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The meeting was called to order at 10:15 a.m. by Chair Penny Butler. Board members present in Room 307: Margarita de la Garza Graham, Kenneth James, Mike Enoch, Gary Lopez, Susan Roberds, Lyn Stevens, Mike Wilhite and Fred Wulf.

Others present in Board Room 307: Roland Smith, Janelle Ashley, Baker Pattillo, and other SFA administrators, staff, and visitors.

The Board entered Executive Session at 10:18 a.m., and resumed Open Session at 2:46 p.m.

01-38
Upon motion of Regent Roberds, seconded by Regent de la Garza-Grahm, with all members voting aye, it was ordered that the minutes of January 8, and January 30, 2000 be approved.

01-39
Upon motion of Regent Stevens, seconded by Regent Wulf, with all members voting aye, it was ordered that Board Chair be Mike Enoch, Vice Chair be Penny Butler, and Secretary be Susan Roberds.

01-40
Upon motion of Regent Roberds, seconded by Regent Wulf, with all members voting aye, it was ordered that Roland Smith continue as Interim President at the current salary until a President is selected and begins employment.

01-41
Upon motion of Regent James, seconded by Regent Roberds, with all members voting aye, it was ordered that Yvette Clark’s appointment as General Counsel be continued, with the FY2002 salary subject to the preparation and adoption of the budget.

01-42
Upon motion of Regent Lopez, seconded by Regent de la Garza-Grahm, with all members voting aye, it was ordered that Steve McGee’s appointment as Director of Audit Services be continued, with the FY2002 salary subject to the preparation and adoption of the budget.

01-43
Upon motion of Regent Roberds, seconded by Regent Butler, with all members voting aye, it was ordered that the following appointments be approved.
1. Athletics

Ms. Nicole Nelson, Assistant Soccer Coach, at a salary of $12,000 for 9 months, effective February 5, 2001.

Mr. Kenny Washington, Assistant Football Coach and Instructor of Kinesiology, at a salary of $49,502 for 10.5 months, effective February 9, 2001.

Ms. Lee Ann Riley, Women’s Head Basketball Coach, at a salary of $95,000 for 12 months, effective April 4, 2001.

Ms. Pennee Hall, Assistant Women’s Basketball Coach, at a salary of $50,000 for 10.5 months, effective April 6, 2001.

Ms. Dayna Westbrook, Assistant Women’s Basketball Coach, at a salary of $43,000 for 10.5 months, effective May 28, 2001.

2. Biology

Dr. Alexander Karatayev, Associate Professor, Doctor of Science (Belarussian Academy of Science), at a salary of $45,000 for 100% time for nine months, effective September 1, 2001.

Dr. Peter J. King, Assistant Professor, Ph.D. (University of California-Irvine), at a salary of $37,250 for 100% time for nine months, effective September 1, 2001.

3. English

Dr. Karen Kornweibel, Assistant Professor, Ph.D. (University of Texas), at a salary of $34,000 for 100% time for nine months, effective September 1, 2001.

4. General Business

Dr. Beverly Oswalt, Assistant Professor, Ed.D. (University of Memphis), at a salary of $50,000 for 100% time for nine months, effective September 1, 2001.

5. Information Technology Services

Kyle Ervin, Programmer Analyst I, at a salary of $27,000 for 100% time, effective February 19, 2001.

Joey M. Voss, Programmer Analyst I, at a salary of $27,000 for 100% time, effective February 19, 2001.

6. Management/Marketing/International Business

Ms. Charlotte Allen, Assistant Professor, MBA (Baylor University), at a salary of $60,000 for 100% time for nine months, effective September 1, 2001.
7. Mathematics and Statistics

Dr. James D. Stamey, Assistant Professor, Ph.D. (Baylor University), at a salary of $40,000 for 100% time for nine months, effective September 1, 2001.

8. Modern Languages

Dr. Jeana Paul-Urena, Assistant Professor, Ph.D. (Texas Tech University), at a salary of $34,000 for 100% time for nine months, effective September 1, 2001.

01-44
Upon motion of Regent Roberds, seconded by Regent Butler, with all members voting aye, it was ordered that the following changes of status be approved.

1. Controller

Tamara Jo Hart, from Accountant, at a salary of $30,000, for 75% time, to Accountant, at a salary of $20,000, for 50% time, effective March 19, 2001.

2. Counseling and Career Services

Ms. Catherine Simkunas, Administrative Assistant at a salary of $19,835 for twelve months, to Coordinator of Testing at a salary of $25,751 for twelve months, effective February 9, 2001.

3. Modern Languages

Dr. Bonnie C. Todd, from Professor and Interim Chair at a salary of $72,850 for 100% time for eleven months, to Professor and Chair at a salary of $72,850 for 100% time for eleven months, effective February 22, 2001.

4. Physical Plant

John D. Rulfs, from Associate Director of Physical Plant, at a salary of $63,075 for 100% time, to Director of Physical Plant, at a salary of $69,000 for 100% time, effective February 1, 2001.

5. Social Work

Ms. Becky Price-Mayo, from Information Specialist at a salary of $25,956 for 100% time for twelve months, to Senior Information Specialist at a salary of $31,500 for 100% time for twelve months, effective January 1, 2001.

01-45
Upon motion of Regent Lopez, seconded by Regent Wilhite, with all members voting aye, it was ordered that the following individuals be granted promotion to the academic rank indicated, effective fall semester, 2001.
To Assistant Professor:
- Mr. Ron Petti Music
- Mr. Gary Wurtz* Music
- Ms. Greta Haidinyak Nursing

* Contingent upon completion of doctorate by August 31, 2001.

To Associate Professor:
- Dr. Michael D. Stroup Economics/Finance
- Dr. Dawn Ella Rust Kinesiology
- Dr. Vi Alexander Elementary Education
- Dr. Sally Swearingen Human Sciences
- Dr. Robert S. Stewart Biology

To Professor:
- Dr. Violet Rogers Accounting
- Mr. Stan Bobo Kinesiology
- Dr. Mitzi Perritt Human Sciences
- Dr. Marie Saracino Human Sciences
- Dr. Tim King Music
- Dr. Gary Kronrad Forestry
- Dr. Ann Doyle-Anderson Modern Languages
- Dr. Gary Ford Psychology
- Dr. Mark Ludorf Psychology
- Dr. Ray Darville Sociology

To Professor Emeritus
- Dr. Thomas Franks College of Education
- Dr. Elvia Rodriguez Elementary Education
- Dr. Jack McCullough Biology
- Dr. Walter Robertson Biology
- Dr. Calvin P. Barton Mathematics (posthumously)

01-46

Upon motion of Regent Roberds, seconded by Regent Lopez, with all members voting aye, it was ordered that academic tenure be awarded to the following individuals, effective September 1, 2001, unless otherwise noted.

- Dr. Larry King Communications
- Ms. Wanda Mouton* Communications
- Dr. Tim Cherry Agriculture
- Dr. Dawn Ella Rust Kinesiology
- Dr. Alan Sowards Elementary Education
- Ms. Ann Ellis Library
- Ms. Tina Oswald Library
- Ms. Virginia Rigby Library
- Mr. Gary Wurtz** Music

* Contingent upon completion of doctorate by 12/31/01. If so, effective date of tenure will be 1/1/02.

** Contingent upon completion of doctorate by 8/31/01.
01-47
Upon motion of Regent Roberds, seconded by Regent Wulf, with all members voting aye, it was ordered that the following be awarded Regents Professorships for the academic year 2001-2002.

Dr. Anna Bradfield  
Dr. Michael Legg  
Human Services  
Forestry

01-48
Upon motion of Regent de la Garza-Grahm, seconded by Regent Roberds, with all members voting aye, it was ordered that the faculty members listed below be awarded Faculty Development Leaves for the semester indicated.

Fall, 2001:
Mr. Piero Fenci  
Dr. Jim Corbin  
Dr. Lee Schultz  
Art  
Sociology  
English

01-49
Upon motion of Regent Wulf, seconded by Regent de la Garza-Grahm, with all members voting aye, it was ordered that the following faculty leaves of absence without pay be approved.

1. English and Philosophy
   Dr. Beth Donaldson, Assistant Professor, effective fall 2001 for one year to engage in research and writing directly related to responsibilities at SFA.

2. Mathematics and Statistics
   Dr. Deborah Pace, Assistant Professor, effective fall 2001 for one year to accept a similar position in a visiting capacity at another institution.

01-50
Upon motion of Regent Roberds, seconded by Regent Butler, with all members voting aye, it was ordered that the faculty workload report for Spring 2001 be approved as submitted at the meeting.

01-51
Upon motion of Regent Roberds, seconded by Regent Wulf, with all members voting aye, it was ordered that the Board of Regents approve the undergraduate and graduate curriculum changes listed in Appendix No. 1.

01-52
Upon motion of Regent Enoch, seconded by Regent Butler, with all members voting aye, it was ordered that the proposal for a Master of Science in Forestry with a major in Spatial Science as provided in Appendix No. 2 be approved for forwarding to the Texas Higher Education Coordinating Board.
Upon motion of Regent Butler, seconded by Regent Roberds, with all members voting aye, it was ordered that the online delivery of the Elementary Education Post Baccalaureate Certification Program and submission to the Coordinating Board be approved.

Upon motion of Regent Roberds, seconded by Regent Wilhite, with all members voting aye, it was ordered that the food service contract be awarded to ARAMARK. The proposed contract includes renovations and improvements to food service areas not to exceed $1,000,000. It is also approved that upon acceptance of this contract, the administration be authorized to proceed with those renovations to be done in house, not to exceed the amount funded by the food service company.

Upon motion of Regent Lopez, seconded by Regent Roberds, with all members voting aye, it was ordered that the proposed modifications in the Schedule of Course Fees shown in Appendix No. 3 be approved, effective beginning with registrations for Fall, 2001.

Upon motion of Regent Lopez, seconded by Regent de la Garza-Grahm, with all members voting aye, it was ordered that the proposed revisions in the Schedule of Laboratory Fees shown in Appendix No. 4 be approved, effective beginning with registrations for Fall, 2001.

Upon motion of Regent Lopez, seconded by Regent Roberds, with all members voting aye, it was ordered that the increase in distance learning fees to $25 per semester credit hour be approved, effective beginning with registration for Fall, 2001.

Upon motion of Regent Wulf, seconded by Regent Butler, with all members voting aye, it was ordered that the Student Service Fee be increased to $9.00 per semester credit hour and that the fee ceiling be established at the amount allowed by statute, effective beginning with the registration for Fall, 2001.

Upon motion of Regent Wulf, seconded by Regent de la Garza-Grahm, with all members voting aye, it was ordered that the proposed undergraduate application fee of $25.00 be approved, effective for students applying for Spring 2002.

Upon motion of Regent Roberds, seconded by Regent Butler, with all members voting aye, it was ordered that the designated tuition rate be set at $30 per semester hour beginning with registration for the Fall, 2001 semester.

Upon motion of Regent Roberds, seconded by Regent de la Garza-Grahm, with all members voting aye, it was ordered that Room and Board Rates be increased by 3%, effective Fall 2001 semester.
01-62
Upon motion of Regent Lopez, seconded by Regent de la Garza-Grahm, with all members voting aye, it was ordered that the purchase of necessary water samples generated by the Alto Watershed Project and funded by the College of Forestry, Center for Applied Studies in Forestry, Forest Resources Institute (FRI), Temple-Inland Incorporated, and the National Council for the Paper Industry for Air and Stream Improvement (NCSI) be approved, at a cost not to exceed $106,000.

01-63
Upon motion of Regent Lopez, seconded by Regent de la Garza-Grahm, with all members voting aye, it was ordered that the initiation of a consulting contract for a representative or consultant in Washington, DC, to represent the University in identifying funding opportunities be approved, with Governor’s Office approval and appropriate processing, at a total cost not to exceed $90,000 plus $15,000 for expenses for one year, and that the President be authorized to sign the agreement. Source of funds will include local (non-appropriated) funds from the Colleges of Forestry and Sciences & Mathematics as well as funds from the Nacogdoches Economic Development Council.

01-64
Upon motion of Regent Roberds, seconded by Regent Wulf, with all members voting aye, it was ordered that the Board of Regents adopt the resolution shown in Appendix No. 5 as amended, authorizing access to the Texas Public Finance Authority’s Master Lease Purchase Program, and that it be evaluated as an option for financing the computing-equipment purchase scheduled for academic year 2002. Action leading to purchase of the equipment or implementation of the Master Lease Purchase Program in that purchase will be brought before the Board of Regents for final authorization.

01-65
Upon motion of Regent Roberds, seconded by Regent de la Garza-Grahm, with all members voting aye, it was ordered that faculty and staff salaries and benefits included in the annual budget be increased by $150,208 to provide funding for the education and general portion of the 2001 Summer Budget. In addition, it is ordered that the total Summer Budget of $3,604,150 be approved as presented. The Board of Regents Finance Committee has considered this item.

01-66
Upon motion of Regent Roberds, seconded by Regent Butler, with all members voting aye, it was ordered that the purchase of equipment required of the TIF D14 Discovery Grant for Distance Education be approved, not to exceed $400,000. The source of funds is the TIF D14 grant.

01-67
Upon motion of Regent Roberds, seconded by Regent de la Garza-Grahm, with all members voting aye, it was ordered that the Reinstatement Fee be increased to $50 per credit hour, and that reinstatement would be permitted only in extraordinary circumstances and at the University’s sole discretion.

01-68
Upon motion of Regent Butler, seconded by Regent James, with all members voting aye, it was ordered that the low bid from Bonner Roofing be accepted for reroofing Rusk,
Boynton, Forestry east end, and Kennedy lower sections, and that the President be authorized to sign related purchase orders and contracts. Project price not to exceed $333,868. Source of funding is the HEAF 2001 budget.

01-69
Upon motion of Regent Wilhite, seconded by Regent Lopez, with all members voting aye, it was ordered that the reception room at William R. Johnson Coliseum be named the Murray Shaw Championship Room.

01-70
Upon motion of Regent Wulf, seconded by Regent de la Garza-Grahm, with all members voting aye, it was ordered that the University be authorized to proceed with the improvements to the food service areas. The University Physical Plant will be responsible for Phase I at a cost not to exceed $300,000. Phase I will begin immediately in order to be completed prior to the Fall 2001 semester. Phase II will require the services of an architect and construction manager. The University recommends Scott & Strong for A/E services and J. E. Kingham for construction manager to be approved at the July Board meeting. Bids for Phase II will be presented at the July Board meeting.

01-71
Upon motion of Regent Roberds, seconded by Regent James, with all members voting aye, it was ordered that the policy revisions be approved as presented.

X. REPORTS

A. Faculty Senate
   1. Resolutions Passed by Faculty Senate
      a. Putting the University Budget Online
      b. University Honor Code
      c. Arrests Made by NPD on Campus
      d. Graduate School Admission Requirements
      e. Privacy Rights
   2. Suggested Policy Revisions in Process of Being Completed in Faculty Senate
      a. Intellectual Property Rights
   3. 2000-2001 in Review
      a. Goals and Accomplishments
      b. Communication between Faculty, Administration, and the Board of Regents
      c. Faculty Morale
   4. Hopes for the Future at SFA

B. Interim President
   1. Commencement
   2. Telecommunications Infrastructure Grant

C. Presidential Selection Committee Update on Presidential Search

Upon motion of Regent Roberds, seconded by Regent de la Garza-Grahm, with all members voting aye, it was ordered that the meeting be adjourned.

Meeting adjourned at 4:20 p.m.
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<tr>
<td>CJS371</td>
<td>Survey of Forensic Science</td>
<td>Criminal Justice</td>
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<td>SWK210</td>
<td>Introduction to Social Welfare</td>
<td>Social Work</td>
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<td>SWK300</td>
<td>Junior Practicum</td>
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<td>GBU325</td>
<td>Business and Society</td>
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<td>Electronic Marketing</td>
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<td>Family, School, and Community Relations</td>
<td>Human Sciences</td>
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<td>Economic Education Concepts and Strategies</td>
<td>Interior Design</td>
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<td>Planning Instruction and the Classroom Environment</td>
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<td>Implementing Instruction and Professionalism</td>
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<td>Case Studies of Middle Level Students</td>
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<td>The Middle School Learning Community</td>
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<td>Creating Learner-Centered Middle Schools</td>
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<td>ELE403</td>
<td>Integrating Middle Grades Learning</td>
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<td>ELE420</td>
<td>Survey of Teaching</td>
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<td>Science in the Elementary School, Advanced</td>
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<td>Social Studies in the Elementary School, Advanced</td>
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<td>Area Study of the Middle East</td>
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<td>Readings in World Literature</td>
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<td>Travel and Literature</td>
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<td>Gender and Literature</td>
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<td>ENG359</td>
<td>Creative Writing: Poetry</td>
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<td>ENG435</td>
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<td>World Lit: Ancient to Renaissance</td>
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<td>World Lit –Since the Renaissance</td>
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<td>ENG 333</td>
<td>American Literature Survey</td>
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<td>America Literature Since 1865</td>
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<td>ENG 345</td>
<td>Shakespeare</td>
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<td>Change course number</td>
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<td>The Structures of English</td>
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<td>ENG 395</td>
<td>Literature for Children</td>
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<tr>
<td>ENG 371</td>
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<tr>
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<td>Creative writing</td>
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<tr>
<td>ENG 280</td>
<td>Writing about Literature</td>
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<tr>
<td>ENG 373</td>
<td>Reasoning and Writing</td>
<td>English</td>
<td>Change course number</td>
</tr>
<tr>
<td>ENG 330</td>
<td>Topics in Literature</td>
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<td>Change course number</td>
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<td>ENG 465</td>
<td>Comparative World Literature</td>
<td>English</td>
<td>Change course number</td>
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<td>ENG 403</td>
<td>Medieval British Literature</td>
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<td>Change course numbers and consolidate</td>
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<tr>
<td>ENG 410</td>
<td>English Lit: The Renaissance</td>
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<tr>
<td>ENG 420</td>
<td>English Lit: The Neoclassical Period</td>
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<td>ENG 430</td>
<td>English Lit: The Romantic Period</td>
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<td>ENG 440</td>
<td>English Lit: The Victorian Period</td>
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<td>ENG 450</td>
<td>English Literature 1900 – 1960</td>
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## Deleted Courses

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<td>ENG 435</td>
<td>American Lit: The Romantic Period</td>
<td>English</td>
<td>Change course numbers and consolidate</td>
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<tr>
<td>ENG 445</td>
<td>American Lit: The Period of Realism</td>
<td>English</td>
<td>Change course number</td>
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<tr>
<td>ENG 455</td>
<td>American Literature 1920 - 1960</td>
<td>English</td>
<td>Change course number</td>
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<tr>
<td>ENG 414</td>
<td>Introduction to Linguistics</td>
<td>English</td>
<td>Change course number</td>
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<tr>
<td>ENG 480</td>
<td>English in the Secondary School</td>
<td>English</td>
<td>Change course number</td>
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<tr>
<td>ENG 373</td>
<td>Reasoning and Writing</td>
<td>English</td>
<td>Change course number</td>
</tr>
<tr>
<td>ENG 471</td>
<td>Advanced Composition</td>
<td>English</td>
<td>Change course number</td>
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<tr>
<td>ENG 475</td>
<td>Advanced Independent Studies in English</td>
<td>English</td>
<td>Change course number</td>
</tr>
<tr>
<td>ENV 441</td>
<td>Photogrammetry and Remote Sensing</td>
<td>Forestry</td>
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<td>Photogrammetry and Remote Sensing Lab</td>
<td>Forestry</td>
<td>Change course number</td>
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<tr>
<td>GBU 225</td>
<td>The Business Environment</td>
<td>General Business</td>
<td>Change course number</td>
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<td>HMS 442,</td>
<td>Standards for Early Childhood Programs</td>
<td>Human Sciences</td>
<td>Change course number</td>
</tr>
<tr>
<td>HMS 442L</td>
<td></td>
<td>Social Work</td>
<td>Change course number; change to lecture</td>
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<tr>
<td>SWK 215L</td>
<td>Practicum</td>
<td>Social Work</td>
<td>Change course number</td>
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## New Courses

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<th>Major</th>
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<tr>
<td>ACC 512</td>
<td>Seminar in Accounting Res.</td>
<td>Accounting</td>
<td>Adds research component to MPAC program</td>
</tr>
<tr>
<td>COM 509</td>
<td>Broadcast Sales</td>
<td>Communication</td>
<td>Adds new component to curriculum</td>
</tr>
<tr>
<td>COM 515</td>
<td>Political Communication</td>
<td>Communication</td>
<td>Adds new component to curriculum</td>
</tr>
<tr>
<td>ELE 595</td>
<td>Humane and Environ. Education</td>
<td>Elementary Education</td>
<td>Replaces 495G, cross-listed with 495</td>
</tr>
<tr>
<td>ELE 596</td>
<td>Meth. of Teach. English as Sec. Lang.</td>
<td>Elementary Education</td>
<td>Replaces 489G, cross-listed with 489</td>
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<tr>
<td>ELE 597</td>
<td>Teach. Content Areas Using ESL</td>
<td>Elementary Education</td>
<td>Replaces 490G, cross-listed with 490</td>
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<tr>
<td>ENG 510</td>
<td>British Literary Topics</td>
<td>English</td>
<td>Combines 3 existing courses into one topics course.</td>
</tr>
<tr>
<td>ENG 520</td>
<td>American Literary Topics</td>
<td>English</td>
<td>Combines 2 existing courses into one topics course.</td>
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<tr>
<td>ENG 540</td>
<td>Linguistic Analysis</td>
<td>English</td>
<td>Replaces ENG 524, adds prerequisites</td>
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<tr>
<td>ENG 542</td>
<td>Psycholinguistics</td>
<td>English</td>
<td>Replaces ENG 525, adds prerequisites</td>
</tr>
<tr>
<td>ENG 581</td>
<td>Teaching Practicum</td>
<td>English (GAs only)</td>
<td>No credit. Documents training as teaching assistant</td>
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<tr>
<td>ENG 585</td>
<td>Literary Criticism</td>
<td>English</td>
<td>Adds new component to English program</td>
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<td>ENV 525</td>
<td>Environmental Law</td>
<td>Env. Sci.</td>
<td>Adds new component to Env. Sci. program</td>
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<td>EPS 544</td>
<td>Psychoeducational Assessment</td>
<td>School Psychology</td>
<td>Enhances assessment skills of graduates</td>
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<tr>
<td>HMS 503</td>
<td>Cultural Aspects of Food</td>
<td>Human Sciences</td>
<td>Replaces 403G, cross-listed with 403</td>
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<td>HMS 504</td>
<td>Quantity Food Prod. &amp; Service</td>
<td>Human Sciences</td>
<td>Replaces 404G, cross-listed with 404</td>
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<td>HMS 505</td>
<td>Food Service Org. &amp; Management</td>
<td>Human Sciences</td>
<td>Replaces 405G, cross-listed with 405</td>
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<tr>
<td>HMS 529</td>
<td>Nutrition for Sports</td>
<td>Human Sciences</td>
<td>Replaces 429G, cross-listed with 429</td>
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<td>HMS 563</td>
<td>Fashion Promotion</td>
<td>Human Sciences</td>
<td>Replaces 463G, cross-listed with 463</td>
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<td>HRT 515</td>
<td>Public Garden Management</td>
<td>Agriculture</td>
<td>Adds new component to program</td>
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<tr>
<td>MKT 525</td>
<td>E-Commerce: Strat. Mkting Persp.</td>
<td>MBA</td>
<td>Adds new field of study to curriculum</td>
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<td>MUE 540</td>
<td>Music Research Seminar</td>
<td>Music Education</td>
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<td>MUE 541</td>
<td>Psychology of Music</td>
<td>Music Education</td>
<td>Adds new component to Music Ed. program</td>
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<td>MUE 542</td>
<td>Found. of Music Education</td>
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<td>Adds new component to Music Ed. program</td>
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<td>MUE 543</td>
<td>Current Trends in Music Ed.</td>
<td>Music Education</td>
<td>Adds new component to Music Ed. program</td>
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<td>MUE 544</td>
<td>Reflective Practitioner</td>
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<td>Adds optional course in Music Education</td>
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<td>MUE 545</td>
<td>Music in Early Childhood</td>
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<td>Adds optional course in Music Education</td>
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<td>MUE 546</td>
<td>Technology in the Music Classroom</td>
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<td>Adds optional course in Music Education</td>
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<td>MUE 547</td>
<td>Professional/Clinical Project</td>
<td>Music Education</td>
<td>Adds optional course in Music Education</td>
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<td>Psychopathology</td>
<td>Non-Psychology</td>
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<td>Personality</td>
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<td>PSY 514</td>
<td>Organizational Psychology</td>
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<td>PSY 515</td>
<td>Groups at Work</td>
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<td>RDG 501</td>
<td>Adv. Stud. Early Lit. of Young Ch.</td>
<td>Reading</td>
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<tr>
<td>RDG 502</td>
<td>Adv. Stud. of Upper Level Literacy</td>
<td>Reading</td>
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<td>RDG 503</td>
<td>Reading Assessment</td>
<td>Reading</td>
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<tr>
<td>RDG 504</td>
<td>The Reading Professional</td>
<td>Special Education</td>
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<tr>
<td>SPE 571</td>
<td>The Educational Diagnostician</td>
<td>Psychological Special Ed.</td>
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<td>PSY 518</td>
<td>Change</td>
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<td>Advanced Psychopathology</td>
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**Course Changes**

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<td>Teleprocessing &amp; Data Comm.</td>
<td>Computer Science</td>
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<tr>
<td>CSC 441G</td>
<td>Principles of Systems Prog.</td>
<td>Computer Science</td>
<td>Change</td>
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<td>CSC 445G</td>
<td>Computer Graphics</td>
<td>Computer Science</td>
<td>Change</td>
<td>Change in prerequisites</td>
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<td>ENG 505</td>
<td>World Literary Topics</td>
<td>English</td>
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<td>Change in course number and prerequisites</td>
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<td>British and American Authors</td>
<td>English</td>
<td>Change</td>
<td>Change in title, number, and prerequisites</td>
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<td>British Lit. Types and Modes</td>
<td>English</td>
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<td>Change in number and prerequisites</td>
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<td>American Lit. Types and Modes</td>
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<td>ENG 580</td>
<td>Composition Theory and Pedagogy</td>
<td>English</td>
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<td>Change in title</td>
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<td>ENG 582</td>
<td>Bibliography and Research Meth.</td>
<td>English</td>
<td>Revision</td>
<td>Change in title, description, and prerequisites</td>
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<td>Special Topics</td>
<td>English</td>
<td>Change</td>
<td>Change in number (formerly 578)</td>
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<td>Independent Study</td>
<td>School Psychology</td>
<td>Change</td>
<td>Change in number (formerly 575)</td>
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<td>EPS 502</td>
<td>Applied Behavior Analysis</td>
<td>Psychology</td>
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<td>Advanced Psychopathology</td>
<td>Psychological Special Ed.</td>
<td>Change</td>
<td>Change in title (See PSY 495G above)</td>
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</table>
Appendix No. 2

Nonsubstantive Degree Program Proposal

NAME OF INSTITUTION  Arthur Temple College of Forestry, Stephen F. Austin State University

NAME OF PROPOSED PROGRAM Master of Science in Forestry: Major: Spatial Science

Display how proposed programs(s) would appear on the Coordinating Board program inventory; include Texas CIP designation(s).

<table>
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<th>College</th>
<th>Degree</th>
<th>Major</th>
<th>CIP</th>
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<tr>
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<td>MSF</td>
<td>Spatial Science</td>
<td>0305060005</td>
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How would name(s) of program(s) appear on student diplomas?

MSF Spatial Science

How would name(s) of program(s) appear on student transcript?

Master of Science in Forestry
Major: Spatial Science

Administrative unit(s) responsible for the program(s):

Arthur Temple College of Forestry, Stephen F. Austin State University

Proposed date for implementation of the program: Fall Semester, 2001

Person to be contacted for further information about proposed program(s):

Name: Dr. R. Scott Beasley
Title: Dean, Arthur Temple College of Forestry
Phone: (936) 468-3301
FAX: (936) 468-2489

Signatures:

Campus Chief Executive Officer
Date

System Chief Executive Officer
(As appropriate)
Date

Governing Board approval date: ___________________________
I. REASON FOR REQUEST

A. In our increasingly technologically advancing world, especially in the field of natural resource management, the ability to effectively quantify, qualify, map, monitor and manage our natural resources is crucial. The spatial information science disciplines of photogrammetry, digital remote sensing, geographic information system (GIS) and global position system (GPS) are tools that a natural resource manager can use to address spatially related natural resource problems, issues and concerns. If our natural resource professionals are to make prudent managerial decisions about the resources under their supervision, knowledge of the quantity, quality, value, location and spatial distribution of those resources is crucial. The proposed degree will provide students with the necessary skills to address natural resource related problems, issues and concerns from a spatially oriented perspective.

The need for a graduate with a spatial science background in natural resource management is increasing. A search of the two most popular internet sites that post natural resource related spatial analysis positions, such as Cyber-Sierra’s Natural Resources Job Search @ http://cyber-sierra.com/nrjobs/gis.html or The GIS Jobs Clearinghouse @ http://www.gjc.org, reveal that on average there are approximately 25 spatial science positions added per day. According to the United States Bureau of Labor Statistics, the number of spatial science related positions within forestry/natural resource related positions in the United States will increase by approximately 17 percent between 1996 and 2006.

The need for natural resource graduates with a spatial science background is further confirmed by the number of inquiries received by faculty in the Arthur Temple College of Forestry. Dr. Daniel Unger and Dr. Peter Siska, current faculty in the Arthur Temple College of Forestry, each receive on average 3 to 4 direct contacts per semester from prospective graduate students wishing to pursue a graduate degree in forestry/natural resource management with an emphasis in the spatial science disciplines.

Spatial science programs are traditionally housed in geography programs such as those at the University of Texas at Austin, Texas A & M University, University of North Texas and Southwest Texas State University where students can pursue a geography degree with a specialization and/or in-depth study of the spatial sciences which traditionally focus mainly on GIS and GPS applications. In addition, geography departments focus more on the cultural/human interactions of a geographic education and typically lack the photogrammetry and digital remote sensing perspective provided by schools such as the Arthur Temple College of Forestry at Stephen F. Austin State University within a forestry/natural resource management application.

Although most academic institutions accredited by the Society of American Foresters in the South allow a graduate student to pursue a graduate degree with an emphasis in the spatial analysis disciplines, there is currently no SAF accredited institution in the South that awards a masters degree with a designated major in the spatial sciences. The University of Kentucky and Auburn University allow an undergraduate to pursue a degree with an emphasis in the spatial analysis disciplines within a traditional SAF degree program. The University of Arkansas provides an undergraduate degree in the spatial information sciences; the only one of its kind at any SAF accredited institution in the United States.

Stephen F. Austin State University has a window of opportunity to take the lead role in offering this much needed graduate degree that would focus on all four spatial analysis disciplines of photogrammetry, digital remote sensing, GIS and GPS within a traditional forestry/natural resource management program.
II. PROGRAM DESCRIPTION

A. Degree Objective

Provide a masters degree for a student with a forestry/natural resource undergraduate degree that will allow a student to become proficient in applying photogrammetry, digital remote sensing, GIS, GPS and spatial statistics to quantify, qualify, map, monitor and manage natural resources.

B. Degree Title

Master of Science in Forestry; Spatial Science Major (Minimum of 12 credits in spatial analysis/spatial information coursework)

C. Degree Outline

Required/Core Courses

<table>
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<tr>
<th>Course</th>
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<tbody>
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<td>FOR 551 Advanced GIS Concepts</td>
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<tr>
<td>FOR 552 Remote Sensing of Natural Resources</td>
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<tr>
<td>FOR 510 Research Methods</td>
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<tr>
<td>Select one of these:</td>
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<tr>
<td>FOR 553 Advanced GIS Applications</td>
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</tr>
<tr>
<td>FOR 649 Digital Image Processing</td>
<td>3</td>
</tr>
<tr>
<td>FOR 521 Advance Landscape Ecology</td>
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<tr>
<td>FOR 589 Thesis Research</td>
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<tr>
<td>FOR 590 Thesis Writing</td>
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Non inclusive Possible Electives (currently listed)*

<table>
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<tr>
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<th>Credits</th>
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<tr>
<td>FOR 553 Advanced GIS Applications</td>
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</tr>
<tr>
<td>FOR 564 Aerial Photo Interpretation</td>
<td>3</td>
</tr>
<tr>
<td>FOR 649 Digital Image Processing</td>
<td>3</td>
</tr>
<tr>
<td>FOR 521 Advanced Landscape Ecology</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 501 Physical Geography Seminar</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 502 Cultural Geography Seminar</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 503 Regional Geography Seminar</td>
<td>3</td>
</tr>
<tr>
<td>FOR 517 Biometrics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 520 Statistical Analysis I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 522 Regression Analysis</td>
<td>3</td>
</tr>
<tr>
<td>MATH 524 Applied Multivariate Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 525 Applied Nonparametric Statistics</td>
<td>3</td>
</tr>
<tr>
<td>CSC 511 Programming Languages</td>
<td>3</td>
</tr>
<tr>
<td>CSC 425/525 Database Management Systems</td>
<td>3</td>
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</table>

*The choice of elective courses will be determined by the student and his/her graduate committee, based on the proposed research topic.
III. RELATIONSHIP TO EXISTING AUTHORIZED PROGRAMS

A. The proposed program, which is a tool oriented forestry/natural resource degree, would enhance our current programs by providing a degree that would enhance a students understanding of the spatial analysis tools available as aids in making natural resource management decisions. Current programs and their relationship to the proposed degree are itemized as follows:

<table>
<thead>
<tr>
<th>Current Degrees (resource based)</th>
<th>Proposed Degree (tool based)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Science in Forestry</td>
<td>Master of Science in Forestry</td>
</tr>
<tr>
<td>- Forestry Major</td>
<td>- Spatial Sciences Major</td>
</tr>
<tr>
<td>- Forest Recreation Management Major</td>
<td></td>
</tr>
<tr>
<td>- Forest Management Major</td>
<td></td>
</tr>
<tr>
<td>- Forest Range Management Major</td>
<td></td>
</tr>
<tr>
<td>- Forest and Wildlife Management Major</td>
<td></td>
</tr>
<tr>
<td>Master of Forestry</td>
<td></td>
</tr>
<tr>
<td>- Forestry Major</td>
<td></td>
</tr>
<tr>
<td>- Forest Management Major</td>
<td></td>
</tr>
<tr>
<td>- Silviculture major</td>
<td></td>
</tr>
<tr>
<td>Master of Science in Forestry</td>
<td></td>
</tr>
<tr>
<td>- Forestry Major</td>
<td></td>
</tr>
<tr>
<td>- Forest Management Major</td>
<td></td>
</tr>
<tr>
<td>- Silviculture Major</td>
<td></td>
</tr>
</tbody>
</table>

B. The proposed tool based program, which has previously been unavailable at Stephen F. Austin State University, would compliment our existing resource based programs well by providing an additional avenue for current as well as new students to broaden their understanding of our natural world and how to use the spatial analysis tools available to increase their management effectiveness. Although it is expected that overall graduate enrollment would increase with the proposed degree (e.g. approximately 5-10 graduate students at any given time), the effect of the increased enrollment would be minimal with respect to additional section requirements or increased faculty load. The proposed program would require no new faculty. The classes as outlined under Program Description in Section II are being taught by existing faculty and have adequate space to accommodate the increased enrollment. In addition, computer hardware and software as well as photogrammetry field equipment required for the degree are in place and are being updated on a rotating basis to stay current in the fast paced and high demand spatial science disciplines.
IV. EXPECTED ENROLLMENT

A. Expected enrollment for the proposed degree stratified by academic year, year of study as well as expected attrition and graduated rates are as follows for the first five years:

<table>
<thead>
<tr>
<th>Year</th>
<th>1st Year of Study</th>
<th>2nd Year of Study</th>
<th>Expected Attrition</th>
<th>Expected Graduation</th>
</tr>
</thead>
<tbody>
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<td>2001-2002</td>
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<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>2002-2003</td>
<td>6</td>
<td>4</td>
<td>1</td>
<td>4</td>
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<tr>
<td>2005-2006</td>
<td>7</td>
<td>7</td>
<td>0</td>
<td>7</td>
</tr>
</tbody>
</table>

B. Assumptions in determining expected enrollment numbers came from using: (1) contacts and personal experience from existing spatial science faculty at other academic institutions; and, (2) enrollment numbers for students pursuing spatial science related degrees at other southern SFA accredited academic institutions.
V. RESOURCES

A. Description of recently implemented and new courses for the proposed degree.

1. Courses implemented and/or significantly altered within the past three years that would be included in the proposed curriculum are itemized below:

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOR 551 Advanced GIS Concepts</td>
<td>Expanded examination of GIS theory, concepts, technology and applications.</td>
</tr>
<tr>
<td>FOR 552 Remote Sensing of Natural Resources</td>
<td>Introduction to the theoretical and practical applications of digital remote sensing for natural resource management. Specifics include: history and overview of remote sensing, electromagnetic spectrum, image acquisition, radiometric correction, geometric correction, image classification and accuracy assessment.</td>
</tr>
<tr>
<td>FOR 553 Advanced GIS Applications</td>
<td>The applications of GIS technology to building and maintaining databases and analyzing spatial and temporal problems.</td>
</tr>
<tr>
<td>FOR 564 Aerial Photo Interpretation</td>
<td>Application of photogrammetric principles to quantify and qualify forested/natural resources via the interpretation of black and white, color and color infrared aerial photographs.</td>
</tr>
<tr>
<td>FOR 649 Digital Image Processing</td>
<td>Analysis of digital image processing techniques applied to satellite and other non-photographic data involved with mapping, monitoring and management of natural resources. Techniques involved with enhancement and analysis for both visual and digital applications are explored.</td>
</tr>
</tbody>
</table>

2. No new courses are required for the proposed degree. Although additional courses may be offered and proposed in the future, all course requirements for the proposed degree as described under Program Description currently exist and are being taught by existing faculty.
B. Description of faculty resources and faculty requirements relevant to the Master of Science in Forestry; Spatial Science Major.

1. Description of current spatial science faculty members and their contribution to the proposed degree are as follows:

   a. Dr. Daniel Unger, Assistant Professor of Remote Sensing/GIS.

      Ph.D. received from the University of Idaho in the College of Forestry, Wildlife and Range Sciences, Remote Sensing/GIS emphasis, 1995.

      Current assignment: 75 percent teaching, 25 percent research.

      Appointment date: September 1998.

      Expected contribution to proposed program: 50 percent.

      Courses faculty member would teach: FOR 552, FOR 564 and FOR 649.

   b. Dr. Peter Siska, Assistant Professor of GIS/Remote Sensing.

      Ph.D. received from Texas A&M University, GIS/Remote Sensing/Spatial Analysis emphasis, 1995.

      Current assignment: 52 percent teaching, 48 percent research.

      Appointment date: September 1999.

      Expected contribution to proposed program: 50 percent.

      Courses faculty member would teach: FOR 551 and FOR 553.

2. No new courses are required for the proposed degree. Hence, current teaching assignments would be unaltered.

3. No new faculty positions/teaching assistantships are anticipated within the first five years of the proposed program. The faculty, necessary equipment and seating/classroom space are adequate to accommodate the expected increase in enrollment.
C. Description and status of equipment, including computer software and hardware as well as photogrammetry equipment, required for the proposed program are itemized below:

1. Computer software required for the proposed degree has been purchased and is continually updated on an annual basis for current teaching and research assignments. We currently have industry standard spatial analysis software capable of handling any spatially oriented natural resource related problem, issue or concern. Specific software in-house includes ARC/INFO 8.0.2, ArcView 3.2, ERDAS Imagine 8.4 and Trimble's Pathfinder Office 2.51. Other software in-house used to enhance the production capability of our spatial analysis products includes Adobe's Photoshop, PageMaker and Illustrator.

2. Computer hardware required for the proposed degree, which is housed in the Arthur Temple College of Forestry's Graduate GIS Laboratory, includes five Silicon Graphic O2 workstations. The O2 workstations run IRIX 6.2.5 operating system (UNIX based) and are networked using TCP/IP connectivity to a Silicon Graphics ORIGIN 200 File and Application Server. The specifications for each SGI O2 workstation include an R5200 MIPS CPU, 256 Mb RAM, Cobalt Chipset Video Adapter, 21 inch monitor and 10/100Mbps Network Interface. The GIS Laboratory also has an HP 755cm Large-size plotter for printing graduate level class and research maps with a maximum print size of 36 x 42 inches. Also housed in the Graduate GIS Laboratory are a variety of GPS receivers used for data collection and include six Trimble GeoExplorer3, one Trimble ProXRS and one Trimble TDC1.

Additional hardware accessible for graduate students pursuing the proposed degree is located in the Arthur Temple College of Forestry's Undergraduate GIS Laboratory. The undergraduate laboratory houses twenty Silicon Graphics 320 Visual workstations and a teacher workstation. All of the computers in the undergraduate lab are networked via Cat5 Ethernet cabling to a Silicon Graphics ORIGIN 200 File Server located in the Graduate GIS Laboratory. Each workstation connects to the ORIGIN 200 server using Samba, a suite of applications running on the IRIX operating system on the server, allowing file sharing, account storage, data acquisition and data backup from a centralized location. Both the Undergraduate and Graduate laboratories are connected using a fiber optic link, allowing speeds up to 100Mbps uninterrupted data transfer. The specifications for each undergraduate SGI 320 Visual workstation include the Windows NT Operating System, Pentium III 500 Mhz CPU, 256 Mb RAM, Cobalt Video Processor, 17 inch monitor and 10/100Mbps Network Interface Card. The undergraduate laboratory also has a networked Lexmark Optra 45N networked color printer with Tabloid print ability and 600 x 600 maximum dpi.

3. Photogrammetry equipment required for the proposed degree has been purchased and is continually updated on an annual basis for current teaching and research assignments. Current equipment includes 25 pocket stereoscopes, 4 mirror stereoscopes, 15 Michigan Parallax Wedges, 10 parallax bars, two light tables and one portable light table. Additional equipment includes 15 engineer scales for precise photogrammetric measurements, 20 photo density scales, 20 micrometer wedges, 15 multiscale photo templates and 7.5 minute USGS topographic quadrangle maps covering all of Texas for photo interpretation comparison. The Arthur Temple College of Forestry also has an extensive archive collection of aerial photographs of Stephen F. Austin State University and east Texas dating from the 1930's to present for teaching and research.
D. Description and status of facilities with respect to the proposed program.

1. Facilities to support the proposed program, and its integration with other programs within the Arthur Temple College of Forestry are currently in place. The main building housing the Arthur Temple College of Forestry, in which a Graduate and Undergraduate GIS Laboratory as well as a photogrammetry lab are housed, consists of a two-story 51,695-ft² building. The building contains fifty-two offices for faculty, staff and students. The building also contains eight classrooms and 16 laboratories including a 2,505 ft² lecture/conference room. The laboratories, which provide an excellent opportunity to integrate spatial analysis into other aspects forestry/natural resource management, include wildlife disease, silviculture, necropsy, fire, eco-physiology, dendrology, growth chambers, recreation and two wildlife labs.

The Graduate and Undergraduate GIS Laboratories and photogrammetry lab as described above in Section C under Resources are centrally located and easily accessible by faculty, staff and students. The laboratories are well lit and maintained according to industry spatial analysis software and hardware. In addition to current faculty responsible for the laboratory as described above in Section B under Resources, a full-time staff member whose office is located within the Graduate GIS Laboratory is responsible for maintaining the laboratories with respect to software upgrades, hardware upgrades and the daily operation of the laboratories.
## MODIFICATIONS TO SCHEDULE OF COURSE FEES

### College of Education

<table>
<thead>
<tr>
<th>Course Prefix</th>
<th>Course Number</th>
<th>Course Name</th>
<th>Current Course Fee</th>
<th>Proposed Course Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMS</td>
<td>137</td>
<td>Principles of Food Science</td>
<td>0</td>
<td>36.00</td>
</tr>
<tr>
<td>HMS</td>
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<td>Management in Meal Production</td>
<td>0</td>
<td>40.00</td>
</tr>
<tr>
<td>HMS</td>
<td>206</td>
<td>Fundamentals of Interior Design</td>
<td>0</td>
<td>26.00</td>
</tr>
<tr>
<td>HMS</td>
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<td>Creative Design Studio</td>
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<td>Home, School &amp; Community</td>
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<td>EC-4 Learners: Implementing Instruction and Professionalism</td>
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### College of Fine Arts

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<th>Course Name</th>
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<td>MTC</td>
<td>117,151,152,161,162,251,252,161,262,305,315,327,362,405,415,460,461,462,463,475,526</td>
<td>Courses using MIDI Lab; Music Theory/Composition</td>
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<tr>
<td>MUP</td>
<td>109,119,129,309,319,329,509,519,529</td>
<td>Music Performance Courses (applied instruction) excepting sections 2 and 4 (Piano) and Section 55 (Percussion), which normally do not use accompanists</td>
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### College of Forestry

<table>
<thead>
<tr>
<th>Course Prefix</th>
<th>Course Number</th>
<th>Course Name</th>
<th>Current Course Fee</th>
<th>Proposed Course Fee</th>
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<td>Land Measurement</td>
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<td>Timber Cruising</td>
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### College of Liberal Arts

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<tr>
<th>Course Prefix</th>
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<th>Proposed Course Fee</th>
</tr>
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<tbody>
<tr>
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### College of Sciences and Mathematics

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<tr>
<th>Course Prefix</th>
<th>Course Number</th>
<th>Course Name</th>
<th>Current Course Fee</th>
<th>Proposed Course Fee</th>
</tr>
</thead>
<tbody>
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<td>GOL</td>
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<td>GOL</td>
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<td>Special Topics in Geology (Galveston Field Trip)</td>
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### College of Applied Arts and Sciences

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<th>Course Name</th>
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## MODIFICATIONS TO SCHEDULE OF LAB FEES

### College of Education

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<th>Course Prefix</th>
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<th>Course Name</th>
<th>Current Lab Fee</th>
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<td>139</td>
<td>Management in Meal Production</td>
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<td>HMS</td>
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<td>Fundamentals of Interior Design</td>
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<td>Creative Design Studio</td>
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<td>Building Construction Systems</td>
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### College of Sciences and Mathematics

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<tr>
<th>Course Prefix</th>
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<th>Course Name</th>
<th>Current Lab Fee</th>
<th>Proposed Lab Fee</th>
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<tr>
<td>CHE</td>
<td>271L</td>
<td>Special Topics Lab</td>
<td>New</td>
<td>20.00</td>
</tr>
<tr>
<td>CHE</td>
<td>275</td>
<td>Special Problems</td>
<td>New</td>
<td>20.00</td>
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<tr>
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<td>276</td>
<td>Special Problems</td>
<td>New</td>
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<tr>
<td>CHE</td>
<td>471L</td>
<td>Advanced Special Topics Lab</td>
<td>New</td>
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</table>
WHEREAS, pursuant to Chapter 1232, Texas Government Code, the Texas Public Finance Authority ("Authority") is authorized to issue revenue bonds or other obligations to finance the acquisition of equipment for state agencies and institutions of higher education;

WHEREAS, Stephen F. Austin State University ("Agency") intends to request the Authority from time to time to issue revenue bonds or other obligations to finance or refinance equipment in an aggregate amount not exceeding the amount authorized by the Legislature in the General Appropriations Act or other act of appropriation;

WHEREAS, the Agency now desires to approve and authorize request for financing or refinancing of equipment and to authorize the Interim President or President to submit request for financing or refinancing from time to time and to take such other actions as may be necessary with respect thereto; and

WHEREAS, the Agency desires and intends that this Resolution and authorizations it embodies remain in effect until rescinded, withdrawn, or amended by action of the Stephen F. Austin State University Board of Regents;

THEREFORE, BE IT RESOLVED BY THE Stephen F. Austin State University Board of Regents THAT:

1. The acquisition of equipment has been duly authorized by law and is required or suitable for public purposes mandated by law and the financing or refinancing of the equipment is appropriate.

2. The President or the Interim President of Stephen F. Austin State University is hereby authorized and directed to submit requests from time to time to the Authority to issue bonds or other obligations, in an aggregate amount not exceeding the Agency's appropriation authority for the equipment.

3. The Interim President or President is further authorized to approve, execute and deliver the Master Lease Agreement Requests for Financing, and such other instruments, including but not limited to the financing documents required by the Authority's rules, and to take such other actions as are necessary and appropriate in connection with the issuance, sale or delivery of the bonds or other obligations.

4. This Resolution and the authorizations embodied herein shall continue in effect until rescinded, withdrawn, or amended by action of the Stephen F. Austin State University Board of Regents.

5. Due notice of this meeting and the subject matter of this Resolution was given as required by law and a quorum of the Stephen F. Austin State University Board of Regents was present at the meeting at which this Resolution was considered.

Adopted and effective as of April 30, 2001.

Mike Enoch
Chair, SFASU Board of Regents

Susan Roberds
Secretary, SFASU Board of Regents
Left blank intentionally.
<table>
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<tr>
<th>ACTIVITY RECIPIENT</th>
<th>ACCOUNT NAME</th>
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<td>Overrealized Income</td>
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<td>Overrealized Income</td>
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<td>Cheerleaders</td>
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<td>Overrealized Income</td>
<td>12,450</td>
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<td>ECH Lab Incidental</td>
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<td>ECH Lab Parents Fund</td>
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<td>5-91336</td>
<td>Overrealized Income</td>
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<td>SFA Spirit Groups</td>
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<td>5-97003</td>
<td>Overrealized Income</td>
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<td>3-00480</td>
<td>Overrealized Income</td>
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<td>Childrens Performing Arts</td>
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<td>4-66075</td>
<td>Overrealized Income</td>
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<td>March 28, 2001</td>
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<tr>
<td>Library Fines</td>
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<td>1-00805</td>
<td>Overrealized Income</td>
<td>2,000</td>
<td>April 12, 2001</td>
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<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td>101,070</td>
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</table>
## Policies for Board Review

**April 30, 2001**

<table>
<thead>
<tr>
<th>Appendix</th>
<th>Title</th>
<th>Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-5</td>
<td>Add/Drop</td>
<td>Grade may be WF at discretion of faculty member</td>
</tr>
<tr>
<td>A-7.5</td>
<td>Allowable Credit Hours and Completion Time for Doctoral Students</td>
<td>Deleted reference that students with 130+ hours pay out of state rates; students with 99+ hours disallowed student employment</td>
</tr>
<tr>
<td>A-9.1</td>
<td>Cheating and Plagiarism</td>
<td>Change in procedure</td>
</tr>
<tr>
<td>A-10</td>
<td>Class Attendance &amp; Excused Absence</td>
<td>Add reference to student responsibility for course content and assignments</td>
</tr>
<tr>
<td>A-12.1</td>
<td>Course Incidental Fees</td>
<td>Reviewed, no changes made</td>
</tr>
<tr>
<td>A-15</td>
<td>Dead Week</td>
<td>Reviewed, no changes made</td>
</tr>
<tr>
<td>A-39</td>
<td>Research Enhancement Program</td>
<td>Change conditions of faculty eligibility to apply for research grant</td>
</tr>
<tr>
<td>A-40</td>
<td>Satisfactory Academic Progress for Financial Aid Recipients</td>
<td>Substantial re-write</td>
</tr>
<tr>
<td>B-7</td>
<td>Federal Property Inventory and Control</td>
<td>Deleted; incorporated into B-24 Property Transfer and Disposal</td>
</tr>
<tr>
<td>B-13</td>
<td>Property Maintenance and Validation</td>
<td>Deleted; incorporated into C-42</td>
</tr>
<tr>
<td>B-14</td>
<td>Property Responsibility with Change in Department Head</td>
<td>Deleted; incorporated into C-42</td>
</tr>
<tr>
<td>B-19</td>
<td>Missing or Stolen University Property</td>
<td>Deleted; incorporated into C-42</td>
</tr>
<tr>
<td>B-24</td>
<td>Property Transfer and Disposal</td>
<td>Incorporated B-7 and B-27 into this policy; change in Source of Authority and Cross Reference</td>
</tr>
<tr>
<td>B-25</td>
<td>Removal of Property from University Campus</td>
<td>Deleted; incorporated into C-42</td>
</tr>
<tr>
<td>B-27</td>
<td>Trade-in of Equipment</td>
<td>Deleted, Incorporated into B-24</td>
</tr>
<tr>
<td>B-30</td>
<td>University Vehicles (Rental)</td>
<td>Drivers must be acting on behalf of their department, update phone numbers</td>
</tr>
<tr>
<td>C-1</td>
<td>Adjustment of Property Records</td>
<td>Deleted; incorporated into C-42</td>
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<tr>
<td>C-41.A</td>
<td>Investments-Endowments</td>
<td>Change Section number in Texas Education Code; update &quot;prudent person standard&quot; definition</td>
</tr>
<tr>
<td>C-42</td>
<td>Property Inventory and Management</td>
<td>Substantial re-write; incorporated several deleted policies</td>
</tr>
<tr>
<td>D-3</td>
<td>Animals on University Property</td>
<td>Substantial re-write</td>
</tr>
<tr>
<td>D-24</td>
<td>Parking and Traffic Regulations</td>
<td>Reviewed, no changes made</td>
</tr>
<tr>
<td>E-8N</td>
<td>Classified Pay Plan</td>
<td>Job postings distributed on regular basis rather than monthly,</td>
</tr>
<tr>
<td>E-10A</td>
<td>Departmental Administration</td>
<td>Minor wording changes</td>
</tr>
<tr>
<td>E-14A</td>
<td>Emeritus</td>
<td>Removed reference to invitation to attend faculty meetings</td>
</tr>
<tr>
<td>E-19</td>
<td>Employment of Persons with Criminal History</td>
<td>Reviewed, no changes made</td>
</tr>
<tr>
<td>E-25N</td>
<td>Grievance and Appeals</td>
<td>Update name of Human Resources</td>
</tr>
<tr>
<td>Policy</td>
<td>Description</td>
<td>Action</td>
</tr>
<tr>
<td>--------</td>
<td>-------------</td>
<td>--------</td>
</tr>
<tr>
<td>E-28</td>
<td>Insurance and Other Benefits</td>
<td>Update name of Human Resources</td>
</tr>
<tr>
<td>E-38A</td>
<td>Performance Review of Officers Reporting to the Vice President for Academic Affairs</td>
<td>Removed requirement for signed input</td>
</tr>
<tr>
<td>E-43</td>
<td>Retirement Programs</td>
<td>Reviewed, no changes made</td>
</tr>
<tr>
<td>E-46</td>
<td>Discrimination Complaints/Sexual Harassment</td>
<td>Included as informational item due to inclusion as a cross reference to Policy F-16 Accessibility for Persons with Disabilities</td>
</tr>
<tr>
<td>E-51.1N</td>
<td>Time Clock</td>
<td>Update name of Human Resources; time sheets to be verified by actual punched times</td>
</tr>
<tr>
<td>F-14</td>
<td>Student Organization Formation and Recognition</td>
<td>Major re-write</td>
</tr>
<tr>
<td>F-16</td>
<td>Accessibility for Persons with Disabilities</td>
<td>Add cross reference to policy E-46 Discrimination Complaints/Sexual Harassment and policy D3 Animals on University Property</td>
</tr>
<tr>
<td>F-33</td>
<td>Academic Accommodation of Students with Disabilities</td>
<td>Add cross reference to policy D3 Animals on University Property</td>
</tr>
<tr>
<td>F-34</td>
<td>Appeal Procedure Relating to the Provision of Accommodations for Students with Disabilities</td>
<td>Update revision date of Policy E-46, add cross reference to policy D3 Animals on University Property</td>
</tr>
</tbody>
</table>
Add/Drop

Original Implementation: April 27, 1986
Last Revision: January 25, 2000 April 30, 2001

Students may add courses through the 2nd class day during the summer semesters and through the 4th class day during the fall or spring semesters. Academic Department Chairs may reconcile class schedules through the official reporting date. Students may drop classes through five working days past mid-semester or mid-session as applicable. A student will not be allowed to drop a course after these dates, unless he or she withdraws from the University or can secure the dean's permission by demonstrating some exceptional circumstance.

The following applies:

1. Through the official reporting date, withdrawals or a course dropped will not be recorded on a student's transcript.

2. After the official reporting date through five working days past mid-term for full semester courses or mid-session for partial semester courses, a drop, as well as a withdrawal, will be noted as a "W" on the transcript. At that time, the student’s withdrawal will be reflected on the student information system.

3. If a student has been found guilty of cheating/plagiarism according to policy A-9.1, Cheating and Plagiarism, the grade of “W” may be changed to “WF” at the discretion of the faculty member involved.

4. Beginning on the sixth working day after mid-term for full semester courses or mid-session for partial semester courses, a drop will be permitted only with the permission of the student's dean and will be noted as a "WP" if the student is passing at the time or a "WF" if the student is failing at the time. A withdrawal will also be noted as a "WP" or "WF" on the transcript.

Source of Authority: Vice President for Academic Affairs

Cross Reference: General Bulletin, Graduate Bulletin, Schedule of Classes

Contact for Revision: Registrar

Forms: None
Allowable Credit Hours and Completion Time for Doctoral Students

Original Implementation: April 21, 1998
Revision Date: None April 30, 2001

1. Effective September 1, 1998, those students who have completed a total of 130 or more doctoral hours will be subject to paying tuition and fees in an amount to be commensurate with the current out-of-state tuition and fees, or the equivalent of full-cost-of-education as determined by Stephen F. Austin State University.

2. Effective September 1, 1998, those students who have reached a total of 99 or more doctoral hours will be disallowed student employment by Stephen F. Austin State University.

3. Effective September 1, 1999, those students who have completed a total of 99 or more doctoral hours will be subject to paying tuition and fees in an amount to be commensurate with the current out-of-state tuition and fees, or the equivalent of full-cost-of-education as determined by Stephen F. Austin State University.

4. Effective September 1, 1998, and 3. Every academic year thereafter, a formal review of each doctoral student’s academic progress will be conducted subsequent to three years of full-time enrollment by the appointed graduate program advisor within the department and/or respective college. In all cases, the review process will be initiated within the program/department and follow the guidelines set forward in the most current Graduate Bulletin and/or the most current guidelines as recorded in the Office of the Associate Vice President for Graduate Studies and Research. Each review will result in a progress profile to be shared with the student, major professor, graduate program advisor, department chair, and dean of the college, and placed on record with the Graduate School. Subsequent to the three-year review, a doctoral student must file a progress report signed by the major professor with the graduate program advisor. Accumulation of doctoral hours in excess of 99 while failing to complete the degree will constitute unsatisfactory progress and will result in the termination of the student’s degree program. In the case when a student’s program is terminated, she/he may request a Post-Termination Review to be conducted by the department chair, graduate program advisor, and dean of the college. The Post-Termination Review may result in a recommendation for reinstatement to the Associate Vice President for Graduate Studies and Research.

5. An appeal for reinstatement beyond the Post-Termination Review may be made in writing to the University Graduate Council.

Source of Authority: Texas Education Code 61.059 (1); Vice President for Academic Affairs

Cross Reference: Graduate Bulletin

Contact for Revision: Vice President for Academic Affairs

Forms: None
Throughout their education program, students should be impressed with the fact that cheating and plagiarism are morally degrading and that these practices seriously interfere with learning and intellectual development. It is a responsibility of faculty members to make every effort (1) to inspire in their students an appreciation of and a desire for honesty in academic work, (2) to create an atmosphere that discourages dishonesty, and (3) to take appropriate action in instances of dishonesty.

Cheating

It is the responsibility of the student to abstain from cheating. Dishonesty of any kind with respect to examinations, written assignments, in or out of class, alteration of records, or illegal possession of current examinations or keys to examinations shall be considered cheating.

It is the responsibility of each faculty member to maintain the best possible conditions to prevent cheating in any manner. Each faculty member shall arrange for vigilant protection of all examinations and class exercises. He/she shall also employ every precaution to deny access to class records or examinations to anyone who is not entitled to such information.

Plagiarism

Courtesy and honesty require that any ideas or materials borrowed from another must be fully acknowledged. Offering the work of another as one’s own is plagiarism. The subject matter of ideas thus taken from another may range from a few sentences or paragraphs to entire articles copied from books, periodicals, or the writing of other students. The offering of materials assembled or collected by others in the form of projects or collections without acknowledgment is also considered plagiarism. Any student who fails to give credit for ideas or materials taken from another is guilty of plagiarism.

Procedure

A faculty member who has evidence that cheating or plagiarism has occurred should gather all pertinent information, and approach the student or students involved, and initiate the following procedure. Students shall be given the option of allowing the faculty member to adjudicate the cheating or plagiarism allegation informally through student/teacher interaction or the right to a formal hearing before the College Council hearing panel described in Policy A-2, Academic Appeals by Students. At its discretion, the College Council may
constitute a subcommittee of the Council with student representation to conduct the formal hearing.

If an informal adjudication process is selected by the student(s), the faculty member shall review all evidence of cheating or plagiarism and discuss it directly with the student(s) involved. After hearing the student(s)' explanation or defense, the faculty member shall notify the student of their determination of whether cheating and/or plagiarism has occurred and the penalty as determined by the faculty member (e.g., zero for assignment, failure of exam, re-submission of the paper, failure of the course, referral to the Dean of Student Development for more serious University lever level discipline, etc.). The faculty member shall make notes of the conversations and retain all pertinent documents for a period of at least two years. A student who chooses this informal adjudication may appeal the faculty determination under the Academic Appeals by Students, Policy A-2.

If a formal hearing is requested at the onset of the allegation, the faculty member shall immediately advise the Department Chair, who in turn shall advise the Dean, that a hearing before the College Council or its subcommittee will need to be convened. Student representation on the College Council will be assured as outlined in Policy A-2 regarding general academic appeals by students. The College Council or its subcommittee's role will be solely to determine whether cheating or plagiarism has taken place and has been committed by the accused student(s). The College Council or its subcommittee in a cheating/plagiarism hearing shall follow formal hearing procedures to include written notice of the charges, and opportunity to question (cross-examine) witnesses, opportunity to present their side of the story, and the opportunity to have counsel present to give them advice. Should the student have an attorney present, then University Counsel shall also attend the hearing. All testimony shall be recorded and copies of pertinent documents shall be retained by the College Council and provided to the Dean's office for safekeeping. (The College Council may establish informal hearing procedures for general grade appeals processed through Policy A-2, Academic Appeals by Students. These formal procedures only apply to cheating/plagiarism hearings.)

Upon a determination by the College Council or its subcommittee regarding whether cheating/plagiarism has taken place, the faculty member shall determine a grade or other appropriate action. The student may appeal the grade through the Academic Appeals by Students Policy A-2, but any steps involving the College Council in that policy would not be applicable to the limited circumstances of such an appeal. Documents involved in a finding of cheating/plagiarism shall become student records.

Documents involved in a finding of cheating/plagiarism shall become student records.

Penalties

Penalties for cheating/plagiarism may include, but are not limited to:
Reprimand, F on assignment, F or WF in the course, probation, suspension, or expulsion.

A student who is found to have cheated/plagiarized and withdraws prior to the award of a grade will continue to have the determination of the infraction within their student records. Further cheating/plagiarism infractions would then lead to more serious penalties such as suspension or expulsion from the University through a referral to the Dean of Student Development. The student(s)' grade will be withheld by the instructor pending resolution through the above procedures, even if the grade must be withheld after final grades are due in the Office of the Registrar.

Source of Authority: Vice President for Academic Affairs and Vice President for University Affairs


Contact for Revision: Vice President for Academic Affairs

Forms: None
Class Attendance and Excused Absences

Original Implementation: November 9, 1981
Last Revision: April 21, 1998 April 30, 2001

Class Attendance

Regular and punctual attendance is expected at all classes, laboratories, and other activities for which a student is registered. For those classes where attendance is a factor in the course grade, the instructor shall make his/her class policy known in writing at the beginning of each term and shall maintain an accurate record of attendance.

Regardless of attendance, every student is responsible for course content and assignments.

Excused Absences

It is University policy to excuse students from attendance for certain reasons. Among these are absences related to health, family emergencies, and student participation in certain University-sponsored events.

Students are responsible for providing documentation satisfactory to the instructor for each class missed. Students with acceptable excuses will be permitted to make up work for absences to a maximum of three weeks of a semester or one week of a six-week summer term when the nature of the work missed permits.

In the case of absences caused by participation in University-sponsored events, announcement of such absences by the Vice President for Academic Affairs will constitute an official excuse. Faculty members should submit a written explanation of the absence, including the date, time and an alphabetical listing of all students attending to the office of the Vice President for Academic Affairs for publication.

Source of Authority: Vice President for Academic Affairs

Cross Reference: General Bulletin, Faculty Handbook, Student Handbook and Activities Calendar

Contact for Revision: Vice President for Academic Affairs

Forms: None
Course Incidental Fees

Original Implementation: April 21, 1998
Last Revision: None April 30, 2001

Each course other than a laboratory class that is offered by the University will charge a course incidental fee of $6. These funds will be used to provide materials, supplies, and/or services which result in a direct educational benefit in the classroom. Laboratory classes charge a fee for the purpose of providing materials and supplies in the laboratory (See Policy A-24, Laboratory Fees); therefore, the course incidental fee will not be charged for a laboratory class.

In those cases where the costs of classroom materials, supplies, expendable equipment, and guest lecturers or travel expenses to off-campus locations as an integral part of the classroom learning experience exceed the $6 minimum, the additional per capita cost of these goods and services and other educational opportunities may be added to the minimum fee. The course incidental fee charged must reasonably reflect the actual cost to the University of the materials and services for which the fee is collected.

Course incidental fees in excess of $6 shall by recommended by the department chair and approved by the Dean of the College and the Vice President for Academic Affairs. These fees shall be published in the appropriate bulletin of the University. These fees will be reviewed and approved annually by the Board of Regents. All course incidental fees are to be collected by the Controller’s Office through student billings. All course incidental fees collected are to be spent for materials, supplies and/or services which provide a direct benefit to the classroom environment.

Source of Authority: Texas Education Code, Sec. 54.501 and 54.504, VTCA, Board of Regents, President, Vice President for Academic Affairs

Cross Reference: None

Contact for Revision: Vice President for Academic Affairs

Forms: None
Dead Week

Original Implementation: June 16, 1982
Last Revision: April 24, 1998 April 30, 2001

Dead week is an established tradition in higher education to allow students the necessary time to prepare for final examinations. During the last five class days of each long semester, written examinations (except to cover daily assignments) and themes or assignments beyond normal daily requirements are not to be assigned without written notification to the students prior to the twelfth class day.

The Division of University Affairs and major student groups (SGA, RHA, IFC, Panhellenic, UC Programs) of the University shall observe dead week by refraining from sponsoring on-campus student social activities (parties, dances, films, concerts, banquets). On-campus advertising for any social activity sponsored off-campus by a student group during dead week will not be approved.

Source Of Authority: Vice President for Academic Affairs, Vice President for University Affairs

Cross Reference: Faculty Handbook

Contact For Revision: Vice President for Academic Affairs, Vice President for University Affairs

Forms: None
Research Enhancement Program

Original Implementation: September, 1965
Last Revision: January 20, 1998 April 30, 2001

Research Enhancement funds provided by the State of Texas are the basis of the support for the faculty research enhancement program. The funds are intended to encourage and enhance research opportunities for faculty members and serve as "support for innovative research and seed monies to attract non-state financial support."[1987 Report of the Select Committee on Higher Education.]

The Research Enhancement Program at Stephen F. Austin State University is composed of two components: the Faculty Research Grants Program and the Minigrants Program. The Faculty Research Grants Program provides substantive support for research and scholarly creative activities. Minigrants provide an opportunity for faculty to carry out small projects or preliminary research activities which will increase their competitiveness in the acquisition of external funds.

Any faculty member, including any professional librarian, is eligible to apply for a faculty research grant, subject to the following conditions:

1. A faculty research grant will not be awarded for the purpose of obtaining an advanced academic degree.

2. The recipient of a faculty research grant in a given year is ineligible for a grant the following year, except that, in the first year of a fiscal biennium, a project may be funded for two years under extraordinary circumstances.

3. Except in extraordinary circumstances, an applicant is limited to one faculty research grant proposal in a single year.

4. The recipient of a faculty research grant may not accept another concurrent grant for the same research. Faculty research grant funds may not be used for research activities or equipment funded by another research grant. This does not preclude the use of these funds for purposes of matching.

5. Because the College of Forestry has access to research funds from other sources members of the College of Forestry are not eligible to apply to the Faculty Research Grants program. Those researchers who have access to research funds from other sources are encouraged to exhaust all alternative funding pathways prior to applying for a faculty research grant.

6. In the expenditure of faculty research grant appropriations, a recipient is subject to all local, state, and federal fiscal regulations.
7. A recipient is subject to all local, state, and federal affirmative action regulations.

8. Any research proposal that would involve the use of human subjects, laboratory animals, or hazardous materials must be accompanied by a memorandum of approval from the chair of the appropriate University committee. These committees are: Institutional Review Board for the Protection of Human Subjects, Institutional Animal Care and Use Committee, Environmental Safety and Health/Radiation Committee, Biosafety Committee, and Public Health Committee.

9. A faculty research grant recipient must make such progress and final reports about his/her project as required by the Office of Research and Sponsored Programs. The final report must include a 200-word abstract of the research and the findings.

10. Any publication resulting from a faculty research grant shall acknowledge that the project was conducted under a Stephen F. Austin State University faculty research grant. Copies of the publication shall be filed with the Office of Research and Sponsored Programs and with the Steen Library.

11. Each recipient of a faculty research grant is subject to the provisions of, and shall be responsible for adherence to, the University policy on Intellectual Property (Policy D-20), which applies to "... intellectual property of all types (including any invention, discovery, trade secret, technology, scientific or technological development, computer software, conception, design, creation or other form of expression of an idea ) regardless of whether subject to protection under patent, trademark, or copyright laws or common law." In addition, each recipient shall be responsible for securing and disposing of all other legal claims, such as copyrights, to any publication or other original creation made or conceived in the course of research or other activity supported by a faculty research grant.

12. Nothing in this policy shall conflict with State or Federal law or with the policies of the Board of Regents of the University.

[Delete the sections on Criteria for Evaluating Faculty Research Grant Proposals, Methods of Evaluating Faculty Research Grant Proposals, and Allocation of Faculty Research Funds, since they are primarily focused on procedures and subject to modification by the University Research Council.]

For information on application procedures, program guidelines, submission deadlines, methods of evaluating faculty research proposals, and criteria for evaluating faculty research grant proposals, contact the Office of Research and Sponsored Programs.

Cross Reference: University Policy D-20, Intellectual Property

Contact for Revision: Associate Vice President for Graduate Studies and Research

Forms: None
Satisfactory Academic Progress for Financial Aid Recipients

Original Implementation: September, 1985
Last Revision: July 14, 1998/April 30, 2001

For a student to be eligible to receive federal student assistance at SFASU, the student must maintain satisfactory progress in the course of study being pursued as described below:

* All students must be enrolled in degree or teaching certificate program.

* Newly enrolled undergraduate students must be admitted "in good standing" with SFASU Admissions.

* Students who have re-entered SFASU should not be on academic probation.

* Students receiving financial aid must maintain satisfactory progress toward completion of their respective degree in order to remain eligible for student aid funds. A maximum number of attempted credit hours is set for each degree goal.

* Satisfactory progress bases full-time, 3/4 time, 1/2 time or less than 1/2 time enrollment on the number of hours in which the student enrolled as of the university census date for each semester.

* Satisfactory progress considers all coursework including withdrawals, incomplete and failures.

CREDIT-HOUR ACCUMULATION

The following are three categories for attendance, the number of credit hours a student must complete each academic year, and the maximum number hours attempted for degree completion. The stated maximum allowable hours at each level of study (Bachelors, Post-Baccalaureate, Masters and Ph.D.) are for all students regardless of the number of changes in major or concentration. The student's entire academic record at SFASU (including prerequisite courses) is used to calculate the maximums. Course work transferred to SFASU will count toward the allowable number of maximum credit hours.

<table>
<thead>
<tr>
<th>Enrollment Status at University Census</th>
<th>Enrollment Status Based on Semester Hours</th>
<th>Number of Credit Hours which must be completed per semester</th>
<th>Maximum Number of Credit Hours by Date Degree Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full-Time Student</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undergraduate</td>
<td>12 or more hours</td>
<td>10 credit hours*</td>
<td>195 semester hours*</td>
</tr>
<tr>
<td>Post-Baccalaureate</td>
<td>12 or more hours</td>
<td>10 credit hours*</td>
<td>36 semester hours*</td>
</tr>
<tr>
<td>Graduate: Masters</td>
<td>9 or more graduate hours</td>
<td>7 credit hours*</td>
<td>90 semester hours*</td>
</tr>
<tr>
<td>Ph.D.</td>
<td>9 or more graduate hours</td>
<td>7 credit hours*</td>
<td>50 semester hours*</td>
</tr>
<tr>
<td><strong>3/4-Time Student</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undergraduate</td>
<td>9 through 11 hours</td>
<td>7 credit hours*</td>
<td>195 semester hours*</td>
</tr>
<tr>
<td>Post-Baccalaureate</td>
<td>9 through 11 hours</td>
<td>7 credit hours*</td>
<td>36 semester hours*</td>
</tr>
<tr>
<td>Graduate: Masters</td>
<td>6 through 8 graduate hours</td>
<td>6 credit hours*</td>
<td>54 semester hours*</td>
</tr>
<tr>
<td>MFA &amp; M.B.A</td>
<td>6 through 8 graduate hours</td>
<td>6 credit hours*</td>
<td>50 semester hours*</td>
</tr>
<tr>
<td>Ph.D.</td>
<td>6 through 8 graduate hours</td>
<td>6 credit hours*</td>
<td>50 semester hours*</td>
</tr>
<tr>
<td><strong>1/2-Time Student (or</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Undergraduate 6 through 8 hours 6 credit hours* 195 semester hours*
Post-Baccalaureate 6 through 8 hours 6 credit hours* 36 semester hours*
Graduate: Masters 5 graduate hours 5 credit hours* 54 semester hours*
MFA & MBA 5 graduate hours 5 credit hours* 50 semester hours*

*Credit hours will be considered to be satisfactorily completed if one of the following grades is earned: A, B, C, D or P. Grades of F, W, WH, WF or WP are not satisfactory. If a graduate student receives a WH for Thesis Research or Thesis Writing, the hours will not be counted as hours attempted due to the length of time needed to complete this degree requirement.

*If you withdraw from the university prior to the end of the semester, it may affect your eligibility for future financial assistance.

GRADE POINT REQUIREMENTS (GPA)

In addition to the above, to be eligible to receive financial aid:

*All undergraduates must have and maintain a cumulative GPA of 2.0 or better.

*Graduate students must maintain a cumulative GPA of 3.0 or better.

Note: Students who are admitted to Stephen F. Austin State University at a non-degree, provisional (except graduate students will be given one semester to remove provisional status), transient, summer prep or career interest or self-improvement, or if on academic probation, will not be eligible to receive financial aid. When the student is admitted to a degree program, or special student status is changed, or probation status is removed, an eligible student may then apply for financial aid. Credit hour accumulation and GPA will be checked for compliance at the end of each semester. Students who are not making satisfactory progress will be allowed to receive financial aid for a (grace) semester. Students who are not in compliance after the grace semester are not eligible for assistance until they have successfully completed one semester of academic course work which meets the credit hour and GPA standards as indicated above. Students who are not making satisfactory academic progress may file a written appeal to the Financial Aid Office. Appeals will then go before a committee for review and all students will be notified of their decision in writing. Appeals should include all documentation which supports any mitigating circumstances concerning the failure to maintain the expected level of satisfactory progress. All decisions made by the committee are final. Students have thirty (30) days after grades are posted to file an appeal with the Financial Aid Office.

Federal regulations mandate minimum standards of “satisfactory progress” for students receiving financial assistance. These requirements apply to the student’s entire academic history, whether financial aid was received or not and to all types of aid: Grants, Loans, and Work-Study. The standards for determining progress at the university are composed of three separate measurements: Grade point average, Credit hour requirements, and Maximum hours allowed. For a student to be eligible to receive federal and state student financial assistance at SFASU, the student must maintain satisfactory progress in their course of study. All students must be enrolled in a degree or teaching certificate program. Newly enrolled undergraduate students must be admitted “in good standing.”
NOTE: Students who are admitted to SFASU as a Non-Degree, Provisional (except graduate students who will be given one semester to remove provisional status), Transient, Summer Prep, Career Interest or Self-Improvement, Audit Courses, AARC (090) tutoring, or if on academic suspension, will NOT be eligible to receive financial aid. When the student is admitted to a degree program, Special Student status is changed, or suspension status is removed, an eligible student may then be considered for financial assistance.

GRADE POINT AVERAGE (GPA)
This is the qualitative measurement used for academic work at this University. For financial aid purposes, a student must maintain a cumulative GPA of 1.8 or better as a Freshman, 2.0 or better as a Sophomore through Senior and 3.0 or better as a graduate. Grade point averages will be checked on an annual basis.

CREDIT HOUR REQUIREMENTS
This is the quantitative measurement of a minimum number of hours completed each year at SFASU. A year is defined as Summer I, Summer II, Fall, and Spring sessions. In order to receive financial assistance, all students must complete at least 75% of the hours attempted.

♦ Credit hours will be considered to be satisfactorily completed if one of the following grades is earned: A, B, C, D, or P. Grades of F, W, WH, WF, or WP are not satisfactory. If a graduate student receives a WH for Thesis Research or Thesis Writing, the hours will not be counted as hours attempted due to the length of time needed to complete this degree requirement. However, there is a two-year limit on Thesis Research and Thesis Writing.
♦ If you withdraw from the university prior to the end of the semester, receive all F’s, or receive a combination of all W’s and F’s, you will be denied for future financial assistance. W’s and F’s will be checked after each semester. You may reapply after Satisfactory Progress has been met.
♦ Financial Aid is given to students enrolled for remedial courses (098 & 099). These courses are considered attempted hours and also count as earned hours for financial aid satisfactory progress. A student must make a grade of A, B, C, D, or P to remain in compliance.
♦ Repeated classes are treated the same as any other class.

MAXIMUM HOURS ALLOWED
The stated maximum allowable hours at each level of study are for all students regardless of the number of changes in major or concentration. The student’s entire academic record at SFASU (including prerequisite courses) is used to calculate the maximums. Course work transferred to SFASU will count toward the maximum number of allowable credit hours. Maximum hours allowed will be checked after each semester.

<table>
<thead>
<tr>
<th>Enrollment Status at University Census Date</th>
<th>Maximum Number of Credit Hours by Degree Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>195 attempted semester hours</td>
</tr>
<tr>
<td>Level</td>
<td>Minimum Hours</td>
</tr>
<tr>
<td>---------------</td>
<td>---------------------------------------------------</td>
</tr>
<tr>
<td>Post-Baccalaureate</td>
<td>36 attempted semester hours</td>
</tr>
<tr>
<td>Graduate: Masters</td>
<td>54 attempted semester hours</td>
</tr>
<tr>
<td>MFA &amp; MBA</td>
<td>90 attempted semester hours</td>
</tr>
<tr>
<td>Ph.D.</td>
<td>96 attempted semester hours</td>
</tr>
</tbody>
</table>

Students who are not in compliance are not eligible for assistance until they have made up the credit hour deficiency from the last evaluation period and/or brought their GPA up to the qualitative standard indicated. Once the deficiency is made up, the student should notify the Financial Aid Office.

Students who are not making satisfactory academic progress may file a written appeal to the Financial Aid office. Appeals will then go before a committee for review and all students will be notified of the committee's decision in writing. Appeals should include all documentation, which supports any mitigating circumstances concerning the failure to maintain the expected level of satisfactory progress. All decisions made by the committee are final. Students have thirty (30) days after notification of denial of financial aid to file an appeal with the Financial Aid office.

Source of Authority: Vice President for Business Affairs

Cross Reference: None

Contact for Revision: Director of Financial Aid; Vice President for Business Affairs

Forms: None
Federal Property Inventory and Control

Original Implementation: Unpublished
Last Revision: January 19, 1999

Property acquired under Federal grants and contracts is maintained according to the guidelines of the University's centralized property management and control system, which also governs the maintenance of state property. (See Property Inventory and Management, Policy C-42)

Disposition of Federal property must respect the terms of the grant or contract under which it was acquired.

This policy also applies to disposition of property acquired through State grants and contracts.

Source of Authority: Vice President for Business Affairs

Cross Reference: Property Inventory and Management, Policy C-42

Contact for Revision: Director of Purchasing and Inventory

Forms: None
Property Maintenance and Validation

Original Implementation: January 1, 1985
Last Revision: January 19, 1999

Each department head is to exercise care and control over the assets for which he/she is responsible. Property should be monitored on a perpetual basis. Location changes are to be reported to the Property Manager as they take place. (See Adjustment of Inventory Records Policy). Transfers to surplus or other departments must have prior approval of the Property Manager. (See Property Transfer and Disposal Policy). Missing or Stolen Property must be reported immediately. (See Missing or Stolen Property Policy).

To validate the accuracy of property records, an Annual Physical Inventory Audit is conducted February through April of each year. During this Annual Inventory Audit it is the responsibility of each department head to physically count and verify by tag number and room location all items on the official departmental inventory. Each item on the report must be physically marked showing verification of the item and its location or documented as to the reasons for not being verified. Responses will be due from custodian departments within 45 days. The annual property report is due to SPA 45 days from the department due date. Each department head shall sign an Annual Inventory Audit Receipt and return it to the Property Manager. The receipt will include the following statement:

"I understand that I am under financial liability for loss or damage to this (these) item(s) if the loss or damage results from my negligence, intentional act, or failure to exercise reasonable care, safeguard, maintenance, or servicing."

Inventory validation spot-checks will be conducted by Inventory personnel in a routine fashion to allow independent verification. Other spot-checks will be performed when necessary. Spot-checks will not be performed during annual inventory (January—April).

Transaction statements listing all additions and deletions to the departmental inventory are mailed out monthly. Building and room information and the name of the individual in possession of the property should be recorded on these transaction statements and returned to the Property Manager:

Source of Authority: Texas Government Code Ann. Sec. 403.271(a) through 403.278; President; Vice President for Business Affairs

Cross Reference: Adjustment of Inventory Records, Policy C-1; Property Transfer and Disposal, Policy B-24; Missing or Stolen Property, Policy B-19

Contact for Revision: Director of Purchasing and Inventory

Forms: Annual Inventory Audit Receipt
Property Responsibility with Change in Department Head—B-14

Original Implementation: January 1, 1985
Last Revision: January 25, 2000

Definition: Verification of property includes documenting that all items are accounted for and are in good condition.

OUT-GOING DEPARTMENT HEAD

When there is an administrative change in department heads, the out-going department head (interim or permanent) must request from the Property Manager a current list of inventory items for which he/she is accountable. Verification of all items must be completed and the Change in Department Head form signed by the out-going department head within 30 days prior to the individual's last day.

IN-COMING DEPARTMENT HEAD

The incoming department head (interim or permanent) must request from the Property Manager a current list of inventory items for which he/she will be accountable. Verification of all items must be completed and the Change in Department Head form signed by the incoming department head within 30 days of the individual's first day.

Source Of Authority: Texas Government Code Ann. Sec. 403.271(a) through 403.278; President; Vice President for Business Affairs

Cross Reference: None

Contact For Revision: Director of Purchasing and Inventory

Forms: Change In Department Head (available from Purchasing and Inventory)
Missing or Stolen University Property

Original Implementation: January 1, 1985
Last Revision: April 19, 1999

ANY EQUIPMENT DISCOVERED TO BE ‘MISSING’ OR ‘STOLEN’ MUST BE REPORTED IMMEDIATELY.

Missing property is to be reported to the Property Manager. Stolen property is to be reported to BOTH the Property Manager and the University Police Department.

NEGLIGENCE—Whether equipment is considered Missing or Stolen, the department head must make an initial determination of whether negligence was involved in the loss of the property. After reviewing the detailed report of loss the Property Manager shall make a further determination of negligence. If the Property manager determines that negligence is involved, the Director of Purchasing, Internal Auditor and President will be notified immediately. The State Auditor and Attorney General will be notified within 5 working days. Failure to report Missing or Stolen Property within the required time frames may be considered negligence.

Missing Property

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

MISSING PROPERTY MUST BE REPORTED TO THE PROPERTY MANAGER IMMEDIATELY UPON RECOGNITION OF THE LOSS. The department head must complete a Missing or Stolen Property Report in full with a detailed report of the loss; i.e., last known location, last date seen, date of discovery of loss, etc. This form must be submitted to the Property Manager within 24 hours of notification.

Missing property will remain on the department’s inventory for three (3) years and will be clearly marked as ‘Missing’. The department head must continue to search for the missing property during the 3-year time period. At the end of three (3) years the property will be removed from centralized inventory records upon approval from the State Auditor’s Office. The State Auditor reviews all equipment reported missing and makes a final determination as to whether the custodian of the property was negligent.

Stolen Property

Stolen property is defined as any personal property missing by known theft, whether by forced removal, burglary, theft by employees, or other criminal acts.

STOLEN PROPERTY MUST BE REPORTED TO THE PROPERTY MANAGER AND UPD IMMEDIATELY UPON RECOGNITION OF THE LOSS. The department head must complete a Missing or Stolen Property Report in full with a detailed report of the theft; i.e., last known location, last date seen, evidence of theft, date of discovery of
loss, etc. Both the Missing or Stolen Property Report AND a Police Report must be submitted to the Property Manager within 24 hours of notification. Property will be removed from centralized inventory records upon approval from the State Auditor's Office. The State Auditor reviews all equipment reported stolen and makes a final determination as to whether the custodian of the property was negligent.

**Source of Authority:** Texas Government Code Ann. Sec. 403.271(a) through 403.278; President; Vice President for Business Affairs

**Cross Reference:** None

**Contact for Revision:** Director of Purchasing and Inventory

**Forms:** Missing or Stolen Property Report (available in Purchasing and Inventory); Police Report (available from UPD)
Surplus or salvage property is not to be disposed of in any manner other than those described herein. 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.

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

Salvage Property is defined as 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.

TRADE-IN OF EQUIPMENT
Before declaring property surplus or salvage a department may consider trading in the property on new property of the same general type when such exchanges are in the best interest of the University. Trade-ins must be included in vendor negotiations from the beginning; not added after completion of a contract. The requisition must include the following information about each piece of equipment to be traded in: description, inventory number, approximate age and condition; i.e., poor, good, working, not working, etc. It is the department's responsibility to remove and return the inventory number plate to the Property Manager.

Trade-ins are offered "where is, as is, at the State's option" during the bid process. The final decision to trade is made after the bids have been received and an evaluation has been performed by Purchasing and the department. The evaluation must consider 1) the value to the University if the equipment can be utilized in another area for the same or other suitable purposes; 2) the value of the equipment if offered in a public sale.

PROPERTY TRANSFERS BETWEEN DEPARTMENTS

Property may be transferred from one department to another by the use of the Property Transfer Form (PTF). The form is to be signed by the department head transferring the equipment and by the department head receiving the equipment. After completion, all copies of the form are to be forwarded to the Property Manager.

Section I is to be completed by the department transferring the equipment. The form and the physical property are to be forwarded to the department accepting responsibility for the equipment.

Section II is to be completed by the department receiving the equipment. Once the department head accepting the equipment signs the form, he/she is accepting
responsibility for the care and control of the equipment. The completed form is to be forwarded to the Property Manager. After the transfer is recorded a copy of the PTF will be returned to the department head accepting responsibility for the equipment.

TRANSFERS TO SURPLUS

When equipment is determined to be surplus or salvage and will not be transferred between departments, the department must contact the Property Manager. At the Property Manager's direction the department should complete Section I of the Property Transfer Form (PTF) for a transfer to Surplus. The PTF and equipment are to be delivered to the surplus storage area. The Property Manager may direct the department to provide documentation other than the PTF depending on the disposal action taken. Surplus or salvage property is not to be delivered to the surplus storage area or otherwise disposed of without first contacting the Property Manager.

Once an item is declared surplus or salvage, the Property Manager will determine which disposal option best meets the needs of the University. Options for disposal will be considered in the order listed below:

1. re-use on campus through transfer to another department
2. cannibalization for parts
3. posting on the Coordinating Board web-site for purchase by or donation to a public school or school district (instructional materials only, including data processing equipment)
4. all data processing equipment (including items posted to the Coordinating Board web site and not transferred to a public school or school district) will be transferred to the Texas Department of Criminal Justice
5. donation to another state agency
6. all remaining items will be advertised for public sale
7. donation to a private non-profit entity
8. discarded

TRANSFERS FROM SURPLUS

Equipment declared surplus or salvage is available, without cost, for transfer to those departments in need of such equipment. Availability is on a first-come, first-serve basis after screening for the proposed purpose. Inspection of the equipment may be arranged by contacting the Property Manager.
POSTING INSTRUCTIONAL MATERIALS TO THE COORDINATING BOARD WEB SITE

All surplus items determined to be "materials or equipment that can be used for instructional purposes" will be posted to the Coordinating Board web site for direct transfer to a public school or school district. Posting may be for consideration or for no consideration as determined by the Property Manager. Disposal options 4-8 cannot be considered until "materials or equipment that can be used for instructional purposes" has been posted to the Coordinating Board web site.

Postings will be made for a minimum one (1) week. All items posted for one week but not transferred to a public school or school district will be a) transferred to TDCJ (data processing equipment only) or b) offered for public sale disposed of following disposal options 5-8.

If more than one public school or school district seeks to acquire the same property on substantially the same terms, the Property Manager shall give preference to a public school that is considered low-performing by the commissioner of education or to a school district that has a taxable wealth per student that entitles the district to an allotment of state funds under Subchapter F, Chapter 42, Education Code.

TRANSFER OF DATA PROCESSING EQUIPMENT TO THE TEXAS DEPARTMENT OF CRIMINAL JUSTICE

Computer equipment meeting the definition of "materials or equipment that can be used for instructional purposes" will first be posted to the Coordinating Board web site following established rules. Any data processing equipment not posted and any data processing equipment not transferred to a school district shall be transferred to the Texas Department of Criminal Justice following established rules.

Data processing equipment means information technology equipment designed for the automated storage, manipulation, and retrieval of data by electronic or mechanical means. The term includes central processing units, front-end processing units, mini-processors, microprocessors, and related peripheral equipment such as data storage devices, document scanners, data entry equipment, terminal controllers, data terminal equipment, computer-based word processing systems other than memory typewriters, and equipment and systems for computer networks.

Data processing equipment will not be disposed of in any manner other than Disposal Options 3 and 4 described herein.

PUBLIC SALE OF EQUIPMENT

The Property manager shall determine prices and conduct a public sale on a regular basis. The Director of Purchasing and Inventory will review all items and sale prices prior to each sale. All sales will be advertised with time for all interested parties to view the items.
prior to the sale day. The Property Manager shall determine a method of access to the property on sale day which is fair and equitable to all interested parties and which prevents unnecessary traffic on campus by non-University personnel prior to the sale.

The Property Manager is not eligible to purchase any item for which he/she has established pricing. No special privileges will be given to any employee or non-employee wishing to purchase surplus items.

Proceeds from each sale of surplus property are credited, in the year of the sale, to a revenue category (E&G Surplus Sales or non-E&G Surplus Sales) corresponding to the fund from which the original purchase was made.

Source of Authority: Texas Government code, Title 10, Subtitle D, Chapter 2175; Texas Government Code, Title 10, Subtitle B, Section 2054.003(3)(A); President; Vice President for Business Affairs

Cross Reference: Texas Government code, Title 10, Subtitle D, Chapter 2175; Texas Government Code, Title 10, Subtitle B, Section 2054.003(3)(A)Property Inventory and Management Policy C-42

Contact for Revision: Director of Purchasing and Inventory

Forms: Property Transfer Form (available in Purchasing and Inventory)
Removal of Property from University Campus

Original Implementation: July 3, 1986
Last Revision: January 19, 1999

In accordance with Texas Government Code Ann. Sec. 403.273(d) State property may be used only for State purposes. Property in the possession of Stephen F. Austin State University may be removed from the campus only for official business of the University. When it is so removed, the individual removing it assumes pecuniary responsibility.

If such property is to be removed, the department head responsible for the equipment should prepare and sign a "Removal of Equipment From Campus" form. The inventory number, date of purchase, description and inventory value may be obtained from the departmental inventory printout provided by the Property Manager.

The original of the completed form should be sent to Purchasing and Inventory prior to physical removal of the equipment from campus. A copy should be kept for departmental inventory records. A follow-up audit will be made by the Property Manager on the date equipment is to be returned to the University. If an extension of time is needed, contact the Property Manager.

The Removal of Equipment from Campus form must also be filled out for equipment being removed with an indefinite return date. The Department Head will be required annually to verify the status of all such equipment. This verification will be initiated via a memo from the Property Manager and will be separate from the Annual Physical Inventory Audit.

Source of Authority: Texas Government Code Ann. Sec. 403.271(a) through 403.278;
President; Vice President for Business Affairs

Cross Reference: None

Contact for Revision: Director of Purchasing and Inventory

Forms: Removal of Equipment from Campus (available in Purchasing and Inventory)
Trade-in of Equipment

Original Implementation: January 1, 1985
Last Revision: January 19, 1999

A department may offer surplus or salvage property as a trade-in on new property of the same general type when such exchanges are in the best interest of the University. Trade-ins must be included in vendor negotiations from the beginning; not added after completion of a contract. The requisition must include the following information about each piece of equipment to be traded in: description, inventory number, approximate age and condition; i.e., poor, good, working, not working, etc. It is the department's responsibility to remove and return the inventory number plate to the Property Manager.

Trade-ins are offered "where is, as is, at the State's option" during the bid process. The final decision to trade is made after the bids have been received and an evaluation has been performed by Purchasing and the department. The evaluation must consider 1) the value to the University if the equipment can be utilized in another area for the same or other suitable purposes; 2) the value of the equipment if offered in a public sale. (See Property Transfer and Disposal Policy)

Source of Authority: Texas Government code, Title 10, Subtitle D, Chapters 2151 through 2176; President; Vice President for Business Affairs

Cross Reference: Property Transfer and Disposal Policy and Purchase Requisition Policy

Contact for Revision: Director of Purchasing and Inventory

Forms: Purchase Requisition, Policy C-30
The University Vehicles (Rental) policy governs the use of University facilities, including vehicles. The policy applies to reservations and official use of University vehicles.

I. Official Use:

University motor vehicles can only be used for official University business.

A. Reservations

1. Vehicles will be rented exclusively to individuals or organizations that have funds budgeted by the University.

2. All vehicles, except road buses, are rented on a first-come, first-serve basis. Reservations can be made by memo to the Physical Plant Grounds and Transportation Department, P.O. Box 13031 SFA Station, by phone at 468-5107, or on the Physical Plant website. Reservations should be made as far in advance as possible.

3. Persons for whom reservations are made must be on the Approved Drivers List and be acting on behalf of, and within the responsibility of, the university department that he/she is employed. They must have a minimum of four passengers for vans, must have definite pick-up and return times, and must have an approved University account.

4. Cancellations should be made as far in advance as possible. Cancellations made less than 48 hours in advance will incur a $20.00 fee.

B. Procedure for Checking Out Vehicles

1. Vehicles can be picked up at the Physical Plant Grounds and Transportation Department, located at Starr Avenue and University Drive, between 7:00 a.m. and 4:00 p.m. Monday through Friday.

2. Special arrangements may be made for pick-up outside normal hours.

3. When two or more users are renting the same vehicle over a weekend, the users may be required to return and pick up vehicles at the University Police Department.
4. Individuals picking up vehicles must present a Stephen F. Austin State University Approved Driver Certificate and a valid driver’s license.

5. Personnel in the Grounds and Transportation Department, will furnish approved drivers with:
   
   a. keys to vehicle
   b. copy of vehicle charges and reservation form
   c. credit card(s)
   d. daily record of state-owned motor vehicle use
   e. vehicle roadability report
   f. insurance card

C. Passengers

1. Passengers in University vehicles will normally be university employees or students traveling on University business.

2. Passengers who are not University employees or students may be authorized to ride in University vehicles when their presence is consistent with University business or functions.

3. University employees and students may have guest(s), spouse or children accompany them while the University employee or student is traveling on University business provided:

   a. The guest does not interfere with the University business of the trip or cause any additional expense to the University.

   b. The department that sponsors the trip that the guest(s) are attending accepts full responsibility for the action of the guest(s) and the liability for any injury to the guest(s).

   c. If the guest is a minor child, the sponsor is responsible for the child’s actions and is responsible for ensuring the child follows all safety policies and regulations including seat belts and child restraints.

   d. The University bus fleet is not equipped with seat belts or child restraints and safety of the child is the responsibility of the sponsor and of the department sponsoring the trip.
D. Use of University Road Buses

The 46-passenger Eagle bus and 36-passenger Blue Bird bus provide transportation for University departments and groups. The guidelines in this section have been established to provide a fair and equitable manner for the scheduling of the buses and to generate sufficient revenue to pay for their operation and maintenance.

1. Authorized Trips. Only University groups and departments whose trips have received prior approval from the department head and/or dean of school may reserve the bus. A professional driver will be provided by the Physical Plant Department. Each user must be accompanied by authorized University personnel, who shall be responsible for all travel, schedules, and arrangements. The use of the bus is limited to those destinations that may be reached by hard surfaced roads.

2. Reservations. Application for the use of the University bus shall be made to the Director of Physical Plant. No reservation may be reassigned in whole or in part. The user may not delegate any control or responsibility to any other party without prior written approval of the Director of Physical Plant. Furthermore, reservations for one trip may not be used for a different trip without the prior written approval of the Director of Physical Plant.

3. Priorities for Use
   a. Use of University buses for athletic purposes will be given the first priority.
   b. Those departments having activities scheduled at least a year in advance that require maximum utilization of the buses shall receive second priority.
   c. In other cases, the following shall be considered:
      1) Advance Scheduling: Where feasible, the use of the buses will be approved on a first-come, first-serve basis.
      2) Distance: The distance to be traveled will be considered in determining priority.
      3) Number of Passengers: The number of passengers will be considered in determining priority.
      4) Purpose of Trip: In cases of simultaneous requests when the number of passengers and distance are approximately the same, the trip providing the most benefit to Stephen F. Austin State University shall receive priority.

E. Record Keeping
Users of University vehicles are required to complete a written report on the use of such vehicles, including a list of University personnel on the trip. Reports are to be made daily, with a separate report required for each day. Required reports are made on forms provided by the Grounds and Transportation Department when checking out a vehicle.

F. Check-in

1. If returned after 7:00 a.m. or prior to 4:00 p.m. on weekdays, the vehicle should be returned to the Grounds and Transportation Building. The vehicle charges and reservation form, the daily record use of State Owned Motor Vehicles form, keys, credit card(s), and gasoline receipts should be given to Grounds and Transportation personnel.

2. If returned at some other time, the vehicle should be parked, the doors should be locked and all the items mentioned above should be dropped into the slot in the front door of the Grounds and Transportation Building at Starr Avenue and University Drive.

3. Individuals may lose the privilege of using University vehicles if the vehicle(s) has been damaged during use, or if reports of vehicle use are incomplete.

4. Purchases, other than with University credit cards, are at the driver's expense, subject to reimbursement. Reimbursement will be approved when the Physical Plant is furnished an approved voucher accompanied by purchase receipts. Receipts must show vehicle license number, amount of purchase, and item(s) purchased. Failure to properly present receipts will result in non-reimbursement.

5. Purchase of fuel. Fuel is furnished as part of the rental price of the vehicle if purchased on credit cards furnished at the time of the rental. Fuel purchased not using credit cards will be at the expense of the using department. Reimbursement should be claimed on the travel voucher of the individual being reimbursed.

G. Breakdowns and Accidents

1. Instructions for proper reporting and handling of accidents and breakdowns are contained in the glove compartment of all University vehicles.

2. In all cases in which a vehicle cannot be returned to the campus, one of the following people should be contacted:

   a. During working hours (7:00 a.m. to 4:00 p.m.)
      Transportation Manager - 409936/468-5107
      Associate Director, Physical Plant - 409/468-4341
      Director, Physical Plant - 409/468-4290 936/468-4341

   b. After working hours: University Police - 409936/468-2608

3. All major repairs must be arranged by the Manager of Transportation.
4. A driver involved in an accident must fill out Texas Department of Public Safety Form ST-2 (blue form) within 24 hours and turn in to University Police upon return to campus. UPD will:

   a. Complete the Texas Peace Officers' accident report.
   b. Forward a copy of the report to the Safety Department.
   c. Complete the blue form and forward it to the Texas Department of Public Safety.

5. Departments using fleet vehicles will be charged for damages as the result of accidents or from abusive use.

6. The Safety Department will contact the insurance adjuster, provide appropriate information, and act as general liaison in the event of an accident.

7. The University's insurance covers a driver's liability if he/she is:

   a. An approved University Driver.
   b. Operating the vehicle in an official capacity.

H. Charges

<table>
<thead>
<tr>
<th>Vehicle</th>
<th>Capacity</th>
<th>Charge per Mile</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sedan</td>
<td>4</td>
<td>$.28</td>
</tr>
<tr>
<td>Vans</td>
<td>15</td>
<td>$.28</td>
</tr>
<tr>
<td>Shuttle Bus</td>
<td>40</td>
<td>$.55 + driver</td>
</tr>
<tr>
<td>Road Bus 1</td>
<td>46</td>
<td>$2.00</td>
</tr>
<tr>
<td>Road Bus 2</td>
<td>36</td>
<td>$2.00</td>
</tr>
</tbody>
</table>

In addition to mileage charges, the following minimum charges for the Road Buses will apply. There will be a minimum daily charge of $50.00 per day for local use and a minimum charge of $100.00 per day if the driver is required to be away from home base overnight. If daily mileage charges exceed $50.00 for local or $100.00 for away trips, the daily charge will be waived. Also all expenses (meals and lodging) for the driver(s) are the responsibility of the renting department.

I. Special Provisions

1. All drivers of buses must have a Class C-CDL license and submit to DOT physicals and drug baseline and random testing.
2. All drivers must have a valid driver certificate issued by UPD.

3. Buses must carry at least 1/3 of their capacity.

4. Certain buses, due to mechanical condition, are restricted to use in a 150-mile radius.

5. Users of fleet vehicles who purchase gas, oil, and other products by cash ticket or credit card must sign tickets, including license number of vehicle and items purchased. Purchase of gas, oil, etc on other than University credit cards furnished with the vehicle will be the responsibility of the using department.

6. Drivers may be requested from the Physical Plant Department (PPD) and, if available, will be furnished at a rate established annually by the PPD. Drivers are normally paid on a portal-to-portal basis. Special arrangements should be made for extended trips. There is a minimum charge of two hours for any called driver.

7. No alcoholic beverages will be allowed in state vehicles.

Source of Authority: Board of Regents, President, Vice President for Business Affairs

Cross Reference: None

Contact for Revision: Director of Physical Plant, Director of Safety

Forms: None
Adjustment of Inventory

Original Implementation: January 1, 1985
Last Revision: January 25, 2000

When the need arises to alter the description or change the location of an item on a departmental inventory, the person responsible for the department’s inventory must initiate a memo or email to the Property Manager listing the inventory number(s), description and the change(s) desired.

The following fields must be updated throughout the year as changes occur:

— 1. Responsible Department Name—this will only be changed for 1 of 3 reasons:
— a. through means of a transfer form when property is transferred between departments
— b. if it is determined that an error was made in the original entry
— c. department has a name change

— 1. Building and Room Location
— 2. End User Name
— 3. Department Chair Name
— 4. Serial Number—this will only be changed when it is determined that an error was made in the original entry or that original equipment has been returned to the company and replaced.
— 5. Description—this will only be changed when it is determined that the equipment has not changed but that a more accurate description is needed to facilitate the physical inventory process.

Source of Authority: Vice President for Business Affairs

Cross Reference: None

Contact for Revision: Director of Purchasing and Inventory

Forms: None
This Investment Policy Statement (IPS) applies to all Stephen F. Austin State University (the "University") endowment funds. These funds are given to the University by individuals and institutions to promote, encourage and advance education and to improve the degree and non-degree educational functions by establishing scholarships, fellowships, professorships, academic chairs and other academic endeavors at the University, as specified by donors.

As provided in the Texas Education Code, each member of the Board of Regents (Board) has the legal responsibilities of a fiduciary in the management of funds under the control of the University. The Board recognizes its responsibility to insure that the assets of the endowment funds are managed for the exclusive benefit of the University in accordance with its donors' intentions, effectively and prudently, in full compliance with all applicable laws.

Separate fund balance accounts are maintained for all funds. Funds may be restricted either by the donor or the Board. Restricted funds are available primarily for specific purposes considered beneficial to the University.

The investment of the Endowment funds is governed by Section 51.002/51.003 of the Texas Education Code. This section states that the University "... with regard to donations, gifts and trusts may establish endowment funds that operate as trusts and are managed under prudent person standards." The currently accepted prudence standard is the prudent expert standard, and it defines the duty of a trustee to exercise "the care, skill, prudence and diligence under the circumstances then prevailing that a prudent man acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character with like aims." As used in this section, "prudent person standard" is the standard of care described in Article VII, Section 11b. of the Texas constitution, and means that standard of judgment and care that persons of ordinary prudence, discretion, and intelligence exercise in the management of their affairs in regard to the investments of their funds, considering probable income as well as probable safety of their capital.

In the management of the University endowment investments, consideration will be given to the need to balance a requirement for current income for present activities with a requirement for growth in principal to compensate for inflation. Consideration will be given to the need for safety of principal, liquidity, diversification, yield and quality.

The overall objective of the IPS is to assure that the University's endowment funds are invested in a manner to achieve as high a level of return as can reasonably be expected to be achieved given the primary objective of safety and preservation of principal. The IPS
clearly and concisely states the responsibilities of all parties involved with the endowment funds. The IPS will assist the Board, the Finance Committee ("Committee") and the University Administration in effectively communicating with and monitoring the investment manager(s) and the investment firm(s) that will be engaged from time to time to facilitate the management of the endowment assets of the University. It states the Boards' attitudes, guidelines and objectives in the investment of the endowment assets.

RESPONSIBILITIES

The University acknowledges that the ultimate responsibility for satisfactory investment results rests with the Board. The Board believes that this responsibility is best discharged by delegating certain authority to the University administration and by appointing one or more investment management organizations to assume certain responsibilities.

The specific responsibilities of the Board in the investment process include and are limited to developing a sound and consistent investment policy, developing sound and consistent investment policy guidelines, establishing reasonable investment objectives, allocating the endowment assets between equity and fixed-income investments, and other investment mediums which it may deem appropriate and prudent, communicating clearly the major duties and responsibilities of those accountable for investing the endowment assets and achieving investment results, evaluating performance results, and abiding within all applicable laws, including conflict of interest provisions therein.

The Vice President for Business Affairs (Vice President) is designated as the investment officer for the University. As such, the Vice President or designee(s), is responsible for accounting for investments, monitoring and evaluating performance results, and ensuring that policy guidelines are being adhered to and investment objectives are being met. In addition, the Vice President or designee(s), is responsible for the purchase, sale, assignment, transfer and management of investments, for communicating with investment managers, brokers and dealers, for compiling performance results, and for determining the proper distribution of investment returns to the various accounts. The Vice President is also responsible for determining the appropriate distribution of income in accordance with the distribution policy in the distribution policy section. The Vice President will submit an annual investment perspective to the Board of Regents.

INVESTMENT POLICY

The Board believes that the endowment assets should be managed in a way that reflects the application of sound investment principles.

The Board adheres to the traditional capital market theory that maintains that over the long term, the risk of owning equities should be rewarded with a somewhat greater return than available from fixed-income investments. This reward comes at the expense of higher volatility of returns and more exposure to market fluctuations than with fixed-income investments. Fixed-income investments provide a more predictable return and higher current income than do equities. Thus assets should be allocated between fixed-
income investments and equities are such a manner as to provide for current income while providing for maintenance of principal in real terms.

Avoiding large risks is essential. The University is willing to trade off some potential opportunities for gain from high-risk investments (with high loss potential) by assuming a moderate-risk posture in order to have a more stable positive return. This may result in sacrificing some potential opportunities for gain during rising markets in order to avoid large short term declines in market value during falling markets. Since the University is adverse to large downward fluctuations in the value of its investments resulting from volatile market value fluctuations, such year-to-year volatility should be minimized.

INVESTMENT POLICY GUIDELINES

For the purpose of this policy all securities which use long-term credit ratings must be rated the equivalent of "A" or better by a nationally recognized credit rating service. Securities using short-term credit ratings must be rated at least A-2, P-2, F-2 or the equivalent by a nationally recognized credit rating service.

The following categories of securities are permissible investments:

a) Direct obligation of the United States Government or its direct agencies.

b) Direct obligations of federally-sponsored agencies in accordance with the above paragraph.

c) United States dollar denominated bonds, debentures, or commercial paper and convertible securities issued by corporations in accordance with the above paragraph.

d) Common stock and preferred stock issued by United States domiciled corporations and common stocks of foreign companies listed on the major U.S. or foreign security exchanges.

e) Certificates of Deposit issued by federally insured state banks, federally insured savings and loan associations and saving banks or federally insured credit unions. Amounts over the insurance limit of the institutions must be secured by pledged securities.

f) Bankers acceptances accepted by a bank organized and existing under laws of the United States or any state in accordance with the above paragraph.

g) Money Market Mutual Funds. Funds must be registered with the Securities and Exchange Commission, have a maximum dollar weighted average maturity of no longer than 13 months, and be no-load funds. Funds must have assets consisting of securities described in the paragraphs above and seek to maintain a stable net asset value of $1.00 per share (or unit).
h) Direct Security Repurchase Agreements. Direct Repos must be fully secured (collateralized) by securities authorized under the sections (a) through (f) above. Such collateral must be held by a third party. All agreements will be in compliance with Federal Reserve Bank guidelines.

i) Shares of investment companies as defined by the Investment Company Act of 1940. These companies include both closed-end investment companies and open-end investment companies (mutual funds). Shares in these companies may be purchased if they own securities described in sections (a) through (h) above.

j) Certain types of transactions and purchase of certain types of securities are specifically prohibited by this policy. Commodity trading including all futures contracts, purchasing of letter stock, short selling, option trading, and margin trading are specifically prohibited. Neither tax-exempt debt of state and local governments, private placements, nor guaranteed investment contracts may be purchased. No investments will be made in derivative products as defined by the Financial Accounting Standards Board in SFAS, No. 119. Collateral mortgage obligations that do not pass the FFIEC test may not be purchased.

k) Assets and/or funds reportable within the scope of the University’s annual financial report may not be invested in or used to purchase securities, including obligations, of a private corporation or other private business entity that owns 10% or more of a corporation or business entity which records or produces any song, lyrics or other musical work that explicitly describes, glamorizes or advocates:

(1) acts of criminal violence, including murder, assault, assault on police officers, sexual assault, and robbery;

(2) necrophilia, bestiality, or pedophilia;

(3) illegal use of controlled substance;

(4) criminal street gang activity;

(5) degradation or denigration of females; or

(6) violence against a particular sex, race, ethnic group, sexual orientation, or religion.

l) Except for up to three cases, no more than five percent (5%) of the portfolio, including convertible securities, can be invested in any one company. This will be measured on a cost basis. No more than ten percent (10%) of the portfolio can be invested at any time in one company based on the market value of the stock and portfolio. This section is not applicable to investments in U.S. Government securities.
m) No more than fifteen percent (15%) of the portfolio can be invested in any one industry, as defined by Standard and Poor's broad categories, based on the cost value of the portfolio. No more than thirty percent (30%) of the portfolio can be invested in any one industry based on the market value of the portfolio. The holdings do not have to be invested in industry groups that represent a cross-section of the economy.

n) All of the equities purchased for the portfolio (based at market value) should have a minimum market capitalization of $250 million.

The allowable range and target asset allocation for the endowment funds is:

<table>
<thead>
<tr>
<th>Class</th>
<th>Allowable Range</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equities securities</td>
<td>0% - 70%</td>
<td>60%</td>
</tr>
<tr>
<td>Fixed income securities</td>
<td>0% - 60%</td>
<td>40%</td>
</tr>
<tr>
<td>Cash or cash equivalents</td>
<td>0% - 100%</td>
<td>0%</td>
</tr>
</tbody>
</table>

For the fixed income portion of the portfolio the asset mix should be, maximum U.S. government bonds 100%, minimum government bonds 0%, maximum corporate bonds 50%, minimum corporate bonds 0%, maximum cash 100%, minimum cash 0%.

Gifts of individual securities will be liquidated or transferred to an equity fund manager currently employed by the University under the Use of Investment Firms section. The liquidation or transfer will take place as soon as possible. If liquidated, the proceeds will be invested in accordance with the allowable range and target asset allocation set forth in this policy. Exceptions to this policy are securities described by sections (a), (b) and (c) above. Such securities may be held so long as the asset allocation ranges are maintained.

The policy in this section can be overridden by a written directive from a donor.

USE OF INVESTMENT FIRMS

The Vice President or designee, is responsible for selecting of brokers and dealers for the execution of security transactions and for the safe keeping of securities. Sales, purchases and exchanges will be transacted through well-capitalized, nationally-recognized investment firms which are major participants in the equity and fixed-income markets. Firms should be selected to provide the maximum benefit to the University. The Vice President may choose to use a request for proposals to select the firm or firms with which the University deals.

Selection of outside investment managers will follow these guidelines:

a) The Vice President or designee, within statutory and other regulatory authority, may place selected funds of the University with investment managers outside the University for investment purposes. The investment of such funds will be subject to the provisions of this investment policy statement. The Vice President is authorized to negotiate with outside investment managers for the benefit of the University.
b) Outside investment manager(s) will receive a copy of the IPS and a Letter of Instructions outlining investment instructions and asset allocation parameters expressed in writing by the Vice President. The Letter of Instructions will state return objectives that are reasonable and achievable within the guidelines provided herein. These return objectives should be achieved over a reasonable time frame, thus it is not necessary for the outside manager(s) to exceed the return expectations each quarter. In addition, each outside investment manager must execute a written statement to the effect that the registered principal of the organization has received and thoroughly reviewed the investment policy of the University. The statement must also acknowledge that the organization has implemented reasonable procedures and controls in an effort to preclude imprudent investment activities.

c) Consistent with this investment policy statement and their Letter of Instruction, the outside investment manager(s) will be responsible for making decisions on a discretionary basis. This includes buy, hold, sell and timing decisions. The outside manager(s) must make responsible decisions in the selection of specific securities and the general timing of purchases and sales necessary to achieve a satisfactory overall return for the assets.

d) Outside manager(s) will invest only into the security class(es) for which they were retained to manage. The manager(s) have discretion to place funds into cash, however, their performance will be measured against an index which measures their security class without deducting the cash position.

Investment managers employed by the University to invest in equities may be evaluated using the following guidelines:

a) The average portfolio Beta should be between 1.10 and 0.90. That is to say that the volatility of the fund should not differ from the volatility of the S&P 500 by more than ten percent. The Beta calculation should include any cash position in the portfolio.

b) The R-Squared may be as high as 100% over a time frame of one year or longer if all investment objectives are met. R-Squared is a statistical evaluation to measure similarity in behavior of the portfolio to the market.

c) The annualized Alpha should be greater than the managers fee essentially showing that value is being added for the risk taken. Alpha measures the excess return for the amount of risk taken.

d) Portfolio turnover will be monitored. If the performance results of the portfolio meet the objectives stated herein, the rate of turnover in the portfolio will not be an evaluative factor. However, a portfolio turnover higher than the average of similar fund managers is considered a negative.
Files will be maintained on investment firms with which the University deals. The files will contain financial statements for the firms and NASD reports for the brokers and firms or other appropriate documentation that supports the financial stability of the firms. These files will be updated annually. A list of approved brokers and firms will be maintained and changes will be approved by the Board of Regents.

DISTRIBUTION POLICY

The spending policy should balance the long-term objective of maintaining the purchasing power to the endowment funds with the goal of providing a reasonable, predictable, stable, and sustainable level of income to support current needs. Pursuant to Chapter 163 of the Uniform Management of Institutional Funds Act, an institution of higher education may not expend the net unrealized appreciation of the assets of an endowment fund. The Vice President may review the nature of the various endowments to determine the need for income for current spending and the ability to tolerate variability in current income. The asset allocation between fixed-income securities and equities may reflect diversification needs of the endowments.

PERFORMANCE EVALUATION

The Vice President will submit quarterly reports to the Board on the performance of the investment portfolio. The reports will disclose the book value and market value of the portfolio at the beginning and ending of the reporting period by the type of asset and fund type invested. The reports will disclose the realized and unrealized gains/losses on the portfolio for the reporting period. Additions and changes in the market value of the portfolio during the period will be reported. The reports will show the pooled fund value as well as individual assets by fund type. The reports will state the maturity date of each asset that has a maturity date. The total return on the portfolio, on each asset class and for each manager will be reported.

The performance of the total portfolio, each asset class and each manager will be compared to appropriate benchmarks and included in the quarterly reports to the Board. The report will contain sufficient information for the Board to determine if actions should be taken to correct any deficiencies that may exist.

CONFLICTS OF INTEREST

Members of the Board are frequently persons of wide-ranging business interests. Therefore, a prudent, independent investment decision process may result in investments in firms or organizations with which a member of the Board is affiliated. Affiliation shall be interpreted within this section to mean an employee, officer, director, or owner of five percent or more of the voting stock of a firm or organization. The investment staff or an unaffiliated investment manager may invest in such securities. However, the following restrictions shall apply:
a) a member of the Board shall not direct nor participate in the decision to purchase or sell securities of a firm with which such member is affiliated; and

b) investments will not be purchased from or sold to a member of the Board.

AUDITS

The Department of Audit Services of the University shall include endowment assets as a component of its annual audit risk assessment. If the department determines that the endowment assets meet its risk assessment criteria, Audit Services may perform an annual audit of the endowment assets to ensure compliance with the endowment investment policy.

Source of Authority: Board of Regents

Cross Reference: Texas Education Code, Section 51.002
51.0031

Contact for Revision: Vice President for Business Affairs

Forms: None
Centralized property management and control is performed by the Purchasing and Inventory Department. The Director of Purchasing and Inventory and the Property Managers are responsible for the overall management of University equipment, maintenance and control of centralized inventory records, and disposition of surplus, salvage and scrap. (See Property Transfer and Disposal Policy B-24). Property acquired under Federal or State grants and contracts is inventoried and maintained according to the same guidelines of the University's centralized property management and control described herein.

In accordance with Texas Government Code Ann. Sec. 403.271 (a) through 403.278, Stephen F. Austin State University will comply with the State Property Accounting Policies and practitioner's standards as outlined in the State Property Accounting Policy and Procedures Manual. Stephen F. Austin State University shall be certified as an internal agency.

PROPERTY RESPONSIBILITY

The President delegates responsibility for the custody and care of state property to the Property Managers and the Department Heads. The Property Managers shall perform updates and make all additions, deletions and value adjustments to inventory records. The department heads are to exercise proper care and control over all assets for which he/she is responsible.

WHAT IS INVENTORIED PROPERTY DEFINITIONS

As outlined in the State Property Accounting (SPA) Policy and Procedure Manual, property will be added to centralized inventory records as follows: Items are added to the SPA centralized inventory records at the time of acquisition and are carried in the system at original cost value until disposed of through surplus. The Property Manager is responsible for assignment and control of inventory numbers. Inventory control tags are normally applied by Central Receiving prior to delivery or by property office representatives after delivery. As outlined in the State Property Accounting (SPA) Policy and Procedure Manual, property will be added to centralized inventory records as follows:

**Capitalized Equipment**

--- All equipment with a useful life of greater than one year and a value greater than $1000

**Controlled Equipment**
All equipment with a useful life of greater than one year and a value greater than $500 in the following commodity groups:

- medical equipment
- fax machines, telecopiers
- stereo systems
- cameras, video cameras

- video cameras
- VCR camcorders/laserdisk player
- balance
- centrifuge
- incubators and accessories
- microscopes and accessories
- oscilloscopes

- camcorders
- televisions

- tv/vcr combinations

- scientific and lab equipment
- microcomputers, servers and laptops
- printers

- cellular phones

---All equipment with a useful life of greater than one year and any value in the following commodity groups:

- All firearms of any type of any cost

University Controlled Equipment

The Property Manager has determined that the following items will be added to centralized inventory records with a useful life of greater than one year and at any value:

- microcomputers, servers and laptops
- monitors
- printers

Additional item(s) that the department head feels may be subject to a high risk of theft may be added upon the (requires Property Manager's approval).

Items are added to the SPA centralized inventory records at the time of acquisition and are carried in the system at original cost value until disposed of through surplus. The Property Manager is responsible for assignment and control of inventory numbers and maintenance of inventory records. Inventory control tags are normally applied by Central Receiving prior to delivery.

PROPERTY RESPONSIBILITY

The President delegates responsibility for the custody and care of state property to the Property Managers and the Department Heads. The Property Managers shall perform updates and make all additions, deletions and value adjustments to inventory records. The department heads are to exercise proper care and control over all assets for which
he/she is responsible and report needed or desired adjustments to the Property Managers in a timely manner.

**PROPERTY RESPONSIBILITY WITH CHANGE IN DEPARTMENT HEAD**

**Out-Going Department Head**

When there is an administrative change in department heads, the out-going department head (interim or permanent) must request from the Property Manager a current list of inventory items for which he/she is accountable. Verification of all items must be completed and the Change in Department Head form signed by the out-going department head within 30 days prior to the individual’s last day. Verification of property includes documenting that all items are accounted for and in good condition.

**In-Coming Department Head**

The incoming department head (interim or permanent) must request from the Property Manager a current list of inventory items for which he/she will be accountable. Verification of all items must be completed and the Change In Department Head form signed by the incoming department head within 30 days of the individual’s first day. Verification of property includes documenting that all items are accounted for and in good condition.

**PROPERTY MAINTENANCE AND VALIDATION**

**ANNUAL PHYSICAL INVENTORY AUDIT**

Each department head is to exercise care and control over the assets for which he/she is responsible. Property should be monitored on a perpetual basis. Location changes are to be reported to the Property Manager as they take place. Transfers to surplus or other departments must have prior approval of the Property Manager. (See Property Transfer and Disposal Policy) Missing or Stolen Property must be reported immediately.

**Annual Physical Inventory Audit**

To validate the accuracy of property records, an Annual Physical Inventory Audit is conducted February through April of each year. During this Annual Physical Inventory Audit each department head is responsible to physically count and verify by tag number and room location all items on the official departmental inventory. Each item on the report must be physically marked showing verification of the item and its location or documented as to the reasons for not being verified. Responses will be due from custodian departments within 45 days. The annual property report is due to SPA 45 days from the department due date. Each department head shall sign an Annual Inventory Audit Receipt and return it to the Property Manager along with a documented copy of the departmental inventory. The receipt will include the following statement:

"I understand that I am under financial liability for loss or damage to this (these) item(s) if the loss or damage results from my negligence, intentional act, or failure to exercise reasonable care, safeguard, maintenance, or servicing."

The Annual Physical Inventory audit shall be conducted in the spring of each fiscal year. Responses will be due from custodian departments within 45 days. The annual property
report is due to SPA 45 days from the departmental due date. Each department head shall provide a written receipt accounting for all property assigned to his/her custody each year during the annual physical inventory audit. (See Property Maintenance and Validation, Policy B-13)

**Spot-Check Validation**

Property validation spot-checks will be conducted by Property personnel in a routine fashion to allow independent verification. Other spot-checks will be performed when necessary. Spot-checks will not be performed during annual inventory (January – April).

**Monthly Transaction Statements**

Transaction statements listing all additions and deletions to the departmental inventory are mailed out monthly. These transaction statements are to be updated with building and room information and the name of the individual in possession of the property and returned to the Property Manager.

**Adjustment Of Property Records**

When the need arises to alter the description or change the location of an item on a departmental inventory, the person responsible for the department’s inventory must initiate a memo or email to the Property Manager listing the inventory number(s), description and the change(s) desired.

The following fields must be updated throughout the year as changes occur:

1. **Responsible Department Name** - this will only be changed for the following reasons:
   a) through means of a transfer form when property is transferred between departments;
   b) if it is determined that an error was made in the original entry; c) department has a name change
2. **Building and Room Location**
3. **End User Name**
4. **Department Chair Name**
5. **Serial Number** - this will only be changed when it is determined that an error was made in the original entry or that original equipment has been returned to the company and replaced.
6. **Description** - this will only be changed when it is determined that the equipment has not changed but that a more accurate description is needed to facilitate the physical inventory process.

**USE OF STATE PROPERTY**

State/University property may be used only for state purposes. Non-consumable state property in the custody of any Stephen F. Austin State University employee may not be loaned, sold, traded, thrown away, cannibalized, or disposed of in any manner without the prior authorization of the Property Manager. (See Property Transfer and Disposal, Policy B-24; See Trade in of Equipment, Policy B-27)
Removal Of Property From Campus
State/University property may be removed from the campus only for official business of the University or another State Agency. When so removed, the individual removing it assumes pecuniary responsibility.

If such property is to be removed, the department head responsible for the equipment should prepare and sign a "Removal of Equipment From Campus" form. The inventory number, date of purchase, description and inventory value may be obtained from the departmental inventory printout provided by the Property Manager.

The original of the completed form should be sent to Purchasing and Inventory prior to physical removal of the equipment from campus. A copy should be kept for departmental inventory records. A follow-up audit will be made by the Property Manager on the date equipment is to be returned to the University. If an extension of time is needed, contact the Property Manager.

The Removal of Equipment from Campus form must also be filled out for equipment being removed with an indefinite return date. The Department Head will be required annually to verify the status of all such equipment. This verification will be initiated via a memo from the Property Manager and will be separate from the Annual Physical Inventory Audit.

Loaning Property To Another Agency

When State/University property is loaned to another agency 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.

MISSING OR STOLEN PROPERTY

Any equipment discovered to be ‘missing’ or ‘stolen’ must be reported IMMEDIATELY. Missing property is to be reported to the Property Manager. Stolen property is to be reported to BOTH the Property Manager and the University Police Department.

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

Missing property must be reported to the property manager IMMEDIATELY upon recognition of the loss. The department head must complete a Missing or Stolen Property Report in full with a detailed report of the loss; i.e. last known location, last date seen, date of discovery of loss, etc. This form must be submitted to the Property Manager within 24 hours of notification.

Missing property will remain on the department’s inventory for three (3) years and will be clearly marked as ‘Missing’. The department head must continue to search for the missing property during the 3-year time period. At the end of three (3) years the property will be removed from centralized inventory records upon approval from the State
Auditor's Office. The State Auditor reviews all equipment reported missing and makes a final determination as to whether the custodian of the property was negligent.

Stolen Property is defined as any personal property missing by known theft, whether by forced removal, burglary, theft by employees, or other criminal acts.

Stolen property must be reported to the property manager and University Police IMMEDIATELY upon recognition of the loss. The department head must complete a Missing or Stolen Property Report in full with a detailed report of the theft; i.e., last known location, last date seen, evidence of theft, date of discovery of loss, etc. Both the Missing or Stolen Property Report AND a Police Report must be submitted to the Property Manager within 24 hours of notification. Property will be removed from centralized inventory records upon approval from the State Auditor’s Office. The State Auditor reviews all equipment reported stolen and makes a final determination as to whether the custodian of the property was negligent.

EMPLOYEE NEGLIGENCE

When the President has reasonable cause to believe that any State/University property has been lost, stolen, damaged, or destroyed through the negligence or fault of an employee, it must be reported to the State Auditor and Attorney General. (See Missing and Stolen Property, Policy B-19)

When equipment is reported Missing or Stolen, the department head must make an initial determination of whether negligence was involved in the loss of the property. After reviewing the detailed report of loss the Property Manager shall make a further determination of negligence. If the Property manager determines that negligence is involved, the Director of Purchasing, Internal Auditor and President will be notified immediately. The State Auditor and Attorney General will be notified within 5 working days. Failure to report Missing or Stolen Property within the required time frames may be considered negligence.

Source of Authority: Texas Government Code Ann. Sec. 403.271(a) through 403.278; President; Vice President for Business Affairs

Cross Reference: None Property Transfer and Disposal Policy B-24

Contact for Revision: Director of Purchasing and Inventory

Forms: None Change In Department Head (available from the Property Office) Annual Inventory Audit Receipt (provided with Annual Inventory Packet), Removal of Equipment from Campus (available from the Property Office), Missing or Stolen Property Report (available from the Property Office), Police Report (available from University Police Department)
Animals On University Property
Original Implementation: Unpublished
Last Revision: April 30, 2001/April 18, 2000

Service animals are welcome in all buildings on campus and may attend any class, meeting, or other event. Reasonable behavior is expected from the animals while on campus. If the animal exhibits unacceptable behavior, the handler is expected to employ the proper training techniques to correct the situation.

Consideration of others must be taken into account when providing maintenance and hygiene of service animals. Additionally, specific guidelines have been established concerning service animals living in a campus residency environment.

Definitions:

Handler: Is a person with a disability using a service animal.
Service Animal: Is an animal specially trained to assist a person with a disability and: a) is used by a person with a disability who has completed a training program, and b) animal has been trained by an organization recognized by rehabilitation agencies as qualified. Service animals may include: guide dogs, hearing dogs, attendant animals, or seizure response animals. The animal must have had specific training to work the handler’s disability.
Pet: A domestic animal housed for sport, companionship, or other non-service functions. Pets are not allowed within university facilities. An exception would be small birds in cages and fish in a 10 gallon or less aquarium.
Unauthorized Animal: A pet or any animal that is neither a service animal, nor that is on campus for the specified limited use of classroom education or research.

Faculty, Staff, and Student Responsibility
Permit service animals to accompany the handler to all areas of the facility were the handler is normally allowed to go. A handler may not be segregated from other similar members of the campus community, except where there is real danger to the animal or where the natural organisms carried by the service animal would adversely affect research. Exceptions to the exclusions will be reviewed on a case-by-case basis.
Do not pet, feed, or deliberately startle/disturb a service animal.
Do not separate, or attempt to separate, service animals from their handlers.
Provide handlers living in campus housing with an area for relieving and grooming the animals.

Documentation and Animal Owner’s Responsibility
For classroom or campus housing settings, handlers must provide appropriate documentation of a disability to either the department of housing or disability services. Documentation for use of services animals should include diagnosis, need for service animal, and how the service animal specifically meets the needs of the handler’s disability.
The animal must have specific training to work the handler’s disability.
Handlers must abide by all state laws, Nacogdoches city ordinances, and SFA guidelines related to animals in the city of Nacogdoches, including:
All animals in the city proper must have a valid license and tag issued by the city of Nacogdoches. The license and tag must be renewed annually.
The handler is required to provide a collar or harness for the license and vaccination tags to be affixed. Handler shall see that the animal wears the collar and tags at all times.
Handler is liable for damages done by service animal.
Handler must have full control of the animal at all times. Animals are expected not to run at large, a leash or harness is required.
Observe housing and food service establishment guidelines.
Animal’s Heath/Cleanliness: All service animals must have an annual clean bill of health from a licensed veterinarian. Also, cleanliness is mandatory in the campus situation.
Vaccination must be current, and based on the veterinarian’s recommendations.
Daily grooming and occasional baths (at a vet or a family home) should keep the service animal’s odor to a minimum.
Flea control is essential, and adequate preventative measures must be taken. If a flea problem develops, it should be dealt with immediately and in an effective manner. In the event of a flea problem not eliminated by the handler, the housing department will exterminate the property and assess the student the standard extermination fee.

Housing and Food Service Guidelines:
Service animals will always be kept under control; and will always be on a leash except in the student’s room with the door closed.
Disturbing animal vocalization will be kept to an absolute minimum.
Handlers must relieve animals in designated locations.
Animal food should be kept in a covered storage container to deter pests.
Animal’s paws must be kept off tables, trays and food service counters at all times.

Unauthorized Animals:
The University Police Department should be notified of any unauthorized animal discovered on, or in, University property. Upon receipt of a report, an officer will be dispatched to take appropriate action. Occupants of University housing are not permitted to keep pets except small birds in cages and small fish in aquariums.

For specific information regarding accessibility, refer to Policy F-16, Accessibility for Persons with Disabilities. For specific information regarding resolution of disagreements, refer to Policy F-34, Appeal Procedure Relating to the Provision of Accommodations for Students with Disabilities. Issues related to Discrimination or Harassment refer to Policy F-46, Discrimination Complaints/ Sexual Harassment.

Source of Authority: Vice President for University Affairs

None

**Contact For Revision:** Chief of University Police and *Director of Disability Services*

**Forms:** None
Parking and Traffic Regulations

Original Implementation: September 1, 1961
Last Revision: August 1, 2000 April 30, 2001

General Information

1. These regulations are approved by the Board of Regents of Stephen F. Austin State University.

2. The University Police Department has the responsibility and the legal authority for the enforcement of the traffic and parking regulations listed in this booklet.

3. The University considers the use of a vehicle on campus a convenience and is not obligated to furnish unlimited parking space to accommodate all vehicles. The University will, however, attempt to provide a reasonable number of parking spaces in keeping with available resources.

4. Every person operating a motor vehicle on University property is held responsible for obeying all University traffic and parking regulations as well as all city and state parking and traffic regulations. All vehicles operated on the University property must display a valid parking permit 24 hours a day 365 days a year.

5. The term "University property" is interpreted to include all properties under the control and jurisdiction of the Board of Regents of Stephen F. Austin State University.

6. The term "visitor" is interpreted to mean an individual with no official connections with Stephen F. Austin State University as either a student, faculty, or staff member, or employee of private contractors assigned to Stephen F. Austin State University.

7. Visitor parking is set aside for special interest areas of the University. These spaces may not be utilized by University personnel, students, or employees of private contractors assigned to Stephen F. Austin State University. These spaces are reserved for bonafide visitors to the University. Visitors should obtain a visitor parking permit from the University Police Department or Information Booth on Vista Drive. Visitors are required to show a valid Driver's License to obtain a visitors permit.

8. Handicapped parking is provided in all parking lots on campus. These spaces are reserved 24 hours a day, seven (7) days a week for the holders of handicapped parking permits. A current SFA parking permit is also required.

9. The University Police Department offers escort service upon request between dusk and dawn to individuals requiring transportation to and from residence halls, academic buildings, and/or vehicles. To receive an escort, request in person at the University Police Department, or by telephone at 468-2608. The University Police Department also provides escort 24 hours a day to local hospitals for emergencies where an ambulance with immediate medical care is not needed. For further information on the escort service, call the University Police Department at 468-2608.

10. If a vehicle becomes temporarily disabled and cannot be parked in its assigned area, it must be reported to the University Police Department. The fact that the vehicle is temporarily disabled will be recorded and an officer will either render assistance or authorize temporary parking. Temporary parking will only be authorized for 24 hours or less. If parking for a longer period is necessary it must be renewed at 24 hour intervals. Temporary parking will
not be authorized in areas that are not parking spaces (tow away or no parking zones, etc.) or in Handicap Parking.

11. A permit may not be purchased for display on a disabled vehicle. For these purposes, a disabled vehicle is a vehicle that has been disabled for more than three weeks.

12. Services such as jump starts and unlocking vehicles are offered by the University Police Department as time permits. The University Police Department does not change flats, push cars or perform any major automotive service.

Vehicle Registration

1. All faculty, staff, students (full or part-time), or employees of private contractors or other government agencies assigned to Stephen F. Austin State University, who operate a vehicle on University property, regularly or occasionally, are REQUIRED to obtain a parking permit. Vehicles may be registered at the University Police Department 24 hours a day.

2. The registration of all vehicles parked on campus is required, but registration in itself is no guarantee of a parking space near the place where one works, resides or attends classes. The responsibility of finding a LEGAL parking space rests with the vehicle operator and lack of space is not a valid excuse for violations of any parking regulations.

3. A permit must be obtained for each academic year or portion thereof.

4. Permits for the current academic year may be obtained at any time during the academic year. Persons may obtain permits for the next academic year beginning August 1 for faculty, staff, and employees of private contractors assigned to campus and August 20 for students.

5. A permit must be displayed on the vehicle no later than the first University business day that the vehicle is brought on campus.

6. The permit must be displayed as designated by the University Police Department. Only the permit for the current academic year should be displayed.

7. Vehicles owned by students may not normally be registered in the name of a faculty or staff member.

8. Faculty, staff, or employees of private contractors or other government agencies assigned to Stephen F. Austin State University changing permit status or students changing permit status or vehicles must obtain a new permit no later than the first University business day after the change takes place. If an identifying portion of the original permit is presented at the time of replacement, replacement permits will be issued for $5.00 each. Otherwise the regular fee will be charged. A vehicle should not be sold with the parking permit still displayed.

9. Should a parking permit become mutilated or obliterated in any way, a new permit must be obtained from the University Police Department. When the remnants of the old permit are presented, a replacement will be issued for $5.00.

10. The permit holder is held responsible for all violations. A citation is not excused on the plea that another person was driving the vehicle.

11. Fees for vehicle registration:
   a. Faculty, Staff, or Employees of Private Contractors or Other Government Agencies
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<td>f. Occupied Recreational Vehicle</td>
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Required Display of Permit

Registration is not complete until a current registration permit is properly displayed as follows:

1. Proper Display

To be properly displayed, the permit must be permanently affixed in the position listed below for vehicle type. Taping or clipping the permit is not considered as permanent placement (except faculty/staff permit, visitor permit, vendor, and temporary permit).

a. Student permits must be displayed on front windshield within 2 inches of the State Registration sticker.

b. Motorcycle and trailer permits must be displayed where they can be seen without difficulty.

c. Faculty and staff, temporary, vendor and visitor permits shall be displayed from the rear view mirror in a manner to be visible from both the front and rear of the vehicle. If vehicle does not have a rear view mirror, the permit shall be placed face up on the driver's side of dash, but not obstructing view of the vehicle identification number. Faculty and staff permits may be displayed on any vehicle to be used by the permit holder.

2. Permit Not Transferable

A permit is not transferable from the person to whom it is issued. A student permit is not transferable from the vehicle for which it is issued. Faculty, staff, vendor or private contractor permits may be moved from one vehicle to another and can be displayed on any vehicle used by the permit holder. Resale of parking permits is prohibited and will be considered as a false or fictitious permit.

Types of Permits

1. Permanent Permits:

a. Faculty, Staff, or Private Contractor

These permits are issued to employees (non-student) of the University, to employees (non-student) of private contractors or other government agencies assigned to the campus, or as authorized by the Chief of Police. These permits designate a particular lot assignment. Holders of this type of permit may use available faculty and staff spaces outside their assigned lots to conduct University business on a temporary basis. These permits must be returned to the University Police Department if employment on campus ceases.

b. Campus Resident Parking

These permits are issued to students who live in on-campus housing only. Holders of these permits may park in any area designated as "Campus Resident" parking or "All Permit" parking. A valid student ID and proof of liability insurance on the vehicle being registered is required.

c. Commuters (Students not Living in University Housing)

These permits are issued to students not living in University housing or faculty, staff or students who wish to park in areas designated as "All Permit" parking areas. Holders of these
permits may park in areas designated as "All Permit" area parking. A valid student ID and proof of liability insurance on the vehicle being registered is required.

d. Motorcycle

These permits are issued to faculty, staff, students, or employees of private contractors assigned to Stephen F. Austin State University. Holders of these permits may park in areas designated as motorcycle parking. A valid student ID and proof of liability insurance on the vehicle being registered is required.

e. Trailer

These permits are issued to faculty, staff, students, or employees of private contractors assigned to Stephen F. Austin State University who need to park trailers on campus. Trailers may not exceed 21 feet in length. Holders of these permits may park the trailer in any legal parking space in which the permit holder's vehicle is assigned.

f. Vendor

These permits are issued to vendors to the University community upon approval of the Chief of Police or his designated representative.

g. Occupied Recreational Vehicles

The owner or operator of any recreational vehicle parked and occupied (used as place of lodging either permanent or temporary while on the campus of Stephen F. Austin State University) must register that vehicle with the University Police Department as a recreational vehicle. A permit will be issued for the vehicle. There is no fee for the use of a recreational vehicle on campus for up to four nights per semester. Beginning on the fifth night per semester a recreational vehicle is occupied, a fee of $20 per night will be due and will be due for each subsequent night that the vehicle is occupied. Permits may be obtained and fees paid at the University Police Department. Permits must be obtained and fees must be paid in advance of each nights stay. The valid permit must be displayed in the front window of the vehicle or the front window of the tow vehicle near the vehicle inspection sticker. The fee is for parking only. No facilities are provided. A recreational vehicle owned by a student living on campus may be registered as a regular vehicle, but may not be occupied as a recreational vehicle on campus unless it is also registered as a recreational vehicle. If this vehicle is occupied, the recreational vehicle fees are due in accordance with this policy in addition to the regular parking permit fee.

2. Handicapped Permits:

a. Handicapped Permits and Temporary Handicapped Permits are issued by the County Tax Assessor-Collector of any Texas County.

b. Only vehicles displaying a Handicapped Permit or Temporary Handicapped Permit may park in "Reserved for Handicapped" parking spaces or any other area designed for disabled persons such as an access ramp or curb cut. These vehicles must also display a valid Stephen F. Austin State University parking permit.

c. A vehicle displaying a valid SFA parking permit and a valid handicapped permit may park in any non-reserved parking space on campus. Reserved parking places are reserved 24 hours a day, seven (7?) days a week for service vehicles, residence hall directors, and loading zones.

d. Permits assigned to vehicles displaying appropriate Disabled Parking Placards will
be issued in compliance with Texas Transportation Code: section 0681.0006 Parking Privileges: Persons with Disabilities and section 0681.0008 Parking Privileges: Veterans with Disabilities.

3. Temporary Permits:

a. Substitute Vehicle

If a vehicle other than the vehicle registered with the University must be parked on campus, a temporary permit must be obtained at the University Police Department no later than the first University business day after the vehicle is brought on campus. These permits are free of charge to holders of regular parking permits. When a vehicle (with a valid permit) is sold and the permit is not removed, a temporary parking permit can be issued for two (2) weeks and renewed for an additional two (2) weeks for the substitute vehicle. This will give the owner time to retrieve the parking permit. If unable to get the old permit during this time, a new permit must be purchased. A valid student ID and current proof of liability insurance on the vehicle being registered is required.

b. Short Term Vehicle

Operators not having a vehicle registered with the University who need to operate a vehicle on campus for a short period of time may purchase a temporary permit for $2.00 per week. This permit must be obtained at the University Police Department no later than the first University business day after the vehicle is brought on campus. A valid student ID and current proof of liability insurance on the vehicle being registered is required.

c. Loading and Unloading Permit

A temporary permit may be obtained at no charge for loading or unloading heavy equipment, supplies, bulky class projects, etc., in an area other than the area designated on one's regular valid permit. Vehicle must be parked in a legal parking space in the assigned lot for loading/unloading. These permits may be obtained at the University Police Department.

d. Temporarily Sick or Injured Permit

A temporary permit may be obtained by a person who is temporarily disabled, due to illness or injury, to park in areas other than the area designated on his/her regular valid permit. An application for this permit must be accompanied by a doctor’s statement. Parking assignments will be made in keeping with available resources.

Parking Regulations

1. The University reserves the right to enforce parking and traffic regulations:

a. through the issuance of citations and the collection of fees for offenses.

b. through the impoundment of vehicles in place or removal by towing of vehicles interfering with the movement of vehicular or pedestrian traffic or involved in specified parking offenses.

c. by the suspension or revocation of permits for repeated offenses.

d. by barring re-admission of any student for non-payment of outstanding fees.

e. by withholding a student's official transcript and diploma.
f. by other such methods as are commonly employed by city or state police in the control of traffic.

2. Parking areas are designated by metal signs. These signs indicate the type of permit holder for which the area is reserved. Certain lots are reserved for permit holders assigned to that lot only.

3. Parking areas are generally reserved for the type of permit holder indicated by signs from 6:00 a.m. to 4:00 p.m., Monday through Friday, except as otherwise indicated. Parking lots 8 (North of Education Building) and 15 (Early Childhood Lab/Outdoor Pool) are reserved Monday through Friday until 8:00 p.m. A portion of Lot 47, (Commuter Lot) as identified by metal signs, is reserved for Band Practice on Tuesday and Wednesday after 3:30 P.M. Vehicles will be towed, at owner's expense, from this area during this designated time.

   a. A valid parking permit is required for parking at the Health Clinic.
   
   b. Pecan Park (Lot 54): All spaces facing the pavilion are reserved for Park Patrons ONLY.

4. Unpaid charges for parking offenses are recorded in the name of the person who has registered the vehicle with the University Police Department or in the name of the person in whose name the vehicle is registered with some official state motor vehicle registration department or agency. NOTE: If a student has the same family name and/or home address as the registered owner, then the unpaid charges on non-permitted vehicles will be recorded in the student's name. Parking permits and parking fines not paid will be subject to collection. Any charges associated with collection will be your responsibility.

5. A temporarily sick or injured person with a temporary "Special" permit may park only in those areas specified on the permit by the University Police Department. Vehicle must have a valid permanent parking permit.

6. Several parking spaces, regardless of the area in which they are located, are reserved 24 hours a day, seven (7) days a week for service vehicles, Residence Hall Directors Handicapped, or as loading zones. This also includes UPD Business, Police Vehicles Only and VIP Parking at Hall 20 spaces.

7. Several parking spaces too small for conventional vehicles have been designated for motorcycles by curb markings. Spaces so marked are for two-wheeled motor vehicles only.

8. Certain parking spaces have been designated as "20 minute" parking spaces. These spaces are so designated to provide short-term parking for business access to the Stephen F. Austin State University Post Office, University Center offices and other designated areas. Overparking in these spaces is prohibited. Citations may be issued for each 21-minute segment of overparking. STUDENTS, FACULTY, STAFF, AND PRIVATE CONTRACTORS MUST HAVE A VALID SFA PERMIT DISPLAYED WHILE PARKED IN 20-MINUTE PARKING.

9. All vehicles, except motorcycles, must park head-in and within a defined space in lots and streets having angle or head-in parking.

10. Vehicles are prohibited at all times from parking in reserved spaces without a proper permit, no parking zones, tow-away zones, fire lanes, crosswalks, loading zones or service driveways, on lawns, curbs or sidewalks, barricaded areas or in any manner which obstructs the flow of vehicular or pedestrian traffic.

11. Students, faculty, staff and employees of private contractors or other government agencies assigned to Stephen F. Austin State University are expected to be familiar with and abide by
these regulations at all times. The fact that a certain citation is not issued when a vehicle is
illegally parked does not mean or imply that the regulation or law is no longer in effect.

12. The responsibility for obtaining knowledge of all laws and regulations in force rests with the
motor vehicle operator.

Violations and Enforcement of Parking Regulations

1. General Violations:

   a. Parking a vehicle displaying a valid permit, but in violation of lot or area assignment.
      Fee: $15.00
      Above parking control will apply from 6:00 a.m. to 4:00 p.m., Monday through
      Friday. Reserved lots are reserved until times indicated by signage.

   b. Parking backward in a parking space.
      Fee: $15.00

   c. Failing to properly display a valid parking permit.
      Fee: $25.00 and purchasing appropriate permit for vehicle if registered to an
      owner or operator who is a faculty, staff, student, or employee of a private
      contractor assigned to campus.

   d. Failing to park properly within the lines of a parking space.
      Fee: $15.00
      Above parking controls will apply 24 hours a day, seven (7) days a week.

   e. Parking in a space designated "20 minute parking" for more than 20 minutes with a valid
      permit.
      Fee: $15.00
      Above parking control will apply from 6:00 a.m. to 4:00 p.m. Monday through
      Friday.

   f. Display permit assigned to another vehicle.
      Fee: $15.00
      Above parking control will apply 24 hours a day, seven (7) days a week.

   g. Display two or more valid permanent permits.
      Fee: $15.00
      Above parking controls will apply 24 hours a day, seven (7) days a week.

2. Flagrant Violations:

   a. Parking in a reserved space without displaying a proper permit.
      Fee: $25.00 plus tow fee if vehicle is removed by tow away.
b. Parking a vehicle in a no parking zone.
   Fee: $25.00 plus tow fee if vehicle is removed by tow away.

c. Parking in any manner which obstructs vehicular traffic.
   Fee: $25.00 plus tow fee if vehicle is removed by tow away.

d. Parking in any manner which obstructs a crosswalk.
   Fee: $25.00 plus tow fee if vehicle is removed by tow away.

e. Parking in a fire lane.
   Fee: $25.00 plus tow fee if vehicle is removed by tow away.

f. Parking in a tow away zone.
   Fee: $25.00 plus tow fee if vehicle is removed by tow away.

g. Parking in a loading zone or service driveway.
   Fee: $25.00 plus tow fee if vehicle is removed by tow away.

h. Parking on any lawn, curb, sidewalk or other area not set aside for parking.
   Fee: $25.00 plus tow fee if vehicle is removed by tow away.

i. Parking on campus while parking privileges are suspended.
   Fee: $25.00 plus tow fee if vehicle is removed by tow away.

j. Moving any barricade or parking within any barricaded area.
   Fee: $25.00 plus tow fee if vehicle is removed by tow away.

k. Using a forged, altered, false, or fictitious or stolen permit.
   Fee: $50.00 plus tow fee if vehicle is removed by tow away.

l. Falsifying or altering vehicle registration information.
   Fee: $50.00 plus tow fee if vehicle is removed by tow away.

m. Parking in a "Reserved for Handicapped" parking space or any other area designed for
disabled persons such as an access ramp or curb cut without displaying a proper permit or
any other area designed for disabled persons such as an access ramp or curb cut.
   Fee: $50.00 plus tow fee if vehicle is removed by tow away.

n. Parking in violation of the directions of a Traffic Control Officer.
   Fee: $25.00 plus tow fee if vehicle is removed by tow away.

**Above parking controls will apply 24 hours a day, seven (7) days a week.**

3. Citations for Parking Violations:
a. Citations will be issued to vehicles for violation of parking regulations.

b. Fees for parking violations may be paid in person at the University Business Office between 8:00 a.m. and 4:00 p.m. Monday through Friday or mailed to:

   Stephen F. Austin State University
   Business Office
   P. O. Box 13053, SFA Station
   Nacogdoches, Texas 75962-30534.

4. Impoundment in Place

   a. A vehicle may be impounded in place if:

      (1) it is parked anywhere on campus without displaying a current permit and has 3 or more unresolved citations; or
      (2) the owner or operator violates the terms of a conditional release.

   b. A vehicle impounded in place shall be released if:

      (1) the owner or operator agrees to pay for all outstanding citations on the vehicle plus a fee of $25.00 and purchases a valid permit.
      (2) the University Chief of Police authorizes the release of the vehicle.

5. Tow Away

   a. A vehicle impounded in place may be towed away if:

      (1) disposition of all citations for the vehicle is not made within three (3) days of the impoundment;
      (2) the owner or operator removes or attempts to remove the impounding equipment attached to the vehicle.

   b. A vehicle may be towed away if the owner or operator:

      (1) parks in any manner which obstructs vehicular traffic;
      (2) parks in any manner which obstructs a crosswalk;
      (3) parks in a loading zone or service drive way;
      (4) parks in a no parking zone;
      (5) parks in a fire lane;
      (6) parks in a tow away zone;
      (7) parks on campus while parking privileges are suspended;
      (8) moves any barricade or parks in any barricaded area;
      (9) parks in a reserved space without displaying a proper permit;
      (10) parks in a "Reserved for Handicapped" space without displaying a proper permit or any other area designed for disabled persons such as an access ramp or curb cut;
(11) violates the terms of a conditional release;

(12) parks in violation of the directions of a Traffic Control Officer.

c. A vehicle that has been removed by tow away shall be released if:

(1) the owner or operator of the vehicle agrees to pay the fees for all outstanding citations on the vehicle plus a commercial wrecker service fee of (to be determined by competitive bid and posted at the University Police Department) and storage charges of (to be determined by competitive bid and posted at the University Police Department); or

(2) the University Chief of Police authorizes the release of the vehicle.

d. When the removal of a vehicle has been authorized and the owner or operator of the vehicle appears at the vehicle after the wrecker has arrived and the wrecker driver has made a hook-up or signed the tow order for custody of the vehicle, the vehicle shall not be towed away if the owner or operator:

(1) pays the wrecker driver a fee of $25.00 in lieu of towing; and

(2) agrees to move the vehicle.

(3) agrees to pay outstanding fees.

e. When the removal of a vehicle has been authorized and the owner or operator appears at the vehicle before the arrival of the wrecker, the vehicle shall not be towed away if the owner or operator:

(1) agrees to move the vehicle.

(2) agrees to pay outstanding fees.

f. No vehicle may be towed without the express approval of the University Chief of Police or his designated representative.

g. Fees for tow away will be included on their SFA bill if a student, faculty or staff. Others may pay at the University Police Department Permits/Citations Office between 7:30 a.m. and 5:00 p.m. Monday through Friday or the Police Dispatch Office after 5:00 p.m. and on Saturday and Sunday.

6. Suspension of Parking Privileges

a. Parking and Traffic Regulations and Information are rules adopted by the Board of Regents under the authority of the Texas Education Code. All vehicles operated on the properties of the University are required by law to comply with University Parking and Traffic Regulations and Information.

Notices of parking violations may constitute a suspension of parking privileges and any fee assessed is for reinstatement of parking privileges for operators of vehicles registered with the University.

All violations involving registration of vehicles operated on the properties of the University are violations of the law and University Parking and Traffic Regulations and Information. Disposition of these citations at the University is a privilege extended by the University which may be withdrawn at the University's option.
Violation of University Parking and Traffic Regulations is a misdemeanor punishable by a fine of up to $200.

Any parking violation may be filed in a Justice or Municipal court as a violation of University Parking and Traffic Regulations.

b. Violation of suspension of parking privileges shall result in removal of the vehicle by tow away.

7. Appeal of Citation, Impoundment, and Tow Away:

If a person receives a citation and believes it is unwarranted, he/she may enter a plea of not guilty at the University Police Department. All pleas must be entered at the University Police Department within seven (7) class days of the date of the citation. Appeal forms and other information may be obtained at the University Police Department.

Student citations shall be appealed through the Student Supreme Court. All decisions of this body are final. Faculty and staff citations shall be appealed through the Faculty/Staff Traffic Appeals Board.

Bicycle Registration and Regulations

1. Registration:

a. The University does not require the registration of bicycles, however owners are encouraged to have bicycles marked for identification purposes at the University Police Department.

(1) The University Police Department will record bicycle serial number and description and issue a bicycle permit for a $5.00 charge; or

(2) The University Police Department will record bicycle serial number and description and make available an engraving tool to mark bicycles for identification. There is no charge for this service.

2. Regulations:

a. Every person operating a bicycle on University property must give the right-of-way to pedestrians at all times, keep to the right of the roadway and obey all traffic signals.

b. Bicycles may not be parked on sidewalks or in University buildings at any time. Bicycles are to be parked in bicycle racks. Bicycles may not be left on porches or walkways and may not be chained to trees, light poles, shrubs, art objects, handrails or stairways.

c. Bicycles parked in violation may be impounded and removed to the University Police Department and a $5.00 fee charged for its release.

Traffic Regulations

1. Speed Limits:

The speed limit within the campus area is 20 MPH unless otherwise posted, except the speed limit for all parking lots is 10 MPH.

2. Moving Violations:
All vehicles driven on Stephen F. Austin State University property are subject to all
University traffic regulations, State of Texas Motor Vehicle Codes and City of Nacogdoches,
Motor Vehicle Laws. Moving violations may be issued on a City of Nacogdoches Traffic
Citation or filed in the office of the appropriate Justice of the Peace.

3. Right-of-Way:

Pedestrians have the right-of-way at all marked crosswalks. Motor vehicle operators must
yield the right-of-way to pedestrian traffic in marked crosswalks.

**University Police**

The Board of Regents of Stephen F. Austin State University is authorized to employ campus
police personnel. Such officers are commissioned as Texas peace officers and are vested with all
powers, privileges and immunities of peace officers in the performance of their duties. As Texas
peace officers, Stephen F. Austin State University Police Officers have county-wide jurisdiction
in all counties in which the University owns property.

All persons on University property are required to identify themselves to such officers when
requested. Failure to produce identification upon request of an officer may result in arrest and
appearance before a magistrate.

The University Police shall be vested with the authority to refuse to allow persons having no
legitimate business to enter upon any property under the control and jurisdiction of Stephen F.
Austin State University and to eject any unauthorized persons from said property upon their
refusal to leave peaceably upon request.

The University Police are authorized to enforce the Texas Motor Vehicle Code, the Texas Penal
Code, the applicable Ordinances of the City of Nacogdoches, the parking and traffic regulations
of the University and all other laws.

All accidents, thefts, and other offenses that occur on University property or anywhere within the
campus area should be reported to the University Police immediately. Accident reports should be
made prior to moving vehicles. One-vehicle accidents should also be reported. Always keep your
vehicle locked.

**Source of Authority:** Texas Education Code, sec. 51.201 *et seq.*; Board of Regents; President;
Vice President for University Affairs

**Cross Reference:** Parking and Traffic Regulations and Information

**Contact for Revision:** Chief of University Police

**Forms:** None
Classified Pay Plan

Original Implementation: September, 1990
Last Revision: April 18, 2000; May 1- April 30, 2001

GENERAL

All funds disbursed by the University are subject to University regulation and control, regardless of original source. Therefore, all classified employees are covered by this policy, regardless of the source of funds.

This document has been developed to assist in administering the Classified Pay Plan ("Plan") for Stephen F. Austin State University. It includes the current fiscal year Salary Schedule consisting of approved pay grades, the table of approved job titles and codes, and an alphabetical listing of all job codes and titles.

Human Resources (HR) must be contacted if the need arises for a new job code or title. Otherwise, only the job codes or titles which appear in this Plan apply.

Recommendation for employment of a person will be made on a Personnel Action Request Form ("PAR"). This form shall reflect the job title, job code, pay grade, and the salary for the position being filled. The appointee may not be employed and shall not be allowed to work until the PAR has been fully approved through proper channels. Regardless of source of funds, rates of pay for positions included in the Plan shall be consistently and equitably administered whether the employee is full-time, part-time, or temporary.

All classified positions, except temporary positions, shall be posted with HR for a minimum of five work days. All vacancies will be posted on the Human Resources Website. Temporary positions are not required to be posted for five work days. HR recruitment sources will receive job posting notices on a monthly regular basis.

Approval of promotions, transfers or demotions made in accordance with University policies and procedures is delegated to the Director of HR and the appropriate Vice President.

Recommendations for promotion, transfer or demotion shall be submitted to the Director of HR on a PAR with appropriate justification as may be necessary. Such submission shall be made prior to any commitment being made and prior to the effective date of the proposed change of status to provide for review of the request, determination as to the availability of funds, and compliance with all University policies.

The Plan shall be approved annually by the Board of Regents on the recommendation of the President.
CLASSIFIED EMPLOYEES

The Plan governs all positions except executive, administrative, professional and faculty positions and is reviewed and approved periodically by the President. The basic responsibility for development, continued maintenance, and administration of the Plan is assigned to the Director of HR.

Classified employees are identified by job code. Each job title has been assigned a unique code to facilitate reporting and preparation of the current operating budget as well as various state and federal reports.

A pay grade (pay range) has been established for each job code. Each classified employee must be within the pay grade for his or her job title.

Some employees have attained a pay rate greater than the maximum for their job codes. This occurred due to employment policies in effect prior to September 1, 1993. Such employees will retain their "out of grade" status until such time as their employment ceases or they are promoted to a higher job classification.

ENTRY LEVEL PAY RATES

All vacant positions will normally be filled at the entry level (minimum of the pay range) for the position. However, provision has been made to allow an employee to be hired at a rate higher than the minimum, under the following conditions:

a) Two percent may be added to the minimum of the pay range for each year of relevant experience in excess of the minimum requirements. The experience may be in a similar position in higher education, in state or federal government, or in private industry. No more than eight percent may be added to the minimum of the pay range under this provision.

b) Two percent may be added for each two years of formal education training above the minimum requirement for the position. Training must be related to the position being filled. No more than four percent may be added to the minimum of the pay range under this provision.

The entry level salary may not be greater than the current budgeted salary for the vacant position. No more than a total of eight percent may be added to the minimum of the pay range under these two provisions combined.

Each request for an entry level salary that is less than or greater than the minimum of the pay range must be approved in advance by the appropriate Vice President and Director of HR before any offer of employment is made to the applicant.
MERIT INCREASES

Employees may be eligible to receive a merit increase based upon the results of their performance rating for the prior year. Merit increases will normally be granted only at the beginning of the fiscal year (September 1) unless otherwise approved by the appropriate Vice President and the President.

Merit increases will be determined by:

a) the availability of funds,

b) the employee's demonstrated work performance being consistently equal to or above the fully acceptable level (as defined in the Performance Management Plan),

c) the employee's length of service,

d) comparable salaries paid to other employees within the University who have the same job title, and

e) maximum increase limits as determined by the President on an as needed basis.

Any merit increase must be within the pay range for the position. There are no exceptions.

In no case will a merit increase be granted that will result in a pay rate above the maximum established for the pay grade of the employee concerned. (See Section on Reclassification and Promotion.) However, an employee whose current rate is above the maximum for the position may receive a "performance incentive bonus" increase if their performance rating is equal to or above the fully acceptable level as defined in the Performance Management Plan. The performance incentive bonus increase is defined as a one time payment processed with the September payroll which does not increase the employee's base salary but rewards the employee for outstanding and exceptional performance.

Merit Increases must be submitted by the immediate supervisor through appropriate administrative channels at the time of budget planning and must be consistent with performance documentation.

An employee may be eligible for a merit increase when the following criteria have been met:

a) the employee has been employed for at least six continuous months, and

b) the employee was employed during the performance review period which is being rewarded with merit, and
c) at least six months have elapsed since the employee’s last promotion or merit increase, and

d) the supervisor has completed a timely review of the employee’s performance and the performance rating is fully acceptable, commendable, or outstanding.

Legislated general "across-the-board" or "cost-of-living" increases will be applied according to the legislation. Depending on the availability of funds, merit increases may be granted in addition to the general increase.

If the employee’s base salary is below the salary range minimum for his/her job, it will be adjusted to the minimum of the range on September 1 of each year provided that the employee is performing at the "fully acceptable" level or above.

This is the sole basis for salary increases except for equity adjustments that must be approved by the Director of HR and the appropriate Vice President.

RECLASSIFICATION

Reclassification is defined as a change in the job description for a budgeted position. It does not relate to the employee who currently fills the position. The purpose of reclassification is to more accurately describe the functions of the position. It may or may not involve a change in the existing rate of pay for the position.

Reclassification is the reassignment of a given position to a different title within the Plan.

Reclassification is warranted when:

a) the span of control increases, i.e., increased number of employees to supervise,

b) when new responsibilities have been added, or

c) the function of the position in the department warrants a change to an existing job description in a higher or lower pay grade.

Reclassifications shall be determined by an analysis of the duties, level of responsibilities, minimum required qualifications, reporting relationships, and availability of resources for the position. Reclassification may result in a higher or lower pay grade. Reclassification of a position shall not be made to fit the qualifications of an individual employee but to reflect the qualifications required for the duties to be performed. The reclassification process shall not be used to request pay raises for incumbent employees.

Employees who remain in positions which are reclassified to a higher or lower pay grade will be compensated at their current rate of pay or at the minimum of the range for the new classification, whichever is greater.
The reclassification process is as follows:

a) The director or chair determines that the functions of a classified position within the department have changed.

b) A Reclassification Request Form ("Request Form") and a Position Questionnaire ("Questionnaire") must be obtained from HR. The department chair or director is responsible for completing both forms.

c) The Request Form and Questionnaire shall be completed in accordance with the instructions. Statements about the incumbent employee are unacceptable. The forms are forwarded to the Dean, if applicable, and then to the appropriate Vice President. If the Vice President concurs with the request, he or she will approve the Request Form and forward both forms to HR. Otherwise, the forms will be returned to the originating department.

d) The Director of HR shall analyze and verify job information provided. Areas of concern will be resolved with the person submitting the request. Information used to analyze the request will be provided to the Reclassification Review Committee ("Committee").

e) The Committee will consist of the Vice Presidents who report to the President and the President. The Committee is not a standing committee, and will function only when reclassification requests are to be evaluated.

f) The Committee will make the final decision regarding the reclassification requests and report the findings to the Director of HR who will notify the originating departments.

g) Approved requests will be forwarded to the Director of Financial Services for inclusion in the operating budget.

h) Reclassified positions and salary adjustments if any, will take effect only on September 1.

i) Once a reclassification request is approved, the originating department may then proceed with the process of filling the position. However, the new salary and title approved in the reclassification process will only become effective on September 1.

PROMOTIONS

Promotions are defined as an increase in job responsibilities and a change in job title to a higher pay grade. An example is a change from Accounting Clerk I to Accounting Clerk II.
INTERNAL PROMOTIONS

a) The possibility for an internal promotion may result from a position reclassification or a position with a higher pay grade becoming vacant.

b) It is not required that a vacant position be publicly advertised if it is to be filled by internal promotion. However, it must be posted within the University to allow all employees an opportunity to apply for the position.

c) An employee who is promoted shall receive a two percent increase or the minimum of the range for the new position, whichever is greater. However, if the employee’s experience and formal education exceeds the minimum requirements for the position, the salary may be increased according to the same criteria used for hiring an outside applicant. (See Section for "Entry Level Pay Rates").

d) The promotion must be approved in advance by the appropriate Vice President and the Director of HR.

e) The request for promotion must be supported by past performance evaluations.

f) It is the department’s responsibility to prepare the necessary PAR for a promotion and to submit the form at an appropriate time. Promotional increases will not be retroactive. They will be effective on the date the promotion is approved.

VACANT POSITIONS

a) In order to process filling a vacant position, the HR Form 10 ("PER-10") must be completed, approved, and forwarded to HR.

b) A vacant position must be advertised through HR recruitment sources before an applicant is selected. The decision to advertise a vacant position in the media is a joint decision between the Director of HR and the department manager. The requesting department pays any advertising costs.

c) If the selection of a current employee to fill the vacant position results in a higher pay grade for the employee, the minimum salary paid to the employee must be equal to the employee’s current salary plus two percent, or the minimum of the pay grade for the new position, whichever is greater. However, if the employee’s experience and formal education exceeds the minimum requirements for the position, the salary may be increased according to the same criteria used for hiring an outside applicant. (See Section for "Entry Level Pay Rates").

d) The promotion of a current employee to fill a vacant position must be approved in advance by the appropriate Vice President and the Director of HR.

e) The request for promotion must be supported by past performance.
TRANSFERS

When an employee is transferred to another position having the same or different title, but the same pay grade, the employee shall be given the same salary as before the transfer.

An employee being transferred to a position that represents a change to a lower pay grade constitutes a demotion. (See Section on Demotions.)

Employees accepting transfer from one job to another requiring substantially different qualifications or promotion to a position of added qualifications shall not be subject to the 180 day probationary period.

DEMOTIONS

Demotion is the assignment of an employee to a position with a lower pay grade, fewer responsibilities, and simpler duties.

The employee's salary will be adjusted to an appropriate level within the new salary range as agreed upon by the director or chair of the department and the Director of HR. The new rate shall be determined by consideration of the circumstances related to the demotion and the employee's longevity and job performance.

A request for demotion of the employee may be submitted to the Director of HR. The Director of HR and other appropriate University personnel will determine whether the supervisor has ample documentation to support the demotion request.

An employee may make a written request to the Director of HR for a demotion to a lower classification.

All demotions are subject to approval through the appropriate administrative channels prior to the action occurring.

ESTABLISHMENT OF NEW POSITIONS

New classified positions are those created for the first time and to which no incumbent is assigned. Establishment of new classified positions, regardless of source of funds, requires the prior approval of the President and Board of Regents.

The requesting director or chair shall prepare a New Position Request Form with details of the position requested and forward this form through the normal channels for approval.

The Director of HR shall evaluate the new position using existing job analysis and evaluation procedures.
The Director of HR shall recommend a starting salary to the Vice President for Business Affairs for certification of funds.

ADDITIONS OR DELETIONS TO THE PLAN

The Director of HR shall constantly review the Plan for relevance and fairness and make recommendations for adjustments of the Plan to the Vice President for Business Affairs.

After review, the Vice President for Business Affairs will make recommendations for Plan modifications to the President.

PROBATIONARY PERIOD

All new classified employees will be hired for a 180 day probationary period at the rate specified in the Pay Plan for the position. There is no automatic increase in pay after completion of the probationary period.

During and at the completion of the 180 day period, the employee's supervisor will review his or her performance and make a recommendation whether the employee is to be retained or dismissed.

PERFORMANCE REVIEW

Review of the employee's job performance is best provided through continuous open communication between the employee and the immediate supervisor.

Supervisors are required to perform annual evaluations for all classified employees.

The Director of HR will provide consultation to supervisors on performance evaluation methods.

RE-EMPLOYMENT OF FORMER EMPLOYEES

Appointments of former employees shall be governed by the rules on entry level rates.

Source of Authority: Vice President for Business Affairs

Cross Reference: None

Contact for Revision: Director of Human Resources

Forms: Personnel Action Request, see Index E-39; Classified Position Personnel Requisition; New Classified Position/Reclassification Request; Performance Management Plan and Review (all available in University Printing Services)
Departmental Administration

Original Implementation: March 7, 1978

Last Revision: July 14, 1998, April 30, 2001

The Chief Administrative Officer of an Academic Department

The chief administrator of an academic department shall be the chair.

General Description of the Department Chair

The chair of an academic department occupies a unique position in the University. The chair is the chief executive of the department responsible for the implementation of department, college and University policy, and a frequent participant in policy formation. Thus, the chair is an administrator, the quality of whose performance has fundamental impact on the success of the institution in attaining its specific goals. The chair's efforts are crucial to the achievement of excellence in teaching, scholarship/creative activities, and service at Stephen F. Austin State University. The chair, through daily interaction with colleagues, sets the tone for the department. The chair is both an advocate for the department's needs to the administration and an interpreter of administrative policy to faculty and students. That dual role is a sensitive one, requiring considerable skills of diplomacy and persuasion. Simultaneously, the chair is a faculty member who is expected to exemplify those faculty qualities most valued by the academic community: teaching excellence, scholarly and creative activities, and a commitment to University and community service. (See also Chair Teaching Load policy.)

Major Responsibilities of the Department Chair

The primary responsibility of the chair is to establish and maintain a departmental climate conducive to the pursuit of knowledge. The chair should provide leadership and direction to the department. The chair should serve as the chief representative of the department both within and without the University and effectively communicate to the faculty and students those policies and events which affect departmental policies and procedures.

The decisions of the chair should be made and implemented in the context of collegiality and regular communication with the departmental faculty. Such communication includes both institutional forms and informal consultations seeking the counsel and advice of the faculty on matters which affect academic programs or the professional interests of the faculty and the department.

More specifically, the administrative responsibilities of a department chair include, but are not limited to, the following:

1. provide leadership in the establishment and maintenance of a visionary direction and standards for the academic unit, consistent with the College and University missions;

2. serve as an advocate for the department, college, and university;
3. assure program quality through evaluation, modification and development of programs and curriculum;

4. respond to the needs, responsibilities and requirements of students, faculty, administration, the public and other constituencies - e.g., develop and implement an effective student advising system; encourage the professional growth and recognition of faculty and staff; prepare catalog materials, schedules of classes, and teaching and collateral assignments of department faculty/staff; support and encourage faculty involvement in university and community activities;

5. manage fiscal resources - prepare and administer the department budget; maintain effective and efficient department office procedures; where appropriate, coordinate fundraising activities with the College and University;

6. manage and allocate physical resources;

7. establish/maintain and communicate effective personnel procedures and processes - recruitment and hiring procedures, evaluation of department members for retention/termination, tenure, promotion, and merit raises; develop a climate and allocate available resources that promote faculty development; and

8. Promote the academic unit as a representative to external organizations/activities.

Selection of the Department Chair

1. A Search and Screen Committee will be used in each search for a department chair. Each search initially will be open and without prejudice for inside or outside candidates. Should considerations indicate that a fully open search may not be a viable choice, a decision limiting the scope of the search should be made prior to the selection of the committee. Such a decision will not be made without consultation with the department faculty.

2. The committee will be constituted by the dean of the college on consultation with the faculty of the department and on concurrence by the Vice President for Academic Affairs.

3. The committee shall have at least five members. Larger membership will depend on the size of the department and the complexity of its programs, but all committees must have an odd number of members.

4. Once the size of the committee has been established, the department shall elect its specified number of representatives to the committee. Faculty members eligible to vote will be those on full-time contract with the University who hold faculty rank in the department. In all cases the faculty shall elect a majority of the committee.

5. Normally every Search and Screen Committee will have representation from outside the department. No more than one-third of the committee will be from outside the department, except in those cases where the small size of the department or other major considerations make this provision impracticable. While outside representatives will
ordinarily be appointed, they may be elected by the department faculty if it seems appropriate or proves necessary to meet the provision that a majority of the committee shall be elected by the department faculty.

6. The dean, after consultation with the Vice President for Academic Affairs and the department faculty, shall then fill the other positions on the committee, from within and/or without the department, with a view toward creating a balanced committee which can best represent the interest of the department, college, and University.

7. To enhance the ability of the committee to focus on the administrative capabilities of the candidates, at least one member of the committee should be an individual with appropriate academic administrative experience.

8. The dean will convene the committee for its organizational meeting; at this time the committee will elect its chair and other officers.

9. Ordinarily, at least three candidates recommended by the committee will be interviewed on the campus. The itinerary for the interviews will provide ample opportunity for the candidates to meet department faculty, students, the dean of the college, the Vice President for Academic Affairs, and the Search and Screen Committee.

10. After the interviews, the dean shall invite comments from all department faculty and those students who may have been involved in the process relative to the acceptability of various candidates. A summary of these comments should be forwarded, along with the dean's recommendation and the final recommendation of the committee, to the Vice President for Academic Affairs.

11. Appointment is by the President and requires the approval of the Board of Regents.

Term of Office of the Department Chair

The department chair is appointed by the President of the University upon recommendation by the dean and the Vice President for Academic Affairs for an unspecified term of office. (See also Chair Appointments policy.)

Evaluation of the Department Chair

The evaluation of the department chair is designed to assist the chair in promoting academic excellence throughout the university. This process takes two forms: the triennial review and the annual review of department chairs. Both processes are guided by the considerations outlined below. The annual review provides the basis upon which to award merit to department chairs.

1. The faculty, chair, and dean must be constantly aware of the quality of a department's academic programs and department administration, and should make recommendations for their improvement.

2. In order to strengthen evaluation of department operations, the department chair will be evaluated annually by the dean of the college. A recommendation for merit will be forwarded to the Vice President for Academic Affairs.
When the dean begins the process of annual evaluation of the chair, consideration should be given to all aspects of the chair's performance. The criteria in the Major Responsibilities of a chair enumerated above provide a basis for the dean's assessment of the effectiveness of the department chair and are delineated in the Department Chair Administrative Effectiveness Appraisal. The evaluation process is designed to assist the chair in promoting academic excellence. Additional criteria used by the dean should be communicated to the chairs in the college prior to the three year evaluation period and prior to the period during which the chair is considered for merit. In the case of the triennial review, a summation of the faculties' evaluations of the chair should be included as a component of the evaluation procedure.

3. At least once every three years the dean will initiate a confidential evaluation of the department chair's performance by the faculty of the department. The instrument used in this formal evaluation, "Department Chair Administrative Effectiveness Appraisal," shall request each faculty member to provide a recommendation on the continuance of the chair. Following a confidential evaluation of the chair, the dean of the college will meet with the department for a report on the evaluation.

4. Confidential Evaluations of a department chair's performance by the faculty may be initiated at any time by a majority of the faculty, at the call of the chair, dean, Vice President for Academic Affairs, or President.

Comments which may have been received relative to the chair's performance and the advisability of retention should be carefully weighed for both the annual and triennial reviews. If these comments reveal serious problems in the department or that a majority of the faculty of the department desire a full-scale, formal evaluation by the faculty of the department, the dean will consult with the Vice President for Academic Affairs and determine whether such an evaluation of the chair will be conducted. The dean will report the nature of his/her decision to those faculty members who expressed the initial concern. In this, as in the case of all administrative decisions, faculty members have the right to appeal formally this decision to the Vice President for Academic Affairs and then to the President.

5. The dean of the college will review with the department chair the results of the annual administrative evaluation and any evaluation by the faculty. After this review the report of the evaluation with recommendations based thereon will be submitted by the dean of the college to the Vice President for Academic Affairs.

Merit for Chairs/Division Directors

Stephen F. Austin State University includes among the aspects of its mission and purpose the recognition of outstanding performance by chairs/directors of academic departments/units in the areas of administration, teaching, scholarly/creative activity, and service. Thus, Stephen F. Austin State University believes that the achievement of those aspects of professional performance of academic administrators should be regularly and systematically assessed; and in each case in which achievement has been accomplished in an exemplary manner, merit pay should be extended. To evaluate the performance of its
chairs and to provide appropriate rewards, the University will employ the policies and procedures set forth below.

1. Criteria:

Outstanding performance in administration, teaching, creative/scholarly activity, and service shall constitute the basis for awarding merit to a chair. For the categories of teaching, creative/scholarly activity, and service, therefore, each college shall identify specific characteristics consistent with Evaluation, Merit Pay, Promotion and Tenure, policy E-20A, that are pertinent to its role within the University-wide mission and purpose. The Department Chair/Director Administrative Effectiveness Appraisal Form is intended to guide the evaluation of administrative merit at the chair level.

2. Procedures:

Each chair will provide the dean with copies of his/her "Annual Report on Teaching, Scholarly/Creative Activities, and Service" for the preceding year as well as a report of the administrative achievements for the preceding year. The format of this attached report may vary among colleges; however, it should reflect the activities appropriate to the role of the chair as described earlier in this policy as well as progress on realizing goals and aspirations for the department. The report shall be completed at the time faculty members are completing their annual faculty evaluation forms. The chair or division director shall, in consultation with the dean of the college, establish and document goals and aspirations for the department/division for the coming year. These stated goals should serve as the basis for future evaluation of the chair/division director.

The chair will review his/her Annual Report and report on administrative accomplishments with the dean. Following this review, the dean will submit the "Administrative Evaluation" form and supporting documentation to the Vice President for Academic Affairs for recommendation, if appropriate, to the President of the University, with a copy to the chair.

The Vice President for Academic Affairs shall make recommendation to the President for final approval.

Source of Authority: President

Cross Reference: Faculty Handbook, Evaluation, merit Pay, Promotion and Tenure, Policy E-20A

Contact for Revision: President

Forms: Department Chair Administrative Effectiveness Appraisal (available in academic dean's office)
The title emeritus is an academic honor bestowed on retired members of the professorate in recognition of long and distinguished service to Stephen F. Austin State University. It is not automatic upon retirement.

Nominations for emeritus status will be made annually, by submitting a "Promotion/Tenure Application," and, along with other recommendations for rank and tenure, will follow normal channels. Included with the nomination, will be a brief summary of the individual's accomplishments and worthiness of this honor. Ordinarily, the nominee shall have served the University for a minimum of ten years, but this limit may be waived by the President on evidence of extraordinary merit. Final approval of emeritus status rests with the Board of Regents of Stephen F. Austin State University.

Emeritus members of the faculty are expected to assist the University in the areas of their competence when requested to do so, particularly in an advisory fashion.

In addition, persons of emeritus rank shall be:

1. listed separately in the General Bulletin;
2. eligible for office space and laboratory facilities, provided space is available;
3. invited to academic and University functions;
4. invited to attend faculty meetings and extended the privileges of the floor, but have no vote. The freedom of the floor is extended at the discretion of the presiding officer;
4. granted the use of University services and facilities at rates usual for regular faculty.

In addition, emeritus members of the faculty are expected to assist the University in the areas of their competence when requested to do so, particularly in an advisory fashion.

Source Of Authority: Board of Regents, President, Vice President for Academic Affairs

Cross Reference: Faculty Handbook

Contact For Revision: Vice President for Academic Affairs

Forms: Promotion/Tenure Application (available in University Printing Services)
Employment of Persons with Criminal History

No person who has been convicted within the previous ten years of an offense that constitutes a felony, or is currently on probation for a felony, shall be employed at the University. Exceptions to this rule may be made on the basis of two factors:

1. the immediate past employment of the applicant or employee; or
2. the job relatedness of the crime.

This rule is designed to assure the safety and security of the students, faculty, and staff and property at the University.

For purposes of this rule, the term "offense that constitutes a felony" shall have the same meaning as the term is used in the Texas Penal Code.

This rule becomes effective and shall apply to all persons applying for, or granted, employment with the University on or after August 1, 1983.

Source of Authority: Board of Regents

Cross Reference: None

Contact for Revision: President

Forms: None
Grievance and Appeals

It is the policy of the University to seek fair and equitable solutions to grievances arising from the employment relationship. Grievances have been divided into two categories. A five-step grievance procedure for Category I grievances has been established to assure prompt and thorough consideration of employee grievances and to ensure due process of law. A shorter two-step procedure is provided for Category II grievances.

Category I grievances consist of disciplinary actions resulting in involuntary terminations, demotions, decreases in salary, or suspensions without pay and in allegations of discrimination prohibited by law. Category II grievances consist of issues pertaining to wages, hours, working conditions, performance evaluations, merit raises, job assignments, interpretation of the official personnel or administrative policies of the University as applied to the grievant, oral or written reprimands, or similar matters involving management decisions concerning the grievant.

Each employee may, without prejudice or fear of retaliation, express his/her grievance through the channels outlined in this procedure with the assurance of timely and thorough consideration. Each employee is assured freedom from interference, coercion, discrimination and reprisal in filing grievances.

No substantive action results from action not taken within the specified time periods. These time periods are intended as aids to the execution of the grievance. The failure of the employee to process the grievance in a timely manner to the next level may constitute a withdrawal of the grievance. The failure of supervisory or administrative personnel to timely respond to a grievance may constitute authorization for the employee to process the grievance to the next step.

1. Category I Grievances

a. Each grievance shall be submitted in writing using the grievance form. A written grievance shall contain a clear and concise statement of the grievance which refers to the applicable policy alleged to have been violated, the date the incident took place, the issue involved and the specific relief sought by the grievant. The grievance should include any additional information to be considered in its support. Once a grievance has been submitted in writing, it may not be changed or amended after the expiration of the ten (10) day period set out in Step One of the Grievance Procedure.

b. All matters pertaining to a grievance shall be treated as part of the official personnel file of the grievant.

c. A probationary employee may not file a grievance under Category I unless: (a) the action involves allegations of a health or safety hazard; or (b) the action involves
allegations of unlawful discrimination or of a violation of constitutional rights. When a grievance involves alleged retaliation for the exercise of constitutional rights or discrimination prohibited by law, the burden of proof is upon the grievant to establish by a preponderance of the evidence that the decision or action placed in question by the grievance was intended to discriminate against the grievant or that the decision or action was intended as retaliation for the lawful exercise of constitutional rights by the grievant.

d. The grievant may present his/her grievance individually, through legal counsel or through a representative of an organization that does not claim the right to strike. Fees or charges (if any) to the grievant for such representation must be paid by the grievant since University monies are not authorized for such use. The Director of Personnel ServicesHuman Resources has the obligation to assist the grievant, upon request, by explaining this grievance procedure in detail.

c. Procedure for Category I Grievances

Step One (First-Line Supervisor). The grievant shall use the grievance form to present the grievance in writing to the first-line supervisor within ten (10) working days from the date of the alleged action or condition giving rise to the grievance. A copy of the grievance shall be sent to the Director of Personnel ServicesHuman Resources by the first-line supervisor. Within five (5) working days, the supervisor shall inform the grievant of the decision in writing. A copy of the decision shall be sent to the Director of Personnel ServicesHuman Resources.

Step Two (Department Chair or Administrative Equivalent). Grievances not satisfactorily resolved in Step One may be appealed in writing to the employee's department chair or administrative equivalent. The appeal must be made within five (5) working days following the date of the first-line supervisor's decision in Step One. Within five (5) working days, the department chairman shall inform the grievant of the decision in writing. Copies of the decision shall be sent to: (1) the first-line supervisor; and (2) the Director of Personnel ServicesHuman Resources.

Step Three (Dean or Director). Grievances not satisfactorily resolved in Step Two may be appealed in writing to the appropriate dean or director. The appeal must be made within five (5) working days following the date of the Step Two decision. Within five (5) working days, the dean or director shall inform the grievant of the decision in writing. Copies of the decision shall be sent to: (1) the department chair or administrative equivalent; and (2) the Director of Personnel ServicesHuman Resources.

Step Four (Vice President). Grievances not satisfactorily resolved in Step Three may be appealed in writing to the appropriate vice president of the University. The appeal must be made within five (5) working days of the date of the Step Three decision by the dean or director. The vice president shall have the option to handle the grievance or to appoint a Grievance Review Board to consider the grievance. When the subject of the grievance is the termination of the grievant, a hearing must be held if requested by the grievant. The
vice president shall either commence the review or request the appointment of the Grievance Review Board within ten (10) working days following the date of the receipt of the appeal. If the vice president does not request a Grievance Review Board, a written decision shall be given to the grievant within fifteen (15) working days following the date of receipt of the appeal. If a Grievance Review Board is requested, a written decision by the vice president shall be given to the grievant within ten (10) working days following the receipt of the Grievance Review Board’s report and recommendations. Copies of the decision shall be sent to: (1) the dean or director; and (2) the Director of Personnel Services/Human Resources. The procedures for the selection of the Grievance Review Board are covered in Section f. of this policy.

Step Five (President). The President of the University is the final level of appeal within the University. Grievances not satisfactorily resolved in Step Four may be appealed in writing to the President. The appeal must be made within five (5) working days following the date of the Step Four decision by the vice president. The President may handle the review of the grievance or, if a Grievance Review Board was not requested at the Step Four level, the President shall have the option to appoint a Grievance Review Board. Within a reasonable period of time, not to exceed thirty (30) days, following the receipt of the appeal or receipt of the Grievance Review Board’s report and recommendations, whichever occurs last, the President shall inform the grievant of the decision in writing. Copies of the decision shall be sent to: (1) the appropriate vice president; and (2) the Director of Personnel Services/Human Resources.

The time limits set forth in the five steps of the grievance procedure must be observed by both the grievant and the appropriate supervisory and administrative personnel. The failure of the employee to process the grievance in a timely manner to the next level shall constitute a withdrawal of the grievance. The failure of supervisory or administrative personnel to timely respond to a grievance shall constitute authorization for the employee to process the grievance to the next step.

f. All ranks of University non-academic employees are eligible to serve on the Grievance Review Board.

Personnel Services/Human Resources shall maintain a roster of non-academic employees serving on the grievance panel. The members of the grievance panel shall be representative of the University work force, taking into consideration that the panel also be representative as to sex, race, and supervisory or non-supervisory status. The members shall be selected from nominations submitted by other non-academic employees. The President shall make final approval of the panel.

A Grievance Review Board, consisting of three (3) members, shall be selected from the Grievance Panel of ten (10) employees previously approved by the President. The grievant shall select one (1) name and the step three official shall select one (1) name. The Board shall name its own chair from the remaining members of the panel. A representative of Personnel Services/Human Resources shall be an ex-officio member of the Grievance Review Board to assure that due process applicable to the procedure and
other University policies is offered to all involved parties. The Grievance Review Board shall hold the necessary hearing or hearings within five (5) working days from the date the Office of Personnel Services-Human Resources is notified in writing that a vice president or the President, as applicable, requests a hearing of the grievance. The President, Vice President, Personnel Services-Human Resources representative or the employee shall have the right to object to the person selected as Chair of the grievance board, based upon the grievance pending before the board, or perceived unfair representation of a division of the University due to the nature of the grievance. After the Board is finally constituted and the hearing date is scheduled, the Board shall convene and hear the grievance. If the grievant is represented by legal counsel or by a representative of an employee organization (which does not have the right to strike), the University may be represented by the University's General Counsel. The hearing shall be closed to the public.

A court reporter or at least two (2) tape recording devices shall be furnished by the University to record the hearing. The party requesting a typed transcript of the proceedings shall be responsible for payment of same. The hearing shall consist of opening statements by the grievant and the institutional representative, testimony by witnesses called by the institution and the grievant, with both parties having the right to cross examine witnesses, and any relevant exhibits which either party seeks to present to the Board. When the grievance relates to a disciplinary action taken against the grievant, the institution shall have the burden of proof to demonstrate by a preponderance of the evidence that there was good cause for the discipline. In all other grievances, the grievant shall have the burden of proof. Formal rules of evidence do not apply to the hearing.

At the conclusion of the testimony, both parties shall be permitted to make a closing argument. Following the hearing, the Grievance Review Board will retire to deliberate and, as soon as possible, shall submit a written report of its findings and recommendations to the Vice President or President, as applicable, who will make a decision on the grievance.

2. Category II Grievances

Category II grievances are matters of employee-management disagreement other than those specifically defined as Category I grievances. Category II grievances are not authorized to be processed through the formal Category I grievance procedure. Category II grievances include, but are not limited to, employee dissatisfaction relative to wages, hours, and working conditions as well as work related actions such as performance evaluations, oral or written reprimands, administration of the merit pay program, or job assignments or interpretations of the official personnel or administrative policies of the University as applied to the grievant. A probationary employee may not present a Category II grievance for a disciplinary action.

Step One. A Category II grievance may be informally presented to the first-line supervisor for discussion and consideration.
Step Two. If a Category II grievance is not satisfactorily resolved by the first-line supervisor, the employee should present the complaint in writing using the grievance form to the appropriate department head or director for final consideration and action. If the grievance is against the department head or director, it shall be presented to the appropriate dean or supervisor of the director for final consideration. The written grievance and the written response of the department head or director shall be treated as part of the official personnel file of the employee.

Copies of the written grievance and written response shall be sent to: (1) the first-line supervisor; and (2) the Director of Personnel Services/Human Resources.

**SOURCE OF AUTHORITY:** U.S. Constitution, Amendments 5 and 14; Texas Constitution, Art. I, sec. 19; President

**CROSS REFERENCE:** Non-Academic Employee Handbook

**CONTACT FOR REVISION:** General Counsel

**FORMS:** Formal Grievance Forms *are available in Human Resources*
Employee insurance and benefits include the following:

Benefits eligible employees are offered a basic insurance plan, which is fully paid for by the State. The basic plan includes hospitalization insurance, $5,000 term life insurance and $5,000 accidental death and dismemberment insurance. Each employee must elect to take or waive this plan at the time of initial employment. If a Multipurpose Form is not completed, the employee must be automatically enrolled in the basic plan, with the exception of Graduate Assistants. Graduate Assistants are not eligible for automatic enrollment. The Multipurpose Form must be completed within thirty (30) days of the first active duty date.

An employee must participate in the basic plan to apply for optional coverages.

**Group Hospitalization Insurance**

1. A major medical health/hospitalization plan is provided, based on residency zip code, and/or a choice of HMO, (when available).

Employees may select from hospitalization categories shown below:

<table>
<thead>
<tr>
<th>Coverage Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
</tr>
<tr>
<td>Employee &amp; Child/Children</td>
</tr>
<tr>
<td>Employee &amp; Spouse</td>
</tr>
<tr>
<td>Employee, Spouse &amp; Child/Children</td>
</tr>
</tbody>
</table>

Details on coverage and rates are available from the Benefits Office in Human Resources (HR).

2. Application for Coverage. Coverage for dependents will *may* be effective the day of employment if the Multipurpose Form is completed on or before the first active duty date (excluding Graduate Assistants). If the form is signed after the first active duty date, dependent health and/or optional coverages will be effective the first day of the month following the signature date. The form must be completed within thirty (30) days of employment. Coverage for a newly acquired dependent will be effective the first of the month following the date of acquisition, with the exception of newborn natural children who are automatically covered for the first thirty-one days, beginning on the date of birth. The application must be made within thirty (30) days thereof. If application for coverage of employee or dependent is not made within thirty (30) days, evidence of insurability is required.

3. Continuation of coverage upon termination of employment is allowed by federal law with specific limitations. All separating employees will be informed of their right to continue coverage during their exit interview in HR. C.O.B.R.A. forms will be mailed to the home address of the terminating employee and/or covered dependents for completion.
Covered dependents are also eligible for continued coverage following certain qualifying events such as divorce, death of the employee, attainment of maximum age of coverage for children, etc. Employee or the covered dependent must notify the Benefits Office within thirty (30) days of the qualifying event date. Questions concerning procedure and benefits should be directed to the Benefits Office in HR.

Group Term Life Insurance

1. Optional Term Life Insurance. Coverage of up to twice the annual salary may be selected within thirty (30) days of employment. Evidence of Insurability must be provided for Election III or Election IV.

Coverages Amounts

Election I - 1 times annual salary
Election II - 2 times annual salary
Election III - 3 times annual salary
Election IV - 4 times annual salary

2. Coverage is reduced at age 70 for active employees based on the carrier's standard reduction schedule.

3. Monthly Premium Cost. The monthly premium cost is based on age as of September 1 of the current fiscal year, or age at time of employment.

4. Dependent Life Insurance. Coverage is available to all employees insured under the Uniform Group Insurance Program. Coverage includes the spouse of the employee and each unmarried child from the age of 14 days to 25 years in the amount of $5,000 life and $5,000 AD&D. Application for coverage must be made within thirty (30) days from the date of employment, or dependent’s eligibility date; otherwise evidence of insurability is required.

Long-Term Disability

1. Long-Term Disability insurance is available to benefits eligible employees.

2. This benefit will pay 60% of the employee's monthly salary (maximum salary $10,000) after a 90-day waiting period in the event the employee is disabled because of injury or illness. The monthly benefit will be integrated with Workers Compensation, Social Security Disability, Teacher Retirement Disability, and/or any disability benefit. Maximum benefit, if integration is used, is 70% of insured monthly salary. Minimum benefit, if integration is used, is 10% of monthly salary for one year. The following age and time limits apply:

Age When Disability Starts / Maximum Duration of Benefits

Less than 60 - To age 65
Age 60, but less than age 65 - To age 65+60 months
Age 65 — 69 - To age 70 or 12 months, whichever is greater
Age 70 and over - 12 months

3. Monthly Premium Cost. The premium is based on current rate per $100 of monthly salary.

Application for this coverage must be made within 30 days of employment, otherwise evidence of insurability is required and forms must be completed during Summer Enrollment.

Short-Term Disability

1. Short-Term Disability is available to benefits eligible employees.

2. This benefit will pay 60% of the employee's monthly salary (maximum salary $3,000) after a 30-day waiting period in the event the employee is disabled because of injury or illness. The monthly benefit will be integrated with Workers Compensation, Social Security Disability, Teacher Retirement Disability, and/or any disability benefit. Maximum benefit, if integration is used, is 70% of insured monthly salary. Minimum benefit, if integration is used, is 10% of monthly salary. This benefit will pay 60% of the employee's monthly salary (maximum salary $3,000) after a thirty (30) day waiting period for up to five months.

3. Monthly Premium Cost. The premium is based on current rate per $100 of monthly salary.

Application for this coverage must be made within 30 days of employment, otherwise evidence of insurability is required and forms must be completed during Summer Enrollment.

Accidental Death and Dismemberment Benefits

Benefits eligible employees have the option of participating in the University's AD&D program. The minimum coverage is $10,000 and the maximum coverage is $200,000 in increments of $5,000 if under the age of 70. After age 70, the minimum and maximum are reduced. Double coverage of dependent children will be allowed, if both parents are UGIP employees.

Monthly Premium Cost. The premium is based on current rate per $1,000 of coverage. Application for this coverage must be made within thirty (30) days of employment or could be added during the summer enrollment period.

Dental Insurance

Benefits eligible employees may elect to participate in either of the two group dental insurance programs. If application for coverage is not made within thirty (30) days of employment, dental plan benefits cannot be acquired until the beginning of the next plan year. Enrollment forms must be completed during Summer Enrollment.

Cancer Care

Benefits eligible employees may elect to participate in cancer care coverage. Employees should contact the insurance company representative to make an application.
Retiree Insurance Coverage

University employees retiring with ten or more years of creditable service, who have been covered for at least three years under the Uniform Group Insurance Program, and who meet the qualifying standard for retirement benefits as stated in the provision of the Teacher Retirement Act, or those who become permanently and totally disabled, are entitled to participate in retiree insurance coverage if they meet the criteria. The State contribution for health insurance is the same for retirees and their dependents as for active employees. A thirty (30) day enrollment period is provided for persons retiring or qualifying for retiree insurance coverage.

Complete information will be made available to all qualified retirees by HR prior to the time of retirement.

Social Security

All employees of the University are covered by the Federal Insurance Contribution Act (FICA). Currently, the employee contributions are broken down as follows:

1. 6.20% of base salary of $76,200 for Old Age and Survivor’s and Disability Insurance (OASDI);
2. 1.45% of base salary for Medicare (HI).

This information is based on the Year 2000-2001 rates and limits.

Flexible Benefit Plan

Benefits eligible employees may participate in the Flexible Benefit Plan established in accordance with Section 125 of the Internal Revenue Code. The plan permits employees to pay for certain eligible expenses with pre-tax money.

Redirection of Insurance Premiums - Effective September 1, 1999, all employees will be enrolled in Premium Conversion and all insurance premiums, with the exception of Short-Term Disability, Long-Term Disability and Dependent Life, will be paid with pre-tax money.

Through this plan, participants may enroll for one or more of the following:

1. Medical Reimbursement Account — The participant may specify an amount of pre-tax money to be deposited in a medical reimbursement account. The participant can then apply for reimbursement when certain allowable out-of-pocket health care expenses are incurred. **New employees must be employed six months to be eligible to participate.**

2. Dependent Care Reimbursement Account — The participant may specify an amount of pre-tax money to be deposited in a dependent care reimbursement account. The participant can then apply for reimbursement when dependent care expenses are incurred.

Substantial tax savings may be realized through the Flexible Benefit Plan. However, several restrictions are important.

1. Amounts designated to be tax sheltered cannot be changed during a plan year unless there is a change in family status. Forms must be completed within thirty (30) days of the event date, otherwise no changes may be made until the next summer enrollment period.
2. Reimbursement accounts are on a use-it-or-lose-it basis. During a plan year, expenses should be incurred for all tax sheltered money because any amount not reimbursed to the participant reverts to the insurer.

Eligible employees may enroll at the time of employment or during the Summer Enrollment period prior to the next Plan year. To continue to participate, employees must re-enroll each year during the Summer Enrollment period.

Expenses for participation include a $3 per month charge per account to all employees paid on a 12 month basis, or a $4 per month charge per account for all employees paid on a 9 month basis. (These charges were waived for fiscal year 2000, and will be reviewed by ERS each year hereafter.)

State Deferred Compensation Plan

This plan is available to all employees. This plan allows employees to allocate a specified amount of their earnings to a tax-sheltered plan purchased by the State. Employees interested in learning more about the State Deferred Compensation Plan should contact the Benefits Office in HR.

Tax Sheltered Annuities

All faculty and staff members who are employed, at half-time or more in a non-student status, are eligible to purchase tax sheltered annuities.

Individuals electing to participate in the Tax Sheltered Annuity Plan should contact an authorized company requesting the completion of a Maximum Exclusion Allowance Calculation Form. The employee must complete a written agreement authorizing the deduction from their monthly salary.

The authorization initiating a tax sheltered annuity should be executed on or before the first day of the month to be effective the next pay period. This agreement will remain in effect until the employee initiates a change of authorization.

Changes to the salary reduction authorization are permitted. Employees may change carriers and/or the amount of their deduction at any time. An employee may terminate an authorized reduction in salary by contacting the Benefits Manager in HR and completing the appropriate form.

Once an annuity contract has been purchased for an employee, any questions concerning the contract's relation to the income tax laws are strictly between the faculty or staff member and the Internal Revenue Service.

Information on Tax Sheltered Annuities may be obtained from the Benefits Office in HR.

U.S. Savings Bonds

Employees may purchase savings bonds starting in increments of $100/month (cost of $50 for a $100 bond.)
Source of Authority: Texas Constitution, art. 16, sec. 67; V.T.C.S., Title 110B, secs. 31.001 to 36.204; V.T.C.S., art. 695h; Texas Insurance Code, secs. 3.50-3, 3.51-4A, 3.51-5; Internal Revenue Code, secs. 102 and 106; 29 U. S. C., sec. 1001 et seq.; Texas Higher Education Coordinating Board; Board of Regents; President; Vice President for Business Affairs

Cross Reference: Non-Academic Employee Handbook

Contact for Revision: Director of Human Resources

Forms: None
The Vice President for Academic Affairs will conduct a performance review of each officer reporting to him/her in an individual conference in the late spring each year. The performance review will focus on the fulfillment of those responsibilities outlined by University policy or included in specific assignments.

A summary of the annual performance review will be prepared by the Vice President for Academic Affairs for the individual reviewed and the President.

During the second year of service and once every three years thereafter, the performance review of college deans and the Director of the Library will be augmented by written and signed input solicited by the Vice President for Academic Affairs of all department chairs/directors in the college/library, all full-time faculty members from the departments of the college/library, and other college deans. The questions to be used will be developed by the Vice President for Academic Affairs in consultation with the deans and library director, the department chairs/directors and the President.

A summary of the triennial review will be prepared by the Vice President for Academic Affairs for the individual reviewed; the department chairs/directors, faculty, and deans participating in the process; and the President.

Source of Authority: Vice President for Academic Affairs

Cross Reference: None

Contact for Revision: Vice President for Academic Affairs

Forms: None
Employees of the University working 20 hours per week (50% time) or more for a period of at least four and one-half months, excluding students employed in positions requiring student status as a condition of employment, must participate in either the Teacher Retirement System of Texas (TRS) or an Optional Retirement Program (ORP).

Indicated contribution amounts for the employee, and the employer's matching contribution, are determined by the Texas State Legislature. These amounts are subject to change with any legislative session. The amounts listed are those in effect at the time of publication of this policy and in no way reflect a contract between Stephen F. Austin State University and any employee.

1. Teacher Retirement System. Employees who participate in the Teacher Retirement System of Texas are required to contribute 6.4% of their gross annual salary to the Retirement System. The employer matching contribution is 6.00% of the gross annual salary. Contributions are obtained through monthly payroll deductions.

2. Optional Retirement Program

a. ELIGIBILITY--An Optional Retirement Program is available to the following employees of the University: full-time members of the faculty whose duties include teaching or research; administrator responsible for teaching and research faculty; professional librarians, the President, vice presidents, or other professional staff members whose national mobility requirements are similar to those of faculty members and who fills a position that is the subject of nationwide searches in the academic community. Eligibility to participate is also subject to rules adopted by the Higher Education Coordinating Board. Positions listed in the University's classified pay plan are ineligible to participate. Eligibility in ORP is in lieu of present or future active membership in the Teacher Retirement System of Texas.

The University Board of Regents utilizes the following definitions, promulgated by the Texas Higher Education Coordinating Board, for determining eligibility for participation in the Optional Retirement Program:

(1) "a member of the faculty whose duties include teaching or research" shall mean: all persons whose specific assignments are made for the purpose of conducting instruction or research as a principal activity (or activities), and who hold titles of professor, associate professor, assistant professor, instructor, lecturer, or equivalent faculty title;

(2) "an administrator responsible for teaching and research faculty" shall mean: deans, directors, associate deans, assistant deans, chairpersons or heads of academic departments
if their principal activity is planning, organizing and directing the activities of faculty as defined in subsection (1) of this section;

(3) "professional librarian" shall mean: a librarian with a degree in library science;

(4) "other professional staff person" shall mean: administrative and professional positions that are generally and customarily recruited by advertising in national publications such as The Chronicle of Higher Education or in newsletters of national professional associations or at meetings of such associations. In addition, each administrative or professional position must be at a salary rate equivalent to the rate for faculty for the institution.

(a) administrative positions shall normally report to the office of the President, vice president or dean. Incumbents in such positions serve as director or other administrative head of a major department or budget entity. Incumbents of such positions must be:

i. appointed by the governing board or the chief administrative officer of the institution, or his/her delegate; and

ii. responsible for the preparation and administration of the budget, policies, and programs of the department or entity.

(b) professional positions shall include positions in nationally recognized fields, which require advanced degrees and/or specialized professional and artistic training, experience, and achievement. These would include titles such as physicians, athletic coaches, engineers, and lawyers.

b. TIME LIMIT FOR ELECTION OF ORP--Eligible new employees have 90 days after employment by the University in an ORP eligible position to elect to participate in ORP. An employee who elects to participate in ORP must complete the "Election to Participate in the Optional Retirement Plan" (Form TRS 28), and the proper payroll forms. The employee may withdraw all contributions they made to TRS by completing form TRS 29.

c. CONTRIBUTIONS TO ORP--Contributions of participants in ORP shall be 6.65% of gross annual salary. The employer matching contribution is 8.5% of the gross annual salary for grandfathered employees (ORP participants prior to 9-1-95.) New employees hired on or after 9-1-95 receive a 6.0% employer matching contribution.

3. Federal, Private, and other Non-Education and General Contributions to Retirement Programs. As a result of House Bill 2083 passed by the Texas 66th Legislature, and Senate Bill 745 passed by the Texas 69th Legislature, matching contributions into both ORP and TRS based on salaries and wages paid from these sources will be direct fringe benefit charges against these sources.

A listing of authorized vendors and agents is available in Human Resources.
Source of Authority: V.T.C.S., Title 110B, Chapter 31-36; Texas Higher Education Coordinating Board; Board of Regents, President; Vice President for Business Affairs

Cross Reference: None

Contact for Revision: Director of Human Resources

Forms: Election to Participate in the Optional Retirement Plan, (Form TRS 28) and the ORP-1, (both forms are available in Human Resources)
Discrimination Complaints/Sexual Harassment

1. General Policy Statement: It is the policy of Stephen F. Austin State University that no faculty, staff, or student may discriminate against another on the basis of unlawful discrimination based on race, color, religion, sex, age, national origin, disability, or disabled veteran status. Unlawful discrimination based on sex includes discrimination defined as sexual harassment.

Retaliation for filing an unlawful discrimination or sexual harassment complaint is prohibited by the policy and cause for severe disciplinary action, up to and including termination.

2. Definitions:

a. Unlawful Discrimination Defined: Based upon a variety of statutes, both on the federal and state levels, unlawful discrimination may affect terms and conditions of the employment or the educational setting and is based upon race, color, religion, sex, age, national origin, disability, or disabled veteran status. Applicable statutes include: Title VII of the Civil Rights Act of 1964, Civil Rights Act of 1991, Title IX of the Education Amendments of 1972, Age Discrimination in Employment Act, Americans with Disabilities Act, Section 504 of the Rehabilitation Act, Equal Pay Act, Immigration Reform and Control Act of 1986, and Article 5221k, V.T.C.S. The totality of the facts and circumstances will have a bearing on whether unlawful discrimination has occurred.

b. Sexual Harassment Defined: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, even if carried out under the guise of humor, constitute sexual harassment when:

i. Submission to or tolerance of such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or

ii. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions (including admissions and hiring) affecting that individual; or

iii. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment, educational or living environment.

The totality of facts and circumstances in any given situation will have a bearing upon whether unlawful discrimination or sexual harassment has occurred.
3. Management and Supervisory Responsibilities

Vice Presidents, Deans, Directors and Department Chairs shall take appropriate steps to disseminate this policy statement and to inform employees and students of procedures for lodging complaints. Vice Presidents, Deans, Directors, and Department Chairs are required and students are urged to notify the Director of Personnel Services, ADA Coordinator or the appropriate Dean, Director, or Department Chair for the area involved when they learn of an instance of unlawful discrimination or sexual harassment.

4. Employee Responsibilities and Student Responsibilities

While not required, all employees are urged to contact the Director of Personnel Services or the appropriate Dean, Director, or Department Chair for the area involved when they learn of an instance of employee related unlawful discrimination or sexual harassment. Students are urged to contact the Director of Personnel Services, ADA Coordinator or the appropriate Dean, Director, or Department Chair for the area involved regarding employee related unlawful discrimination or sexual harassment. Student to student infractions should be reported to the Office of Student Development.

5. Complaint Procedure

Complaints regarding employees should be reported to the Director of Personnel Services, or ADA Coordinator (as applicable), or may additionally be reported to a Vice President, Dean, Director or Department Chair for the area involved. Student to student complaints should be reported to the Dean of Student Development, or the ADA Coordinator (if applicable)

Complaints should be filed as soon as possible after any incident, but no later than 180 days from the incident involving unlawful discrimination or sexual harassment.

Complaints must be made in writing and signed by the individual submitting the complaint. While investigators will attempt to maintain as much confidentiality as possible, complete anonymity may give way to the University's obligation to investigate and take appropriate action.

If a pattern of harassment appears to exist but no complainant files charges, the University may file a third-party charge against an individual. Such charges will be handled with as much care and control as any other complaint so as to avoid acting on rumor or unjustified accusation.

6. Investigative Process

   a. Employee Related Complaints

Once a complaint has been brought to the attention of a Supervisor, Department Chair, or other individual in a management level position, that person must report the complaint to the Director of Personnel Services as soon as possible. Every attempt should be made to keep the information confidential and restricted to only those who have an absolute need to know. As there may be more than one complainant in an
unlawful discrimination or sexual harassment case, the term "complainant" as used herein shall refer to one or more complainants.

The Dean or Director (or other appropriate administrator) for the area involved will promptly investigate the charges, not as a representative of the complainant, but as an impartial party. Investigation of a complaint normally will include conferring with the parties involved and may proceed as necessary with examination of relevant documentation and interviews with other employees or students. Discretion should be exercised in determining which witnesses are indeed necessary to the investigation. The Dean or Director conducting the investigation may also consult with appropriate management personnel, including the Director of Personnel Services, the ADA Coordinator, and the General Counsel for advice and guidance as applicable. After investigating the allegations, the Dean or Director will meet with the accused employee, provide the accused with the allegations and an opportunity to respond to the allegations.

If the complaint cannot be resolved to the satisfaction of all parties, the Dean or Director, working with the Director of Personnel Services and the General Counsel, will make a recommendation, normally within 20 days of receipt of the complaint to the appropriate Vice President as to whether any disciplinary action should be taken. A summary of the case will be provided to the Vice President. Recommendations of the Dean or Director to the Vice President may include dismissing of the charges; warning, suspension or termination of the accused; allowing the parties to sign a written statement of agreement resolving the differences between them; counseling; or other appropriate disciplinary action. A general status report of the investigation should be provided to the complainant and the accused upon completion of this investigative phase.

b. Student to Student Complaints

The Office of Student Development shall investigate student to student complaints. If student discipline is recommended, the Rules of Procedure in Student Disciplinary Matters will guide the proceedings. Said rules are located on the SFA Web Page for student policies and procedures or may be obtained from the Office of Student Development. Informal and formal disposition procedures are outlined within the policy; and, it contains full due process procedures.

7. Review by the Appropriate Vice President for Employee Related Complaints

After the Vice President has offered to meet with the accused and if necessary, to meet with the complainant and witnesses, he/she will accept, modify or reject the recommendation of the Dean or Director. If the Vice President concludes that the charges are serious enough to require termination or suspension, the faculty member or staff member may be placed on a leave of absence with pay, pending a hearing by the review board and action by the President.

The Vice President's review should generally be completed within 10 days from receipt of the matter, unless additional time is required in fairness to the parties. A general status
report should be forwarded to the complainant and the accused at the conclusion of the Vice President's review.

8. Review by the Employee Discrimination Complaint Review Board

If the decision of the Vice President is not satisfactory to either party (complainant or accused), that individual(s) has 5 days in which to request a formal hearing of the Discrimination Complaint Review Board ("Review Board"). The request must be put in writing to the Vice President issuing the decision.

The Review Board of three individuals will be selected from a panel of 20 pre-selected faculty members and 20 pre-selected staff members to be appointed by the President. If the accused is a faculty member, the Review Board will be composed of at least two faculty members. If the accused is a staff member, the review board will be composed of at least two staff members. The complainant will select one member and the accused will select one member from the applicable panel. The two selected members will choose a third person from the panel. None of these individual review board members shall be from the department of the accused or the complainant (if applicable). These three individuals will comprise the Review Board and will elect a Chair from among themselves. The University President may remove any selected Review Board member if substantial proof of bias exists.

The Chair of the Review Committee is responsible for coordinating the hearing. The complainant, the accused, and the University all have the right to be advised by counsel, but lawyers will not be allowed to conduct or participate in the hearing. The day prior to the scheduled Review Committee hearing, each side shall submit a list of its witnesses and copies of its documentary evidence to the Chair. A list of witnesses and a summary list of the evidence will be provided to each side. The rest of the Review Committee will not receive the material until the time of the hearing. All materials presented must be maintained in a confidential manner by all parties involved.

The Dean or Director who conducted the investigation will apprise the Review Board of the charges and will normally present all relevant evidence. Both parties will have an opportunity to respond to the charges and present evidence. Each party may make a 5 minute opening statement prior to presentation of the evidence. The burden will be on the complainant to prove by the greater weight of the credible evidence that the accused has committed an act of sexual harassment and/or unlawful discrimination. Cross examination of the witnesses is allowed by all parties. Each party may make a 5 minute closing statement.

The Chair of the Review Board will conduct a fair hearing before the complainant and the accused and shall allow relevant witnesses and evidence from both parties. The hearing shall be closed to the public. The General Counsel may and/or the Director of Personnel Services may be consulted in procedural matters of the review board and may be present at meetings. All information presented in the hearing is confidential and restricted to only those who have an absolute need to know.

The Review Board will normally have 5 days after the completion of the hearing to summarize its findings and make a written recommendation to the President.
9. Review by the President for Employee Related Complaints

The President may accept, reject, or modify the decision of the Review Board and will have access to all evidence, both parties, and witnesses as deemed appropriate. In all instances except where a faculty member's tenure is revoked or a faculty member is being terminated during the term of their employment, the decision of the President is final. In cases where tenure is being revoked or a faculty member is being terminated during the term of employment, the case will be forwarded to the Board of Regents for a final determination. Pending action by the Board of Regents, the faculty or staff member may be suspended without pay and removed from the University or assigned to other duties with pay at the President's discretion. Final disposition of the case will be communicated to the accused employee and the complainant.

10. Employee Sanctions

a. University imposed: University sanctions for violations of this policy may include any disciplinary action, up to and including termination of employment for faculty or staff. Such activities may be viewed as constituting moral turpitude or substantial neglect of academic responsibilities under the Faculty Handbook and a major work rule violation under the Staff Discipline and Discharge Policy.

b. Civil: Unlawful discrimination and sexual harassment are illegal under state and federal law. Official governmental investigations by the Equal Employment Opportunity Commission, the Texas Commission on Human Rights, and/or the Office of Civil Rights of the Department of Education may result in civil lawsuits against any person guilty of unlawful discrimination or sexual harassment.

c. Criminal: Sexual harassment by a public servant is a criminal offense under 39.02 of the Texas Penal Code. Depending on the severity of the acts, sexual harassment may also specifically include indecent exposure, public lewdness, assault, or sexual assault under Chapter 21 and 22 of the Texas Penal Code.

d. False charges may result in disciplinary action against the complainant by the University or civil charges against the complainant by the accused. An unsubstantiated charge is not considered "false" unless it is found to be made with the knowledge of it being false.

11. Student Sanctions

Disciplinary action for student to student related complaints may range from sensitivity counseling to suspension or dismissal. False charges may also result in disciplinary action. An unsubstantiated charge is not considered "false" unless it is found to be made with knowledge of it being false.

Source of Authority: President
Cross Reference: Faculty Handbook, Non-Academic Employee Handbook,
Contact for Revision: Director of Personnel Services
Forms: None
Each employee is required to have a record of hours worked. In departments using time clocks, the following regulations will apply:

1. Employees are required to punch in prior to their assigned start time, and must punch out when they go off duty.
2. Employees are required to clock out any time they leave the work site for any reason other than assigned work duties.
3. Unless permission to do otherwise is authorized in writing by the employee’s supervisor, no employee may clock in more than 5 minutes prior to, or 5 minutes after, the start of their shift. Employees may not clock out more than 5 minutes prior to, or 5 minutes following the end of their work time.
4. Clocking in within the time-frame specified in item three, will be calculated as an on-time report for duty.
5. Except in extraordinary circumstances, time recorded will be the work-time paid or employees will be paid from timesheets verified by actual punched times. Any adjustments to the recorded time must be approved by the employee’s supervisor. Managers will be accountable to their Department Head for any manual changes submitted.
6. Unless a Department is utilizing a system with an automatic lunch deduction, employees must clock out for their designated lunch time. All employees are free to leave the University premises during lunch.
7. Employees should not clock out for designated break times and must stay in the assigned work area during the break.
8. Employees who have worked time in excess of 40 hours per week will be paid time-and-a-half (or accrue comp-time at that rate) for all time exceeding 40 hours.
9. Except in emergency circumstances, prior permission to work overtime should be approved in writing by the department manager.

Violations of this policy may result in disciplinary actions; including oral or written warnings, suspension without pay and/or termination. Under no circumstance may one employee punch a time card for another. Any employee participating in this type of violation will face immediate termination.

For employees in Departments using scan-card time clocks: (Lost cards must be reported to your supervisor immediately. When cards are lost or misplaced, employees will be issued one replacement card at no cost. Additional replacement cards will cost $5.00 each.)

Source of Authority: Director of Personnel Services

Cross Reference: None

Contact For Revision: Director of Personnel Services

Forms: None
In order to form a recognized student organization, a group must:

1. Have four (4) students (in good standing) to act as incorporators who will be legally responsible for the organization. One of the four must be designated as the Initial Registered Agent.

2. Prepare a constitution and statement of purpose.

3. Select an advisor from the faculty/administrative staff.

4. Complete the organization information sheet, available in the Student Development Office.

5. Submit all documents to the Dean of Student Development.

Stephen F. Austin State University acknowledges the right of enrolled students to form a voluntary organization for purposes that are not forbidden by state or federal law.

In order to form a recognized student organization, a group must:

1. Have four (4) students (in good standing) to act as incorporators who will be legally responsible for the formation of the organization. One of the four must be designated as the initial Registered Agent. The Registered Agent is the legal contact and spokesperson for the group. After an organization forms, the currently registered organizational president will be considered the organization's Registered Agent.

2. Select an advisor from the faculty/administrative staff.

3. Have their officers and advisor(s) sign an anti-hazing statement.

4. Prepare a constitution and statement of purpose.

5. Complete all of the required documents contained in the Student Organization Formation Packet, available in the Office of Student Activities.

6. Submit all completed documents to the Office of Student Activities.

A group seeking recognition must not:
1. Be a commercial enterprise.

2. Be an unsolicited and/or unrecognized auxiliary of a larger organization.

3. Allow minors to become organizational members unless they are full-time enrolled students at Stephen F. Austin State University

Applications for recognition can be made at any time during the year. A group may be granted temporary recognition based on the statement of purpose, while the Student Organization Review Board (SORB) is reviewing their constitution. The temporary recognition allows the group to hold meetings in the University Center while SORB is conducting its review.

The SORB is a branch of the Student Government Association and its main function is to review all requests for charters from organizations. The SORB will review all required documents: constitution, statement of purpose, and request for charter, and recommend any changes to the Dean of Student Development. The Dean will review the recommendations of the SORB and determine whether a charter should be issued.

Applications for recognition can be made at any time during the year. The Office of Student Activities may grant a group temporary recognition. Once this temporary recognition has been granted, the application documents will be forwarded to the Student Organization Review Board (SORB) for review.

The SORB, a branch of the Student Government Association, systematically reviews all requests for recognition from organizations. The SORB will review the application documents and make a recommendation to the Dean of Student Development regarding the charter of the petitioning group.

The Dean will review the recommendations of the SORB and determine whether a charter should be issued.

REQUIREMENTS FOR MAINTAINING RECOGNITION

The authority of an organization to function as a student organization may cease upon:

a.) the removal or resignation of the advisor, unless a replacement advisor is registered within 30 days.

b.) violation by the organization of any rules or regulations of the University, state or federal law.

c.) failure by the organization, its officers or advisor to adhere to the requirements set forth by the University.

d.) the organization remaining in an inactive status for three or more long semesters.

e.) failure to provide acceptable documentation of affiliation with any parent organization when requested.
All meetings and activities of each student organization shall be subject to and held under all applicable University regulations and policies. Student organizations must abide by the Policies and Procedures set forth by the SFA Board of Regents including the Code of Student Conduct.

Being recognized as a student organization is an awarded privilege, not a right, and requires responsibility on the part of the membership of the organization for meeting University requirements for student organizations.

All student organizations must register with the Office of Student Activities as often as is required. At the time of registration, all information requested on the registration documents must be supplied. A constitution that provides information on the structure, purpose and operation of the organization must be provided and kept on file in the Office of Student Activities, reaffirmed by the organization on an annual basis and updated whenever the document is revised.

RELATIONSHIP BETWEEN THE UNIVERSITY AND STUDENT ORGANIZATIONS

Aside from the supervision exercised through the Division of University Affairs over the Residence Hall Association, the Student Activities Association, the Student Government Association, the offices of Student Activities and Student Development and certain social and cultural activities conducted on the campus of Stephen F. Austin State University, the University assumes no responsibility for Level One or Level Two organizations or their programs. Such organizations, if closely connected with the activities of academic departments of the institution may, in some cases, receive special help and supervision from those departments.

Responsibility for any views expressed in a meeting or activity of a student organization is solely that of the individuals concerned and the University is not to be held to approve or disapprove such views, whatever their nature. The University is to be concerned exclusively with the discharge of its educational obligation and to facilitate free discussion of all points of view to the extent constitutionally guaranteed.

Source of Authority: United States Constitution, Amendments I and XIV; President; Vice President for University Affairs

Cross Reference: Stephen F. Austin State University Web Pages

Contact for Revision: Dean of Student Development Director of Student Activities

Forms: None
Stephen F. Austin State University does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services or activities, including hiring or employment practices.

The University is committed to providing equal opportunities in higher education to academically qualified students with disabilities who demonstrate a reasonable expectation of college success. Students with disabilities who attend SFA will be integrated as completely as possible into the University community. The University shares responsibility with the student for modifying campus facilities and programs to meet individual need.

Compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act, is coordinated through the office of Disability Services. Department heads and directors in academic and non-academic divisions have primary responsibility for providing access to programs and activities in their respective divisions and for seeking assistance to insure physical access to facilities in which those programs are offered. Disability Services works directly with students with disabilities, individual faculty members, and academic departments in the provision of classroom accommodations, and assists other University departments in providing access and coordinating accommodations for programs, activities and services offered by the University outside the classroom.

Requests for employment accommodations for employees with disabilities are submitted to the director of Human Resources for faculty and staff, or to the associate director of Career Services for student employees, who, with assistance from Disability Services and a review committee if needed, makes employment accommodations based on individual need.

Requests for Housing accommodations for students with disabilities are submitted to the Director of Housing who, with assistance from Disability Services and a review committee if needed, makes housing assignments based on individual need.

For specific information regarding provision of academic assistance, refer to Policy F-33, Academic Accommodation of Students with Disabilities. For specific information regarding resolution of disagreements, refer to Policy F-34 Appeal Procedure Relating to the Provision of Accommodations for Students with Disabilities. For information regarding discrimination or harassment refer to Policy E-46 Discrimination Complaints/ Sexual Harassment. For information on the use of service animals refer to Animals on University Property D-3.

Cross Reference: Appeal Procedure Relating to the Provision of Accommodations for Students with Disabilities F-34; Academic Accommodation of Students with Disabilities F-33; Discrimination Complaints/Sexual Harassment E-46, Animals on University Property D-3

Contact for Revision: Director of Disability Services

Forms: None
The Law:

It is the policy of Stephen F. Austin State University to comply with the fundamental principles of nondiscrimination and accommodation in academic programs set forth in the implementing regulations for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990; these regulations provide that:

No qualified student with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any ... postsecondary education program or activity ... [Federal Rehabilitation Act of 1973, Section 504, 84.43]

and

[An institution] shall make such modifications to its academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discrimination on the basis of handicap, against a qualified handicapped applicant or student ... Modifications may include changes in the length of time permitted for the completion of degree requirements, substitution of specific courses required for the completion of degree requirements, and adaptation of the manner in which specific courses are conducted. [Federal Rehabilitation Act of 1973, Section 504, 84.44]

The Americans with Disabilities Act of 1990 extends the provisions of the 1973 Rehabilitation Act to private institutions. It also puts in place more effective means for enforcing the law.

Neither Section 504 nor the ADA requires universities to lower their academic standards or substantially alter the essential elements of their courses or programs to accommodate students with disabilities. The requirement to provide reasonable accommodations is designed to afford an equal opportunity for students with disabilities. Achieving reasonable accommodations for a student with a disability involves shared responsibility among students, faculty and staff.

Should a university deny a requested accommodation it must be prepared to show very clearly that complying with the request would constitute a fundamental alteration; the unsubstantiated opinion of a faculty member or administrator may not be sufficient for that purpose. Moreover, the cost of the proposed modification is not usually sufficient reason for denying a requested accommodation.

The following accommodations are very widely accepted in higher education:

- Providing services such as readers, interpreters, and note-takers.
- Allowing extra time for examinations, assignments and projects.
- Permitting exams to be individually proctored, read orally, dictated, or typed.
Tape-recording lectures.

Using computer software for assistance in studying and on tests.

Using alternative testing formats to demonstrate course mastery.

Changing classrooms as needed for accessibility.

Who must be accommodated?

Students who are requesting support services from SFA are required to submit documentation through the Office of Disability Services to verify eligibility for reasonable accommodations; the institution must review and evaluate that documentation. Students are not required to assume the responsibility for securing a necessary accommodation. The University is required to provide reasonable accommodations for a student's known disability so that the student has an equal opportunity to participate in the courses, activities or programs.

When additional expertise beyond that of the staff of the Office of Disability Services is needed to assess a student's documentation, the Academic Assessment Committee, consisting of four members of the faculty who are knowledgeable about disabilities, and three staff members, including the ADA Coordinator, evaluates the documentation, requests additional information if, in their judgment, it is required, and makes a recommendation to the Office of Disability Services.

Documentation must validate the need for services based on the individual's current level of functioning in an educational setting. If the documentation is found to be insufficient the institution is not obliged to provide accommodations. If the documentation is found to be sufficient, appropriate accommodations are recommended.

All levels of academic organization, the college, the department, and the individual faculty member, are required to provide all qualified students with disabilities with appropriate, reasonable accommodations.

What accommodations must be provided?

Students with disabilities may be accorded two types of accommodation: They may be permitted to substitute particular courses for some of those required under their degree requirements, or they may be afforded approved accommodations within the courses they take.

If a course substitution is requested, the request must be received by the academic department that teaches the course to be deleted from the student's requirements no later than the semester prior to one in which the student proposes to take one or more of the substitute courses. Ordinarily the request should arrive at the department office before the 12th day of classes of a long semester, or the 4th day of classes of a summer session.

Once received by the department, the course substitution request is considered by the department chair, who consults with the Office of Disability Services before making a recommendation. The chair's recommendation regarding substitution is forwarded to the dean of that college. Employing the college's usual procedures for decisions about curricula, and consulting with other colleges as necessary, the dean makes the final
determination about whether the requested substitution may be allowed, or does, in fact, represent a fundamental modification of the program in question. Before a course substitution is considered there should be evidence that even with reasonable accommodation the student cannot succeed in the required course.

Requests for accommodation within a particular course should, when possible, be received by the Office of Disability Services before the beginning of the semester in which the student with a disability is to enroll in the course. Once received, the accommodation request is considered by Disability Services and, if required, by the Academic Assessment Committee. If the decision is to recommend against providing the requested accommodation, the student is informed. If it is decided that accommodation is to be provided, a record of that recommendation, together with a recommendation of the general type of accommodation to be provided is sent to the instructor of the subject course, with a copy to the department chair. In consultation with the chair, the instructor then meets with the disabled student to work out precisely how the recommended accommodations are to be implemented in the context of the particular course. To make provision of appropriate accommodations as effective as possible, students with disabilities are to meet with instructors from whom accommodations are requested as early in the semester as possible.

It is expected that the student, the Office of Disability Services, the Academic Assessment Committee, the department chair, and the course instructor will cooperate to identify accommodations that meet the student’s documented need without fundamentally altering the course.

Who must provide approved accommodations in a particular course?

Accommodations most commonly requested may include providing services such as readers, interpreters, and note-takers; allowing extra time for examinations; using alternate forms of examinations; tape-recording lectures; using computer software for assistance in studying and on tests; and, on rare occasions, relocating the classroom.

It is the responsibility of the Office of Disability Services to provide readers, interpreters, and note-takers when needed. The instructor is expected, however, to cooperate with Disability Services in accommodating these service providers in the classroom.

It is the responsibility of the instructor to organize examinations so students with disabilities may be accorded extra time and special testing conditions. When possible, special testing will be done within the offices of the academic department. When testing cannot be done in the department, however, Disability Services will provide secure facilities and supervision.

When special materials (e.g. Braille transcripts or audio tape recordings of course materials) are required, it is the joint responsibility of Office of Disability Services and the instructor to arrange to make these materials available to the student. Such materials must be made available to students with disabilities at the same time that their equivalents are given to other students.

It is the responsibility of the department chair, in cooperation with the instructor and the dean, to relocate courses when required.
How are disagreements to be resolved?

Disagreements will be resolved according to the provisions of Policy F-34, Appeal Procedure Relating to the Provision of Accommodations for Students with Disabilities.


Cross Reference: Appeal Procedure Relating to the Provision of Accommodations for Students with Disabilities F-34; Accessibility for Persons with Disabilities F-16, Animals on University Property D-3

Contact for Revision: Vice President for Academic Affairs, Director of Disability Services

Forms: None
Students enrolled at Stephen F. Austin State University, or faculty or staff members requested to make accommodations for persons with disabilities, who disagree with the provision of accommodations or the denial of accommodations may submit an appeal to the Director of Disability Services/ADA Coordinator (Director) located in Disability Services, Room 104 of Wisely Hall. Appeals covered under this policy may be initiated by: 1) student or faculty member, regarding the provision of academic accommodations; 2) student or staff member, regarding the provision of accommodations for non-academic programs or activities; 3) student, regarding the denial of accommodations by the Director of Disability Services; 4) student, regarding the denial of housing accommodations by the Director of Housing. Appeals of decisions of the Director of Disability Services (number 3 above) should be submitted to the Vice President for University Affairs (Vice President), located in Room 314 of the Austin Building. Grievances or complaints of discrimination based on disability relating to other circumstances not described above should be addressed through the University's "Discrimination Complaints/Sexual Harassment" Policy, E-46, revised August 1993 July 27, 1999, a copy of which may be obtained from the Director of Disability Services/ADA Coordinator or the University's General Counsel.

The appeal should be written; should state the specific nature and basis of the appeal; and, should be signed and dated by the individual making the appeal. It should be provided to the Director or Vice President in a timely manner following the decision being appealed, but not later than 180 days from the date of notification of the decision being appealed.

Within two (2) working days of receipt of the appeal, the Director or Vice President will schedule a meeting with the Chair/Director of the department involved, the faculty or staff member involved, and the student. The purpose of this meeting will be to review the circumstances and, if possible, to reach a mutually agreed upon resolution.

If unresolved, the appeal will be forwarded by the Director or Vice President to an Appeal Review Committee (Committee) for a second and final decision.

Depending upon the administrative or academic area involved in the decision being appealed, the Appeal Review Committee will be composed of three members selected by the Director or Vice President. The Director will serve as Chair and ex officio member of the Committee in situations listed above with the exception of number three (3) when the Vice President will appoint a faculty member or academic administrator with background and/or experience in disability-related matters to serve as Chair. In academic appeals (number 1 above), the Committee will be composed of: one faculty member from the department involved; the Dean of the College involved; and a member of the ADA
Advisory Committee. For appeals in non-academic programs and activities and housing accommodations (numbers 2 and 4 above), the Committee will be composed of: one staff member from the department involved; the Director of the department involved; and a member of the ADA Advisory Committee. In appeals relating to denial of accommodations (number 3 above), the Committee will be composed of: one faculty member from the Department of Counseling and Special Educational Programs; and two members of the ADA Advisory Committee. When selecting committee members, the Director or Vice President shall exclude individuals who served on the Academic Assessment Committee or the Housing Assessment Committee that provided initial review of the documentation and/or request. The Director or Vice President will communicate the decision and/or recommendations of the Appeal Review Committee to the individual seeking the appeal.

In all circumstances listed above, the Appeal Review Committee may seek input from appropriate parties other than committee members, including the student making the appeal, a faculty or staff member with experience relevant to the circumstances, the Vice President for Academic Affairs, Dean of another College, or another Director or Department Head with relevant experience. The Appeal Review Committee may seek advice from the University's General Counsel.

It is the intent of the University that meetings related to the appeal are informal in nature to allow all parties the opportunity for reasonable input and discussion. The appeal process, including the initial meeting, the meeting of the Appeal Review Committee and communication of the final decision to the individual making the appeal should be completed with expediency, ideally within seven (7) to ten (10) working days to avoid any delay in provision of accommodations or support services.

For specific information regarding provision of academic assistance, refer to Policy F-33, Academic Accommodation of Students with Disabilities. Refer to Policy D-3, Animals on University Property, for service animal information. For general policy information, refer to Policy F-16, Accessibility for Persons with Disabilities.


Cross Reference: Accessibility for Persons with Disabilities F-16; Academic Accommodation of Students with Disabilities F-33, Animals on University Property D-3.

Contact for Revision: Director of Disability Services

Forms: None