime, the employee's name, CID, and dates worked as overtime are to be recorded on the Time Record (<http://www.sfasu.edu/documents/time-record.pdf>) and submitted to the payroll office. If the overtime is to be paid from a funding source different from the employee's regular task code, the department head must approve and submit a Time Record to the appropriate vice president for signature, then route to the payroll office for payment.

Exempt Employees

An exempt employee is not subject to the overtime provisions of the FLSA and may be allowed compensatory time off for hours in excess of 40 hours in a work week in which the combination of hours worked, paid leave, and holidays exceeds a total of 40 hours. Each department is responsible for submitting the Comp Time Earned Record (found on the SFA Business Forms website) for all exempt employees in the department. The form must contain the employee's name, CID, total comp time hours earned for the month and the signature of each employee. The department head must sign the report and then route to the payroll office for processing. Forms must be submitted by the due date established by the payroll office. If time is not submitted by the due date, no compensatory time will be reported as earned during that pay period.

An exempt employee, may be allowed compensatory time off during the 12-month period following the end of the workweek in which the overtime was accrued, at a rate not to exceed equivalent time, but limited to 80 hours during any one fiscal year. Compensatory time earned and used during the consecutive weeks of an alternative work schedule does not count toward the 80-hour limit. Earned compensatory time not used within 12 months will expire. An exempt employee will not be paid for any unused compensatory time earned in this manner. It is the department head's responsibility to ensure exempt employees adhere to the limits of maximum use of compensatory time set forth by this policy. If an employee reports more than 80 hours of compensatory time used, the payroll office will adjust the leave to report it as vacation time used.

With authorization of the president or the president's designee, an employee may be paid for the hours of compensatory time the employee earns for work directly related to a disaster or emergency declared by the appropriate officer of the state or federal government.

Part-time exempt employees may accrue compensatory time when the number of hours worked plus holiday or other paid leave taken during that week exceeds the number of hours that the employee was designated to work.

Compensatory Time that is to be taken is at the discretion of the supervisor and must be authorized in advance, and leave taken must be recorded using the university's official leave reporting system(s). Leave documentation must be maintained in association with state record retention requirements. on either the Request for Vacation, Compensatory Time, Sick Leave Taken form, by requesting the leave electronically through the system leave request form, or by requesting the leave in a manner established and documented by the department head.

Cross Reference: Fair Labor Standards Act, 29 U.S.C. § 201 et seq.; Tex. Gov't Code §§ 659.015, .016, .018, .022-.023.

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources

Forms: Request for Vacation, Compensatory Time, Sick Leave Taken (available from Human Resources); Comp Time Earned Exempt Employees Only; (available on the SFA Business Forms website)

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Performance Evaluation of Faculty

Policy Number: 7.22

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 7/26/2016

Unit(s) Responsible for Policy Implementation: Provost and Vice President for Academic Affairs

Purpose of Policy (what does it do): This policy includes the standards for evaluating faculty.

Reason for the addition, revision, or deletion (check all that apply):

☒ Scheduled Review ☐ Change in law ☐ Response to audit finding

☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Minor change for clarification of the dean's role in the process

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Affairs Committee

Steve Bullard, Provost and Vice President for Academic Affairs

Damon Derrick, General Counsel

Performance Evaluation of Faculty

Original Implementation: August 26, 1997

Last Revision: ~~July 23, 2019~~ October 28, 2019

To ensure continued excellence in faculty performance and pursuant to Section 51.942 of the Texas Education Code, Stephen F. Austin State University (SFA) regularly evaluates the performance of faculty. The evaluation process will focus on improving faculty performance and incorporate commonly recognized academic due process rights, including notice of the manner of scope of the evaluation and the opportunity to provide documentation during the evaluation process.

The process of evaluating faculty at SFA includes several basic components:

- a. an annual administration evaluation of faculty performance;
- b. a comprehensive performance evaluation of all tenured faculty at least once every six years; and
- c. a plan for assisted faculty development prompted by deficiencies identified in the annual administrative evaluation or comprehensive performance evaluation.

STANDARDS FOR PERFORMANCE EVALUATION OF FACULTY

Rigorous standards to determine what constitutes appropriate minimum performance must be developed by members of the academic unit holding faculty rank. These standards will be in keeping with the mission of the university, the mission and goals of the college, and the mission and goals of the academic unit. They are to be based on, but need not be limited to, the professional responsibilities of the faculty member in teaching, scholarship, research and creative activity, and service. "Rigorous standards" are a set of verifiable standards that are developed by tenured faculty in the academic unit. The standards should recognize the need to allow for legitimate variation in the development of faculty careers. A copy of these standards will be forwarded to the college dean and the provost and vice president for academic affairs for review and approval.

The standards will be subject to periodic review by the academic unit at least every five years, unless requested earlier by the academic unit head or dean. Any modifications are subject to review and approval by the appropriate academic dean and by the provost and vice president for academic affairs.

THE ANNUAL ADMINISTRATIVE EVALUATION

Each faculty member will prepare and submit to the academic unit head an annual report of the professional activities and performance during the previous calendar year. As part of this report, academic units may require a self-evaluation that includes statements identifying an individual's strengths and weaknesses and specifying plans for the upcoming academic year aimed at strengthening the faculty member's performance. The college dean may meet with the academic unit head to review faculty evaluations prior to or following a face-to-face evaluation meeting. During a face-to-face evaluation meeting with the faculty member, the academic unit head will provide the written administrative evaluation of faculty performance. Upon receipt from the

academic unit head, the dean will forward the administrative evaluation and any supporting documentation to the provost and vice president for academic affairs. Faculty who receive two unsatisfactory annual evaluations in any three-year period will be subject to the procedures outlined in the plan for assisted development (PAD).

THE PERIODIC COMPREHENSIVE PERFORMANCE EVALUTION OF TENURED FACULTY

Every tenured faculty member with less than a 0.5 FTE administrative appointment will undergo a comprehensive performance evaluation every sixth year after receiving tenure, returning to a faculty position following an administrative assignment, or after a previous comprehensive performance evaluation (including promotion or successful completion of a plan for assisted faculty development). Failure to submit a post-tenure review portfolio automatically leads to a plan for assisted development.

With approval from the dean and the provost and vice president for academic affairs, the post-tenure review clock will be suspended for all faculty holding administrative positions within the academic unit (e.g., academic unit heads) or holding at least a 0.5 FTE administrative position.

~~The comprehensive performance evaluation will be conducted on the same schedule as tenure and promotion evaluations at the unit level and in accordance with the following process:~~ *Each college and its academic units will establish a post-tenure review process that is approved by the dean and the provost and vice president for academic affairs. The approved process will include the following:*

- a. Each tenured faculty member will be reviewed by the tenured faculty in his/her academic unit, the academic unit head, and the dean.
- b. Academic unit review committees must be comprised of a minimum of three tenured faculty members. In academic units with three or fewer tenured faculty, the dean of the college, in consultation with the academic unit head, will appoint tenured faculty members from other academic units.
- c. Academic unit heads and deans with supervisory authority for faculty under review cannot be included in the academic unit review committee.
- d. Recommendations and decisions on the comprehensive performance evaluation will not discriminate on any basis prohibited by law or policy.
- e. The review committee must consistently follow the comprehensive performance evaluation procedures when evaluating all tenured faculty within an academic unit.
- f. This review will make use of annual administrative evaluations of the faculty activities and performance for the five most recent years.
- g. Each critical area—teaching, research/scholarly/creative accomplishment, and service—must be evaluated and rated separately and will include criteria addressing collegiality. An overall comprehensive performance evaluation rating must also be provided.
- h. At a minimum, the rating system must include two levels—satisfactory/meets expectations and unsatisfactory/does not meet expectations.
- i. Within the academic unit review, a simple majority of the voting faculty will determine the

tenured faculty committee recommendation that the faculty member meets or does not meet the adopted standards of the unit.

- j. Academic unit heads and deans may consider other pertinent information during the review process.
- k. Each faculty member will be notified in writing within five (5) class days after the academic unit head completes all recommendations regarding the comprehensive performance evaluation. Within five (5) class days of reviewing the written recommendations and supporting comments, the tenured faculty members may attach a letter of response addressing errors of fact in the decision. Such a notification and any subsequent response by the tenured faculty will become part of the faculty's periodic comprehensive evaluation materials.
- l. Each faculty member will be notified in writing within five (5) class days after the dean completes all recommendations regarding the comprehensive performance evaluation.
- m. Each faculty member determined as meeting standards at the academic unit and at the dean's level will require no further action.
- n. Each faculty member determined as not meeting standards at the academic unit or dean's level will be subject to the procedures outlined in the plan for assisted development.

PLAN FOR ASSISTED DEVELOPMENT

The plan for assisted development (PAD) will incorporate a significant peer component and will have as its main intentions professional growth, personal reflection, and performance improvement.

- a. A committee will be appointed by the academic unit head in consultation with the faculty member and subject to approval by the dean. It is the task of this committee, in consultation with the academic unit head and the faculty member, to formulate a PAD to remediate any performance deficiencies identified in the comprehensive performance evaluation. A timeline for remediation not to exceed 24 calendar months with tangible benchmarks of progress will be established at this time.
- b. The annual evaluation process is suspended while a faculty member is under a PAD.
- c. The PAD will be signed by the faculty member, the academic unit head, and the dean to indicate their agreement with the terms of the plan. If the academic unit head, faculty member, and peer evaluation committee members are unable to come to agreement on a suitable PAD, then the faculty member will be required to adhere to the PAD as formulated by the dean, academic head, and committee. A copy of the plan will be sent to the provost and vice president for academic affairs.
- d. After the PAD has been created, the peer committee will remain in place and will meet at appropriate intervals with the academic unit head to review progress in meeting benchmark goals. The academic unit head will then hold meetings with the faculty member to assess progress. Failure to meet benchmark goals may result in an immediate determination that the faculty member has failed to satisfy the PAD, regardless of how much time remains in the PAD timeline.
- e. Upon completion of the PAD term, there are three possible outcomes:

(1) When, with the recommendation of the peer committee and in the determination of the

academic unit head, the faculty member has succeeded in restoring his/her performance to an acceptable level by meeting the goals of the PAD in a timely manner, the academic unit head will notify in writing the faculty member, peer committee, and the dean.

- (2) The academic unit head may recommend extending the time for completion of the PAD for a maximum of one academic year. The dean of the college will choose to allow or deny the extension and will communicate this decision in writing to the academic unit head and faculty member within seven (7) calendar days of receiving the recommendation.
- (3) If, after seeking the opinions of the faculty peer committee, it is the judgment of the academic unit head that the faculty member has failed to satisfy the PAD, then the academic unit head will so inform the dean, the peer committee, and the affected faculty member in writing.

Upon receipt of the determination from the academic unit head, the dean will review the report of the academic unit head. The dean will personally confer with the faculty member regarding his/her performance under the PAD, with the appropriate academic unit head, and, if necessary, with the peer evaluation committee members. Following the review, the dean will forward a recommendation to the provost and vice president for academic affairs. The dean may recommend to the provost and vice president of academic affairs any of several actions, including, but not limited to:

- a. restoring the faculty member to a regular status (the faculty member then becomes subject to the standard periodic comprehensive performance evaluation process);
- b. requiring another PAD be formulated, with a different peer committee; or
- c. instituting dismissal proceedings or other appropriate action in accordance with SFA policy. A faculty member subject to dismissal on the basis of evaluations conducted under this policy will receive specific written reasons for the dismissal and have the opportunity for referral of the matter to a non-binding alternative dispute resolution process as described in Chapter 154, Civil Practices and Remedies Code. The opportunity for non-binding alternative dispute resolution will be available only after all internal procedures are exhausted.

Cross Reference: Tex. Educ. Code § 51.942; Tex. Civ. Prac. & Rem. Code Ch. 154; Faculty Handbook; Academic Freedom and Responsibility (7.3); Academic Appointments and Titles (7.2); and Tenure and Continued Employment (7.29).

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

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Reporting of Abuse, Exploitation or Neglect of Elderly Persons or or Persons with Disabilities

Policy Number: 13.18

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 11/7/2016

Unit(s) Responsible for Policy Implementation: President

Purpose of Policy (what does it do): To comply with state law that requires the reporting of abuse, exploitation, or neglect of elderly or disabled persons.

Reason for the addition, revision, or deletion (check all that apply):

- ☒ Scheduled Review ☐ Change in law ☐ Response to audit finding
☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Reviewed with no changes recommended.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Tiffany Rivers, Director of Disability Services
Dr. Adam Peck, Assistant VP and Dean of Student Affairs
Dr. Steve Westbrook, Vice President for University Affairs
Damon Derrick, General Counsel

Reporting of Abuse, Exploitation or Neglect of Elderly Persons or or Persons with Disabilities

Original Implementation: August 1, 2000

Last Revision: ~~November 7, 2016~~ *October 28, 2019*

The purpose of this policy is to comply with state law that requires the reporting of abuse, exploitation, or neglect of elderly or disabled persons, as those terms are defined in Section 48.002 of the Human Resources Code. Unless otherwise required by law, employees and students of the university are required to report to the appropriate department head for the area involved if they have reasonable cause to believe that an elderly person or person with a disability has been abused, exploited or neglected within the university and its programs. Failure to report may subject the employee or student to university and/or criminal penalties. The department head shall contact and advise the general counsel regarding the report. A thorough investigation shall be conducted as outlined in the Human Resources Code promptly after receiving the report. If the report involves a person with a disability, the Office of Disability Services will be advised and included in the investigation process. If necessitated by the result of the investigation, the allegation shall be reported to the appropriate regulatory agency. Allegations involving clients of the Texas Workforce Commission shall be reported to the commission-assigned liaison or client's sponsoring vocational rehabilitation counselor. A substantiated allegation shall result in appropriate disciplinary or legal action.

Definitions:

1. "Abuse" means:
 - a. the negligent or willful infliction of injury, unreasonable confinement, intimidation, or cruel punishment with resulting physical or emotional harm or pain to an elderly person or person with a disability by the person's caretaker, family member, or other individual who has an ongoing relationship with the person; or
 - b. sexual abuse of an elderly person or person with a disability, including any involuntary or nonconsensual sexual conduct that would constitute an offense under Section 21.08, Penal Code (indecent exposure) or Chapter 22, Penal Code (assaultive offenses), committed by the person's caretaker, family member, or other individual who has an ongoing relationship with the person.
2. "Exploitation" means the illegal or improper act or process of a caretaker, family member, or other individual who has an ongoing relationship with an elderly person or person with a disability that involves using, or attempting to use, the resources of the elderly person or person with a disability, including the person's social security number or other identifying information, for monetary or personal benefit, profit, or gain without the informed consent of the person.

3. "Neglect" means the failure to provide for one's self the goods or services, including medical services, which are necessary to avoid physical or emotional harm or pain or the failure of a caretaker to provide such goods or services.

Cross Reference: Tex. Hum. Res. Code Ch. 48

Responsible for Implementation: President

Contact for Revision: Director of Disability Services, General Counsel

Forms: None

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Selection of Academic Deans

Policy Number: 4.9

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 1/31/2017

Unit(s) Responsible for Policy Implementation: Provost and Vice President for Academic Affairs

Purpose of Policy (what does it do): Outlines search procedures and responsibilities for the selection of an academic dean.

Reason for the addition, revision, or deletion (check all that apply):

- ☐ Scheduled Review ☐ Change in law ☒ Response to audit finding
☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Revisions include basic edits for clarification purposes.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Policy Committee
Steve Bullard, Provost and Vice President for Academic Affairs
Damon Derrick, General Counsel

Selection of Academic Deans

Original Implementation: Unpublished

Last Revision: ~~January 31, 2017~~ October 28, 2019

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.

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, 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 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 *tenured or tenure-track* faculty and academic unit heads. Additionally, students and outside representatives may be elected or appointed to serve as non-voting ex-officio members of the committee.

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 and college faculty.

The provost and vice president for academic affairs will 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 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, screening candidates, and arranging candidate interviews. Each search will be conducted without prejudice for internal or external candidates. The committee will contact human resources for mandatory training and for assistance as needed.

Ordinarily, at least two candidates recommended by the committee will be interviewed on campus. The itinerary for the interviews will provide ample opportunity for candidates to meet college faculty, students, academic unit heads, other deans, vice-presidents, and the president. After interviewing candidates, the committee will make its recommendation to the provost and vice president for academic affairs. Appointment is by the president and requires approval of the Board of Regents.

Funds for Recruitment: Expenses incurred during the search are generally borne by the college with the vacancy with possible additional funds from other sources.

Cross Reference: Faculty Handbook, Human Resources Selection Procedures for Faculty and Staff; 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

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Sick Leave

Policy Number: 12.18

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 4/25/2017

Unit(s) Responsible for Policy Implementation: Vice President of Finance and Administration

Purpose of Policy (what does it do): Policy outlines the requirements for the accrual and use of sick leave. The policy also outlines the eligibility for utilizing donated leave under the sick leave pool.

Reason for the addition, revision, or deletion (check all that apply):

- ☐ Scheduled Review ☐ Change in law ☒ Response to audit finding
☐ Internal Review ☒ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Policy changes were made to allow either an electronic submission or physical form for use of sick leave. Also added a reference to Sick Leave donation form.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Dr. Danny Gallant, Vice President of Finance and Administration
Damon Derrick, General Counsel

Sick Leave

Original Implementation: Unpublished

Last Revision: April 25, 2017 ~~October 28, 2019~~

Purpose

This policy establishes the eligibility to earn sick leave, defines the rates of accrual and describes related requirements.

Definitions

A **catastrophic injury** or **catastrophic illness** is defined as a severe condition or combination of conditions affecting the mental or physical health of the employee, or the employee's immediate family, that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by the employee and lose sick leave compensation from the state.

A **severe condition** or **combination of conditions** is one that will result in death or is a severely debilitating condition that will result in the individual not meeting the essential functions of their job if not treated promptly or at regularly scheduled intervals (e.g. chemotherapy treatments, radiation treatments, etc.); has been designated as terminal; or fully incapacitates the employee from working for a continuous period of thirty (30) calendar days or more.

Licensed practitioner means a practitioner, as defined in the Texas Insurance Code, who is practicing within the scope of his/her license.

Immediate family is defined as those individuals related by kinship, adoption, or marriage, or foster children who are so certified by the Texas Health and Human Services Commission who are living in the same household. If not in the same household, an immediate family member is strictly limited to the employee's spouse, child or parent who needs care and assistance as a direct result of a documented catastrophic medical condition. Employees may use sick leave pool hours to care for an immediate family member only under circumstances for which an employee would be eligible to use regular sick leave, if available.

Medical incident means a single occurrence of a catastrophic illness/injury.

General

Regular, consistent attendance and punctuality is expected of all university faculty and staff, as well as the proper use of leave time when an absence is necessary.

Accrual of Sick Leave

Employees of the university, whose positions do not require student status as a condition of employment, shall, without deduction in salary, be entitled to sick leave subject to the following

conditions. Employees of the SFA Charter School will earn sick leave according to charter school policy.

Sick leave entitlement shall be earned, beginning on the first day of employment, at the rate of eight (8) hours for each month or fraction of a month of employment, and shall accumulate with the unused amount of such leave carried forward each month. An employee who is on leave the first day of the month may not use the sick leave that the employee accrues for that month until after a return to duty. Such leave accrual shall terminate on the last day of duty.

An employee's accrued sick leave balance will be transferred when an employee moves from employment in one state agency to another, provided the employment is uninterrupted. Part-time employees working at least 20 hours per week accrue sick leave proportionately to their FTE.

Employees employed by multiple agencies cannot accrue sick leave at a rate that exceeds that of a full-time, 40-hour-per-week employee.

Separation from Employment

Employees of the university who separated from employment under a formal reduction in force are entitled to have their sick leave balances restored if they are re-employed by the state within 12 months. Employees separated from the university, for reasons other than a formal reduction in force, and re-employed by SFA may have their sick leave balances restored only if:

1. The employee is re-employed by the university within 12 months after the end of the month in which the employee separates from employment, but only if there has been a break in employment from the university of at least 30 calendar days; or
2. The employee is re-employed by a different state agency or institution of higher education within 12 months after the end of the month in which the employee separated from the university.

The university has no authority to pay out an employee's accrued but unused sick leave balance upon termination. An employee who is restored to employment at the university following military service is entitled to have his/her sick leave balance restored. Employee Retirement System (ERS) retirees who return to state employment will not have their sick leave balances restored.

Funds appropriated for salaries and wages may be paid for all of the employee's accumulated vacation leave and for one-half of his/her accumulated sick leave, or for 336 hours of sick leave (whichever is less), to the estate of an employee when said employee dies while employed by the university. The employee must have had continuous employment with the university for at least six months at the time of death. The payment shall be calculated at the rate of compensation being paid the employee at the time of death.

Sick Leave Utilization

Sick leave with pay may be taken when sickness, injury, or pregnancy and confinement prevent the employee's performance of duty, or when a member of the employee's immediate family is actually

ill. For purposes relating to regular sick leave, immediate family is defined as those individuals related by kinship, adoption or marriage that are living in the same household; foster children who reside in the same household; and minor children regardless of whether they live in the same household. Sick leave may be used to care for immediate family members who do not reside in the same household only for a documented medical condition. In this instance only, "immediate family" is interpreted as spouse, parent, or child. An employee who is the legal guardian of a child by court appointment may use sick leave to care for the child. Sick leave may be used for the adoption of a child under the age of three. An employee who must be absent from duty because of illness shall notify their supervisor or cause the supervisor to be notified of that fact at the earliest practical time. *Non-faculty employees who return to work following sick leave use must complete a sick leave request using an electronic process or a physical form. The request and approval process must be documented and retained in association with state-regulated records retention requirements.*

To be eligible for accumulated sick leave with pay during a continuous period of more than three (3) working days, an employee absent due to illness shall send to the administrative department head a doctor's certificate verifying the employee was out due to medical reasons. If an illness results in the absence of three (3) working days or less, the administrative head has the discretion to require documentation verifying the employee was out due to medical reasons. Upon returning to duty after sick leave, an employee shall immediately complete either a Request for Vacation, Compensatory Time, Sick Leave Taken form, request/report the leave electronically through the system leave request form, or document the leave in a manner established by the department head.

An employee may use sick leave while he/she is on annual leave.

Participation by any employee in an organized work stoppage has been declared to be against the public policy of the state of Texas. In any case when there is substantial evidence to indicate that an organized work stoppage exists in any division or department of the university, an employee reporting ill shall send to the administrative head of his/her department or division a doctor's certificate showing the cause or nature of the illness to be entitled to sick leave.

Sick Leave Utilization for Faculty

Faculty must submit leave forms (as designated by the department head) for all sick leave the faculty member takes if the absence occurs during the normal workday for regular employees, even if no classes are missed.

Faculty are allowed to use their sick leave for personal or family illness and for personal leave within these guidelines:

1. If a faculty member needs to take time off to handle personal business, personal leave may be used for that purpose with prior approval from their department head.
2. If a faculty member misses a class, even if a substitute covers the class, the time missed is to be reported.
3. If a faculty member is out on a continuous basis, two days or more, they must turn in leave for 8 hours for each day.
4. If a faculty member misses office hours, due to illness or personal business, they must turn in

leave for the time missed.

Extension of Sick Leave

Pursuant to sections 661.202(i) and (j) of the Texas Government Code, an extension of sick leave may be granted through the university policies of Family and Medical Leave (12.9) or Leave of Absence (12.11) or utilization of the sick leave pool.

Sick Leave for Educational Activities

An employee may use up to eight (8) hours of sick leave each fiscal year to attend school sponsored educational activities of the employee's children who are in pre-kindergarten through 12th grade, including a parent-teacher conference, tutoring, volunteer program, field trip, classroom program, school committee meeting, academic competition, and athletic, music, or theater program.

Donation of Sick Leave to an Employee

Employees may donate any amount of their accrued sick leave to another employee who is employed by the university and who is eligible to accrue and use sick leave but has exhausted all of their sick leave, including time the employee may be eligible to receive as an award from the sick leave pool.

Employees may not provide or receive remuneration or a gift in exchange for a sick leave donation. The use of sick leave donated to the recipient employee must follow the same conditions as normal accrued sick leave as outlined in this policy. Donated sick leave cannot be used towards ERS retirement service credit. Donated sick leave cannot be transferred to another state agency. Donated sick leave cannot be paid out to the estate of an employee if the recipient employee passes away. Donated sick leave hours will be lost when the recipient employee leaves employment and will not be reinstated if the recipient is rehired by the university at a later date. Donated sick leave hours do not get returned to the donor if the recipient does not use them all.

Sick Leave Pool

The university maintains a sick leave pool to benefit certain regular employees who suffer a catastrophic injury or illness. A sick leave pool has been established and is maintained to provide for the alleviation of the hardship caused to an employee and the employee's family if a catastrophic illness or injury forces the employee to exhaust all accrued leave (including compensatory time, if applicable) and lose compensation with the state.

Eligibility and Other General Provisions

1. All regular faculty and non-probationary staff members who are eligible to accrue and use sick leave in accordance with university sick leave policy 12.18 and have a minimum of one year of service may apply to use sick leave from the sick leave pool. The service must immediately precede the sick leave pool request.
2. Employees may use sick leave pool for their own catastrophic illness or injury or for one in their immediate family, as defined above.

3. The use of sick leave pool hours is limited to 720 hours per medical incident.
4. An employee must exhaust all available leave before being eligible to receive sick leave from the sick leave pool.
5. An employee must have utilized their accrued leave in a responsible manner to be eligible to use sick leave pool unless the leave is specifically donated to the employee. Regular, consistent attendance and punctuality is expected of all university faculty and staff, as well as the proper use of leave time when an absence is necessary. Sick leave used as it is earned is not considered to be responsible use, unless there are extenuating circumstances.
6. An employee utilizing sick leave from the sick leave pool continues to accrue vacation and sick leave entitlement as if on regular sick leave, provided he/she returns to work following the leave.
7. An employee approved for sick leave pool due to a catastrophic illness or injury that is absent from work for a minimum of 30 calendar days and is able to return to work on a part-time basis may continue to utilize the remaining allocated sick leave pool hours on an intermittent basis if the continuing treatment requires the employee to exhaust their leave balance awarded upon their return to work. Employees will be required to provide medical documentation supporting the employee's fitness for duty on a part-time basis and a continuing need for medical treatments and subsequent absences. The treatments and absences must be directly related to the initial qualifying medical incident.
8. Employees who are not covered by FMLA (policy 12.9) and who are offered a bona fide job offer under the university's Return to Work (policy 11.24) must accept the offer or sick leave pool benefits will end.
9. Employees who file for Worker's Compensation Benefits are not eligible to use sick leave from the sick leave pool. In no case may sick leave pool time be used in conjunction with a worker's compensation claim.
10. A routine pregnancy is not considered a catastrophic illness or injury.
11. A regular part-time employee is granted pool leave on a pro-rated basis.
12. One sick leave pool will be administered for all regular faculty and staff employees of the university.

Requesting Sick Leave from the Pool

1. A regular employee may apply for sick leave from the sick leave pool by completing a Request for Sick Leave from the Sick Leave Pool form and routing the form to the pool administrator in human resources.
2. Medical certification is required before the sick leave pool request can be reviewed by the administrator. Weekly documentation of appointments and/or treatment must be submitted to the pool administrator. Failure to return the required certification and documentation may result in loss of pool benefits.
3. The pool administrator verifies that the medical documentation supports the request for sick leave pool. The pool administrator maintains all medical documentation and adheres to standards of confidentiality, to the extent allowed by law. The pool administrator routes the request to the department director for a recommendation for approval, disapproval or an adjustment in the number of sick leave pool hours awarded based upon the employee's previous use of sick leave.
4. The pool administrator, upon receipt of the department director's recommendation approves

all or part of the request, or denies the request. If necessary, the pool administrator may seek additional information from both the supervisor and the employee to clarify the employee's previous use of sick leave or to request additional medical documentation. All practitioner's statements and medical updates are subject to be referred to and reviewed by a university medical review board.

5. The amount of the pool leave granted for each catastrophic illness or injury will be determined by the pool administrator. The amount granted cannot exceed one-third of the balance of hours in the pool. However, in no case may an employee use more than 90 work days from the pool. Initiation and/or renewal of approval for use of such leave shall be subject to review of a current medical report for each approval period, and subject to availability of appropriate balance in the fund.
6. Medical updates are required every 30 days, unless otherwise indicated. Failure to return required medical documentation may result in delay or loss of pool benefits.
7. Any unused balance of leave granted to an employee from the sick leave pool returns to the pool if the employee returns to work prior to using all days granted unless medical documentation is submitted to support the need for reduced hours relating to the initial medical incident. All of an employee's monthly leave accruals (vacation/sick leave) must be utilized towards the medical incident prior to using sick leave pool balances. Medical incidents that require reduced hours on a continuous or permanent basis will be addressed through the SFA accommodations process.
8. The estate of a deceased employee is not at any time entitled to payment for unused leave requested from the sick leave pool.
9. An employee's sick leave pool award will immediately stop once the catastrophic medical condition for which it was granted ceases.

Contributing Sick Leave to the Pool

1. An employee with accrued sick leave may contribute to the sick leave pool in increments of eight hours, with the exception of a retiring employee who may contribute accrued sick leave in increments of less than eight hours.
2. Sick leave contributed to the pool reduces the accrued sick leave balance of the employee making the contribution.
3. Contributions to the pool are strictly voluntary.
4. An employee contributing sick leave to the sick leave pool may not stipulate who is to receive the contribution.
5. An employee who contributes sick leave to the sick leave pool cannot reclaim the contribution unless entitled to use leave from the sick leave pool. An employee who contributes sick leave to the sick leave pool and then exhausts his/her sick leave balance in the same fiscal year may receive the number of hours he/she contributed to the pool in that fiscal year without suffering a catastrophic illness or injury.
6. An employee desiring to contribute sick leave to the sick leave pool should complete an Application to Contribute Sick Leave form, provide a copy to his/her department head, and route the form to the pool administrator in human resources.

Administration of the Pool

1. The pool administrator in the Human Resources Department is responsible for the administration of the sick leave pool. Decisions of the pool administrator may be appealed to the appropriate vice president.
2. Requests for sick leave from the sick leave pool will be forwarded to the pool administrator. Requests will be considered by the pool administrator on a first-come, first-served basis. Employees may submit a request for sick leave pool hours when they are running out of accrued leave. The request will be considered when they have exhausted all accrued time.
3. The pool administrator will have five working days from the date a request is received in which to approve all or part of the request or deny the request.
4. The amount of sick leave granted for each catastrophic illness or injury will be determined by the pool administrator. The amount cannot exceed one-third of the balance of hours in the pool, or 90 working days, whichever is less. The pool administrator shall approve the use of not more than thirty (30) days of such leave by one individual at one time. Initiation and/or renewal of approval for use of such leave will be subject to review of a current medical report for each thirty (30) day approval, and is subject to availability of appropriate balance in the fund.
5. The pool administrator shall design and implement a system of records management and reporting of sick leave pool activity. The total leave time available in the sick leave pool shall be reported annually to the director of human resources and be available upon request to faculty and staff.

Cross Reference: Tex. Gov't Code §§ 661.001-.038, .201-207; Tex. Gov't Code Ch. 617; Tex. Educ. Code § 51.961; Non-Academic Employee Handbook; Organized Work Stoppage (11.18); Family and Medical Leave (12.9); Leave of Absence (Faculty and Staff) (12.11).

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources

Forms: Request for Vacation, Compensatory Time, Sick Leave Taken *and Sick Leave Donation Form* (available from Human Resources)

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Stone Fort Museum Collections

Policy Number: 5.17

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 11/7/2016

Unit(s) Responsible for Policy Implementation: Provost and Vice President for Academic Affairs

Purpose of Policy (what does it do): Guidelines for Stone Fort Museum Collections

Reason for the addition, revision, or deletion (check all that apply):

☒ Scheduled Review ☐ Change in law ☐ Response to audit finding

☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Reviewed with no changes recommended.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Policy Committee
Steve Bullard, Provost and Vice President for Academic Affairs
Damon Derrick, General Counsel

Stone Fort Museum Collections

Original Implementation: April, 1982

Last Revision: ~~November 7, 2016~~ *October 28, 2019*

The Stone Fort Museum houses a selective collection of artifacts that the museum's curator determines useful in interpreting the prehistory and history of East Texas prior to 1900. Special emphasis is placed on the Spanish and Mexican periods that began in 1690 with the establishment of the Spanish Mission Tejas and ended with the overthrow of the Mexican government in 1836 by Texas revolutionists.

Permanent Acquisition Policies

1. Objects are added to the collection by means of gifts, bequests, purchases, exchanges, or any transaction by which title to the object passes to the museum. Criteria for acceptance to the permanent collection are the following:
 - Consistency with the museum's focus;
 - A clear title available from the source of acquisition;
 - Adequacy of documentation;
 - Acceptable condition;
 - Ability of the museum to care properly for and use the acquisition;
 - Research potential;
 - Educational, interpretive, and exhibit potential;
 - Intrinsic value associated with important events, individuals, or age and typicality of objects.
2. Potential donors must present evidence of a clear and legal title to any gift, and must complete a "Gift Agreement" form for each donation. Items of questionable provenance or obtained through illicit trade shall not be acquired.
3. In accepting any collection, the museum must acquire any copyright, patent, and/or trademark rights that may legally restrict full use of the acquisition.
4. All donations are tax deductible; however, the museum assumes no responsibility for evaluating donations.
5. All donations become state property and must be outright and unconditional gifts used at the discretion of the museum's curator.
 - The museum does not accept a gift that contains a condition requiring that it be kept intact, exhibited, either temporarily or permanently, or kept permanently.
 - The museum curator reserves the right to restore, reconstruct, refurbish, or repair any part of any gift.

In the event that a gift is tendered but not accepted by the curator, it must be removed from the Stone Fort Museum within thirty (30) days of notification. All items not removed by this deadline will automatically become the property of the museum and will be subject to disposal.

Incoming Loan Policies

1. The museum does not accept artifacts on loan for extended periods. Temporary loans are considered for special exhibits or programming, but only for assigned time periods. An "Incoming Loan Agreement" form must be completed prior to the loan of objects.
2. All material loaned to the museum is subject to collections care procedures governing permanent collections as outlined in the Stone Fort Museum Policy Manual.
3. All loan items must be removed from the Stone Fort Museum on the date stated on the "Incoming Loan Agreement" form. Any item not removed within thirty (30) days of the deadline will automatically become the property of and subject to the policies of the Stone Fort Museum. Under Texas law, property on loan to a museum for fifteen (15) years or more and to which no person has made claim is considered abandoned. Unless an unexpired loan agreement exists to the contrary, abandoned items will become the property of the museum once the museum's curator notifies the lender.

Outgoing Loan Policies

1. The museum loans collection material solely for educational and/or research purposes. Borrowed items remain the property of the museum and may not be claimed, mortgaged, loaned, assigned, used as collateral, or otherwise encumbered by the borrower. The borrower must complete an "Outgoing Loan Agreement" form.
2. The borrower is prohibited from photographing or digitally recording objects on loan without written consent of the curator, and any prints or digital recordings of the loaned material may not be published for any purposes beyond educational use without written consent of the curator.
3. Any use of the loan material will be credited to the Stone Fort Museum, Stephen F. Austin State University.
4. The borrower will exercise all reasonable precautions to protect the loan from damage, loss, destruction, or alteration. The borrower may not glue, pin, punch, drill, tape, nail, tack, or otherwise violate the integrity of the loan, nor may the borrower clean, repair, retouch, or otherwise alter the loan.
5. In the event of damage, loss, alteration, or any other change in the condition of the loan, the borrower must immediately notify the curator in writing. Damage or loss in shipment must be reported to the curator immediately.

Cross Reference: Tex. Prop. Code Ch. 80; Gift Reporting (3.16); Stone Fort Museum Policy Manual

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Curator of the Stone Fort Museum

Forms: Gift Agreement, Incoming Loan Agreement, Outgoing Loan Agreement (available in the Stone Fort Museum), Report of Gifts Received (available in the Office of Development)

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Substantive Change

Policy Number: 4.10

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 1/31/2017

Unit(s) Responsible for Policy Implementation: Provost and Vice President for Academic Affairs

Purpose of Policy (what does it do): As a member of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), SFA is responsible for notifying and, when necessary, seeking approval for substantive changes from the commission in accordance with the SACSCOC substantive change policy.

Reason for the addition, revision, or deletion (check all that apply):

- ☒ Scheduled Review ☐ Change in law ☐ Response to audit finding
☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Revisions include the addition of wording to bring the policy inline with the latest version of SACS substantive change policy.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Policy Committee
Steve Bullard, Provost and Vice President for Academic Affairs
Damon Derrick, General Counsel

Substantive Change

Original Implementation: August 26, 2008

Last Revision: ~~January 31, 2017~~ October 28, 2019

Stephen F. Austin State University (SFA) is committed to upholding all of the principles and policies of the Texas Higher Education Coordinating Board (THECB) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The university is also committed to establishing and maintaining procedures to facilitate an effective and timely notification process regarding substantive changes.

As a member of SACSCOC, SFA is responsible for notifying and, when necessary, seeking approval for substantive changes from the Commission in accordance with the SACSCOC substantive change policy. The current policy is located on the SACSCOC website.

Substantive change is defined as a significant modification or expansion of the nature and scope of an accredited institution.

Notification is defined as a letter from the university president or designee to the president of the commission summarizing the proposed change. Approval is sought through the submission of a SACSCOC application or prospectus.

Procedures

The university is required to notify THECB and SACSCOC of substantive changes and request approval, when required, prior to the initiation of the changes. The SFA SACSCOC liaison is responsible for coordinating efforts to identify the need for and creation of notification letters related to substantive change. The Office of the Provost and Vice President for Academic Affairs is responsible for all communication with the appropriate governing body.

Under federal regulations, substantive change includes but is not limited to:

- Initiating coursework or programs at a different level than currently approved;
- Initiating off-campus sites (including but not limited to Early College High School, dual enrollment programs offered at a high school, and certificate programs);
- Expanding programs at current degree level *in a manner that constitutes a significant departure (e.g. replacing 25% or more of the courses for a major with new courses)*;
- Expanding program offerings at previously approved off-campus sites;
- Initiating degree completion programs;
- Initiating a branch campus;
- Initiating distance learning;
- Relocating a main or branch campus;
- Entering into a contract with an entity not certified to participate in U.S. Department of Education (USDOE) Title IV programs;
- Initiating dual or joint degrees;

- Initiating a new site;
- Initiating a direct assessment competency-based program;
- Initiating a merger/consolidation with another institution;
- Changing governance, ownership, control, or legal status of an institution;
- Acquiring any program or site from another institution;
- Adding a permanent location at a site where the institution is conducting a teach-out for students from another institution that is closing;
- Initiating a certificate program at a new off-campus site at employer's request and on short notice (previously approved program);
- Initiating a certificate program *that is a significant departure from previously approved programs* at employer's request and on short notice;
- Adding a site under a U.S. military contract for a previously approved program;
- Altering significantly the length of a program;
- Altering significantly the educational mission of the institution;
- Changing from clock hours to credit hours;
- Moving an off-campus instructional site;
- Initiating programs or courses offered through ~~contractual agreement or a cooperative academic arrangement, including but not limited to a consortium, a collaborative agreement with an international institution, or a statewide distance education agreement;~~ or
- Closing a program, approved off-campus site, branch campus, or institution.

When planning to make changes that may require substantive change notification and approval, proposal sponsors must consult with the SFA SACSCOC liaison to determine the appropriate procedure for the proposed change.

The SFA curriculum review cycle is the process used to identify substantive changes related to the addition, deletion, or modification of courses and degree programs. In addition, all proposals for distance education, off-campus sites and certificate program requests will follow the curriculum review process. All proposals must follow and document adherence to curriculum review and approval policies and processes described in the university policy on Curriculum Reviews, Modifications and Approvals (5.7). The SFA SACSCOC liaison will provide the information necessary to prepare a prospectus in accordance with the requirements outlined in the SACSCOC Substantive Change Policy and THECB substantive change guidelines. The SACSCOC prospectus and/or THECB proposal must accompany the Curriculum Change Request.

At least once each academic year, the SACSCOC liaison will provide information to the academic deans, ~~and~~ division vice presidents, *and academic unit heads* regarding substantive change policies and procedures. During this session, the deans, ~~and~~ division vice presidents, *and academic unit heads* will identify potential substantive changes.

All substantive change education and review activities must be coordinated to allow ample time to satisfy the time frame for notification and/or approval as set by THECB and/or SACSCOC. SFA will adhere to the reporting times as specified in THECB guidelines and in the Substantive Change for SACSCOC Accredited Institutions policy statement.

The Office of the Provost and Vice President for Academic Affairs is responsible for conducting an ongoing review of curricular revisions to identify changes that may be substantive in nature and may require reporting or prior approval by THECB and/or SACSCOC. The provost and vice president for academic affairs will determine whether changes are substantive and will initiate appropriate reporting and approval processes in compliance with THECB and SACSCOC policies and procedures.

Cross Reference: Curriculum Reviews, Modifications and Approvals (5.7); SACSCOC Substantive Change Policy; THECB guidelines

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: Forms for program revision, course proposals, substantive change, and distance education are available at the Academic Affairs website <http://www.sfasu.edu/acadaffairs/>.

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Summer Teaching Appointments

Policy Number: 7.28

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: January 31, 2017

Unit(s) Responsible for Policy Implementation: Provost and Vice President for Academic Affairs

Purpose of Policy (what does it do): Guidelines for summer teaching appointments

Reason for the addition, revision, or deletion (check all that apply):

☒ Scheduled Review ☐ Change in law ☐ Response to audit finding

☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: minor clarification

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Policy Committee

Steve Bullard, Provost and Vice President for Academic Affairs

Damon Derrick, General Counsel

Summer Teaching Appointments

Original Implementation: April 20, 2004

Last Revision: ~~January 31, 2017~~ October 28, 2019

The university offers no guarantee of a summer teaching appointment to any faculty member except as specifically contracted. All summer instructional contracts are contingent upon sufficient class enrollments and availability of funding. *Salaries in summer instructional contracts are subject to proration depending upon enrollment.*

Utilizing student and programmatic needs and considering faculty input, each academic unit and college is required to adopt a written policy concerning the allocation of summer teaching assignments. These policies will define priority for summer course offerings and set criteria for allocating teaching assignments among the eligible faculty. The impact of grant funds on summer employment should be considered.

Summer teaching policies must be approved by the academic dean and the provost and vice president for academic affairs. Once final approval is obtained, a copy of the policy will be made available to the faculty. The policy must be reviewed by academic units and colleges every five years.

Cross Reference: Faculty Handbook, Faculty Workload (7.13)

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

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Tenure and Continued Employment

Policy Number: 7.29

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 7/26/2016

Unit(s) Responsible for Policy Implementation: Provost and Vice President for Academic Affairs

Purpose of Policy (what does it do): This policy establishes procedures to be used for tenure in all academic units of the university.

Reason for the addition, revision, or deletion (check all that apply):

- ☒ Scheduled Review ☐ Change in law ☐ Response to audit finding
☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Updated cross references.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Policy Committee
Steve Bullard, Provost and Vice President for Academic Affairs
Damon Derrick, General Counsel

Tenure and Continued Employment

Original Implementation: April 27, 1970 and April 3, 1979

Last Revision: ~~July 26, 2016~~ October 28, 2019

Tenure may be awarded according to established procedures after an appropriate probationary period, or when an individual who already has tenure at another institution is hired for a senior-level position. Tenure is only awarded after candidates successfully demonstrate that they have met or exceeded performance standards in teaching, research/scholarly/creative accomplishments, and service as established by the academic unit. Extensions of employment beyond the probationary period should not be construed as entitlement to tenure.

Tenure is only granted as prescribed in this policy. Tenure will normally be restricted to full-time faculty members who have earned the highest academic degree customarily awarded in their field of study. Exceptions may be granted by the provost and vice president for academic affairs.

This policy establishes procedures to be used for tenure in all academic units of the university. Academic units are responsible for establishing rigorous standards for teaching, research/scholarly/creative accomplishments and service for use in decisions regarding tenure. Unit standards must be approved by the dean and by the provost and vice president for academic affairs.

I. General Provisions

A. Definitions

1. "Tenure" is a status that may be earned by faculty members and librarians who hold academic rank as defined in policy 7.2, Academic Appointments and Titles. Tenure allows these personnel to continue in their positions, unless dismissed for good cause, circumstances of exigency, or discontinuance of a program or academic unit.
2. "Academic unit" normally refers to a subdivision of a college, but can also refer to the library.
3. "Academic unit head" is the administrator immediately responsible for the academic unit.
4. "Tenure review portfolio" (referred to hereafter as the portfolio) is a set of verifiable materials demonstrating evidence of a candidate's credentials and suitability for tenure. The portfolio should contain a succinct, relevant, substantive and cumulative record of a candidate's performance during the probationary review period at Stephen F. Austin State University (SFA); for senior-level and administrative positions, the portfolio will consist of materials requested by the provost and vice president for academic affairs.
5. "Academic year" as used in this policy is the full nine-month period from September through May.

6. “Rigorous standards” are a set of verifiable standards developed by tenured faculty in the academic unit and are subject to approval by the dean and the provost and vice president for academic affairs. Standards for tenure may be distinct from standards for promotion.

B. Tenure Policy Principles

1. Recommendations for granting or denying tenure will be based on a verifiable record of performance.
2. Recommendations and decisions on tenure will not discriminate on any basis prohibited by law or policy.
3. The required content of the portfolio and the academic unit standards will be available to the candidate and the reviewers.
4. The tenure policy and guidelines at the time of hire will be used for evaluation and rating during the critical year for tenure as stated in the initial contract letter.
5. The portfolios of all candidates within a given academic unit should conform to the same criteria, although variation related to the nature of the candidate’s activity is expected.
6. Review committees must consistently follow tenure procedures when evaluating all candidates within a college.
7. Each critical area—teaching, research/scholarly/creative accomplishment, and service—must be evaluated and rated separately and will include criteria addressing collegiality. An overall tenure rating must also be provided.
8. At a minimum, the rating system must include two levels—satisfactory/meets expectations and unsatisfactory/does not meet expectations.
9. Each person in the review process has a professional responsibility to treat information that evaluates another’s work as confidential unless otherwise required by law.
10. Allegations of misconduct made against a candidate during the tenure review process will not be considered by the reviewers. Confirmed professional misconduct that occurred during the probationary period is a valid consideration.

II. Appointments

- A. With the exception of special appointments clearly limited to a brief association with the university and reappointments of retired faculty members on special conditions, all full-time appointments eligible for tenure under Academic Appointments and Titles (7.2) will be either 1) tenured or 2) probationary.
 1. Tenured appointments will require that, prior to the appointment, the candidate successfully complete tenure procedures specified in this policy.
 2. Probationary appointments are subject to annual renewal at the university’s discretion and are made on the basis of several factors.
 - a. A probationary faculty member’s tenure status and years of credit for probationary service will be specified in the initial appointment letter, along with any conditions.

- b. Beginning with full-time appointment to the rank of instructor or above, the probationary period for a faculty member will not exceed six years, including within this period credit granted for appropriate full-time service in all institutions of higher education, unless extended as permitted by university policy.
 - c. At the discretion of the provost and vice president for academic affairs, prior full-time service at another university may be counted toward fulfillment of the required probationary period for tenure at SFA. Normally this credited time is no more than two years and must be determined at the time of initial appointment to a tenure-track position.
 - d. Leaves of absence for appropriate scholarly reasons specified in Policy 12.11 will count as part of the probationary period, unless an exception to this provision is agreed to in writing at the time the leave is granted.
 - e. Leaves of absence for one semester or more due to health-related issues or military service as specified in Policy 12.11 will not be counted toward fulfillment of the required probationary period, unless an exception to this provision is agreed to in writing at the time the leave is granted.
 - f. For purposes of calculating the period of probationary service, an “academic year” is the full nine-month period from September through May. If a faculty member begins service after September 1, the partial year will not be counted toward fulfillment of the maximum probationary period.
 - g. The portfolio must be submitted in the fall semester of the final year of probationary service, unless permission is granted by the provost and vice president for academic affairs for earlier submission.
 - h. Circumstances may justify adjustment of the probationary period. It is the faculty member’s responsibility to provide documentation that demonstrates why an adjustment should be granted. This documentation must be submitted to and approved by the candidate’s academic unit head, dean and then the provost and vice president for academic affairs.
- B. The reappointment of probationary faculty will be determined by the appropriate academic administrators.
 - C. Notice of reappointment will be in writing and will specify the probationary faculty member’s tenure status, years of credit for probationary service and any special conditions. Any special conditions contained in the initial appointment letter will continue to be in effect until expressly revoked by the provost and vice president for academic affairs, regardless of whether such special conditions were re-published in the annual contract letter.
 - D. Notice of non-reappointment, or of intention not to reappoint a faculty member, will be provided in writing according to the following schedule. Non-reappointment may be made for any lawful reason or no reason.
 - 1. During the first year of probationary service, notice will be provided no later than

March 1 and termination will occur at the end of that year's contract.

2. During the second year of probationary service, notice will be provided no later than December 15 and termination will occur at the end of that year's contract.
3. During subsequent years of a probationary appointment, the faculty member will be notified no later than August 31 that a terminal contract will be offered for the next academic year.

III. Pre-tenure Reviews

- A. Each college and its academic units will establish a pre-tenure review process that is approved by the dean and the provost and vice president for academic affairs. Copies must be filed in the offices of the provost and vice president for academic affairs and the general counsel. Each faculty member's progress toward tenure will be formally reviewed at least once during the probationary period. The process must allow all tenured faculty members at the academic unit level, the academic unit head, elected tenured faculty (one from each academic unit) at the college level, the dean, and the provost and vice president for academic affairs to review probationary faculty materials. The candidate will receive written feedback that includes strengths and weaknesses (with recommendations for addressing any weaknesses), a statement indicating whether the candidate is progressing satisfactorily toward tenure, and specific expectations concerning the continuation of appointment. At a minimum, pre-tenure reviews must be conducted according to the following schedule:
 1. Faculty fulfilling a six-year or five-year probationary period must be reviewed in the third year of probationary service.
 2. Faculty fulfilling a four-year or three-year probationary period must be reviewed in the second year of probationary service.
- B. Failure to submit the pre-tenure portfolio will result in a terminal contract for the following academic year.

IV. Tenure Reviews

- A. The academic unit, with approval of the dean and the provost and vice president for academic affairs, will establish tenure standards for teaching, research/scholarly/creative accomplishments and service. Each college and its academic units will also establish a tenure review process that is approved by the dean and the provost and vice president for academic affairs.
 1. Copies must be filed in the offices of the provost and vice president for academic affairs and the general counsel.
 2. The process must allow all tenured faculty members at the academic unit level, the academic unit head, elected tenured faculty (one from each academic unit) at the college level, and the dean to review probationary faculty materials.
 3. Academic unit heads and deans may consider other pertinent information during the review process. All candidates for tenure will be evaluated based upon

- standards in place as of the candidate's initial contract letter.
4. Research/scholarly/creative achievements produced prior to employment at SFA will only count toward fulfilling an academic unit scholarship requirement for tenure if recommended by the unit head and dean in the initial hiring contract and approved by the provost and vice president for academic affairs.
- B. During the academic year prior to the year of the tenure review, the academic unit head will meet with the candidate to discuss the tenure review process including the requirements for preparation of the portfolio, which is due the following fall semester.
1. A candidate must apply for tenure in the final year of probationary service, according to the date specified in the initial contract or the schedule set by the provost and vice president for academic affairs.
 2. Candidates are responsible for preparing and submitting a portfolio that demonstrates how the candidate meets or exceeds the tenure standards. The portfolio must contain all relevant supporting materials, including a table of contents, current vitae, all annual performance reports, all pre-tenure reviews, all administrative evaluations, all student evaluations while at the university since the candidate's pre-tenure review and other materials required by the academic unit. The candidate may consult with the academic unit head (or dean) in preparation of the portfolio.
 3. Faculty members in administrative positions will submit their portfolios to their immediate supervisors who will receive recommendations and supporting comments from the tenured faculty reviewers at the academic unit and college levels. In all other respects the review process for faculty in administrative positions will be consistent with the approved faculty review process for their college.
 4. Faculty members with concurrent appointments in two academic units and/or two colleges will be evaluated by both academic units and/or colleges.
- C. The candidate will be notified in writing within five (5) class days after the academic unit head completes all recommendations regarding applications for tenure. Within five (5) class days of reviewing the written recommendation and supporting comments, the candidate may attach a letter of response addressing errors of fact in the recommendation. Such a notification and any subsequent response by the candidate will become part of the candidate's portfolio.
- D. The candidate will be notified in writing within five (5) class days after the college tenure committee and dean complete all recommendations regarding applications for tenure. Within five (5) class days of reviewing the written recommendation and supporting comments, the candidate may attach a letter of response addressing errors of fact in the recommendation. Such a notification and any subsequent response by the candidate will become part of the candidate's portfolio.
- E. The complete portfolio will then be submitted to the provost and vice president for academic affairs for review. The provost and vice president for academic affairs will submit the complete portfolio and a recommendation to the president and notify the

candidate of the recommendation.

- F. The president will review the complete portfolio and recommendations and any other evidence deemed pertinent as a basis for a recommendation to the Board of Regents.
 - G. The recommendation of the president is then submitted for consideration by the Board of Regents. Tenure may only be granted by official action of the Board of Regents. Within the next class day following the action of the Board of Regents, each candidate will be notified in writing of the board's action by the provost and vice president for academic affairs.
- V. Termination and Non-Renewal of Contracts Procedural Guarantees
- A. Tenured or Probationary Faculty with an Unexpired Appointment Extending Beyond the Date of Proposed Dismissal
 - 1. Good cause for the dismissal of a probationary faculty member whose specified term of employment has not expired, or for the revocation of tenure and dismissal of a tenured faculty member includes but is not limited to: moral turpitude; conviction of any felony; professional incompetence; substantial neglect of professional responsibilities; finding of sexual harassment/misconduct or discrimination under policies 2.11 and/or 2.13; bona fide financial exigency or phasing out of programs or an academic unit requiring faculty reduction; and physical or mental disability of a continuing nature rendering the faculty member unable to perform professional responsibilities of the position.
 - 2. The burden of proof that good cause exists for dismissal rests with the university. The burden of proof will be by preponderance of the evidence.
 - 3. Dismissal will be preceded by discussion between the faculty member and appropriate administrative officers of the university. If a mutually agreeable resolution cannot be achieved, a written statement of specific charges will be prepared by the president or the president's designee.
 - 4. If a written statement of specific charges is issued, the faculty member has the right to a hearing by a hearing committee of the grievance panel. Notice of the hearing with specific charges in writing will be served at least twenty (20) calendar days prior to the hearing. Hearings should be completed without undue delay. The hearing will be private and confidential, to the extent allowed by law, unless the faculty member elects to have a public hearing.
 - a. The hearing committee will be comprised of seven members selected from the grievance panel; three will be selected by the faculty member, three by the president's designee and one by random selection. The faculty member and the university may each challenge the selection of two committee members without stated cause. In the event the faculty member fails to make his/her selection, the three individuals will be selected at random. If a selected member of the hearing committee deems himself/herself biased, he/she will remove herself/himself and an alternate selection will be made using the same

- procedure that named the removed committee member.
- b. The hearing committee will assign members' roles and establish procedures to carry out its responsibilities in a manner that affords both parties due process and fairness. At a minimum, both parties have the right to appear in person at the scheduled time, present all evidence that is relevant or material to the matter, and introduce and cross-examine witnesses.
 - c. The faculty member may have an advisor present at the hearing; however the advisor may only consult and advise the faculty member and is not permitted to participate in the hearing.
 - d. At least five (5) calendar days prior to the hearing, the faculty member and president's designee will provide the hearing committee and each other with copies of any evidence to be used at the hearing, the names of witnesses to be called, and a summary of each witnesses' expected testimony.
 - e. The hearing committee will not be bound by strict rules of legal evidence and may consider any evidence of probative value.
 - f. The hearing committee, by a majority of its total membership, will make written findings on each charge and recommendations. The findings and recommendations will be based solely on the hearing record. The hearing committee's findings, recommendations, and the basis for them will be communicated in writing to the faculty member and the president. It will be accompanied by a verbatim written record and audio recording of the hearing.
 - g. If the hearing committee concludes that good cause for dismissal has not been established by the evidence in the record and the president rejects the committee's recommendation, the reason for doing so will be stated in writing to the committee and the faculty member. The president will provide a reasonable time for response before presenting the case to the Board of Regents.
5. When it is the president's final judgment to recommend dismissal, the recommendation, a verbatim written record of the hearing, and the report of the hearing committee will be presented to the Board of Regents.
 - a. If the recommendation of the president for dismissal conflicts with the recommendation of the hearing committee, the Board of Regents will review the case based on the record of the hearing, with opportunity for argument by the faculty member and president's designee.
 - b. If the recommendations of the president and the hearing committee are in accord, the Board of Regents may choose to limit its review to the record of the hearing. The Board of Regents chair will communicate the decision in writing through the president to the chair of the hearing committee and the faculty member.
 6. Pending action by the Board of Regents, the faculty member may be suspended without pay and immediately removed from the university, or assigned to other

duties with pay, if the faculty member: (1) poses a continuing danger to persons or property; (2) disrupts the orderly operation of the university; (3) endangers the education of students; or (4) has been convicted of a felony or crime of moral turpitude. In cases of suspension or reassignment, the president will set a hearing before the appropriate administrator or committee on the faculty member's case as soon thereafter as is practical unless otherwise waived by the faculty member.

7. Faculty members with tenure subject to termination due to failure to successfully complete a plan for assisted development will be given the opportunity for referral of the matter to a nonbinding alternative dispute resolution process as described in Chapter 154, Civil Practice and Remedies Code, or other type of alternative dispute resolution as mutually selected by the faculty member and president or president's designee.

B. Probationary Faculty Whose Contract is Not Renewed

1. A probationary faculty member who has been notified of non-reappointment may appeal through the proper channels only on presentation of a prima facie case that constitutional guarantees or academic freedom was violated. Appeals will adhere to the following schedule:
 - a. Non-reappointment on or before March 1 during the first year of probationary service must be appealed within 30 days of notification.
 - b. Non-reappointment on or before December 15 during the second year of probationary service must be appealed within 60 days of notification.
 - c. Non-reappointment during a subsequent year of probationary service must be appealed within 30 days after the beginning of the next fall term.
2. The burden of proof for allegations of abridgement of constitutional guarantees or academic freedom is upon the probationary faculty member. The burden of proof will be by the preponderance of the evidence.
3. A faculty member who alleges abridgement of constitutional guarantees or academic freedom will present evidence to a grievance panel hearing committee.
 - a. The committee will be comprised of five members selected from the grievance panel; two will be selected by the faculty member, two by the president's designee, and one by random selection. The faculty member and the university may each challenge the selection of one committee member without stated cause. In the event the faculty member fails to make his/her selection, the two individuals will be selected at random.
 - b. The committee will assign members' roles and establish procedures to carry out its responsibilities.
 - c. The faculty member may have an advisor present at the hearing; however the advisor may only consult and advise the faculty member and is not permitted to participate in the hearing.
 - d. At least five (5) calendar days prior to the hearing, the faculty member and president's designee will provide the committee and each other with copies of

- any evidence to be used at the hearing, the names of witnesses to be called, and a summary of each witnesses' expected testimony.
- e. Hearings should be completed without undue delay. The hearing will be private and confidential, to the extent allowed by law, unless the faculty member elects to have a public hearing.
 4. If the hearing committee finds probable cause that there was an abridgement of constitutional guarantees or academic freedom, conferences between the faculty member and appropriate administrative officers of the university will be scheduled. If the conferences fail to achieve a mutual settlement, the faculty member's institutional due process is completed.
 5. If the hearing committee finds no probable cause that there was an abridgement of constitutional guarantees or academic freedom, the faculty member's institutional due process is completed.
 6. A written report of the hearing committee's finding will be sent to the president and to the faculty member.

Cross Reference: Academic Appointments and Titles (7.2); ~~Leave of Absence~~ *Administrative Leave* (Faculty and Staff) (12.11); Academic Freedom and Responsibility (7.3); Performance Evaluation of Faculty (7.22); Discrimination Complaints (2.11); Sexual Misconduct (2.13); Faculty Code of Conduct (7.11); Authorization for the University President to Suspect Faculty and Staff (11.3); Tex. Educ. Code § 51.942(d)

Responsible for Implementation: President

Contact for Revision: President

Forms: Faculty Activity Report; Administrative Evaluation; Promotion/Tenure Application

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Timely Warning

Policy Number: 13.22

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 11/7/2016

Unit(s) Responsible for Policy Implementation: Vice President for University Affairs

Purpose of Policy (what does it do): Provides guidelines for Timely Warnings

Reason for the addition, revision, or deletion (check all that apply):

- ☒ Scheduled Review ☐ Change in law ☐ Response to audit finding
☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Minor wording and title updates.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

John Fields, Exective Director and Chief of Police
Dr. Adam Peck, Assistant VP and Dean of Student Affairs
Dr. Steve Westbrook, Vice President for University Affairs
Damon Derrick, General Counsel

Timely Warning

Original Implementation: October 30, 2007

Last Revision: ~~November 7, 2016~~ October 28, 2019

A Campus Crime Alert/Timely Warning (A/TW) is designed to provide students, faculty and staff with timely notification of significant events that represent a serious and/or continuing threat to the campus community. The alert issued relative to a crime and/or suspect may seek information that will help lead to the arrest and conviction of an offender.

Timely Warning Procedure

The Stephen F. Austin State University *Police Department of Public Safety (UPDDPS)* is responsible for determining if an emergency exists, then preparing and issuing Alerts/Timely Warnings. As no two incidents are alike, the decision to issue an A/TW will be made on a case-by-case basis, considering the facts surrounding an event and the perceived continuing danger to the campus community. Upon learning of an incident that could potentially require issuing an alert, the *UPDDPS* supervisor on duty will brief the chief or assistant chief of police *or the emergency management director*, who will make a determination regarding issuance of an A/TW. Should the chief and assistant chief be unavailable, the supervisor on duty should brief an available lieutenant who will make the issuance decision. Should contact not be possible with any of the police officials described above, the vice president for university affairs may be contacted to make the issuance decision. An A/TW may be *reasonably* delayed if law enforcement officials determine that such an alert would risk or compromise law enforcement efforts to deal with the emergency or rescue a victim.

Information may originate with law enforcement agencies or law enforcement officers other than *UPDDPS* that may require an A/TW. Such information may indicate an incident has occurred, or is likely to occur, that represents a serious or continuing threat to campus safety. When notified by an external agency, the decision to issue an A/TW will be made in the same process described above.

Information included in Campus Crime Alerts will include the following, at minimum, unless it is determined by law enforcement that such information would compromise law enforcement efforts to deal with the emergency or rescue a victim:

1. A concise description of the incident and type of crime, including location, date and time of occurrence
2. A physical description of the suspect, including gender and race
3. Composite drawing of the suspect, or photograph, if available
4. Apparent connection to previous incidents, if applicable
5. Race of the victim, but only if there were an apparent bias motive
6. Sex of the victim, if relevant

7. Injury sustained by the victim
8. Date and time the campus alert was released
9. A notice to the campus community to exercise caution

The name of the victim is confidential and will not be released in Campus Crime Alerts.

Alerts/Timely Warnings may be delivered using one or more of the following systems:

1. Outdoor alert system
2. Mobile alert system (JackAlert Emergency Notification System)
3. E-mail to students' and employees' campus accounts
4. Web page banners on all pages hosted on the primary SFA Web server, linked to the campus alert Web site
5. Social media (Facebook, Twitter)
6. Television alert broadcast (television connected to the campus cable TV provider)
7. Public address speaker from a marked university police vehicle

Information included for a severe weather or significant emergency A/TW will include the following:

1. Type of weather event or emergency
2. Safety precautions persons should take

Alternative methods for distributing Campus Crime Alerts/Timely Warnings may include, but are not limited to, media releases, campus newspaper, flyers posted in university buildings and phone message boards.

Any or all methods may be activated depending on the emergency and its circumstances.

Cancellation Procedure

When the incident causing the A/TW to be issued no longer poses an imminent threat to the campus community, the alert may be terminated by the chief of police or the assistant chief. Should these positions be unavailable, the alert may be terminated by an available lieutenant or the vice president of university affairs. Upon termination of an alert, an "All Clear" message will be transmitted to the campus community.

Cross Reference: 20 U.S.C. § 1092(f); Annual Disclosure of Crime Statistics (13.3)

Responsible for Implementation: Vice President for University Affairs

Contact for Revision: Executive Director of Public Safety/Chief of University Police

Forms: None

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: University Awards Programs

Policy Number: 12.20

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 11/7/2016

Unit(s) Responsible for Policy Implementation: Provost and Vice President for Academic Affairs and Vice President for Finance and Administration

Purpose of Policy (what does it do): Describes process for university awards

Reason for the addition, revision, or deletion (check all that apply):

☒ Scheduled Review ☐ Change in law ☐ Response to audit finding

☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: deleted list of specific awards, updated titles

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Policy Committee
Steve Bullard, Provost and Vice President for Academic Affairs
Damon Derrick, General Counsel

University Awards Programs

Original Implementation: January 29, 2008

Last Revision: ~~November 7, 2016~~ October 28, 2019

Cash awards may be given to employees as part of 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 processes cross referenced below. University award programs must be approved by the provost and vice president for academic affairs for faculty, or by the ~~president~~ *vice president for finance and administration* 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, but are not limited to: 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~~ *Scholar* (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

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: University Closure for Inclement Weather and Other Emergencies

Policy Number: 13.12

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 11/7/2016

Unit(s) Responsible for Policy Implementation: President's Office

Purpose of Policy (what does it do): Regulates university closure for inclement weather and other emergencies

Reason for the addition, revision, or deletion (check all that apply):

- ☒ Scheduled Review ☐ Change in law ☐ Response to audit finding
☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy: N/A

Specific rationale for each substantive revision: Change department name from Public Safety to University Police

Specific rationale for deletion of policy: N/A

Additional Comments:

Reviewers:

John Fields, Executive Director and Chief of Police
Dr. Adam Peck, Assistant VP and Dean of Student Affairs
Dr. Steve Westbrook, Vice President for University Affairs
Damon Derrick, General Counsel

University Closure for Inclement Weather and Other Emergencies

Original Implementation: June 1, 1990

Last Revision: ~~November 7, 2016~~ October 28, 2019

In the event inclement weather or other conditions impede the normal operations of the university, the president may declare an emergency, cancel/delay classes, and close university offices for an appropriate period. The president's decision may be provided to the news media by the University Marketing Communications office and broadcast by the ~~Department of Public Safety~~ *University Police Department* via the JackAlert Campus Notification System. In the absence of a specific announcement otherwise, faculty, staff and students should assume normal operation of the university.

If the president declares an emergency, cancels/delays classes, and/or closes university offices, certain critical areas shall be required to continue operations. These are:

1. ~~Department of Public Safety~~ *University Police Department* - Employees designated by the executive director/chief of police.
2. Physical Plant - Employees designated by the director of the physical plant department.
3. Residence Life - Employees designated by the director of residence life.
4. Student Center - Employees designated by the director of student services.
5. Any other area deemed critical by an appropriate vice president.

Employees who are required to report to work during the period the university is closed may receive compensatory time. Employees who voluntarily report to work during the period the university is closed shall not receive compensatory time. Employees who are on vacation or sick leave during the period the university is closed will not be charged for leave.

The provisions of this policy apply to all employees, regardless of the nature of their employment or the time of their work shift.

Cross Reference: None

Responsible for Implementation: President

Contact for Revision: Vice President for University Affairs

Forms: None

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Vacation Leave

Policy Number: 12.21

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 1/29/19

Unit(s) Responsible for Policy Implementation: Human Resources

Purpose of Policy (what does it do): The policy exists to describe rules for vacation accruals and usage for staff employees.

Reason for the addition, revision, or deletion (check all that apply):

☐ Scheduled Review

☐ Change in law

☐ Response to audit finding

☐ Internal Review

☒ Other, please explain: Clarify requesting and reporting vacation leave for employees.

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Clarify that requests can be made by completing a paper request form, electronically, or by another method approved by the department head.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Loretta Doty, Director of Human Resources

Danny Gallant, Vice President for Finance and Administration

Damon Derrick, General Counsel

Vacation Leave

Original Implementation: Unpublished

Last Revision: ~~January 29, 2019~~ October 28, 2019

Purpose

This policy establishes the eligibility to earn vacation leave, defines the rates of accrual, and describes related requirements.

General

Employees of the university, other than faculty with appointments of less than twelve months, shall, without deduction in salary, be entitled to vacation leave in each fiscal year. SFA Charter School teachers are excluded from this policy. Additionally, this policy will not apply if alternative leave benefits were negotiated in a contract agreement with an employee. Additionally, employees excluded from this policy include those who do not work at least 20 hours per week for a period of at least 4.5 months or employees in positions that require student status. An employee will earn vacation entitlement beginning on the first day of employment with the state and terminating on the last day. Vacation with pay may not be granted until the employee has had continuous employment with the state for six (6) months, although credit will be accrued during that period. Such entitlement shall be earned as listed below:

Employees with Total State Employment of:	Hours Accrued Per Month	Maximum Hours to Carry Forward from One Fiscal Year to Next Fiscal Year
0 but less than 2 years	8	180
2 but less than 5 years	9	244
5 but less than 10 years	10	268
10 but less than 15 years	11	292
15 but less than 20 years	13	340
20 but less than 25 years	15	388
25 but less than 30 years	17	436
30 but less than 35 years	19	484
35 and over years	21	532

Vacation credit for the higher rate of accrual as shown on the chart above shall be given on the first calendar day of the month if the employee's anniversary date falls on the first calendar day of the month; otherwise, the increase will occur on the first calendar day of the following month.

Part-time employees are also eligible for annual leave, but their accrual rate and maximum annual leave carryover amounts are proportionate to the number of hours they work. For example, half-time employees earn and carry over annual leave at one-half the rate authorized for full-time employees.

The annual leave hours in excess of the maximum allowable carryover left at the end of a fiscal year shall be credited to the employee's sick leave balance. If the employee is on any type paid leave that extends into the following month, the accrual will not be posted until the employee returns to duty. An employee forfeits this accrual if he or she fails to return to duty.

If a state employee transfers directly from one state agency to another, they shall be entitled to credit with the newly employing agency for accumulated but unused vacation entitlement, provided that employment with the state is uninterrupted. A state employee who resigns, is dismissed, or departed from state employment shall be entitled to be paid for all vacation time duly accrued at the time of separation from state employment, provided the employee has had continuous employment with the state for six (6) months.

Vacation leave for non-faculty employees must be approved in advance by the appropriate supervisor. Non-faculty employees must request vacation using ~~either a Request for Vacation, Compensatory Time, Sick Leave Taken form, the system leave request form (electronically), or document the leave in a manner established and documented by the department head~~ *a departmentally authorized electronic process or physical form. The request and approval process must be documented and retained in association with state-regulated records retention requirements.* Every effort should be made to accommodate the vacation requests, but supervisors may request that such leave be taken during periods other than departmental peak work periods.

Cross Reference: Tex. Gov't Code §§ 661.152-.153

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources

Forms: ~~Request for Vacation/;Compensatory Time/;Sick Leave RequestTaken form (available from Human Resources)~~

Board Committee Assignment: Finance and Audit

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Working Hours and Holidays

Policy Number: 12.24

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 11/7/2016

Unit(s) Responsible for Policy Implementation: Vice President for Finance and Administration

Purpose of Policy (what does it do): This policy establishes official university hours of operation and normal university work schedules. It also describes the establishment of holidays and those eligible for holiday pay.

Reason for the addition, revision, or deletion (check all that apply):

- ☒ Scheduled Review ☐ Change in law ☐ Response to audit finding
☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: A reference to telecommuting policy was added to the policy

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Loretta Doty, Director of Human Resources
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Working Hours and Holidays

Original Implementation: Unpublished

Last Revision: ~~November 7, 2016~~ October 28, 2019

Purpose

This policy establishes official university hours of operation and normal university work schedules. It also describes the establishment of holidays and those eligible for holiday pay.

Definition

A **regular employee** is defined as one who is employed to work at least 20 hours per week for a period of at least four and one-half months excluding students employed in positions which require student status as a condition of employment

General

Non-academic offices and departments shall be open during the hours 8:00 a.m. to 5:00 p.m., Monday through Friday, except university holidays. University offices and departments may open for extended hours to address specific operational needs. Full-time university employees shall work a minimum of forty (40) hours per week. University holidays, paid time off and sick leave taken may substitute for hours worked. Changes to the normal university work schedule may be made by the president of the university when such changes are in the best interest of the university.

To support operational efficacy, department heads may approve the use of alternative work schedules such as compressed work weeks, flexible schedules, and staggered work hours.

Instructional personnel shall be exempt from standard hours and shall, in turn, function as necessary to meet classes and maintain related academic duties.

Employees must, during normal working hours, conduct university business only at their regular place of business or assigned temporary duty point unless they are on travel status or have received prior written authorization from the president. An employee's home may not be considered his/-or her regular or assigned place of business without the written approval of the president. *appropriate administrative approval.*

Holidays shall be those established by the Board of Regents of the university, in accordance with state law. For purposes of this policy, a holiday cannot exceed 8 hours per day. Only regular employees shall be eligible for paid holidays.

Cross Reference: Tex. Gov't Code Ch. 658, §§ 662.001-.022; Tex. Atty. Gen. Op. M-1058 (1972), Overtime and Compensatory Time (12.14), *Telecommuting* (11.27).

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources

Forms: Alternative Work Schedule Form, *Telecommuting Request and Agreement Form* (Available on Human Resources website)

Board Committee Assignment: Finance and Audit

Cadet Cole Costigan is from Flower Mound, Texas, and graduated from Flower Mound High School. In fall of 2016, Cadet Costigan began studying at Stephen F. Austin State University as a ROTC 3-Yr Scholarship recipient.

During his time at SFA, Cadet Costigan has attended Advance Leadership Camp at Fort Knox, Kentucky; Airborne school at Fort Benning, Georgia; Air Assault School at the Sabalauski Air Assault School at Fort Campbell; Kentucky; and participated in numerous training events offered in the SFA ROTC Program. He is a Kinesiology major and in ROTC, he is in the position of Cadet Battalion Commander. Cole is on track to graduate and commission as a Second Lieutenant Army Officer in Fall 2020.

Upon commissioning, Cadet Costigan will attend Flight School and Aviation Basic Leadership Course in Fort Rucker, Alabama. Cadet Costigan currently resides in Nacogdoches, TX.

APPROVAL OF MINUTES OF JULY 21-23, 2019, AND AUGUST 17, 2019,
BOARD OF REGENTS MEETINGS

Explanation:

The minutes of the July 21, 22 and 23, 2019, regular meeting of the Board of Regents and minutes of the August 17, 2019, special meetings of the Board of Regents are included in this report.

Recommendation:

It is recommended by the administration that the minutes of the July 21-23, 2019 and August 17, 2019 meetings be approved.

**Stephen F. Austin State University
Minutes of the Meeting of the Board of Regents
Nacogdoches, Texas
July 21 - 23, 2019
Austin Building 307
Meeting 329**

Sunday, July 21, 2019

The regular meeting of the Board of Regents was called to order in open session at 1:06 p.m. on Sunday, July 21, 2019, by Chair Brigettee Henderson.

PRESENT:

Board Members: Mrs. Brigettee Henderson, Chair
 Mr. David Alders
 Ms. Nelda Blair
 Dr. Scott Coleman
 Mr. Alton Frailey
 Ms. Karen Gantt
 Mr. Tom Mason
 Ms. Judy Olson
 Ms. Jennifer Winston
 Ms. Zoé Smiley, student member

Interim President: Dr. Steve Westbrook

Vice-Presidents: Dr. Steve Bullard
 Dr. Danny Gallant
 Dr. Adam Peck
 Ms. Jill Still

General Counsel: Mr. Damon Derrick

Other SFA administrators, staff, and visitors

The chair called for an executive session to consider the following items:

Deliberations Regarding Security Devices or Security Audits (Texas Government Code, Section 551.076)

- Report from chief information officer

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

Deliberations Regarding the Purchase, Exchange, Lease, Sale or Value of Real Property (Texas Government Code, Section 551.072)

- Possible real estate purchase

Consultation with Attorney Regarding Legal Advice or Pending and/or Contemplated Litigation or Settlement Offers (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 director of intercollegiate athletics, the general counsel, the chief audit executive, the coordinator of board affairs, the vice presidents, and the president (Texas Government Code, Section 551.074)

The executive session ended at 6:35 p.m. The Board of Regents meeting returned to open session and recessed to Monday, July 22, at 8:00 a.m.

Monday, July 22, 2019

The regular meeting of the Board of Regents was called to order in open session at 8:02 a.m. on Monday, July 22, 2019, by Chair Brigettee Henderson.

PRESENT:

Board Members: Mrs. Brigettee Henderson, Chair
 Mr. David Alders
 Ms. Nelda Blair
 Dr. Scott Coleman
 Mr. Alton Frailey
 Ms. Karen Gantt
 Mr. Tom Mason
 Ms. Judy Olson
 Ms. Jennifer Winston
 Ms. Zoé Smiley, student member

Interim President: Dr. Steve Westbrook

Vice-Presidents: Dr. Steve Bullard
 Dr. Danny Gallant
 Dr. Adam Peck
 Ms. Jill Still

General Counsel: Mr. Damon Derrick

Other SFA administrators, staff, and visitors

The board recessed at 8:02 a.m. for committee meetings. The Building and Grounds Committee convened at 8:02 a.m. and recessed at 10:27 a.m. The Academic and Student Affairs Committee convened at 10:27 a.m. and adjourned at 11:25 a.m. The board members attended lunch and a groundbreaking for the Basketball Performance Facility at the coliseum. The Building and Grounds Committee reconvened at 1:56 p.m. and recessed at 3:00 p.m. The Finance and Audit Committee convened at 3:00 p.m. and adjourned at 4:10 p.m.

The Board of Regents meeting returned to open session at 4:25 p.m. and moved to an executive session. The session ended at 6:30 p.m. and the board meeting recessed to Tuesday, July 23, at 9:00 a.m.

Tuesday, July 23, 2019

The regular meeting of the Board of Regents was called to order in open session at 9:00 a.m. Tuesday, July 23, 2019, in the Austin Building Board Room by Chair Brigettee Henderson.

PRESENT:

Board Members: Mrs. Brigettee Henderson, Chair
 Mr. David Alders
 Ms. Nelda Blair
 Dr. Scott Coleman
 Mr. Alton Frailey
 Ms. Karen Gantt
 Mr. Tom Mason
 Ms. Judy Olson
 Ms. Jennifer Winston
 Ms. Zoé Smiley, student member

Interim President: Dr. Steve Westbrook

Vice-Presidents: Dr. Steve Bullard
 Dr. Danny Gallant
 Dr. Adam Peck
 Ms. Jill Still

General Counsel: Mr. Damon Derrick

Other SFA administrators, staff, and visitors

SFA ROTC Cadet Matthew Griner led the pledges to the flags and Regent Scott Coleman provided the invocation.

The oath of office was administered by District Judge Ed Klein to David Alders, reappointed for a second term to the Board of Regents, and to Judy Olson and Jennifer Winston, newly appointed regents.

RECOGNITIONS

Dr. Peck recognized the SFA Rodeo Club and the National Championship Intramural Basketball Team. Dr. Bullard recognized Dean Brian Murphy for his outstanding innovations in the College of Liberal and Applied Arts.

APPROVAL OF MINUTES

BOARD ORDER 19-40

Upon motion by Regent Coleman, seconded by Regent Mason, with all members voting aye, it was ordered that the minutes of the April 28-30, May 18, and June 29, 2019 meetings be approved as presented.

ADMINISTRATION

BOARD ORDER 19-41

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

ELECTION OF THE GENERAL COUNSEL FOR 2019-20

A performance evaluation was conducted, and Damon Derrick was reelected general counsel for 2019-2020, at an annual salary of \$185,400 effective September 1, 2019.

ELECTION OF THE CHIEF AUDIT EXECUTIVE FOR 2019-20

A performance evaluation was conducted, and Gina Oglesbee was reelected chief audit executive for 2019-2020, at an annual salary of \$149,968 effective September 1, 2019.

ELECTION OF THE COORDINATOR OF BOARD AFFAIRS FOR 2019-20

A performance evaluation was conducted, and Judy Buckingham was reelected coordinator of board affairs for 2019-2020, at an annual salary of \$51,500 effective September 1, 2019.

PERSONNEL

BOARD ORDER 19-42

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

FACULTY APPOINTMENTS

The following faculty appointments were approved.

COLLEGE OF EDUCATION

Richard Skuza, Ed.D. (Texas A&M University), Visiting Assistant Professor of Secondary Education and Educational Leadership, at an academic year salary of \$53,000 for 100 percent time, effective September 1, 2019.

COLLEGE OF LIBERAL AND APPLIED ARTS

Meta Henty, M.A. (Texas Christian University), Lecturer of English and Creative Writing, at an academic year salary of \$40,000 for 100 percent time, effective September 1, 2019.

Jason McIntosh, Ph.D. (University of Nebraska-Lincoln), Assistant Professor of English and Creative Writing, at an 11-month salary of \$65,259 for 100 percent time, effective September 1, 2019.

Sara Parks, Ph.D. (Iowa State University), Assistant Professor of English and Creative Writing, at an academic year salary of \$54,500 for 100 percent time, effective September 1, 2019.

COLLEGE OF MATHEMATICS AND SCIENCES

Ryan Anderson, M.S. (Washington State University), Assistant Professor of Geology, at an academic year salary of \$64,000 for 100 percent time, effective September 1, 2019.

Anne Collier, M.S.N. (University of Texas - Tyler), Clinical Instructor of Nursing, at an academic year salary of \$58,000 for 100 percent time, effective September 1, 2019.

Alysa Cummings, M.S.N. (Texas Christian University), Clinical Instructor of Nursing, at an academic year salary of \$58,000 for 100 percent time, effective September 1, 2019.

Alyson David, M.S.N. (University of Texas - Arlington), Clinical Instructor of Nursing, at an academic year salary of \$55,000 for 100 percent time, effective September 1, 2019.

Michael Read, Ph.D. (University of Texas - Arlington), Lecturer of Geology, at an academic year salary of \$47,000 for 100 percent time, effective September 1, 2019.

STAFF APPOINTMENTS

The following staff appointments were approved:

ACADEMIC ASSISTANCE AND RESOURCE CENTER

Kay Winfield, Program Director, at an annual salary of \$45,000 for 100 percent time, effective June 24, 2019.

ATHLETICS

Brynn Baca, Assistant Softball Coach, at an annual salary of \$35,000 for 100 percent time, effective June 13, 2019.

Leonard Hankerson, Assistant Football Coach, at an annual salary of \$48,000 for 100 percent time, effective April 3, 2019.

CAMPUS RECREATION

Talyn Sands, Campus Recreation Coordinator, at an annual salary of \$35,500 for 100 percent time, effective May 20, 2019.

Shelby Waller, Campus Recreation Coordinator at an annual salary of \$35,308 for 100 percent time, effective May 14, 2019.

CENTER FOR TEACHING AND LEARNING

Deanna Schleich, Learning Experience Design Specialist I, at an annual salary of \$49,000 for 100 percent time, effective June 3, 2019.

CHARTER SCHOOL

Kendall Berger, Teacher, at a 10-month salary of \$39,000 for 100 percent time, effective September 1, 2019.

Stephanie Hudspeth, Teacher, at a 10-month salary of \$43,600 for 100 percent time, effective September 1, 2019.

Sydney Thornell, Teacher, at a 10-month salary of \$40,500 for 100 percent time, effective September 1, 2019.

ENVIRONMENTAL HEALTH, SAFETY AND RISK MANAGEMENT

Gregory Moore, Safety Officer, at an annual salary of \$49,500 for 100 percent time, effective June 17, 2019.

INFORMATION TECHNOLOGY SERVICES

Ross Bowman, Systems Programmer I, at an annual salary of \$50,000 for 100 percent time, effective June 3, 2019.

Henry Jaynes, Programmer/Analyst I, at an annual salary of \$41,000 for 100 percent time, effective April 15, 2019.

PROCUREMENT AND PROPERTY SERVICES

Jennifer Wesoloski, Associate Director, at an annual salary of \$90,000 for 100 percent time, effective April 15, 2019.

RESIDENCE LIFE OPERATIONS

Shea Roll, Assistant Director, at an annual salary of \$55,400 for 100 percent time, effective June 3, 2019.

Colton Rudder, Hall Director, at an annual salary of \$30,330 for 100 percent time, effective May 20, 2019.

UNIVERSITY POLICE DEPARTMENT

Mark Young, Director of Public Safety-Emergency Management, at an annual salary of \$65,000 for 100 percent time, effective June 10, 2019.

CHANGES OF STATUS

The following changes of status were approved:

ADMISSIONS

Emily Jefferson, from Coordinator of Disability Services Support at an annual salary of \$46,358 for 100 percent time, to Coordinator for Transfer Students at an annual salary of \$55,400 for 100 percent time, effective May 20, 2019.

ATHLETICS

Kara Carpenter, from Athletic Academic Advisor at an annual salary of \$44,500 for 100 percent time, to Assistant Director of Athletics – Compliance at an annual salary of \$55,000 for 100 percent time, effective April 22, 2019.

Mackenzie Wenger, from Athletic Academic Advisor at an annual salary of \$44,500 for 100 percent time, to Assistant Director of Athletics – Academic Services at an annual salary of \$50,000 for 100 percent time, effective April 22, 2019.

Morgan Spearman, Assistant Softball Coach at an annual salary of \$35,006 for 100 percent time, to Assistant Softball Coach at an annual salary of \$39,053 for 100 percent time, effective June 12, 2019.

CENTER FOR TEACHING AND LEARNING

Megan Weatherly, from Coordinator of Instructional Design at an annual salary of \$62,000 for 100 percent time, to Interim Director of Instructional Technology at an annual salary of \$62,000

for 100 percent time with an additional stipend of \$750 per month for three months for interim duties, effective June 1, 2019.

COLLEGE OF EDUCATION

Brandon Fox, from Associate Professor of Elementary Education at an academic year salary of \$67,556 for 100 percent time, to Associate Professor and Chair of Elementary Education at an annual salary of \$122,500 for 100 percent time, effective June 1, 2019.

COLLEGE OF LIBERAL AND APPLIED ARTS

Michael Walker, from Assistant Dean of Student Affairs for Support Services at an annual salary of \$82,743 for 100 percent time, to Associate Professor of Psychology at an academic year salary of \$65,000 for 100 percent time, effective September 1, 2019.

COLLEGE OF MATHEMATICS AND SCIENCES

Harry Downing, from Professor and Chair of Physics, Engineering and Astronomy at an 11-month salary of \$126,910 for 100 percent time, to Professor of Physics, Engineering and Astronomy at an academic year salary of \$112,000 for 100 percent time, effective September 1, 2019.

ENVIRONMENTAL HEALTH, SAFETY AND RISK MANAGEMENT

Matthew Romig, from Safety Officer at an annual salary of \$50,603 for 100 percent time, to Senior Safety Officer at an annual salary of \$55,400 for 100 percent time, effective April 18, 2019.

INFORMATION TECHNOLOGY SERVICES

Karrie Robertson, from Systems Programmer I at an annual salary of \$55,120 for 100 percent time, to Systems Programmer II at an annual salary of \$57,000 for 100 percent time, effective April 17, 2019.

Nathan Amer, from Programmer/Analyst III at an annual salary of \$54,080 for 100 percent time, to Programmer/Analyst IV at an annual salary of \$66,000 for 100 percent time, effective April 1, 2019.

Tyler Davenport, from Technical Support Specialist II at an annual salary of \$40,128 for 100 percent time, to Systems Programmer I at an annual salary of \$50,000 for 100 percent time, effective April 22, 2019.

Charles Fox, from Programmer/Analyst II at an annual salary of \$46,058 for 100 percent time, to Programmer/Analyst III at an annual salary of \$54,080 for 100 percent time, effective April 1, 2019.

Mary Smith, from Assistant Director of Instructional Technology at an annual salary of \$74,910 for 100 percent time, to Assistant Director of Technology Classroom Support at an annual salary of \$74,910 for 100 percent time, effective May 1, 2019.

LIBRARY

Jonathan Helmke, from Associate Director of Library Information Systems at an annual salary of \$85,280 for 100 percent time, to Interim Library Director at an annual salary of \$85,280 for 100 percent time with an additional stipend of \$1,000 per month for three months for interim duties, effective June 1, 2019.

OFFICE OF THE PRESIDENT

Heather Howell, from Executive Assistant to the Vice President for University Affairs at an annual salary of \$54,846 for 100 percent time, to Interim Special Assistant to the President at an annual salary of \$54,846 for 100 percent time with an additional stipend of \$1,500 per month for five months for interim duties, effective April 8, 2019.

PROCUREMENT AND PROPERTY SERVICES

Katherine Ivancic, Contracting Specialist at an annual salary of \$38,400 for 100 percent time, to Contracting Specialist II at an annual salary of \$44,000 for 100 percent time, effective April 11, 2019.

Teresa Rhodes, from Buyer at an annual salary of \$37,000 for 100 percent time, to Contracting Specialist I at an annual salary of \$38,400 for 100 percent time, effective May 20, 2019.

UNIVERSITY AFFAIRS

Veronica Beavers, from Director of Multicultural Affairs at an annual salary of \$70,900 for 100 percent time, to Interim Director of Student Rights and Responsibilities at an annual salary of \$70,900 for 100 percent time with an additional stipend of \$750 per month for three months for interim duties, effective May 15, 2019.

Lacey Folsom, from Director of Student Engagement at an annual salary of \$61,400 for 100 percent time, to Interim Assistant Dean of Students at an annual salary of \$61,400 for 100 percent time with an additional stipend of \$1,000 per month for four months for interim duties, effective May 1, 2019.

Adam Peck, from Dean of Students and Assistant Vice President of University Affairs at an annual salary of \$121,245 for 100 percent time, to Interim Vice President of University Affairs at an annual salary of \$121,245 with an additional stipend of \$2,500 per month for four months for interim duties, effective May 1, 2019.

Livia Pierce, from Assistant to the Dean of Students at an annual salary of \$37,700 for 100 percent time, to Interim Executive Assistant to the Vice President of University Affairs at an annual salary

of \$37,700 for 100 percent time with an additional stipend of \$500 per month for five months for interim duties, effective April 8, 2019.

Hollie Gammel Smith, from Assistant Dean of Student Affairs Programming at an annual salary of \$82,742 for 100 percent time, to Interim Dean of Students at an annual salary of \$82,742 for 100 time with an additional stipend of \$1,500 per month for four months for interim duties, May 1, 2019.

Nick Stallworth, from Associate Director of Student Center Administration at an annual salary of \$63,922 for 100 percent time, to Interim Director of Auxiliary Services at an annual salary of \$63,922 for 100 percent time with an additional stipend of \$1,500 per month for four months for interim duties, effective May 15, 2019.

RETIREMENTS

The following retirements were accepted:

Kenneth Austin, Professor of Secondary Education and Educational Leadership, effective May 31, 2019, with 13 years of service.

Lauree Faires, Charter School Teacher, effective August 2, 2019, with 16 years of service.

Carolyn Hardy, Assistant Director of Admissions, effective May 31, 2019, with 51 years of service.

Karen Jenlink, Professor of Secondary Education and Educational Leadership, effective May 31, 2019, with 17 years of service.

Patrick Jenlink, Professor of Secondary Education and Educational Leadership, effective June 30, 2019, with 22 years of service.

Jana McCall, Charter School Teacher, effective August 2, 2019, with six years of service.

Rebecca Parr, Assistant Professor of Biology, effective August 31, 2019, with six years of service.

Peggy Scott, Director of Office of Student Rights and Responsibilities, effective April 30, 2019, with 38 years of service.

Samuel Smith, Director of Student Center Administration, effective August 31, 2019, with 19 years of service.

Elizabeth Vaughn, Professor and Chair of Elementary Education, effective May 31, 2019, with 23 years of service.

Jack Watson, Associate Professor of Anthropology, Geography and Sociology, effective August 31, 2019, with 28 years of service.

Ann Wilson, Professor of Business Communications and Legal Studies, effective August 31, 2019, with 16 years of service.

Jan Wisener, Charter School Teacher, effective August 2, 2019, with 16 years of service.

Lone Wittliff, Lecturer of Management and Marketing, effective August 31, 2019, with 38 years of service.

ACADEMIC AND STUDENT AFFAIRS

BOARD ORDER 19-43

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

HOLIDAY SCHEDULE FOR 2019-20

WHEREAS, the board members considered the following: Fifteen holidays are allowed by the state for 2019-2020. The following schedule will allow SFA to be closed for five working days at Thanksgiving, eight working days during Christmas, five working days during Spring Break, and Memorial Day which totals 19 days. Employees will be required to take one day paid leave on November 25, one day of paid leave on December 27, and two days of paid leave on March 12 and 13. Campus buildings will be closed for nine days during Thanksgiving week, 12 days during the Christmas break, and nine days during Spring Break, which will result in significant energy savings.

November 25-29	Thanksgiving Break
December 23-January 1	Christmas Break
March 9-13	Spring Break
May 25	Memorial Day

Offices scheduled to be open: Admissions, Financial Aid, Business, Housing, and UPD

THEREFORE, the holiday schedule for 2019-2020 was approved as presented.

BOARD ORDER 19-44

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

REVISIONS OF INTERCOLLEGIATE ATHLETICS POLICIES AND PROCEDURES MANUAL

The revisions to the Athletic Policies and Procedures Manual were approved as presented.

BOARD ORDER 19-45

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

CONVERSION OF ALL SFA COURSES TO THE TEXAS COMMON COURSE NUMBERING SYSTEM AND ALIGNMENT OF MAJORS WITH THE TEXAS HIGHER EDUCATION COORDINATING BOARD FIELDS OF STUDY

WHEREAS, the board members considered the following: The university is converting its course numbering to the Texas Common Course Numbering System (TCCNS), effective Fall 2020. All community colleges and many four-year public universities in Texas use TCCNS, which makes transfer from a two-year to a four-year program more seamless. For instance, the common course number for SFA's COM 111 (Public Speaking) is SPCH 1315. A student who took SPCH 1315 cannot easily tell how it will transfer to SFA and count in their degree program. Once we convert to TCCNS, COM 111 will be renumbered as SPCH 1315, so prospective transfer students will instantly know how that course will transfer to SFA, as it will have the same prefix and number in our catalog.

In addition to changing course prefixes and numbers, the titles of some courses will be changed as part of the conversion to TCCNS, a small number of courses will undergo more significant modifications, and some courses may be moved from the upper to the lower division—or vice versa—in order to align not only with TCCNS but also with the fields of study (FOS) curricula being developed by the Texas Higher Education Coordinating Board. A FOS is a set of lower-division courses (1000- and 2000-numbered courses) comprising freshman- and sophomore-level requirements for an undergraduate major. Students can take a FOS at a community college and then transfer it to SFA to fulfill the lower-division requirements for a major. Alignment with a FOS is another way to make transfer to SFA from a community college more seamless.

THEREFORE, it was approved that all SFA courses be converted to the Texas Common Course Numbering System. It was also approved that courses in specific undergraduate majors be aligned with their respective state-approved field of study wherever such alignment is possible.

BOARD ORDER 19-46

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

ACADEMIC AND STUDENT AFFAIRS POLICY REVISIONS

The Board of Regents adopted the following policy revisions as presented in Appendix 1:

Academic Freedom and Responsibility 7.3
Administrative Leave (Faculty and Staff) 12.11
Advanced Placement Guidelines 6.5
Children in the Workplace 13.15 (NEW)
Compensation from Grants, Contracts and Other Sponsored Agreements 12.1
Compliance with Americans with Disabilities Act and the ADA Amendments Act 2.5
Comprehensive Scholarship Administration 3.31
Curation of Archeological Collections 5.6
Electronic Accessibility 16.9
Emeritus 7.10
Faculty Merit Pay 7.6

Intellectual Property 9.4
Military Service Activation 6.14
Misconduct in Scholarly or Creative Activities 7.19
Missing Student Notification 13.13
Parking and Traffic Regulations 13.14
Performance Evaluation of Faculty 7.22
Policy Development and Format 1.6
Prohibition of Enrollment Inducement of Military Service Members 6.23
Reasonable Workplace Accommodation for Disabilities 11.22
Regents Professor 7.24
Second Baccalaureate Degrees 6.18
Sexual Misconduct 2.13
Student Code of Conduct 10.4
Student Records 2.10
Students Displaying Serious Psychological Issues 10.13
Texas Comprehensive Research Fund 8.10

BUILDING AND GROUNDS

BOARD ORDER 19-47

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

PROPERTY PURCHASE AT 208 FEAZELL (EXECUTIVE SESSION ITEM)

WHEREAS, the board members considered the following: The university owns various lots that are located on Feazell Street. A private lot and residence is located at 208 Feazell Street, between two lots owned by the university. The university has the opportunity to purchase the 208 Feazell Street property. The acquisition will create a continuous section of lots that provide an opportunity to expand student parking.

THEREFORE, the Board of Regents authorized the university to purchase the house and lot located at 208 Feazell Street at a price of \$71,670, plus all associated closing costs, using auxiliary funds. The vice president for finance and administration was authorized to sign all associated closing documents.

FEAZELL STREET AND STARR AVENUE PARKING EXPANSION (EXECUTIVE SESSION ITEM)

WHEREAS, the board members considered the following: At the April 30, 2019 meeting, the Board of Regents authorized a \$425,000 parking lot construction project on Feazell Street and Starr Avenue. During June 2019, the owner of property located at 208 Feazell indicated an interest in selling the property to the university. The Board of Regents' approval to purchase the property provided an opportunity to expand the university's parking lot construction on Feazell Street.

THEREFORE, the Board of Regents approved a \$361,010 increase to the Feazell Street and Starr Avenue parking lot construction project for a total project budget of \$786,410, using auxiliary funds. The president was authorized to sign associated contracts and purchase orders.

BOARD ORDER 19-48

Upon motion by Regent Alders, seconded by Regent Blair, with all members voting aye, it was ordered that the following building and grounds affairs item be approved.

SELECTION OF ARCHITECTURAL FIRM TO UPDATE THE CURRENT MASTER PLAN

WHEREAS, the board members considered the following: The Board of Regents approved the current campus master plan on April 19, 2011. That plan extends through fiscal year 2020. The administration wishes to engage an architectural firm to develop a campus master plan update. To initiate the study, the university issued a request for qualifications (RFQ). From a five firm RFQ response, the administration presented three master plan development finalists: GFF, Inc.; Kirksey Architecture; and Page Sutherland Page, Inc. for interviews by the Building and Grounds Committee on July 22, 2019. The Building and Grounds Committee heard the presentations on July 22, 2019, and recommends the selection of Page Sutherland Page as the campus master planning firm most qualified to provide planning services to the university.

THEREFORE, the Board of Regents approved the selection of Page Sutherland Page to update the current campus master plan and granted authorization to sign associated purchase orders and contracts as necessary.

BOARD ORDER 19-49

Upon motion by Regent Alders, seconded by Regent Mason, with all members voting aye, it was ordered that the following building and grounds affairs item be approved.

WALTER TODD AGRICULTURAL RESEARCH CENTER TIMBER SALE

WHEREAS, the board members considered the following: The Arthur Temple College of Forestry and Agriculture is planning a timber sale on forested acreage at the Walter Todd Agricultural Research Center. The objective is to convert existing predominately pine forestland to silvopasture and use timber sale proceeds to fund pasture improvement on acreage next to the forestland. Both the silvopasture and pasture improvements will be set up as demonstration areas for teaching, research and outreach.

THEREFORE, the university was authorized to solicit bids for a timber sale at the Walter Todd Agricultural Research Center, select a contractor to harvest the timber, and utilize the proceeds for silvopasture land conversion and pasture improvement. The university administration was authorized to sign associated purchase orders and contracts as necessary.

BOARD ORDER 19-50

Upon motion by Regent Alders, seconded by Regent Blair, with all members voting aye, it was ordered that the following building and grounds affairs item be approved.

APPROVAL OF THE FISCAL YEAR 2019-20 CAPITAL PLAN

WHEREAS, the board members considered the following: The 2019-20 capital plan addresses campus infrastructure, ITS equipment, system and security initiatives, and planned maintenance. The various components of the plan target academic support, student life, safety, and capital renewal.

THEREFORE, the \$6,462,600 fiscal year 2019-20 capital plan was approved as presented in Appendix 2. Project funding was approved as listed, the source of funds were approved as presented, and authorization was granted to sign associated purchase orders and contracts as necessary.

BOARD ORDER 19-51

Upon motion by Regent Alders, seconded by Regent Coleman, with all members voting aye, it was ordered that the following building and grounds affairs item be approved.

TXDOT GRANT APPLICATION RESOLUTIONS

WHEREAS, the board members considered the following: The administration wishes to apply for Texas Department of Transportation (TxDOT) grants to construct and enhance pedestrian sidewalks, trails, and bicycle paths. The grants include four separate projects. The first is a pedestrian enhancement project that extends from Clark Boulevard eastward across University Drive to Cardinal Street. The second is a pedestrian enhancement that extends from East Austin Street (FM 2609) along Raguet Street, past Raguet Elementary School, to East College Street. The third is a pedestrian and bicycle enhancement path that extends from East College Street along Raguet Street through the SFA campus to Starr Avenue. The fourth is a trail enhancement of the Lanana Creek pedestrian and bicycle path that extends from East Austin Street to the trail's intersection with Logansport Road.

The following presents the projected cost of the respective projects:

FM 1878 Starr Avenue: Total projected cost is \$633,836, with a potential university \$126,767 cost.

Raguet Street Segment 1: Total projected cost is \$450,923, with a potential university \$90,185 cost.

Raguet Street Segment 2: Total projected cost is \$697,893, with a potential university \$139,579 cost.

Lanana Creek Trail: Total projected cost is \$1,742,889, with a potential university \$348,578 cost

THEREFORE, the Board of Regents approved the four TxDOT pedestrian sidewalks, trails, and bicycle path grant applications with their separate project resolutions.

BOARD ORDER 19-52

Upon motion by Regent Alders, seconded by Regent Blair, with all members voting aye, it was ordered that the following building and grounds affairs item be approved.

APPROVAL OF BUILDING AND GROUNDS POLICY REVISIONS

The Board of Regents adopted the following policy revisions as presented in Appendix 1:

Assembly and Demonstrations 16.4
Building Design Standards 16.6
Camps and Conferences 16.7
Class Meeting Times 4.12
Fire and Life Safety 13.24
Juanita Curry Boynton House 16.32 (NEW)
Petitions and Handbills 16.19
Piney Woods Conservation Center 16.21 (TO BE DELETED)
Signs and Exhibits 16.24
Use of University Facilities 16.33

FINANCIAL AFFAIRS

BOARD ORDER 19-53

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

ACKNOWLEDGE RECEIPT OF AUDIT SERVICES REPORT

The Board of Regents acknowledged receipt of the audit services report as presented including the following:

- Social Work Departmental Audit
- Government Departmental Audit
- Center for Teaching and Learning Departmental Audit
- Public Funds Investment Act Compliance Audit
- University Admissions Audit
- Contract Management and Purchasing Audit
- Internal Projects or Investigations
- Update on Audit Plan

APPROVAL OF ANNUAL AUDIT PLAN

The annual audit plan was approved as presented.

BOARD ORDER 19-54

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

ADOPTION OF THE FISCAL YEAR 2019-20 CAPITAL PLAN BUDGET

WHEREAS, the board members considered the following: The 2019-20 capital plan addresses campus infrastructure, ITS equipment, system and security initiatives, and planned maintenance. The various components of the plan target academic support, student life, safety, and capital renewal.

THEREFORE, the \$6,462,600 fiscal year 2019-20 capital budget was adopted as presented in Appendix 3. Approval was given to project funding as listed, the source of funds as presented, and authorization to sign associated purchase orders and contracts as necessary.

ADOPTION OF THE FISCAL YEAR 2019-20 INSTITUTIONAL BUDGET

WHEREAS, the board members considered the following: In accordance with Article III of the State of Texas General Appropriations Act for the 2020-2021 biennium, the administration submits the proposed 2019-20 \$274,499,292 fiscal year institutional operating budget. The proposed budget contains salary and other strategic initiatives. A detailed Higher Education Fund (HEF) allocation is included in Appendix 4.

THEREFORE, the 2019-20 annual operating budget that totals \$274,499,292 and the HEF allocation were adopted.

BOARD ORDER 19-55

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

DUAL CREDIT STUDENT INTERACTIVE VIDEO DISTANCE EDUCATION FEE EXEMPTION

WHEREAS, the board members considered the following: Students who take high school and university dual credit classes pay distance education fees for web-based online courses. Currently, dual credit students who take interactive video (ITV) classes do not pay the distance education fee. The administration requests approval to exempt dual credit students who take ITV courses from paying the distance education fee.

Dual credit tuition and fee exemptions were approved at the April 24, 2018 meeting.

THEREFORE, the exemption of dual credit students from paying the distance education fee was approved for students who enroll in ITV-delivered university courses.

BOARD ORDER 19-56

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

UPDATE TO APPROVED FINANCIAL INSTITUTIONS AND BROKERS

WHEREAS, the board members considered the following: Chapter 2256 of the Texas Government Code known as the Public Funds Investment Act (PFIA), requires a state entity that invests public

funds to obtain governing board approval of qualified financial institutions and brokers. At the January 29, 2019 meeting, the Board of Regents approved qualified financial institutions and brokers to invest university funds that were subject to the Public Funds Investment Act. Subsequent to that approval, the institution sold revenue-financing bonds and received proceeds from the sale. Those proceeds are subject to PFIA requirements.

The administration invested the bond proceeds in an authorized investment pool, and issued a request for proposals (RFP) for comprehensive proceeds' investment. An evaluation committee reviewed the responses and selected firms to invest the funds. Hilltop Securities was selected to invest a portion of the bond proceeds. Hilltop Securities administers an investment pool, LOGIC, that invests public funds in association with the requirements of the PFIA.

The administration wishes to add Hilltop Securities and LOGIC to the list of qualified investment brokers and financial institutions. To expand the list of authorized financial institutions for cash management and/or investment, the administration wishes to include Water Walker Investment and Prosperity Bank.

THEREFORE, Hilltop Securities, LOGIC, Water Walker Investment, and Prosperity Bank were approved as financial institutions for cash placement and/or investment.

BOARD ORDER 19-57

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

APPROVAL TO INCREASE THE APPLICATION FEE AND PURCHASE CUSTOMER RELATIONSHIP MANAGEMENT SOFTWARE

WHEREAS, the board members considered the following: The university wishes to purchase a customer relationship management (CRM) software system that will enhance prospective and current student service. Some benefits of the system include student tracking, social media synchronization, dashboard reporting, student applicant follow-up, among others. A CRM system is projected to cost between \$40,000 to \$100,000.

To purchase the system, the administration proposes an increase in the student application fee from \$45 to \$50. The \$5 increase in the fee would impact all undergraduate applicants who pay the application fee, excluding dual credit applicants and applicants who submit an approved application fee waiver. The \$5 increase would generate an approximate annual increase of \$53,060 that would be used to fund the software purchase.

THEREFORE, an increase in the student application fee from \$45 to \$50 was approved; and authority was granted to purchase a CRM software system, using designated funds. The university administration was authorized to sign associated purchase orders and contracts as necessary.

WATERMARK LIVETEXT HOSTED SERVICE FEE

WHEREAS, the board members considered the following: The James I. Perkins College of Education (PCOE) and the SFA Educator Preparation Program are asking for approval of a one-

time Quality Assurance System Fee (QASF) of \$117 to be paid by students enrolled in academic programs utilizing Watermark LiveText hosted service.

The product LiveText by the company Watermark supports continuous program improvement and is used for centralized data collection, generation of reports, and program assessment to maintain 67 program accreditations with 20 different accrediting agencies all of which is maintained by the PCOE Office of Assessment and Accountability. Additionally, LiveText provides a secure web-based portal designed to help centrally manage assessment requirements while engaging both students and faculty in the process. With this system student assignments are submitted, reviewed or scored, with feedback immediately available to the student. The PCOE Office of Assessment and Accountability summarized usage of the product for the 2017-18 academic year indicating: (a) 86% of PCOE programs use LiveText, (b) 4,528 students completed at least one assessment in LiveText, (c) There were 344 courses/field experiences with a LiveText assessment, (d) Each student with an account completed an average of 11.69 assignments in LiveText.

The Quality Assurance System Fee (QASF) fee amount is based on the number of students taking a course with a LiveText assessment. 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 seven years for academic and personal data collection. The university projects that approximately 1,100 student licenses are needed for the 2019/20 Academic Year and approximately 1,100 are needed for the 2020/21 and 2021/22 academic years.

The administration negotiated a license cost of \$117 per student using a projection model of approximately 3,000 licenses. Using this model, the total projected cost would be \$348,587 for a three-year contract. The negotiated payment schedule would begin with \$109,333 in fiscal year 2020, \$116,083 in fiscal year 2021, and \$123,171 in fiscal year 2022.

THEREFORE, the Board of Regents approved a one-time Quality Assurance System Fee (QASF) of \$117 fee to be paid by students enrolled in academic programs utilizing Watermark LiveText hosted service to be effective fall 2019.

CHANGES IN COURSE FEES FALL 2019

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, the course and lab fee changes as listed in Appendix 5 was approved effective fall 2019.

BOARD ORDER 19-58

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

UNIVERSITY TRAVEL AND EXPENSE SOFTWARE

WHEREAS, the board members considered the following: The university currently uses the Ellucian Banner travel software module to process university employee travel. Ellucian has notified the university that the company will no longer support the Banner travel module beginning January 2020. The university would like to acquire a more comprehensive, robust system that provides employee travel enhancement and compliance-related features.

University staff members examined a software product called SAP Concur. The software contains different functional components that streamline travel processing and reporting. The ITS Department examined the proposed software and confirmed it would integrate with our Ellucian Banner system.

The administration wishes to purchase and implement the software and consider additional enhancements after the system is operational. The initial system cost totals \$77,285.54, and includes a basic and ongoing annual cost of \$54,029, and a one-time set up cost of \$23,256.54. This commitment would allow implementation and use for at least one year. Additional features to be considered later include travel budget testing, a mobile app to track mileage, and enhanced compliance monitoring. Additional features have an initial setup cost of \$12,725, with an annual recurring cost of \$31,815.

THEREFORE, approval was given to the purchase of SAP Concur travel expense software at an initial cost of \$77,285.54, including \$54,029 for recurring costs and an initial setup of \$23,256.54. The fund source for the software purchase will be designated funds. Authorization was granted to sign associated purchase orders and contracts as necessary.

BOARD ORDER 19-59

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

INDEFINITE DELIVERY/INDEFINITE QUANTITY ARCHITECT AND ENGINEERING SERVICES CONTRACTS

WHEREAS, the board members considered the following: The university maintains contractual relationships with several architectural and engineering firms for indefinite delivery/indefinite quantity (IDIQ) design and engineering services. The current contracts expire on October 31, 2019. The university recently issued an IDIQ Request for Qualifications (RFQ) for architectural, design, and engineering services. Firm selection was made pursuant to Government Code 2254.

THEREFORE, the firms listed below were approved for negotiation of a three-year contract with the option to renew for three additional one-year periods. It was also approved to negotiate the fee structure on an annual basis. Authorization was granted to sign associated purchase orders and contracts as necessary.

Kirksey Architects Inc
Two Fifteen Consulting LLC
Estes, McClure and Associates Inc
Goodwin-Lasiter Inc dba Goodwin-Lasiter-Strong
Campos Engineering Inc

Facility Programming and Consulting
Ensign Haynes Whaley LLC
JonesDBR Engineering Company LLC
Jensen Hughes Inc
Armko Industries, Inc
PDG Inc DBA PDG Architects
KSA Engineers Inc
Project Control of Texas Inc
Office of Moran Architects LLC
Gessner Engineering LLC

BOARD ORDER 19-60

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

STUDENT TUITION AND FEE EXEMPTIONS AND WAIVERS APPROVAL

Whereas, the board members considered the following: The Texas Education Code (TEC) Chapter 54, subchapter D, authorizes public higher education institutions to exempt and/or waive certain student tuition and fees. Appendix 6 contains a list of certain TEC-authorized tuition and fee exemptions and waivers. The administration requests approval to exempt or waive TEC-authorized student tuition and fees.

Therefore, the university was authorized to exempt or waive TEC-authorized student tuition and fees. Appendix 6 presents current student tuition and fee waivers and exemptions.

BOARD ORDER 19-61

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

GRANT AWARDS

WHEREAS, the board members considered the following: In fiscal year 2019, the university received multi-year grant awards totaling \$10,149,359. Of that total, grants awarded allocable to fiscal year 2019 were \$5,305,940, an increase of \$366,604 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 grant awards for fiscal year 2019 that total \$366,604 be approved and ratified. The grant awards are detailed in Appendix 7.

BOARD ORDER 19-62

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

APPROVAL OF FINANCIAL AFFAIRS POLICY REVISIONS

The Board of Regents adopted the following policy revisions as presented in Appendix 1:

- Discretionary Use of University Funds 3.10
- Distribution of Payroll 12.3
- Gifts, Loans, Endowments and Bequests 3.17
- Institutional Reserves Fund 3.19
- Items Requiring Board of Regents Approval 1.4
- Moving Expenses 3.23
- Payment Card Acceptance and Security 14.8

BOARD ORDER 19-63

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

ESTABLISHMENT OF MARILYN CRANFORD QUASI-ENDOWMENT (EXECUTIVE SESSION ITEM)

WHEREAS, the board members considered the following: According to university policy 3.17, Gifts, Loans, Endowments and Bequests, utilization of unrestricted gifts of \$100,000 or more, as well as setting aside certain institutional funds to be maintained as quasi-endowments, shall be as directed by the Board of Regents. The university received an unrestricted gift in the amount of \$1,500,000 in memory of Marilyn Cranford. Before Ms. Cranford's recent passing, she supported the Arthur Temple College of Forestry and Agriculture, specifically to benefit the National Center for Pharmaceutical Crops and forestry programs.

THEREFORE, it was approved that the \$1,500,000 unrestricted funds received be used to establish a quasi-endowment in the name of Marilyn Cranford, and both the generated revenue and principal be used at the discretion of the dean of the Arthur Temple college of Forestry and Agriculture, with the approval of the provost, specifically to benefit the National Center for Pharmaceutical Crops and forestry programs.

BOARD ORDER 19-64

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

WHEREAS, the board members considered the following: The university's accrediting body - the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) - and the Board of Regents Rules and Regulations require that the Board of Regents conduct a self-evaluation of its responsibilities and expectations. This evaluation is to consider the principles of board governance, applicable state law, the Board rules, and the university's mission statement and strategic plan.

THEREFORE, following discussion and evaluation, the Board of Regents adopt the completed self-evaluation as presented in Appendix 8.

REPORTS

Dr, Steve Westbrook, interim president, reported to the regents on the following topics:

- Legislative Session Recap
- Upcoming Events and Dates
- Commencement Changes

Dr. Jeremy Stovall, faculty senate chair, gave a report on the following topics:

- Brief introduction
- Faculty appreciation for recent efforts toward attracting and supporting high quality faculty and staff
- Goals for 2019-20 faculty senate
- Upcoming faculty senate retreat
- Faculty accomplishments since April board meeting

Ms. Scarleth Lopez, SGA president, gave a report on the following topics:

- SGA Elections Results
- Introduction of President-Elect
- Spring Accomplishments
- Appreciation and Recognition

Chair Henderson announced the formation of three new board committees:

Intercollegiate Athletic Advisory Committee, chaired by Regent Scott Coleman. Members will be Alton Frailey, Karen Gantt, Bob Garrett, Trey Henderson, Karl Lindekugel, Jason Reese and Scarleth Lopez. This committee will be working with the Director of Intercollegiate Athletics to develop a master plan for athletic facilities.

In accordance with new university policy 16.32, the Juanita Curry Boynton House Committee will be established. It will be chaired by the current board chair. Members will be Damon Derrick, Gina Oglesbee, Jill Still, Ron Watson, Sally Ann Swearingen, and Mickey Bufalini.

A Presidential Transition Committee will be chaired by Nelda Blair. Members will be Brigitte Henderson, Damon Derrick, Jill Still, Steve Bullard, Jeremy Stovall, Hollie Gammel Smith, Craig Turnage, and Scarleth Lopez.

BOARD ORDER 19-65

Alton Frailey, chair of the presidential screening committee, made a motion to name Dr. Scott Gordon as the sole finalist for the position of president of Stephen F. Austin State University. The motion was seconded by Regent Blair and all members voted aye. Dr. Gordon will visit the campus and community, meeting with various constituent groups. The board will meet again after the statute-required 21 days and consider his election to the position.

Regents Alders and Coleman spoke of the board's appreciation to Dr. Steve Westbrook for his leadership as interim president.

The meeting was adjourned by Chair Henderson at 10:46 a.m.

**Stephen F. Austin State University
Minutes of the Board of Regents Special Called Meeting
Saturday, August 17, 2019
11:00 a.m.
Austin Building, Room 307
Nacogdoches, Texas
Meeting 330**

A special meeting of the SFA Board of Regents was called to order in open session at 11:00 a.m. on Saturday, August 17, 2019, by Chair Brigittee Henderson.

Board Members Present: Mrs. Brigittee Henderson, Chair
 Mr. David Alders
 Mr. Alton Frailey
 Mrs. Karen Gantt
 Mr. Tom Mason
 Mrs. Jennifer Winston
 Ms. Zoé Smiley

General Counsel Mr. Damon Derrick

Regent Coleman was unable to attend. Regents Blair and Olson were present by telephone but not participating.

The board immediately moved into executive session to consider the following:

Consultation with Attorney Regarding Legal Advice or Pending and/or Contemplated Litigation or Settlement Offers, including but not limited to contemplated litigation and settlement offers (Texas Government Code, Section 551.071)

Consideration of Individual Personnel Matters Relating the Appointment, Employment, Evaluation, Assignment, Duties, Discipline, or Dismissal of an officer or Employee, including but not limited to the president (Texas Government Code, Section 551.074)

At 11:18 a.m. the executive session ended and the board moved back into open session.

BOARD ORDER 19-66

Upon motion by Regent Frailey, seconded by Regent Mason, with all members voting aye, it was ordered that the following item be approved.

ELECTION OF THE PRESIDENT FOR 2019-20

Upon motion by Regent Frailey, seconded by Regent Mason, with all members voting aye, Dr. Scott Gordon was elected as president of Stephen F. Austin State University for 2019-2020, effective September 16, 2019; and the chair of the board was authorized to execute the president

employment agreement, upon review for legal form and sufficiency by the Office of the General Counsel.

With no further business, the meeting was adjourned.

FACULTY APPOINTMENTS

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.

COLLEGE OF BUSINESS

Oscar Gonzales, D.B.A. (Capella University), Lecturer of Management and Marketing, at an academic year salary of \$60,000 for 100 percent time, effective September 1, 2019.

Jamie Humphries, Ph.D. (Georgia State University), Assistant Professor of Business Communication and Legal Studies, at an academic year salary of \$78,000 for 100 percent time, effective September 1, 2019.

Janet Jones, Ph.D. (University of Texas at Arlington), Assistant Professor Accounting, at an academic year salary of \$135,000 for 100 percent time, effective September 1, 2019.

Raymond Jones, Ph.D. (University of North Texas), Assistant Professor of Management and Marketing, at an academic year salary of \$112,000 for 100 percent time, effective September 1, 2019.

Beverly Mendoza, M.A. and Ph.D. candidate (Indiana University), Assistant Professor of Management and Marketing, at an academic year salary of \$82,646 for 100 percent time, effective September 1, 2019.

Stephanie Ross, M.B.A. and M.S. (University of Texas at Dallas), Ph.D. candidate (University of Texas at San Antonio), Assistant Professor of Accounting, at an academic year salary of \$135,000 for 100 percent time, effective September 1, 2019.

Lucia Sigmar, Ph.D. (University of Tennessee), Associate Professor of Business Communication and Legal Studies, at an academic year salary of \$80,000 for 100 percent time, effective September 1, 2019.

COLLEGE OF FINE ARTS

Eden Collins, M.F.A. (University of Texas at San Antonio), Visiting Assistant Professor of Art, at an academic year salary of \$48,000 for 100 percent time, effective September 1, 2019.

Margaret Leysath, Ed.D. (Lamar University), Assistant Professor of Art, at an academic year salary of \$51,000 for 100 percent time, effective September 1, 2019.

Kristen Blossom, M.F.A. (Florida State University/Asolo Conservatory), Visiting Assistant Professor of Theatre (Acting/Voice), at an academic year salary of \$51,500 for 100 percent time, effective September 1, 2019.

Gregory Grabowski, Ph.D. (Chapman University), Assistant Professor of Music/Director of Orchestra, at an academic year salary of \$64,173 for 100 percent time, effective September 1, 2019.

Claire Murphy, M.M. (East Carolina University), Assistant Professor of Music Education, at an academic year salary of \$53,456 for 100 percent time, effective September 1, 2019.

COLLEGE OF EDUCATION

Jaime Flowers, Ph.D. (Chapman University), Assistant Professor of Human Services, at an academic year salary of \$65,000 for 100 percent time, effective September 1, 2019.

Leigh Kirby, Ph.D. (Texas A&M University at Commerce), Assistant Professor of Human Services, at an academic year salary of \$58,000 for 100 percent time, effective September 1, 2019.

Amanda Moore, M.F.A. (University of North Carolina at Greensboro), Assistant Professor of Kinesiology and Health Science, at an academic year salary of \$58,000 for 100 percent time, effective September 1, 2019.

Christian Pigg, M.Ed. (Stephen F. Austin State University), Visiting Lecturer of Elementary Education, at an academic year salary of \$51,000 for 100 percent time, effective September 1, 2019.

Sarah Sanchez, M.F.A. (Sam Houston State University), Visiting Assistant Professor of Kinesiology and Health Science, at an academic year salary of \$55,000 for 100 percent time, effective September 1, 2019.

Ralf Schuster, M.Ed. and Ph.D. candidate (Auburn University), Visiting Assistant Professor of Human Services, at an academic year salary of \$55,000 for 100 percent time, effective September 1, 2019.

John Stewart, Ph.D. (University of South Carolina), Assistant Professor of Kinesiology and Health Science, at an academic year salary of \$60,000 for 100 percent time, effective September 1, 2019.

Victoria Wagner-Greene, Degree (University), Instructor of Kinesiology and Health Science, at an academic year salary of \$57,000 for 100 percent time, effective September 1, 2019.

Kristina White, M.S. and Ph.D. candidate (Baylor University), Instructor of Kinesiology and Health Science, at an academic year salary of \$59,000 for 100 percent time, effective September 1, 2019.

COLLEGE OF FORESTRY AND AGRICULTURE

Mike Tiller, M.S. (Stephen F. Austin State University), Visiting Lecturer of Forestry, at a 4-month salary of \$25,000 for 100 percent time, effective September 1, 2019.

COLLEGE OF LIBERAL AND APPLIED ARTS

Christina Collins, M.S.W. (Baylor University), Visiting Lecturer of Social work, at an academic year salary of \$54,650 for 100 percent time, effective September 1, 2019.

Kimberly Fruge, MA. and Ph.D. candidate (Florida State University), Visiting Assistant Professor of Government, at an academic salary of \$55,000 for 100 percent time, effective September 1, 2019.

Mitchell Klingenberg, M.A. and Ph.D. candidate (Texas Christian University), Lecturer of History, at an academic year salary of \$41,500 for 100 percent time, effective September 1, 2019.

Rebecca Mcelyea, M.A. and Ed.D. candidate (University of Texas at Tyler), Lecturer of Government, at an academic year salary of \$42,654 for 100 percent time, effective September 1, 2019.

Joseph Stepniewski, M.A. (Stephen F. Austin State University), Visiting Assistant Professor of Mass Communication, at an academic year salary of \$52,500 for 100 percent time, effective September 1, 2019.

Lenola Wyatt, M.S.W. (Stephen F. Austin State University), Visiting Lecturer of Social Work, at an academic year salary of \$54,425 for 100 percent time, effective September 1, 2019.

COLLEGE OF SCIENCES AND MATHEMATICS

Jennifer Gaston, M.S.N. (Western Governors University), Clinical Instructor of Nursing, at an academic year salary of \$54,000 for 100 percent time, effective September 1, 2019.

Carmen Montana-Schalk, Ph.D. (Texas A&M University), Assistant Professor of Biology, at an academic year salary of \$55,000 for 100 percent time, effective September 1, 2019

Lindsay Porter, Ph.D. (Texas A&M University), Assistant Professor of Biology, at an academic year salary of \$57,000 for 100 percent time, effective September 1, 2019.

Marissa Rotenberry, M.S. (Stephen F. Austin State University), Lecturer of Mathematics and Statistics, at an academic year salary of \$45,000 for 100 percent time, effective September 1, 2019.

Anali Segura, M.S. (Stephen F. Austin State University), Lecturer of Mathematics and Statistics, at an academic year salary of \$45,000 for 100 percent time, effective September 1, 2019.

Bidisha Sengupta, Ph.D. (University of Calcutta), Assistant Professor of Chemistry, at an academic year salary of \$62,000 for 100 percent time, effective September 1, 2019.

STAFF APPOINTMENTS

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.

AGRICULTURE

Cobey Hendry, Supervisor of Beef Farm, at an annual salary of \$44,498 for 100 percent time, effective July 26, 2019.

ATHLETICS

Karl Berry, Program Director, at an annual salary of \$35,000 for 100 percent time, effective September 1, 2019.

Brandi Bryant, Associate Director of Student Athlete Services and Strategic Initiatives, at an annual salary of \$75,000 for 100 percent time, effective August 7, 2019.

Matthew Sheehan, Assistant Coach of Women's Golf Operations, at an annual salary of \$34,774 for 100 percent time, effective September 3, 2019.

BIOLOGY

Ashley Wahlberg, Lab Coordinator, at an academic year salary of \$37,000 for 100 percent time, effective September 1, 2019.

COMMUNITY STANDARDS

Dennis Mosely, Coordinator, at an annual salary of \$42,500 for 100 percent time, effective September 23, 2019.

DISABILITY SERVICES

Natalie Buuck, Coordinator of Disability Services Support, at an annual salary of \$46,350 for 100 percent time, effective August 1, 2019.

EARLY CHILDHOOD LABORATORY

Ashley McDaniel, Teacher, at an annual salary of \$38,150 for 100 percent time, effective July 1, 2019.

FINANCIAL AID OPERATIONS

Susan Jones, Assistant Director, at an annual salary of \$52,875 for 100 percent time, effective September 30, 2019.

RESIDENCE LIFE OPERATIONS

Alisha Blach, Hall Director, at an annual salary of \$31,123 for 100 percent time, effective October 1, 2019.

Robert Carpenter, Hall Director, at an annual salary of \$31,123 for 100 percent time, effective September 30, 2019.

Erin Pratico, Hall Director, at an annual salary of \$32,000 for 100 percent time, effective August 19, 2019.

SCHOOL OF THEATRE

Tyler Cureton, Technical Director, at an annual salary of \$45,000 for 100 percent time, effective August 1, 2019.

STUDENT ENGAGEMENT

Erica Nordlund, Coordinator, at an annual salary of \$37,000 for 100 percent time, effective July 1, 2019.

STUDENT CENTER ADMINISTRATION

Carrie Charley, Director of Auxiliary Services, at an annual salary of \$115,000 for 100 percent time, effective August 19, 2019.

CHANGES OF STATUS

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.

ACADEMIC ASSISTANCE AND RESOURCE CENTER

Javier Vega, from Preparator in Art at an annual salary of \$27,226 for 77 percent time, to Director of AARC at an annual salary of \$45,000 for 100 percent time, effective September 1, 2019.

ADMISSIONS

Kimberly Deckard, from Counselor at an annual salary of \$35,411 for 100 percent time, to Assistant Director at an annual salary of \$47,000 for 100 percent time, effective September 16, 2019.

ATHLETICS

Brandon Bernard, from Coordinator of Athletic Marketing at an annual salary of \$40,000 for 100 percent time to Director of Athletic Program (Fan Experience) at an annual salary of \$40,000 for 100 percent time, effective September 1, 2019.

Charles Hurley, from Director of Athletic Media Relations at an annual salary of \$56,229 for 100 percent time to Director of Athletic Program (Strategic Communications) at an annual salary of \$56,229 for 100 percent time, effective September 1, 2019.

Robert McNulty, from Assistant Athletic Trainer at an annual salary of \$23,462 for 48 percent time, to Athletic Trainer at an annual salary of \$45,000 for 100 percent time, effective September 1, 2019.

Kevin Meyer, from Assistant Director Athletic Media Relations at an annual salary of \$37,976 for 100 percent time, to Assistant Director of Athletic Program (Strategic Communications) at an annual salary of \$37,976 for 100 percent time, effective September 1, 2019.

Korbin Pate, from Coordinator of Athletic Video Production at an annual salary of \$43,174 for 100 percent time, to Director of Athletic Program (Marketing and Revenue Generation) at an annual salary of \$43,174 for 100 percent time, effective September 1, 2019.

Kirk Turner, from Coordinator of Athletic Marketing at an annual salary of \$43,704 for 100 percent time, to Director of Athletic Program (Digital Media) at an annual salary of \$43,704 for 100 percent time, effective September 1, 2019.

CHARTER SCHOOL

Natalie Cardenas, from Teacher at a 10-month salary of \$50,164 for 100 percent time, to Teacher with a change in job assignment at a 10-month salary of \$53,682 for 100 percent time, effective September 1, 2019.

COLLEGE OF EDUCATION

Brittany Fish, from Coordinator of Student Success at an annual salary of \$48,624 for 100 percent time, to Visiting Assistant Professor of Human Sciences at an academic year salary of \$53,000 for 100 percent time, effective September 1, 2019.

Lysa Hagan, from Director of Charter School at an annual salary of \$70,638 for 75 percent time, to Director of Charter School with a change in job responsibilities at an annual salary of \$73,100 for 75 percent time, effective July 1, 2019

Stephanie Schwartz, from Substitute Teacher at Charter School at an annual salary of \$35,357 for 100 percent time, to Teacher at an 10-month salary of \$39,500 for 100 percent time, effective September 1, 2019.

Nathaniel Walker, from Adjunct Faculty in Agriculture at a five-month salary of \$6,000 for 50 percent time, to Visiting Assistant Professor of Human Sciences at an academic year salary of \$56,000 for 100 percent time, effective September 1, 2019.

COLLEGE OF FINE ARTS

Carlos Gaviria, from Adjunct Faculty in Music at a five-month salary of \$12,300 for 92 percent time, to Lecturer of Music at an academic year salary of \$40,000 for 100 percent time, effective September 1, 2019.

COLLEGE OF LIBERAL AND APPLIED ARTS

Hunter Hampton, from Lecturer of History at an academic year salary of \$41,500 for 100 percent time, to Assistant Professor of History at an academic year salary of \$55,000 for 100 percent time, effective September 1, 2019.

Catherine Huh, from Lecturer of Languages, Culture and Communication at an academic year salary of 40,000 for 100 percent time, to Visiting Assistant Professor of Mass Communication at an academic year salary of \$52,500 for 100 percent time, effective September 1, 2019.

Brittany Middlebrook, from Adjunct Faculty in Languages, Culture and Communication at a 5-month salary of \$16,000 for 100 percent time, to Lecturer of Languages, Culture and Communication at an academic year salary of \$40,000 for 100 percent time, effective September 1, 2019.

Mario Morera Jimenez, from Adjunct Faculty in Languages, Culture and Communication at a 5-month salary of \$19,000 for 100 percent time, to Visiting Assistant Professor of Languages, Culture and Communication at an academic year salary of \$52,000 for 100 percent, effective September 1, 2019.

Christopher Sams, from Associate Professor in English and Creative Writing at an academic year salary of \$58,359 for 100 percent time, to Associate Professor with a change in job responsibilities at an academic year salary of \$60,040 for 100 percent time, effective September 1, 2019.

Jessica Sams, from Associate Professor in English and Creative Writing at an academic year salary of \$58,925 for 100 percent time, to Associate Professor of Languages, Culture and Communication at an academic year salary of \$60,092 for 100 percent time, effective September 1, 2019.

Carolyn White, from Director of the Academic Assistance and Resource Center at an annual salary of \$48,199 for 100 percent time, to Lecturer in History at an academic year salary of \$41,500 for 100 percent time, effective September 1, 2019.

COLLEGE OF SCIENCES AND MATHEMATICS

Michael Janusa, from Professor and Chair of Chemistry at an 11-month salary of \$124,049 for 100 percent time, to Professor and Chair of Chemistry with a change in job responsibilities at an annual salary of \$139,271 for 100 percent time, effective September 1, 2019.

INSTITUTIONAL RESEARCH

Amy Camacho, from Administrative Assistant in Economics and Finance at an annual salary of \$34,419 for 100 percent time, to Analyst at an annual salary of \$49,500 for 100 percent time, effective September 1, 2019.

OFFICE OF COMMUNITY STANDARDS

Amanda Pruitt, from Clinical Instructor in Human Services at an annual salary of \$68,640 for 100 percent time, to Director at an annual salary of \$70,300 for 100 percent time, effective August 19, 2019.

OFFICE OF THE PRESIDENT

Heather Howell, from Executive Assistant at an annual salary of \$58,136 for 100 percent time, to Executive Assistant and Interim Special Assistant to the President at an annual salary of \$58,136 for 100 percent time with an additional stipend of \$2,500 per month for four months, effective September 16, 2019.

PHYSICAL PLANT

Hillary Parrish, from Manager of Staff Services at an annual salary of \$59,089 for 100 percent time, to Assistant Director at an annual salary of \$70,300 for 100 percent time, effective October 1, 2019.

UNIVERSITY MARKETING COMMUNICATIONS

Christine Broussard, from Senior University Marketing Communications Specialist at an annual salary of \$42,640 for 100 percent time, to Coordinator of Marketing Communications at an annual salary of \$50,000 for 100 percent time, effective August 16, 2019.

UNIVERSITY AFFAIRS

Lacey Folsom, from Director of Student Engagement at an annual salary of \$63,242 for 100 percent time, to Director of Student Engagement and Interim Assistant Dean of Students at an annual salary of \$63,242 for 100 percent time with an additional stipend of \$1,000 per month for one half month, effective September 1, 2019.

Hollie Gammel Smith, from Assistant Dean for Student Affairs Programs at an annual salary of \$85,224 for 100 percent time, to Assistant Dean for Student Affairs Programs at an annual salary of \$85,224 for 100 percent time with an additional stipend of \$1,500 per month for one half month, effective September 1, 2019.

Adam Peck, from Dean of Student Affairs/Assistant Vice President for University Affairs at an annual salary of \$125,246 for 100 percent time, to Dean of Student Affairs/Assistant Vice President for University Affairs at an annual salary of \$125,246 for 100 percent time with an additional stipend of \$2,500 per month for one half month, effective September 1, 2019.

Livia Pierce, from Assistant to the Dean of Student Affairs at an annual salary of \$38,831 for 100 percent time, to Assistant to the Dean of Student Affairs at an annual salary of \$38,831 for 100 percent time with an additional stipend of \$500 per month for one half month, effective September 1, 2019.

Steve Westbrook, from Interim President at an annual salary of \$300,000 for 100 percent time, to Vice President of University Affairs at an annual salary of \$202,594 for 100 percent time, effective September 16, 2019.

RETIREMENTS

Kay Halstead, Librarian III in Steen Library, with 29 years of service, effective August 31, 2019.

Joanna Jones, Teacher in the Early Childhood Laboratory, with 29 years of service, effective June 30, 2019.

PROMOTIONS

Explanation:

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 department 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 semester 2019

Patrick Jenlink	Secondary Education and Educational Leadership
Susan Jennings	Business Communication and Legal Studies
Ann Wilson	Business Communication and Legal Studies

APPROVAL OF INTELLECTUAL PROPERTY ASSIGNMENT

Explanation:

Dr. Matibur Zamadar officially disclosed to the university a potential invention on July 24, 2019. The university's Intellectual Property policy states: "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 potential invention was developed within the scope of Dr. Zamadar's employment using university funds and facilities beyond the provision of office or library facilities; as a result, title to the potential invention belongs to the university. The administration does not desire to commit the resources necessary to pursue patenting and licensure of the potential invention, and Dr. Zamadar desires to pursue patenting and licensure on his own behalf.

Recommendation:

It is recommended that the university release the rights to the potential invention to Dr. Matibur Zamadar, subject to retainage of a portion of net income arising from the invention. It is further recommended that the president be authorized to sign all associated documents and agreements, as reviewed and approved by the general counsel.

U.S. ARMY ROTC AGREEMENT AND SCHOLARSHIP SUPPORT

Explanation:

Stephen F. Austin State University has maintained an agreement with the United States Government for the establishment and support of an Army ROTC program for many years called a 918-A agreement. It is now time to update that agreement, as well as a related amendment for when a ROTC unit can be mobilized called 918-B.

In addition to renewing this agreement, Major James Attaway, Chair of the Department of Military Science, is seeking housing scholarship support to increase enrollment in the ROTC program. The administration requests approval for the president to sign a renewed 918-A/918-B agreement, and to create new housing scholarships for ROTC cadets who receive U.S. Army Cadet Command Scholarships. The SFA ROTC Battalion expects to enroll sixteen new cadets for fiscal year 2021 who would be eligible for the housing scholarship. Ultimately, up to thirty housing scholarships could be awarded on an annual basis.

Recommendation:

The administration recommends giving the president approval to sign a renewed 918-A/918-B agreement, and to create new housing scholarships for ROTC cadets who receive U.S. Army Cadet Command Scholarships. University administration will establish the value of the housing scholarships.

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:

Academic and Professional Qualifications 7.1
Academic Appointments and Titles 7.2
Academic Probation, Suspension, Reinstatement for Undergraduates 6.4
Academic Program Review 5.1
Academic Promotion 7.4
Academic Unit Head Appointments 4.2
Administration of Academic Units 4.4
Appeal Procedure Relating to the Provision of Accommodations for
Students with Disabilities 6.6
Authority to Act in the Absence of the President 2.4
Certificate Programs 5.2
Course Scheduling 4.13
Credit and Contact Hours 5.4
Designation of School Status 4.5
Discipline and Discharge 11.4
Establishing Centers, Institutes, and Specialized Testing or Services
Laboratories 5.10
Faculty Search 7.12
Graduate Student Advisement 6.13
Guest Lecturers 7.15

Illicit Drugs and Alcohol Abuse 13.11
Laboratory Fees 3.22
Library Gifts 4.11.3
Overtime and Compensatory Time 12.14
Performance Evaluation of Faculty 7.22
Reporting Abuse, Exploitation, or Neglect of Elderly Person or Persons with
Disabilities 13.18
Selection of Academic Deans 4.9
Sick Leave 12.18
Stone Fort Museum Collections 5.17
Substantive Change 4.10
Summer Teaching Appointments 7.28
Tenure and Continued Employment 7.29
Timely Warning 13.22
University Awards Programs 12.20
University Closure for Inclement Weather and Other Emergencies 13.12
Vacation leave 12.21
Working Hours and Holidays 12.24

ACKNOWLEDGE RECEIPT OF AUDIT SERVICES REPORT

Explanation:

The *Board Rules and Regulations* state that the chief audit executive 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 chief audit executive reports to the Board of Regents on the status of the annual audit plan, internal and external reports, risk assessment and audit/compliance issues.

The audit services report as presented includes the following:

- Follow-up Audit
- Veteran Services Departmental Audit
- Counseling Departmental Audit
- Disability Services Departmental Audit
- Title IX Departmental Audit
- Cash Count
- Update on Audit Plan

Recommendation:

Acknowledge receipt of the audit services report pending consideration by the Finance and Audit Committee.

APPROVAL OF ANNUAL AUDIT REPORT AND AUDIT CHARTER

Explanation:

According to the Rules and Regulations of the Board of Regents, the chief audit executive shall submit an annual report as required by Art. 6252-5d, V.T.C.S., recodified at Government Code, Chapter 2101. The annual report shall be submitted to the president and the board for review prior to public dissemination. In addition, the Institute of Internal Auditors (IIA) International Standards for the Professional Practice of Internal Auditing (the standards) require the internal audit charter to be approved periodically. The internal audit charter provides the purpose, authority, responsibility, and position of the internal audit department. The charter is included in the annual audit report.

Recommendation:

Approval of the annual audit report and audit charter pending consideration by the Finance and Audit Committee.

APPROVAL OF CHANGES TO COURSE FEES

Explanation:

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.

Recommendation:

The administration recommends approval of the course and lab fee changes, as listed on the accompanying report, to be effective spring 2020. The administration also recommends acceptance of course fee deletions approved at the president level, with each effective date listed in the accompanying report.

Changes in Course Fees - October 2019								
College of Education								
Department	Course	Course #	Section	Description	Present Amount	Proposed Amount	Status	Effective
Kinesiology	KIN	367L	All	Orthopedic Assess of Lower Body	\$10	\$0	delete	Spring 2020
Kinesiology	KIN	387L	All	Rehab for Phys Active Lab	\$10	\$0	delete	Spring 2020
Kinesiology	KIN	367	All	Orthopedic Assess of Lower Body	\$20	\$0	delete	Spring 2020
Kinesiology	KIN	387	All	Rehab for Phys Active	\$20	\$0	delete	Spring 2020
Kinesiology	DAN	380L	All	Dance Company Lab	\$120	\$0	delete	Fall 2019
Kinesiology	KIN	115	All	Bowling	\$30	\$0	delete	Fall 2019
College of Science and Mathematics								
Geology	GOL	471	.001,.002,.003	Llano (Hill Country)Field Trip	\$135	\$165	modify	Spring 2020
Geology	GOL	471	.004,.005	Galveston Field Trip	\$80	\$100	modify	Spring 2020
Geology	GOL	471	.007,.010	Arkansas Field Trip	\$135	\$165	modify	Spring 2020
College of Fine Arts								
Music	MUP	432	All	Opera Workshop	new course	\$150	new	Spring 2020
Music	MUP	433	.001	A Cappella Choir	new course	\$100	new	Spring 2020
Music	MUP	433	.002,.003	Men's Choir and Women's Choir	new course	\$31	new	Spring 2020
Music	MUP	434	All	Orchestra	new course	\$70	new	Spring 2020
Music	MUP	435	.001	Wind Ensemble	new course	\$150	new	Spring 2020
Music	MUP	435	.002,.003	Wind Symphony/Symphonic Band	new course	\$75	new	Spring 2020
Music	MUP	436	All	Marching Band	new course	\$59	new	Spring 2020
Music	MUP	437	All	Jazz Bands	new course	\$55	new	Spring 2020
Music	MUP	439	All	Chamber Music Practicum	new course	\$20	new	Spring 2020

* Approved at president level, pending BOR acceptance

** Course fee on a Lab

ARAMARK AGREEMENT AMENDMENT

Explanation:

The university's agreement with Aramark to provide food service on campus contains provisions for a financial commitment to support multiple infrastructure investments over the term of the agreement. Prior to the end of the term of this agreement, an increase in the amount of this financial commitment to fund a major renovation of the Student Center Dining Hall is necessary. This needed renovation should be completed prior to the fall 2020 semester to maintain the high quality food service program our students seek.

Aramark has agreed to increase their financial commitment by \$4,000,000 to fund the renovation of the Student Center Dining Hall. An amendment to our current agreement is necessary to account for this addition and the long-term disposition of the investment.

Recommendation:

The administration recommends that the president be authorized to sign an amendment to the existing food service agreement with Aramark, increasing Aramark's financial commitment for food service program renovations. The amendment follows.



October 8, 2019

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 October 2, 2019, the University Food Service Agreement between **STEPHEN F. AUSTIN STATE UNIVERSITY** ("University") 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. The parties agree that Aramark will provide an additional financial commitment (the "Student Center Dining Hall Financial Commitment"), which will become part of the Aggregate New Financial Commitment, in an amount up to Four Million Dollars (\$4,000,000) for the renovation of the Student Center Dining Hall. In accordance with the foregoing, Paragraph 7, Financial Commitment, shall be modified by increasing the "Aggregate New Financial Commitment" from Five Million, Five Hundred and Five Thousand Dollars (\$5,505,000) to Nine Million, Five Hundred and Five Thousand Dollars (\$9,505,000). Furthermore, a new Financial Commitment Segment line shall be added to the table at Paragraph 7.1 as follows:

Period of Operation	Amount of Financial Commitment Segment	Amortization Period
November 1, 2019 to August 31, 2020 (design and construction period)	\$4,000,000 See Appendix E for detail	10 years

Notwithstanding anything to the contrary in the last sentence of Paragraph 7.1, amortization of the Student Center Dining Hall Financial Commitment shall commence upon complete expenditure of the Student Center Dining Hall Financial Commitment or August 31, 2020, whichever occurs first.

Lastly, Appendix E, USE OF FINANCIAL COMMITMENT OUTLINED IN SECTION 7, shall be modified with the following addition:

"Period: November 1, 2019 to August 31, 2020 (anticipated opening date of renovated space on August 24, 2020)

Financial Commitment: \$4,000,000

Amortization Period: 10 Years

GBL-556015.2

October 8, 2019

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Interest Rate Charged During Amortization Period: 0%

Disposition of funds not expended during this time period: Will be maintained by Aramark and applied to the next mutually agreed upon project.

Use: The Contractor and the University will mutually agree upon how these funds will be used to renovate the "Student Center Dining Hall."

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: Christian Dirx
Title: Vice President

The above is accepted and agreed to this 28th day of October, 2019.

STEPHEN F. AUSTIN STATE UNIVERSITY ("University")

By: _____
Name: Dr. Scott Gordon
Title: President

GRANT AWARDS

Explanation:

In fiscal year 2019, the university received multi-year grant awards totaling \$11,938,738. Of that total, grants awarded allocable to fiscal year 2019 were \$5,878,558, an increase of \$343,782 since the last report.

For fiscal year 2020, the multi-year grant award total is currently \$11,928,686. Of this total, grant awards allocable to fiscal year 2020 are currently \$5,394,092.

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 fiscal year 2019 grant awards that total \$343,782, and grant awards for fiscal year 2020 that total \$5,394,092. The grant awards are detailed in in the accompanying report.

Report to the Board of Regents – October 2019
Grants¹ awarded between and June 22, 2019 and October 4, 2019

Summary Report – Fiscal Year 2019

Amounts allocable to FY19 (detailed in this report)

Direct Federal	\$ 10,000
Federal Pass-through	\$ 5,656
State and State Pass-through	\$ 113,255
Private and Local Government	\$ 50,232
TOTAL	\$ 343,782

Cumulative amount allocable to FY19	\$ 5,878,558
New awards, FY19 (detailed in this report, all project years)	\$ 50,232
Cumulative award total FY19, all project years	\$11,938,738

New, Additional, or Previously Unreported Awards for FY 2019

Direct Federal

Previously Described Awards:

Examining terrestrial food-web structure in managed and unmanaged Shortleaf Pine forests in East Texas

Award Total: \$64,000

Amount allocable to FY 2019: \$10,000

Subtotal Amounts Allocable to FY2019 (this report) = \$10,000

Subtotal New Direct Federal Awards (total award) = \$64,000

Federal Pass-through

Previously Described Awards with Modification:

Texas AHEC, Piney Woods Region, Federal FY19

Total Award: \$157,256

Amount Allocable to FY 2019: *\$5,656

Subtotal Amounts Allocable to FY2019 (this report) = \$5,656

Subtotal New Federal Pass-through Awards (total award) = \$157,256

*New awards or additional funds added to a current award

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 & Graduate Studies.

Report to the Board of Regents – October 2019
Grants¹ awarded between and June 22, 2019 and October 4, 2019

State and State Pass-through Awards

Previously Described Awards with modifications

Disability Services - Reader Services 12-17

Award Total: \$194,036

Amount allocable to FY 2019: *\$13,929

Disability Services - Interpreter Services 16-18

Award Total: \$172,195

Amount allocable to FY 2019: * \$99,326

Subtotal Amounts Allocable to FY2019 (this report) = \$113,255

Subtotal New State and State Pass-through Awards (total award) = \$366,231

Private Entity and Local Government Awards

Title: **Investigating the Persistence of Acid Mine Drainage at an East Texas Coal Mine*

Sponsor: Luminant Environmental Research Program

Award Term: June 19, 2019 to December 30, 2020

PIs/PDs: Dr. Jason Paul, Environment Science

Total Award \$50,232

Amount Allocable to FY 2019: \$ 50,232

This project is funding a master-degree seeking student's research project concerning ground and surface waters within Oak Hill Mine.

Subtotal Amounts Allocable to FY2019 (this report) = \$50,232

Subtotal New Private and Local Awards (total award) = \$50,232

**New awards or additional funds added to a current award*

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 & Graduate Studies.

Report to the Board of Regents – October 2019
 Grants¹ awarded between and June 22, 2019 and October 4, 2019

Fiscal Year 2020 – as of October 4, 2019

Amounts allocable to FY20 (detailed in this report)

Direct Federal	\$ 910,611
Federal Pass-through	\$ 744,363
State and State Pass-through	\$ 3,278,111
Private and Local Government	\$ 461,007
TOTAL	\$ 5,394,092

Cumulative amount allocable to FY20	\$ 5,394,092
New awards, FY20 (detailed in this report, all project years)	\$ 2,262,467
Cumulative award total FY20, all project years	\$11,928,686

<u>Federal Workstudy Funds</u> (not included in ORGS totals)	\$ 586,747
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New, Additional, or Previously Unreported Awards for FY 2020

Direct Federal*Previously Described Awards:*****McIntire-Stennis Cooperative Forestry Research Program FY19***

Award Total: \$443,110	Amount allocable to FY 2020: \$443,110
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Calculus and Virtual Reality (CalcVR)

Award Total: \$294,523	Amount allocable to FY 2020: \$133,592
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OVW Relationship Violence Program FY18-21

Award Total: \$300,000	Amount allocable to FY 2020: \$103,223
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Science and Mathematics Attraction, Retention, and Training for Texas (SMART Texas)

Award Total: \$623,764	Amount allocable to FY 2020: \$88,772
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Collaborative Research: A Novel Control for Invasive Species: Modeling, Analysis, and the Effects of Cannibalism

Award Total: \$179,995	Amount allocable to FY 2020: \$64,564
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Collaborative Research: UTMOST 3.0 Undergraduate Teaching and Learning in Mathematics with Open Software and Textbooks (UTMOST Phase III)

Award Total: \$95,745	Amount allocable to FY 2020: \$27,350
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^{*}New awards or additional funds added to a current award

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 & Graduate Studies.

Report to the Board of Regents – October 2019
Grants¹ awarded between and June 22, 2019 and October 4, 2019

Previously Described Awards with Modifications

Texas Archeological Society Field School, Archeological Survey, and Site Evaluations

Award Total: \$75,031 **Amount allocable to FY 2020:** *\$31,957

Center for Regional Heritage Research Collections Processing

Award Total: \$67,979 **Amount allocable to FY 2020:** *\$18,043

Subtotal Amounts Allocable to FY 2020 (this report) = \$910,611

Subtotal New Direct Federal Awards (total award) = \$493,110

Federal Workstudy Funds (not included in ORGS totals)

Department of Education federal work-study allocation

FY2020 Award \$586,747

Agency: Department of Education

Manager: Rachele Garrett, Financial Aid

This program funds work-study students.

Federal Pass-through

Title ****Rural Communities Opioid Response Program - Planning***

Sponsor: Alcohol and Drug Abuse Council of Deep East Texas
(US Dept of Health & Human Services)
CFDA 93.912

Award Term: June 1, 2019 – July 31, 2020

PI/PD: Dr. Jose Carbajal, School of Social Work

Total Award: \$71,288 **Amount Allocable to FY 2020:** \$71,288

This research project will assist a local community non-profit agency in developing a consortium to address the development and expansion of recovery services.

Previously Described Awards

Visually Impaired Preparation (VIP) Program FY19-20

Award Total: \$1,204,000 **Amount allocable to FY 2020:** *\$602,000

Investigating the Potential for Golden Kiwifruit as a New Specialty Crop in Texas, Phase 3

Award Total: \$54,795 **Amount allocable to FY 2020:** \$36,530

****Special Education Consolidate Grant FY20 (IDEA-B)***

Total Award: \$33,295 **Amount Allocable to FY 2020:** \$33,295

****5th Annual International Film Festival***

**New awards or additional funds added to a current award*

¹*For 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 & Graduate Studies.*

Report to the Board of Regents – October 2019
 Grants¹ awarded between and June 22, 2019 and October 4, 2019

Award Total: \$1,250 **Amount allocable to FY 2020:** \$1,250

Subtotal Amounts Allocable to FY 2020 (this report) = \$744,363
Subtotal New Federal Pass-through Awards (total award) = \$1,309,833

State and State Pass-through Awards

Title: **SFA Jacks Teach*
Sponsor: University of Texas at Austin
 (Greater Texas Foundation)
 Award #UTA19-000746
Award Term: April 1, 2019 to August 31, 2023
PI/PD: Dr. Josephine Taylor, Biology
Total Award: \$160,000 **Amount Allocable to FY 2020:** \$160,000
SFA has been selected as the next site of the UTEACH Program pioneered by the University of Texas at Austin which aims to increase the secondary STEM teaching force in the greater East Texas region.

Title: **Coordinating Facilitation and Implementation of the Attoyac Bayou Watershed Protection*
Sponsor: Texas State Soil and Water Conservation Board
 Award #M1902807
Award Term: May 24, 2019 to May 31, 2021
PI/PD: Dr. Matthew Mc, Broom, Forestry
Total Award: \$67,899 **Amount Allocable to FY 2020:** \$67,899
Funds will support water quality monitoring of the Attoyac Bayou watershed to determine effectiveness of the Watershed Protection Plan.

Previously Described Awards

SFA Charter School (ADA, non-grant)
Award Total: \$4,572,354 **Amount allocable to FY 2020:** \$2,321,501

Identification of Existing Geologic Hazards within TxDOT Right-of-Way I Culberson County, Phase 2
Award Total: \$889,279 **Amount allocable to FY 2020:** \$378,035

Child Welfare Professional Development Project FY17-21
Award Total: \$684,696 **Amount allocable to FY 2020:** \$183,654

****Grow Your Own Grant Pathway 3, Teacher Candidate Clinical Year-Long Clinical Teaching Assignment, Cycle 2***

**New awards or additional funds added to a current award*

¹*For 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 & Graduate Studies.*

Report to the Board of Regents – October 2019
 Grants¹ awarded between and June 22, 2019 and October 4, 2019

Award Total: \$88,000 **Amount allocable to FY 2020:** \$88,000

Advancing Inquiry in Middle Mathematics for Rural East Texas: Promoting Successful Postsecondary Pathways through Mathematics

Award Total: \$124,047 **Amount allocable to FY 2020:** \$47,115

****Joint Admission Medical Program (JAMP) FY20-23***

Award Total: \$12,952 **Amount allocable to FY 2020:** \$12,952

Nacogdoches Naturally – Community Outdoor Outreach Program (COOP) FY19-20

Award Total: \$30,069 **Amount allocable to FY 2020:** \$7,517

****Performance Grant Support: Great Promise for American Indians***

Award Total: \$1,000 **Amount allocable to FY 2020:** \$1,000

Previously Described Awards with Modifications

Mathematics Co-Requisite Embedded Support Technique (CSRM-2018)

Award Total: \$115,875 **Amount allocable to FY 2020:** *\$10,438

Subtotal Amounts Allocable to FY 2020 (this report) = \$3,278,111
Subtotal New State and State Pass-through Awards (total award) = \$340,289

Private Entity and Local Government Awards

Title: ****The Influence of Two Different Modes of High-Intensity Interval Exercise on Postprandial Lipemia and Glycemia***

Sponsor: American College of Sports Medicine, Texas Regional Chapter

Award Term: September 9, 2019 to March 30, 2020

PIs/PDs: Dr. James Rowe, Kinesiology & Health Science

Total Award \$1,000 **Amount Allocable to FY 2020:** \$1,000

This funds a master-degree seeking student's continuing research project which seeks to determine how high-intensity exercise will impact lipid and glycemic responses.

Previously Described Awards:

NCAA One -Time Division 1 Distribution

Award Total: \$610,187 **Amount allocable to FY 2020:** \$199,500

Master of Science in Nursing – Family Nurse Practitioner Program Development

Award Total: \$750,000 **Amount allocable to FY 2020:** \$168,000

Nacogdoches County Community Collaborative

Award Total: \$335,902 **Amount allocable to FY 2020:** \$74,098

**New awards or additional funds added to a current award*

¹*For 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 & Graduate Studies.*

Report to the Board of Regents – October 2019
Grants¹ awarded between and June 22, 2019 and October 4, 2019

East Texas Health Spending Research Project

Award Total: \$25,904

Amount allocable to FY 2020: \$12,952

Bees of the Big Thicket National Preserve: Phase II

Award Total: \$12,387

Amount allocable to FY 2020: \$ 3,097

****Increasing Realism in the Simulation Lab, FY2020***

Award Total: \$2,360

Amount allocable to FY 2020: \$2,360

Subtotal Amounts Allocable to FY2020 (this report) = \$461,007

Subtotal New Private and Local Awards (total award) = \$3,360

FY18 Update

State and State Pass-through Awards

Previously Described Awards with modifications

Disability Services - Interpreter Services 16-18

Award Total: \$172,195

Amount allocable to FY 2018: \$33,129

Subtotal Amounts Allocable to FY2018 (this report) = \$33,129

Subtotal New State and State Pass-through Awards (total award) = \$172,195

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 or additional funds added to a current award

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 & Graduate Studies.

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:

Food Purchases 17.6

Report from the President
Dr. Scott Gordon, President

- Upcoming Dates
- Recap of first few months in office

Faculty Senate Chair's Report
Andrew Lannen, PhD, Chair-Elect 2019-20
Address to SFA Board of Regents
October 28, 2019

1. Brief introduction
2. Statement of welcome and support for Dr. Scott Gordon, SFA President
3. Faculty accomplishments since July board meeting
4. Non-Tenure Track Amendment to Faculty Senate Constitution
5. Faculty Senate Resolution regarding future presidential searches
6. Opportunity for questions

Report from the Student Government Association
Scarleth Lopez, President

- Welcome Dr. Gordon
- Environmental Services Fee
- SGA Goals 19-20