

Stephen F. Austin State University

MINUTES OF THE BOARD OF REGENTS



**Nacogdoches, Texas
April 17-18, 2020
Volume 335**

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**Stephen F. Austin State University
Minutes of the Meeting of the Board of Regents
Nacogdoches, Texas
April 17 and 18, 2020
Videoconference
Meeting 335**

Friday, April 17, 2020

The annual meeting of the Board of Regents was called to order in open session at 2:00 p.m. by Chair Brigettee Henderson.

PRESENT ON VIDEOCONFERENCE:

Board Members: Mrs. Brigettee Henderson, Chair
 Mr. David Alders
 Dr. Scott Coleman
 Mr. Alton Frailey
 Mrs. Karen Gantt
 Mr. Tom Mason
 Mrs. Jennifer Winston
 Ms. Zoe Smiley, student member

General Counsel: Mr. Damon Derrick

President: Dr. Scott Gordon

Cabinet: Mrs. Erma Brecht
 Dr. Steve Bullard
 Mr. Anthony Espinoza
 Dr. Danny Gallant
 Mr. Ryan Ivey
 Mrs. Jill Still
 Dr. Steve Westbrook

Other SFA administrators and staff were in attendance.

Regent Judy Olson was unable to attend the videoconference meeting.

Dr. Scott Gordon and the cabinet members provided a university COVID-19 update.

Chair Henderson call the meeting into executive session at 3:18 p.m. to consider the following items:

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

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

Consultation with Attorney Regarding Legal Advice or Pending and/or Contemplated Litigation or Settlement Offers, including but not limited to reported complaints, NCAA Compliance, *Jane SFACM Doe v. SFASU*; *Ann Wilder, Ph.D. v. SFASU*; *USOR Site PRP Group v. Railroad Commission, et al.*; and *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, vice presidents and the president (Texas Government Code, Section 551.074)

The executive session ended at 5:28 p.m. The Board of Regents videoconference meeting returned to open session and recessed to Saturday, April 18, at 9:00 a.m.

Saturday, April 18, 2020

The annual meeting of the Board of Regents was called to order in open session via videoconferencing at 9:00 a.m. by Chair Brigitte Henderson.

PRESENT ON VIDEOCONFERENCE:

Board Members: Mrs. Brigitte Henderson, Chair
 Mr. David Alders
 Dr. Scott Coleman
 Mr. Alton Frailey
 Mrs. Karen Gantt
 Mr. Tom Mason
 Mrs. Jennifer Winston
 Ms. Zoe Smiley, student member

General Counsel: Mr. Damon Derrick

President: Dr. Scott Gordon

Cabinet: Mrs. Erma Brecht
 Dr. Steve Bullard
 Mr. Anthony Espinoza
 Dr. Danny Gallant
 Mr. Ryan Ivey
 Mrs. Jill Still
 Dr. Steve Westbrook

Other SFA administrators and staff were in attendance.

Regent Olson was unable to attend the videoconference meeting

Regent Alders provided the invocation.

Dr. Gordon presented to the board the Legislative Appropriations Request Review for the upcoming 87th Texas Legislative Session.

The board recessed at 9:30 a.m. to committee meetings. The Building and Grounds Committee convened at 9:30 a.m.

Dr. Danny Gallant provided the Construction Report to the board.

The board recessed the Building and Grounds Committee meeting at 9:50 a.m. The Finance and Audit Committee convened at 10:00 a.m.

Dr. Gallant presented the Financial Status Update Report and Contract Monitoring Report to the board.

The board recessed the Finance and Audit Committee meeting at 11:49 a.m. and recessed for

lunch. The Academic and Student Affairs Committee convened at 1:01 p.m. via videoconference.

Dr. Steve Westbrook provided the Title IX Update Report to the board.

The Board of Regents convened as Committee of the Whole at 1:23 p.m.

Chair Henderson thanked the university and regents for their support and encouragement during her two terms in office. Mrs. Henderson acknowledged the chair-elect, Alton Frailey, who thanks Chair Henderson for her leadership and service. Chair Frailey presided over the remainder of the meeting.

APPROVAL OF MINUTES

BOARD ORDER 20-46

Upon motion by Regent Coleman, seconded by Regent Winston, with all members voting aye, it was ordered that the minutes of the January 26-28, 2020, regular meeting of the Board of Regents (333) and minutes of the March 20, 2020, special called meeting of the Board of Regents (334) be approved as presented.

BOARD RULES AMENDMENT

BOARD ORDER 20-47

Upon motion by Regent Coleman, seconded by Regent Mason, with all members voting aye, it was ordered that the amendments to the Board Rules be accepted as presented. See Appendix 1.

PERSONNEL

BOARD ORDER 20-48

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

STAFF APPOINTMENTS

The following staff appointments were approved.

ATHLETICS

Michael Bell, Creative Video Producer at an annual salary of \$36,000 for 100-percent time, effective 1/31/2020.

Johnny Cardenas, Head Baseball Coach. The president is authorized to negotiate and execute the Head Coach Employment Contract, upon review from legal form and sufficiency by the Office of the General Counsel.

Cody Clark, Head Cross Country Coach. The president is authorized to negotiate and execute the Head Coach Employment Contract, upon review from legal form and sufficiency by the Office of the General Counsel.

Nicole Dickson, Head Softball Coach. The president is authorized to negotiate and execute the Head Coach Employment Contract, upon review from legal form and sufficiency by the Office of the General Counsel.

Debbie Humphreys, Head Volleyball Coach. The president is authorized to negotiate and execute the Head Coach Employment Contract, upon review from legal form and sufficiency by the Office of the General Counsel.

Amber Lemke, Head Bowling Coach. The president is authorized to negotiate and execute the Head Coach Employment Contract, upon review from legal form and sufficiency by the Office of the General Counsel.

Alex Luna, Head Beach Volleyball Coach. The president is authorized to negotiate and execute the Head Coach Employment Contract, upon review from legal form and sufficiency by the Office of the General Counsel.

Phil Olson, Head Track and Field Coach. The president is authorized to negotiate and execute the Head Coach Employment Contract, upon review from legal form and sufficiency by the Office of the General Counsel.

Trey Schroeder, Head Golf Coach. The president is authorized to negotiate and execute the Head Coach Employment Contract, upon review from legal form and sufficiency by the Office of the General Counsel.

Erin Scott, Head Tennis Coach. The president is authorized to negotiate and execute the Head Coach Employment Contract, upon review from legal form and sufficiency by the Office of the General Counsel.

CAMPUS RECREATION

Jescelyn Villarreal, Assistant Director of Campus Recreation at an annual salary of \$47,000 for 100-percent time, effective 3/30/2020.

EARLY CHILDHOOD LAB

Tammie Jackson, Teacher Early Childhood Lab at an annual salary of \$36,000 for 100-percent time, effective 4/6/2020.

ITS INFORMATION SECURITY

Omar Narvaez, ITS Security Specialist II at an annual salary of \$63,000 for 100-percent time, effective 4/6/2020.

SCHOOL OF NURSING

Dari Amos, Clinical Placement Coordinator at an annual salary of \$46,000 for 100-percent time, effective 3/16/2020.

STEM CENTER

Martha Lee, STEM Outreach Coordinator at an annual salary of \$64,264 for 100-percent time, effective 4/1/2020.

FACULTY APPOINTMENTS

The following faculty appointments were approved.

COLLEGE OF BUSINESS

Doug Milbauer, MBA (University of Texas) Lecturer of Management and Marketing at an academic salary of \$65,000 for 100-percent time, effective 9/1/2020.

Brian Nagy, Ph.D. (University of Alabama) Assistant Professor of Management and Marketing at an academic salary of \$105,000 for 100-percent time, effective 9/1/2020.

COLLEGE OF EDUCATION

Rohelle Cade, Ph.D. (Texas A&M Corpus Christi) Associate Professor of Human Services and Educational Leadership at an academic salary of \$75,000 for 100-percent time, effective 9/1/2020.

Marisol Diaz, Ph.D. (New Mexico State University) Assistant Professor of Elementary Education at an academic salary of \$62,000 for 100-percent time, effective 9/1/2020.

Sarah Irvin, M.Ed. (Delta State University) Assistant Professor of Human Services and Educational Leadership at an academic salary of \$62,000 for 100-percent time, effective 9/1/2020. Contingent upon completion of doctorate by 8/31/2020.

Summer Pannell, Ph.D. (University of Mississippi), Associate Professor of Educational Leadership at an academic salary of \$75,000 for 100-percent time, effective 9/1/2020.

Eric Torres, Ph.D. (University of North Carolina) Associate Professor/Associate Chair of Educational Studies at 12 month salary of \$102,000 for 12 months, effective 6/15/2020.

Nathaniel Walker, Ph.D. (Capella University) Assistant Professor of Human Sciences at an academic salary of \$58,000 100-percent time, effective 9/1/2020.

Robyn Whitehead, Ph.D. (University of the Rockies) Assistant Professor of Kinesiology and Health Science at an academic salary of \$60,000 for 100-percent time, effective 9/1/2020.

COLLEGE OF FINE ARTS

Eden Collins, MFA (University of Texas San Antonio) Assistant Professor of Art at an academic salary of \$51,000 for 100-percent time, effective 9/1/2020.

COLLEGE OF LIBERAL AND APPLIED ARTS

Janice Cho, Ph.D. (Texas Tech University), Assistant Professor of Mass Communications at an academic salary of \$55,000 for 100-percent time, effective 9/1/2020.

Stephanie Williams-Turkowski, Ph.D. (Texas Tech University), Assistant Professor of Mass Communications at an academic salary of \$55,000 for 100-percent time, effective 9/1/2020.

COLLEGE OF SCIENCES AND MATHEMATICS

Jeremy Becnel, Ph.D. (Louisiana State University) Professor of Computer Science at an academic salary of \$100,000 for 100-percent time, effective 9/1/2020.

Jason Bruck, Ph.D. (University of Chicago) Assistant Professor of Biology at an academic salary of \$55,700 for 100-percent time, effective 9/1/2020.

Zeljko Radulovic, Ph.D. (University Belgrade-Serbia) Assistant Professor of Biology at an academic salary of \$55,000 for 100-percent time, effective 9/1/2020.

Jianjun Zheng, MS (Texas Tech University) Assistant Professor of Computer Science at an academic salary of \$87,450 for 100-percent time, effective 9/1/2020. Contingent upon completion of doctorate by 8/31/2020.

Carl Ziegler, Ph.D. (University of North Carolina) Assistant Professor and Director of Observatory at an 11 month salary of \$81,000 for 100-percent time, effective 9/1/2020.

CHANGES OF STATUS

The following changes of status were approved.

ATHLETICS

Myles Carelock, from Quality Control Coach-Football Operations at an annual salary of \$23,998 for 49-percent time, to Assistant Coach-Football Operations at an annual salary of \$30,000 for 100-percent time, effective 3/1/2020.

JaMarkus McFarland, from Assistant Coach-Football Operations at an annual salary of 42000 for 1 percent time, to Assistant Coach-Football Operations at an annual salary of 52000 for 100-percent time, effective 3/1/2020.

Cameron Rogers, from Quality Control Coach-Football Operations at an annual salary of \$18,006 for 49-percent time, to Assistant Coach-Football Operations at an annual salary of \$30,000 for 100-percent time, effective 3/1/2020.

Nathan Young, from Assistant Coach-Football Operations at an annual salary of \$71,000 for 100-percent time, to Assistant Coach-Football Operations at an annual salary of \$73,500 for 100-percent time, effective 3/1/2020.

DEVELOPMENT

Sarah Sargent, from Development Assistant at an annual salary of \$44,200 for 100-percent time, to Director-Advancement Services at an annual salary of \$65,000 for 100-percent time, effective 3/17/2020.

PHYSICAL PLANT

Shelby Childress, from Accounting Clerk III at an annual salary of \$36,494 for 100-percent time, to Project Coordinator at an annual salary of \$40,000 for 100-percent time, effective 4/1/2020.

STUDENT AFFAIRS PROGRAMS

Rhylie Gachot, from Assistant Director-Orientation Programs at an annual salary of \$41,200 for 100-percent time, to Interim Director-Orientation Programs at an annual salary of \$41,200 for 100-percent time with 2 months stipend of \$500 per month for two months, effective 2/10/2020.

FACULTY PROMOTIONS

The following faculty promotions were approved.

To Assistant Professor, effective spring semester 2020

Kristina White	Kinesiology and Health Science
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To Associate Professor, effective fall semester, 2020

Jared Barnes	Agriculture
Matibur Zamadar	Chemistry and Biochemistry
Jim Ewing	Elementary Education
Mark Montgomery	Elementary Education
Charles Gregory	Government
Aryendra Chakravarty	History
Flora Farago	Human Sciences
Daniel McCleary	Human Services
Rajat Mishra	Management and Marketing
Tamey Anglley	Music
Tod Fish	Music
Bradley Meyer	Music
Christopher Ryan	Nursing
Lauren Brewer	Psychology
Kyle Conlon	Psychology
Sylvia Middlebrook	Psychology
Nathan Sparkman	Psychology
Chrissy Cross	Secondary Education
Barbara Qualls	Secondary Education

To Professor, effective fall semester, 2020

Joey Bray	Agriculture
Neal Cox	Art
Dennis Gravatt	Biology
Odutayo Odunuga	Chemistry and Biochemistry
Emiliano Giudici	Economics and Finance
Elizabeth Tasker-Davis	English and Creative Writing
Kevin Stafford	Geology
Scott Sosebee	History
Sheryll Jerez	Environmental Science
Yanli Zhang	Forestry
Gabriela Miranda-Recinos	Languages, Cultures and Communication
Jessica Sams	Languages, Cultures and Communication
Nicholas Long	Mathematics and Statistics
CC Conn	Theatre

To Librarian IV, effective fall semester, 2020

Philip Reynolds	Library
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To Associate Professor Emeritus, effective fall semester 2020

JB Watson	Anthropology, Geography and Sociology
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To Professor Emeritus, effective fall semester, 2020

Gloria Gresham	Elementary Education
Gary Mayer	Mass Communication
Shiyu Li	Forestry

FACULTY TENURE

The following faculty tenure were approved.

Jared Barnes	Agriculture
Matibur Zamadar	Chemistry and Biochemistry
Charles Gregory	Government
Aryendra Chakravarty	History
Daniel McCleary	Human Services
Lydia Richardson	Human Services
Rajat Mishra	Management and Marketing
Tamey Anglley	Music
Tod Fish	Music
Bradley Meyer	Music
Christopher Ryan	Nursing
Lauren Brewer	Psychology
Kyle Conlon	Psychology
Gregory Drury	Psychology
Sylvia Middlebrook	Psychology
Nathan Sparkman	Psychology
Chrissy Cross	Secondary Education
Barbara Qualls	Secondary Education
Kristin Bailey-Wallace	Social Work
James Morris	Social Work

FACULTY DEVELOPMENT LEAVE FOR 2020-21

The following faculty development leave for 2020-21 were approved.

Fall 2020	Odutayo Odunuga	Chemistry and Biochemistry
Fall 2020	Shaun Roberts	Art
Spring 2021	Heather Olson Beal	Secondary Education and Educational Leadership
Spring 2021	Jane Long	Mathematics and Statistics

REGENT SCHOLAR

Dr. Leslie Cecil, Professor of Anthropology, Geography, and Sociology was named Regents Scholar for academic year 2020-2021.

RETIREMENTS

The following retirements were approved.

M. D'Nese Haddox, Residence Life, Associate Director, 35 years of service to SFA, effective 5/31/2020.

Bruce Lanham, Physical Plant, Construction Manager, 34 years of service to SFA, effective 3/31/2020.

Norman Markworth, Physics, Engineering and Astronomy, Professor, 41 years of service to SFA, effective 5/31/2020.

David McFarland, Audit Services, Assistant Director, 26 years of service to SFA, effective 8/31/2020.

Elyce Rodewald, Agriculture, Arboretum Education Program Coordinator, 20 years of service to SFA, effective 4/30/2020.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

BOARD ORDER 20-49

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

APPROVAL OF CURRICULUM CHANGES FOR 2020-21

WHEREAS, the board member considered the following: Changes in curriculum originate in the departments and are reviewed by the colleges and university curriculum committees, the graduate council, the appropriate dean and the provost and vice president for academic affairs. After approval by the Board of Regents curriculum changes are submitted to the Texas Higher Education Coordinating Board.

THEREFORE, it was ordered that the undergraduate and graduate curriculum changes as presented to be effective fall 2020. See Appendix 2.

BOARD ORDER 20-50

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

ACADEMIC AND STUDENT AFFAIRS POLICY REVISIONS

The Board of Regents adopted the following policy revisions as presented in Appendix 3:

- At-Will Employment 11.2
- Course Grades 5.5
- Curriculum Reviews Modifications and Approvals 5.7
- Drug and Alcohol Testing 11.6
- Early Registration Priority 4.3
- Electronic Signatures 2.17
- Employee Enrolling for Courses 12.4
- Employee Terminations and Transfers 11.10
- Faculty Compensation 12.6
- Graduate Admission 6.17

Graduate Assistantships 6.12
In-Residence Requirement 6.15
Longevity Pay and Hazardous Duty Pay 12.13
Out of State Course Delivery 5.15
Recombinant DNA and/or Infectious Biohazards in Teaching and Research 8.9
Research Enhancement Program 8.11
Selection of Vice Presidents, Athletic Directors and Head Coaches 1.8
Selective Services Registration 11.26
University Website 15.10

BUILDING AND GROUNDS COMMITTEE

BOARD ORDER 20-51

Upon motion by Regent Alders, seconded by Regent Henderson, with all members voting aye, it was ordered that the following buildings and grounds items be approved.

BUILDINGS AND GROUNDS POLICY REVISIONS

The Board of Regents adopted the following policy revisions as presented in Appendix 3:

Firearms, Explosives and Ammunition 13.9
Training and Certification of University Vehicle Operators 13.23
Vehicle Repair and Maintenance 16.34

FINANCE AND AUDIT COMMITTEE

BOARD ORDER 20-52

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:

Secondary Education and Education Leadership Departmental Audit
University Police Department Departmental Audit
Human Resources Departmental Audit
Benefits Proportional by Fund Audit
Follow-up Audit
Risk Assessment
Update on Audit Plan

BOARD ORDER 20-53

Upon motion by Regent Mason, seconded by Regent Henderson, with all members voting aye, it was ordered that the following financial affair item be approved.

APPROVAL OF THE LUMBERJACK EDUCATION ASSISTANCE PROGRAM

WHEREAS, the board members considered the following: The university currently has an employee tuition assistance program that is governed by SFA Policy 12.5, Employee Scholarship Program. The program is currently budgeted at \$450,000 and provides up to \$3,000 annual financial assistance for employees and/or dependents to enroll in SFA courses. During fiscal year 2019, \$436,379 was used to support the employee scholarship program. 105 employees and 107 dependents participated in the program.

As part of SFA's strategic commitment to attract and retain high quality faculty and staff, a committee examined expanded educational support for SFA employees and dependents. The committee's recommendation to the administration is to exempt all tuition and fees for employees and dependents, excluding the statutory educational and general tuition of \$50 per semester credit hour for undergraduate classes and \$80 per hours for graduate classes. Texas Education Code 54.051 governs both the undergraduate and graduate semester credit hour costs.

In addition, the committee's recommendation is to utilize currently budgeted funds to scholarship the education and general statutory tuition of \$50 per semester credit hour for employees who are undergraduate students and \$80 per semester credit hour for employees who are graduate students. Using fiscal year 2019 employee enrollment, the scholarship cost is projected to be \$45,200. Further, the committee recommendation is to change the name of the Employee Scholarship Program to the Lumberjack Education Assistance Program.

THEREFORE, it was ordered to exempt eligible SFA employees and dependents from all tuition and fees, excluding tuition charges enacted by the Texas Education Code 54.051, Tuition Rates. It is also ordered that the creation of an employee scholarship waiver for Texas Education Code 54.051 tuition charges.

BOARD ORDER 20-54

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

ADOPTION OF FISCAL YEAR 2019-20 SUMMER BUDGET

WHEREAS, the board members considered the following: The fiscal year 2019-20 summer budget contains two regular summer semesters and a mini-semester. The 2019-20 annual budget includes summer reserve funds of \$2,284,581 that are used to support summer school salaries and benefits. In addition, salary savings and designated funds that total \$1,198,530 are needed to support summer budget salaries and initiatives

THEREFORE, the fiscal year 2019-20 summer budget that totals \$3,483,111 was approved. Funding sources include budgeted summer reserve funds, salary savings and designated support funds.

BOARD ORDER 20-55

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 GRANT AWARDS

WHEREAS, the board members considered the following: For fiscal year 2020, the multi-year grant award total is currently \$13,680,431. Of this total, grant awards allocable to fiscal year 2020 are currently \$6,271,303, an increase of \$596,703 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 2020 grant awards that total \$596,703 be approved and ratified. The grant awards are detailed in Appendix 4.

BOARD ORDER 20-56

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.

FINANCE AND AUDIT POLICY REVISIONS

The Board of Regents adopted the following policy revisions as presented in Appendix 3:

- Best Value Procurement 17.1
- Departmental Budgeting and Accounting Responsibility 3.9
- Interagency and Interlocal Contracts 17.8
- Lumberjack Education Assistance Program 12.5
- Payment Card Acceptance and Security 14.8
- Procurement Card 17.11
- Professional and Consulting Services 17.12
- Property Inventory and Management 17.14
- Proprietary Purchases 17.15
- Purchase of Demonstrator or Used Equipment 17.18
- Returned Payments 3.27

REPORTS

Dr. Scott Gordon, president, reported to the regents on the following topics:

COVID-19

- Suspended and Modified Policies
- University Teamwork, Communication, Unity and Unsung Heroes and Heroines
- Community Partnerships
- Post-COVID-19: The New and Unknown Landscape of Higher Education
- Initiative Progress
 - Internal and External

Dr. Jeremy Stovall, faculty senate chair, gave a report on the following topics:
Faculty Response to COVID-19
Increase in non-tenure-track representation on faculty senate

Ms. Scarleth Lopez, Student Government Association president, gave her final report to the board.

Chair Frailey announced the appointment of the established Board of Regents Committees for 2020-2021:

EXECUTIVE AND LEGISLATIVE COMMITTEE

This committee is comprised of the board officers and shall serve as an advisory committee to review and make recommendations to the full board on any matter related to legislative initiatives and the governance, control and direction of the policies of the university.

Alton Frailey, Chair
Karen Gantt, Vice-Chair
Tom Mason, Secretary

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

This committee shall consider: (1) the curricula of the various colleges and departments of the University with any other matters dealing with academic programs and the progress thereof; (2) the research programs within the university and their relationship to all graduate education; (3) student affairs within the university; (4) personnel matters within the university; administrative matters not delegated to another committee.

Brigettee Henderson, Chair
David Alders
Jennifer Winston
Student Regent
Alton Frailey, ex-officio

BUILDING AND GROUNDS COMMITTEE

This committee shall consider: (1) use and occupancy of university property; (2) planning of, locating of, receiving bids for, awarding contracts for, construction of, and maintenance of buildings, utilities, and other physical facilities of the campus.

David Alders, Chair
Scott Coleman
Judy Olson
Alton Frailey, ex-officio

FINANCE AND AUDIT COMMITTEE

This committee shall consider: (1) the budgeting and appropriations request processes; (2) 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; (3) handling of university funds, depositories, etc., whether from appropriated or contributed funds. (4)

the auditing function of the university including, but not limited to, annual audit plan, internal and external audit reports, risk assessment, and audit/compliance.

Tom Mason, Chair
Karen Gantt
Judy Olson
Alton Frailey, ex-officio

The meeting was adjourned by Chair Alton Frailey at 2:52 p.m.

RULES AND REGULATIONS BOARD OF REGENTS
STEPHEN F. AUSTIN STATE UNIVERSITY
(Amended April 3018, 202019)

1. Composition of Board

The Board of Regents, Stephen F. Austin State University, is composed of nine members who are appointed by the governor of Texas, with the advice and consent of the senate. Three members of the board are appointed biennially to serve for terms of six years.

The board is charged with the responsibility of performing those duties which are delegated to it by the legislature. The board has no authority except as delegated to it by law.

Knowledge of the limitations of its authority is imputed to all persons, firms and corporations dealing with the board.

2. Non-Voting Student Regent

Annually on June 1, a student regent shall be appointed by the governor to serve a one-year term expiring on the following May 31. The student regent must be enrolled as an undergraduate or graduate student at Stephen F. Austin State University at the time of appointment and throughout the student regent's term. The student regent must remain in good academic standing and maintain at least a 2.5 GPA.

The student regent is not a member of the Board of Regents of Stephen F. Austin State University. The student regent has the same powers and duties as the members of the Board of Regents, including the right to attend and participate in meetings of the Board of Regents, except that the student regent may not vote on any matter before the board or make or second any motion before the board. The student regent is not counted in determining whether a quorum exists for a meeting of the board or in determining the outcome of any vote of the board.

3. Office of the Board of Regents

The Office of the Board of Regents is located in the Austin Building, Room 308. The mailing address is PO Box 13026 – SFA Station, Nacogdoches, TX 75962- 3026. The office is staffed by the coordinator of board affairs/*compliance*.

4. Setting of Meetings

The Board of Regents shall convene annually in Nacogdoches, Texas, in the month of April, which meeting shall be known as the annual meeting.

All meetings of the board shall conform to the Texas Open Meetings Act, Chapter 551 of the Texas Government Code. Regular meetings of the board shall be held quarterly at such time and place as a majority of the board shall determine. The board shall set regular quarterly meeting dates one year in advance, usually in January, April, July and October, which may be changed by consensus of the board due to unanticipated needs. Special meetings of the board may be called by the chair, or by a majority of the members of the board. Telephone conference meetings may be called when circumstances dictate that immediate action is required and it is difficult or impossible to convene a quorum in a single location. Telephone conference meetings shall be restricted to special meetings of the board.

All meetings of the Board of Regents shall be open to the public and broadcast over the internet as required by state law. Such broadcasts shall be recorded and archived in accordance with state law. Executive sessions of the board may be held with the consent of a majority of those members present and as authorized by law.

A majority of the members of the board or committee membership shall constitute a quorum. Ex-officio members shall be counted for purposes of determining a quorum. Proxies shall not be recognized. No formal action shall be taken by the board or committee of the board in the absence of a quorum.

5. Designation of Officers

The officers of the board shall include a chair, a vice chair, a secretary, and such other officers as may from time to time be elected or appointed.

6. Election of Chair and Authorization of Duties

At the January meeting of the board, and as the last order of business, there shall be elected from the membership of the board a chair, who shall take office at the start of business during the official, formal meeting of the full board in April and shall serve through the beginning of business at the formal meeting of the full board in April of the following year. In the event the chair's term of office as regent expires prior to the conclusion of his/her service as chair, the chair-elect shall immediately take office upon such expiration and serve for the remainder of the previous chair's term and his/her elected term; however if the chair is reappointed to a new term as regent, he/she shall complete the elected term of office. If a chair-elect has not been named, the vice-chair shall serve as chair of the board until the beginning of

business at the formal meeting of the full board at the next April meeting.

No member shall serve more than two consecutive elected terms as chair unless the members shall re-elect such member for each term after the two consecutive terms by a vote of at least six (6) members.

In the event of a chair's death or resignation, the vice chair shall serve as chair of the board until the beginning of business at the formal meeting of the full board at the next April meeting.

The chair of the board shall preside at all meetings of the board which he/she attends.

He/she is responsible for the agendas of the meetings of the board. He/she has the authority to call special meetings of the board, as herein provided. He/she is an ex officio member of all committees of the board and shall be in addition to the membership prescribed in Section 9 of these Rules. He/she shall deliver to each new board member immediately upon such person's appointment by the governor a copy of the regents' *Rules and Regulations* and a copy of the organization of principal administrative offices of the university. He/she shall ensure the members of the Board are apprised of their duties and responsibilities under law, including but not limited to Texas Education Code Section 51.352.

Parliamentary procedure in board meetings will generally conform to *Roberts' Rules of Order, Newly Revised*, when not in conflict with board rules.

The chair shall, in the name of the board, formally execute all contracts and documents authorized by resolutions of the board unless otherwise authorized to be signed by the president, and perform such other duties as are generally imposed on a chair of the board.

7. Election of Vice Chair and Authorization of Duties

A vice chair shall be elected from the membership of the board immediately following the election of a chair at the January meeting and shall take office at the start of business during the official, formal meeting of the full board in April and shall serve through the beginning of business at the formal meeting of the full board in April of the following year. In the event the vice chair's term of office as regent expires prior to the conclusion of his/her service as vice chair, the vice chair-elect shall immediately take office upon such expiration and serve for the remainder of the previous vice chair's term and his/her elected term; however if the vice chair is reappointed to a new term as regent, he/she shall complete the elected term of office. If a vice chair-elect has not been named, the secretary shall serve as vice chair, as well as secretary, until the beginning of business at the formal meeting of the full board at the next April meeting.

No member shall serve more than two consecutive elected terms as vice chair unless the members shall re-elect such member for each term after the two consecutive terms by a vote of at least six (6) members.

The vice chair shall preside over meetings of the board in the absence of the chair, and shall succeed to the rights and powers of the chair in the event he/she is absent from the state or is unable to act because of disqualification, or because of physical disability as determined by the board. The vice chair shall perform such other duties as may be delegated to him/her by the board.

In the event of the death, resignation, or assumption of chair duties by the vice chair, the secretary shall serve as vice chair, as well as secretary, until the beginning of business at the formal meeting of the full board at the next April meeting.

8. Election of Secretary and Authorization of Duties

The board shall select a secretary from the membership of the board, immediately following election of a vice chair at the January meeting, who shall take office at the start of business during the official, formal meeting of the full board in April and who shall serve through the beginning of business -at the formal meeting of the full board in April of the following year. In the event the secretary's term of office as regent expires prior to the conclusion of his/her service as secretary, the secretary-elect shall immediately take office upon such expiration and serve for the remainder of the previous secretary's term and his/her elected term; however if the secretary is reappointed to a new term as regent, he/she shall complete the elected term of office. If a secretary-elect has not been named, the vice chair shall serve as vice chair, as well as secretary, until the beginning of business at the formal meeting of the full board at the next April meeting. The secretary shall ensure that preparation for all meetings of the board, including such notices as required by law are made. The secretary or other officers shall attend all open meetings of the board and ensure that accurate records of all open meetings are kept. He/she shall ensure that all parties affected by the actions of the board are notified. He/she shall provide oversight to the coordinator of board affairs/*compliance* who shall be responsible for all records of the board and all documentary files thereof. He/she shall ensure that the coordinator of board affairs/*compliance* keep the official copy of the regents' *Rules and Regulations*. Said copy shall contain all current rules and regulations as set by the Board of Regents. Any changes or additions thereto shall be entered in the official copy and such changes and additions shall be furnished to members of the board and officers of the university as designated by the president. The coordinator of board affairs/*compliance* shall assist the secretary in performing the duties of his/her office.

9. Committees of the Board

The chair of the board shall appoint at the annual meeting of the Board of Regents or soon thereafter all committee members and shall designate a chair of each committee except as otherwise provided herein. The chair of the board may further remove, replace, or appoint members in the event of a vacancy.

- 9.1 The Executive *and Legislative* Committee shall consist of the chair of the board, the vice chair of the board, and one other member appointed by the chair. The chair of the board shall serve as chair of this committee. This committee shall serve as an advisory committee and review and make recommendations to the full board on any matter related to *legislative initiatives and* the governance, control and direction of the policies of the university.
- 9.2 The Academic and Student Affairs Committee shall consist of three members. This committee shall consider:
- (1) the curricula of the various colleges and departments of the University with any other matters dealing with academic programs and the progress thereof;
 - (2) the research programs within the university and their relationship to all graduate education;
 - (3) student affairs within the university;
 - (4) personnel matters within the university;-
 - ~~(4)~~(5) *Administrative matters not delegated to another committee.*

The committee shall summarize facts and present alternatives as necessary.

- 9.3 The Building and Grounds Committee shall consist of three members. This committee shall consider:
- (1) use and occupancy of university property;
 - (2) planning of, locating of, receiving bids for, awarding contracts for, construction of, and maintenance of buildings, utilities, and other physical facilities of the campus.

The committee shall summarize facts and present alternatives as necessary.

- 9.4 The Finance and Audit Committee shall consist of three members. This committee shall consider:
- (1) the budgeting and appropriations request processes;
 - (2) 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;

- (3) handling of university funds, depositories, etc., whether from appropriated or contributed funds.
- (4) 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 committee shall summarize facts and present alternatives as necessary.

- 9.5 The Nominating Committee shall consist of three members. This committee shall be appointed annually prior to the January meeting by the chair for the purpose of nominating board officers for election at the January meeting.
- 9.6 The chair of the board may at any time appoint special committees, name the members thereof and designate the chairs. At a meeting of the Board of Regents, not less than six members thereof may appoint special committees, name the members thereof and designate the chairmen. Any special committee so created by the chair or by the Board of Regents shall be temporary and shall be charged in writing as to its particular duties and functions and the period in which it is to serve. Action by the chair of the board and/or six such members will be required to extend this period.

10. Prohibiting Contracting with Board Members

The Board of Regents shall approve no contract or agreement of any character in which a member of the board, directly or indirectly, has a pecuniary or substantial interest, without prior advice of the general counsel. Regents must self-disclose potential direct or indirect pecuniary or substantial interests in matters pending before the Board of Regents. Potential transactions with relatives of regents should also be disclosed to the general counsel for advice and counsel to avoid any appearances of a conflict of interest.

11. Election of University President

Annually when the budget is passed, the Board of Regents shall conduct a performance review of the president and elect the president of the university by affirmative vote of a majority of its members. The president of the university shall hold office at the pleasure of the board. The president shall not have tenure as president, but may hold tenure as a member of the faculty of the university when such tenure has been approved by the board. The president's salary shall be designated in the appointing order. Any contract for employment shall comply with applicable law, including but not limited to Texas Education Code Section 51.948.

In the event the president is temporarily unable to serve in such capacity, the board

will call an emergency or special meeting to appoint an acting president until such time as the president is able to return to his/her duties.

In case a change in the presidency is made, the board will accept for consideration suggested nominations from a screening committee representing the board, the faculty, the staff, the Alumni Association, the community, and the student body, which committee shall be selected by a majority vote of the Board of Regents. An interim president will be named by the board to serve until such time a president is named.

The board shall announce the name, background, and qualifications of the finalist or finalists for president at least twenty-one (21) days prior to the meeting at which board action is to be taken on the employment of the individual. (Tex. Educ. Code § 51.913).

12. Authority, Duties, and Responsibilities of the University President

The president shall be responsible for developing and maintaining excellence and efficiency within the university.

The president shall be answerable to the Board of Regents and shall have discretionary powers broad enough to effectively administer the university within the policies and guidelines as set forth by the Board of Regents. The president shall have such powers as may be from time to time delegated by the board.

The president shall be prepared to make recommendations to the board on university matters which require board approval.

The president shall be responsible for implementing all board action items affecting the university.

The president shall interpret the board's policies to the faculty and staff and interpret the university's programs and needs to the board. The president shall at all times also represent and interpret the university's programs, needs and interests to the public.

The president shall recommend appropriate operating budgets and supervise expenditures under approved budgets.

The president shall nominate to the board the appointment and reappointment of all members of the faculty, administrative officers and professional staff and recommend such individuals for promotion, retention, or dismissal. *The board shall show just cause should they choose to not confirm a nomination.*

The president shall develop and maintain efficient personnel programs for all employees, including faculty and administrative officers.

The president shall ensure efficient management of business affairs and physical property and shall recommend additions and alterations to the physical plant.

The president shall assume active leadership in developing private fund support for the university.

Without prior notice or hearing, the president of the university may suspend without pay and immediately remove from the university or assign to other duties with pay any employee, and suspend and immediately remove from the university any student who: (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 by a trial court of any felony or a crime of moral turpitude. The president shall, as soon as possible, notify the general counsel of such action. In such cases the president will set a hearing before the appropriate administrator or committee on the employee's or student's case as soon thereafter as is practicable unless otherwise waived by the employee or student.

The president shall have the ultimate responsibility for the proper administration of all university contracts, agreements, or purchases which are delegated to the president under the board's policy.

The president is authorized to accept grants and contracts and enter into agreements involving the furnishing of educational services with the various agencies of the federal and state governments, foundations, and private corporations and is authorized to advance funds as necessary to finance federal grants and contracts which are on a reimbursement basis provided the university will be reimbursed by the agencies for any cost resulting from such grants or contracts.

13. Election and Duties of General Counsel

Annually when the budget is passed, the Board of Regents shall conduct a performance review and elect the general counsel by affirmative vote of a majority of its members. The general counsel shall hold office without fixed term and at the pleasure of the board. The general counsel's salary shall be designated in the appointing order.

The general counsel shall be responsible for all legal advice on all matters related to the university. He/she shall be responsible for all legal matters with local, state, and federal agencies and officials.

The general counsel shall work in cooperation with the attorney general of the state of Texas, legal counsel engaged in private practice and other legal counsel for agencies of the state of Texas concerning matters that may affect the university.

He/she shall monitor all lawsuits brought against or for the university and assist the attorney general's office in the preparation, trial, and appeal of lawsuits involving the university.

The general counsel's office shall review all contractual obligations entered into by the university. He/she shall make legislative interpretations and be responsible for monitoring all legislative statutes affecting the university. He/she shall be responsible for the determination of student residency classification on appeal. He/she shall perform such other duties which are generally incumbent upon a general counsel of like boards or which shall be delegated to him/her by the board or the president of the university.

14. Election and Duties of the Chief Audit Executive

Annually when the budget is passed, the Board of Regents shall conduct a performance review and elect the chief audit executive by affirmative vote of a majority of its members. The chief audit executive shall hold office without fixed term and at the pleasure of the board. The chief audit executive's salary shall be designated in the appointing order.

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 shall report on a day-to-day and administrative basis to the president of the university. The chief audit executive shall periodically communicate directly with the Finance and Audit Committee chair. It is important that the university auditor be independent of the chief financial and/or accounting officers to ensure independent review of the internal control structure and the financial reporting process.

The chief audit executive shall work in cooperation with the state auditor's office, independent auditors engaged in private practice, and other auditors for entities of the state of Texas concerning matters that may affect the university.

The chief audit executive shall annually submit information on the annual audit plan, work schedule, and staffing plan to the president for his review and to the Board of Regents for their approval. The chief audit executive shall submit an annual report as required by Texas Government Code Chapter 2102. The annual report shall be submitted to the president and the board for review prior to public dissemination.

15. Election and Duties of the Coordinator of Board Affairs/*Compliance*

Annually when the budget is passed, the Board of Regents shall conduct a performance review and elect the coordinator of board affairs/*compliance* by affirmative vote of a majority of its members. The coordinator of board affairs/*compliance* shall hold office without fixed term and at the pleasure of the board. The salary for this position shall be designated in the appointing order.

The coordinator of board affairs/*compliance* shall manage the Office of the Board of Regents to assist in the administration of the responsibilities of the board and facilitate the role of each regent in the discharge of his or her responsibilities.

The coordinator of board affairs/*compliance* shall use discretion and independent judgment in establishing reporting mechanisms for the board, shall work directly with the regents, president, and general counsel on a routine basis, shall track information needs of the board and shall work as the campus liaison for the board's honored guests, including legislators, commencements speakers, and other dignitaries.

Other responsibilities for the coordinator of board affairs/*compliance* shall include taking, preparing and distributing meeting minutes; preparing and distributing meeting agendas; coordinating the review and publication of board policies, filing open meeting notices; notifying board members of all meeting dates; administering all communications and correspondence for the board; planning meetings, workshops, events and retreats for the board; making travel arrangements for board members; maintaining a calendar for the board; keeping board members apprised of upcoming events; ensuring appropriate board representation at functions; maintaining current board address list; and developing and maintaining the Board of Regents' Web page.

The coordinator of board affairs/compliance will coordinate the university compliance program, including developing, maintaining, initiating, and revising compliance policies, procedures, and practices for the general operation of the university and its related activities to mitigate illegal, unethical or improper conduct; identify potential areas of compliance vulnerability and risk; develop and implement corrective action plans for the resolution of problematic issues; and develop, maintain, and implement compliance-related manuals and tools to assist the university community in fulfilling their compliance-related obligations. Additionally, the coordinator of board affairs/compliance will administer the office function for the general counsel and serve as the university policy coordinator.

16. Employees Reporting to the Board of Regents

From time to time, the Board of Regents may employ other individuals who report

directly to the Board of Regents. Such employees shall hold office without fixed term and at the pleasure of the board. The salary of such employees shall be designated in the appointing order. Performance reviews may be conducted by the board within its discretion.

17. Report or Agenda for Meetings

At all regular or special meetings of the board, the president of the university shall submit a president's report in writing. Such reports shall follow a uniform format approved by the board, with the proposed form of recommended board orders set out in the first section of the report, followed by sections on faculty and staff, budgetary items, contracts, curriculum, miscellaneous items and explanation. The latter section of the report shall set forth in reasonable detail an explanation of each proposed board order or recommendation. All board orders proposed in a president's report shall be drafted with clarity and brevity to reflect, without the need to refer to extraneous sources, the precise action ordered by the board in each instance. The drafting of multifarious orders for board consideration shall be avoided.

A copy of the president's report shall be submitted to all members of the board and the ~~secretary~~ *Coordinator for Board Affairs/Compliance* at least ten days in advance of a meeting of the board.

18. Order of Business

All regular and special meetings of the Board of Regents shall be as follows unless the chair otherwise directs:

- A. Approval of the minutes of the preceding meeting
- B. Reports of standing committees
- C. Reports of special committees
- D. Other business
- E. Adjournment

19. Appearances Before the Board

19.1 Special appearances as requested by the board or president: The chair of the Board of Regents or the president (as approved by the board chair) may invite individuals to appear before the board or one of its committees (as approved by the committee chair) for specific purposes. The chair of the Faculty Senate and the president of the Student Government Association shall have the opportunity to provide a report at each quarterly board meeting.

19.2 Requests to address the board: Requests to appear before the board to make

comments on a specific agenda item must be received by the coordinator of board affairs/*compliance* in writing no later than twenty-four (24) hours before the board meeting at which the individual wishes to speak. The request should set out clearly the nature of the subject matter to be presented relating to a specific board agenda item. In making a request to appear before the board, individuals must give their names and any relevant title or affiliation. Comments on topics not posted on the agenda are not allowed but may be submitted to the coordinator of board affairs/*compliance* in writing, at any time, for distribution to the regents.

- 19.3 Time allocation: The board will allow up to ~~twenty-five (2015)~~ minutes for public comment per agenda item. *The total time allocated for a specific agenda item may be extended by action of a majority of the board present at the meeting. In any instance, A*an individual speaker will be permitted *no more than three (3) to five (5)* minutes for a presentation. ~~The board will allow a total of up to ninety (90) minutes for public comments per regular quarterly meeting.~~ Copies of speakers' comments, and/or other written materials for distribution to the Board of Regents ~~will be accepted~~*shall be presented to the Coordinator for Board Affairs/Compliance.* Public comments will take place during the scheduled public comment period at the beginning of each regular quarterly meeting.
- 19.4 Other meetings: While a specific period for public testimony will be limited to the regular quarterly meetings, written comments are welcome for any scheduled meeting of the Board of Regents. One copy of comments may be forwarded to the Office of the Board of Regents for distribution to the regents.
- 19.5 Scheduling of speakers: When the number of requests to address the board at a given session and for a specific agenda item exceeds the time available, requests will be approved based on the order the written request was received by the coordinator of board affairs/*compliance*. If, by virtue of time or other constraint a speaker is not able to present his/her comments orally, said comments will be accepted in writing and distributed to the Board of Regents at the meeting.
- 19.6 Special Requests: Special requests to appear before the board for comments at times other than the regular quarterly meetings can be submitted to the coordinator of board affairs/*compliance* for consideration by the chair of the Board of Regents.

20. Annual Budget for University Operations

The president shall prepare and submit annually to the board at its April or July meeting, as specified each year by the board, a proposed budget for the operation of the institution for the next fiscal period. Copies of all proposed operating budgets

shall be submitted in writing to all members of the board at least one week in advance of such meeting of the board.

21. Monthly Financial Report of University Operations

The president of the university shall submit a monthly operating statement to the members of the board showing balance sheet by fund groups, statement of income, statement of expenditures, unexpended balances, encumbrances, and unencumbered balances.

All institutional books, records, ledgers and accounts shall be kept and maintained in conformity with recommendations of the state auditor and the state comptroller of public accounts, subject to approval by the board.

Blanket fidelity bonds, approved by the board, shall be required to cover all employees of institutions under the jurisdiction of the board.

22. Student Admission, Degree Requirements, Tuition and Fees

Student admission standards, entrance requirements, and degree qualifications shall be determined and prescribed by the institution, subject to the approval of the board. No otherwise qualified applicant for student enrollment shall be denied admission solely on the basis of religious or racial tests. Enrollment preference shall be given to residents of the state of Texas. Tuition, student fees, and room and board rates shall be established by the institution, subject to legislative direction and approval by the board.

Each member of the board shall receive copies of major publications of the university.

23. Employment of Bond Legal Counsel

The board shall employ bond counsel as appropriate to advise and represent it in any matters.

24. Reimbursement of Expenses

Reimbursement of expenses is allowed for members of the board for: attending regular and special meetings of the board; visiting the university at the request of the board or the chair of the board; attending formal committee meetings, and such other special and limited purposes as the board may expressly authorize in accordance with state regulations. Verified expense accounts shall be submitted to

the Office of the Board of Regents for payment and the same shall be subject to review and control by the board.

25. Authority for Official Statements

The Board of Regents hereby reserves the authority and responsibility for determining matters of policy and official statements concerning any political or other subjects of an obviously controversial nature which represents an official policy, statement, or position of the Board of Regents, or of the university. Statements, policies, and positions by the Board of Regents on such matters shall be made by the board through the chair of the board or the president of the university. No regent, officer, faculty or staff member shall have the authority to speak for or issue any public statements on policy for and on behalf of the Board of Regents, or of the university, on such matters without prior approval of the board.

26. Board Evaluation

Annually when the budget is passed, the Board of Regents will conduct a self-evaluation of its responsibilities and expectations. This evaluation will consider the principles of board governance as specified by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), applicable state law, the Board of Regents Rules and Regulations, and the university's mission statement and strategic plan.

27. Provisions to Amend Rules and Avoid Conflict with Statutes

The rules and regulations herein provided may be amended by a majority vote of members of the board at any regular meeting or at a special meeting of the board called for that purpose. Proposed amendments shall be filed in writing with the ~~secretary~~ *Coordinator of Board Affairs/Compliance* and copies submitted to each board member at least fifteen (15) days before the same are considered by the board.

Should all or any part of the foregoing rules and regulations conflict with any constitutional, statutory or legislative appropriations provisions, they shall be amended to conform therewith.

UNDERGRADUATE CURRICULUM PROGRAM MODIFICATIONS 2020-2021	
Effective Fall 2020	
Department	Program
COLLEGE OF BUSINESS	
Business Communication	Legal Studies Minor
Management & Marketing	Entrepreneurship Minor
Management & Marketing	Sport Business, BBA
COLLEGE OF EDUCATION	
Elementary Education	Core Subjects 4-8, BSIS
Elementary Education	Core Subjects EC-6, BSIS
Elementary Education	Education Studies, BSIS
Elementary Education	English/Language/Arts/Reading 4-8, BSIS
Elementary Education	Math 4-8, BSIS
Elementary Education	Science 4-8, BSIS
Elementary Education	Social Studies 4-8, BSIS
Human Sciences	Construction Management, BS
Human Sciences	Family & Consumer Sciences, BS
Human Sciences	Hospitality Administration, BS
Human Sciences	Human Development & Family Studies, BS
Human Sciences	Interior Design Minor
Human Sciences	Interior Merchandising, BS
Human Services	Communication Sciences & Disorders, BS
Human Services	Early Intervention Minor
Human Services	Rehabilitation Services O&M Concentration, BS
Kinesiology	Physical Education Teaching Certificate, BS
COLLEGE OF FINE ARTS	
Music	Music Composition, BM
COLLEGE OF FORESTRY AND AGRICULTURE	
Agriculture	Agribusiness, BSAG
Agriculture	Agricultural Engineering Technology, BSAG
Agriculture	Animal Science, BSAG
Agriculture	Equine Science, BSAG
Agriculture	Horticulture, BSAC
Agriculture	Poultry Science, BSAG
Agriculture	Pre-Veterinary, BSAG
Forestry	Agroforestry, BSF
Forestry	Environmental Science, BS Foundation of Knowledge
Forestry	Environmental Science, Shared Foundation of Knowledge
Forestry	Fire Management, BSF
Forestry	Forest Management, BSF
Forestry	Forest Wildlife Management, BSF
Forestry	Forestry Shared Univ Core & Foundation of Knowledge
Forestry	Geospatial Science, Natural Resources, BS
Forestry	Geospatial Science, Surveying, BS
Forestry	Human Dimensions in Natural Resources, BSF
Forestry	Urban Forestry, BSF

UNDERGRADUATE CURRICULUM PROGRAM MODIFICATIONS 2020-2021	
Effective Fall 2020	
Department	Program
COLLEGE OF LIBERAL AND APPLIED ARTS	
Anthropology, Geography & Sociology	Minor in Sociology
Dean's Office	All BA's in the CLAA
Dean's Office	All BS's in the CLAA
Dean's Office	BFA in the CLAA
Dean's Office	BSW
Government	Pre-law Minor
Languages, Cultures & Communication	Linguistics Minor
Languages, Cultures & Communication	Modern Languages Dual Languages, BA
Languages, Cultures & Communication	Modern Languages French, BA
Languages, Cultures & Communication	Modern Languages Linguistics, BA
Languages, Cultures & Communication	Modern Languages Minor
Languages, Cultures & Communication	Modern Languages Spanish, BA
Multidisciplinary Studies	General Studies, BS
Multidisciplinary Studies	Philosophy, BA
Multidisciplinary Studies	Philosophy Religious Studies, BA
Psychology	Psychology, BA
Psychology	Psychology, BS
COLLEGE OF SCIENCES AND MATHEMATICS	
Biology	Biology, BS Botany
Biology	Biology, BS Cell/Molecular
Biology	Biology, BS Ecol/Evolution
Biology	Biology, BS Teacher Cert
Biology	Biology Minor
Chemistry	Chemistry, BS Fermentation track
Chemistry	Chemistry, BS Secondary Ed Cert Jack Teach Program
Computer Science	Computer Info Systems, BS
Computer Science	Computer Info Systems Minor
Computer Science	Computer Info Tech, BA
Computer Science	Computer Info Tech Minor
Computer Science	Computer Science, BS
Computer Science	Computer Science Minor
Computer Science	Data Analytics, BS
Mathematics	Mathematics Teaching Concentration, BS
Nursing	RN-BSN Online Track
Physics	Applied Physics Track, BS

UNDERGRADUATE CURRICULUM PROGRAM DELETIONS 2020-2021	
Effective Fall 2020	
Department	Program
COLLEGE OF BUSINESS	
Management & Marketing	Entrepreneurship Minor, BBA candidates
Management & Marketing	Sports Business Athletic Administration, BBA
Management & Marketing	Sports Business Hospitality Administration, BBA
Management & Marketing	Sports Business Mass Communication, BBA
Management & Marketing	Sports Business Outdoor Recreation Management, BBA
COLLEGE OF FORESTRY AND AGRICULTURE	
Agriculture	Agricultural Development, BSAG
COLLEGE OF LIBERAL AND APPLIED ARTS	
Anthropology, Geography & Sociology	Major in Sociology w/Gerontology Emphasis
Anthropology, Geography & Sociology	Minor in Gerontology

UNDERGRADUATE CURRICULUM PROGRAM ADDITIONS 2020-2021	
Effective Fall 2020	
Department	Program
COLLEGE OF BUSINESS	
Management & Marketing	Entrepreneurship, BBA
COLLEGE OF EDUCATION	
Human Sciences	Merchandising Minor
COLLEGE OF FINE ARTS	
Music	Jazz Studies Minor
COLLEGE OF LIBERAL AND APPLIED ARTS	
History	Public History Minor
Multidisciplinary Studies	Social Sciences Minor

UNDERGRADUATE CURRICULUM COURSE MODIFICATIONS 2020-2021	
Effective Fall 2020	
Department	Course
COLLEGE OF BUSINESS	
Accounting	ACCT 4343
Business Communication	BUSI 4340
Economics & Finance	FINC 3366
Management & Marketing	MGMT 3372
COLLEGE OF EDUCATION	
Elementary Education	ECED 4110
Elementary Education	ELED 4143
Elementary Education	MLGE 4220
Human Sciences	CHEF 1101
Human Sciences	CHEF 1201
Human Sciences	FACS 3372
Human Sciences	HAMG 3280
Human Sciences	HDFS 3341
Human Sciences	HMSC 3332
Human Sciences	HMSC 4100
Human Sciences	HMSC 4120
Human Sciences	INDS 2317
Human Sciences	INDS 3125
Human Sciences	INDS 3311
Human Sciences	INDS 4100
Human Sciences	INDS 4113
Human Sciences	NUTR 3349
Human Sciences	PSTR 3245
Human Sciences	RSTO 2125
Human Services	CSDS 2310
Human Services	CSDS 2320
Human Services	CSDS 4178
Human Services	DFHH 3350
Human Services	DFHH 3390
Human Services	DFHH 4304
Human Services	ORMO 3325
Human Services	ORMO 3340
Human Services	ORMO 4301
Human Services	ORMO 4302
Human Services	ORMO 4342
Human Services	ORMO 4345
Human Services	ORMO 4393
Human Services	ORMO 4600
Human Services	RHAB 3325
Human Services	RHAB 4301
Human Services	RHAB 4302
Human Services	RHAB 4345
Human Services	RHAB 4395
Human Services	RHAB 4396

UNDERGRADUATE CURRICULUM COURSE MODIFICATIONS 2020-2021	
Effective Fall 2020	
Department	Course
COLLEGE OF EDUCATION	
Human Services	RHAB 4600
Human Services	SPED 4338
Human Services	SPED 4361
Kinesiology	KINE 3167
Kinesiology	KINE 3187
Kinesiology	KINE 3367
Kinesiology	KINE 4178
Secondary Education	SEED 3370
Secondary Education	SEED 3371
Secondary Education	SEED 3372
Secondary Education	SEED 4360
COLLEGE OF FINE ARTS	
Music	MUSI 1281
Music	MUSI 1282
Music	MUSI 1392
Music	MUSI 3235
Music	MUSI 4352
Music	MUSI 4354
Music	MUSI 4355
Theatre	DRAM 1027
Theatre	DRAM 1032
Theatre	DRAM 1227
Theatre	DARM 1232
Theatre	DRAM 4322
COLLEGE OF FORESTRY AND AGRICULTURE	
Agriculture	AGET 4221
Agriculture	AGRI 1331
Agriculture	ANSC 1131
Agriculture	ANSC 1150
Agriculture	ANSC 4127
Agriculture	ANSC 4227
Agriculture	ANSC 4307
Agriculture	ANSC 4317
Agriculture	ANSC 4336
Agriculture	HORT 2120
Agriculture	HORT 3021
Agriculture	HORT 3321
Agriculture	HORT 4042
Agriculture	HORT 4342
UNDERGRADUATE CURRICULUM COURSE MODIFICATIONS 2020-2021	
Effective Fall 2020	
Department	Course

COLLEGE OF FORESTRY AND AGRICULTURE	
Forestry	ENVR 1101
Forestry	FORS 2351
Forestry	FORS 3352
Forestry	FORS 4046
Forestry	FORS 4446
Forestry	GISC 4001
Forestry	GISC 4301
COLLEGE OF LIBERAL AND APPLIED ARTS	
Anthropology, Geography & Sociology	ANTH 2001
Anthropology, Geography & Sociology	ANTH 2002
Anthropology, Geography & Sociology	ANTH 2401
Anthropology, Geography & Sociology	ANTH 2402
Anthropology, Geography & Sociology	GEOG 1301
Anthropology, Geography & Sociology	GEOG 4011
Anthropology, Geography & Sociology	SOCI 3351
Anthropology, Geography & Sociology	SOCI 3357
Anthropology, Geography & Sociology	SOCI 4366
Anthropology, Geography & Sociology	SUST 3300
Anthropology, Geography & Sociology	SUST 3350
Anthropology, Geography & Sociology	SUST 4395
History	HIST 4317
Government	CJS 213
Government	CRIJ 3380
Government	CRIJ 4342
Government	GOVT 3321
Languages, Cultures & Communication	LING 3341
Languages, Cultures & Communication	LING 3342
Languages, Cultures & Communication	LING 3343
Languages, Cultures & Communication	LING 3344
Languages, Cultures & Communication	LING 4337
Languages, Cultures & Communication	LING 4338
Languages, Cultures & Communication	LING 4339
Languages, Cultures & Communication	LING 4340
Languages, Cultures & Communication	LING 4342
Languages, Cultures & Communication	LING 4358
Languages, Cultures & Communication	SPAN 1311
Languages, Cultures & Communication	SPAN 1312
Languages, Cultures & Communication	SPAN 2311
Languages, Cultures & Communication	SPAN 2315
Languages, Cultures & Communication	SPAN 2335
Multidisciplinary Studies	LATI 1311
Multidisciplinary Studies	LATI 1312
Mass Communication	MCOM 1307
UNDERGRADUATE CURRICULUM COURSE MODIFICATIONS 2020-2021	
Effective Fall 2020	

Department	Course
COLLEGE OF LIBERAL AND APPLIED ARTS	
Psychology	PSYC 3130
Psychology	PSYC 3330
COLLEGE OF SCIENCES AND MATHEMATICS	
Biology	BIOL 2061
Biology	BIOL 2300
Biology	BIOL 2361
Biology	BIOL 3440
Computer Science	CSCI 3321
Computer Science	CSIT 2301
Computer Science	CSIT 3185
Computer Science	CSIT 3340
Computer Science	CSIT 3350
Computer Science	CSIT 4333
Geology	GEOL 4020
Geology	GEOL 4032
Geology	GEOL 4308
Geology	GEOL 4320
Geology	GEOL 4323
Geology	GEOL 4332
Geology	GEOL 4341
Mathematics	MATH 2113
Mathematics	MATH 2211
Mathematics	MATH 2212
Mathematics	MATH 2313
Mathematics	MATH 3325
Mathematics	MATH 4180
Nursing	NURS 3205
Nursing	NURS 3207
Nursing	NURS 3232
Nursing	NURS 3308
Nursing	NURS 3606
Nursing	NURS 3630
Nursing	NURS 4175
Nursing	NURS 4208
Nursing	NURS 4233
Nursing	NURS 4237
Nursing	NURS 4330
Nursing	NURS 4336
Nursing	NURS 4338
Nursing	NURS 4339
Nursing	NURS 4342
Nursing	NURS 4343
Nursing	NURS 4344
Nursing	NURS 4345
UNDERGRADUATE CURRICULUM COURSE MODIFICATIONS 2020-2021	
Effective Fall 2020	

Department	Course
COLLEGE OF SCIENCES AND MATHEMATICS	
Nursing	NURS 4431
Nursing	NURS 4441
Nursing	NURS 4606
Physics	ENGR 1004
Physics	ENGR 1302
Physics	ENGR 2105
Physics	ENGR 2305
Physics	ENGR 4270
Physics	PHYS 2001
Physics	PHYS 2105
Physics	PHYS 2305
Physics	PHYS 2401

UNDERGRADUATE CURRICULUM COURSE DELETIONS 2020-2021	
Effective Fall 2020	
Department	Course
COLLEGE OF BUSINESS	
Economics & Finance	FIN 265
Economics & Finance	FIN 268
COLLEGE OF EDUCATION	
Elementary Education	ECH 330
Elementary Education	ELE 451
Elementary Education	ELE 452
Elementary Education	ELE 453
Elementary Education	RDG 319
Human Sciences	HMS 230
Human Services	EPS 400
Human Services	SPE 120
Human Services	SPE 445
Human Services	SPED 4342
COLLEGE OF FINE ARTS	
Music	MTC 110
Music	MUP 370
COLLEGE OF FORESTRY AND AGRICULTURE	
Agriculture	ANS 351
Agriculture	HORT 4017
Agriculture	HORT 4217
COLLEGE OF FORESTRY AND AGRICULTURE	
Forestry	GIS 411
Forestry	ENV 405
Forestry	ENVR 4315
Forestry	FOR 449
COLLEGE OF LIBERAL AND APPLIED ARTS	
Anthropology, Geography & Sociology	GEOG 3332
Anthropology, Geography & Sociology	SOC 311
Anthropology, Geography & Sociology	SOC 312
Anthropology, Geography & Sociology	SOC 472
English	ENG 352
English	ENG 354
English	ENG 355
English	ENG 374
English	ENG 379
English	ENG 390
English	
Government	CJS 201
Languages, Cultures & Communication	LANG 1111
Languages, Cultures & Communication	LANG 1112
Languages, Cultures & Communication	LANG 4320

UNDERGRADUATE CURRICULUM COURSE DELETIONS 2020-2021	
Effective Fall 2020	
Department	Course
COLLEGE OF LIBERAL AND APPLIED ARTS	
Mass Communication	MCOM 1036
Mass Communication	MCOM 2003
Mass Communication	MCOM 2011
Mass Communication	MCOM 3000
Mass Communication	MCOM 3005
Mass Communication	MCOM 3020
Mass Communication	MCOM 4050
Mass Communication	MCOM 4056
Multidisciplinary Studies	IDS 300
Multidisciplinary Studies	IDS 450
COLLEGE OF SCIENCES AND MATHEMATICS	
Biology	BIO 215
Biology	BIO 231
Biology	BIO 233
Biology	BIO 251
Biology	BIO 320
Geology	GEOL 4051
Geology	GEOL 4351
Mathematics	MTH 263
Mathematics	MTH 320
Mathematics	MTH 321
Mathematics	MTH 322
Mathematics	MTH 327
Mathematics	
Physics	PHY 262
Physics	PHY 262L

UNDERGRADUATE CURRICULUM COURSE ADDITIONS 2020-2021	
Effective Fall 2020	
Department	Course
COLLEGE OF BUSINESS	
Business Communication	BUSI 3350
Economics & Finance	FINC 3365
Management & Marketing	MGMT 4393
COLLEGE OF EDUCATION	
Elementary Education	EDUC 2301
Elementary Education	ELED 3350
Human Sciences	AVSC 1100
Human Sciences	AVSC 1102
Human Sciences	AVSC 1200
Human Sciences	AVSC 1202
Human Sciences	CMGT 3316
Human Sciences	INDS 2325
Human Sciences	MRCH 4102
Human Services	CSDS 4340
Human Services	DFHH 4000
Human Services	ORMO 4303
Human Services	ORMO 4304
COLLEGE OF FINE ARTS	
Music	MUAP 3238
Music	MUAP 3239
Music	MUMH 4101
Music	MUSI 4342
Music	MUSI 4344
Music	MUSI 4345
Music	MUSI 4366
Music	MUTC 3201
COLLEGE OF FORESTRY AND AGRICULTURE	
Agriculture	AGED 3133 Lab
Agriculture	AGED 3222
Agriculture	AGED 3233
Agriculture	AGET 4121
Agriculture	AGRI 2100
Agriculture	AGRI 2315
Agriculture	AGRI 3380
Agriculture	AGRI 3381
Agriculture	AGRI 4321
Agriculture	ANSC 4340
COLLEGE OF LIBERAL AND APPLIED ARTS	
Anthropology, Geography & Sociology	ANTH 4373
Anthropology, Geography & Sociology	GEOG 4305
UNDERGRADUATE CURRICULUM COURSE ADDITIONS 2020-2021	
Effective Fall 2020	
Department	Course

COLLEGE OF LIBERAL AND APPLIED ARTS	
English	ENGL 3326
History	HIST 3309
History	HIST 3311
History	HIST 3348
History	HIST 4318
History	HIST 4335
History	HIST 4336
Government	GOVT 2305
Government	GOVT 2306
Government	GOVT 3322
Government	GOVT 3324
Languages, Cultures & Communication	FREN 1111
Languages, Cultures & Communication	FREN 1112
Languages, Cultures & Communication	GERM 1111
Languages, Cultures & Communication	GERM 1112
Languages, Cultures & Communication	LANG 2350
Languages, Cultures & Communication	LANG 3350
Languages, Cultures & Communication	LING 3320
Languages, Cultures & Communication	LING 4195
Languages, Cultures & Communication	PORT 1111
Languages, Cultures & Communication	PORT 1112
Languages, Cultures & Communication	SPAN 1111
Languages, Cultures & Communication	SPAN 1112
Languages, Cultures & Communication	SPAN 2313
Multidisciplinary Studies	PHIL 1304
Multidisciplinary Studies	PHIL 3360
Multidisciplinary Studies	RELS 4370
Psychology	PSYC 3131
COLLEGE OF SCIENCES AND MATHEMATICS	
Biology	BIOL 1106
Biology	BIOL 2071
Biology	BIOL 2371
Biology	BIOL 3040
Biology	BIOL 3050
Biology	BIOL 3350
Chemistry	CHEM 3365
Chemistry	CHEM 4066
Chemistry	CHEM 4466
Computer Science	CSCI 3185
Computer Science	CSCI 4260
Computer Science	CSCI 4270
Computer Science	CSCI 4341
UNDERGRADUATE CURRICULUM COURSE ADDITIONS 2020-2021	
Effective Fall 2020	
Department	Course

COLLEGE OF SCIENCES AND MATHEMATICS	
COSM Dean's Office	JTCH 1101
COSM Dean's Office	JTCH 1102
COSM Dean's Office	JTCH 3301
COSM Dean's Office	JTCH 3311
COSM Dean's Office	JTCH 3351
COSM Dean's Office	JTCH 3361
COSM Dean's Office	JTCH 4301
COSM Dean's Office	JTCH 4351
COSM Dean's Office	JTCH 4701
Mathematics	MATH 2011
Mathematics	MATH 2012
Physics	ENGR 3051
Physics	ENGR 3052
Physics	ENGR 3301
Physics	ENGR 3316
Physics	ENGR 3451
Physics	ENGR 3452
Physics	ENGR 4145
Physics	ENGR 4146
Physics	ENGR 4341
Physics	ENGR 4342
Physics	ENGR 4343
Physics	ENGR 4353
Physics	ENGR 4354
Physics	ENGR 4355
Physics	PHYS 4071
Physics	PHYS 4073
Physics	PHYS 4372
Physics	PHYS 4373
Physics	PHYS 4471

GRADUATE CURRICULUM PROGRAM MODIFICATIONS 2020-2021	
Effective Fall 2020	
Department	Program
COLLEGE OF BUSINESS	
Accounting	MPAC--5 yr program
Accounting	MPAC--5 yr program
Accounting	MPAC--Stand alone
Accounting	MPAC--Stand alone
COLLEGE OF EDUCATION	
Human Sciences	Human Sciences MS
Human Services	School Psyc for Post-Baccalaureate, PhD
Human Services	Special Ed w/o Initial Teacher Cert, M.Ed.
Human Services	Special Ed, Ed Diagnostician Cert, M.Ed.
Human Services	Special Ed, O&M Concentration, M.Ed.
Human Services	Special Ed, Visual Impairment Conc, M.Ed.
Human Services	Speech Lang Path MS
Kinesiology	Athletic Training MS
Secondary Education	Ed Leadership Ed.D.
Secondary Education	Secondary Ed, M.Ed.
COLLEGE OF FINE ARTS	
Music	Mus Conducting MM
Music	Mus Ed Choral MM
Music	Mus Ed Choral Thesis MM
Music	Mus Ed Conducting MM
Music	Mus Ed Elem/General Mus MM
Music	Mus Ed Elem/General Mus Thesis MM
Music	Mus Ed Instrumental MM
Music	Mus Ed Instrumental Thesis MM
Music	Mus Performance Accompanying MM
Music	Mus Performance Keyboard MM
Music	Mus Performance Opera MM
Music	Mus Performance Orchestral Instrument MM
Music	Mus Performance Pedagogy MM
Music	Mus Performance Voice MM
Music	Mus Theory-Comp Comp Thesis MM
Music	Mus Theory-Comp Dual Thesis MM
Music	Mus Theory-Comp Theory Thesis MM
COLLEGE OF FORESTRY AND AGRICULTURE	
Forestry	Forestry MF
Forestry	Geospatial Analyst Certificate
GRADUATE CURRICULUM PROGRAM MODIFICATIONS 2020-2021	
Effective Fall 2020	

Department	Program
COLLEGE OF LIBERAL AND APPLIED ARTS	
Psychology	Teaching College PSY cert
Social Work	MSW advanced standing program
COLLEGE OF SCIENCES AND MATHEMATICS	
Computer Science	Cyber Security MS
Nursing	Family Nurse Practitioner, MSN
Nursing	MSN in Education

GRADUATE CURRICULUM PROGRAM ADDITIONS 2020-2021	
Effective Fall 2020	
Department	Program
COLLEGE OF BUSINESS	
Accounting	Forensic Accounting Certificate
COLLEGE OF EDUCATION	
Human Services	School Psyc Applied Behavior Analysis Certificate
COLLEGE OF LIBERAL AND APPLIED ARTS	
Anthropology, Geography & Sociology	Certificate in Teaching College Sociology
Psychology	Teaching College Social Sciences MA
COLLEGE OF SCIENCE AND MATHEMATICS	
Nursing	Post-Master's Family Nurse Practitioner

GRADUATE CURRICULUM COURSE MODIFICATIONS 2020-2021	
Effective Fall 2020	
Department	Course
COLLEGE OF EDUCATION	
Human Sciences	NUTR 5335
Human Sciences	NUTR 5339
Human Services	SPED 5352
Human Services	SPED 5361
Human Services	SPHS 5109
Human Services	SPHS 5311
Human Services	SPHS 5314
Human Services	SPSY 5314
Human Services	SPSY 6154
Human Services	SPSY 6175
Kinesiology	ATTR 5130
Kinesiology	ATTR 5551
Kinesiology	KINE 5368
Kinesiology	KINE 5380
Secondary Education	EDLE 6199
Secondary Education	EDLE 6310
Secondary Education	EDLE 6311
Secondary Education	EDLE 6347
Secondary Education	EDLE 6351
Secondary Education	EDLE 6352
Secondary Education	EDLE 6394
Secondary Education	EDLE 6396
Secondary Education	SEED 5316
Secondary Education	SEED 5326
GRADUATE CURRICULUM COURSE MODIFICATIONS 2020-2021	
Effective Fall 2020	
Department	Course
COLLEGE OF EDUCATION	
Secondary Education	SEED 5343
Secondary Education	SEED 5352
Secondary Education	SEED 5391
Secondary Education	SEED 5392
COLLEGE OF FINE ARTS	
Music	MUSI 5190
COLLEGE OF FORESTRY AND AGRICULTURE	
Agriculture	AGRI 5206
Agriculture	AGRI 5333
Forestry	FORS 6210

COLLEGE OF LIBERAL AND APPLIED ARTS	
English	ENGL 5195
English	ENGL 5389
Languages, Cultures & Communication	HSPN 5325
Languages, Cultures & Communication	HSPN 5365
COLLEGE OF SCIENCES AND MATHEMATICS	
Biology	BTEC 5203
Computer Science	CSCI 5189
Geology	GEOL 5032
Geology	GEOL 5306
Geology	GEOL 5323
Geology	GEOL 5332
Mathematics	MTED 5699
Nursing	NURS 5221
Nursing	NURS 5301
Nursing	NURS 5302
Nursing	NURS 5311
Nursing	NURS 5322
Nursing	NURS 5331
Nursing	NURS 5332
Nursing	NURS 5341
Nursing	NURS 5342
Nursing	NURS 5551
Nursing	NURS 5661
Nursing	NURS 5670

GRADUATE CURRICULUM COURSE DELETIONS 2020-2021	
Effective Fall 2020	
Department	Course
COLLEGE OF EDUCATION	
Elementary Education	ELE 516
Elementary Education	ELE 517
Elementary Education	ELE 533
Elementary Education	ELE 537
Elementary Education	ELE 539
Elementary Education	ELE 540
Elementary Education	ELE 594
Kinesiology	KIN 511
Kinesiology	KIN 512
Kinesiology	KIN 515
Kinesiology	KIN 520
Kinesiology	KIN 525
Kinesiology	KIN 540
Kinesiology	KIN 542
Kinesiology	KIN 543
Kinesiology	KIN 577
COLLEGE OF FINE ARTS	
Music	MTC 505
COLLEGE OF FORESTRY AND AGRICULTURE	
Forestry	ENV 500
Forestry	ENV 520
Forestry	ENV 522
Forestry	ENV 524
Forestry	ENV 526
Forestry	ENV 540
Forestry	ENV 542
Forestry	ENV 544
Forestry	ENV 546
Forestry	FOR 511
Forestry	FOR 540
Forestry	FOR 549
Forestry	FOR 558
Forestry	FOR 589
Forestry	GIS 511
Forestry	GIS 511L
Forestry	GIS 555
Forestry	GIS 555L
Forestry	GIS 590
Forestry	GIS 649
Forestry	GIS 649L

GRADUATE CURRICULUM COURSE DELETIONS 2020-2021	
Effective Fall 2020	
Department	Course
COLLEGE OF FORESTRY AND AGRICULTURE	
Forestry	FOR 611
Forestry	FOR 640
Forestry	FOR 649
Forestry	FOR 658
Forestry	FOR 698
COLLEGE OF LIBERAL AND APPLIED ARTS	
English	ENG 550
English	ENG 554
Multidisciplinary Studies	IDS 571
COLLEGE OF SCIENCES AND MATHEMATICS	
Biology	BIO 513
Biology	BIO 522
Biology	BIO 531
Biology	BIO 551
Biology	BTC 503
Biology	BTC 503L
Biology	BTC 513
Biology	BTC 548
Biology	BTC 550
Biology	BTC 552
Biology	BTC 553
Biology	BTC 554
Geology	GEOL 5025
Geology	GEOL 5051
Geology	GEOL 5110
Geology	GEOL 5325
Geology	GEOL 5351

GRADUATE CURRICULUM COURSE ADDITIONS 2020-2021	
Effective Fall 2020	
Department	Course
COLLEGE OF BUSINESS	
Accounting	ACCT 5364
Accounting	ACCT 5365
Accounting	ACCT 5366
COLLEGE OF EDUCATION	
Elementary Education	MLGE 5390
Human Services	SPED 5258
Human Services	SPED 5358
Human Services	SPHS 5119
Human Services	SPSY 6301
Human Services	SPSY 6303
Human Services	SPSY 6311
Human Services	SPSY 6312
Human Services	SPSY 6314
Human Services	SPSY 6322
Human Services	SPSY 6323
Human Services	SPSY 6331
Human Services	SPSY 6342
Human Services	SPSY 6344
Human Services	SPSY 6351
Human Services	SPSY 6362
Kinesiology	ATTR 5162
COLLEGE OF FINE ARTS	
Music	MUAP 5265
Music	MUTC 5366
COLLEGE OF FORESTRY AND AGRICULTURE	
Agriculture	AGRI 5033
Agriculture	AGRI 5033
Forestry	GISC 5001
Forestry	GISC 5301
COLLEGE OF LIBERAL AND APPLIED ARTS	
Anthropology, Geography & Sociology	GEOG 5300
Anthropology, Geography & Sociology	SUST 5300
Anthropology, Geography & Sociology	SUST 5395
Government	NISS 5190
Government	NISS 5199
Government	NISS 5397

GRADUATE CURRICULUM COURSE ADDITIONS 2020-2021	
Effective Fall 2020	
Department	Course
COLLEGE OF LIBERAL AND APPLIED ARTS	
Languages, Cultures & Communication	HSPN 5380
Languages, Cultures & Communication	HSPN 5385
Psychology	PSYC 5315
COLLEGE OF SCIENCES AND MATHEMATICS	
Geology	GEOL 5344
Nursing	NURS 5304
Nursing	NURS 5308
Nursing	NURS 5375

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STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: At-Will Employment

Policy Number: 11.2

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

Date of last revision, if applicable: 4/24/2018

Unit(s) Responsible for Policy Implementation: President

Purpose of Policy (what does it do): The policy defines who are considered at-will 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:

Please complete the appropriate section:

Specific rationale for new policy:

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

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Scott Gordon, President
Damon Derrick, General Counsel

At-Will Employment

Original Implementation: July 15, 2003

Last Revision: April 24/18, 2020/18

The following exempt, academic, and non-academic employees serve at the discretion of the university and are considered at-will employees whose employment may be terminated with or without cause at any time by the university or the employee:

- All positions reporting to the Board of Regents including but not limited to the president, general counsel, director of audit services, and coordinator of board affairs;
- All vice presidents/provost *and chief information officer*;
- All associate vice presidents/associate provost;
- All deans including associate deans;
- All *executive* directors, *directors*, associate directors, and assistant directors;
- All department heads and chairs;
- All coaches;
- All charter school teachers;
- All attorneys and auditors;
- All grant funded positions;
- All temporary staff employees.

Any appointment included in this list which is filled by a tenured employee will not affect the employee's tenure status. Tenured employees removed from administrative assignments under this policy may be reassigned to a faculty position.

The university may choose to reassign an at-will employee under this policy, but such reassignment is not guaranteed. Additionally, the university will endeavor to give a terminated employee under this policy a 30-day notice, although notice is not required.

Any decision to terminate an at-will employee must be reviewed by the general counsel and/or the director of human resources for legal considerations. Termination of at-will employees below the vice president level must be approved by the appropriate vice president and reported to the president and Board of Regents (unless the termination is by the president or Board of Regents). The Board of Regents must approve termination of at-will employees at the vice president level or above. All such employees will be given an opportunity to resign in lieu of at-will termination, unless the termination is clearly for cause. The terms of resignation must be approved by the same process outlined for termination above, including legal review by the general counsel and/or the director of human resources.

In regards to this policy and the employee's completion of the 180-day probationary period,

there is no contradiction. The 180-day probationary period is the designated time frame for the new employee to demonstrate their capability to perform their job tasks in a satisfactory manner. The completion of this evaluation period does not convey a permanent status to employees listed in this policy, and it does not negate the at-will status for either employee or employer.

Any agreements that in any way modify this policy must be made in writing and must contain the signature of the president, appropriate vice president, and the university Board of Regents.

Cross Reference: None

Responsible for Implementation: President

Contact for Revision: 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: Best Value Procurement

Policy Number: 17.1

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

Date of last revision, if applicable: 7/25/2017

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

Purpose of Policy (what does it do): This policy affirms that SFA makes purchases, not otherwise delegated through Delegated Purchasing Authority (17.5), in accordance with Education Code 51.9335 and university 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: N/A

Specific rationale for each substantive revision: The change provides a revision to bid limits, blends in content/allows deletion of policies 17.8, 17.12, and 17.15, and addresses changes in TCG 2254.002(2)(C). Revision adds references to the Cross Reference and Forms section of the policy.

Specific rationale for deletion of policy: N/A

Additional Comments:

Reviewers:

Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Best Value Procurement

Original Implementation: January, 1988

Last Revision: April 18, 2020 ~~July 25, 2017~~

Purpose

This policy affirms that Stephen F. Austin State University (SFA) makes purchases, not otherwise delegated through Delegated Purchasing Authority (17.5), in accordance with Texas Education Code Section 51.9335 and university policy.

PROCUREMENT PROCESSES

The university purchases goods or service by the method that provides the best value to the university, including:

- A. programs associated with the purchase of goods or services from persons with disabilities as required under applicable state law;
- B. direct negotiation if the aggregate total is \$150,000 or less (~~except that the limit for federal funds is \$3,000~~);
- C. group/cooperative purchasing programs;
- D. contracts awarded by the state comptroller's office, Department of Information Resources, Council on Competitive Government, State Office of Risk Management, or other state of Texas agencies or institutions of higher education;
- E. contracting with other state agencies or political subdivisions in accordance with Interagency and Interlocal Contracts (*see additional information below in Additional Procurement Considerations*)~~(17.8)~~;
- F. purchasing on a proprietary basis in accordance with Proprietary Purchases (*see additional information below in Additional Procurement Considerations*)~~17.15~~;
- G. purchase of professional and consulting services in accordance with Texas Government Code Section 2254 (*see additional information below in Additional Procurement Considerations*)~~Professional and Consultant Services (17.12)~~;
- H. purchasing from state or federal surplus warehouses in accordance with Purchase of Surplus Property (17.17);
- I. soliciting bids or proposals as follows:
 - a. informal solicitation if the aggregate total is \$50~~25~~,000 or less; this limit may be increased to \$150,000 if using federal grant funds;
 - b. formal solicitation if the aggregate total is over \$50~~25~~,000; this limit may be increased to \$150,000 if using federal grant funds;
- J. purchasing on an emergency basis as long as the procurement is necessary to prevent a hazard to life, health, safety, welfare or property, or to avoid undue additional cost to the university;
- K. purchasing on a best value basis without using one of the above processes as long as the supporting justification is approved by the director of procurement and is in compliance with best value considerations outlined in Texas Education Code ~~Section~~ Section 51.9335.

ADDITIONAL PROCUREMENT CONSIDERATIONS

General

The university may not accept a bid or award a contract that includes proposed financial participation by a person who received compensation from the university to participate in preparing the specifications or request for proposals on which the bid or contract is based. This does not prohibit a bidder or contract participant from providing free technical assistance to the university.

In accordance with Gov't Code Ch. 2252, Subchapter A, the university will apply reciprocity when evaluating informal bids and competitive sealed bids. This requirement does not apply to federal funds.

Contracts that generate revenue may be processed through any of the above procurement processes, through direct negotiation, or through any other process that is determined to represent the best value to the university.

All procurements, regardless of the source of funds, shall comply with laws and rules relating to historically underutilized businesses. Reference Historically Underutilized Businesses (17.7).

Some procurements may require Board of Regents approval prior to purchasing. Reference Items Requiring Board of Regents Approval (1.4).

Some procurements have additional restrictions based on the source of funding. Reference the Funds Guidelines and HEF Guidelines published on the procurement and property services ~~and controller's office~~ websites.

Contracting Restrictions

Contracting with a former employee or retiree for services is prohibited on state funds within 12 months of the employee's separation date from the university. The use of local funds is allowed within 12 months of the employee's separation date with prior approval of the director of procurement and property services, director of human resources, and general counsel.

If a past employee or retiree is hired as a consultant within 2 years of leaving SFA or any other state agency, the consultant must disclose in his/her offer the following information: a) nature of employment at the agency; b) the date employment was terminated; c) the annual rate of compensation at termination. This requirement does not apply to professional services.

Contracting for professional services with a company employing a former employee or retiree within 12 months of the employee's separation date from the university is allowed only if the former or retired employee does not work on a project that is similar to his/her duties while employed by SFA.

Contracting with the executive head of a state agency, or with a person who at any time during the four years before the date of the contract was the executive head of a state agency, or with a person who employs a current or former executive head of a state agency is prohibited unless the Board of Regents votes in open meeting to approve the contract, and the Legislative Budget Board is notified no later

than the fifth day before the date of the vote, of the terms of the proposed contract.

Pursuant to state law, a former officer or employee who during their period of service or employment participated on behalf of the university in a procurement or contract negotiation involving a person may not accept employment from that person before the second anniversary of the date the contract is signed or the procurement is terminated or withdrawn.

Contract Management

The procurement office shall establish and maintain contract management procedures that provide for consistent contracting policies and practices and contract review procedures, including a risk analysis procedure. The contract review procedures, contract review checklist, and any updates, must be reviewed and approved by the general counsel before implementation.

The procurement office shall establish procedures to identify each contract that requires enhanced contract or performance monitoring. ~~At a minimum~~ new construction projects over a designated dollar amount shall be included in evaluation for enhanced monitoring ~~this requirement~~. Identified contracts shall be reported to the Board of Regents at regularly scheduled meetings, including the following information:

1. a description of the contract;
2. the vendor awarded the contract;
3. the procurement method by which the vendor was selected;
4. who is managing the contract;
5. any serious issue or risk associated with the contract.

The following types of purchases or contracts are excluded from this reporting requirement: a memorandum of understanding, interagency contract, interlocal agreement, or contract for which there is no cost.

All contracts should be fully executed prior to the effective date and prior to work being performed to the extent possible.

Interagency and Interlocal Purchases

Interagency purchases are for goods and services from another agency of the state of Texas and are allowed by the Interagency Cooperation Act, except that a state agency may not enter into an agreement or contract that requires or permits the agency to exceed its duties and responsibilities or the limitations of its appropriated funds. An agency may purchase goods, equipment, and special or technical services including the services of an employee through an Interagency Cooperation Agreement.

Interlocal purchases are for goods or services from or by a local government such as a city or county government, school district, junior or community college district, or other political subdivision. Such purchases are handled as an Interlocal Agreement, and are allowed so long as neither the agency nor the political subdivision exceeds its duties and responsibilities or the limitations of its appropriated funds or its governing board or commission.

A state agency may not provide services or resources to another agency that are required by Article XVI, Section 21, of the Texas Constitution to be provided under a contract awarded to the lowest responsible bidder. Printing services may not be purchased through an Interagency or Inter-local Agreement.

Interagency contracts shall follow financial approval thresholds allowed in university policy 1.4. All interagency contracts must conform to appropriate procurement procedures and be approved by an authorized administrator from each agency. An interagency agreement, if required under applicable law, must specify the following:

- 1. the kind and amount of goods or services to be provided;*
- 2. the basis for computing reimbursable costs; and*
- 3. the maximum cost during the period of the agreement.*

Interlocal contracts must contain a formal written agreement signed by the university agency head, or designee, and the local government, regardless of the dollar amount. The written agreement must:

- 1. state the purpose, terms, rights, and duties of the contracting parties; and*
- 2. specify that each party paying for the performance of governmental functions or services must make those payments from current revenues available to the paying party.*

Forms for interagency and interlocal agreements are available on the general counsel's website.

Proprietary Purchases

A proprietary purchasing situation occurs when competition is not available. In addition to the purchase requisition, a written exclusive acquisition justification must be submitted to the Department of Procurement and Property Services when the specification requirement limits consideration to one manufacturer, one product, or one service provider.

A sole product may be available from more than one source and is subject to best value procurement rules. Justification for proprietary purchases must be signed by the director of procurement and property services/HUB coordinator. To assist in proprietary purchase considerations, procedures and guidelines are provided on the procurement and property services website.

Purchase of Professional and Consulting Services

Professional services are services within the scope of practice, as defined by state law, of: accounting, architecture, landscape architecture, land surveying, medicine, optometry, professional engineering, real estate appraising, professional nursing, and interior design or those services provided in connection with the professional employment or practice of a person who is licensed or registered as a certified public accountant, an architect, landscape architect, land surveyor, a physician (including a surgeon), an optometrist, a professional engineer, a state certified or state licensed real estate appraiser, registered nurse, or a licensed interior designer.

Consulting services are services of studying or advising a state agency under a contract that does not

involve the traditional relationship of employer and employee. A consultant may be used only if there is a substantial need for the consulting services with its own personnel or obtain the consulting services through a contract with a state governmental entity.

Major consulting service contracts are contracts for which it is reasonably foreseeable that the value of the contract will exceed \$25,000. The \$25,000 threshold is not a one-time cost, but rather a cumulative amount for on-going consulting services.

A consultant is a person that provides or proposes to provide a consulting service. The term includes a political subdivision but does not include the federal government, a state agency, or a state governmental entity.

Selection of professional or consulting service contracts may require Board of Regents approval. Reference Items Requiring Board of Regents Approval (1.4). Submission of a requisition is required, and other purchasing procedures may apply.

Professional or consulting service solicitations greater than \$50,000 will be posted on the electronic business daily unless Procurement and Property & Services determines that no value is added by the posting.

A professional service provider is not to be selected on the basis of competitive bid but rather on the basis of demonstrated competence and qualifications to perform the services; and a fair and reasonable price, as long as professional fees do not exceed any maximum provided by law.

Professional services, including architectural, engineering, land surveying, and other professional services as referenced above, must be procured in the following manner:

- 1. Select the most highly qualified provider based on demonstrated competence and qualifications as provided in the Request for Qualifications;*
- 2. Attempt to negotiate a contract with the selected provider at a fair and reasonable price;*
- 3. If a satisfactory contract cannot be negotiated with the most highly qualified provider, formally end negotiations with that provider; select the next most highly qualified provider; and attempt to negotiate a contract at a fair and reasonable price.*

The selection process for architectural, engineering, or land surveying services shall continue in this manner until a contract is accepted by all parties.

A consulting service provider is to be selected using the procurement method that provides the best value to the university based on demonstrated competence, knowledge, qualifications, and reasonableness of the proposed fees for the services.

EXEMPT PURCHASES

The following purchases that are exempt from best value procurement processes outlined herein but for which —Submission of a purchase requisition and other rules may apply include:—

1. advertising;
2. hotels and meeting rooms for conferences;
3. conference expenses – expenses related to conference room services such as audio/visual/network and food services. (does not include goods purchased for attendees or transportation services);
4. moving expenses (employee) – see Moving Expenses (3.23);
5. ~~student travel – see Student Travel (10.12) – expenses related to student travel – see Student Travel (10.12); –~~
6. library materials and services for Stephen F. Austin State University libraries when such exemption represents the best value to the university;
7. membership dues and associated fees;
8. direct publications only available from a single source as defined in the procurement procedure manual;
9. freight, including shipping, handling, fuel surcharge, hazardous material fee, postage, and other surcharges;
10. intra-agency payments (IDT);
11. rental of exhibit space;
12. items for resale;
13. internal repairs – repairs for which the extent and cost of such cannot be determined until the commodity is disassembled and evaluated; an internal repair must contain labor and may also include parts;
14. purchases from federal agencies;
15. utilities, other than deregulated electricity;
16. organized activity purchases – goods and services for the Early Childhood Lab, Cole Audiology Lab, Beef Farm, Poultry Farm, Equestrian Program, Broiler Houses, and Swine Farm when the purchase directly affects operations and such exemption represents the best value to the university;
17. group travel – expenses related to group travel when such group travel includes non-university persons and/or is funded by payment from individual travelers; i.e., Art Tour;
18. gifts, prizes and awards for students, employees and non-university individuals – *See Gifts, Prizes and Awards (3.18)* ~~See Gifts, Prizes and Awards (3.18);~~
19. accreditation fees;
20. tournament fees or game guarantees;
21. licensing fees or permits;
22. employee registration or tuition;
23. sponsorships;
24. non-travel-related meals;
25. fees, not otherwise identified herein;
26. notary bonds;
27. guest lecturers, speakers, artists, entertainers, performers, musicians, etc.;
28. educational/training services for university employees;
29. veterinary services;
30. other professional services as defined by the state comptroller's expenditure codes.

Cross References: Items Requiring Board of Regents Approval (1.4); *Ethics* (2.6); *Gifts, Prizes and Awards* (3.18); *Student Travel* (10.12); *Nepotism* (11.16); Historically Underutilized Businesses (17.7); Delegated Purchasing Authority (17.5); ~~Interagency and Interlocal Contracts (17.8); Proprietary Purchases (17.15); Professional and Consultant Services (17.12);~~ Purchase of Surplus Property (17.17); *Purchase Voucher* (17.20); Purchases From *Officers or* Employees (17.21); Moving Expenses (3.23); Purchase Requisition (17.19); Tex. Educ. Code §§ 51.9335, .9337; Tex. Gov't Code § 572.069; Tex. Gov't Code § 669.003; Tex. Gov't Code § 2261.253; Tex. Gov't Code §§ 2252.001-.004, .901; *Tex. Gov't Code Ch. 2254*; *Tex. Gov't Code Ch. 573*; *Tex. Gov't Code Ch. 771, 791*; *Tex. Const. Art. XVI, §21*; *Tex. Gov't Code §§ 2155.063, .067*; 2 CFR §§ 200.317-.326;

Responsible for Implementation: Vice President for Finance and Administration

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

Forms: Purchase Requisition, Purchase Voucher

Board Committee Assignment: Finance and Audit

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Course Grades

Policy Number: 5.5

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

Date of last revision, if applicable: January 29, 2019

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

Purpose of Policy (what does it do): Guidelines for course grades

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: an emergency change requested to allow instructor of record to set a deadline for coursework to be completed for withheld grades, not to exceed one year (changed from within one year)

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 Grades

Original Implementation: January 25, 2000

Last Revision: ~~January 29, 2019~~ April 18, 2020

Faculty members may use a variety of factors including assignments, oral and written quizzes, examinations, class attendance, and other course activities to determine course grades as listed in their course syllabi.

Recorded Grades

The following table indicates recorded grades, performance and action descriptions, and the quality points earned that are used to calculate the grade point average (GPA).

GRADES AND GRADE POINTS		
Grade	Description	Grade (Quality) Points
A	Excellent	4 points per semester hour
B	Good	3 points per semester hour
C	Average	2 points per semester hour
D	Below Average	1 point per semester hour
F	Failed	0 points per semester hour
QF	Quit Failing	0 points per semester hour
WF	Withdrew Failing	0 points per semester hour
DC	Dropped: No Grade	No GPA hours or points
K	Study Abroad Grade Posted	No GPA hours or points
KH	Study Abroad Grade Pending	No GPA hours or points
P	Passing	No GPA hours or points
R*	Developmental Class Grade	No GPA hours or points
T*	Transfer Class Grade	No GPA hours or points
W	Withdrew: No Grade	No GPA hours or points
W6	Dropped: No Grade, Counts for 6-drop	No GPA hours or points
WH	Incomplete	No GPA hours or points
WP	Withdrew Passing	No GPA hours or points

Withheld Grades

At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work *by the deadline set by the instructor of record, not to exceed within one calendar year* from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy [i.e., ~~Active~~ Military Service *Activation* (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

Grade Point Average

Only grades earned at Stephen F. Austin State University (SFA) will be used for calculating grade point average (GPA). Grade points are assigned based on the letter grade for each course:

- A = four grade points per semester hour;
- B = three grade points per semester hour;
- C = two grade points per semester hour;
- D = one grade point per semester hour; and
- F, QF, and WF result in zero grade points.

The GPA is determined by dividing the sum of the grade points earned at SFA by the total number of GPA eligible hours recorded on the SFA transcript. In addition, repeating a course may affect the grade point calculation.

Repeat Grades

Students who make an F in a course can get credit only by repeating the course. Undergraduate students who want to repeat courses to improve their GPA at SFA must repeat those courses at SFA. For any course that is repeated at SFA, the grade earned in the most recent enrollment will be used to calculate the GPA. Credit hours for courses taken at other institutions to replace credit hours earned at SFA may be used to meet graduation credit-hour requirements, but not for GPA calculation.

Mid-Semester Grades

Mid-semester grades will be posted for 000-, 100- and 200-level courses during fall and spring semesters. These grades will be posted before the last day to drop courses each semester. Appropriate academic personnel will provide students with recommendations and options regarding academic performance.

Final Grade Reporting

On the first day of final examinations of each semester or summer term, the Office of the Registrar will make grading available through online services. Instructors must enter student grades into the electronic student records database by the deadline established on the university calendar.

The Office of the Registrar will provide access for electronic verification grade sheets for each class to academic units. It is the responsibility of each instructor to verify accuracy of grade entry and to notify the registrar of any discrepancies.

Course grades may not be posted publicly.

Grade Changes

Grade changes within three semesters of the original posting should be entered into the online grade change system. Older grade changes require submission of a Grade Change Form with the appropriate approval signatures. During grading cycles, access to the online grade change system for the current semester is suspended until 19 days after the last day of finals. Grades should only be changed in cases of error or, in the case of WH, when the course requirements have been completed.

Cross Reference: General and Graduate Bulletins; Final Course Grade Appeals by Students (6.3); Class Attendance (6.7); Military Service Activation (6.14); Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g;

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs; Registrar

Forms: WH and Grade Change Form

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Curriculum Reviews, Modifications and Approvals

Policy Number: 5.7

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

Date of last revision, if applicable: January 28, 2020

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

Purpose of Policy (what does it do): Guidelines for curriculum reviews, modifications and approvals

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: add "or president's designee" to approval process, minor wording change for clarification, added semi-colon to correct formatting

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

Curriculum Reviews, Modifications and Approvals

Original Implementation: October 17, 1978

Last Revision: ~~January 28, 2020~~ April 18, 2020

Introduction

It is the responsibility of each academic unit of the university to maintain current curricula and engage in continuous review of its curricula. The provost and vice president for academic affairs and appropriate dean will set timelines for the modification and approval process.

Curricular Modification Procedures

Curricular modifications include:

- new courses;
- core curriculum courses;
- modified courses (e.g., course title, credit hours);
- new programs (e.g., degrees, endorsements, certificates, minors, concentrations);
- modified programs (e.g., degrees, endorsements, certificates, minors, concentrations);
- deletion of courses and/or programs (e.g., degrees, endorsements, certificates, minors, concentrations); and
- changes in mode of delivery such as off-campus face to face, online instruction, and other distance delivery methods.

Curricular modifications will be developed and submitted at the program level, and recommended for approval by:

- the academic unit;
- the academic unit head;
- the appropriate councils or committees in the college;
- the college dean;
- the university Undergraduate Council or Graduate Council;
- as appropriate, the Core Curriculum Advisory Committee;
- the Deans Council; and
- the provost and vice president for academic affairs.

~~New~~ *In addition to the above steps, new courses and new, modified or deleted undergraduate and graduate programs and changes in mode of delivery will then be considered for approval by:*

- the university president *or president's designee*; and
- the Board of Regents.

Where appropriate, approval will then be sought from (and/or notification will be made to) the Texas Higher Education Coordinating Board (THECB), the Texas Education Agency, the Southern Association of Colleges and Schools, or other outside agencies and organizations.

Changes will be reflected in the General Bulletin and/or Graduate Bulletin after approval.

Substantive Change

Any curricular changes that involve substantive change as defined by the Southern Association of Colleges and Schools Commission on Colleges must be communicated by the Office of the Provost and Vice President for Academic Affairs to the appropriate entity and, if necessary under the rules on the entity, be approved before implementation. For further information, see the university policy on Substantive Change (4.10).

Cross Reference: THECB Instructions and Classification of Instructional Programs Codes; Certificate Programs (5.2); Course Fees (3.8); Laboratory Fees (3.22); Substantive Change (4.10); Academic Program Review (5.1); and Professional Educators' Council (5.16)

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, distance education and laboratory/course fee requests are available at the university website.

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Departmental Budgeting and Accounting Responsibilities

Policy Number: 3.9

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 for Finance and Administration

Purpose of Policy (what does it do): Establishes the responsibility of the designated account manager to exercise budgetary control and to account for funds and property

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: N/A

Specific rationale for deletion of policy: N/A

Additional Comments:

Minor wording and formatting changes

Reviewers:

Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Departmental Budgeting and Accounting Responsibilities

Original Implementation: September 1, 1987

Last Revision: April 18, 2020~~5~~, 2017

Purpose

This policy establishes the responsibility of a designated account manager to exercise budgetary control and to account for the funds and property assigned.

Definitions

An account is defined as a specific Banner fund/organization combination as assigned by the controller's office.

General

It is the responsibility of each department head to account for the funds and property of his/her department and to exercise budgetary control over them. For that reason, all accounts have a designated account manager. It is the responsibility of each account manager to maintain records of sales and other revenues, expenditures and encumbrances including salaries and wages, and other charges, which support and supplement the records in the Banner finance system.

It is the account manager's responsibility to ensure that each account under his/her control does not exceed budget limitations. In accounts where both revenues and expenditures are projected (i.e. Designated Fund, Restricted Fund, and Plant Fund accounts), if actual revenues do not meet budgeted revenues, it is the account manager's responsibility to reduce expenditures accordingly. All deficits are to be thoroughly investigated and resolved in a timely manner. Likewise, if actual revenue exceeds the account revenue estimate, a budget change may be requested. Procedures that govern this process may be found on the budget office website. *Except for restricted grants and contracts, All budget increases in excess of \$450,000 require approval of the vice president for finance and administration and the president or his designee, budget increases over \$100,000 require approval of the president or designee, and budget increases of \$4500,000 or more require approval of the Board of Regents.*

Complete and accurate records of financial transactions are to be maintained by the controller's office. These records may be accessed by the appropriate account manager through the Banner system. Account managers are responsible for comparing their records with those of the controller's office and reporting any differences promptly to the controller's office. The original budgets and all authorized budget revisions for non-restricted accounts and restricted gift accounts are approved by the budget office. The original budgets and all authorized budget revisions for restricted grants and contracts are approved by the Office of Research and ~~Sponsored Programs~~ Graduate Studies (ORGS). Budget revisions for non-restricted accounts and restricted gift accounts under the account manager's control can be initiated with the *appropriate form or process presented on the Budget Office Website. Budget Office Transaction Request or through Self Service Banner (SSB). Budget revisions between like funds and among a department's various organizations should be completed*

~~online, by the department, through Self Service Banner. No form is necessary for these types of transactions.~~ Budget revisions for restricted grants and contract accounts can be initiated with the ~~External Grant Budget ORGS Revision Request Clearance Form~~ process established by the ORGS.

Banner confirms available funding during the requisition process. If funds are not available in the account, the budget director, or designee, may authorize an override pending a budget or funds transfer.

An account manager may authorize an employee(s) to view and/or transact account and organizational functions, using the appropriate submission authorization. That delegation should be communicated to all campus support departments which include, but are not limited to Account access designations can be made on the Banner Access Request form. Each account manager may designate one or more additional individuals in the department to approve time and leave in the appropriate timekeeping systems, vouchers, requisitions, and similar documents in his/her absence. The procurement and property services department, the controller's office, printing services, post office, physical plant, information technology services (telecommunications and networking), and other offices initiating billing charges through interdepartmental transfers (IDTs), must be informed of these designations. These designations shall be periodically reviewed and updated.

Cross Reference: Interdepartmental Transfer (IDT) (17.9); Items Requiring Board of Regents Approval (1.4)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Controller, Budget Director

Forms: Budget Office Transaction Request, ~~External Grant~~ Office of Research and Graduate Studies Budget Revision Clearance Request Form, Banner Access Request form

Board Committee Assignment: Finance and Audit

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Drug and Alcohol Testing

Policy Number: 11.6

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: Director of Environmental Health Safety and Risk Management, Director of Human Resources, General Counsel

Purpose of Policy (what does it do): outlines drug testing policy in the case of reasonable suspicion or an accident. Serves as part of the investigative process in the case of an accident or worker's comp claim.

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: Just minor word and formatting changes no procedural changes .

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Drug and Alcohol Testing

Original Implementation: July 14, 1998

Last Revision: ~~April 25, 2017~~ April 18, 2020

Purpose

This policy affirms the university's commitment to providing a safe, healthy, and productive learning and working environment by taking appropriate steps to maintain a drug-free and alcohol-free workplace.

Definitions

Medical review officer (MRO) refers to a licensed physician who is responsible for receiving laboratory results generated by the employer's drug testing program, evaluating, interpreting and verifying those drug testing results in conjunction with an employee's medical history, and determining whether a positive result was caused by the use of prohibited drugs or by an employee's medical condition.

General

~~It is the policy of Stephen F. Austin State University to promote a safe, healthy and productive learning and working environment free from the influences of drugs and alcohol.~~ The university must set an example to ensure the safety, health and welfare of its employees, students and the citizens which it serves, by taking the appropriate steps for maintaining a drug-free workplace as mandated by the state and federal governments. This policy supplements all other SFA policies regarding drug and alcohol use and related topics by establishing the guidelines for drug and alcohol testing. The drug and alcohol testing program is for the purpose of ensuring a healthy and safe workplace, and may not be used for the purpose of criminal prosecution.

~~General Policy~~

Stephen F. Austin State University may require employees in safety sensitive positions to submit to drug and/or alcohol testing based upon reasonable suspicion, post-accident, or post-university referred drug and/or alcohol rehabilitation. University safety sensitive employees who are subject to Department of Transportation regulations in 49 C.F.R. parts 382 and 40 (primarily drivers with commercial driver's licenses) will additionally be subject to random drug and/or alcohol testing proscribed by federal law.

Reasonable suspicion can be established by any of the following: **Reasonable Suspicion:**

1. Direct observation of drug or alcohol use or possession and/or demonstration of physical symptoms of the influence of a drug or alcohol as related to work activities,
2. A pattern of abnormal or erratic behavior, consistent with alcohol or drug abuse,
3. Arrest or conviction of a drug or alcohol related offense as the focus of a criminal investigation into illicit drug use, possession, or trafficking,
4. Information provided by reliable or credible sources,
5. Information, which is independently corroborated,

6. Evidence that an employee or student worker has tampered with a previous drug or alcohol test, or
7. Possession of drug paraphernalia.

Individuals having reasonable suspicion of an employee in a safety sensitive position, based on the above criteria, must contact the director of human resources and/or the director of environmental health, safety, and risk management. When feasible, the Office of the General Counsel will be contacted to confirm whether a given circumstance is sufficient to conduct a test.

Reporting personnel shall document the exact reasons why they suspect that a certain employee in a safety sensitive position has violated the drug and/or alcohol policy to include: the symptoms exhibited by the employee; the actions of the administrator, faculty, employee or student worker; if at all possible, corroborating statements from other administrators, faculty, employees or student workers; and other evidence which tends to establish a reasonable suspicion of illicit drug or unauthorized alcohol use.

Statements by the reporting personnel should document specific facts, not speculation, about an employee's behavior or appearance which would lead a reasonable person to the conclusion that the employee was using or in possession of illicit drugs or unauthorized alcohol. The emphasis should be placed on how the behavior of the employee is affecting his/her performance.

Post-accident

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Each employee in a safety sensitive position who is involved in an accident that occurs during the course and scope of employment shall be required to submit to a drug/alcohol test. (A drug or alcohol test will also be requested if damage has occurred to university property as a direct result of the employee's behavior.)

As a condition of continued employment, any employee in a safety sensitive position who is participating in a substance abuse treatment program or who has a rehabilitation agreement with the university following an incident involving substance abuse may be required to submit to additional drug testing. This section shall not apply to employees in safety sensitive positions who have successfully completed a drug and or alcohol rehabilitation program prior to employment with the university.

Until the results of a test are received, an individual will automatically be removed from all safety sensitive functions, but may perform duties as assigned. Individuals may be suspended with pay pending investigation, if the continued participation of that individual presents a real and present danger to personal safety or property or threatens the health and safety of the individual or peers.

Prohibited Employee Conduct

1. Engaging in the manufacture, distribution, possession, or use of prohibited substances on university property, in university vehicles, or while in the conduct of university business. (Alcohol possession or use may be permitted on university

- property as articulated by university policy.)
2. Reporting to work under the influence of alcohol or illegal drugs.
 3. Testing positive for alcohol and controlled substances as a safety sensitive employee.
 4. Refusing to submit to required testing as a safety sensitive employee.
 5. Permitting a subordinate employee, in a safety sensitive position, to perform or continue to perform safety sensitive functions when the supervising employee has actual knowledge that a safety sensitive employee has engaged in conduct prohibited in paragraphs above.

Refusal to Submit Test

An employee in a safety sensitive position who refuses to consent and submit to a test when requested under any of the circumstances provided for above will be subject to disciplinary action including termination.

Refusal to submit includes:

1. Failure to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing in accordance with the provisions of this policy,
2. Failure to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing in accordance with the provisions of this policy, and/or
3. Engaging in conduct that clearly obstructs the testing process.

Positive Test

An employee in a safety sensitive position with a positive test will be removed from performing his or her safety sensitive functions. Their supervisor and the director of human resources will meet with each employee who tests positive and inform the employee of the test result.

Based upon the information available after the meeting with the employee, the supervisor and the director of human resources shall determine whether:

1. To proceed to impose appropriate disciplinary action (keeping in mind any minimum penalties as may be required by federal or state law, if criminal penalties may have been pursued, and the nature of the infraction as related to the job functions of the individual) pursuant to university procedures for discipline and dismissal of employee; or
2. To offer the employee the opportunity to participate in and satisfactorily complete an appropriate employee assistance program or rehabilitation program for alcohol and/or drug abusers as a condition of continued employment solely at the employee's expense. An employee who is permitted and chooses to participate in such a program must be informed that the university will pursue appropriate disciplinary action if the employee does not satisfactorily complete the prescribed program.

Recurrence of Substance Abuse

÷ Upon the second occurrence of the necessity to potentially refer an employee to counseling or rehabilitation treatment, there will not be an option to refer the employee in a safety sensitive position for treatment and termination will be automatic.

Subsequent disciplinary actions

÷ When an employee has experienced work related problems as a result of alcohol or drug use and has been reinstated, subsequent disciplinary action will not be taken for the previous work related problems provided the problems cease after reinstatement.

Employees Subject to Drug and Alcohol Testing

All employees in safety sensitive positions of Stephen F. Austin State University are to be included in the alcohol and/or drug testing program and will be subject to testing. Employees identified for testing purposes are expected to cooperate fully with designated clinic and/or laboratory personnel by making themselves available for testing, giving a valid sample and completing accurately all of the steps and necessary documents associated with the test.

Employees in safety sensitive positions at the university who are subject to this drug testing policy are defined as ~~as follows:~~

All employees whose job duties have a direct effect on the health, safety and welfare of employees, students and citizens, which the university serves including the following described duties:

- Drivers with commercial driver's licenses (CDL),
- Employees who are required to have a university certified driver's license in their job description,
- Persons who carry a firearm for security purposes,
- Employees who control dispatch of emergency services,
- Employees who repair or maintain university owned or leased vehicles,
- All maintenance personnel including but not limited to electricians, plumbers, carpenters, etc.,
- All employees who maintain the critical infrastructure of the university including but not limited to database administrators, systems administrators, programmer and systems analysts, network support specialists, etc.,
- Persons required to use dangerous equipment in the course and scope of their jobs including saws, drills, torches, tractors, mowers, and other motorized equipment,
- Employees using chemicals or other dangerous substances in the course and scope of their jobs,
- Medical professionals including licensed doctors, licensed nurses, certified athletic -trainers.

Facilities for Testing

Employees selected for testing procedures shall report to the designated independent facility, or may be escorted by an authorized supervisor. A specimen will be collected and tested by an independently approved laboratory using valid, reliable testing procedures as outlined under the U.S. DOT regulations at 49 C.F.R. part 40. The services of a ~~medical review officer (MRO)~~ *MRO*

will be retained for proper laboratory results interpretation.

Test Results

Drug and alcohol screen test results will be reviewed by an independent MRO after receipt of the specimen by the laboratory. Employees who test positive for substances prohibited by this program shall be afforded an opportunity to consult with the MRO and to provide medical records or other biomedical information to assist the MRO in determining whether there is a legitimate medical explanation for the test results, including use of a legally prescribed medication. Upon review of all confirmatory tests and other medical records, the MRO shall issue a confirmation report verifying test results. The MRO's confirmation report and the results therein shall be deemed conclusive.

~~The MRO refers to a licensed physician who is responsible for receiving laboratory results generated by the employer's drug testing program, evaluation, interpreting and verifying those drug testing results in conjunction with an employee's medical history, and determining whether a positive result was caused by the use of prohibited drugs or by an employee's medical condition.~~

If a post-accident drug screen produces a positive result due to a safety sensitive employee's lawful use of prescription medication which may impair judgement such as driving, handling equipment or making sound decisions, the employee will be removed from all safety sensitive work and, as soon as reasonably practical, discuss any limitations with the employee's supervisor. An employee may be required to provide a doctor's release to resume regular safety sensitive work duties.

The MRO shall have knowledge of substance abuse disorders and appropriate medical training to interpret and evaluate an individual's positive test result (as reported by the laboratory) together with his or her medical history and any other relevant biomedical information.

Any results below the minimum stipulated test levels for drug testing or under .02 for alcohol testing shall be considered a negative test result. Any employee with properly confirmed positive drug test results, or greater than .02 alcohol test as certified by the MRO, shall continue to be removed from any safety sensitive work and shall report to the supervisor upon request.

Records

All information from an employee's drug and alcohol tests is confidential, unless otherwise required by law. Records will be maintained in a secure manner so that disclosure of information to unauthorized persons does not occur.

Appeal and Retesting

Employees may appeal positive test results by submitting a written request to the director of human resources within 24 hours after being informed of the positive test result. The appellant has the right to have a second test performed at a certified laboratory of his/her choice. The specimen transfer between the laboratories will follow standard protocol. An MRO shall interpret the alternate laboratory's test results, considering the nature of the result and time

elapsed since the original test. All expenses for such retests will be the responsibility of the appellant.

Notice

All new employees shall receive notice of this policy and be required to sign an acknowledgement of receipt. Failure to sign an acknowledgement of receipt shall not nullify the notice provided by the university. Existing employees will be notified of the policy and its revisions.

Cross-reference: Discipline and Discharge (11.4); Illicit Drugs and Alcohol Abuse (13.11); 49 C.F.R. §§ 40, 382

Responsible for Implementation: President

Contact for Revision: Director of Environmental Health, Safety, and Risk Management, Director of Human Resources, and General Counsel

Forms: Notice and Acknowledgement of Policy Receipt

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Early Registration Priority

Policy Number: 4.3

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

Date of last revision, if applicable: none - original July 25, 2017

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

Purpose of Policy (what does it do): allows priority registration for students with special scheduling circumstances

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: 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

Early Registration Priority

Original Implementation: July 25, 2017

Last Revision: ~~None~~ April 18, 2020

The primary purpose of priority registration at Stephen F. Austin State University is to ensure that students with special scheduling circumstances have an opportunity to make adequate progress through their curricula toward graduation.

Generally, the criteria for approval to register early may include scheduling constraints related to academic programs or university related activities that cause students to travel away from campus.

Written requests for priority registration may be submitted by appropriate faculty or staff affiliated with student groups. A one-page rationale requesting special status should be sent to the office of the provost and vice president for academic affairs. Requests will be considered on a ~~case-case-by~~ *by-case* basis by the Deans' Council.

The registrar will maintain a current list of those groups of students who have priority registration.

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: Electronic Signatures

Policy Number: 2.17

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

Date of last revision, if applicable:

Unit(s) Responsible for Policy Implementation: Chief Information Officer

Purpose of Policy (what does it do): The policy establishes guidelines for the use of electronic signatures, approvals, and records.

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: New policy

Please complete the appropriate section:

Specific rationale for new policy: Federal and state statutes provide that a record or signature may not be denied legal effect or enforceability solely because it is in electronic form. The policy provides guidance for all members of the university community as it applies to uses of electronic signatures to conduct university business with internal and external constituents.

Specific rationale for each substantive revision:

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Anthony Espinoza, Chief Information Officer
Gina Oglesbee, Chief Audit Executive
Damon Derrick, General Counsel

Electronic Signatures

Original Implementation: April 18, 2020

Last Revision: None

Federal and state statutes provide that a record or signature may not be denied legal effect or enforceability solely because it is in electronic form. The purpose of this policy is to establish guidelines for the use of electronic signatures, approvals, and records, to the fullest extent permitted by law, using secure and practical methods.

This policy applies to all members of the university community, including, but not limited to faculty, staff, students, affiliates and volunteers. It applies to all uses or potential uses of electronic signatures to conduct the official business of the university, including transactions with third-party vendors and contractors.

This policy does not mandate the use of electronic signatures or otherwise limit the rights of parties to conduct transactions on paper. This policy does not apply where a handwritten signature is required by applicable law. The policy does not apply to facsimile signatures used on checks issued by the university.

I. Definitions

For the purposes of this policy, the university adopts the following definitions:

- A. Electronic means relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities.
- B. Electronic record means a record created, generated, sent, communicated, received or stored by electronic means.
- C. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.
- D. Signature authority means the permission given or delegated to enter and make contracts, purchases, and agreements of any character on behalf of the university.
- E. Approved electronic signature method is one that has been approved by Information Technology Services in accordance with this policy and all applicable state and federal laws.

II. Approval of Electronic Signature Methods

The final approval of any electronic signature method will be by Information Technology Services (ITS). ITS must approve all electronic signature methods to ensure that (i) the services have appropriate security procedures that can accurately attribute electronic records or electronic signatures to the individuals that created them; (ii) the services do not result in the remote storage of confidential or sensitive university records without appropriate safeguards; and (iii) the services comply with the requirements of all applicable legislation, including, but not limited to 1 TAC § 203.44.

ITS must also approve, in consultation with the General Counsel, all requests to use the secure, authenticated electronic signature application to create and send documents for signature.

III. Use of Electronic Signatures

Except as stated in Section IV, when applicable law or university policy requires a written signature on a document binding the university, an electronic signature will meet the requirement and will be accepted as legally binding and equivalent to a handwritten signature when an approved electronic signature service is used and signed by an employee with signature authority under university policy 1.3 (Contracting Authority).

IV. Exceptions to Use of Electronic Signatures

Electronic signatures cannot be used when university policy or federal or state laws or regulations do not allow their use. The following are important examples of documents that cannot be signed electronically. This list is not exhaustive:

- A. Wills, codicils and testamentary trusts;
- B. Promissory notes;
- C. Any document required to accompany any transportation or handling of hazardous materials, pesticides or other toxic or dangerous materials;
- D. Notices involving mortgages or leases that could lead to the loss of a primary residence;
- E. Notices of the cancelation or termination of health insurance, health benefits, or life insurance benefits.

V. Accountability

Employees with signature authority are equally accountable for properly and appropriately executing documents on behalf of the university whether they sign the document manually or electronically.

Cross Reference: Tex. Educ. Code §51.9336; Uniform Electronic Transactions Act, Tex. Bus. Code Ch. 322; 1 Tex. Admin. Code Ch. 203; Contracting Authority (1.3)

Responsible for Implementation: Chief Information Officer

Contact for Revision: Chief Information Officer

Forms: None

Board of Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Employee Enrolling for Courses

Policy Number: 12.4

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

Date of last revision, if applicable: 4/30/2019

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

Purpose of Policy (what does it do): This policy permits full-time employees to take a course during working hours and describes the related requirements.

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: Contents of this policy have been incorporated with changes to 12.5 Lumberjack Education Assistance Program

Additional Comments:

Reviewers:

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

~~Employee Enrolling for Courses~~

~~Original Implementation:~~ Unpublished

~~Last Revision:~~ April 30, 2019

~~Purpose~~

~~This policy permits full-time employees to take a course during working hours and describes the related requirements.~~

~~General~~

~~If departmental workloads permit, full-time employees may take one course per semester of either three or four semester credit hours during working hours.~~

~~Approval of the employee's supervisor must be obtained in advance, and arrangements must be made with the supervisor to schedule make-up time for work missed. If work cannot be made up, then the employee must turn in vacation or comp time for work time missed.~~

~~Exceptions to this policy will be considered, but approval must be obtained in writing from the employee's supervisor and the appropriate vice president.~~

~~Cross Reference:~~ None

~~Responsible for Implementation:~~ Vice President for Finance and Administration

~~Contact for Revision:~~ Vice President for Finance and Administration

~~Forms:~~ None

~~Board Committee Assignment:~~ Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Lumberjack Education Assistance Program

Policy Number: 12.5

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

Date of last revision, if applicable: 4/24/2018

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

Purpose of Policy (what does it do): This policy permits active benefits-eligible employees of the university, their spouses, and dependents to participate in the Lumberjack Education Assistance Program (LEAP) provided eligibility requirements are met.

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: This policy change supports the university's strategic goal to attract and support high-quality faculty & staff.

Specific rationale for deletion of policy:

Additional Comments:

Policy name changed from Employee Scholarship Program to Lumberjack Education Assistance Program.

Reviewers:

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

~~Employee Scholarship Program-Lumberjack Education Assistance Program~~

Original Implementation: January 28, 2003

Last Revision: April 18~~24~~, 2020~~18~~

Purpose

This policy permits active, ~~benefits-eligible~~ 100-percent regular (100% equivalent (FTE/FTE) employees of the university, their spouses, and dependents, as well as certain graduate assistants to participate in the Lumberjack Education Assistance Program (LEAP) provided eligibility requirements are met.

General

Active ~~benefits-eligible~~ Employees of the university, their spouses and dependents are eligible to participate in the Lumberjack Education Assistance Employee Scholarship Program (LEAP) provided eligibility requirements are met. This policy permits full-time employees and certain graduate assistants to take a course during working hours. Detailed program and eligibility requirements can be found on the human resources website. The program is designed as an employee benefit initiative and is ~~Benefits under the program are subject to available resources. the availability of specific funds in the university budget. The university is not required to make funds available in any given fiscal year.~~

The widow or widower and dependent children of an individual who died while employed at the university shall also be eligible for the Employee Scholarship Program.

Full-time employees and ~~certain~~ graduate assistants who meet specific eligibility requirements are permitted to take a course during working hours. However, pParticipation in the program does not supersede regular work responsibilities. If departmental workloads permit, full-time employees may take one course per semester of either three or four semester credit hours during working hours. An employee's supervisor must approve the time off for the class, and also approve make-up work arrangements for time missed. If work cannot be made up, an employee must turn in vacation or comp time for work time missed. See Employee Enrolling for Courses (12.4). Exceptions to the policy will be considered, but approval must be obtained from the employee's supervisor and appropriate vice president.

Benefits under the program are subject to the availability of specific funds in the university budget. The university is not required to make funds available in any given fiscal year.

The university complies with federal and state tax regulations governing any applicable taxability, tax reporting, and/or withholding of taxes on the ~~Employee Scholarship Lumberjack Education Assistance Program~~. The value of any taxable tuition and fee benefits paid by the LEAP ~~Employee~~

~~Scholarship Program~~ will be included as taxable income on the employee's annual Wage and Tax Statement (W-2) and will be subject to tax withholdings.

Cross Reference: *None*

~~Employee Enrolling for Courses (12.4)~~

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Vice President for Finance and Administration

Forms: Employee Educational Assistance packet: <http://www.sfasu.edu/hr/115.asp>.

Board Committee Assignment: Academic and Student *Affairs*

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Employee Terminations and Transfers

Policy Number: 11.10

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 for Finance and Administration

Purpose of Policy (what does it do): This policy establishes the responsibilities and timing of required notifications when an employee is terminating employment or transferring to another department.

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: N/A

Specific rationale for deletion of policy: N/A

Additional Comments:

Minor wording and formatting changes

Reviewers:

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

Employee Terminations and Transfers

Original Implementation: Unpublished

Last Revision: April 18, 2020~~25~~, 2017

Purpose

This policy establishes the responsibilities and timing of required notifications when an employee is terminating employment ~~of~~ or transferring to another department.

General

It is preferred that faculty, staff, and graduate assistant employees give at least two (2) weeks' notice to their supervisors prior to termination or retirement from the university or transfer to another department. Supervisors are responsible for immediately notifying human resources of all faculty, staff, graduate assistant terminations, retirements, and transfers. Notification will be accomplished through completion of an Electronic Personnel Action Form (EPAF). University policy, Electronic Personnel Action Form (11.8) directs the preparation and processing of an EPAF.

Timely notification must be given to human resources prior to the termination, retirement, or transfer date preferably in the last week of employment, but must be given no later than the day the employee leaves his/her department. The purpose of this notification action is to alleviate security risks and prompt the termination of accounts such as email, long distance access, internet connectivity, purchasing privileges, computer system access and building access. This notice also alerts certain departments to verify whether or not the employee has outstanding financial matters to be resolved. If the employee has any outstanding debts to the university, the employee's department should notify payroll immediately so that the matter can be reviewed.

Early notification will not terminate an employee's accounts until the effective date. The EPAF process should be started as soon as possible to allow for routing through the appropriate channels for approval.

Failure of the department head to notify human resources in a timely manner may cause the employee's department to be charged for the employee's benefits unnecessarily since employees continue to have benefit coverage unless proper and timely notification has occurred.

As part of the exit process, the department in which the employee works must administer a departmental exit process to finalize business matters involving the terminating or retiring employee. *This process* ~~A departmental checklist form~~ is available on-line to assist the department in accomplishing this task. The departmental checkout form is to be signed by the department head and the employee and forwarded to human resources for the employee's personnel file. The department head is responsible for verifying whether or not all departmental business is cleared such as keys collected, credit cards returned, uniforms returned, files and equipment returned, time sheet signed and that the EPAF has been submitted.

All faculty, staff, and graduate assistant employees leaving the employment of the university are

highly encouraged to complete an exit interview or checkout procedure with human resources. The employee should contact human resources to schedule an exit interview, but it is the department head's responsibility to ensure that the exiting employee meets with human resources before their last day of employment. Faculty, staff, and graduate assistant employees should clear all outstanding financial matters prior to their exit interview.

It is to the employee's benefit to have an exit interview where they will obtain information about their retirement funds, discuss benefits, ~~and~~ make arrangements for their last paycheck, *and receive information regarding remaining leave time.* It is important that a forwarding address be given to human resources so that the employee's W-2 and COBRA (health care continuation) information can be sent to them. The employee will be given an opportunity to complete a separation questionnaire during the exit interview. *Employees who will be transferring to a state agency must meet with hHuman rResources for details to ensure efficient and timely transition.*

Cross Reference: Electronic Personnel Action Form (11.8)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources

Forms: Electronic Personnel Action Form; *Departmental*Employee Checkout Form

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Faculty Compensation

Policy Number: 12.6

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

Date of last revision, if applicable: January 29, 2019

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

Purpose of Policy (what does it do): Guidelines for faculty compensation

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: requested by Deans Council

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Minor wording change in Compensation for Adjunct Faculty for clarification: "years of relevant experience in discipline"

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 Compensation

Original Implementation: February 3, 2005

Last Revision: ~~January 29, 2019~~ April 18, 2020

Stephen F. Austin State University (SFA) is responsible for securing a qualified and competent faculty and for utilizing public funds for faculty salaries and wages in an effective manner.

1. Faculty Employee

Faculty personnel are any university employees with academic rank or duties that include teaching, research, academic administration, or other scholarly activity and who are paid in full or in part from the line item "Faculty Salaries" or from another academic funding source. The provost and vice president for academic affairs, associate provost, and academic deans are considered staff for purposes of this policy.

2. Authority to Set Compensation

The Board of Regents has the authority to set compensation levels paid to faculty members through review and adoption of the annual operating budget. The itemized budget specifies the salary authorized for each position. The provost and vice president for academic affairs must give initial approval of all changes to budgeted faculty positions outside of the annual operating budget.

3. General Compensation

It is the policy of the university to distribute funds for salaries and wages fairly and equitably. Initial faculty salaries are determined based on a combination of factors, including the funding available for the position, the academic discipline, faculty rank at the time of appointment [see Academic Appointments and Titles (7.2)], highest degree earned, the job description, professional experience, market value, and the needs of the department and college. Salary recommendations by the academic unit head and dean are submitted to the provost for approval.

4. Non-Discrimination

All position and salary range assignments will be made on the basis of the work to be performed without regard to race, color, religion, sex, age, disability, national origin, genetic information, citizenship, veteran status, marital status, sexual orientation, gender identity, or gender expression, and in accordance with the laws, policies, and regulations of the United States government, the state of Texas, and the university.

5. Administration of Faculty Compensation

The provost and vice president for academic affairs, in conjunction with the academic deans, has responsibility for the administration of this policy. Academic unit heads will recommend compensation for their employees in accordance with university policies, procedures, and guidelines.

6. Faculty Compensation

- a. **General Information:** Faculty salaries are normally budgeted for a 9-month period. Faculty members are compensated on the basis of a fair and reasonable workload. See Faculty Workload (7.13). Under the Federal Wage and Labor Law, faculty employees are exempt from overtime regulations.
- b. **Market Data:** University administrators will use the College and University Professional Association for Human Resources (CUPAHR) as its primary determinant of the market value for faculty salaries. Other relevant market data will be considered when appropriate.
- c. **Compensation for Summer Teaching:** Summer teaching is not guaranteed. See Summer Teaching Appointments (7.28). Compensation for summer teaching is provided through the SFA summer budget.
- d. **Compensation for Adjunct Faculty:** When considered necessary to hire adjunct faculty to teach courses, the compensation should be based on *years of relevant experience in the discipline according to* the following ranges:

Years of Experience	Salary Range (per course)
Zero to Six	\$2,500 - \$3,000
Seven to Ten	\$2,650 - \$3,200
Over Ten	\$2,800 - \$3,800

Stipends may vary by college, discipline, need, and the educational level of the proposed adjunct faculty member. Any variation must be recommended by the chair and dean and approved by the provost and vice president of academic affairs prior to appointment.

- e. **Additional Compensation:** In instances where faculty members provide services outside of their normal teaching duties, they may be eligible for additional compensation. See Salary Supplements, Stipends and Additional Compensation (12.16).
- f. **Overload Compensation:** In instances where faculty members are needed to teach an

overload, they may be eligible for overload compensation. At a minimum, the overload compensation will be comparable to that of an adjunct faculty member. Upon the recommendation of the academic unit head and dean and approval of the provost and vice president of academic affairs, overload compensation may vary based on the funding available, needs of the department, and qualifications of the faculty member.

- g. Associate Dean, Assistant Dean or Academic Unit Head Compensation: When appointed as an associate dean, assistant dean, or academic unit head, a faculty member may receive a combination of a stipend and reassignment time for performing administrative duties. See Academic Unit Head – *Responsibilities, Selection, and Evaluation* (4.24).
- h. Grants, Endowments, and Other Arrangements: Grants, endowments, awards and other arrangements may provide for an additional stipend or salary support for a faculty member within applicable regulatory parameters. See Compensation from Grants, Contracts and Other Sponsored Agreements (12.1).

7. Increases in Compensation

- a. General Increases: All salary increases for faculty members, unless otherwise mandated by the state's legislature, will be based on merit and/or equity. Quality of teaching, research, scholarly/creative activity, administrative responsibilities, and service may be considered in the merit process. Equity adjustments may be awarded based on the recommendations of the academic unit head and dean, subject to the approval of the provost and vice president of academic affairs.
- b. Recommendations: Academic unit heads will recommend salary rates, equity adjustments, and merit increases in the annual department budget request based on the budget guidelines issued by the president. The recommendations will, in turn, be submitted to the appropriate academic dean and the provost and vice president of academic affairs for approval. Each faculty member is to provide an annual performance report to the academic unit head for use in consideration of a merit increase. See Faculty Merit Pay (7.6).
- c. Salary Increases for Promotion: Faculty members, through the promotion process [see Academic Promotion of *Full-Time Faculty* (7.4)], are awarded increases in the subsequent budget year based on budgeted resources and the promotion rank.

Cross Reference: Academic Appointments and Titles (7.2); Academic Promotion of *Full-Time Faculty* (7.4); Academic Unit Head ~~Appointments~~ *Responsibilities, Selection, and Evaluation*

(4.24); Faculty Workload (7.13); Salary Supplements, Stipends and Additional Compensation (12.16); Compensation from Grants, Contracts and Other Sponsored Agreements (12.1); Faculty Merit Pay (7.6); Summer Teaching Appointments (7.28).

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: Firearms-explosives-and-ammunition

Policy Number: 13.9

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: Chief of University Police; Director of Environmental Health, Safety, and Risk Management

Purpose of Policy (what does it do): Provides information and protocol for firearms, explosives and ammunition on campus.

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: n/a

Specific rationale for deletion of policy: N/A

Additional Comments:

Reviewers:

John Fields Jr., Chief of Police
Jeremy Higgins, Director Environmental Health, Safety, and Risk Management
Steve Westbrook, Vice President for University Affairs
Damon Derrick, General Counsel

Firearms, Explosives and Ammunition

Original Implementation: Unpublished

Last Revision: ~~April 25, 2017~~ April 21 ~~February 17, 2020~~

Firearms, ammunition, explosive devices, or illegal knives may not be brought on to the campus of Stephen F. Austin State University or any property which is owned, leased, or operated by the university, or a passenger vehicle which is owned, leased, or operated by the university, without the written permission of the president unless otherwise specified by this policy. Requests for permission must be submitted in writing to the chief of university police, or designee, at least fifteen (15) business days prior to the date the requestor seeks to bring such an item on campus. The chief will forward the request to the vice president for university affairs with a recommendation for approval or rejection, with a copy provided to the director of environmental health, safety & risk management. The vice president for university affairs will review the request with the president, who will make the final decision. The president will notify the requestor, the chief of university police and the director of environmental health, safety & risk management of his/her final decision.

Notwithstanding the foregoing, ~~effective August 1, 2016,~~ *a person licensed in Texas to carry a concealed handgun* ~~license holder~~ may carry a concealed handgun *on campus* in accordance with Texas Government Code Section 411.2031 and other applicable law, subject to the reasonable rules and regulations in Appendix 1. A *license* ~~concealed handgun license~~ holder is responsible for knowing areas where carrying a ~~concealed handgun~~ is prohibited where notice is not required to be posted. A ~~concealed handgun~~ license holder is not required to disclose whether that person has a license or is currently carrying a ~~concealed handgun~~ to anyone except a magistrate or peace officer.

Cross Reference: Tex. Gov't Code § 411.2031; Tex. Penal Code §§ 46.03-.035

Responsible for Implementation: Vice President for University Affairs, Vice President for Finance and Administration

Contact for Revision: Chief of University Police; Director of Environmental Health, Safety, and Risk Management

Forms: Request for Use of Prohibited Materials

Board Committee Assignment: Building and Grounds

Appendix 1

LOCATION/ ACTIVITY	POLICY	CROSS REFERENCE	UNIQUE ENVIRONMENT/SAFETY CONSIDERATIONS/OTHER COMMENTS
1. General Policies			
1.1 Campus Storage – General	No on-campus storage for handguns will be provided; License holders may store handguns at the University Police Department (UPD) in accordance with UPD policies and procedures.	Tex. Gov't Code § 411.2031(d)	An institution of higher education may establish rules, regulations or other provisions concerning storage of handguns in dormitories or other residential facilities owned or leased and located on the campus of the institution.
1.2 Campus Storage – Residential Facilities	License holders residing in campus housing may carry a concealed handgun into campus housing and may store his/her handgun in campus housing except during extended periods of absence, such as spring break and the periods between the fall and spring semesters. When storing a handgun in campus housing, he/she must store the handgun in his/her residential room, in a secured area or occupant-provided locked and secure container. Handguns may not be stored in designated campus housing during summer camps. Handguns may never be stored in campus housing by non-resident persons or any person other than the residential room occupant. Residents may not store a handgun for any other resident or person.	Tex. Gov't Code § 411.2031(d)	An institution of higher education may establish rules, regulations or other provisions concerning storage of handguns in dormitories or other residential facilities owned or leased and located on the campus of the institution.
1.3 Campus Storage – Full-time Residential Staff	License holders who are employed as full-time residential staff in campus housing may store his/her handgun in his/her residence at all times in a secured area or resident-provided locked, secure container.	Tex. Gov't Code § 411.2031(d)	An institution of higher education may establish rules, regulations or other provisions concerning storage of handguns in dormitories or other residential facilities owned or leased and located on the campus of the institution.

2. Particular Locations/Activities as Gun-Free Zones			
<p>2.1 Early Childhood Research Center, including fenced grounds, and surrounding premises such as walkways, driveways, and parking lots when used for school-sponsored or day care-sponsored activities</p>	<p>Concealed carry prohibited.</p>	<p>Tex. Penal Code § 46.03(a)(1); Tex. Educ. Code § 37.125; 40 Tex. Admin. Code § 746.3707</p>	<p>The Charter School serves Kindergarten through 5th grade children and is unique to most universities. It is located within the Early Childhood Research Center (ECRC) Building with adjacent grounds. The Early Childhood Lab is a licensed day care center, serving infants, toddlers, and pre-K children, and is also located within the ECRC Building with adjacent grounds. The significant excludable use of the building together with the inability to segregate the excludable space renders it impracticable to parcel the building into carry and non-carry zones.</p>
<p>2.2 The Human Services building (other than the Telecommunications area), Student Health Clinic, and 3rd floor of the Rusk Building.</p>	<p>Concealed carry prohibited.</p>	<p>Tex. Gov't Code §§ 411.172, 2031(d-1); Tex. Penal Code § 46.035(b)(4)</p>	<p>The Human Services building contains numerous physical and mental health clinics, labs, and offices for testing and treatment of children and adults from the campus and community, located in various rooms on each floor of the building. These include the Little Jacks, pre-school classroom for children with communication difficulties (1st Floor), Human Neuroscience Laboratory (1st Floor), Rehabilitative Services Career Planning Laboratory (1st Floor), Stanley Speech and Hearing Clinic (2nd Floor), Voice and Speech Science Laboratory (2nd Floor), Cole Audiology Laboratory (2nd Floor), Counseling Clinic (2nd Floor), School Psychology Assessment Center (2nd Floor), Basic Skills Clinic, includes client populations with Autism (2nd Floor), Office of Rehabilitative Services (2nd Floor), Office of Disability Services, includes testing accommodations (3rd Floor), and Office of Assistance and</p>

			<p>Rehabilitative Services (DARS)(3rd Floor). The building and uses are unique in the campus. Many of the services address issues related to the physical-psychological-emotional status of clientele representing populations across the developmental lifespan. Safety considerations are also paramount for the clientele and providers. The 3rd floor of the Rusk Building includes Counseling Services. The Student Health Clinic and Counseling Services on the 3rd Floor of the Rusk Building provide outpatient medical care and mental health counseling services, respectively, to campus students. The significant excludable use of the Human Services building, the Student Health Clinic, and the 3rd floor of the Rusk Building, together with the inability to effectively segregate the excludable space (other than the Telecommunications area of the Human Services building) renders it impracticable to parcel the building into carry and non-carry zones.</p>
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<p>2.3 The 3rd Floor of the Rusk Building and Conference Room 301 in the Human Services building.</p>	<p>Concealed carry prohibited.</p>	<p>Tex. Gov't Code § 411.2031 (d-1); Tex. Penal Code § 46.03(a)(3)</p>	<p>The Texas Penal Code prohibits firearms "on the premises of any government court or office utilized by the court." Formal disciplinary hearings and grievance actions are adjudicatory activities and may be highly emotional and contentious events as unique environments Justifying special safety considerations for participants. Counseling Services (see also 2.2) and the Office of Student Rights and Responsibilities engages in such activities and comprise substantial usage and space on the 3rd floor of the Rusk Building. The significant excludable use of the 3rd floor together with the inability to effectively segregate the excludable space renders it impracticable to parcel the floor into carry and non-carry zones. Conference Room 301 in the Human Services Building is a location used for both student and employee disciplinary and grievance hearings.</p>
<p>2.4 A location where a high school, collegiate, or professional sporting event is taking place as prohibited under section 46.035(b)(2) of the Texas Penal Code, or where a sports club or intramural athletic competition is taking place.</p>	<p>Concealed carry prohibited.</p>	<p>Tex. Penal Code § 46.035(b)(2)</p>	<p>Under the Texas Penal Code, a person commits an offense by carrying a handgun on the premises when a high school, collegiate, professional sporting or interscholastic event is taking place. Intramural and club sporting events are events of a similar nature and possess the same safety considerations as those provided for in the Penal Code.</p>

2.5 Nonpublic, secure portions of the University Police Department	Concealed carry prohibited.	Tex. Gov't Code § 411.207(b)	A peace officer who is acting in the lawful discharge of the officer's official duties may temporarily disarm a license holder when a license holder enters a nonpublic, secure portion of a law enforcement facility.
2.6 Occasional, reasonable, temporary restrictions by the president for up to five (5) days, renewable in the president's discretion.	Concealed carry prohibited.	Tex. Gov't Code § 411.2031(d-1); Tex. Att'y Gen. Op. No. KP-0051(2015)	Specific, occasional occurrences or events will arise from time to time in the campus environment requiring safety considerations. The temporary prohibition of concealed carry by the president in such circumstances is both prudent and necessary and will not violate the letter or spirit of the law. Other temporary restrictions include locations where concealed carry is otherwise prohibited by law (e.g. court hearings, polling locations).

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Graduate Admission

Policy Number: 6.17

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

Date of last revision, if applicable:

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

Purpose of Policy (what does it do): Details requirements and criteria for students applying for graduate studies.

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: new policy

Please complete the appropriate section:

Specific rationale for new policy: Policy specifically addressing admissions for graduate studies

Specific rationale for each substantive revision:

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 Admission

Original Implementation: April 18, 2020

Admission Requirements

Stephen F. Austin State University (SFA) encourages qualified students to apply for admission to Graduate Studies by using the electronic version of the Texas Common Application, which is available at www.applytexas.org.

Evaluation of transcripts is done by the Office of Research and Graduate Studies and the departments. All new and returning graduate applicants for admission are required to submit a nonrefundable application fee. Applicants for clear admission to SFA will be required to meet or exceed an overall GPA of 2.5. Applicants must have proof of bachelor's degree from a recognized accredited college/university as indicated on an official transcript.

Admission to Graduate Studies is under the discretion of the Dean of Research and Graduate Studies and the programs. Admission to the university does not automatically guarantee admission to a particular college, school, or program. An applicant admitted to a graduate program must enroll within one year of admission. When a graduate student, new or returning, does not register for courses in one year, that student must re-apply to the program to continue studies.

Admission Criteria

All students seeking admission to a graduate program should consult criteria directly with the graduate program advisor of the department in which they wish to study for specific additional requirements. Each department has the authority to set admission standards higher than the general criteria set by the university. Some graduate programs have higher GPA standards and require additional documentation such as the Graduate Record Examination, the Graduate Management Admission Test, essays, and letters of recommendations or resumes.

Transfer Credits

The university accepts transfer credits from accredited institutions as determined appropriate by the major departments' program. Any course accepted by transfer will carry credit but no grade-point value. Moreover, to transfer credit, the student must have earned a grade of B or better on the course.

Degree Plan

Following admission to a graduate degree program, a student must confer with the graduate advisor in the major department. As soon as possible and preferably during the first semester or summer session of enrollment, a student should have a degree plan made by the graduate advisor in the major department. Hours earned in an SFA certificate program can be

considered for a graduate degree program.

Resident Status

The student who has not resided in Texas for 12 months immediately preceding the student's registration into the university will be classified as non-resident. A non-resident teaching assistant employed at least half-time in a position which relates to her or his degree program shall be entitled to pay the tuition and fees of a resident student. A non-resident student holding a competitive scholarship of at least \$1,000 for the academic year awarded by a scholarship committee of SFA qualifies for resident tuition and fees.

Meningitis Vaccination

State law requires all entering or re-entering students to provide evidence of vaccination against bacterial meningitis or the appropriate documentation for exemption. A student is exempt if she/he is 22 years old or older by the first day of the semester in which she/he intends to enroll or if she/he is enrolled in online or distance-education courses only.

Cross Reference: General Bulletin; Graduate Bulletin; Course Grades (5.5)

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Dean of 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: Graduate Assistantships

Policy Number: 6.12

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): Definitions, guidelines and requirements for graduate assistantships

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: update titles and processes

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 Assistantships

Original Implementation: Unpublished

Last Revision: ~~July 25, 2017~~ April 18, 2020

Stephen F. Austin State University offers three types of graduate assistantships (GAs):

Teaching Assistantship - A Graduate Teaching Assistant (GTA) works with students in a specific course or laboratory to provide support for the faculty member in charge, and, in some cases, to teach the course as the primary instructor, under the guidance of a faculty member.

Research Assistantship - A Graduate Research Assistant (GRA) is normally employed by the principal investigator of a funded research project or may be employed by an academic department in the pursuit of its broader research mission. The GRA will be assigned a range of duties, such as library searches, fieldwork, laboratory experiments, and preparation of reports. Work on a research project often leads to a thesis or dissertation or a professional presentation or publication, and provides long-range direction for the student's development as a scholar.

Administrative Assistantship - A Graduate Administrative Assistant (GAA) works with the administrative staff of a department, college, or campus office primarily in gathering, organizing, and analyzing information. The duties should be more advanced than those performed by undergraduate student assistants.

To be eligible for a GA, a student must have clear or provisional admission to the graduate school and the academic unit, and be in good academic standing. GAs assigned at the 50% rate (50% = full GA) are obligated to the academic unit to which they are assigned for approximately 320 hours per semester or twenty (20) clock hours per week. Those assigned to other percentages are obligated for a proportionate number of clock hours. GA work times and schedules are determined by the needs of the academic unit or department. The academic unit or department head is responsible for the selection, training, assignment of duties, and supervision of the GAs.

A GA must be enrolled for at least six semester credit hours (SCH) of graduate courses in a fall or spring semester, or three SCH in the summer. Should a GA fall below the required SCH minimum, the GA will not be eligible for an assistantship the following semester.

A GA who receives veteran's benefits or other resources may be required to take nine hours in a fall or spring semester in order to receive the additional benefits. A student eligible for additional benefits should consult the source of the additional funding to determine the number of hours he/she must be enrolled to receive the benefits.

A student must be approved for an assistantship by the academic unit head, dean, director of human resources, and dean of *research and* graduate studies. Appointment as a GA *requires a clear background check and* is completed only after the candidate has attended a mandatory new employee orientation session in the Department of Human Resources. *All GAs must also complete an online GA Orientation module within their first month of employment.* Except for students in the

Ed.D., Ph.D. and M.F.A. programs, or externally funded grant programs, a student normally may receive an assistantship for no more than four long semesters and two full summers.

Cross Reference: Graduate Bulletin

Responsible for Implementation: Provost and Vice President for Academic Affairs

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

Forms: Application Form for Graduate Assistantships (available *on the ORGS website and* from the office of the academic unit head)

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: In-Residence Requirement

Policy Number: 6.15

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): Requirements for in-residence hours for undergraduate and graduate degree programs

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 wording from specific number of hours to percentage of degree programs. 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

In-Residence Requirement

Original Implementation: January 25, 2000

Last Revision: ~~July 25, 2017~~ April 18, 2020

The term "in-residence" includes on-campus, off-campus, distance education, field-based, practicum, internship, and thesis/dissertation work for master's/doctoral degrees. Only courses offered by Stephen F. Austin State University will be counted toward the in-residence requirement.

Undergraduate Degree Programs

Undergraduate degrees require at least 25 percent semester credit hours completed in-residence.

Undergraduate degrees with 120 hours total degree program hours require a

~~Undergraduate degrees require a minimum of 30 semester hours advanced (upper level) in-residence, all of which must be advanced work (300-400 level) semester credit hours. The in-residence hour requirement will be fulfilled as part of the individual discipline major which includes at least 12 advanced in-residence semester credit hours. Minor requirements may also contribute to the total in-residence hours as at least six advanced in-residence semester credit hours are required. The balance of in-resident hours will be fulfilled through additional advanced semester credit hours and may include further major and minor coursework.~~

Undergraduate degrees with more than 120 total degree program hour requirements will ensure semester credit hours for the specific discipline include at least 25 percent of total semester credit hours in-residence.

~~All majors consist of at least 30 semester hours in the discipline and must include at least 18 hours of advanced work, of which at least 12 hours must be advanced work completed in-residence.~~

~~Minors consist of 18–24 semester hours, of which at least nine hours must be advanced work and six of which must be completed in-residence.~~

Graduate Degree Programs

Graduate degrees require at least one third of total semester credit hours completed in-residence.

~~Master's degrees require a minimum of 24 semester hours completed in-residence, regardless of the total degree program hours required for the specific degree. Specific minimum Doctoral degree in-residence requirements are determined by each college.~~

Cross Reference: 6.20 ~~None~~ SACS 9.4 Institutional credits for an undergraduate degree; SACS

| 9.5 *Institutional credits for a graduate/professional degree*

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: Interagency and Interlocal Contracts

Policy Number: 17.8

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

Date of last revision, if applicable: 7/23/2019

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

Purpose of Policy (what does it do): This policy defines and describes the appropriate usage of Interagency and Interlocal contracts.

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: This policy is proposed to be blended into Policy 17.1.

Specific rationale for deletion of policy: N/A

Additional Comments:

Reviewers:

Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

~~Interagency and Interlocal Contracts~~

Original Implementation: Unpublished

Last Revision: July 23, 2019

Purpose

~~This policy defines and describes the appropriate usage of Interagency and Interlocal contracts.~~

Definitions

~~Interagency~~—~~The purchase of goods or services from another agency of the state of Texas is allowed by the Interagency Cooperation Act, except that a state agency may not enter into an agreement or contract that requires or permits the agency to exceed its duties and responsibilities or the limitations of its appropriated funds. An agency may purchase goods, equipment and special or technical services including the services of an employee through an Interagency Cooperation Agreement.~~

~~Interlocal~~—~~The purchase of goods or services from or by a local government such as a city or county government, school district, junior or community college district, or other political subdivision, is handled as an Interlocal Agreement, and is allowed so long as neither the agency nor the political subdivision exceeds its duties and responsibilities or the limitation of its appropriated funds or its governing board or commission.~~

General

~~A state agency may not provide services or resources to another agency that are required by Article XVI, Section 21, of the Texas Constitution to be provided under a contract awarded to the lowest responsible bidder. Printing services may not be purchased through an Interagency or Interlocal Agreement.~~

~~Interagency contracts shall follow financial approval thresholds allowed in university policy 1.4. All interagency contracts must conform to appropriate procurement procedures and be approved by an authorized administrator from each agency. An interagency agreement, if required under applicable law, must specify the following:~~

- ~~a. the kind and amount of goods or services to be provided;~~
- ~~b. the basis for computing reimbursable costs; and~~
- ~~c. the maximum cost during the period of the agreement.~~

~~Interlocal contracts must contain a formal written agreement signed by the university agency head, or designee, and the local government, regardless of the dollar amount. The written agreement must:~~

- ~~a. state the purpose, terms, rights, and duties of the contracting parties; and~~
- ~~b. specify that each party paying for the performance of governmental functions or services must make those payments from current revenues available to the paying party.~~

~~Forms for interagency and interlocal agreements are available on the general counsel's website.~~

~~Cross Reference:~~ ~~Tex. Gov't Code §§ 771, 791; Tex. Const. art. XVI, § 21; Items Requiring Board of Regents Approval (1.4)~~

~~Responsible for Implementation:~~ ~~Vice President for Finance and Administration~~

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

~~Forms:~~ ~~Purchase Requisition (Banner System); Interagency Cooperation Agreement; Interlocal Agreement~~

~~Board Committee Assignment:~~ ~~Finance and Audit~~

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Longevity Pay and Hazardous Duty Pay

Policy Number: 12.13

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 for Finance and Administration

Purpose of Policy (what does it do): This policy establishes eligibility for longevity pay and hazardous duty pay and prescribes amounts to be paid.

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: N/A

Specific rationale for deletion of policy: N/A

Additional Comments:

Minor wording and formatting changes

Reviewers:

Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Longevity Pay and Hazardous Duty Pay

Original Implementation: Unpublished

Last Revision: April 18, 2020~~25~~, 2017

Purpose

This policy establishes eligibility for longevity pay and hazardous duty pay and prescribes the amounts to be paid.

General

Non-academic, full-time employees working at least 40 hours a week in one position, are entitled to longevity pay in the amount of \$20 per month for each 2 years of state service. When appointments are added together, an eligible employee may be paid longevity pay if the sum of the scheduled work hours in all non-academic appointments is 40 or more hours. Longevity pay is capped at \$420 per month. At the time of initial employment, employees are required to report prior employment with other state of Texas agencies or institutions of higher education. The new employee will be asked to provide prior state employment information to human resources during the new employee orientation. Prior state employment is verified by human resources. SFA Charter School teachers are excluded from this policy.

Commissioned law officers are entitled to hazardous duty pay in lieu of longevity pay. In most cases, the amount of a full-time employee's hazardous duty pay is \$10 per month for each 12-month period of lifetime service credit accrued by the employee.

Cross Reference: Tex. Gov't Code §§ 659.041-.047,.305; Texas Comptroller guidelines on longevity pay *and hazardous duty pay*

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources

Forms: None

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Out-of-State Course Delivery

Policy Number: 5.15

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): rules/guidelines for courses offered out of the State of Texas

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, update one deadline

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

Out-of-State Course Delivery

Original Implementation: September, 1981

Last Revision: ~~January 31, 2017~~ April 18, 2020

Out-of-state courses occur when the majority of instruction takes place beyond the state's borders. This does not include courses in which incidental travel outside Texas occurs for enrichment activities, nor does this include online courses taught by instructors residing outside Texas. Prior approval is required for any out-of-state course offering, with different forms and routing processes for domestic and international travel.

The Texas Higher Education Coordinating Board (THECB) establishes the following rules for any out-of-state course.

- The purpose for offering an out-of-state course must be educational, not entrepreneurial, and may not result solely in a financial gain for faculty and/or staff. Courses that offer credit primarily for travel, recreation, or pleasure will not be permitted.
- Out-of-state courses will not be offered if intended exclusively to serve non-Texas residents unless they are degree candidates at Stephen F. Austin State University (SFA).
- All out-of-state courses must be in the approved course inventory and be applicable to a program approved by the THECB.
- Any academic unit proposing an out-of-state course will submit a course request, including itinerary and syllabus, to the THECB through the standard course proposal procedure.
- The instruction in all out-of-state courses must conform to SFA's academic policies.
- Any financial benefits provided by travel agents, carriers, or hotels must be remitted to SFA and not be made as gifts to faculty members or their families. Except for funds specifically appropriated for international activities (e.g., state incentive programs, scholarships, etc.), state funds will not be used for faculty and student travel, meals, and lodging, or other incidental expenses.
- Financial aid must be available to students registering for out-of-state courses on the same basis as for students seeking financial aid for on-campus instruction. Additional student financial aid may be furnished by the university, as appropriate.
- Minimum course enrollments will conform to the same standards as applicable to on-campus courses.

The deadlines for tentative approvals by appropriate administrators are as follows:

- Prior to February 1 for delivery in the following fall semester;
- Prior to June 1 for delivery in the following spring semester;
- Prior to November 1 for delivery in the following summer semester; and
- *Prior to May 1 for delivery of any international course for the upcoming academic year.*
- ~~Prior to May 1 for delivery of any international course as early as summer of the following year.~~

Any agreement with a travel agency, carrier, or vendor will be reviewed by the general counsel prior to implementation.

Students must be informed in writing when any contract for transportation, lodging, or food has been made with a travel agency or carrier. This information must also ~~be clear~~ *clearly state* that SFA is responsible only for instruction and academic credit.

Student deposits for contract travel will be made with the appropriate university office, which will issue a payment to the agency or carrier once the deadline for reservations has passed. If a sufficient number of students do not enroll in the course, refunds will be made to the students who have paid deposits. For courses not using contract travel, deposits will be made immediately on receipt to the appropriate university account.

State bid procedures must be followed. Trip directors may be required to submit requests for bids or justifications for contracts with specific vendors or agents.

Faculty members leading study abroad groups typically have all of their trip-related expenses paid through the study abroad program – mileage to airport, parking (or cost of rental car), airfare, local transportation, entrance fees, meals, lodging, insurance, telephone charges related to the trip. However, no separate travel allowance for the instructor will be provided unless a specific exception is made by the provost and vice president for academic affairs.

Cross Reference: Tex. Educ. Code § 61.0512(g); 19 Tex. Admin. Code §§ 4.270-.279

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: Out-of-State Travel/Study Course Request Form (available in the Associate Provost's office); Study Abroad Planning Proposal and Study Abroad Final Proposal (found on the Office of International Programs website at <http://www.sfasu.edu/oip/183.asp>)

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Payment Card Acceptance and Security

Policy Number: 14.8

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

Date of last revision, if applicable: 4/30/2019

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

Purpose of Policy (what does it do): This policy defines the requirements and responsibilities for maintaining compliance with the Payment Card Industry's Data Security Standard (PCI-DSS) at Stephen F. Austin State University (the university/SFA)

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: N/A

Specific rationale for deletion of policy: N/A

Additional Comments:

Minor wording and formatting changes

Reviewers:

Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Payment Card Acceptance and Security

Original Implementation: July 21, 2009

Last Revision: April 18, 2020~~30, 2019~~

Purpose

This policy defines the requirements and responsibilities for maintaining compliance with the Payment Card Industry's Data Security Standard (PCI-DSS) at Stephen F. Austin State University (the university/SFA). Achieving and maintaining Payment Card Industry (PCI) compliance mitigates the potential of data breaches and allows our departments and affiliated organizations (merchants) to take payment cards with a level of risk acceptable to the university. This policy is supplemental to any other information security policies currently in effect at the university.

General

Stephen F. Austin State University takes steps to ensure full compliance with the PCI-DSS. All payment card handling activities and related technologies must comply with the PCI-DSS. Payment card handling activities must be conducted as described herein and in accordance with the guidelines in the Payment Card Security Handbook, maintained on the university's PCI website.

This policy will be reviewed at least annually and updated as needed to reflect changes to business objectives or the risk environment.

Applicability

This policy applies to all personnel who store, process, transmit, have access to, or can affect the security of payment card data, including faculty, staff, contractors, and students who are employed or utilized by SFA. This policy also applies to any employee who contracts with a third party vendor to handle and/or process payment card data on behalf of SFA. All vendors, contractors, and business partners who store, process, transmit, have access to, or can affect the security of payment card data on behalf of SFA will state in their contract that they are and will remain compliant with the PCI-DSS at all times.

All computers, electronic devices, or other resources at the university used in payment card processing are governed by this policy and subject to PCI-DSS requirements. This includes but is not limited to workstations which are used to enter payment card information into a central system, cash registers, point-of-sale terminals connected to a phone line or the university network, printers, scanners, and any other devices through which the payment card data is transmitted or on which payment card data is stored. Also covered are website storefronts that redirect customers to another website to enter payment information. In addition, all paper forms or receipts containing cardholder data are also covered under this policy.

Responsibilities

The vice president for finance and administration is responsible for oversight of the PCI compliance program. The vice president for finance and administration will designate specific individuals who will have responsibility for the development, implementation, and administration of the program. These individuals will serve on the PCI Steering Committee and will assist the university in achieving and maintaining compliance with the PCI-DSS and in reducing the scope of items that will need to be compliant with the PCI-DSS.

The vice president for finance and administration will also designate program representative(s) who will review and approve all requests to accept payment cards, perform all necessary actions to ensure PCI compliance, and respond to any suspected payment card information threat.

University merchants will establish and maintain documented procedures for complying with this policy and the PCI-DSS and will follow guidelines established in the Payment Card Security Handbook.

Requirements

PCI-DSS compliance is mandatory for any department or affiliated organization that accepts, captures, stores, transmits, and/or processes payment card information. Only authorized and properly trained employees, vendors, or temporary employees may accept and/or access payment card information. Each person who has access to payment card information is responsible for protecting the information in accordance with the PCI-DSS and university policy.

Only PCI-DSS compliant equipment, systems, and methods may be used to process, transmit, and/or store payment card information. All *equipment and* systems used to process, transmit, and/or store payment card data must be *approved by* ~~registered with~~ the designated program representative(s). Payment cards cannot be processed, transmitted, and/or stored using the university's network unless all technical controls required by the PCI-DSS and other applicable university policies are ~~approved~~*evaluated* by the designated program representative(s).

University departments and affiliated organizations ~~Payment card processors~~ must obtain advance approval from the program representative(s) designated by the vice president for finance and administration before accepting payment cards for payment of goods or services, or before entering into any contracts or purchases of software and/or equipment related to payment card processing. Once approved, copies of contracts must be forwarded to the designated program representative(s). *University departments and affiliated organizations* ~~Merchants~~ are required to use the university's preferred service provider. Exceptions may be granted only after a request from the payment card processor has been reviewed and approved by the PCI Steering Committee. When an exception has been granted, the merchant remains responsible for ensuring the service provider is PCI compliant and providing ongoing certification of compliance to the designated program representative(s).

Cardholder data must not be transmitted or accepted in an insecure manner. Insecure methods of transmitting or accepting cardholder data include but are not limited to unencrypted wireless, email,

fax, and campus mail. Printed receipts or other physical materials containing cardholder information must be stored in a secure environment until they are processed. Payment card information must be destroyed in a secure manner as soon as it is no longer needed.

Credit card information must not be stored on any electronic device including university network servers, workstations, laptops, tablets, and cell phones-unless it is explicitly approved for use as part of the cardholder data environment.

Training

All personnel in positions that store, process, transmit, have access to, or affect the security of payment card data will complete PCI-DSS training upon hire and at least annually. These personnel will also acknowledge, in writing or electronically, that they have read, ~~and understand these security policies and procedures,~~ and ~~that they~~ will comply with these policies *and procedures*.

Incident Response

All security incidents, including suspected exposure or theft of payment card information, must be reported in accordance with university policy 14.14, Information Security Incident Response and Planning. All PCI users should be familiar with this policy and are responsible for reporting any incident of theft, fraud, or misuse of payment card data.

Enforcement

Periodic reviews may be performed to validate compliance with this policy. If the requirements of this policy are not followed, suspension of payment card options may result. Substantial fines may also be imposed by payment card companies if a security breach and subsequent compromise of payment card data occurs.

Employees in violation of the PCI-DSS and this policy may be subject to a range of sanctions including loss of computer network access, disciplinary action or legal sanctions.

Cross Reference: PCI Security Standards; Receipts and Deposits (3.26) Payment Card Security Handbook, Information Security Management (14.1), Information Security Incident Response and ~~Planning-Reporting~~ (14.14), ITS Policy Handbook

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revisions: Vice President for Finance and Administration

Forms: Application for Exception from Use of University Preferred Electronic Payment Service, Statement of Intent to Comply with the University Policy for Payment Card Acceptance and Security, Payment Card Processor Registration Form, Confidentiality Statement

Board Committee Assignment: Finance and Audit

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Procurement Card

Policy Number: 17.11

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: Vice President for Finance and Administration

Purpose of Policy (what does it do): This policy establishes guidelines for university purchases using a procurment card (p-card) and related requirements and activities.

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: The change provides minor changes to form names and references.

Specific rationale for deletion of policy: N/A

Additional Comments:

Reviewers:

Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Procurement Card

Original Implementation: July 26, 1999

Last Revision: *April 18, 2020*~~January 29, 2019~~

Purpose

This policy establishes guidelines for university purchases using a procurement card (p-card) and related requirements and activities.

Definitions

Procurement Cards (p-cards) will be issued in the name of the employee with the state of Texas seal and the wording 'For Official Use Only' clearly indicated on the card. The p-card is to be used for official university business purposes only and may not be used for any personal transactions.

General

Approved university employees may use the university procurement card (p-card) in accordance with the P-Card Program Guide to order supplies and small items in amounts not exceeding per transaction and monthly limits. The director of procurement, the procurement card coordinator and procurement department purchasers may purchase on behalf of the university any item of any amount using a procurement card if they have determined payment by p-card represents the best value to the university and all procurement policies and rules have been followed.

The terms and conditions of the MasterCard procurement card contract were specified and awarded by the Texas Comptroller of Public Accounts for the state of Texas. In addition to internal policies and procedures, Stephen F. Austin State University will comply with the terms and conditions of the state contract.

Responsibilities

The cardholder is responsible and accountable for the security and documentation associated with the use of the SFA procurement card and for complying with all policies and procedures related to the p-card program. Documentation shall include providing transaction detail information for each transaction through the university's financial system and keeping documentation of all transactions including returns, credits and disputed charges as required in the *Pp*-card Program Guide, and for uploading p-card transaction records monthly into the university's electronic records portal.

The department head or his/her designee is responsible for ~~1)~~designating departmental cardholders and their spending limits; ~~2)~~determining yearly encumbrance amounts for each fund/org against which credit card charges will be made; and ~~3)~~approving monthly reconciliations of p-card cardholder statements and supporting documentation to ensure purchases are within SFA policies and procedures, and departmental budgets. Department heads are responsible for ensuring that all

employees issued a card understand the departmental budget constraints under which they are to use the card.

The procurement office is responsible for maintaining complete and accurate information regarding p-card users and associated spending limits, establishing and updating restricted merchant category codes, determining compliance with university policies and procedures through periodic cardholder audits, cardholder training, monitoring p-card activity, and other duties related to p-card administration. Cardholder limits will be compared to actual expenditures and adjustments will be made as needed by the p-card coordinator in order to limit the university's risk of liability and exposure.

Card Use by Another Employee or Student

The only person authorized to use the p-card is the cardholder whose name appears on the card. The cardholder may not allow another university employee or a student to use their card unless the cardholder and department head have completed a P-Card Use form and filed it with the p-card coordinator in the procurement office. Refer to the P-Card Program Guide for detailed information on allowing another employee or student to use a card, as specific rules apply.

Training and Issuing Cards

All department heads will be required to attend training and sign the ~~Cardholder–Application/Approval~~ *P-Card Application* Form before any cards will be issued to employees within the department. All employees will be required to attend training and sign a Cardholder Agreement before being issued a card. All cardholders will be required to complete refresher training either in person or on- line with testing every two years. Acceptable grades and actions associated with not meeting grade requirements are outlined in the P-Card Program Guide.

Making a Purchase with the P-Card

Refer to the P-Card Program Guide for detailed information related to making a purchase with the p-card. The director of procurement, the procurement card coordinator and procurement department purchasers are not subject to the P-Card Program Guide, but rather to university policies and procedures relating to purchases.

Monthly Card Reconciliation

The transaction detail entries are required and provide an accounting and audit trail for expenditures made with the p-card. Each individual purchase must be detailed in the university's financial system. See the P-Card Detail Training Manual for detailed instructions on completing the transaction detail entries on-line through the university's financial system.

Upon receipt of the monthly statement from the credit card vendor, the cardholder shall reconcile the statement with the Transaction Detail Summary and forward the reconciled statement, Transaction Detail Summary and all supporting documentation to the department head for review and signature. If the department head is the cardholder, the department head must sign as the cardholder, and another employee within the department must sign as the reviewer. The department head or reviewer is responsible to review all transactions listed on the Transaction Detail Summary to verify that all purchases are appropriate expenditures for the department and fund/org charged. If the department head/reviewer questions any transaction, they should bring it to the attention of the department head or p-card coordinator, or it may be reported anonymously through the university's fraud and ethics reporting process. Reported transactions will be audited and appropriate action taken as specified herein and in the P-Card Program Guide.

P-card transaction records, as identified in the P-Card Program Guide, are to be uploaded in the university's p-card records portal each month, and will be retained according to the Texas Records Retention Schedule. These are the official university records. Reference the P-Card Program Guide *and* P-Card Records Portal instructional guide for procedures and detailed instructions. Paper records retained by departments should be kept for three (3) years plus the current fiscal year to comply with the state of Texas Records Retention Schedule. The records for procurement card purchases will be required for periodic audits by the procurement office or when SFA is audited by the Texas Procurement and Support Services Division of the Texas Comptroller's Office, the Texas State Auditor, SFA controller or Department of Audit Services.

Card Termination

Certain p-card rule violations will result in immediate deactivation or cancellation of all of a cardholder's cards. Other violations will be tracked based on demerits accumulated by the cardholder. Each month, demerits accumulated over the previous 6-month period will be reviewed and appropriate action taken. Demerits will not carry over from one 6-month period to another. Note the reasons for cancellation or deactivation of cards should not be considered all inclusive. Demerits may be identified during any transaction review, research, or audit by either the p-card coordinator or the Department of Audit Services.

Occasionally, exceptions to the p-card rules may be approved by the p-card coordinator prior to the transaction taking place. If so approved, the cardholder and p-card coordinator will have a ~~n-Exception form~~ *P-Card Exception Approval Form* on file with the transaction, and the card cancellation, deactivation, or demerits will be waived.

1. **Immediate Card Cancellation with No Option to ever Receive Another Card** - When there is intentional abuse or fraud of a p-card to make personal purchases, the p-card is used to secure a cash advance, or a second p-card is lost or stolen within three years after the first lost or stolen card, all of the cardholder's cards will be cancelled with no option to ever receive another card.

2. **Immediate deactivation** – If all transactions on the cardholder’s p-card statement have not been detailed in Banner by the required deadlines as outlined in the P-Card Program Guide, their p-card will be deactivated until all transactions have been detailed in Banner to the satisfaction of the p-card coordinator. When a cardholder commits the following violations, all of the cardholder’s cards will be deactivated for a period of three months: a) transaction details are not posted by the required date for three consecutive months or three months during a six-month period; b) second offense of splitting purchases to avoid purchasing procedures; c) failure to provide documentation within the requested timeframe for a p-card audit. Cards will only be reactivated after three months and after the cardholder attends an instructor-led training.

4.3. Demerit Accumulation - Demerits will accumulate against each cardholder when various violations are identified (see Demerit Schedule in the P-Card Program Guide). An accumulation of demerits over a six-month period will result in the following actions:

Four demerits accumulated within the first four months of a six-month period will trigger a need for a full audit of three months of transactions.

Six demerits accumulated within a six-month period will cause all of cardholder’s cards to be deactivated for a minimum of three months. Before any cards will be reactivated, the employee will be required to attend an instructor-led training.

Ten demerits accumulated within a six-month period will cause all of cardholder’s cards to be cancelled for a minimum of one year. New cards will be issued only after the one-year waiting period and only upon completion of a new P-Card Application/~~Approval Form~~ and attendance of an instructor-led training.

2.4. Other Card Cancellations and Actions -

Non-Use: If the cardholder has not used the procurement card within one year, the p-card will be cancelled. To receive a new card, the cardholder will be required to submit a P-Card Application/~~Approval Form~~ and attend training.

Termination of University Employment: When a cardholder terminates employment with the university, the department has specific obligation to reclaim the p-card and return it to the p-card coordinator prior to the employee termination date. A request may be made to the p-card coordinator for the card to be shredded by the department head or his/her designee. The request can be granted at the p-card coordinator’s discretion. Failure to reclaim or dispose of cards as designated may result in the department being responsible for payment of any fraudulent charges and revocation of all department card privileges. Verification of card return will be part of an employee’s exit interview with human resources. Any fraudulent charges made by a terminated employee after the employee’s termination will be reported to the University Police Department. The terminated employee will be expected to reimburse the university.

Transfer to a Different University Department: When a cardholder changes employment from one university department to another, the department has specific obligation to reclaim the p-card and return it to the p-card coordinator prior to the effective date of change. A request may be made to the p-card coordinator for the card to be shredded by the department head or his/her designee. The request can be granted at the p-card coordinator’s discretion. Failure to reclaim or dispose of cards as designated may result in revocation of all department card privileges.

Failure to Promptly Report a Lost or Stolen Card: If a cardholder fails to make a report of a lost or stolen card immediately upon discovery, the cardholder may be required to reimburse the university for any fraudulent charges made on the card until it has been cancelled. The university will pay the charges and the employee will be required to reimburse the university. The cardholder will be subject to a minimum 3-month waiting period before a new card will be issued and will be required to attend an instructor-led training.

Failure to Complete the Mandatory Refresher Training: Any cardholder who fails to complete the mandatory refresher training every two years will have all cards deactivated until the refresher training is complete. If the refresher training is not completed within six months of card deactivation, all cards will be cancelled, and the employee will be required to submit a P-Card Application/Approval Form and attend an instructor-led training before receiving new cards.

Administrative Authority: The department head or supervising dean, vice president, or president has the authority to request that the p-card coordinator deactivate or cancel an employee's cards at any time for any reason. Any cards so deactivated or cancelled may be reactivated or new cards issued only with approval by the position that originally requested the deactivation or cancellation. Upon the p-card coordinator's determination or upon the request of the Department of Audit Services or general counsel's office, the p-card coordinator may deactivate an employee's card while transactions are being researched, investigated, or an audit is being conducted. At the conclusion of the research, investigation or audit, the cards will be reactivated and/or appropriate action taken as specified herein and in the P-Card Program Guide.

Cross Reference: P-Card Program Guide, P-Card Records Portal instructional guide

Responsible for Implementation: Vice President for Finance and Administration

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

Forms: ~~P-Card Cardholder Application, Approval Form,~~ Cardholder Procurement Card Agreement, P-Card Use Form, Tax Exempt Letter, P-Card Dispute Form, P-Card Documentation/Problem Resolution Form, P-Card Exception *Approval Form*,—

Board Committee Assignment: Finance and Audit

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Professional and Consulting Services

Policy Number: 17.12

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: Vice President for Finance and Administration

Purpose of Policy (what does it do): This policy defines and explains requirements related to purchases of professional and consulting services.

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: This policy is proposed to be blended into Policy 17.1.

Specific rationale for deletion of policy: N/A

Additional Comments:

Reviewers:

Danny Gallant, Vice President for Finance Administration
Damon Derrick, General Counsel

Professional and Consulting Services

Original Implementation: October 26, 1999

Last Revision: January 30, 2018

DEFINITIONS

Professional services means those services within the scope of the practice, as defined by state law, of:

1. ~~accounting~~
2. ~~architecture~~
3. ~~landscape architecture~~
4. ~~land surveying~~
5. ~~medicine~~
6. ~~optometry~~
7. ~~professional engineering~~
8. ~~real estate appraising~~
9. ~~professional nursing~~

or those services provided in connection with the professional employment or practice of a person who is licensed or registered as

1. ~~a certified public accountant~~
2. ~~an architect~~
3. ~~a landscape architect~~
4. ~~a land surveyor~~
5. ~~a physician, including a surgeon~~
6. ~~an optometrist~~
7. ~~a professional engineer~~
8. ~~a state certified or state licensed real estate appraiser~~
9. ~~a registered nurse~~

Consulting service means the service of studying or advising a state agency under a contract that does not involve the traditional relationship of employer and employee.

A consultant may be used only if there is a substantial need for the consulting services and only if the agency cannot adequately perform the services with its own personnel or obtain the consulting services through a contract with a state governmental entity.

Major consulting services contract means a consulting services contract for which it is reasonably foreseeable that the value of the contract will exceed \$25,000. The \$25,000 threshold is not a one-time cost, but rather a cumulative amount for on-going consulting services.

Consultant means a person that provides or proposes to provide a consulting service. The term includes a political subdivision but does not include the federal government, a state agency, or a state governmental entity.

SELECTION OF A PROVIDER

Professional or consulting services contracts may require Board of Regents approval. Reference Items Requiring Board of Regents Approval (1.4). Submission of a requisition is required, and other purchasing procedures may apply.

Subject to the provisions below, professional or consulting service solicitations greater than \$25,000 will be posted on the electronic state business daily unless procurement determines that no value is added by the posting.

Professional Services

A **professional service provider** is not to be selected on the basis of competitive bid but rather 1) on the basis of demonstrated competence and qualifications to perform the services; and 2) a fair and reasonable price, as long as professional fees do not exceed any maximum provided by law. Architectural, engineering, or land surveying services must be procured in the following manner:

1. Select the most highly qualified provider based on demonstrated competence and qualifications;
2. Attempt to negotiate a contract with the selected provider at a fair and reasonable price;
3. If a satisfactory contract cannot be negotiated with the most highly qualified provider, formally end negotiations with that provider; select the next most highly qualified provider; and attempt to negotiate a contract at a fair and reasonable price. The selection process for architectural, engineering, or land surveying services shall continue in this manner until a contract is accepted by all parties.

If a solicitation will enhance the selection process for professional services, contact the procurement director to discuss options for making informal price comparisons or preparing a formal request for proposal or request for qualifications.

Consulting Services

If **consulting services** are not purchased using processes allowed under Best Value Procurement (17.1), the following steps must be completed and documented:

An invitation for consultants to provide offers on major consulting services contracts must be submitted to the secretary of state for publication in the Texas Register for a minimum of 30 days prior to entering into the contract. The published invitation must include a finding and

explanation by the president that the consulting services are necessary. Contact the procurement director or general counsel's office for assistance in completing the Major Consulting Contract Request form.

Not later than the 20th day after the date in which a major consulting contract is entered into by the university, the university shall file with the secretary of state for publication in the Texas Register: a description of the activities that the consultant will conduct; the name and business address of the consultant; the total value and the beginning and ending dates of the contract; and the dates on which any document, films, recording or reports required of the consultant are due.

All renewals, amendments, and extensions of a major consultant contract shall follow any procedures for posting in the Texas Register as required by applicable law.

Upon submittal of an offer by a private consultant to provide consulting services to SFA, any officer or employee shall report to the president within 10 days of receipt of the offer: 1) any financial interest that the officer or employee has in the private consultant, or 2) any financial interest in the private consultant of anyone related to the officer or employee within the second degree by consanguinity or affinity as determined under Texas Government Code Chapter 573. Reference Texas Government Code Section 2254.032 and Ethics (2.6).

~~RESTRICTIONS ON HIRING FORMER OR RETIRED EMPLOYEES~~

Contracting with a former employee or retiree for professional or consultant services is prohibited on state funds within 12 months of the employee's separation date from the university. The use of local funds is allowed within 12 months of the employee's separation date with prior approval of the director of procurement and property services, director of human resources, and general counsel.

If a past employee or retiree is hired as a consultant within 2 years of leaving SFA or any other state agency, the consultant must disclose in his/her offer the following information: a) nature of employment at the agency; b) the date employment was terminated; c) the annual rate of compensation at termination. This requirement does not apply to professional services.

Contracting for professional services with a company employing a former employee or retiree within 12 months of the employee's separation date from the university is allowed only if the former or retired employee does not work on a project that is similar to his/her duties while employed by SFA.

Cross Reference: Tex. Educ. Code § 51.9335; Tex. Gov't Code § 2252.901; Tex. Gov't Code Ch. 2254; Tex. Gov't Code Ch. 573; Nepotism (11.16); Ethics (2.6); Items Requiring Board of Regents Approval (1.4); Purchase Requisition (17.19)

~~Responsible for Implementation:~~ Vice President for Finance and Administration

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

~~Forms:~~ Major Consulting Contract Request Form

~~Board Committee Assignment:~~ Finance and Audit

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Property Inventory and Management

Policy Number: 17.14

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

Date of last revision, if applicable: 10/29/2018

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

Purpose of Policy (what does it do): This policy affirms that SFA will comply with TGC 403.2715, university policies, and procedures outlined in the property management manual.

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: The change provides minor wording and format changes.

Specific rationale for deletion of policy: N/A

Additional Comments:

Reviewers:

Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Property Inventory and Management

Original Implementation: September 28, 1996

Last Revision: April 18, 2020 ~~October 29, 2018~~

Purpose

This policy affirms that Stephen F. Austin State University will comply with Texas Government Code §403.2715, university policies, and procedures outlined in the property management manual. Property acquired under federal or state grants and contracts will be identified and maintained according to the same guidelines as the university's centralized property management and control described herein, except as otherwise stipulated by the grant.

Definitions

Property is defined and will be accounted for in accordance with Texas Government Code §403.272. The property manager, in conjunction with the director of procurement, and with appropriate administrative approval may define additional equipment to be tracked in property records. Property can be purchased or donated.

Salvage property is any personal property which through use, time, or accident is so depleted, worn out, damaged, consumed, or outdated that it is obsolete and/or can no longer serve the purpose for which it was originally intended.

Surplus property is any personal property that is in excess of the needs of the department and which is not required for the foreseeable future. Surplus property may be new or used but must have additional useful life.

Stolen property is any personal property that has disappeared by known theft, whether by forced removal, burglary, theft by employee, or other criminal act.

Missing property is any personal property that has disappeared with no explanation.

The **equipment manager** for a department is the chair or administrative head of the department.

A **designee** may be named by the equipment manager to receive and submit property communications on his/her behalf. The designee does not assume property responsibility or liability in lieu of the equipment manager but may sign property documents on behalf of the equipment manager with the exception of the Annual Property Inventory Audit Certification form.

The **property custodian** is any *individual employee* who is listed on property records as entrusted with the care and safekeeping of specific pieces of property, and is liable for any university property assigned to him/her.

General

The president has delegated to the director of procurement and property services and the property manager responsibility for the overall management of university property, maintenance and control of centralized property records, and disposition of surplus and salvage property.

An equipment manager may not delegate their responsibilities and is ultimately liable for any property listed on his/her department property records. The equipment manager is responsible to assign property to the property custodian who uses and/or is entrusted with property on a daily/regular basis. If the equipment manager fails to assign property to a property custodian, the property manager will contact the department and assign custodial responsibility to the employee who uses and/or is entrusted with property on a daily/regular basis. The equipment manager is responsible to notify the property manager of any donations to determine if the property must be added to property records.

The property custodian is responsible for locating all equipment for which he/she is responsible during the annual property audit, spot-check audit, or audits by audit services or state auditors.

All *employees and/or property custodians* ~~employees~~ are required to sign the property liability acknowledgement form advising that he/she may be entrusted with university property. The property liability acknowledgement described in Property Liability (16.22) advises the employee that he/she will be held financially responsible for any property determined to be damaged, destroyed, missing, or stolen due to employee negligence, regardless of whether the employee is identified as a property custodian on property records.

Property Validation

Each equipment manager and property custodian is to exercise care and control over the property for which he/she is responsible. Property is to be monitored on a perpetual basis both by the property office and by university *property custodians* ~~employees~~.

Once per year a property inventory audit will be conducted in one of two ways: 1) physical count by the department, or 2) bar code scan by the property office. The signed Annual Property Inventory Audit Certification form must be returned to the property manager by the deadline stated in the property inventory instructions. Forms in campus mail will not be considered received.

Departments failing to return the signed Annual Property Inventory Audit Certification form to the property manager by 5:00 p.m. on the deadline date will be given a second deadline and will have all ordering, including p-cards, shut down until the signed form is received in the property manager's office. Forms in campus mail will not be considered received.

Failure to return the signed Annual Property Inventory Audit Certification form to the property manager by 5:00 p.m. on the second deadline will result in all ordering continuing to be shut down until the signed form is received in the property manager's office. In addition, department

information, including, but not limited to, department name, department head, and property values will be reported to the Board of Regents at the next regularly scheduled meeting. Forms in campus mail will not be considered received.

Spot-check audits will be conducted by property personnel throughout the year except during the annual property inventory. Transaction information for all additions to each department's property records will be emailed monthly to the equipment manager, along with a request to update location and custodian information.

Equipment managers, property custodians and/or designees ~~Employees~~ are to advise the property office throughout the year of the following changes:

- Equipment Manager - procedures apply to both outgoing and incoming department heads (interim or permanent); information regarding the change must be completed within 30 days of assuming or relinquishing duties.
- Property Custodian - procedures apply any time there is a change in ~~the employee~~ who uses and/or is entrusted with property on a daily/regular basis. The Change in Property Custodian form must be completed within 30 days of the change.
- Property locations should be updated in a timely manner. Property custodians must be able to identify property locations at any point in time.

Departments may be required to write a detailed plan for monitoring and accounting for department property. A template for the plan will be provided by the property manager and can be found on the Procurement and Property Services website.

Use of State Property

In accordance with Texas Government Code §-2203.004, university property may be used only for state/university purposes. University property in the custody of any Stephen F. Austin State University *property custodian* ~~employee~~ may not be loaned, sold, traded, thrown away, cannibalized, or disposed of in any manner without the prior authorization of the property manager.

University property may be taken off campus only for official business of the university or another state agency. The individual taking equipment off campus assumes financial responsibility and must complete a Removal of Property from Campus form annually.

Items containing potentially sensitive, private, or confidential information are not to be stored in any leased premises unless specifically authorized in writing by the president. These items include but are not limited to computers, electronic or digital storage devices, and paper documents. Certain off-campus facilities may lack the security necessary to protect such sensitive information.

University property may be loaned to another state agency or institution of higher education. The president must approve the loan of the property in writing and receipt of the property must be acknowledged in writing by the head of the borrowing agency.

Training

Mandatory training is required for *all employees within 60 days of employment*—~~all equipment managers, designees, and property custodians~~. *Additionally, if a property custodian is not an employee, then training will also be required.* After initial training, refresher training is required every two (2) years. All training is documented in the university's myTraining system. *Reference Major Rule Violations in Discipline and Discharge (11.4).*

Failure to complete training within 30 days of notification (equipment manager, designee, or property custodian) will result in having the individual's p-card inactivated. Failure to complete training within 60 days of notification will result in all ordering for the department, including p-cards, being shut down until the employee completes training.

The property manager may extend the training timeframes for employees *and/or property custodians* on FMLA leave, out of the country, or as otherwise deemed appropriate and approved by the director of procurement and property services/HUB coordinator.

Salvage and Surplus Property

Salvage property may be discarded or retained for cannibalization of parts, but should be identified for deletion from property records with appropriate documentation and property manager approval. Data processing equipment can never be declared salvage.

Surplus property may be traded in, transferred to another department or transferred to surplus with appropriate documentation.

Property Disposal

University property is to be disposed of as described in the property management manual, with the exception that disposition of property acquired through federal or state grants and contracts must respect the terms of the grant or contract under which it was acquired. The property manager will determine the disposal option that complies with Texas Government Code §2175.304 and §2175.905 and best meets the needs of the university.

All property sales, including scrap metal, are to be overseen by the property office. All sale proceeds will be deposited to the surplus sales account, unless otherwise approved by the vice president for finance and administration.

Where possible hard drives ("loose", internal or external), memory cards from printers or scanners, or copiers must have all data removed before final disposal of the property. Memory cards from printers or scanners will be destroyed by the property office. Hard drives will be degaussed, destroyed, or overwritten and the disposal will be documented. Procurement will work with departments to document that data stored on copiers is removed before a copier leaves the campus.

Stolen or Missing Property

Stolen or missing property must be reported immediately to the property manager. A missing or stolen property report must be completed within 24 hours of reporting the missing or stolen property. The property office will make a determination of negligence on the part of the equipment manager and/or property custodian, or any other employee; see Property Liability (16.22). Failure to report stolen property to the property manager and/or university police immediately may result in a determination of negligence.

Fines and other requirements will be imposed for missing property.

The department will be fined as follows:

- \$1,000 – for two items with an original purchase cost of \$500 or more each, reported missing in the same fiscal year;
- \$2,500 – for three to five items with any original purchase cost reported missing in the same fiscal year;
- \$5,000 – for more than five items with any original purchase cost reported missing in the same fiscal year;
- in the following fiscal year if additional property is reported missing the above fines will double
- if missing property is found within 30 days of the fine being assessed, the original purchase cost of the equipment will be refunded up to a maximum of \$500 per item, but never exceeding the amount of the original fine.

Within 60 days of notification of a fine, ~~responsible all individuals employees~~ identified by the property office will be required to complete ~~a property training refresher course. property training.~~ The ~~individuals employees~~ identified for the refresher course may include equipment manager, designee, property custodian, or any other employee. Failure to complete the training within 60 days of notification will result in all ordering (requisition and p-card) being shut down for the entire department until the training is completed by all identified employees. Extensions of the 30-60 day limit may be made by the property manager as deemed appropriate and approved by the director of procurement and property services.

Within 60 days of notification of a fine, the equipment manager will be required to prepare a detailed department property control plan using the template provided by the property office. Failure to complete the plan within 60 days of notification will result in all ordering (requisition and p-card) being shut down for the entire department until the plan is received.

Any appropriations withheld from the university because it has exceeded the allowed value threshold of missing property, as defined in the General Appropriations Act, will be deducted from the budget of the department responsible for the property.

Individual Employee Negligence

In accordance with Texas Government Code § 403.275 all university employees are liable for the

State of Texas property that they use. A determination of negligence will result in one or more employees being held liable to replace property or reimburse the university for the determined value of property. See Property Liability (16.22) and the property management manual for definitions and requirements associated with negligence.

Cross Reference: Tex. Gov't Code §§ 403.2715, 403.272, 403.273(h), 403.275; Tex. Gov't Code § 2054.003(3)(A); Tex. Gov't Code §§ 2175.304, .905, .908; Tex. Gov't Code § 2203.004; Department of Information Resources Security Control Standards Catalog; Property Liability (16.22); *Discipline and Discharge (11.4)*; State Comptroller eXpendit

Responsible for Implementation: Vice President for Finance and Administration

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

Forms: Annual Property Inventory Audit Certification (provided by the Property Office), Certification of Physical Inventory with Change In Equipment Manager (Department Head), Department Property Control Plan Template, Missing, Damaged or Stolen Property Report, Police Report (provided from University Police Department), Change in Property Custodian, Property Liability Acknowledgement (HR), Property Transfer Form – Department to Department, Property Transfer Form – Department to Surplus, Removal of Property from Campus Request, Salvage Property Request

Board Committee Assignment: Finance and Audit

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Proprietary Purchases

Policy Number: 17.15

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

Date of last revision, if applicable: 1/28/2020

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

Purpose of Policy (what does it do): This policy defines and explains requirements related to proprietary 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: This policy is proposed to be blended into Policy 17.1.

Specific rationale for deletion of policy: N/A

Additional Comments:

Reviewers:

Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Proprietary Purchases

Original Implementation: September 1979

Last Revision: January 28, 2020

Purpose

This policy defines and explains requirements related to proprietary purchases.

General

~~A proprietary purchasing situation occurs when competition is not available. In addition to the purchase requisition, a written justification must be submitted to the Department of Procurement and Property Services when the specification requirement limits consideration to one manufacturer, one product, or one service provider.~~

~~A sole product may be available from more than one source and is subject to best value procurement rules. Justification for proprietary purchases must be signed by the director of procurement and property services/HUB coordinator. To assist in proprietary purchase considerations, procedures and guidelines are provided on the Department of Procurement and Property Services website.~~

Cross Reference: ~~Tex. Gov't Code §§ 2155.063, .067; Purchase Requisition (17.19)~~

Responsible for Implementation: ~~Vice President for Finance and Administration~~

Contact for Revision: ~~Director of Procurement and Property Services/HUB~~

Coordinator Forms: ~~Purchase Requisition, Exclusive Acquisition Justification~~

Board Committee Assignment: ~~Finance and Audit~~

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Purchase of Demonstrator or Used Equipment

Policy Number: 17.18

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

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

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

Purpose of Policy (what does it do): This policy establishes the process for purchase of demonstrator or used equipment.

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: N/A

Specific rationale for deletion of policy: The policy is deemed a procedure with no unique aspects that contradict Best Value Procurement (17.1) or Delegated Purchasing Authority (17.5). The procedure is documented in the Procurement Manual.

Additional Comments:

None

Reviewers:

Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Purchase of Demonstrator or Used Equipment

Original Implementation: June 1, 1983

Last Revision: April 25, 2017

~~Demonstrator Equipment: A department may request that a vendor place demonstrator equipment on campus for testing to determine if the equipment will meet the university's needs. The decision to purchase such demonstrator equipment does not override best value procurement or delegated purchasing policies and procedures. The purchase of demonstrator equipment will not be considered official until a purchase order is issued by the procurement office.~~

~~Used Equipment: A requisition or a p card may be used to initiate the purchase of used equipment. In either case, the department must submit evidence to Procurement and Property Services that justifies the purchase of used equipment.~~

~~Purchase of demonstrator or used equipment shall be in accordance with Best Value Procurement (17.1) and Delegated Purchasing Authority (17.5) and other procurement procedures relating to required documentation.~~

~~**Cross Reference:** Tex. Educ. Code § 51.9335; Best Value Procurement (17.1); Delegated Purchasing Authority (17.5); Purchase Requisition (17.19)~~

~~**Responsible for Implementation:** Vice President for Finance and Administration~~

~~**Contact for Revision:** Director of Procurement and Property Services/HUB Coordinator~~

~~**Forms:** Exclusive Acquisition Justification~~

~~**Board Committee Assignment:** Finance and Audit~~

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Recombinant DNA and/or Infectious Biohazards in Teaching and Research

Policy Number: 8.9

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 use of recombinant DNA and/or infectious biohazards in teaching and research

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 for clarification and format corrections

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

Recombinant DNA and/or Infectious Biohazards in Teaching and Research

Original Implementation: January 29, 2013

Last Revision: ~~January 31, 2017~~ April 18, 2020

I. Purpose

The Institutional Biosafety Committee (IBC) at Stephen F. Austin State University (SFA) is responsible for the review of proposed research activities that involve biological agents, toxins, or recombinant DNA (rDNA). This review process ensures that all university activities comply with government regulations set forth by the National Institutes of Health (NIH), the Centers for Disease Control and Prevention (CDC), the U.S. Department of Agriculture (USDA), the U.S. Department of Health and Human Services (HHS), and the latest Select Agent Regulations (7 CFR Part 331, 9 CFR Part 121, and 42 CFR Part 73), as applicable.

The IBC shall consist of university faculty and community representatives as set forth by the *NIH Guidelines*, and will meet monthly, or on an as-needed basis. In addition to ensuring compliance with federal agency requirements, the main goal of the IBC is to minimize risks to faculty, staff, students, facilities, the community, and the environment. All IBC procedures should be followed in conjunction with other relevant SFA policies and procedures.

II. Scope

This policy applies to all activities, teaching or research, that involve rDNA and/or biohazardous materials as defined in Section III, below, that are:

- conducted by university faculty or staff;
- conducted using property and/or facilities owned by the university; and/or
- stored at any university-owned facility

Environmental Health, Safety, and Risk Management Department (EHSRM) and IBC procedures apply to all faculty, staff, students, visitors, and agents (and their employees) that are engaged in teaching or research activities involving rDNA and/or biohazardous materials.

III. Definitions of rDNA and/or Biohazardous Materials

A. rDNA

The *NIH Guidelines for Research Involving Recombinant DNA Molecules* (NIH Guidelines) define rDNA molecules as either: (1) molecules that are constructed outside of living cells by joining of natural or synthetic DNA segments to DNA molecules that can replicate in a living cell; or (2) molecules that result from the replication of those described in (1) above. Synthetic

DNA segments that have the potential to produce harmful or potentially harmful polynucleotides or polypeptides (e.g. toxins, and pharmacologically active agents) are considered equivalents to their natural DNA counterparts.

B. Infectious Biological Agents

Infectious biological agents include biological agents and/or biologically-derived materials that present or that may present a risk to the health and welfare of humans or animals, whether directly through infection or indirectly through damage to the environment. Categories of potentially infectious biological materials include:

- human, animal and plant pathogens (bacteria, parasites, fungi, viruses, prions);
- all human blood, blood products, tissues, and bodily fluids;
- cultured cells and potentially infectious agents these cells may contain or can support the proliferation of;
- clinical specimens; and
- infected or potentially infected animals and animal tissues

C. Select Agents and Toxins

The Department of Health and Human Services (HHS), Centers for Disease Control and Prevention (CDC), and the United States Department of Agriculture (USDA) have identified select agents and toxins that have a high potential to pose a major threat to public, animal or plant health. These agents are subject to protocol and regulatory oversight by these agencies. The HHS/CDC list of select agents and toxins (including those that overlap with USDA) are identified at 42 CFR 73.3 (HHS list) and 42 CFR 73.4 (Overlap list). The USDA list of select agents and toxins are identified at 9 CFR 121.3.

Because SFA does not have a permit of registration with the CDC or USDA, the receipt, use, or storage of select agents and toxins that are not deemed to be excluded by HHS criteria are prohibited.

IV. Risk Assessment and Selection of Appropriate Safeguards

Teaching or research activities that involve rDNA and/or biohazardous materials are classified on the basis of potential risk to humans. Risk classification determines the type of biological and physical containment level(s). There are no facilities at the university certified to conduct research or teaching above Biosafety Level 2 (BSL-2) and above Risk Group 2 (RG-2).

A. Risk Group Classification

Agents are classified into two risk groups according to their relative pathogenicity for healthy adult humans. These two risk groups are:

- Risk Group 1 (RG-1) – Agents that are not associated with disease in healthy adult humans.

- Risk Group 2 (RG-2) – Agents that are associated with human disease that is rarely serious and for which preventative or therapeutic interventions are often available.

B. Biological and Physical Containment (Biosafety Level)

The final assessment of risk, based on the agent's risk group and other risk factors, should be used to determine the appropriate biosafety level (BSL-1 or BSL-2) for the rDNA and/or biohazardous materials. The level of biosafety describes the degree of physical and biological containment required to contain rDNA and/or biohazardous materials in order to reduce or eliminate the potential for exposure of all personnel, whether inside or outside of the facility, as well as the environment.

Following is a general description of the acceptable biosafety levels at the university:

- Biosafety Level 1 (BSL-1) – Suitable for work involving biohazardous materials of a minimal potential hazard to personnel and the environment.
- Biosafety Level 2 (BSL-2) – Suitable for work involving biohazardous materials of a moderate potential hazard to personnel and the environment. The biohazardous materials are associated with human disease that is rarely serious and for which preventative or therapeutic interventions are often reliable.

Additionally, there are specific biosafety levels for work with rDNA and/or biohazardous agents involving plants or animals. Additional information on these can be found in the BMBL and the *NIH Guidelines* Section III and Appendix P (plants) and Q (animals).

V. Responsibilities

The provost and vice president for academic affairs is responsible for compliance with this policy and accompanying procedures. It is the role of the IBC to review, approve/reject, and provide oversight and guidance to individuals at the university, or that use property owned by the university, who seek to use or possess rDNA and/or biohazardous materials for teaching or research. The possession and/or use of rDNA and/or biohazardous materials at the university must be conducted with safeguards in place to protect against environmental release.

A. Laboratory Supervisors, Faculty and Staff Responsibilities

- Obtain IBC approval *and meet all other requirements* prior to initiating or modifying any teaching or research involving rDNA and/or biohazardous materials;
- Immediately report any significant problems or accidents and illnesses to the EHSRM, the IBC chair, and any other university committee or official that has reviewed and approved the research activity (e.g. the Institutional Animal Care and Use Committee or the Radiation Safety Officer); ~~Comply with all local, state, and federal requirements when teaching or research involves rDNA and/or biohazardous materials;~~
- Comply with all local, state and federal requirements when teaching or research involves rDNA and/or biohazardous materials;

- Develop Standard Operating Procedures (SOPs) incorporating biosafety procedures or a biosafety manual prepared specifically for the teaching or research classroom or laboratory;
- Ensure that all personnel and students are properly trained on the potential hazards associated with the teaching or research activities and the necessary precautions to prevent exposures;
- Provide personal protective equipment required for work with the respective rDNA and/or biohazardous material;
- Supervise the safety performance of the teaching or research staff and personnel to ensure that the required safety practices and techniques are employed;
- Correct work errors and conditions that may result in the release of rDNA and/or biohazardous materials;
- Ensure the integrity of the biological and physical containment (biosafety level);
- Ensure the security of rDNA and/or biohazardous materials at all times; and
- ~~Initiate or modify no rDNA research that requires prior IBC approval before initiation, until that research or the proposed modification(s) has been approved by the IBC and has met all other requirements [JH1].~~

B. Environmental Health, Safety, & Risk Management Responsibilities:

- Inspect periodically (minimum of one per fiscal year) all laboratories and classrooms conducting rDNA and/or biohazardous research to ensure that proper standards are strictly followed;;
- Ensure that each laboratory has up-to-date standard operating procedure manuals that meet EHSRM standards;;
- Report to the IBC Chair any significant problems, violations of NIH Guidelines, and any significant accidents or illnesses;;
- Assist the laboratory personnel with the development of emergency plans for handling accidental spills and personnel contamination;;
- Investigate accidents involving rDNA and/or biohazardous materials.
- Adopt and implement emergency plans set forth with the assistance of the safety officer for accidental spills and personnel contamination;;
- Provide information on spills and incidents to public health officials as required;;
- Provide advice on laboratory security;;
- Provide advice to the IBC, faculty and staff on safety procedures.

C. IBC Responsibilities

- Review and consider for approval, *including initial annual review of approval, and modifications, proposals for* teaching or research activities involving rDNA and other potentially hazardous agents that are sponsored by, or conducted at, the university for compliance with the NIH Guidelines. This relates to initial and annual review of approval and modifications to all proposals and activities;;
- Assess facilities, procedures, practices, training, and expertise of personnel taking part in

such teaching or research-;

- Notify the EHSRM of the IBC's review results, including approval or rejection, and the Office of Research and Sponsored Programs for externally funded research activities.
- Assess, modify and finalize containment levels for teaching or research-;
- Review and report any significant problems with or violations of the NIH Guidelines, accidents, or illnesses to the provost and vice president for academic affairs and to the NIH OBA as required by section IV-B-1-j of the NIH Guidelines.

Cross Reference: *NIH Guidelines for Research Involving Recombinant DNA Molecules; Biosafety in Microbiological and Biomedical Laboratories (BMBL); 7 CFR Part 331; 9 CFR 121.3; 42 CFR 73.3-.4.*

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Institutional Biosafety Committee Chair

Forms: Permit Registration, Annual Renewal, Adverse Event, BSL2 SOP Template, BSL2 Manual Template

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Research Enhancement Program

Policy Number: 8.11

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

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

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

Purpose of Policy (what does it do): Description and guidelines for the research enhancement program

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: Update description, eligibility, and complinace requirements. Delete reference to Graduate Research Program. Update 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

Research Enhancement Program

Original Implementation: September 1965

Last Revision: April 25, 2017 18,2020

The Research Enhancement Program at Stephen F. Austin State University (SFA) encourages and enhances research and creative opportunities for faculty members, serves as support for innovative research, and provides seed monies to attract external funding.

Description: The Research Enhancement Program consists of ~~three~~ *two* components: (1) the Faculty Research Grant Program, which provides substantive support for research and scholarly creative activities; *and* (2) the Minigrant Program, which provides opportunities for faculty to carry out small projects or preliminary research activities that will increase their competitiveness in acquiring additional funding; ~~and (3) the Graduate Research Assistant (GRA) Program, which provides support for graduate students working toward research-based theses and dissertations.~~

Eligibility: Individuals with a full-time, tenured or tenure-track academic appointment as professor, associate professor, assistant professor, instructor, or librarian I-IV are eligible to apply for Faculty Research Grants and Minigrants. ~~Members of the graduate faculty serving as faculty advisors may apply for GRA support on behalf of their students.~~

Compliance: Recipients of research enhancement funds are subject to university policies as well as state and federal rules and regulations. For research projects involving human subjects, laboratory animals, ~~or~~ hazardous materials, *or exports*, the applicant must provide a memorandum of approval from the chair of the appropriate university committee to the Office of Research and ~~Sponsored Program (ORSP)~~ *Graduate Studies (ORGS)* prior to project implementation.

Faculty Research Grant (FRG) and Minigrant (MG) Programs: The University Research Council (URC) establishes guidelines for the content and format of proposals and creates criteria for the evaluation of applications. These guidelines include, at a minimum, the following provisions:

1. Funds cannot be used by faculty or students to obtain advanced academic degrees; however, these funds may be used by faculty to hire students to work on specific aspects of a project.
2. An applicant with an FRG or MG award must follow URC guidelines.
3. Funds cannot be used to supplant funding for research activities or equipment provided by another source.
4. Recipients must submit progress and/or final reports as required by ~~ORSP~~ *ORGS*.
5. Any publication, presentation, or exhibition resulting from an FRG or MG must acknowledge the support provided by the Research Enhancement Program at SFA.
6. The project director must submit copies of publications, exhibitions, or other media to ~~ORSP~~ *ORGS* and may also send this to the Center for Digital Scholarship.

~~The URC makes recommendations for funding of FRGs to the chair of the council. If an award exceeds \$5,000, the provost and vice president for academic affairs must approve the funding.~~

Graduate Research Program: Faculty advisors may identify and submit applications on behalf of graduate students.

The content, format, and criteria for evaluation are determined by the URC. These guidelines include, at a minimum, the following provisions:

1. ~~Awardees must be working toward a research-based thesis/dissertation or equivalent project. Non-thesis graduate students are ineligible.~~
2. ~~Students receiving awards must be released from teaching responsibilities.~~
3. ~~Graduate Research Assistantships can be up to twelve (12) months in duration. Faculty sponsors can apply for a second 12-month assistantship for a student, but assistantships may not exceed a total of 24 months per student. For continued funding, the faculty sponsor must demonstrate student progress to the URC each semester.~~

~~THE~~ *FRG proposals are submitted and filed in the ORGS. The URC makes recommendations for funding to the chair of the council who, in turn, must obtain approval from the dean of the graduate school ORGS for funding. If approved, the dean of ORGS chair of the council notifies the provost and vice president of academic affairs (PVPAA) of the recommended FRG awards. The PVPAA provost and vice president of academic affairs approves and notifies the recommended recipients of the FRG.*

Cross Reference: Human Research Subjects Protection (8.4); Institutional Animal Care and Use Committee (8.6); Recombinant DNA and/or Infectious Biohazards in Teaching and Research (8.9) *Export Control (2.15)*

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: Faculty Research Grant and Minigrant applications

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Returned Payments

Policy Number: 3.27

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 for Finance and Administration

Purpose of Policy (what does it do): Establishes processes for the handling and resolution of any returned payments received by 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: N/A

Specific rationale for each substantive revision: N/A

Specific rationale for deletion of policy: N/A

Additional Comments:

Minor wording and formatting changes

Reviewers:

Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Returned Payments

Original Implementation: September 1, 1987

Last Revision: April 25, 2017/18, 2020

Purpose

This policy establishes processes for the handling and resolution of any returned payments received by the university.

Definitions

A returned payment is any payment by check, credit card, debit card, draft or other format which is returned to the university unpaid due to no fault of the bank or the university.

General

The business office may assess a returned payment fee plus applicable sales tax for each returned payment item. Returned payments on employee, student or departmental accounts may be turned over for collection to a collection service, collection agency and/or attorney. If a returned payment is turned over for collection, applicable fees assessed by the collection service, collection agency and/or attorney will be charged to the debtor. Additional legal action may be taken.

Returned payments on student accounts will be treated as outstanding charges until paid. Delinquent accounts will be subject to the university's policies and procedures for handling student accounts receivables.

Returned payments received from departmental deposits will be charged back to the originating account and the applicable department will be notified. If a returned payment is received from a donor, the university will coordinate the charge back of the gift through the development office. The development office may make contact with the donor for resolution.

Additional Consequences

After receipt of three returned payments from any individual, organization or business, the university reserves the right to refuse certain types of payments from those payers and may demand payment by cash, cashier's check, debit card, credit card or money order.

Employees with returned payments should make restitution to the university within ten business days of notification. If the employee has not reimbursed the university for returned payments and any applicable service charges, the university may reduce or withhold any payments due to an employee by amounts due the university, in accordance with Texas law.

Cross Reference: Check Cashing (3.7); Student Accounts Receivable (3.28)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Controller

Forms: None

Board Committee Assignment: Finance and Audit

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Selection of Vice Presidents, Athletic Director, and Head Coaches

Policy Number: 1.8

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

Date of last revision, if applicable: 4/21/2018

Unit(s) Responsible for Policy Implementation: President

Purpose of Policy (what does it do): This policy provides the authority for the Board of Regents to be notified of a vacancy and engage in the selection of a vice president, athletic director, head coach, chief information officer or the executive director of enrollment.

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 name change and minor wording changes for clarification purposes.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Scott Gordon, President
Damon Derrick, General Counsel

Selection of ~~Vice Presidents, Athletic Director,~~ *Positions Reporting to the President* and Head Coaches

Original Implementation: April 21, 1998

Last Revision: ~~October 29, 2018~~ April 18, 2020

The chair of the Board of Regents shall be notified in the event of a vacancy in ~~the positions of vice president, athletic director,~~ *any position reporting directly to the president* and head coaches. The Board of Regents may participate at its discretion in the selection of ~~the vice presidents, athletic director,~~ *any position reporting directly to the president* and head coaches prior to the obligation of those positions.

Cross Reference: None

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: Selective Service Registration

Policy Number: 11.26

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 for Finance and Administration

Purpose of Policy (what does it do): This policy establishes the requirement that prescribed individuals must provide proof of selective service registration prior to beginning employment with 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: N/A

Specific rationale for each substantive revision: N/A

Specific rationale for deletion of policy: N/A

Additional Comments:

Minor wording and formatting changes

Reviewers:

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

Selective Service Registration

Original Implementation: October 26, 1999

Last Revision: April 18, 2020~~5, 2017~~

Purpose

This policy establishes the requirement that prescribed individuals must provide proof of selective service registration prior to beginning employment with the university.

General

All male citizens/nationals from eighteen up to twenty-six years of age must provide proof of registration or proof of exemption from registration with the selective service system prior to beginning employment with Stephen F. Austin State University. Upon ~~attaining~~-reaching the 26th year of age, the registration verification process is no longer applicable.

This verification requirement is applicable to all categories of employees including faculty ~~and student employees, staff employees, and temporary and casual employees, staff, casual, temporary, and student.~~ The registration requirement does not apply to a person employed by SFA before September 1, 1999 as long as the person's employment by SFA is continuous.

~~The following persons are exempt from the requirement to register:~~

- ~~• Females~~
- ~~• Lawfully admitted non-immigrant aliens on visas (such as those men on visitor or student visas and members of diplomatic or trade missions and their families) because they are residing in this country temporarily~~
- ~~• Members of the Armed Forces on full-time active duty, including cadets and midshipmen at the United State service academies~~
- ~~• All males who have reached age 26~~
- ~~• Females~~

Exemptions to the selective service requirement will be reviewed on a case-by-case basis.

The following guidelines should be followed for the employment process:

- Any offer of employment is considered conditional until proof of registration is documented.
- This ~~information~~-verification will be ~~gathered~~-obtained by human resources during the new employee orientation process. At that time, the data is verified in a government database and if the individual is not registered, he must do so immediately in order to be eligible for state employment.

Cross Reference: Tex. Gov't Code § 651.005

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources

Forms: ~~SFA Selective Service Registration Verification Form~~

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY
Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Training and Certification of University Vehicle Operators

Policy Number: 13.23

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: President, Chief of University Police and Director of Environmental Health, Safety, and Risk Management

Purpose of Policy (what does it do): Provides information the drivers certification 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: N/A

Specific rationale for each substantive revision: n/a

Specific rationale for deletion of policy: N/A

Additional Comments:

Minor changes/updates were done

Reviewers:

John Fields Jr., Chief of Police
Jeremy Higgins, Director of Environmental Health, Safety, and Risk Management
Steve Westbrook, Vice President for University Affairs
Damon Derrick, General Counsel

Training and Certification of University Vehicle Operators

Original Implementation: May 4, 1983

Last Revision: ~~April 25, 2017~~~~February 18, 2020~~April 18, 2020

Driver certification is required for ~~any~~*all* university employees who ~~must~~*are required to* drive a university vehicle within the scope of his/her employment. For the purposes of this policy the term, “university vehicle,” means any vehicle owned or leased by the university.

To operate a university vehicle, an employee must be designated by their employing department, college, or division as a driver and be certified as an approved driver by the SFA *University Police Department* ~~Department of Public Safety (UPD)~~*DPS*.

In order~~To~~ to obtain certification a driver must submit an application (*application can be located at <http://www.sfasu.edu/upd/defensive-driving.asp>*), ~~available from the SFA UPD website~~*DPS*, and provide evidence of the following:

- ~~An appropriate,~~Valid Texas driver’s license, or a valid out of state license if the employee is an active duty member of the military or reserves;
- Satisfactory completion of a course of defensive driving; and,

When determining an employee’s eligibility for certification, the applicant’s driving record will be ~~reviewed~~*obtained and reviewed by UPD*.

If an applicant has~~had~~ *been convicted of* a DWI or DUI~~D~~ in the past seven years, they *applicant will not be allowed to operate a* ~~cannot drive for the university vehicle~~*unless it was expunged or erased from their driving record*.

When evaluating an applicant’s record, the Executive Director/Chief of University Police, or designee, may regard a probated sentence, deferred adjudication, enhancement, or reduction for a traffic related violation the same as a conviction. Upon approval of the certification application the Executive Director/Chief of University Police, or designee, will issue an ~~A~~*approved* ~~D~~*driver* ~~C~~*certificate* to the employee. This certificate will authorize the employee to operate any university vehicle of one-ton carrying capacity or less.

An ~~A~~*approved* ~~D~~*driver* ~~C~~*certificate* will be valid for three years from the date of issuance and can be renewed upon receiving a satisfactory driving record ~~issued from by the Driver Records Division of the Texas Department of Public Safety~~ *records division*. *This document will be obtained by UPD* ~~during the month the renewal is requested~~. ~~A renewal request may be denied due to a DWI or DUI.~~

Van certification requires the below listed steps: To be certified to operate a passenger van the employee must receive additional training specific to driving vans (see policy 16.23).

1. ~~To be certified to operate a university motor vehicle in excess of one-ton capacity, the~~

Employees must demonstrate proficiency in the operation of the type of vehicle in question and hold a Texas ~~D~~river's ~~L~~icense with the appropriate endorsement. Approval of this level of certification will be indicated by an endorsement to ~~the~~ *an* ~~a~~Approved ~~d~~Driver ~~c~~Certificate.

An employee holding an ~~A~~approved ~~D~~river ~~C~~ertificate who is involved in a hazardous traffic violation, as defined by the SFA ~~UPDDPS~~, may be required to repeat any phase of the certification process. Habitual or repeated violation of university policy or the Texas Motor Vehicle Law may result in the suspension or cancellation of an ~~A~~approved ~~D~~river ~~C~~ertificate. The Executive Director ~~of Public Safety~~/Chief of University Police, or designee, may refuse to issue or renew an ~~A~~approved ~~d~~Driver ~~c~~Certificate *based on driving record of* ~~to~~ an employee without notice or hearing.

The manager of transportation shall not permit an employee who does not hold an ~~A~~approved ~~D~~river ~~C~~ertificate to operate any university vehicle under his control. The chief administrator of a department, college, or division of the university shall not permit an employee who does not hold an ~~A~~approved ~~D~~river ~~c~~Certificate to operate a university motor vehicle under his control.

Temporary Certifications

The Executive Director/Chief of University Police, or designee, may issue a ~~T~~emporary ~~A~~approved ~~D~~river ~~C~~ertificate for a period of 180 days for faculty, staff, and students upon receiving ~~an~~ a satisfactory driving record and proficiency. Temporary certifications may not be renewed. The temporary condition of the certificate may be removed by the Executive Director/Chief of University Police, or designee, upon the employee's successful completion of the steps necessary for regular certification.

Any new employee of the University that holds a valid out-of-state driver's license may be issued a ~~T~~emporary ~~A~~approved ~~D~~river ~~c~~Certificate for a period of no longer than 30 days.

Cross Reference: Rental of University Vehicles (16.23)

Responsible for Implementation: President

Contact for Revision: President, Chief of University Police and Director of Environmental Health, Safety, and Risk Management

Forms: Approved Driver Certificate Form (~~UPDDPS~~)

Board Committee Assignment: Building and Grounds

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: University Website

Policy Number: 15.10

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 for University Advancement

Purpose of Policy (what does it do): Designates responsibility for university websites, including technical responsibility, accuracy, style and format. The policy also provides information regarding outsourcing, e-commerce and ADA compliance.

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:

Additional Comments:

Reviewers:

Jill Still, Vice President, University Advancement
Damon Derrick, General Counsel

University Website

Original Implementation: August 1, 2000

Last Revision: April 25, 2017/18, 2020

The Stephen F. Austin State University website is an important communication tool for the university and the source of vital information for prospective and current students, as well as faculty and staff, among other audiences. The quality of the university is evaluated in part by its online content.

University Marketing Communications provides best-practice guidelines, which are updated from time to time. Current guidelines may be found on the university website

I. Responsibility

- a. Management of the website, led by University Marketing Communications, strives to ensure that information is accurate and easily accessible, while recognizing the contributions of university colleges, schools, departments and programs.
- b. The administrative head of each campus organizational unit maintaining a website is responsible for seeing that the site adheres to this and other university policies.
- c. Every organizational unit head shall designate an individual(s) to serve the following functions: website editor, and, if applicable, server administrator. (The same person may serve in both of these capacities.) To ensure continuity of service, these individuals must be regular (non-student) university employees. However, the organizational unit head is responsible for the unit's website and its adherence to university Web policy and practices provided by University Marketing Communications. Careful thought must be given to the collection of site content and the ongoing responsibility of site maintenance.
- d. Each organizational unit head will keep University Marketing Communications apprised of the current designees and will assist University Marketing Communications in ensuring that all of the designees' responsibilities have been fulfilled.

II. Technical Requirements

- a. Duplication. To facilitate revisions and prevent contradictory information from appearing on the university website, unit website editors should not duplicate information already on the university website, but rather should link to information on the site of the office primarily responsible for the function or activity. Information should be entered into the university's content management system and used from the system when available.
- b. Identification. Each website associated with SFA must be clearly identified. The name of the organizational unit should be on every page it creates.
- c. Required page links. Documents should be designed to minimize users' reliance on navigational aids in browsers. Links must be provided on each page back to the

homepage for that document or collection, and for the homepage, back to the sponsoring department or unit. Each department or unit homepage must include a link back to the university homepage. Other links may be required for different websites as directed by University Marketing Communications.

III. **Style and Format**

- a. University websites should maintain a uniform and consistent appearance; therefore all university websites shall use the university's Identity Standards that are posted on University Marketing Communications' website. Individual faculty members designing personal websites, as well as websites designed, hosted, and published pursuant to a properly executed written agreement with a third-party vendor that has been signed by the president, are excluded from this provision.
- b. The university seal is reserved for use by the Office of the President and may only be used by other departments with the permission of the Office of the President. The university logo is to be used on university websites as per the university's Identity Standards manual.
- c. The Identity Standards manual shall be developed by University Marketing Communications and approved by the president. It may be modified upon approval of the president.

IV. **Outsourcing**

An organizational unit that is considering contracting outside the university for web development, paid or volunteer, should contact University Marketing Communications first. University Marketing Communications will work with units and their consultants to help ensure that the final product of outsourcing efforts complies with university policy and that the final site supports the mission and goals of the unit and the university effectively.

V. **Content**

Responsibility for accuracy of website content is the responsibility of everyone in the university, especially the deans, directors, managers and their designees:

- a. Faculty Web pages must be approved by the relevant dean or designee.
- b. Unit Web pages must be approved by the relevant director/manager or designee.
- c. The university home page and top-level pages must be approved by University Marketing Communications.
- d. Administrative material, e.g. policies and minutes of meetings, are to be approved
- e. through appropriate administrative channels prior to posting.
- f. Obsolete or out-of-date material must be removed as soon as practical.
- g. Links on the university homepage and index pages to material that is considered obsolete will be removed by University Marketing Communications.

VI. **E-commerce Activity**

The university offers a secure method to support e-commerce activities. Contact marketplace@sfasu.edu for more information about establishing e-commerce service on a university website.

VII. Copyright and Privacy

Copyright laws and university copyright policy must be followed. Information created by a government agency is largely considered to be in the public domain. "Found" graphics or outside information must not be used on websites without proper attribution or permission.

VIII. Commercial Activity

Commercial activity for personal gain is not permitted on any site operated with university resources, nor may readers be automatically re-directed from a university website to an external website that may result in personal financial income for any university employee.

IX. ADA Compliance

Websites must be in compliance with accessibility requirements. See the state of Texas website Rules and Regulations for additional information on meeting requirements of the Americans with Disabilities Act (ADA).

X. Exceptions

All requests for exemptions from these standards must be submitted in writing to University Marketing Communications prior to a website launch.

Cross Reference: 1 Tex. Admin. Code §§ 206.1-.2, .70-.75; Web Accessibility Page; Accessibility of Electronic Information Resources (16.9)

Responsible for Implementation: Vice President for University Advancement

Contact for Revision: Executive Director of University Marketing Communications

Forms: None

Board Committee Assignment: Academic and Student Affairs

STEPHEN F. AUSTIN
STATE UNIVERSITY

Office of the General Counsel

POLICY SUMMARY FORM

Policy Name: Vehicle Repair and Maintenance

Policy Number: 16.34

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: Director of Physical Plant

Purpose of Policy (what does it do):

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: Most of the changes were for clarification. Rewording of the last paragraph was for alignment with SFA policy 16.11 Fleet Management.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Vehicle Repair and Maintenance

Original Implementation: Unpublished

Last Revision: April 18, 2020~~5, 2017~~

Purpose

This policy establishes guidelines and responsibilities for the maintenance and repair of university-owned vehicles and also for reporting daily use of the vehicles.

General

The physical plant auto shop located at the Grounds and Transportation Building on the corner of University Drive and Starr Avenue provides repair and maintenance services for university-owned vehicles, and equipment. The physical plant auto shop maintains an inventory listing of all university-owned vehicles and schedules annual maintenance inspections. Department *vehicle custodians* ~~heads~~ are notified by the *auto shop foreperson or lead mechanic* ~~manager of transportation~~ that those vehicles in their charge are to be delivered to the auto shop for an annual inspection *and/or preventative maintenance*. The auto shop will conduct a complete and thorough preventive maintenance inspection and make any repairs necessary. Expenses incurred for service on departmentally-owned vehicles will be charged to the department.

All maintenance and repairs performed by outside vendors on university-owned vehicles must be authorized by the physical plant auto shop prior to services being performed. Request for services to be performed by outside vendors should be made by email or with other appropriate written requests. Emergency repair requests may be made by telephone. After-hour repair emergencies must be routed through the university police department. *It is the responsibility of the owning department to notify the PPD auto shop* ~~PPD autoshop must be notified when emergency repairs are conducted and to provide a copy of the maintenance report and invoice/receipt. This information should be delivered to the PPD auto shop immediately to be documented in the Texas Fleet Management System.~~

Repair and maintenance of vehicles leased by the university is performed in accordance with the terms of the lease agreement.

Operators of university-owned vehicles are required by the Texas Government Code and university policy to report daily use of the vehicles. Failure to produce timely reports, as defined by fleet management procedures, may result in financial penalties or loss of university vehicle privileges. ~~Operators of university-owned vehicles are required by the Texas Government Code and university policy to report daily use of the vehicles. Departments that fail to submit the required report(s) by the fifth calendar day of the subsequent month may be assessed a late penalty of \$100 by the vice president of finance and administration. Reporting guidelines and procedures may be accessed on the physical plant department website.~~

Cross Reference: Tex. Gov't Code § 2171.101 et seq.; Rental of University Vehicles (16.23)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Physical Plant

Forms: None

Board Committee Assignment: Building and Grounds

Grant Report to the Board of Regents – April 2020
 Grants¹ awarded between January 1, 2020 and March 31, 2020
 Prepared by the Office of Research & Graduate Studies

Fiscal Year 2020 – as of March 31, 2020

Amounts allocable to FY20 (detailed in this report)

Federal Funds (direct and pass-through)	\$ 247,388
State Funds (direct and pass-through)	\$ 208,608
Private, Local Government, Other	\$ 140,707
TOTAL	\$ 596,703

New awards, FY20 (detailed in this report, all project years)	\$ 752,312
Cumulative amount allocable to FY20	\$ 6,271,303
Cumulative award total FY20, all project years	\$13,680,431

<u>Federal SEOG</u> (not included in ORGS totals)	\$ 393,022
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Note: Amounts are based on award notices as they are received from the funding entity, not on expenditures or available balances. To reflect the approximate availability of funds in a given fiscal year, some current year awards are estimates based on the total award amount spread over the entire award period.

New, Additional, or Previously Unreported Awards for FY20

Federal Funds (direct and pass-throughs)

Title **** Distribution, Occupancy, and Mercury Bioaccumulation of Alligator Snapping Turtles In Texas***

Sponsor: Texas Parks and Wildlife (Fish & Wildlife Service, CFDA 15.634)

Award Term: February 28, 2020 to May 31, 2022

PI/PD: Dr. Christopher Schalk, Forestry

Total Award: \$150,878 **Amount allocable to FY20:** \$66,452

This research project will examine the current distribution, occupancy, and mercury bioaccumulation in Alligator Snapping Turtles which will assist the sponsor as it begins a species assessment to determine if this turtle should be listed as an endangered species.

Title **** Ground Truthing the Species Distribution Model of Bachman's Sparrow***

Sponsor: Texas Parks and Wildlife (Fish & Wildlife Service, CFDA 15.634)

Award Term: February 28, 2020 to May 31, 2022

PI/PD: Dr. Christopher Schalk, Forestry

Total Award: \$148,741 **Amount allocable to FY20:** \$84,623

This research project will provide an assessment of a species distribution model for the Bachman's Sparrow; in addition, the habitat evaluation will aid in identifying important areas for future population expansion and management.

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

¹For purposes of this report, 'grant' includes grants, contracts, and other types of agreements from external sponsors. It does not include non-grant scholarships or gifts. Other external funds are also reported as instructed by the Controller's Office or the VP of Finance & Administration.

Grant Report to the Board of Regents – April 2020
 Grants¹ awarded between January 1, 2020 and March 31, 2020
 Prepared by the Office of Research & Graduate Studies

Title: **Establishment of Silvopasture Demonstration Area Using Native Grasses*
Sponsor: Natural Resources Conservation Service (USDA, CFDA 10.912)
Award Term: January 22, 2020 – September 30, 2022
PI/PD: Jason Grogan, Forestry
Total Award: \$75,000 **Amount allocable to FY20:** \$45,885
Several demonstration areas of silvopasture practices will be studied to and used to transfer agroforestry science and technology to producers and others including outreach to historically underserved producers.

Previously Described Awards:

**Investigating the Potential for Golden Kiwifruit as a New Specialty Crop in Texas, Phase 4*
 Dr. David Creech, Agriculture
Award Total: \$50,428 **Amount allocable to FY20:** \$50,428

Subtotal amounts allocable to FY20 (this report) = \$247,388
Subtotal new federal funds = \$425,047

Federal Supplemental Education Opportunity Grants (SEOG) (not included in ORGS totals)

FY2020 Additional Funds: \$393,022
Agency: Department of Education
Manager: Rachele Garrett, Financial Aid

State Funds (direct and pass-through)

Title: **Assessing Pathways of Introduction of Non-Native Fishes In Texas Streams*
Sponsor: Texas Parks and Wildlife Department
Award Term: February 28, 2020 to August 31, 2021
PI/PD: Dr. Carmen Montana-Schalk, Biology
Total Award: \$74,580 **Amount allocable to FY20:** \$63,623
This research project will review various methods of introducing non-native fishes into Texas streams to help conservation planning efforts in relation to introduction prevention, early invasion intervention, and control of established populations.

^{*}New awards or additional funds added to a current award.

¹For purposes of this report, 'grant' includes grants, contracts, and other types of agreements from external sponsors. It does not include non-grant scholarships or gifts. Other external funds are also reported as instructed by the Controller's Office or the VP of Finance & Administration.

Grant Report to the Board of Regents – April 2020
 Grants¹ awarded between January 1, 2020 and March 31, 2020
 Prepared by the Office of Research & Graduate Studies

Title: * *Assessing The Population Status of Brazos River Watersnakes*
Sponsor: Texas Parks and Wildlife Department
Award Term: March 16, 2020 to December 31, 2020
PI/PD: Dr. Stephen Mullin, Biology
Total Award: \$27,900 **Amount allocable to FY20:** \$26,700
This research project will assist the sponsor in detecting declines in already-small populations and in making management decisions to assure species continuation.

Previously Described Awards

**Texas AHEC East, Piney Woods Region, State FY20*
 Debra Kiesel, AHEC East Piney Woods Region
Award Total: \$100,285 **Amount allocable to FY20:** \$100,285

**JAMP Special Projects: JAMP Camp 2020*
 Dr. Kevin Langford, Biology
Award Total: \$18,000 **Amount allocable to FY20:** \$18,000

Subtotal amounts allocable to FY20 (this report) = \$208,608
Subtotal new state funds = \$220,765

Private Entity, Local Government, and Other Awards

Title: **Health Resource Centers Evaluation: Robertson, Trinity and Bastrop Counties*
Sponsor: Episcopal Health Foundation
Award Term: January 1, 2020 to December 31, 2020
PIs/PDs: Dr. Emmerentie Oliphant, School of Social Work
Total Award \$92,000 **Amount allocable to FY20:** \$92,000
This is a qualitative evaluation of health resource centers in three counties.

Title: * *Student Percepts and Learning Effectiveness Across Educational Platforms*
Sponsor: Tophatmonocle Corp.
Award Term: February 19, 2020 to January 31, 2021
PIs/PDs: Dr. Lora Jacobi, Psychology
Total Award \$8,000 **Amount allocable to FY20:** \$8,000
This research project will utilize the sponsor's active learning technology to determine how to improve processes and outcomes in college classrooms

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

¹For purposes of this report, 'grant' includes grants, contracts, and other types of agreements from external sponsors. It does not include non-grant scholarships or gifts. Other external funds are also reported as instructed by the Controller's Office or the VP of Finance & Administration.

Grant Report to the Board of Regents – April 2020
 Grants¹ awarded between January 1, 2020 and March 31, 2020
 Prepared by the Office of Research & Graduate Studies

Title: **Professional Development Grant: CCIS Conference 2020*
Sponsor: College Consortium for International Studies
Award Term: October 31, 2019 to April 1, 2020
PIs/PDs: Heather Catton, International Studies and Programs
Total Award \$500 **Amount allocable to FY20:** \$500

Travel grant funds to assist attendance at the College Consortium for International Studies.

Previously Described Awards:

Luminant Environmental Research Program

Dr. Jason Paul, Environmental Science

Award Total: \$84,439 **Amount allocable to FY20:** \$34,207

Guest Speakers, Undergraduate Research, and Reading Group

Dr. Donald Gooch, Government

Award Total: \$81,000 **Amount allocable to FY20:** *\$6,000

Subtotal amounts allocable to FY20 (this report) = \$140,707
Subtotal new private and local fund = \$106,500

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

¹For purposes of this report, 'grant' includes grants, contracts, and other types of agreements from external sponsors. It does not include non-grant scholarships or gifts. Other external funds are also reported as instructed by the Controller's Office or the VP of Finance & Administration.