

Stephen F. Austin State University

MINUTES OF THE BOARD OF REGENTS



Nacogdoches, Texas

**July 17, 2001
Volume 176**

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MINUTES OF THE MEETING
BOARD OF REGENTS
STEPHEN F. AUSTIN STATE UNIVERSITY
NACOGDOCHES, TEXAS

JULY 17, 2001

The meeting was called to order at 9:00 a.m. by Chair Mike Enoch. Board members present in Room 307: Penny Butler, Kenneth James, Mike Enoch, Susan Roberds, Mike Wilhite, Fred Wulf. Absent: Margarita de la Garza Graham, Gary Lopez, Lyn Stevens.

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

01-73

Upon motion of Regent Roberds, seconded by Regent Butler, with all members voting aye, it was ordered that the April 17, 2001 and the May 8, 2001 meetings be approved, with a correction to item 01-63 of the April minutes, indicating that the consulting contract would be \$90,000 plus \$15,000 for expenses for one year.

01-74

Upon motion of Regent Roberds, seconded by Regent Butler, with all members voting aye, it was ordered that the following appointment be approved.

1. President

Dr. Tito Guerrero's contract as President, at a salary of \$176,500 for 100% time for twelve months, effective July 2, 2001. Tenure is awarded with this contract.

01-75

Upon motion of Regent Roberds, seconded by Regent Wilhite, with all members voting aye, it was ordered that the following appointments be approved.

1. Forestry

Mr. David C. Treadaway, Executive Director of the Piney Woods Conservation Center, BAAS (Stephen F. Austin State University), at a salary of \$35,000 for 100% time for twelve months, effective July 2, 2001.

2. Athletics

Ms. Jennifer Poulsen, Softball Coach, at a salary of \$38,000 for 10.5 months, effective July 16, 2001.

Mr. Daniel Eason, Director of the Wellness Center and Assistant Coach, at a salary of \$38,000 for twelve months, effective May 28, 2001.

01-76

Upon motion of Regent Wilhite, seconded by Regent Wulf, with all members voting aye, it was ordered that the following appointments be approved.

1. Art

Ms. Amy George, Assistant Professor, M.F.A. (Clemson University), at a salary of \$44,000 for 100% time for nine months, effective September 1, 2001.

2. Economics and Finance

Dr. Jon P. Halverson, Visiting Assistant Professor, Ph.D. (University of Alabama), at a salary of \$46,000 for 100% time for nine months, effective September 1, 2001.

3. Elementary Education

Ms. Lysa Gaston, Instructor, M.Ed. (Stephen F. Austin State University), at a salary of \$41,000 for 100% time for nine months, effective September 1, 2001.

4. English and Philosophy

Ms. Reshim Dutt, Assistant Professor, M.A. (University of Minnesota), at a salary of \$34,000 for 100% time for nine months, effective September 1, 2001.

Ms. Shawnrece D. Miller, Assistant Professor, M.A. (Youngstown State University), at a salary of \$34,000 for 100% time for nine months, effective September 1, 2001.

Dr. Beverly J. Reed, Assistant Professor, Ph.D. (Purdue University), at a salary of \$34,000 for 100% time for nine months, effective September 1, 2001.

Dr. Kelley J. Salsbery, Assistant Professor, Ph.D. (Syracuse University), at a salary of \$34,000 for 100% time for nine months, effective September 1, 2001.

5. History

Dr. Daniel Newcomer, Assistant Professor, Ph.D. (Texas Christian University), at a salary of \$34,400 for 100% time for nine months, effective September 1, 2001.

6. College of Liberal Arts

Dr. Robert K. Herbert, Dean and Professor (Sociology/Anthropology), Ph.D. (Ohio State University), at a salary of \$99,000 for 100% time for twelve months, effective August 6, 2001. Tenure is awarded with this appointment.

7. Management, Marketing and International Business

Mr. Robert M. Crocker, Assistant Professor, M.B.A. (University of South Alabama), at a salary of \$57,000 for 100% time for nine months, effective September 1, 2001.

8. Modern Languages

Ms. Marcela Valencia, Visiting Assistant Professor, M.A. (University of Kentucky), at a salary of \$32,500 for 100% time for nine months, effective September 1, 2001.

Mr. Alejandro Sanchez-Aizcorbe, Visiting Assistant Professor, M.A. (University of Kentucky), at a salary of \$32,500 for 100% time for nine months, effective September 1, 2001.

9. Music

Dr. Christopher A. Ayer, Assistant Professor, D.M.A. (University of Cincinnati), at a salary of \$36,000 for 100% time for nine months, effective September 1, 2001.

Dr. Jeffrey Jacobsen, Assistant Professor, D.M.E. (University of Northern Colorado), at a salary of \$40,000 for 100% time for nine months, effective September 1, 2001.

Dr. Mark E. Turner, Assistant Professor, D.M.A. (University of Houston), at a salary of \$36,000 for 100% time for nine months, effective September 1, 2001.

Mr. Brian Utley, Instructor, M.M. (Louisiana State University), at a salary of \$32,000 for 100% time for nine months, effective September 1, 2001.

10. Political Science and Geography

Mr. Newton J. Gaskill, Assistant Professor, M.A. (University of Texas), at a salary of \$34,500 for 100% time for nine months, effective September 1, 2001.

11. Secondary Education and Educational Leadership

Dr. Julia Ballenger, Assistant Professor, Ph.D. (University of Texas), at a salary of \$45,000 for 100% time for nine months, effective September 1, 2001.

Dr. Roberto E. Trevino, Assistant Professor, Ph.D. (University of Texas at Austin), at a salary of \$45,000 for 100% time for nine months, effective September 1, 2001.

01-77

Upon motion of Regent Wilhite, seconded by Regent Wulf, with all members voting aye, it was ordered that the following changes of status be approved.

1. Biology

Dr. Robert Fleet, from Assistant Professor at a salary of \$42,564 for 100% time for nine months, to Lecturer in the Department of Mathematics & Statistics at a salary of \$31,000 for 100% time for nine months, effective September 1, 2001.

2. College of Liberal Arts

Dr. Robert Szafran, from Interim Dean at a salary of \$86,735 for 100% time for twelve months, to Professor of Sociology at a salary of \$67,653 for 100% time for nine months, effective September 1, 2001.

3. Instructional Technology

Dr. David Randolph McDonald, from Interim Director at a salary of \$60,000 for 100% time for twelve months, to Director at a salary of \$70,000 for 100% time for twelve months, effective June 1, 2001.

4. Political Science and Geography

Dr. Ron Claunch, from Professor of Political Science at a salary of \$60,279 for 100% time for nine months, to Interim Chair of the Department of Political Science and Geography at a salary of \$78,000 for 100% time for eleven months, effective September 1, 2001.

5. Psychology

Dr. Gary Ford, from Chair of the Department of Psychology at a salary of \$70,115 for 100% time for eleven months, to Professor at a salary of \$55,052 for 100% time for nine months, effective September 1, 2001.

Dr. Kandy Stahl, from Associate Professor at a salary of \$43,942 for 100% time for nine months, to Chair of the Department of Psychology at a salary of \$72,920 for 100% time for twelve months, effective September 1, 2001.

6. Sciences and Mathematics

Dr. Kenneth Farrish, from Associate Professor of Forestry at a salary of \$64,899 for 100% time for twelve months, to Director of the Masters program in Environmental Science at a salary of \$75,000 for 100% time for twelve months, effective September 1, 2001.

7. Secondary Education

Dr. Sandra Lowery, from Associate Professor at a salary of \$49,440 for 100% time for nine months, to Interim Chair at a salary of \$80,000 for 100% time for twelve months, effective September 1, 2001. Tenure is awarded with this appointment.

Dr. Pat Jenlink, from Chair of the Department of Secondary Education and Educational Leadership at a salary of \$92,532 for 100% time for twelve months, to Professor of Educational Leadership at a salary of \$70,600 for 100% time for nine months, effective September 1, 2001.

Dr. Betty J. Alford, from Assistant Professor at a salary of \$45,197 for 100% time for nine months, to Associate Professor in the Educational Leadership doctoral program at a salary of \$50,809 for 100% time for nine months effective September 1, 2001. Dr. Alford was selected by committee for the position following a national search.

8. Social Work

Ms. Kathleen Belanger, from Project Director and Lecturer at a salary of \$48,901 for 100% time for twelve months, to Instructor at a salary of \$40,695 for 100% time for nine months, effective September 1, 2001.

9. University Police

Mr. Robert Putzke, from Assistant Chief of Police at a salary of \$51,139 for twelve months to Interim Chief of Police at a salary of \$57,139 for twelve months, effective December 16, 2000.

10. Business Affairs

Dr. Roland Smith, from Interim President at a salary of \$174,468 for 100% time for twelve months, to Vice President for Business Affairs at a salary of \$112,882 for 100% time for twelve months, effective July 2, 2001.

11. Physical Plant

Ms. Sherry L. Moore, from Coordinator, at a salary of \$34,608 for 100% time for twelve months, to Assistant Director, at a salary of \$50,000 for 100% time for twelve months, effective April 16, 2001.

01-78

Upon motion of Regent Wulf, seconded by Regent James, with all members voting aye, it was ordered that the following request for retirement and subsequent modification of employment be approved:

Dr. Bobby Johnson, History, effective September 1, 2002.

01-79

Upon motion of Regent Wulf, seconded by Regent Roberds, with all members voting aye, it was ordered that the following retirements be accepted.

1. Chemistry

Dr. Roger S. Case, Associate Professor, effective August 31, 2001.

2. Informational Technology Services

Mr. Michael Jennings, Director, effective July 16, 2001.

01-80

Upon motion of Regent Wilhite, seconded by Regent Butler, with all members voting aye, it was ordered that the following holiday schedule be approved. This schedule will allow SFA to be closed for 2 days at Thanksgiving, 7 working days at Christmas, 5 working days at Spring Break, and July 4th, which totals fifteen days. Employees will be required to take two days of vacation or compensatory time on Thursday, March 14 and Friday, March 15.

Holidays for 2001-2002

November 22	December 26	January 1	March 14
November 23	December 27	March 11	March 15
December 24	December 28	March 12	July 4

01-81

Upon motion of Regent Butler, seconded by Regent James, with all members voting aye, it was ordered that the last Class Day Report for the spring semester, 2001 be approved as presented.

01-82

Upon motion of Regent Wulf, seconded by Regent Butler, with all members voting aye, it was ordered that the Chair of the Board be authorized to sign the official report for Underenrolled Classes for Summer, 2001 when the data are available.

01-83

Upon motion of Regent Wilhite, seconded by Regent Roberds, with all members voting aye, it was ordered that a called meeting will be held August 15 at 9:00 A.M. to receive presentations from four marketing firms, and to select the firm to conduct the SFA marketing program.

01-84

Upon motion of Regent Butler, seconded by Regent Wulf, with all members voting aye, it was ordered that the Liberal Arts Building be named the Vera Dugas Liberal Arts Building.

01-85

Upon motion of Regent James, seconded by Regent Butler, with all members voting aye, it was ordered that the revisions to the Intercollegiate Athletic Policy and Procedure Manual be approved as presented.

01-86

Upon motion of Regent Roberds, seconded by Regent James, with all members voting aye, it was ordered that the TIF grant applications by the Library and Instructional Technology be approved, and that Certified Assurance be provided by the Board of Regents.

01-87

Upon motion of Regent Wilhite, seconded by Regent Butler, with all members voting aye, it was ordered that approval be given for allocation of the available balances and any additional earnings on the available balances on the 1995 HEAF and 1996 Auxiliary bonds to pay respective debt service costs.

01-88

Upon motion of Regent Roberds, seconded by Regent Butler, with all members voting aye, it was ordered that the University be authorized to continue with the insurance RFP process, including tabulations of bids, and that the Finance Committee of the Board be authorized to review proposals and select the University's insurance provider or providers prior to the August 31, 2001 deadline.

01-89

Upon motion of Regent Butler, seconded by Regent Wilhite, with all members voting aye, it was ordered that the University be authorized to proceed with the RFP process, including selection of a delinquent-accounts processor or processors. Any delinquent account from 1995 to date in amounts greater than \$100 would be submitted for collection. Prior to submission, the University will contact each student at the last known address and request payment. This will provide former students with the opportunity to avoid collection fees. Future delinquent accounts will be routinely submitted for collection within 120 days of the end of the semester or summer term for students not engaged in an active repayment plan.

01-90

Upon motion of Regent Wilhite, seconded by Regent Wulf, with all members voting aye, it was ordered that the proposal for Athletic Concessions submitted by ARAMARK Educational Services be accepted and that a contract be negotiated and signed by all parties.

01-91

Upon motion of Regent Roberds, seconded by Regent Butler, with all members voting aye, it was ordered that the University be authorized to proceed with the biology greenhouse and Miller Science Building roofing projects and that the President be authorized to sign the necessary purchase orders and contracts. Cost of the greenhouse project is not to exceed \$400,000. Funding is from renovation savings and the roofing allocation in the FY 2002 annual budget, if necessary.

01-92

Upon motion of Regent Butler, seconded by Regent Wilhite, with all members voting aye, it was ordered that the Resolution Authorizing a Request for Financing (for \$14,070,000 Tuition Revenue Bond funding) be approved as presented in Appendix No. 1 and that the

President and staff be authorized to proceed with the bond transaction as directed by the Texas Public Finance Authority at the appropriate time.

01-93

Upon motion of Regent Roberds, seconded by Regent Wilhite, with all members voting aye, it was ordered that approval be given to the purchase of the Blackbaud software system license at a cost not to exceed \$90,000 and that the President be authorized to execute related contracts. Cost of the software and future annual maintenance is to be paid in equal thirds by the University, the SFASU Foundation, Inc. and the SFASU Alumni Association.

01-94

Upon motion of Regent James, seconded by Regent Butler, with all members voting aye, it was ordered that the 2001-02 budget totaling \$132,394,898 be approved. The 2001-02 budget includes a \$4 per semester credit hour increase in Designated Tuition and a 3% increase in room and board. The 2001-02 budget also includes a 4% merit pool for faculty, and the greater of a \$100 per month or 4% increase for non-faculty employees. The detailed HEAF Allocation is included in Appendix No. 2.

01-95

Upon motion of Regent Wilhite, seconded by Regent Butler, with all members voting aye, it was ordered that the University be authorized to seek proposals for architectural and construction manager services for the addition of space for telecommunication facilities and renovation or replacement of the Birdwell Building. Proposals will be presented to the Board of Regents for approval.

01-96

Upon motion of Regent Wilhite, seconded by Regent Wulf, with all members voting aye, it was ordered that approval be given for the following relative to East College Cafeteria: (1) that the University and construction manager be authorized to proceed with work on the Pizza Hut addition; (2) that the University and construction manager be authorized to develop plans and specifications, obtain bids and contract for the remainder of the proposed work; (3) that the President be authorized to sign the required purchase orders and contracts.

01-97

Upon motion of Regent Wulf, seconded by Regent James, with all members voting aye, it was ordered that the University contract with Global Roof Consultants, Inc. for a first year cost of \$12,500. Pricing for the second through fifth years is to be negotiated and the President is authorized to sign the contract. The contract is not to exceed \$90,000 for five years.

01-98

Upon motion of Regent Wilhite, seconded by Regent Wulf, with all members voting aye, it was ordered that the policy revisions be adopted as presented in Appendix No. 5.

REPORTS

- A. Faculty Senate Chair Joe Devine:
 - 1. Senate actions in the past quarter
 - a. Concern about faculty salaries
 - b. Desire to preserve small class size and instruction by faculty with terminal degrees
 - c. Library funding needs improving
 - d. Intellectual policy
 - 2. Issues for the coming academic year:
 - a. Study of salary inequities
 - b. Allocation of auxiliary funds
 - c. Parking garage: the senate may study the question, but seems very unlikely to favor it
 - d. Do we offer enough evening courses?
- B. Student Government President Charlie Hueber
 - 1. Introduction
 - 2. Minor in Leadership
- C. President Tito Guerrero
 - 1. Faculty Welcome Reception and Picnic
 - 2. Retreat with Board of Regents members
 - 3. Graduation - August 11, 2001
 - 4. Bet with President of Portland State University
 - 5. Pizza with the President
 - 6. Harvard Seminar for New Presidents

Meeting adjourned at 11:35 a.m.

RESOLUTION AUTHORIZING A REQUEST FOR FINANCING

WHEREAS, the Texas Public Finance Authority (the Authority) has the exclusive authority to act on behalf of Stephen F. Austin State University (the University) in the issuance of bonds pursuant to Tex. Rev. Civ. Stat., art. 601d as amended; and

WHEREAS, the University has been authorized to acquire, purchase, construct, improve, renovate, enlarge, or equip property, buildings, structures, facilities, roads or related infrastructure to be financed by the issuance of bonds pursuant to Texas Education Code 55.1727 in the aggregate principal amount not to exceed \$14,070,000; and

WHEREAS, the Board of Regents of Stephen F. Austin State University (the Board of Regents) now desires to approve and authorize financing to enable the University to acquire, purchase, construct, improve, renovate, enlarge, or equip property, buildings, structures, facilities, roads or related infrastructures, and authorizes the President of the University (the President) or designees to submit requests for financing to the Authority from time to time to issue bonds in an aggregate amount of \$14,070,000 to enable the University to acquire, purchase, construct, improve, renovate, enlarge, or equip property, buildings, structures, facilities, roads or related infrastructures and to take other actions related thereto.

THEREFORE, BE IT RESOLVED BY THE BOARD OF REGENTS OF STEPHEN F. AUSTIN STATE UNIVERSITY THAT:

- 1) The University is duly authorized by law pursuant to Texas Education Code, Section 57.1727 to acquire, purchase, construct, improve, renovate, enlarge, or equip property, buildings, structures, facilities, roads or related infrastructures to be financed by the issuance of bonds in accordance with Texas Education Code, Chapter 55, Subsection B in the aggregate amount not to exceed \$14,070,000;
- 2) Dr. Tito Guerrero, President, or his designee is hereby authorized and directed to submit requests from time to time to the Authority to issue bonds in an aggregate amount not to exceed \$14,070,000 in order that the University may acquire, purchase, construct, improve, renovate, enlarge, or equip property, buildings, structures, facilities, roads or related infrastructures as these projects are specifically approved by the Board of Regents and further approved by the Texas Higher Education Coordinating Board as may be required;
- 3) the President is hereby further authorized to approve, execute, and deliver or cause to be delivered those documents and such other instruments including but not limited to the financing documents required by the Authority s rules, and to take such other

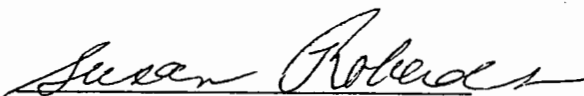
actions as are necessary and appropriate in connection with the issuance, sale, or delivery of the bonds;

- 4) due notice of the meeting and the subject matter of this Resolution was given as required by law; and that a quorum of the Board of Regents was present at the meeting at which this resolution was considered.

Adopted/Rejected by a vote of 6 yeas, 0 nays effective as of July 17, 2001.



Chairman, Board of Regents
Stephen F. Austin State University



Secretary, Board of Regents
Stephen F. Austin State University

**Stephen F. Austin State University
HEAF Allocation
for Fiscal Year 2001-02**

Appendix No. 2

Department	Item/Project	Allocation	Department Total
Fiscal Year 2001-02 HEAF Available			\$6,633,109
Debt Service	Bond Debt Service Payments	\$721,899	\$721,899
Instructional Capital	Academic Capital Equipment	\$1,250,000	\$1,250,000
Library Books and Materials	Library Acquisitions	\$1,250,000	\$1,250,000
Admissions	PCs	\$22,000	
Admissions	Laptop	\$2,500	
Admissions	Printer	\$2,000	\$26,500
College of AAS/Communication	Classroom presentation equipment and computers	\$27,831	
College of AAS/Social Work	7 Chairs for reception area	\$1,750	
College of AAS/Social Work	Area directory board	\$300	
College of AAS/Social Work	Conference table	\$3,017	
College of AAS/Social Work	12 Conference chairs	\$4,560	
College of AAS/Social Work	2 Chairs for classroom desks	\$200	
College of AAS/Social Work	2 Metal desks for classrooms	\$1,000	
College of AAS/Social Work	2 Podiums for classrooms	\$430	
College of AAS/Social Work	1 Mailbox/Sorting Tables w/shelf	\$897	
College of AAS/Social Work	3 Executive desks	\$6,087	
College of AAS/Social Work	3 Executive Credenzas	\$4,254	
College of AAS/Social Work	Desk	\$750	
College of AAS/Social Work	Credenza	\$800	
College of AAS/Social Work	3 Executive chairs	\$1,650	
College of AAS/Social Work	2 Round tables for library	\$396	
College of AAS/Social Work	8 chairs for library	\$400	
College of AAS/Social Work	60 student desks	\$7,140	
College of AAS/Social Work	TV/VCR	\$300	
College of AAS/Social Work	Overhead projector	\$200	
College of AAS/Social Work	Screen	\$190	
College of AAS/Social Work	2 Filing Cabinets	\$500	
College of AAS/Social Work	LCD	\$3,000	
College of AAS/Social Work	Large Workstation panels	\$11,180	
College of AAS/Social Work	Small Workstation panels	\$4,560	
College of AAS/Social Work	6 Undershelf task lights	\$840	
College of AAS/Social Work	6 Mobile file pedestals	\$2,046	
College of AAS/Social Work	6 tables for work area	\$1,302	
College of AAS/Social Work	6 computer tables	\$780	\$86,360
College of Business	Chair replacement in McGee Computing Lab	\$20,000	
College of Business	Carpet replacement in McGee Computing Lab	\$15,000	
College of Business	Upgrade McGee Building data network for I2	\$40,000	
College of Business	Complete renovation of Classroom BU 467	\$8,750	
College of Business	Renovation of Classroom BU 477	\$20,000	
College of Business	Replace comupter in BU 116	\$2,500	\$106,250
College of Education/Agriculture	Tractor with front end loader	\$50,000	
College of Education/Agriculture	ALIS Software for Soil Testing Lab	\$25,000	
College of Education/Agriculture	Fence replacement at Beef Farm	\$26,400	
College of Education/Agriculture	Equipment replacement in Ag Mechanics Lab	\$20,000	
College of Education/Agriculture	Restroom facilities at Forage Center	\$4,500	
College of Education/Agriculture	Renovation of Ag Room 115	\$17,500	
College of Education/Agriculture	No-till seed drill	\$12,500	
College of Education/Human Sci	Space renovation for HMS 115, large lecture room	\$35,000	
College of Education/Human Sci	Create storage area, N. end of HMS N. adjacent/unde	\$5,000	
College of Education/Human Sci	Space reconfiguration of HMS 209/209B	\$10,000	
College of Education/Human Serv	Neuroscience Lab evoked response assessment equi	\$20,000	
College of Education/Kines & Health	Resurface racquetball courts	\$35,200	
College of Education/Kines & Health	Resurface tennis courts	\$65,000	
College of Education/Kines & Health	Classroom chairs	\$2,500	
College of Education/Kines & Health	Glass enclosure of one racquetball court	\$25,000	
College of Education/Secondary Ed	Remodel 404 workroom mailbox	\$600	

Department	Item/Project	Allocation	Total
College of Education/Secondary Ed	Remodel 404j office	\$750	
College of Education/Secondary Ed	Paint and wall covering	\$500	
College of Education/Secondary Ed	Base board cove molding, etc.	\$250	
College of Education/Secondary Ed	Book shelves, brackets, etc.	\$600	
College of Education/Secondary Ed	Gateway Systems (17) to upgrade computers in doctc	\$22,763	
College of Education/Secondary Ed	HP Laserjet printers (3) for doctoral lab	\$2,307	
College of Education/Secondary Ed	Copiers (3) replacements at 3 CPDT field sites	\$6,069	
College of Education/Secondary Ed	iMac systems (60) at 3 CPDT field sites (20 @ ea site	\$64,680	
College of Education/Secondary Ed	SuperDisk Drives for Mac (60) at 3 CPDT field sites (2	\$4,740	\$456,859
College of Fine Arts/Theatre	Renovation, Griffith 306	\$11,580	
College of Fine Arts/Music	Remodeling, Music Building green room	\$3,000	
College of Fine Arts/Turner	Stage equipment - cyclorama, scrims	\$6,400	
College of Fine Arts/Box Office	Thermal ticket printer	\$1,650	
College of Fine Arts/Music	Acoustical treatment, Cole Concert Hall	\$2,000	
College of Fine Arts/Turner	Renovation, green room	\$8,100	
College of Fine Arts/Turner	Electrical work	\$100,000	\$132,730
College of Forestry/Construction	Renovate tree physiology teaching lab in Forestry Buil	\$100,000	\$100,000
College of Liberal Arts/Stone Fort	Building repairs	\$3,000	
College of Liberal Arts/History	Classroom renovations	\$13,213	
College of Liberal Arts/Psych Clinic	Renovations	\$75,000	
College of Liberal Arts/Mod Lang	Computer and printer stations	\$7,916	
College of Liberal Arts/English	Upgrade of Laz Corley computer lab	\$48,910	
College of Liberal Arts/Psych	Remainder of renovations to Psych Clinic (total was 14	\$66,725	
College of Liberal Arts/Stone Fort	Add visitor restroom	\$10,000	
College of Liberal Arts/Stone Fort	Macintosh computer for visitor kiosk	\$3,000	\$227,764
College of Sci/Math/Physics	Renovation of Physics Resource Center	\$4,777	
College of Sci/Math/Chemistry	Tile for balance room	\$1,000	
College of Sci/Math/Biotechnology	Fume hoods	\$16,000	
College of Sci/Math/Chemistry	Laboratory benches and tables	\$19,000	
College of Sci/Math/Physics	Storage cabinets	\$2,500	
College of Sci/Math/Biotechnology	Acid and organic cabinets	\$4,000	
College of Sci/Math/Biology	Bulletin boards	\$3,000	
College of Sci/Math/Nursing	Renovate administrative area	\$18,000	\$68,277
Instructional Technology	Laptop computers (17) matching funds for DI4 grant	\$52,623	
Instructional Technology	Integrator software w/installation	\$37,950	
Instructional Technology	WebCT campus edition software	\$18,000	
Instructional Technology	MCU card for model 200 multipoint vdeo conferencir	\$14,000	
Instructional Technology	Photoshop software	\$2,000	
Instructional Technology	Wiring management ITV classrooms	\$1,000	\$125,573
Library	Imaging system	\$100,000	\$100,000
School of Honors	Laptop computers (2)	\$5,530	
School of Honors	Dell computers (2)	\$4,450	\$9,980
Financial Aid	PCs (5)	\$10,500	
Financial Aid	Auto-folding machine for correspondence	\$5,264	
Financial Aid	Bulletin boards	\$1,367	
Financial Aid	Laminating machine for bulletin boards	\$875	\$18,006
Information Technology Services	Upgrade computers and software	\$65,000	
Information Technology Services	HEAF Telecommunications expenditures	\$135,000	
Information Technology Services	Network upgrade and expansion	\$200,000	
Information Technology Services	SCT integrator and software	\$37,950	
Information Technology Services	Desktop anti-virus software site license	\$25,000	
Information Technology Services	Desktop firewall software license	\$25,000	
Information Technology Services	Web-based help desk system	\$48,000	\$535,950
Physical Plant	Replacement vehicles	\$100,000	
Physical Plant	Computers (10) to upgrade work order system	\$24,000	
Physical Plant	Custodial/Grounds trash containers (50) Kawasaki mu	\$38,500	
Physical Plant	Air handler for Kinesiology	\$75,000	
Physical Plant	Sidewalk repair	\$60,000	
Physical Plant	Sign engraving machine	\$20,200	
Physical Plant	Air handler for Rusk	\$65,000	
Physical Plant	Custodial equipment	\$25,000	
Physical Plant	Temperature/humidity controls for East Texas Research	\$50,000	
Physical Plant	Variable speed drives on fan and coil in Nursing/Math	\$45,000	

Department	Item/Project	Allocation	Total
Physical Plant	Repairs and repaving of Clark Blvd.	\$100,000	
Physical Plant	Roof Replacement and Building Restoration	\$160,000	
Physical Plant	Austin Building Fire Alarm System	\$35,000	\$797,700
Vice President for Business Affairs	Contingency	\$378,101	\$378,101
Purchasing	Copier	\$10,000	
Purchasing	Computer equipment	\$16,000	
Purchasing	Chairs	\$1,400	
Purchasing	Printer for requisitions	\$400	
Purchasing	Copier/printer for surplus area at SRC	\$400	\$28,200
Printing Services	2nd year commitment to lease/purchase Xerox Docute	\$62,775	\$62,775
Public Affairs	Computer editing system and software upgrades	\$15,672	
Public Affairs	Portable camera light and replacement batteries	\$500	
Public Affairs	Various field and studio microphones for video product	\$2,521	\$18,693
Counseling and Career Services	Carrels (10)	\$8,000	
Counseling and Career Services	PCs (2) for TIF grant matching funds	\$3,000	
Counseling and Career Services	PC (1) file server	\$2,500	
Counseling and Career Services	PCs (4)	\$6,400	
Counseling and Career Services	Printer (1)	\$2,500	\$22,400
Disability Services	Computer assisted notetaker system	\$3,800	
Disability Services	Gateway Solo Laptops/external monitor 2@\$1700		
Disability Services	Media Carts 2@\$200		
Disability Services	Replace carpet and baseboard in offices and halls	\$4,500	
Disability Services	Transcription technology - TRC-8080 standard cassette		
Disability Services	transcriber w/VSC Sonyo Pro-line, w/foot control ar	\$500	\$8,800
Postal Services	Pitney Bowes Paragon II	\$28,000	
Postal Services	Laser scanner	\$2,000	
Postal Services	Address and barcode printer	\$15,000	\$45,000
Student Development	Renovation/furniture for Rusk 302	\$15,000	
Student Development	Power Mac G4 (5 @ \$1700 ea)	\$8,995	
Student Development	Macintosh server G4	\$2,699	
Student Development	Meeting Maker software	\$500	
Student Development	Palm VIIx (2 @ \$449 ea)	\$898	
Student Development	Shipping/handling	\$200	\$28,292
University Police	Police communication equipment	\$25,000	\$25,000
General Counsel	PC with monitor	\$2,000	\$2,000
TOTAL ALLOCATION			\$6,633,109

Stephen F. Austin State University
 Schedule of Budget Increases
 April 13, 2001 to July 3, 2001

ACTIVITY RECIPIENT		TRANSFER SOURCE		
ACCOUNT NAME	ACCOUNT NUMBER	SOURCE DESCRIPTION	AMOUNT	DATE
Photography	2-06041	Overrealized Income	2,370	April 18, 2001
University Interscholastic Leag	2-35500	Overrealized Income	8,320	May 11, 2001
FOA Gallery Director	5-96662	Overrealized Income	3,537	June 4, 2001
School of Education Excellence	5-91860	Overrealized Income	10,859	June 5, 2001
OSA Graphic Shop	3-50690	Overrealized Income	15,000	June 7, 2001
FOA Deans Discretion	5-96621	Overrealized Income	6,514	June 13, 2001
C&SE Class Materials	5-91224	Overrealized Income	700	June 15, 2001
TOTAL			<u>47,300</u>	

STEPHEN F. AUSTIN STATE UNIVERSITY		Nacogdoches, TX
HUB Status	HUB F/WO	HUB MBL
Bidder	Global Roof Consultant	Amtech Roofing Consultants ASD Consultants
Address	PO Box 1867 Whitney, TX 76692	3300 S Gessner Ste 245 Houston, TX 77063
FAX / Phone		PO Box 180052 Austin, TX 78718-0052
	DICK TALLICHET	Curtis Brown

DELIVERY

Why Requirements not anticipated:

DO NOT DUPLICATE

Nacogdoches, TX

FAX / Phone

НУВ	М/НІ
-----	------

Austin, 78703

David Quintanilla

Addison, TX 75001

Michael Cogburn

based on an average
per building fee
of \$1500 w/a min
\$5000 max per trip.

DELIVERY

Why Requirements not anticipated:

Signature Diana Benkel

STEPHEN F. AUSTIN STATE UNIVERSITY		Nacogdoches, TX
HUB Status		
Bidder	Conley Design Group	
Address	8113 Ridgepoint Dr Ste 200 Irving, TX 75063	
FAX / Phone		

GREG WALTERSCHEID

I certify that the above included all firms that have been contacted for bids, and their replies are exactly as stated. Diana Beutel
Reason for award to other than low bidder: _____ **Signature**
Why Emergency Exists: _____
Why Requirements not anticipated: _____

To: Diana Boubel
From: Lynda Langham <llangham@sfasu.edu>
Subject: Fwd: 0529.260
Cc:
Bcc:
Attached:

Date: Tue, 29 May 2001 13:18:18 -0500
To: "texasregister@sos.state.tx.us" <texasregister@sos.state.tx.us>
From: Lynda Langham <llangham@sfasu.edu>
Subject: 0529.260
Cc: "Roland Smith, Interim President" <rksmith@sfasu.edu>

Please publish the following notice in the earliest available edition of the Texas Register.
Submission form to follow via FAX.

Thank you.

Stephen F. Austin State University

Notice of Availability of Consulting Services Contract

This request for consulting services is filed under the provisions of the Government Code, Chapter 2254.

PURPOSE: Stephen F. Austin State University is seeking consulting services to provide inspection and budget forecasting for all educational and support facility roofs for a period of five years, beginning September 1, 2001 and ending August 31, 2006. Proposed inspection and documentation will provide the following:

1. physical inspection of all campus facility roofs
2. documentation of observed conditions with emphasis on known roof problems, reported leak conditions and preventative maintenance
3. summary of conditions requiring manufacturer warranty notification
4. summary of conditions requiring roof related repair
5. summary of roofs projected for replacement for the fiscal years 2002 through 2006
6. final reports to be presented in CPU Windows 95/98 environment, including building history of roof type, age, construction, flashing type, square footage, insulation, material manufacturer, etc., current conditions, budget forecast of repairs and replacements, roof plans, excel spread sheet, photographs and warranties.

Additional roof inspections shall be provided during repair or construction as required by the University, with the price to be negotiated depending on specific requirements for each job.

ELIGIBLE APPLICANTS: All governmental, public, nonprofit private, or for-profit private entities that can demonstrate the expertise necessary to carry out the required consultant services are encouraged to submit proposals.

**Policies for Board Review
July 17, 2001**

A-01.2	Agency Accounts	Major re-write
A-16	Distinguished Professor Award	Nominations solicited through Focus; update title of VP Alumni Affairs
A-22.1	Instructor-Generated Materials	Reviewed, no changes made
A-33	Off-Air Recording of Broadcasts for Education Use	Added provisions to record from television satellite; policy applies to any transmission medium
A-37.1	Performance Evaluation of Tenured Faculty	Reviewed, no changes made
A-57	Texas Academic Skills Program (TASP)	Minimum testing scores required of students entering teacher education; excessive absences in developmental courses can result in probation or suspension; grades in developmental courses are calculated into GPA; added section pertaining to TASP and Admission to Teacher Education
B-1	Use of University Facilities	Added reference to athletic coaches summer camps; added standby and custodial services to costs of events
B-15	Issuance and Control of Campus Keys	Added provision that request for keys may be via web page
B-16	Kennedy Auditorium	Reviewed, no changes made
B-26	Piney Woods Conservation Center	Update name, area code, minor formatting changes
B-28	Turner Auditorium	Elimination of room numbers, contact to be office of Fine Arts dean, 20% deposit required; deleted non-University user regulations
B-30	University Vehicles (Rental & 15-Passenger Vans)	Modified policy title; additional regulations regarding guests accompanying employees or students; notification requirements following accident; update rental charges and special provisions; added section regarding 15 passenger van
B-32	Work Request	Removed prioritization by VP Business Affairs
C-9	Contracting Authority	Regent may be involved with contract or agreement only if General Counsel advises of exception to rule; General Counsel will review all contracts; updated rules for construction contracts; authorization for VP's to sign contracts less than \$50,000 in absence of President

Policies for Board Review
July 17, 2001

C-23	Order for Disbursement	Delete policy
D-10	Driver Certification	Certification required for rental or lease vehicles
D-19.1	Inclement Weather and Other Emergencies	Reviewed, no changes made
D-20.5	Items Requiring Board of Regent Approval	Update section on construction and renovation projects; employee settlements, etc. will be in Executive Session, Board action not required for approval.
D-29	Safe and Vault Combinations	Combinations must be changed when an employee who knows the combination leaves the department; annual verification of combinations
D-31	Signs	Reviewed, no changes made
D-32	Skating	Reviewed, no changes made
D-34.1	Conduct Code	Update list of sanctioned student organizations
E-4	Affirmative Action	Update departmental name
E-12	Dual Employment	Reviewed, no changes made
E-20A	Faculty Evaluation, Merit Pay, Promotion and Tenure	Correct title
E-23A	Faculty Development Leaves	Reviewed, no changes made
E-29A	Leave of Absence (Faculty)	Use of comp time, vacation, and sick leave, update departmental name
E-30N	Leave of Absence (Non-Academic)	Requirements for return to work date and notification if unable to return on date specified; use of comp time, vacation, and sick leave, update departmental name
E-50A	Tenure	Reviewed, no changes made
E-57	Performance Management Plan	Update departmental name
E-61	Drug and Alcohol Testing	Reviewed, no changes made
F-9	Information Technology Services	Title Change, update departmental name
F-32	Access to Secure Computing Facilities	Update departmental name
F-35	Vendor Protests	Reviewed, no changes made
New	Distribution of Alumni Fdn. Scholarships	
New	Markers and Monuments	

Agency Accounts

A-01.2

Original Implementation: January 20, 1998

Last Revision: ~~None~~ July 17, 2001

Agency Accounts are funds held in agency accounts are held by the institution University acting as the custodian or fiscal agent for others. The money is deposited with the University for safekeeping, to be used or withdrawn by the depositor at will. All Agency Accounts must be related to the mission of the University. The University, at its sole discretion, will determine whether or not to establish an Agency Account. ~~se funds may be held on behalf of students, faculty, staff, organizations, or some other third party.~~

Agency accounts will be assigned account numbers in the 09xxxx series. The University reserves the right to commingle these Agency funds with University cash accounts funds, which may be deposited in banks external to the institution financial institutions. Agency aAccounts will ~~neither not accrue~~ earn interest in any manner nor will be assessed administrative costs or fees be assessed by the University to the account, except for specifically identifiable bank charges related directly related to the a specific aAgency Account funds. These Agency funds will be accounted for with managed at the same level of safekeeping as funds owned by the University funds. See Policy C-34, Request to Establish an Account, to establish an account. The University reserves the right to not establish agency accounts which create unreasonable obligations for the University or for other reasons within the institution's sole discretion. Establishment of agency accounts must be related to the mission of the University. Should owners of any the aAgency account funds wish to conduct an audit independent audit of the University's own initiative, they may do so, and must by obtaining their own Auditor with at their own funds expense. These Agency aAccounts are subject to review by University and other sState agency officials, as well as anyone legally authorized or those with authority to do so. under law

Request to Establish an Agency Account

A request to establish an Agency Account is made by completing the Request to Establish an Account form (Policy C-34). The form is available from the Controller's Office or at https://apache.SFASU.EDU/sfa_forms/frs_acct_req.shtml. If approved, the Agency Account will be assigned an account number (0-9XXXX), which will be used by the owner when depositing or withdrawing funds.

Disbursement from an Agency Account

Owners of Agency funds may withdraw funds or make payment to vendors by either of two methods:

- *Complete a Purchase Voucher form on-line (Policy C-31) (available at https://APACHE.SFASU.EDU/sfa_forms/purchasevoucher.shtml). Print the completed form, sign it, and submit it to the accounts payable department in the Controller's Office.*
- *Complete a Request for Disbursement from an Agency Account form, available from the Controller's Office or at*

https://apache.SFASU.EDU/sfa_forms/REQUEST_FOR_DISBURSEMENT.shtml.

Print the completed form, sign it, and submit it to the accounts payable department in the Controller's Office.

All checks will be mailed unless written instructions are provided on these forms. Allow one week for check processing.

Negative Balances in Agency Account Prohibited

Agency Accounts are not permitted to have carry negative balances. Therefore, Should negative balances inadvertently occur, the University may assess all costs associated with collecting funds owed to the institution including but not limited to: a \$25 institutional fine each time an account goes into a negative balance. If an Agency Account is referred for collection, the Account will be assessed all collection agency costs, interest, and legal fees, and costs associated costs, therewith.

Source of Authority: Vice President for Business Affairs

Cross Reference: ~~None~~ Request to Establish an Account, Policy C-34; Purchase Voucher, Policy C-31

Contact for Revision: University Controller

Forms: See forms for ~~Request to Establish an Account, Policy C-34~~ Request to Establish an Account (available from the Controller's Office or at https://apache.SFASU.EDU/sfa_forms/frs_acct_req.shtml; Purchase Voucher (available at https://APACHE.SFASU.EDU/sfa_forms/purchasevoucher.shtml); Request for Disbursement from an Agency Account (available from the Controller's Office or at https://apache.SFASU.EDU/sfa_forms/REQUEST_FOR_DISBURSEMENT.shtml)

Distinguished Professor Award

A-16

Original Implementation: Unpublished

Last Revision: ~~April 28, 1998~~ July 17, 2001

The Stephen F. Austin State University Alumni Association honors an outstanding faculty member at its awards luncheon, which follows Commencement each spring semester. Nominations are solicited through the ~~Faculty Bulletin~~ *Focus* in early February with the deadline for nominations ~~about~~ of March 1. A committee made up of the last three recipients reviews the nominations and presents their recommendation to the Vice President for Alumni Affairs of the Alumni Association. The selection of the Distinguished Professor is made by the Alumni Association Board of Directors.

Criteria for the selection of the Alumni Association Distinguished Professorship Award are listed below:

1. In general, the faculty member selected should most nearly satisfy the criteria for faculty excellence as published in the SFASU Faculty Handbook incorporating teaching, scholarly/creative, and service activities.
2. The recipient must be a tenured member of the faculty. Academic administrators holding a position above that of department chair or director are not eligible.
3. The recipient must have been a full-time teacher at SFASU for three years.
4. The recipient must be an active member of the faculty at the time of the award.
5. Scholarship, citizenship, and contribution to academic excellence and the University's mission should be of such caliber as to bring positive and wide-spread recognition to SFASU.

Nominations are solicited through the ~~faculty/staff newsletter~~ *Focus* in early February with a March 1 deadline for nominations. Nominations should be submitted on a "Distinguished Professor Award Nomination Form" available from the Alumni Association. A committee made up of the last three recipients reviews the nominations and presents their recommendation to the ~~Executive Director of the Alumni Association~~ *Vice President for Alumni Affairs*. The selection of the Distinguished Professor is made by the Alumni Association Board of Directors.

Source of Authority: President, Alumni Association Board of Directors

Cross Reference: None

Contact for Revision: Vice President for Alumni Affairs

Forms: None

Instructor-Generated Materials

A-22.1

Original Implementation: September, 1990

Last Revision: ~~July 14, 1998~~ July 17, 2001

"Instructor-generated materials" generally refers to coursepacks or other such class materials that are intellectual property compilations and are intended for sale. They are not merely handouts, copies, textbooks, or trade books published by a commercial or university press. Copies of handouts distributed in class are provided to students and paid for by course fees. Published textbooks or trade books must be sold through bookstores. Under no circumstances, may faculty members sell instructor-generated or other academic materials directly to students.

Instructor-generated materials must be favorably reviewed and approved by an appropriate review committee within the faculty member's department and by the dean of the college involved. The instructor-generated materials may then be sold through the University bookstore or off-campus vendors.

The University and faculty member(s) will negotiate a royalty agreement in advance of the sale of instructor-generated materials in the University bookstore to properly compensate the faculty member(s) for their time, effort, and intellectual property, unless it was a work made for hire. See Intellectual Property, Policy D-20. The University shall not be responsible for royalties or other financial benefits on instructor-generated materials sold by off-campus vendors.

The faculty member(s) shall retain the right to edit and amend their intellectual property as necessary, subject to a department/college review, to determine whether the general quality of scholarship renders the material suitable for sale. No departmental/college review may infringe upon the academic freedom of the faculty member(s) who created the instructor-generated materials.

The General Fair Use Guidelines as described in Copyrighted Works Reproduction, Policy A-12, are applicable to instructor-generated materials. Copyright notices, appropriate citations and attributions should be included. The faculty-staff member who compiles the instructor-generated materials shall be responsible for complying with these guidelines. Permission must be obtained for materials that will be repeatedly used by the same instructor for the same class. Using a commercial copy shop does not necessarily relieve the creator of instructor-generated materials of liability, unless the Fair Use Guidelines are followed or the copy shop pays appropriate royalties. Campus copy centers are not permitted to copy such materials, unless these guidelines are followed.

Source of Authority: President, Vice President for Academic Affairs

Cross Reference: Faculty Handbook, University Policies D-20, Intellectual Property and A-12, Copyrighted Works Reproduction

Contact for Revision: Vice President for Academic Affairs

Forms: None

Off-Air Recording of Broadcasts for Education Use

A-33

Original Implementation: December 21, 1982

Last Revision: ~~April 21, 1998~~ July 17, 2001

The following guidelines must be observed in the off-air recording of broadcast programming for educational use:

1. A broadcast program may be recorded off-air simultaneously with the broadcast transmission (including simultaneous cable retransmission) and retained by Stephen F. Austin State University for a period not to exceed the first forty-five (45) consecutive calendar days after the date of the recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately. Broadcast programs are television programs transmitted by television stations for reception by the general public without charge. *Programs may not be recorded from a television satellite unless these programs are authorized for free reception or the institution obtains a license to copy the programs.*
2. Off-air recordings may be used once by individual teachers in the course of relevant teaching activities, and repeated once only when instructional reinforcement is necessary, in classrooms and similar places devoted to instruction within a single building, cluster, or campus, as well as in the homes of students receiving formalized home instruction, during the first ten (10) consecutive school days in the 45-calendar-day retention period. School days are school session days--not counting weekends, holidays, vacations, examination periods, or other scheduled interruptions--within the 45-calendar-day retention period.
3. Off-air recordings may be made only at the request of and used by individual teachers and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.
4. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recording.
5. After the first ten (10) consecutive school days, off-air recordings may be used to the end of the 45-calendar-day retention period only for teacher evaluation purposes; i.e., to determine whether or not to include the broadcast program in the teaching curriculum, and may not be used in the recording institution for student exhibition or any other non-evaluation purpose without authorization.
6. Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.

7. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

8. *This policy statement applies to any transmission medium used to convey the program; broadcast, cable, satellite, or any other transmission medium whether open or closed in nature, and applies to any form of transmitted information from any source except when a different, explicit agreement exists between the parties originating and receiving the program or information.*

Source Of Authority: Vice President for Academic Affairs

Cross Reference: Faculty Handbook

Contact for Revision: Vice President for Academic Affairs

Forms: None

Performance Evaluation of Tenured Faculty

A-37.1

Original Implementation: August 26, 1997

Last Revision: ~~January 30, 2001~~ July 17, 2001

Purpose

The evaluation of faculty performance at Stephen F. Austin State University is a long standing practice. The Policy for Performance Evaluation of Tenured Faculty at Stephen F. Austin State University broadens the scope of previous University policies relating to faculty evaluation. This policy increases the available options for addressing the performance measures of tenured faculty. When obtained according to this policy, the results of the evaluation of a tenured faculty member may be used to support personnel decisions relating to commendations, suggestions for improvement, and when required, counseling of a faculty member whose evaluation shows the necessity for a professional development plan designed to address deficits in performance. A faculty member who satisfactorily meets the conditions of the professional development plan ends participation in the plan. If after a specified period of time the faculty member has not fulfilled the goals of the plan, dismissal procedures may be initiated in accord with University policy.

Academic Freedom and Responsibility

Stephen F. Austin State University regards academic freedom as critical to the maintenance of a positive scholastic atmosphere where free exchange of thought is encouraged, where faculty and students alike enjoy the opportunity to broaden their knowledge and where one's full potential can be realized. We therefore adhere to the statement on Academic Freedom and Academic Responsibility as articulated in Policy A-2.5

Evaluation & Criteria

For the purpose of assessing performance of tenured faculty, each academic unit has developed criteria for categories of performance, under the guidelines of policy E-20A, "Evaluation, Merit Pay, Promotion and Tenure". Tenured faculty in each department shall be evaluated annually for "teaching, performance/scholarly/creative activity, and service". Peer review will be included within the evaluation process at least to the extent required by law.

When a faculty member receives a satisfactory annual review, the evaluation process is concluded. The faculty member may then be considered for merit and/or promotion.

A single unsatisfactory review results in a consultation with the academic unit head. When a tenured faculty member receives two unsatisfactory annual evaluations within any three year period, a comprehensive professional review will be initiated. Regardless of the format used for performance evaluation of tenured faculty, all forms must include a check off as follows:

Satisfactory

Unsatisfactory

The evaluator must definitively check one of these blanks.

Professional Review & Development Plan

The purpose of the professional review is to identify and place on record the deficiencies in performance and to formulate a specific professional development plan aimed at addressing the deficiencies. The professional review begins with the academic unit director notifying the faculty member that he/she is subject to professional review. As part of the process the director will inform the faculty member of the procedures for the review. The faculty member can request that the review process be conducted by the academic department director or by a committee constituted according to procedures established in each College.

The reviewer(s) will consider the two previous unsatisfactory evaluations of the faculty member and recommend a specific development plan to the unit director within sixty days. The development plan will specify the deficiencies that are being addressed and what steps the faculty member needs to take to remediate the performance deficiencies according to a timeline. The development plan will be given final review by the unit director, the dean/librarian, and the faculty member. A final plan should be the collaborative effort of the three parties and should seek to benefit both the faculty member and the university. It is expected that all parties involved in the process of implementing a specific development plan will work in good faith. The annual evaluation process prescribed in Evaluation, Merit Pay, Promotion and Tenure, Policy E-20A, is suspended while a faculty member is under professional review.

All professional development plans are formed to address specific situations and may vary from one plan to another. However, each professional development plan should include the following: 1) specific deficiencies to be addressed in the plan; 2) specific objectives needed to remediate the named deficiencies; 3) a list of activities to be carried out to achieve the required outcomes of the professional development plan; 4) a schedule of deadlines for completing the activities; 5) criteria that will be used to assess progress; 6) a plan for periodic documented assessment to be conducted at least annually. Assessment documentation must include a statement of progress prepared by the faculty member and a formal written response by the evaluator(s). The university will provide reasonable support for the professional development plans within available resources.

At the completion of the schedule stated in the plan, the unit director will make a final report to the faculty member, the review committee, and the dean/librarian. If the director and the dean/librarian agree that the faculty member has successfully completed the development plan, then the faculty member will be notified of the positive outcome. If the unit director and dean/librarian determine that the faculty member has failed to meet the goals of the professional development plan, dismissal proceedings may be initiated under Tenure, Policy E-50A. Failure to adhere to the professional development plan is considered grounds for dismissal if the deficiencies specified in the plan are of a sufficient magnitude to constitute cause for dismissal under university policy.

Appeal

At any point in the process a faculty member may enter an appeal under university grievance procedures if the faculty member feels that the policies are being unfairly applied. In congruence with Policy E-50A, "Tenure", the burden of proof is on the university to demonstrate that an annual review of tenured faculty is unsatisfactory by departmental standards.

A faculty member subject to termination on the basis of evaluations conducted under this policy will receive specific written reasons for the terminations and have the opportunity

for referral of the matter to a non-binding alternative dispute resolution process as described in Chapter 154, Civil Practices and Remedies Code. The opportunity for non-binding alternative dispute resolution will be available only after all internal appeal procedures are exhausted.

Source of Authority: General Appropriations Act, Article III, Sec. 42, Board of Regents; President; Vice President for Academic Affairs

Cross Reference: Faculty Handbook, Academic Freedom and Academic Responsibility, A-2.5, Evaluation, Merit Pay, Promotion and Tenure, E-20A, and Tenure, E-50A

Contact for Revision: Vice President for Academic Affairs

Forms: None

Original Implementation: April 18, 2000

Last Revision: ~~None~~ July 17, 2001

The SFASU Texas Academic Skills Program policy elaborates the requirements established by the Texas Higher Education Coordinating Board. Ambiguities or omissions in the following policy are to be resolved in accordance with Coordinating Board regulations as set out in the current issue of the Board's publication, TASP Policy Manual. The purposes of this policy are,

- To provide for quality and accountability of the developmental education program, and;
- To promote improvement in, and the effective delivery of, the developmental education program.

TASP is a program mandated by State law that requires skills testing of most students before they enter a Texas institution of higher education, and that prescribes developmental education for all students whose test scores indicate they lack reading, writing, and/or mathematical skills needed to succeed in college courses.

Exemption from Testing

Students are exempt from TASP testing if, and only if, they meet one of the following criteria. *(Please note that certain minimum TASP scores, SAT scores, or ACT scores are required of students entering teacher education at the time they seek formal admission into that program even if students meet one or more of the following exemptions.)*

1. Student earned at least three semester hours of college credit before September 1, 1989.
2. Student is legally deaf or legally blind and earned at least three semester hours of college credit before September 1, 1995.
3. Student earned scores as specified in the TASP Policy Manual on the exit-level Texas Assessment of Academic Skills test (TAAS), the ACT test or the Scholastic Assessment Test (SAT). Such scores must have been earned within the time span specified in the TASP Policy Manual.
4. Student is 55 years of age or older and is not seeking a degree.
5. Student is enrolled temporarily at SFASU, is not seeking a degree from SFASU, and is also enrolled in a private or out-of-state institution of higher education or has graduated from an institution of higher education.
6. Student is participating in the National Student Exchange Program from another state and is not seeking a degree from a Texas institution of higher education.
7. Student is a citizen of a country other than the United States of America and is not seeking a degree from SFASU.
8. Student transfers ~~sixty or more~~ college-level credit hours from a private or out-of-state institution to SFASU and earned the grade of "B" or better on designated courses in reading, writing, and mathematics.
9. Student possesses a baccalaureate degree from an accredited institution of higher education.

Testing Requirements

With only the exceptions noted below, all non-exempt students must have TASP Test scores or their equivalent on file at SFASU before registering for classes at SFASU. Only initial testing may be accomplished with alternative tests; all subsequent testing must employ the TASP test. Approved alternative tests and minimum passing scores and conditions are specified in the TASP Policy Manual.

Exceptions:

No non-exempt student may register for classes more than once without appropriate TASP testing. Non-exempt students may initially register for classes without TASP or equivalent scores under only the following circumstances:

1. Student suffered documented illness or injury or other bona fide emergency that prevented testing.
2. Student possesses documented disability for which reasonable and appropriate accommodations could not be provided in a timely manner.
3. Student is legally deaf and has not yet taken the ~~approved alternative~~ ^{the Stanford Achievement Test}. (Such students must take the Stanford Achievement Test at the first available opportunity.)
4. Student, through no personal fault, has still not been tested after all reasonable institutional testing opportunities have passed.
5. Upon recommendation of student's academic dean it is concluded that student's best interests will be served by delaying testing until the next available testing date.

Developmental Education Program and Advising

Non-exempt students who do not pass one or more parts of the TASP Test or ~~equivalent alternative test~~ must engage in appropriate, continuous developmental education in each deficient area beginning immediately. Students are advised with respect to TASP-mandated developmental education by a TASP advisor in the Office of the Dean of Liberal Arts. All students with TASP deficiencies must contact the TASP advisor before registering for classes each semester. Most students who are required to participate in developmental education will be referred to appropriate course-based remediation. All academic advising not mandated by TASP is conducted by advisors in the department of the student's major, or, in the case of students who have not declared a major, in the Office of the Dean of the College of Liberal Arts.

Meeting Developmental Requirements

For each part of the TASP test not passed, students must continue in assigned developmental education until they (a) pass the designated part of the TASP test, and (b) earn a grade of "C" or better in assigned course-based remediation, ~~or of "P" in tutorial remediation~~. Only students who earn a score of 270 or higher on the ~~relevant part~~ ^{mathematics and reading parts} of the TASP test are exempt from the foregoing requirement for a "C" ~~or a "P."~~.

Meeting Developmental Requirements by the "B-Rule" Alternative

Instead of passing the relevant part of the TASP test, students may satisfy TASP requirements

as follows:

1. Make a "C" or better in the relevant, assigned developmental course.
2. *Retake the TASP test during the semester in which enrolled in developmental course.*
- 2-3. Sign a "B-Rule Contract" in the TASP office.
- 3-4. Take an appropriate course in the area of TASP deficiency, as specified in the TASP Policy Manual.
- 4-5. Do not drop the approved "B-rule" course.
- 5-6. Earn a grade of "B" or better in the approved "B-Rule" course.
- 6-7. Students who initiate the "B-rule" procedure at SFA must satisfy its requirements with courses taken at SFA. Students who satisfy another institution's "B-rule" requirements receive credit at SFA for having done so.
- 7-8. Students who attempt to satisfy TASP requirements using the "B-Rule" procedure, but who fail to earn the required "B" may only be permitted to attempt the "B-Rule" procedure again with approval of the TASP advisor.

Status of Transfer Students

Students who have satisfied TASP requirements in a particular area at another institution have satisfied those requirements at SFA. Developmental courses taken at another institution in an area in which the transfer student has not yet satisfied TASP requirements do not necessarily satisfy SFA's developmental requirements. All transfer students entering SFA with outstanding TASP obligations are advised by the TASP Advisor as to their appropriate developmental program. The transcripts of students transferring from SFA to another institution will indicate the student's TASP status, and will contain a record of the developmental courses they have completed.

Attendance, Grades, and Academic Standing

Students taking developmental courses because of TASP deficiencies are required to attend classes. Students who miss more than 300 unexcused minutes, or more than 450 total minutes of a required developmental class will receive an "F" in that class. Earning an "F" *due to excessive absences* in a required developmental course results in academic probation. Earning another "F" *due to excessive absences* in the following semester in a required developmental course results in academic suspension. Attendance at required developmental courses is to be monitored by the instructors of those courses and recorded in the TASP Office. *Grades received in developmental courses taken at SFA are included in the calculation of the SFA grade point average.*

Limitations on Course Enrollment

Students who have not satisfied all TASP requirements are limited in the courses for which they are permitted to enroll, as follows:

1. Students who have not satisfied TASP Writing requirements may not take college-level English courses.
2. Students who have not satisfied TASP Mathematics requirements may not take college-level mathematics courses. Students who have earned a score of less than 270 on the TASP mathematics test, and who have failed to achieve a satisfactory score on an

alternative tests specified by the Department of Mathematics, must earn a grade of "C" or better in Mathematics 099 before being permitted to take college-level mathematics courses.

3. Students who have not fully satisfied their TASP requirements, and whose total semester hours earned plus the semester hours currently registered for exceed 59, may not take courses numbered 300 or higher.

Mechanisms and Standards for Evaluating Developmental Education Effectiveness

Beginning in the 2000-2001 academic year, and every third year thereafter, the TASP Director will conduct a self-study of the effectiveness of developmental education at SFA. Self-study procedures recommended by the Texas Higher Education Coordinating Board will be employed.

TASP and Admission to Teacher Education

Students may be required to present TASP test results at the time when they seek formal admission into the teacher education program which would usually be after they have completed 66 or more semester hours. TASP requirements for admission into teacher education including exemptions from TASP testing and TASP passing scores may be different from those described in the present document. Students seeking admission into teacher education should contact the Teacher Education Office.

Source of Authority: Vice President for Academic Affairs

Cross Reference: Texas Higher Education Coordinating Board TASP Policy Manual

Contact for Revision: Vice President for Academic Affairs

Forms: None

Use of University Facilities

B-1

Original Implementation: April 11, 1980

Last Revision: ~~October 26, 1999~~ July 17, 2001

All Stephen F. Austin State University buildings, facilities, equipment, and grounds shall be used only in the pursuit of the stated objectives of the University -- academic, cultural, and public service. Groups not affiliated with the University may be granted use of University facilities according to the general policies provided herein and an agreement to adhere to the specific rules and procedures governing the use of the individual facilities.

It is the responsibility of the user to become acquainted with and abide by these specific rules.

Definitions:

1. "Student" means a person who is currently enrolled for academic instruction or research at the University.
2. "Campus" shall mean all real property over which the University has possession and control by law.
3. "University group" shall mean a registered student organization, other student group, or faculty and staff group. No group shall be considered a University group if it includes a person who is not a student, faculty member, or employee of the University unless that person is a member of the immediate family of a student, faculty member, or employee of the University.
4. "Outside group" shall mean any organization or group that is not included within the term "University group."
5. "Sponsoring organization" shall mean a University group that vouches for an outside group's use of University facility.
6. "University official" means a person charged with the responsibility for supervising the use of a University facility.
7. "University agency" shall mean an academic school, department, or program, or a University council, committee or auxiliary enterprise.

Priorities and Limitations for Use of University Facilities

1. Mission of the University

Nothing contained in this policy shall be construed to prohibit or hinder operation of the University in fulfilling its mission as a public institution of higher education. All activities associated with that mission shall have priority in the use of the University's facilities.

2. Individuals

Individuals engaged in the educational mission of the University shall have the right to use the University's facilities in accordance with federal, state, and local laws, as well as the rules and regulations of the University.

As a general rule, priority for the use of the University's facilities shall go first to the students and second to the faculty and staff. However, exceptions to this rule may be made in certain instances by the University administration.

Immediate family members of students, faculty, and staff may be granted limited use of University facilities through established programs designed to promote the enrichment of campus life and to enhance the living-learning environment of the University.

3. Groups

a. Only organized groups (no individuals) sponsored by a University agency conducting an activity that is within its established role and scope may be allowed the use of University facilities.

b. However, outside groups without a sponsor may be permitted to use the facilities of the University Center, subject to all other appropriate guidelines contained in this policy.

Reservations

1. Application

a. Application for use of University facilities by University agencies shall be made to the appropriate University official as follows:

Facility	Appropriate University Official
Classroom, auditorium, office space and off-campus facilities	Dean of School having jurisdiction over that space
University Center	Director, Auxiliary Services
Residence Halls	Director, Housing
Library Carrels and Seminar Rooms	Director, University Libraries
University Coliseum and Stadium	Associate Athletic Director for Internal Affairs
Health and Physical Education Complex and Tennis Courts	Chairman, Department of Kinesiology
Other Outside Recreational Areas	Director, Intramurals
Other Outside Areas of the Campus	Dean, Student Development

b. Application for use of University facilities by outside groups shall be made to the Vice President for Business Affairs, except for the coliseum, stadium, and University Center, which shall be made to the individual indicated above.

2. Additional Procedure

In addition to this policy, the University may establish procedures for reservation and use of each University facility. The University official responsible for each facility may be contacted regarding the policies for that facility.

3. Identification of Sponsor

The user may not assign or delegate any control or responsibility to any other user or co-sponsor, agent, or third party without prior written approval of the appropriate University official. All users or co-sponsors of an event must be clearly identified prior to confirmation of a reservation. Reservations for presenting one event may not be used for presenting a different event without written approval by the appropriate University official.

4. Assignment of Reservations

No reservation may be assigned in whole or in part. The current fee schedule will be available from the appropriate University official. Fees for outside groups are established at rates which will, at a minimum, ensure recovery of that part of the operating cost of the facility that is attributable directly or indirectly to such use by an outside group.

5. Deposit

An advance deposit (specified in the fee schedule) may be required for reservations for an event conducted by an outside group.

6. Bond and insurance

Outside groups who use a University facility may be required to provide a contract performance bond. They may be required to provide liability insurance covering injury to persons, including those resulting in death, and property damage insurance, including damage to the University facility, in amounts and under policies satisfactory to the Vice President for Business Affairs. Copies of such policies shall be furnished to the Vice President for Business Affairs no later than thirty (30) days prior to the event and in all cases prior to announcement of the event.

Financial Policies

1. University agency/groups

Excess income over expenses, including the fee for use of the facility derived from an event sponsored by a University agency/group, may be retained by the University agency/group to further its activities and programs. Excess expenses over income of an event shall be absorbed by the sponsoring University agency/group. Additional cost of maintenance, *including standbys, custodial* and utilities will be considered an expense of the event.

2. Outside group

If an outside group (other than a public entity *or athletic coaches summer camps*) using a University facility charges those attending an event any admission or registration fee, or accepts donations from those in attendance, a complete accounting of all funds collected and of the actual cost of the event shall be submitted to the Vice President for Business Affairs within (30) days after the event. If the funds collected exceed the actual cost of the event, the user is required to remit such excess funds to Stephen F. Austin State University as an additional charge for use of the facility. The University reserves the right to audit all records pertaining to income and expenses, to prescribe methods of collection, and to participate in audits of funds at the point of receipt. Additional cost of maintenance, *including standbys, custodial* and utilities will be considered an expense of the event.

3. Payment for damages

All users and sponsors shall be responsible for payment for damages to the University facility, its fixtures, and equipment, whether caused by the user or its patrons, ordinary wear and tear excepted.

4. Broadcast and recording rights

The University reserves all rights and privileges for radio and television broadcasts, whether live or transcribed for delayed transmission, and all visual or audio recordings originating from the University facility. Should the University grant to the user such

privilege, the University has the right to require advance payment of any estimated related costs to the University, such as installation of equipment. Such permission must be granted in writing by the University President in advance of broadcast or recording.

Policies for Outside Users

Any proposed use of the University facility must be appropriate and suited to the size, structure, purpose and operating costs of the facility. For outside groups, there must be good reason to expect that a proposed event will require features unique to the facility or which are otherwise unavailable in the community. All proposed events must be conducted in accord with applicable state and federal laws and regulations, as well as the rules, regulations and policies of the University Board of Regents. Users must demonstrate to the satisfaction of the appropriate University official that they have the staff, experience, contracting authority, financial status and other qualifications necessary for carrying out the proposed events in a satisfactory manner.

1. Review of contracts

All contracts related to the presentation of an event, including contracts between user and performers, speakers, sub-contractors, managers, and others, are subject to review and approval by the General Counsel and the appropriate Vice President.

2. Hazards

If the University, in its sole discretion, determines that a proposed event poses a potential hazard to public safety, the event may be canceled or denied. No user may install or operate any equipment, fixture or device, nor operate or permit to be operated any engine, motor or other machinery, or use gas, electricity or flammable substances in the facility except with prior written approval of the appropriate University official, under such conditions and restrictions as the University official may specify. All electrical connections must be made by University personnel under direction of the staff of the appropriate University official and all house equipment must be operated by University personnel. No equipment, device or fixture may be used which, in the opinion of the University official, endangers the structural integrity of the facility.

3. Conflict with University activities

An event shall not be permitted for any purpose which, although in accord with the general purposes of the University, is of such character or occurs at such circumstances that they are likely to interfere or cause major conflict with any University activity, program or event, or are inimical to the interests of the University.

4. Management functions

Management functions are retained by the University and may be delegated to users or others only with the written permission of the appropriate Vice President. The functions include, but are not limited to, the following:

All facets of ticketing and ticket policies, including scaling, acquisition, distribution, and sale.

All matters of staffing, crowd control, technical arrangements, promotions, and advertising.

5. Concessions and catering

Use of the University facility does not carry the right for the user to control concessions. Sale and distribution of food, beverages, souvenirs, or other concession items are reserved to the University or its concessionaires.

6. Signs and displays

No signs, messages or other materials may be posted, displayed, distributed or announced in, on or adjacent to, the University facility by user or sponsor without prior written approval of the University official. Such materials may not be fastened to any part of the facility except in spaces provided for this purpose and may not be permitted to interfere with crowd movement and safety.

7. Religious organizations

A religious organization applying for use of a facility must submit written evidence to the appropriate University official from the Internal Revenue Service that organization has been granted an exemption from taxation under Section 501(c)(3) of Title 26 of the United States code (Internal Revenue Code), and shall be permitted to use the facility no more than one (1) time during a calendar year.

8. Political organizations

A political organization applying for use of the facility must present written evidence to the appropriate University official that the organization had candidates for either national, state, district or local offices listed on the ballot at the last general election, and shall be permitted to use the facility no more than one (1) time during a calendar year.

9. Individual candidates for political office

Individual political candidates and their election organizations are not permitted to reserve a University facility. However, if a candidate is invited by a University group,

then he or she may appear in the facility, provided that the group extending the invitation is responsible for reserving the facility and meeting all costs related to the event.

10. Advertising

All news releases, handbills, advertisements, television and radio announcements or other media utilized to inform the public of a non University event to be held in a University facility must carry a disclaimer, approved by the General Counsel, to the effect that use of Stephen F. Austin State University facilities does not imply endorsement of the event or the sponsoring organization by the University.

Penalty and Hearing

1. Suspension

If a user or sponsor violates the provisions of this policy, or the laws regulating the use of state property, the appropriate University official with the approval of the Vice President to whom he/she reports may suspend the use of University facilities, or certain University facilities, by the user or sponsor for a specified period of time not to exceed one (1) year. Suspension shall mean that reservation requests by the user or sponsor shall be denied by the University during the specified period of time.

2. Notice of Suspension

When a University official suspends a user or sponsor from the use of University facilities, the official shall notify in writing, the user or sponsor, and the vice president who has responsibility for space assignment, of the suspension. The written notice shall contain all the following:

- a. that the user or sponsor may not use University facilities, or certain designated University facilities, for a specified period of time, not to exceed one (1) year from receipt of the notice;
- b. the name and title of the University official imposing the suspension, along with an address where the University official may be contacted during regular working hours;
- c. a brief statement of the acts or omissions resulting in the suspension; and
- d. notification that the suspended user or sponsor is entitled to a hearing on the suspension.

3. Request for Hearing

- a. A suspended user or sponsor may submit a written request for a hearing on the suspension to the appropriate University official within fourteen (14) days from the date of receipt by the user or sponsor of the notice of suspension. The University official shall

grant a hearing not later than seven (7) days from the date of the request and shall immediately mail written notice of the time, place, and date of the hearing to the person.

b. The hearing shall be held before a discipline committee reviewing the suspension in question.

Source of Authority: Board of Regents, President

Cross Reference: None

Contact for Revision: President

Forms: None

Issuance and Control of Campus Keys

B-15

Original Implementation: Unpublished

Last Revision: ~~October 26, 1999~~ June 17, 2001

The security of the University is the responsibility of several departments on campus. First, the University Police Department is responsible for the overall campus security. Second, the various department chairs are responsible for their respective areas. Third, the Physical Plant Department is responsible for providing a sound, secure area.

A vital part of this system is the Lock and Key System of the University. Other than during normal working hours, all campus buildings will be locked. Faculty and staff may be issued keys to University buildings upon the request of the department head responsible for the building or area of the building.

An authorized individual entering or leaving a locked building shall not permit any individual to enter who would not normally be permitted to enter the building during the hours it is locked. An authorized individual may have guests so long as the guests stay in the proximity of the faculty or staff member having the assigned key and the authorized individual assumes full responsibility for their presence.

An individual entering or leaving a locked building shall be responsible for securing the door and may be held liable for any loss or damage to University property resulting from failure to do so.

Each department head will be responsible for the issuance of keys to the employees in their area of responsibility and will be responsible for the level of security in that area. The Physical Plant will only issue keys to individuals at the written request of the department head. It will be the responsibility of the department chair of each area to maintain a record of who has been issued keys and to collect keys from departing employees.

Master keys will only be issued when a signed request is received from the department chair and if there is any question about the requests, a verbal check with the department chair will be made.

Physical Plant will make keys based on a written request but will not deliver keys through the mail. Departments may pick the keys up in plant or a locksmith will deliver the keys. The charge for making a key is \$1 if picked up in plant. An additional delivery charge will be made for keys delivered to the department.

If a key is lost or stolen, it should be immediately reported to both Physical Plant and to the University Police Department.

Additional security measures are available and the Physical Plant will work with deans and department chairs to achieve a high level of security if required.

Alarm Systems — alarm systems are available to departments through the University Police Department. Physical Plant is not responsible for the installation or maintenance of alarm systems.

Physical Plant is responsible for the maintenance and upkeep of doors and locks to campus buildings. However, loss of integrity of lock systems due to loss of keys or inadequate record keeping at the department level is not the responsibility of Physical Plant. Physical Plant will rekey areas at the request of the department responsible, but there will be a charge for this service.

University Police Department is responsible for locking and unlocking buildings and for determining the hours that buildings will be open. Requests for special events, schedule changes, etc. should be directed to the University Police Department.

Requests for keys are made on a "Key Request" form that must be approved by the department head for the specific area. Requests may be mailed, ~~or~~ "walked through," *or submitted via the Physical Plant webpage work order.* The Lockshop is open from 7:00 a.m. to 4:00 p.m., Monday through Friday. If a locksmith is not in the shop, plant will page a locksmith to return to the shop for immediate service.

Source of Authority: Vice President for Business Affairs

Cross Reference: None

Contact for Revision: Director of Physical Plant Department

Forms: Key Request (available from Printing Services)

Kennedy Auditorium

B-16

Original Implementation: September 1, 1975

Last Revision: ~~July 14, 1998~~ July 17, 2001

The provisions of the policy for Use of University Facilities govern the use of all buildings, facilities, equipment and grounds, hereinafter referred to as facilities, under the control of Stephen F. Austin State University. That policy provides that the University may establish additional procedures for the reservation and use of specific facilities; therefore, the following provisions apply to the Kennedy Auditorium.

Reservations for the Kennedy Auditorium must be made with the Dean of the College of Sciences and Mathematics.

1. No event is scheduled for which an admission fee is charged.
2. Verification is required from the University Center that no space in the University Center is available prior to allowing student organizations to use the Kennedy Auditorium.
3. The University is not responsible for items left in the auditorium.
4. It is the responsibility of the person making the reservation to obtain needed equipment such as a podium, projector, public address system, etc.
5. Persons reserving the auditorium will be responsible for keeping the facility clean and for any damage.
6. No materials are to be taped or in any way affixed to the walls, doors (interior or exterior), chalkboards or screens.

Violation of the above regulations will result in denial of future use.

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

Cross Reference: None

Contact for Revision: Dean of the College of Sciences and Mathematics

Forms: None

Piney Woods Conservation Center

B-26

Original Implementation: September 1, 1986

Last Revision: ~~October 20, 1998~~ July 17, 2001

The provisions of the policy for Use of University Facilities govern the use of all buildings, facilities, equipment and grounds, hereinafter referred to as facilities, under the control of Stephen F. Austin State University. That policy provides that the University may establish additional procedures for the reservation and use of specific facilities; therefore, the following provisions apply to the Piney Woods Conservation Center. Reservations for the ~~Temple Eastex Forestry Laboratory~~/Piney Woods Conservation Center (PWCC) must be made with the Program Coordinator, (409 936) 584-2412, Rt. 1 Box 138 DE, Broadus, TX 75929, or the Arthur Temple College of Forestry, (409 936) 468-3301, P.O. Box 6109, Nacogdoches, TX 75962-6109.

Reservations

1. A deposit is required to hold reservations for a specific date. The deposit may be waived for state agencies.
2. University colleges, departments and sponsored programs must submit an I.D.T. account number for deposit and billing purposes.
3. The deposit or I.D.T. account number is submitted to the PWCC Program Coordinator with a letter detailing the following:
 - a. title and nature of program
 - b. name, phone number and address of program contact person
 - c. estimated number of participants
 - d. arrival and departure dates and times
 - e. number of meals
 - f. number of participants by sex for dorm assignments
 - g. special requests, i.e., menu preferences, sack lunches, number of classrooms, etc.

Confirmation

1. A letter of confirmation is returned by the Program Coordinator.
2. A final count of participants is due to the Program Coordinator of the PWCC no later than seven (7) days prior to the event.

~~6.~~ Billing: Each group is responsible for collecting meal and housing fees for its program. The PWCC will submit a statement at the completion of the program based on the actual number of participants per meal and per bed occupied. Payment is due no later than 10 days after receipt of the bill.

Checks should be made payable to Stephen F. Austin State University and mailed to Office of the Controller, P.O. Box 13053, Nacogdoches, TX 75962-3053.

7. Minimum To maximize use of the PWCC, a twenty-person minimum is required for all groups. Smaller groups may be accommodated at a higher rate or scheduled simultaneously with another group using the facility.

8. Day and evening programs only (with no overnight reservations): The facilities of the PWCC are available for luncheon, banquets, or planning sessions.

9. Capacities The following capacities apply with two rooms sharing one bath (suite):

1. 1 person or couple per suite — capacity 16 individuals or 16 couples
2. 1 person per room -capacity 32
3. 2 people per room -capacity 64
4. 3 people per room -capacity 96
5. 4 people per room -capacity 128

10. Rates are established and adjusted periodically for standard meals and accommodations. Special arrangements and prices can be negotiated for large groups, miscellaneous equipment, etc. Standard rates are available upon request. Arrangements may be made for accident insurance coverage for qualified groups. Details are supplied upon request.

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

Cross Reference: None

Contact for Revision: Dean of the College of Forestry

Forms: None

Turner Auditorium

B-28

Original Implementation: May, 1987

Last Revision: ~~October 20, 1998~~ July 17, 2001

The provisions of the policy for the Use of University Facilities govern the use of all buildings, facilities, equipment and grounds, hereinafter referred to as facilities, under the control of Stephen F. Austin State University. That policy provides that the University may establish additional procedures for the reservation and use of specific facilities; therefore, the following provisions apply to Turner Auditorium.

W. M. Turner Auditorium is a part of the Griffith Fine Arts Center, an academic facility of Stephen F. Austin State University. In addition to the Turner Auditorium, the facility contains the SFA Gallery, two lab theaters, technical shops, classrooms, design areas and the offices of the College of Fine Arts and the Department of Theatre. ~~Spaces within the complex are assigned either College or Department status. Jurisdiction for purposes of space requests and assignments is as follows.~~

<u>Room Number</u>	<u>Title</u>	<u>Jurisdiction</u>
103	Green Room	College of Fine Arts
113	Design Studio	Department of Theatre
100	Lab Theatre (Downstage)	Department of Theatre
114, 124-130	Costume Design Complex	Department of Theatre
103, 120-123	Storage Spaces	Department of Theatre
203	VIP Dressing Room	College of Fine Arts
202	Turner Auditorium	College of Fine Arts
200	Turner Stage	College of Fine Arts
208	SFA Art Gallery	Department of Art
207	Art Storage	College of Fine Arts
211A, B, C	Arts Information Suite	Arts Information Office
211D	Conference Room	Department of Theatre
212-224	Theatre Offices/Seminar	Department of Theatre
300	Lab Theatre (Upstage)	Department of Theatre
302	Classroom	Department of Theatre
303	Dance Studio	Department of Theatre
306	Classroom/Lecture Hall	Department of Theatre

310	MIDI Lab	Department of Music
311 A, B, C	Electronic Keyboard Studio	Department of Music
312	Faculty Rooms	College of Music
403	Tech Rooms	College of Fine Arts

Scheduling and use of the facility and its equipment are pursuant to Stephen F. Austin State University Presidential Policy Number 10 (October 25, 1982). Part III, Section 1 of that document assigns responsibility for administrative control of the facility to the "Dean of the College having jurisdiction over the space."

~~The remainder of this document outlines policies and procedures for the operation of William M. Turner Auditorium.~~

Auditorium Operating Policy

The William M. Turner Auditorium is an academic and performing arts facility of Stephen F. Austin State University. Scheduling and use of the facility and its equipment are pursuant to SFASU Presidential Policy No. 10. The Dean of the College of Fine Arts is the administrator of the facility and its operating policies. Nothing contained in this policy shall be construed to prohibit or hinder the operation of Turner Auditorium in pursuing the University's mission as a public institution of higher education. All activities associated with that mission shall have priority in the use of this facility.

Priority of Users

Because Turner Auditorium is an academic and a performing arts facility, its use shall be restricted. The following priorities for assignment of use shall be in effect:

Category I - Events sponsored by the Departments of Art, Music, and Theatre; Dance productions *of the Department of Kinesiology and Health Science*; and other performance activities that are a necessary adjunct to academic programs in the College of Fine Arts.

Category II - Events that are a part of the University Series *or the Children's Performing Arts Series* of the CFA @ SFA visual and performing arts programming.

Category III - Events sponsored by University departments or registered student, faculty, and staff organizations of both an academic and nonacademic nature.

Category IV - Events sponsored jointly by official University departments or agencies with non-University groups subject to the regulations described herein.

Reservations Procedures

Reservations for all functions in Turner Auditorium are made through the ~~Assistant Director of Arts Information~~ *office of the Dean of the College of Fine Arts*. Scheduling priorities will be given in accordance with the following procedures:

Category I - Events requiring the use of the auditorium for five days or longer have priority for reserving dates until October 15 of the previous academic year. Events requiring the use of the auditorium for fewer ~~that~~ *than* five days have priority for reserving dates through December 15 of the previous academic year.

Category II - Events in this category have priority for reserving dates after October 15 and prior *to* March 15 of the previous academic year.

Category III and IV - Events in these categories may reserve available dates after May 1 of the previous academic year.

~~The Assistant Director of Arts Information~~ *office of the Dean of the College of Fine Arts* will produce and distribute to all Category I and II auditorium users a working calendar on October 15 and December 15 of the previous academic year. Attempts will be made to resolve any conflicts. The Dean of Fine Arts will act as arbitrator in circumstances where scheduling conflicts cannot be resolved.

Procedures for Reserving Facility

The following reservation procedures apply to requests to use Turner Auditorium:

Category I, II

1. ~~The Assistant Director of Arts Information~~ *office of the Dean of the College of Fine Arts* will distribute an invitation to Category I and II users of Turner Auditorium to make their initial date requests according to the reservation procedures.
2. Once conflicts are resolved, each scheduled user will receive forms ("William M. Turner Auditorium Reservation Request") to complete and return to the ~~Arts Information Office~~ *office of the Dean of the College of Fine Arts*. Formal confirmation of a requested date will be issued upon receipt of a completed form.
3. The ~~Arts Information Office~~ *office of the Dean of the College of Fine Arts* will notify users at the appropriate times regarding technical needs, publicity, house management, etc.

Category III, IV

1. Obtain a reservation packet from the ~~Assistant Director of Arts Information at the Arts Information Office~~ *office of the Dean of the College of Fine Arts*. The Auditorium should be reserved as far in advance as possible (suggested minimal time: 12 weeks prior to the event) since there is great demand for the facility and insufficient staff to easily accommodate all requests. Alternate dates should also be selected in the event that the date of first choice is not available.
2. For all non-College of Fine Arts users, if a date is confirmed, a meeting with the ~~Assistant Director of Arts Information~~ *Turner Facilities Manager*

will be scheduled to formalize equipment and personnel needs (suggested minimal time: 5 weeks prior to the event). *At the time of the signing of a rental contract, the user will pay a deposit of 20% of the estimated rental, personnel, and equipment fees as indicated on the contract addendum.* For College of Fine Arts users, standard Arts Information Office procedures will be utilized (see page 6).

3. Meet with ~~the Assistant Director of Arts Information~~ and the Turner Facilities Manager and staff 2 weeks before the event to finalize plans. Additional meetings may be required at the discretion of the ~~Assistant Director of Arts Information~~ *Dean* and /or the Turner Facilities Manager.

Schedule Of Fees

Category I

1. Rental Fees: None charged.
2. Equipment/Personnel Fees: During the academic year, equipment fees general are not charged to Category I users, except in those instances where the use of equipment results in an unusual expense to Turner Auditorium (i.e., piano tuning, purchase of special gels, etc.). Personnel fees may be charged per number of hours worked times the minimum wage. A minimum of two hours per worker per rehearsal or performance is charged. For the summer months, Category I users may be required to cover personnel costs on a per-use basis (summer fees will be based upon budgetary allocations to the College of Fine Arts).

Category II

1. Rental Fees: None charged.
2. Equipment/Personnel Fees: During the academic year, equipment fees general are not charged to Category I users, except in those instances where the use of equipment results in an unusual expense to Turner Auditorium (i.e., piano tuning, purchase of special gels, etc.). Personnel fees may be charged per number of hours worked times the minimum wage. A minimum of two hours per worker per rehearsal or performance is charged. For the summer months, Category I users may be required to cover personnel costs on a per-use basis (summer fees will be based upon budgetary allocations to the College of Fine Arts).

Category III

1. Rental Fees:

First Hour of Use - \$125-150

Second Hour of Use - \$75-100

Third and All Succeeding Hours of Use - \$25 (This charge applies to hours contracted for over several days.)

Hours are determined according to the production plan and are continuous. Accordingly, a Category III event with eight rehearsal hours and a performance of three hours would cost ~~\$125 150~~ plus ~~75 100~~ plus 9 times \$25 for a total ~~\$425 475~~. Gaps of unscheduled stage time (periods between rehearsals) may be used for certain events (i.e., speaker) even though the stage is taken with sets or other equipment.

2. Personnel/Equipment Fees:

The minimum personnel requirement for any rehearsal or performance (whether or not admission is charged) is one each:

Stage technician - two hours times minimum wage

~~Usher captain~~ *House manager*- two hours time minimum wage (when audience is present)

(Turner Auditorium personnel are hired from a list of trained stage assistants familiar with apparatus and equipment of Turner stage and employed only through the office of Dean of *the College of Fine Arts*.)

Personnel needs are determined during the planning conferences with Turner staff. Follow spot operators, lighting technicians, sound technicians, and miscellaneous stagehands may be needed. These workers will be employed by the Dean of *the College of Fine Arts* and supervised by the Stage Technician. The cost of the workers will be charged to the user.

A schedule of equipment rental charges is available separately from the ~~Arts Information Office~~ *office of the Dean of the College of Fine Arts*.

The need for House Personnel (ushers, ticket takers, house manager, ~~usher captains~~, box office staff) will be determined at the planning conference. A member of the Turner Auditorium staff will provide the user with an estimate of total costs associated with the use of the auditorium.

1. Rental Fees:

First Hour of Use - \$175 200

Second Hour of Use - \$125 150

Third and All Succeeding Hours of Use - \$75 (applies to hours contracted for over several days)

Hours are determined according to the production plan and are continuous. Accordingly, an event with eight rehearsal hours and a performance of three hours would cost \$175 200 plus \$125 150 plus 9 times \$75 for a total of \$975 1,025. Gaps of unscheduled stage time (periods between rehearsals) may be used for certain events (i.e., speaker) even though the stage is taken with sets or other equipment.

2. Personnel/Equipment Fees: Same as Category III

Events with Admission Charges

Category I, II users: If an event has an admission charge, the user of the facility must deposit the proceeds from ticket sales to a University account.

1. Users scheduling events with admission charges must conform to University Business Office ticket procedures.
2. Ticket prices and ticket availability notices may not be published until Turner Auditorium Staff certifies that the event has received adequate planning and all necessary approvals.

Category III, IV users: Users are free to set admission prices and handle admissions as they see fit. Notwithstanding this general statement, University departments must deposit funds in a University account and conform with University business practices and policies.

Jointly Sponsored Events

Jointly sponsored events (i.e., events where official University departments and agencies jointly sponsor an event with a non-university group) may be scheduled only in accordance with the provisions of this document and the Regents' Rules and Regulations, Part 1, Chapter IV, Section 6.5 and Presidential Policy No. 10. Jointly sponsored events in Turner Auditorium are subject to the following regulations:

1. Only official University departments and agencies may jointly sponsor an event with a non-University group.
2. A jointly sponsored event must have approval from a Dean or Vice - President and have self-evident educational implications.

3. A written agreement between the University department/agency and the non-University group must be prepared after consultation with the ~~Assistant Director of Arts Information~~ *office of the Dean of the College of Fine Arts* and the Turner Facilities Manager. This agreement must be signed by the appropriate Dean or Vice-President.
4. The University department/agency acting as sponsor agrees to assume full responsibility for the event and all charges for damages related to that event.
5. The Turner staff will work directly with the sponsoring University department/agency rather than the non-University group. The University agency will be considered the producer of the event.
6. All advertising, promotion, and announcements of the event must include the name of Stephen F. Austin State University and be approved by the University joint sponsor.
7. The University agency sponsoring an event assumes responsibility to assure that the use of Turner Auditorium does not result in private gain for the non-University group.

General Operating Regulations

Regulations Applying to All Turner Auditorium Users:

1. *Signs and displays*: No signs, messages or other materials may be posted, displayed, distributed, or announced in, on, or adjacent to Turner Auditorium by the user of sponsor without prior written approval by the Dean of *the College of Fine Arts*. Such materials may not be fastened to any part of the facility except in spaces provided for the purpose and may not be permitted to interfere with crowd movement and safety.
2. *Advertising*: All news releases, handbills, advertisements, television and radio announcements or other media utilized to inform the public of a non-University event to be held in Turner Auditorium must be approved by the Public Affairs Office and also must carry a disclaimer, approved by the University General Counsel, to the effect that use of Turner Auditorium does not imply endorsement of the event by the sponsoring organization or the University.
3. *Safety*: Safety regulations, as determined by the Turner Auditorium Staff and the University Safety Officer, will govern all areas of Turner Auditorium and the Griffith Building.
4. *Conduct*: The user organization is responsible for the conduct of its representatives, members, and guests while in the Griffith Building. Organizations

with a history of conduct violations during previous use of the Turner Auditorium may be denied subsequent use.

5. *Smoking*: Griffith Fine Arts Center is designated as a No Smoking facility. That means there shall be no smoking in the building!

6. *Photographs and recordings*: Each user is advised to make its policies regarding the taking of photographs and/or recordings clear to the audience.

7. *Broadcasts*: Users must have prior written permission from Turner Auditorium Staff to make any broadcasts, telecasts, master recordings, films, and transcripts of performances. If consent is given, the user organization will furnish and install all equipment necessary other than Turner equipment furnished and contracted for by the user organization.

8. *Hours*: The user must specify daily clock hours of occupancy and may not carry out activities in the facility other than at those times. The Turner Staff will be in attendance and may be paid for by the user during all specified hours.

9. *Personnel*: Turner Auditorium operating personnel needed shall be determined by the ~~Assistant Director of Arts Information~~ *office of the Dean of the College of Fine Arts* and the Turner Facilities Manager. A minimal crew (Turner Auditorium technical crew for all events; House management when an audience is present) is required. Any additional technical and house personnel required as determined by the ~~Assistant Director of Arts Information~~ *office of the Dean of the College of Fine Arts* shall be provided at the user's expense.

10. *User Staff*: Organizations may wish to use their own crews for tasks more appropriately understood by their personnel (music stand and chair setup, prop arrangements, etc.). This arrangement must be cleared by ~~Assistant Director of Arts Information~~ *office of the Dean of the College of Fine Arts* and Turner Facilities Manager in advance. Such arrangement does not, however, release the user from the basic personnel charges identified in other sections of this document.

11. *Services*: Technical and house needs and functions performed by Turner Auditorium Staff on behalf of the use outside scheduled occupancy shall be paid for by the user. All University equipment will be operated by trained personnel employed by the University and/or approved by the Turner Facilities Manager.

12. *Operating Code*: Any user whose technical or house crew fails to operate and maintain the facility according to the stated Operating Regulations shall be required to use Turner staff for future events. Users who fail to abide by the Operating Regulations may forfeit future use.

13. *Payment for damages*: All users and sponsors shall be responsible for payment for damages to the facility, its fixtures and equipment, whether caused by the user or its patrons, ordinary wear and tear excepted.

14. *Pianos*: Pianos owned by SFA may be provided for use on the stage. Any tuning requested by the user organization may be billed at cost to the user. The ~~Assistant Director of Arts Information~~ *Dean of the College of Fine Arts* will designate the piano to be used and the tuner employed.

15. *Stage work*: All stage work shall be done at the user's expense under the supervision of the Turner Facilities Manager. Prior approval must be secured as indicated above if user organizations wish to employ their own personnel.

16. *House equipment*: A request to use Turner Auditorium equipment must be made at pre-event conferences and involve individuals who have been designated as competent and qualified by the Turner Facilities Manager.

17. *Cleared stage*: The user organization shall leave the stage and stage areas, including dressing room, clear after the final performance, unless permission is given for a longer storage period. Such permission is granted by Turner Facilities Manager. If the stage is not cleared within the designated period, the Turner staff will employ a cleanup crew for this purpose and assign charges to the user organization. A user will be released from further responsibility only after inspection by the Turner staff reveals the facility to be in satisfactory condition.

18. *Concessions*: The user organization shall not allow tobacco products, beverages, food, gum, or refreshments of any kind to be sold, brought into, or served on the premises. No refreshment shall be taken onto the stage, into the backstage areas or into the Auditorium at any time.

19. *Prior approval*: The user organization will acquire written approval from the ~~Assistant Director of Arts Information and the~~ Turner Facilities Manager before placing any equipment on the stage. The user organization will acquire written approval from the Turner Facilities Manager before a) erecting or operating any machinery or equipment run by electricity or other power, or by b) installing any wires, electrical installations or other appliances. All decorations shall be installed without defacing the building and shall be subject to the supervision and approval of ~~the Assistant Director of Arts Information and the~~ Turner Facilities Manager. The use of tape, nails, adhesives, tacks, screws, or similar articles on wall, floors, or plaster surfaces is not allowed.

~~Regulations Applying to Non-University Users of Turner Auditorium:~~

~~1. *Advertising*: All news releases, handbills, advertisements, television and radio announcements or other media utilized to inform the public of a non-University event to be held in Turner Auditorium must be approved by the Public Information Office and also must carry a disclaimer, approved by the University General Counsel, to the effect that use of Turner Auditorium does not imply endorsement of the event by the sponsoring organization or the University.~~

~~2. *Safety*: Safety regulations, as determined by the Turner Auditorium Staff and the University Safety Officer, will govern all areas of Turner Auditorium and the Griffith Building.~~

~~3. *Conduct:* The user organization is responsible for the conduct of its representatives, members, and guests while in the Griffith Building. Organizations with a history of conduct violations during previous use of the Turner Auditorium may be denied subsequent use.~~

~~4. *Smoking:* Griffith Fine Arts Center is designated as a No Smoking facility. That means there shall be no smoking in the building!~~

~~5. *Photographs and recordings:* Each user is advised to make its policies regarding the taking of photographs and/or recordings clear to the audience.~~

~~6. *Broadcasts:* Users must have prior written permission from Turner Auditorium Staff to make any broadcasts, telecasts, master recordings, films, and transcripts of performances. If consent is given, the user organization will furnish and install all equipment necessary other than Turner equipment furnished and contracted for by the user organization.~~

~~7. *Hours:* The user must specify daily clock hours of occupancy and may not carry out activities in the facility other than at those times. The Turner Staff will be in attendance and may be paid for by the user during all specified hours.~~

~~8. *Personnel:* Turner Auditorium operating personnel needed shall be determined by the Assistant Director of Arts Information and the Turner Facilities Manager. A minimal crew (Turner Auditorium technical crew for all events; House management when an audience is present) is required. Any additional technical and house personnel required as determined by the Assistant Director of Arts Information shall be provided at the user's expense.~~

~~9. *User Staff:* Organizations may wish to use their own crews for tasks more appropriately understood by their personnel (music stand and chair setup, prop arrangements, etc.). This arrangement must be cleared by Assistant Director of Arts Information and Turner Facilities Manager in advance. Such arrangement does not, however, release the user from the basic personnel charges identified in other sections of this document.~~

~~10. *Services:* Technical and house needs and functions performed by Turner Auditorium Staff on behalf of the use outside scheduled occupancy shall be paid for by the user. All University equipment will be operated by trained personnel employed by the University and/or approved by the Turner Facilities Manager.~~

~~11. *Operating Code:* Any user whose technical or house crew fails to operate and maintain the facility according to the stated Operating Regulations shall be required to use Turner staff for future events. Users who fail to abide by the Operating Regulations may forfeit future use.~~

~~12. *Payment for damages:* All users and sponsors shall be responsible for payment for damages to the facility, its fixtures and equipment, whether caused by the user or its patrons, ordinary wear and tear excepted.~~

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~~14. *Stage work:* All stage work shall be done at the user's expense under the supervision of the Turner Facilities Manager. Prior approval must be secured as indicated above if user organizations wish to employ their own personnel.~~

~~15. *House equipment:* A request to use Turner Auditorium equipment must be made at pre-event conferences and involve individuals who have been designated as competent and qualified by the Turner Facilities Manager.~~

~~16. *Cleared stage:* The user organization shall leave the stage and stage areas, including dressing room, clear after the final performance, unless permission is given for a longer storage period. Such permission is granted by Turner Facilities Manager. If the stage is not cleared within the designated period, the Turner staff will employ a cleanup crew for this purpose and assign charges to the user organization. A user will be released from further responsibility only after inspection by the Turner staff reveals the facility to be in satisfactory condition.~~

~~17. *Concessions:* The user organization shall not allow tobacco products, beverages, food, gum, or refreshments of any kind to be sold, brought into, or served on the premises. No refreshment shall be taken onto the stage, into the backstage areas or into the Auditorium at any time.~~

~~18. *Prior approval:* The user organization will acquire written approval from the Assistant Director of Arts Information and the Turner Facilities Manager before placing any equipment on the stage. The user organization will acquire written approval from the Turner Facilities Manager before a) erecting or operating any machinery or equipment run by electricity or other power, or by b) installing any wires, electrical installations or other appliances. All decorations shall be installed without defacing the building and shall be subject to the supervision and approval of the Assistant Director of Arts Information and the Turner Facilities Manager. The use of tape, nails, adhesives, tacks, screws, or similar articles on wall, floors, or plaster surfaces is not allowed.~~

~~1920. *Cancellation:* In most cases, should an event be canceled more than two weeks before the scheduled performance date, no financial obligation will accrue to the user organization. Should an event be canceled within two weeks of performance, however, appropriate charges will be made.~~

~~2021. *Curtain time:* Doors ordinarily open 30 minutes before curtain time. The House Manager (Usher Captain if a House Manager is not on duty) starts the performance. As a rule Normally, evening performances begin at 7:30 p.m.~~

~~2122. *Rental Payments:* When applicable, Ppayments for use of Turner Auditorium will be made within thirty (30) days of the event.~~

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

Cross Reference: None

Contact for Revision: Dean of the ~~School~~ *College* of Fine Arts

Forms: None

University Vehicles (Rental & 15-Passenger Vans)

B-30

Original Implementation: June 1, 1984

Last Revision: ~~April 30, 2001~~ July 17, 2001

The provisions of the policy on the Use of University Facilities govern the use of all buildings, facilities, equipment, and grounds, hereinafter referred to as facilities, under the control of Stephen F. Austin State University. That policy provides that the University may establish additional procedures for the reservation and use of specific facilities; therefore, the following provisions apply to University vehicles.

I. Official Use:

University motor vehicles can only be used for the transaction of 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 Web site. 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. 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 turn in 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)~~ *must be advised in advance of the trip that non-University passengers will be traveling in University vehicles.*
 - c. If the guest is a minor child, the ~~sponsor-parent~~ *parent* 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-parent and of the department sponsoring the trip~~. *The University fleet bus driver should report behavior difficulties to the parent and sponsoring department, and may impose future restrictions on passenger privileges for those who have had behavior problems.*
- e. *Non-employee passengers will not be covered by University insurance for medical treatment, unless there is legal liability, which is covered by the general liability policy for University motor vehicles. Personal claims against the driver of another vehicle (non-University) for liability in any accident will be the responsibility of the non-employee passenger or their parent. Passengers should carry personal medical insurance coverage in case of accident or emergency. The University does not assume liability for any passenger, unless otherwise imposed under law. University employees may be covered by Workers Compensation for injuries received on-the-job; otherwise, personal medical insurance or applicable legal liability would apply.*

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 - 936/468-5107
Director, Physical Plant - 936/468-4341
 - b. After working hours: University Police - 936/468-2608
3. All major repairs must be arranged by the Manager of Transportation.
4. A driver involved in an accident must *either report the accident to University Police Department or to a local police agency and notify UPD of having done so, or 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.~~
 - ~~ba.~~ Forward a copy of the *accident report or the blue form* to the Safety Department *and,-*
 - ~~eb.~~ 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

<u>Vehicle</u>	<u>Capacity</u>	<u>Charge per Mile</u>
Sedan	4	\$.28 current state rate
Vans	15	\$.28 current state rate
Shuttle Bus	40	\$.55.60 + driver
Road Bus 1	46	\$2.00
Road Bus 2	36	\$2.00

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. *All drivers of 15 passenger vans must be Certified Drivers and must receive additional training specific to van driving.*
34. Buses must carry at least 1/3 of their capacity.
45. Certain buses, due to mechanical condition, are restricted to use in a 150-mile radius.
56. 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.
67. 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.
- 7-8. No alcoholic beverages will be allowed in state vehicles.

J. 15 Passenger Van

- 1. All drivers of 15 passenger vans must be Certified Drivers and must receive additional training specific to van driving.*
- 2. All back seats are to be removed from all University owned 15 passenger vans.*
- 3. Passengers are limited to 11 without cargo/luggage or 9 with cargo/luggage. All passengers must wear seat belts.*
- 4. All cargo is prohibited on the roof. No roof racks may be installed.*
- 5. Cargo inside the van must be stacked no higher than the top of the van seats.*
- 6. Vehicles rented from non University fleet must be limited to 11 passengers and follow the limitations specified for University vans.*
 - a. All drivers of 15 passenger vans must be Certified Drivers and must receive additional training specific to van driving if the vehicle is rented with university funds.*
 - b. Passengers are limited to 11 without cargo/luggage or 9 with cargo/luggage regardless of the capacity. All passengers must wear seat belts.*
 - c. All cargo is prohibited on the roof. No roof racks may be installed.*
 - d. Cargo inside the van must be stacked no higher than the top of the van seats.*

K. The University will no longer purchase 15 passenger vans.

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

Work Request

B-32

Original Implementation: December 7, 1987

Last Revision: ~~October 26, 1999~~ June 17, 2001

The Physical Plant Department does routine preventive maintenance based on importance, priority and available manpower. Maintenance is performed by the Physical Plant Department in response to requests made by individuals authorized to expend University funds. The Physical Plant Department will respond to the following categories of requests:

1. Routine Maintenance
2. Custodial Service
3. Disposal Service
4. Emergencies

~~Priorities for requests are normally made by the Vice President for Business Affairs.~~

1. Routine Maintenance. These requests should include anything of a normal nature that will not require emergency attention or alter the structure. Such requests include temperature control, minor plumbing or custodial problems, and minor electrical problems. Requests of this nature should be directed to the Physical Plant Department by telephone at 468-3206, fax 468-4446, e-mail, or by submitting a request on the Physical Plant website. The following information should be provided.

- a. Building name
- b. Date of request
- c. Urgency of request (used to assign a work priority to each request)
- d. Exact location of job
- e. Detailed description of work needed
- f. Person making the request

2. Custodial Services. Requests for custodial services beyond normal cleaning activities by custodial personnel should be directed to the Manager of Custodial Services at 468-3905.

3. Disposal Services. Disposal services are administered through the Special Services Department in the Physical Plant Department at 468-5107. Paper and household garbage

of campus residents are picked up regularly. Used building/classroom materials such as lumber, cement, clay, etc., and confidential records which must be destroyed will be picked up by Special Services upon request.

4. Emergencies. These requests, in the opinion of the requester, require immediate action to prevent endangerment of life and property damage.

- a. Broken water lines (inside or out)
- b. Utilities off
- c. Smell of natural gas or burning
- d. Broken windows
- e. Commodes overflowing
- f. Water spills on floors
- g. Hazardous conditions

Emergency requests should be reported immediately to the Physical Plant Department at 468-3206, or to the University Police Department at 468-2608 after normal working hours.

Source of Authority: Vice President for Business Affairs

Cross Reference: None

Contact for Revision: Director of Physical Plant

Forms: None

Order for Disbursement ~~C-23~~

Original Implementation: Unpublished

Last Revision: July 14, 1998

Requests for payment from agency accounts (0-9XXXX - Clubs and Fraternal Organizations) for goods and services are made on an "Order for Disbursement" to be completed as directed below:

1. Pay to: Enter payee. Include payee's social security or vendor identification number, whichever is applicable.
2. Date: Enter date disbursement is requested.
3. Address: Enter payee's address.
4. Amount: Enter the desired amount of check.
5. For: Describe reason for disbursement.
6. Charge: Enter number and name of account being charged.
7. Requested by: Signature of person requesting check.
8. Approved: Signature of account manager.

Upon completion of the "Order for Disbursement," it should be submitted to the Controller's Office for processing and check preparation.

Source of Authority: Vice President for Business Affairs

Cross Reference: None

Contact for Revision: University Controller

Forms: Order for Disbursement (available in University Controller's Office and SFA website)

CONTRACTING AUTHORITY

C-9

Original Implementation: July 18, 1988

Last Revision: ~~None~~ July 17, 2001

This policy governs the authority to enter and make contracts, purchases, and agreements of any character on behalf of Stephen F. Austin State University.

1. No member of the Board of Regents shall enter into the discussion, make motions, or vote on a contract, purchase, or agreement of any character in which the member directly or indirectly has pecuniary interest. ~~The provisions of V.T.C.S., art. 6252-9 shall be observed,~~ *unless the General Counsel has advised that there is a legally permitted exception to this rule with the Regent making the appropriate public disclosures.*
2. The following items shall be submitted to the Board of Regents for approval at either a regular Board meeting or a special called Board meeting. Each item shall be presented to the Board for consideration. *The General Counsel shall review all contracts and agreements prior to signature.*
 - a. Construction contracts in the amount of \$50,000 or more
 - 1) Architect-Engineer selections
 - 2) ~~Preliminary plan approval~~ *Authority to submit the proposal to the Coordinating Board if the estimated cost (including all cost) is at least \$1,000,000 for new construction, \$2,000,000 for renovation, or as otherwise required under law.*
 - 3) Construction contract awards
 - 4) ~~Change orders in the amount of \$50,000 or more~~ *Change orders that would increase the cost of the project beyond the amount of the approved budget*
 - 5) ~~Final acceptance of project~~
 - b. Contracts, purchases, and agreements in the amount of \$50,000 or more, whether the amount is income or expenditure with the exception of:
 - 1) Private, governmental, and foundation grants or agreements in which the donor or agency stipulates the purpose for which the funds are to be expended
 - 2) Materials purchased for resale in auxiliary operations and in central supply
 - 3) Materials purchased for normal inventory stock for the physical plant operation
 - 4) Materials purchased for normal inventory stock from operation and maintenance budgets previously approved by the Board
 - 5) Maintenance service contracts on elevators, computers, office equipment, chillers, and water treatment services
 - 6) Library subscription services

- 7) Recurring printing orders
 - 8) Contracts and agreements for athletic events, entertainment concerts, Fine Arts events, and other similar activities
 - 9) Group travel packages for resale to students, faculty and staff, and other similar activities
 - 10) Materials or services purchased for emergencies resulting from disasters, hazards, and other exigent circumstances
- c. Leases of one (1) year or more, including equipment, involving expected aggregate payments exceeding \$50,000
 - d. Purchase, sale or exchange of real property
 - e. Depository contracts
 - f. Food services contracts or service contracts for similar University activities
 - g. Architect-Engineer contracts required for projects specified under Subsection 2.a.1.
 - h. Contracts and agreements with support or development foundations
 - i. Employment of administrative officers, faculty, and non-classified employees
 - j. Changes of position status of administrative officers, faculty, and non-classified employees
 - k. Dual employment of administrative officers, faculty, and non-classified employees
 - l. Leaves of absence for one (1) semester or more
 - m. Settlements, consent decrees, and similar actions in litigation (*Executive session only, does not require Board action for approval*)
3. ~~All contracts, purchases, and agreements in the amount of \$50,000 or more as defined in Sections 2.a. to 2.e., or for the purchase, sale or exchange of real property as defined in Section 2.d., shall be submitted to the Board of Regents for approval. All such contracts and agreements shall be submitted to the President prior to submission to the Board. The General Counsel shall advise the President of any contract or agreement that may have adverse legal ramifications.~~
43. The President shall be delegated the responsibility and authority to enter into contracts, purchases, and agreements for sums less than \$50,000, whether the amount is income or expenditure, and to enter into all grants and agreements funded by private individuals, governmental agencies, and foundations without regard to the amount, unless otherwise

limited by the Board. At the option of the President, contracts, purchases, and agreements for sums less than \$50,000 may be submitted to the Board of Regents for approval. ~~At the request of the President, the General Counsel will provide advice and assistance with regard to such contracts, purchases, grants, and agreements should review and provide legal advice on all contracts or agreements.~~

54. The President may delegate power to contract, purchase, or enter into agreements of less than \$50,000 to other employees of the University. Such delegation must be specific and in writing to be effective. The President will remain responsible for all contracts, purchases, and agreements for sums under \$50,000, and for the proper administration of all grants and agreements funded by private individuals, governmental agencies, and foundations, regardless of delegation of power to contract, purchase, or enter into agreements. *In the absence of the President, the Vice President for the area involved may sign contracts, purchases or agreements less than \$50,000, as delegated to the President in this paragraph. The General Counsel should review and provide legal advice on all contracts or agreements.*
5. *All delegations of contracting authority made by a previous President shall be void once a new President assumes office.*
6. ~~All contracts, purchases, and agreements covered by Section 3 of this policy shall be entered into in the official name of the Board after each instrument is considered and approved in open meeting. Each instrument shall be recorded in the minutes of the meeting in which it is approved. The original copy of an executed instrument shall be filed by the Vice President for Business Affairs in his office as a permanent record of the Board. Executed copies of the instrument shall be delivered to the party with whom it is made and to the President. Additional copies of any contract or agreement may be executed and delivered as the Board may direct.~~

~~7. All contracts approved by the Board of Regents shall be endorsed according to the following format:~~

DATE: _____

ATTEST: _____
_____ Firm or Agency

Secretary _____ Principal

Seal (if incorporated)

Examined, Approved, and Recommended:

~~Stephen F. Austin State University~~~~Board of Regents~~~~Stephen F. Austin State University~~

SOURCE OF AUTHORITY: Board of Regents

CONTACT FOR REVISION: President

P52

Driver Certification

D-10

Original Implementation: May 4, 1983

Last Revision: ~~January 30, 2001~~ July 17, 2001

Driver certification is required for any University employee who must drive a University vehicle, *including rented or leased*, within the scope of his/her employment. Such certification is processed through the University Police Department (UPD). An "Application Approved Drivers Certification" form is obtained from the Administrative Secretary in UPD and should be signed at the bottom by the applicant's department head.

Upon receipt of the driving record report from Austin, and in compliance with University requirements, UPD will: (a) issue a temporary permit valid for 180 days, (b) issue a permanent permit valid for three years, or (c) deny driver certification.

A defensive driving course must be completed in order to receive a permanent permit and must be completed every three years to maintain the permanent permit. The temporary permit is issued: (a) prior to completion of the defensive driving course and (b) for specific-use purposes, such as an academic field trip.

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

Cross Reference: None

Contact for Revision: President

Forms: Application Approved Drivers Certification

Inclement Weather and Other Emergencies

D-19.1

Original Implementation: June 1, 1990

Last Revision: ~~October 26, 1999~~ *June 17, 2001*

In the event that inclement weather or other conditions impede the normal operations of the University, the President may declare an emergency, cancel classes, and close University offices for an appropriate period. The President's decision may be provided to the news media by the Director of Public Affairs. In the absence of a specific announcement curtailing activities, the faculty, staff, and students should assume normal operation of the University.

If the President decides to declare an emergency, cancel classes, and close University offices, certain critical areas shall be required to continue operations. These are:

1. University Police - Employees designated by the Chief of University Police.
2. Physical Plant - Employees designated by the Director of the Physical Plant Department.
3. Housing - Employees designated by the Director of Housing.
4. University Center - Employees designated by the Director of Auxiliary Services.
5. Any other area deemed critical by an appropriate vice president.

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

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

Source Of Authority: President

Cross Reference: None

Contact For Revision: Vice President for Business Affairs

Forms: None

Items Requiring Board of Regents Approval

D-20.5

Original Implementation: July 5, 1988

Last Revision: ~~January 19, 1999~~ July 17, 2001

A. Items That Require Approval by the Board of Regents

1. Construction/renovation projects if the estimated cost is \$50,000 or more, including

a. Selection of an architect/engineer

~~b. Preliminary plan~~

~~eb.~~ Authority to submit the proposal to the Coordinating Board if the estimated project cost (includes all cost) is ~~\$300,000 or more~~ *at least \$1,000,000 for new construction, \$2,000,000 for renovation, or as otherwise required under law.*

~~d. Any substantial changes in the preliminary plan prior to advertisement for bids~~

ec. Construction contract awards

~~f. Change orders in the amount of \$50,000 or more~~

~~gd.~~ Change orders that would increase the cost of the project beyond the amount of the approved budget

~~h. Final acceptance of the project~~

2. Actions relating to University employees, including

a. Appointment of full-time faculty

b. Faculty promotions

c. Awarding of faculty tenure

d. Appointment of administrative/professional staff (non-classified)

e. Change of position status of full-time faculty and administrative/professional (non-classified) staff

f. Advisement on termination of full-time faculty and administrative/professional (non-classified) staff (Executive Session only, does not require Board action for approval)

g. Leaves of absence for faculty and administrative/professional (non-classified) staff for one semester (four and one-half months) or more

- h. Dual employment (with state agencies) of faculty and administrative/professional (non-classified) staff
- 3. Delegations of administrative authority, including
 - a. Authority to approve travel
 - b. Authority to approve purchases
- 4. Policy statements when the effect will be to
 - a. change admission, probation, or suspension regulations
 - b. establish or alter policies, regulations, or rules relating to employment or property rights
 - c. govern the activities of the entire University or a major section of the University, such as rules for admission into teacher education or any other major curriculum
 - d. change long standing and well accepted practices or patterns of behavior
 - e. implement rules, regulations, or activities established by external authorities
- 5. Contracts, purchases, or agreements in the amount of \$50,000 or more
- 6. Any lease of any item (building, equipment, etc.) if the total cost of the lease is expected to be \$50,000 or more without regard to the length of the lease period
- 7. Purchase, sale or exchange of real property
- 8. Depository contract (presently submitted annually)
- 9. Food service (or similar) contracts, including changes in existing contracts
- 10. Contracts and agreements with support or development foundations
- 11. Settlements, consent decrees, authority to enter into litigation (*Executive session only, does not require Board action for approval*)
- 12. Establishment (or change) of mandatory fees
- 13. Curriculum matters, including
 - a. Establishment or elimination of academic programs
 - b. Establishment or elimination of courses
 - c. Major changes in programs or courses
- 14. Designation of a name for University buildings, facilities, streets, etc.

15. Annual holiday schedule
16. Private, governmental, or foundation grants or agreements if the purpose of the grant, etc. is not designated ("President's Discretion" constitutes a designation)
17. Annual operating budget
18. Increases in existing budgets through a "budget adjustment" if over \$50,000, except revolving funds.
19. Biennial legislative request
20. Long Range Master Plan

B. Items That Do Not Require Approval by the Board of Regents

1. Construction or renovation projects under \$50,000
2. Change orders under \$50,000 as long as the approved budget is not exceeded
3. Appointment, change-of-status, promotion, termination of classified employees
4. Appointment, change-of-status, termination of graduate or student assistants
5. Resignations
6. Contracts, purchases, and agreements when the amount is less than \$50,000
7. Budget transfers that do not increase the Board approved budget
8. Private, governmental, and foundation grants or agreements if the purpose of such is stipulated by the grantor, etc.
9. Materials purchased for resale in auxiliary operations and central stores
10. Materials purchased for inventory stock of the physical plant operation
11. Materials purchased for normal inventory stock from operation and maintenance budgets previously approved by the Board
12. Maintenance and service contracts
13. Library subscription services
14. Recurring printing orders
15. Contracts and agreements for athletic events, entertainment concerts, fine arts events, and other similar activities
16. Group travel packages for resale
17. Materials or services purchased for emergencies resulting from disasters, hazards, or other exigent circumstances

18. Other items approved by the President of the University which are not listed in Section I of this policy.

Source of Authority: Board of Regents

Cross Reference: None

Contact for Revision: President

Forms: None

Safe And Vault Combinations

D-29

Original Implementation: Unpublished

Date of Last Revision: ~~April 21, 1998~~ July 17, 2001

Current combinations for safes or vaults must be on file in the Vice President for Business Affairs office.

The department head must submit a memorandum indicating the location of the safe or vault, combination, date of last combination change, if known, and signature of the property custodian.

The Vice President for Business Affairs must be notified when changes are made to safe or vault combinations, when the safe or vault is moved or transferred to another department, or when the safe or vault is removed from University property records. *Safe and vault combinations must be changed when a department no longer employs a person who has knowledge of the combination.*

Annually, the Vice President for Business Affairs will request the safe or vault custodian in each department to verify the information on file.

Source of Authority: Vice President for Business Affairs

Cross Reference: None

Contact for Revision: Vice President for Business Affairs

Forms: None

Signs

D-31

Original Implementation: July, 1980

Last Revision: ~~July 14, 1998~~ *July 17, 2001*

I. Introduction - Stephen F. Austin State University (SFASU) confirms its commitment to the First Amendment of the United States Constitution by establishing this policy which guarantees a system of free communication and expression. Members of the SFASU community are reminded that the ideals of human worth and dignity are important to maintaining a learning environment that is nurturing, fosters respect, and encourages growth for all individuals who work, teach, study and live within this community. Those who exercise their rights of free speech should also be cognizant of the rights of others.

II. Applicability - The rules articulated in this policy apply to all students, faculty, staff, and their approved organizations, as well as all other persons and groups. Due to practical administrative realities, this policy does not apply to the University and its agents, servants, or employees, acting in the course and scope of their agency or employment. This exception also includes official activities of the SFASU Alumni Association and SFASU Foundation.

III. Definitions

A. Signs - Signs include, but are not limited to billboards, decals, notices, placards, posters, banners, and any kind of hand-held sign.

B. Posting - Posting is defined as any means used for displaying a sign.

IV. Format and Procedural Regulations

A. Individuals and organizations are reminded that they retain full responsibility and liability for the signs that they post.

B. No object, other than a sign, may be posted on University property.

C. Only students, faculty, staff, and their approved organizations, may post signs on the University property. Posting must be conducted in compliance with these rules and University policy.

D. Signs cannot be larger than fourteen (14) inches by twenty-two (22) inches unless authorized by the Office of Student Development. Authorization for signs larger than said dimensions shall be based upon matters relating to space availability and cannot be based upon content.

E. The person or organization must deposit in the Office of Student Development a true and correct copy of the sign to be posted on University property.

F. Each sign to be posted must contain the following information in a format whose size and print must be prominently displayed to the public:

1. Name of the individual or organization responsible for the posting of the sign. Name of the organization must be fully spelled out. Organizations must also include the name of an individual who is their authorized representative,
2. A legitimate official address to which comments or information requests can be sent,
3. A legitimate official telephone number at which the individual or authorized representative may be contacted, and
4. The signature of the individual or authorized representative.

G. The Office of Student Development shall stamp and date each sign to be posted on University property in the lower half of the posting.

H. The person or organization shall remove each of its signs not later than fourteen (14) days after posting or not later than twenty-four (24) hours after the event to which each sign relates, whichever is earlier. The person or organization shall clean and remove any litter that results from the posting of its signs.

I. No person may remove a sign posted in accordance with these rules without the authorization of the Office of Student Development or the person or organization posting the sign.

J. Signs to be displayed outside may be posted at:

1. One or more of the University kiosks placed in high-pedestrian traffic areas on campus,
2. The shelter for the campus bus stop, and
3. No more than two (2) signs may be posted at each location.

The limitation established by this paragraph also applies to political advertising for campus elections.

K. Hand-held signs may be displayed in the Free Expression Area between 8:00 a.m. and 7:00 p.m., Monday through Saturday, except that hand-held signs may be carried outside the Free Expression Area in demonstrations or parades, which have received a valid University, permit.

L. In addition to these rules, signs to be posted in the following buildings must comply with the rules governing those buildings:

1. Residence halls,
2. The University Center, and
3. Academic Buildings.

The rules governing said buildings can only relate to reasonable time, place, and manner restrictions and content restrictions cannot be implemented except as stipulated below.

M. A bulletin board is under the jurisdiction of the school, department, or administrative office that maintains it. A person or organization that wishes to utilize said space must also request permission of the appropriate school, department, or administrative office in addition to the procedures outlined herein. Permission for use of said bulletin boards can only relate to reasonable time, place, and manner restrictions and content restrictions cannot be implemented except as stipulated below. A current list of the officials in charge of bulletin boards is maintained by the Office of Student Development.

V. Content Regulations

A. Before a decision is reached on whether to prohibit postings based on any of the following grounds, the Office of Student Development shall meet with the student(s) or organization involved and allow for input and discussion into the decision making process.

B. Posting of signs may be prohibited for failure to follow the reasonable time, place, and manner restrictions stipulated herein. Those restrictions include all of the format and procedural regulations outlined above.

C. Posting of signs may be prohibited based upon expressions that are an incitement to imminent lawlessness. Such prohibitions may be conducted only with the advice of the General Counsel and approval of the President or his/her designated representative. Careful consideration must be given to the actual circumstances surrounding such expression, and suppression can only occur if it appears that such provocation causes an immediate likelihood of violence or illegal acts. Advocacy of lawlessness is insufficient,

and the speech must be directed to inciting or producing imminent lawless action and likely to incite or produce such action.

D. Posting of signs may be prohibited based upon "fighting words" expressions. Such prohibitions may be conducted only with the advice of the General Counsel and approval of the President or his/her designated representative. "Fighting words" are similar to expressions of imminent lawlessness, except they are addressed to individuals on a personal scale. Only those "fighting words" that pose an immediate likelihood to provoke the average person to retaliation and thereby cause a breach of the peace should be considered under this exception. Again, careful consideration must be given to the actual circumstances surrounding such expression.

E. Posting of signs may be prohibited based upon obscenity. Such prohibitions may be conducted only in accordance with the procedures outlined in this paragraph. In determining what constitutes obscene material, a three-part test applies:

1. The average person applying contemporary community standards would find that the work taken as a whole, appeals to the prurient interest;
2. The work depicts or describes in a patently offensive way, sexual conduct specifically defined by the applicable state law; and
3. The work, taken as a whole, lacks serious literary, artistic, political, or scientific value.

Procedures for prohibiting the posting of signs based on obscenity are as follows:

1. Contact the General Counsel for advice and obtain approval to proceed from the President or his/her designated representative. The decision to proceed must be made within twenty-four (24) hours from the time of the meeting between the student(s) or organization and the Office of Student Development as outlined in Section V.A. Weekends and holidays are not included in the computation of the 24 hour period.
2. Upon deciding to proceed with this type of prior restraint, a notice must be given to the individual or organization involved. Said notice shall include a copy of these procedures.
3. The University shall then proceed in filing a declaratory judgment action within five (5) working days from the decision to proceed. The posting of the sign in question shall be abated until a court of law rules on the matter.

VI. Other Regulations

A. Anyone who violates this policy may be disciplined pursuant to applicable University policy.

B. Signs posted pursuant to this policy which interfere with the free and unimpeded flow of pedestrian or vehicular traffic can be removed by the University.

C. Signs posted pursuant to this policy that materially disrupt or interfere with the normal activities of the University can be removed by the University.

D. Legal action can be taken against individuals or groups who participate in defamatory action, intentional infliction of emotional distress, or such other causes recognized and allowed under law.

Source of Authority: United States Constitution, Amendments I and XIV; President; Vice President for University Affairs and General Counsel

Cross Reference: Student Organizations Handbook, Stephen F. Austin State University Web Page

Contact for Revision: Dean of Student Development

Forms: None

Skating**D-32**

Original Implementation: January 24, 1989

Last Revision: ~~July 14, 1998~~ July 17, 2001

No person may roller skate, in-line skate (roller blade), skateboard, or use coasters of any type on University property.

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

Cross Reference: Parking and Traffic Regulations, Index D-24 as related to bicycles

Contact or Revision: Chief of University Police

Forms: None

Conduct Code

D-34.1

Original Implementation: January 1998

Last Revision: ~~June 12, 2000~~ July 17, 2001

A student enrolling in the University assumes an obligation to conduct him/herself in a manner compatible with the University's function as an educational institution. To fulfill its functions of imparting and gaining knowledge, the University retains the power to maintain order within the University and to exclude those who are disruptive of the educational process. This code shall apply to any and all land owned or leased by the University as well as to any location where a student is engaged in an officially recognized University activity. Examples of such coverage include, but are not limited to University teams traveling to events off campus, classes attending field trips, distance learning and satellite locations, clinical settings necessary for academic programs, experimental stations, farms, Pineywoods Conservation Center and the University Observatory.

Misconduct for which students and student organizations are subject to discipline falls into the categories below. Where such conduct also violates federal, state or local law, the student or student organization may be brought before the appropriate criminal and/or civil magistrate for adjudication while at the same time be subject to the disciplinary proceedings of the University. The following list of possible acts is either prohibited by federal, state, or municipal law, or by University rules or regulations.

1. Hazing (referenced in "Conduct Code" of the Policy and Procedures and General Regulations section of the SFA Web pages.)

Stephen F. Austin State University is unequivocally opposed to any activities, on or off-campus, by individuals or organizations which endanger the mental or physical health or safety of a currently enrolled or prospective student for the purpose of pledging, being initiated into, affiliating with or maintaining membership in any organization.

Hazing is defined as:

- a. any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, etc.;
- b. any type of physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- c. any activity involving consumption of a food, liquid, alcoholic beverage, drug or substance which subjects the student to unreasonable risk of harm;

- d. any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame or humiliation or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining at the institution;
- e. any activity that induces, causes, or requires the student to perform a duty or task, which involves a violation of the Penal Code.

Any organization and/or any individual involved in any hazing activity will be subject to both University disciplinary sanctions and criminal prosecution. An offense is committed by (a) engaging in hazing; (b) soliciting, encouraging, aiding or directing another engaging in hazing; (c) intentionally or knowingly permitting hazing to occur, or (d) having first-hand knowledge that a specific hazing incident has occurred and failing to report said knowledge in writing to the Dean of Student Development.

It is not a defense to prosecution of an offense that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

Penalties relative to criminal prosecution range from a fine of \$1,000 and 180 days in jail for failure to report a hazing incident to a fine of \$10,000 and two years in jail for an incident which causes the death of a student. Further, an organization may be penalized with a fine up to \$10,000 or double the expenses due to the injury.

Penalties relative to University sanctions range from probation to suspension for any individual committing an offense. Student organizations committing an offense may be placed on University probation and are subject to withdrawal of University recognition.

Sanctioned Student Organizations

Alpha Kappa Psi (May 2002)

Kappa Alpha Order (December 2003)

~~Alpha Tau Omega (Fall 2000)~~

~~Delta Delta Delta (Fall 2000)~~

~~Delta Tau Delta (January 2001)~~

2. Illegal Drugs

It is the policy of Stephen F. Austin State University that any unlawful manufacture, possession, use or delivery of any controlled substance or illegal drug is strictly prohibited. Moreover, it is the policy of the State of Texas and of this University that this institution will be as free of illegal drugs as it can possibly be. Therefore, in accordance with state law and University policy, any student who is determined, through the regular disciplinary procedures of the University, to have violated this policy will be suspended from the University for no more than two years and no less than the remainder of the current semester.

3. Committing any criminal offense or other unlawful act under any federal, state, or municipal law, including, but not limited to: a. arson; b. robbery; c. burglary; d. theft; e. disruptive activity; f. forgery; g. gambling; h. disorderly conduct; i. trespassing; j. possession of stolen property; k. unlawful use, possession, or storage of firearms on University property; l. entering or remaining on campus after withdrawal of consent to remain on campus; m. refusing to leave a University building closed to the public; n. possession of drug paraphernalia.
4. Unauthorized use, possession, or storage of explosives, firearms or ammunition on University property
5. Causing physical or psychological harm, or causing reasonable apprehension of physical harm, to any person on University property or at University-sponsored activities. This includes, but is not limited to, phone harassment, verbal or written threats, and physical and sexual assaults.
6. Making or causing any false report, warning, or threat of fire, explosion, or other emergency on University property or at University-sponsored activities.
7. Interfering with fire, police or emergency service. This also includes failure to evacuate University facilities or willfully disregarding any emergency or fire alarm signal.
8. Misusing or damaging fire or safety equipment on University property.
9. Interfering with normal University or University-sponsored activities, including, but not limited to, studying, teaching, research, and University administration.
10. Violating the terms of any disciplinary sanction imposed in accordance with these policies.
11. Furnishing false information to the University.
12. Giving false testimony or other fraudulent evidence at any University disciplinary proceeding.
13. Unauthorized alteration or use of any University documents or records.

14. Failing to comply with the directions of a University official, including University police officers and residence hall staff, acting in the performance of their duties.
15. Violating any University policy, rule, or regulation. Such policies, rules, and regulations may include, but not be limited to, the residence hall contract, as well as those policies, rules, and regulations relating to the use of University facilities, handbills and petitions, solicitation, signs, guest speakers, and parades and demonstrations.
16. Interfering with the freedom of expression of others on University property or at University sponsored activities.
17. Advocating, orally or in writing, the conscious and deliberate violation of any federal, state, or local law. For the purposes of this section, "advocacy" means preparing the group addressed for imminent action and steeling it to such action, as opposed to the abstract espousal of the moral propriety of a course of action.
18. Damaging, defacing, or destroying the property of others on University property or at University-sponsored activities.
19. Damaging, defacing, or destroying University property, including, but not limited to, buildings, statues, monuments, library and teaching materials, memorials, trees, shrubs, grasses, and flowers.
20. Wrongful utilization of university goods, services or information including, but not limited to, unauthorized possession or use of University keys, security codes, long distance phone access codes or calling cards, cable service and sale or use of University property for personal gain.
21. Improper use of student identification card. This includes allowing use of card by another to obtain services such as, but not limited to meals, event admission, and library services.
22. Unauthorized use of alcoholic beverages or products on University property or at University-sponsored activities, including, but not limited to, intercollegiate and intramural athletic events on University grounds and academic and administrative buildings. Housing policies dictate use of alcohol in residence halls and on-campus apartments. Only the University President may authorize the use of alcohol at University events.
23. Unauthorized use, possession, or storage of fireworks on University property.
24. Unauthorized throwing of any object in or from a University facility.
25. Littering on University property or at University-sponsored activities.

26. Unauthorized use of University computing equipment, services or facilities. Such unauthorized usage may include, but not limited to, improperly accessing or altering academic or administrative records, and/or information contained in an instructional or research account, harassment through e-mail, possession of unauthorized passwords, destruction of hardware or software, unauthorized copying of software, activities related to personal for-profit ventures unrelated to the educational mission of the University or illegal activities.

27. The unauthorized use of the emergency exit doors of the University shuttle buses. (Use is authorized in an emergency endangering the life and safety of passengers and driver).

28. Sexual harassment by a student of any member of the University community as delineated in Personnel Services under "Discrimination Complaints/Sexual Harassment" and "Discipline and Discharge" of the SFA Policy and Procedures section of the SFA Web pages.

29. Selling or distributing course lecture notes, handouts, readers or other information provided by an instructor, or using them for any commercial purpose without the express permission of the instructor.

Cross Reference: SFASU Web Pages

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

Cross Reference: SFASU Web Pages

Contact for Revisions: Dean of Student Development

Forms: None

Dual Employment

E-12

Original Implementation: Unpublished

Last Revision: ~~January 19, 1999~~ July 17, 2001

Employees who are employed in two positions within Texas government must have prior Board approval and are subject to the following provisions:

1. Separate leave records will be maintained for each employment.
2. Time worked in one position may not be used as additional tenure credit for purposes of longevity or annual leave accrual for the other position.
3. Upon termination of one employment, the leave balances accrued under that employment may not be transferred to the remaining employment.
4. The state's contribution towards the taxes imposed on the employee by the Federal Insurance contributions Act may not exceed the overall limit specified in the General Appropriations Act. The Comptroller shall prescribe such uniform accounting and reporting procedures as necessary to ensure that expenditures for this purpose do not exceed this limit.
5. The total state contribution toward the employee's group insurance will be limited to no more than the amount specified in the General Appropriations Act for full time active employees.
6. The employee will be entitled to receive longevity payment for no more than one employment.
7. Overtime compensation will accrue for each employment totally independent of the other, except that when an employee works in a dual employment capacity where the employee is subject to the overtime provisions of the Fair Labor Standards Act (FLSA) of 1938, 29 U.S.C., sec. 201 et seq., in either employment, the employing agency or agencies must consider all combined time worked in excess of 40 hours per week as overtime and compensate the employee in accordance with the FLSA provisions applicable to joint employment relationships. In cases where the dual employment is with two separate agencies, the two agencies shall coordinate in order to determine which agency shall have the responsibility to assure that the employee is properly compensated in accordance with such provisions.
8. Employees are to be informed of their obligation and responsibility to inform both employers of their intent to accept additional employment with the state.

Source of Authority: Texas Constitution, art. 16, secs. 33 and 49; Texas Government Code Chapter 574; General Appropriations Act; President; Vice President for Business Affairs

Cross Reference: None

Contact for Revision: General Counsel

Forms: None

Faculty Evaluation, Merit Pay, Promotion and Tenure Faculty

E-20A

Original Implementation: September, 1982

Last Revision: ~~October 20, 1998~~ July 17, 2001

Stephen F. Austin State University includes among the aspects of its mission and purpose effective teaching, significant performance and scholarly activity by its faculty members, and substantial service. It believes that the achievement of those aspects should be regularly and systematically assessed; and, in each case in which the achievement has been accomplished in an exemplary manner, recognition and rewards in the form of merit pay, promotion, and tenure should be extended. To evaluate the performance of its faculty members and to provide appropriate rewards, the University will employ the policies and procedures set forth below. As described below, an annual report of activities by each faculty member and follow-up interviews by appropriate administrators constitute the basis of evaluation and of recommended rewards. The Annual Report may be employed for any or all considerations: evaluation, merit pay, promotion, and tenure. Cover sheets and other information that may be required, however, differ according to the purpose(s) for which the material is being used.

The university recognizes the importance of clearly articulated criteria and procedures for documenting and evaluating meritorious performance in teaching, scholarly and creative activities, and service. Stephen F. Austin State University understands and supports the need for faculty evaluation to be a process that is collegial, collaborative, and continuing. The university's goal in formalizing the process for evaluating meritorious performance of its faculty is to ensure the establishment of policy within each academic unit that is consistent with the mission of the College and University, that sets guidelines for a comprehensive review process, and that results in fair and equitable assessment of faculty in all academic divisions. The academic dean of each college shall periodically review the merit evaluation criteria and procedures of each department or division within the college.

As described in the Faculty Handbook and Guarantees Relating to Matters Other Than Termination and Non-Renewal of Contracts, policy E-26A, each academic unit shall follow the procedure by which a faculty member who disagrees with his or her evaluation may request that such evaluation be reviewed within the academic unit. If the faculty member is dissatisfied with the results of such review, he or she may request that the case be reviewed at higher administrative levels according to policy E-26A.

Faculty Evaluation

Both tenured and tenure-track faculty members shall be formally evaluated annually for teaching, performance/scholarly activity, and service. For the evaluation, the faculty member will present to his/her academic departmental/divisional chair/director a completed "Annual Report on Teaching, Scholarly/Creative Activities, and Service" report of his/her activities during the preceding year (September 1 through August 31) and any other pertinent information that may be requested. The faculty member will

review his/her Annual Report and administrative evaluation with the Chair/director. Following the administrative review, the Chair/director will meet with the college dean to review the Annual Report, the information obtained in the interview, and the administrative evaluation. Following this review, the dean will submit an "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 faculty member.

Merit Pay

1. Qualifications:

To qualify for merit pay, a faculty member must submit to the appropriate administrator a completed "Annual Report on Teaching, Scholarly/Creative Activities, and Service" of the preceding year and any other pertinent information that may be requested.

2. Criteria:

Outstanding teaching, scholarly/creative activity, and service shall constitute the basis for awarding merit pay to a faculty member. For each of those three categories, therefore, each department/division shall identify specific characteristics pertinent to its role within the University-wide mission and purpose.

Outstanding performance in one and preferably more of the three categories of activity shall be considered appropriate for consideration for the awarding of merit pay. In no case will outstanding performance in research or service compensate for poor performance in teaching.

3. Procedures:

Faculty members shall provide their chair or director with copies of their "Annual Report on Teaching, Scholarly/Creative Activities, and Service" for the preceding year as well as any other supporting documentation that may be requested. The report and supporting documentation of each applicant shall be received and reviewed by the chair or director. At the discretion of the department/division an elected or appointed advisory panel/committee of faculty members may be utilized to advise the chair.

Recommendations by the chair/director and, if utilized, the faculty committee/panel shall be made to the academic dean.

The supporting documentation for each candidate shall be reviewed by the academic dean. The purpose of this review is to assure that the candidate is afforded basic fairness and due process in accordance with the established departmental, college, and university policies and procedures and to assess the adequacy and sufficiency of the evidence. At the discretion of the college, an elected or appointed advisory panel/committee of faculty members may be utilized to advise the dean.

Recommendation by the dean shall be made to the Vice President for Academic Affairs. The recommendation of the chair or director (and department panel/committee if utilized) shall be included with the dean's recommendation.

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

Promotion

The policies and procedures for the promotion of a faculty member are set forth in the Academic Promotion, policy (E-3A). Apropos to this document, the supporting materials submitted to the departmental/divisional chair/director with a "Promotion/Tenure Application" should include the "Annual Report on Teaching, Scholarly/Creative Activities, and Service", used also for formal evaluation and application for merit pay, and any other relevant material that may be requested.

Tenure

The policies and procedures for tenure of a faculty member are set forth in Tenure, policy E-50A. Apropos to these documents, the supporting materials submitted to the departmental/divisional chair/director with a "Promotion/Tenure Application" should include the "Annual Report on Teaching, Scholarly/Creative Activities, and Service", used also for formal evaluation and application for merit pay, and any other relevant material that may be requested.

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: Annual Report on Teaching, Scholarly/Creative Activities, and Service (2 pages); Administrative Evaluation; Promotion/Tenure Application (all available from University Printing Services)

Faculty Development Leaves

E-23A

Original Implementation: April 26, 1983

Last Revision: ~~July 14, 1998~~ July 17, 2001

Traditionally, a respected and successful means of enhancing instruction and research in colleges and universities is the faculty developmental leave for additional study or for research and writing. In recognition of the importance of such a program, the Texas Legislature in 1967 adopted legislation permitting such leaves for qualified persons and set forth guidelines for the awarding of them. The policy and procedures set forth herein by the Board of Regents stipulate the conditions under which such leaves may be granted to members of the Stephen F. Austin State University faculty.

1. This policy applies to full-time tenured or tenure-track faculty or staff whose duties include teaching, research, administration, or the performance of professional services. The definition includes professional librarians but not classified employees.
2. A faculty member shall be eligible by reason of service for a developmental leave at such time as he/she has served full time for at least three consecutive years, except for special circumstances, at Stephen F. Austin State University in an academic position as defined above.
3. Not more than six percent of the faculty members of Stephen F. Austin State University may be on faculty developmental leave at any one time.
4. Upon application by a faculty member, the Board of Regents may grant a developmental leave of absence for field observations, research, study, writing, or other suitable purpose, provided that the applicant is eligible by reason of service, that the purpose for which he/she seeks the leave is one for which such a leave may be granted, and that the granting of the leave will not result in there being awarded a number of such leaves in excess of the limit imposed by law.
5. Applications for faculty developmental leaves shall be reviewed annually by the Faculty Development Leave Committee, which shall be elected by the faculty. The committee shall consist of eight elected, full-time faculty members, one from each academic college and one from the Library. The term of election shall be for two years. Terms shall be staggered. The college Dean shall appoint an appropriate substitute in situations when the elected member cannot serve. The Committee shall determine the required format of applications and shall evaluate them. It shall make recommendations to the Vice President for Academic Affairs and the President for further recommendation to the Board of Regents.
6. An applicant for a developmental leave must provide adequate evidence that the leave activity can be completed. Such evidence may be (1) acceptance for admission to another institution of higher education for additional study or (2) assurance of accessibility to research materials.
7. A developmental leave may be awarded for one-half academic year at full salary or for a full academic year at one-half salary. Payment of salary may be made from the funds appropriated by the legislature specifically for that purpose, or from such other funds as might be available to the institution.

8. A faculty member on developmental leave, under law, may accept a grant for study, research, or travel from any institution of higher education or from a charitable, religious, or educational corporation or foundation, from any business enterprise, or from any federal, state, or local governmental agency. However, he/she may not accept employment from any other person, corporation, or governmental agency, unless the Board of Regents determines that it would be in the public interest to do so and expressly approves the employment. An accounting of all grants shall be made by the faculty member to the Board of Regents through the Vice President for Academic Affairs and the President.
9. Faculty Development Leave should not be used as a mechanism to assist faculty in completing work for a terminal degree.
10. A faculty member on developmental leave shall continue to be a member of the Teacher Retirement System of Texas or of the Optional Retirement Program of the University or both.
11. The University shall cause to be deducted from the salary of a faculty member on developmental leave the deposit and membership dues required to be paid by him/her to the Teacher Retirement System of Texas or to the Optional Retirement Program or both, the contribution for Old Age and Survivors Insurance, and any other amounts required or authorized to be deducted.
12. A faculty member on developmental leave shall continue to participate in the programs and receive the benefits made available by or through the University or the State to all other faculty members.
13. The recipient of a developmental leave shall be ineligible to receive another until after the expiration of four years following the leave.
14. The recipient of a developmental leave must guarantee the University that he/she will return to his/her regular duties or others that might be assigned for a period of at least one year following the expiration of the grant, provided that he/she is offered a contract by the University.
15. A faculty member on developmental leave shall be eligible for salary increases, merit pay, and all other fringe benefits awarded for the year following the expiration of the leave.
16. Within ninety days following completion of leave, each applicant will present to the Department Chair, Dean, and Vice President a brief written report on accomplishments resulting from the leave. Eligibility starting date for succeeding faculty development leave (referenced in number 13 above) begins with the delivery of the report of accomplishments to the department chair.

Source of Authority: Texas Education Code, sec. 51.101; Board of Regents; President; Vice President for Academic Affairs

Cross Reference: Faculty Handbook

Contact for Revision: Vice President for Academic Affairs

Forms: None

Leave of Absence (Faculty)

E-29A

Original Implementation: September 1, 1981

Last Revision: ~~January 19, 1999~~ July 17, 2001

The University may grant a leave of absence to faculty, when departmental needs allow, for the following reasons:

1. To pursue additional education or training for the faculty member which will strengthen their performance in their position at SFASU.
2. To engage in research and writing directly related to responsibilities at SFASU.
3. To accept a similar position in a visiting capacity at another institution.
4. To accept a position outside higher education that is directly related to the employee's professional field and has potential for enhancing their future contributions to the University.
5. Health, following the use of all accumulated sick leave, when it is demonstrated that at the end of the leave period the employee will be able to resume duties at SFASU.

Leaves may be granted with the following conditions:

1. Requests for a leave of absence will be directed to the President of the University through administrative channels.
2. No paid or unpaid leave will be approved for more than 12 months.
3. Requests for renewal of a leave may be considered when submitted in writing prior to March 15.
4. Individuals who are not planning to return from leave to SFASU should notify the department chair before March 15.
5. Individuals for whom a leave has been approved are responsible for making an appointment with the University Benefits Manager to resolve all questions regarding employee benefits.

Except as provided for in the following leave provisions, any extended leaves of absence without pay for faculty must be approved by the Board of Regents upon the recommendation of the President.

Family Medical Leave - The Family Medical Leave Act (FMLA) will, in many circumstances, entitle University employees with more than one year of service and who have worked at least 1,250 hours in the last year, to request up to twelve weeks of medical leave per year. ~~In most circumstances employees~~ Employees entitled to FMLA leave are required to use all sick leave and compensatory time accrued while taking the FMLA leave.

Parental Leave - Employees with less than 12 months of state service or less than 1,250 hours of work in the 12 months immediately preceding the start of leave are entitled to a parental leave of absence, not to exceed 12 weeks, if the employee uses all available and appropriate ~~paid vacation and~~ sick leave while taking the parental leave. Such parental

leave may only be taken for the birth of a natural child or the adoption or foster care placement with the employee of a child under 3 years of age. The leave period begins with the date of birth or the adoption or foster care placement.

Foster Parent Leave - An employee, who is a foster parent to a child under the conservatorship of the Department of Protective and Regulatory Services (DPRS), is entitled to a leave of absence with full pay for the purpose of attending staffing meetings held by the DPRS regarding the employee's foster child. In addition, the employee may attend, with a paid leave of absence, the Admission, Review, and Dismissal (ARD) meeting held by a school district regarding the child under the foster care of the employee.

Emergency Leave

1. Bereavement Leave — Regular employees will be granted bereavement leave without a loss in pay when a death occurs in their family. For the purposes of bereavement leave, family is defined as the employee's spouse, or the employee's and spouse's parents, children, brothers, sisters, grandparents and grandchildren.

The amount of time granted for bereavement leave shall not exceed three days. A full three days is not automatically granted since it is intended that such leave be limited to the reasonable amount of time necessary for travel, funeral arrangements, and funeral services.

Requests for bereavement leave should be submitted to the department official who has the authority to approve leave. Requests for bereavement leave for family members not mentioned above, or for leaves greater than three days are subject to the approval of the Director of ~~Personnel Services~~ *Human Resources*, the Divisional Vice President, and the University President. Employees requesting bereavement leave may be required to provide documentary evidence of the relative's death to qualify for paid leave.

2. Administrative Leave — Administrative leave will be granted in only the rarest of circumstances. While employees hold no entitlement to additional leave, they may be granted paid emergency/administrative leave when it is determined that there is good cause for such leave. Such leaves will not normally exceed three workdays per fiscal year.

For the purposes of this leave, an emergency is defined as an unforeseen event or combination of circumstances calling for immediate action which if not responded to immediately would present imminent danger to human life or substantial damage to property. Except for extraordinary circumstances, employees accruing sick leave would not be eligible for emergency leave for their own, or a family member's medical illness.

Administrative leave may be requested by an employee and approved by the department head for the employee to attend the funeral of a co-worker or other University

employee with whom they regularly worked. Department heads, however, must ensure minimum staff levels are maintained in the department.

Inclement weather conditions will not constitute just cause for an emergency leave unless approved by the President for the institution as a whole.

Requests for emergency/administrative leave will not be approved unless authorized by the employee's immediate supervisor and department head, the Director of ~~Personnel Services~~ *Human Resources*, the Divisional Vice President, and the University President. All requests for emergency leave should be routed to the employee's supervisor on the "Emergency Leave Request" form.

Parent-Teacher Conference Leave - An employee may use up to 8 hours of sick leave each calendar year to attend parent-teacher conference sessions for the employee's children who are in pre-kindergarten through 12th grade. Employees must give reasonable notice of intention to use sick leave to attend such conferences.

Jury Duty - No deduction shall be made from the salary or wages of any employee who is called for jury service.

National Guard Active Duty - A leave of absence with full pay shall be provided any employee who is called to active duty with the National Guard by the Governor of Texas because of an emergency.

Military Training Or Duty - Employees shall be entitled to leave of absence from their respective duties without loss of time or efficiency rating or vacation time or salary on all days during which they shall be engaged in authorized training or duty ordered or authorized by proper authority, for a period not to exceed fifteen (15) days in any one federal fiscal year.

National Emergency Duty - An employee called to active duty during a national emergency by a reserve branch of the United States Armed Forces shall have a leave of absence. The employee shall not lose the ability to accrue state service credit while on active duty but shall not accrue ~~vacation or~~ sick leave. However, the employee shall retain any accrued ~~vacation or~~ sick leave and shall be credited with such balances upon return.

American Red Cross Activities - With supervisory authority, a request from the Red Cross and approval of the Governor's office, SFASU employees who are certified disaster service volunteers of the American Red Cross will be granted up to ten days of paid leave each year to participate in specialized disaster relief services.

Volunteer Fire Fighting Training - An employee who is a volunteer fire fighter shall be granted a leave of absence with full pay to attend training schools conducted by state agencies provided such leave does not exceed five (5) working days in any one fiscal year. The leave of absence shall in no way be charged against the employee's ~~vacation or~~

sick leave. *This leave of absence may also be granted to volunteer firefighters for the purpose of responding to emergency fire situations.*

Guide Dog Training - SFASU employees who are blind shall be granted up to 10 working days of absence with pay each fiscal year for the purpose of attending a training program to acquaint the employee with a seeing-eye dog to be utilized by the employee. This leave is in addition to other leave entitlements.

All requests for leave must be accompanied by a "Personnel Action Request" form.

Source of Authority: General Appropriations Act, art. V, secs. 2 and 8; President; Vice President for Business Affairs

Cross Reference: Non-Academic Employee Handbook

Contact for Revision: Vice President for Business Affairs

Forms: Personnel Action Request, see Index E-39; Emergency Leave Request — Bereavement Leave; Emergency Leave Request — Administrative Leave (all available in University Printing Services)

EMERGENCY LEAVE REQUEST FORM

BEREAVEMENT LEAVE

STEPHEN F. AUSTIN STATE UNIVERSITY

NACOGDOCHES, TEXAS

NOTE: All Personnel Action Request forms for Emergency Leave must be accompanied by a completed Emergency Leave Request Form.

BEREAVEMENT LEAVE

I am requesting bereavement leave with pay from my department and Stephen F. Austin State University for the following: (Please indicate)

Name of Deceased: _____ Relation to Deceased: _____

Date of Death: _____ Dates for leave request: _____

Date and location of funeral service: _____

Will you be required to assist with arrangements? Yes _____ No _____

In addition to information requested, please provide any other information you feel may be relevant to this request. Use back of form if necessary.

Employee Signature: _____ Date: _____

Employee Social Security Number: _____

Department Head: _____

Director ~~Personnel Services~~ *Human Resources*: _____

Divisional Vice President: _____

President: _____

EMERGENCY LEAVE REQUEST FORM

ADMINISTRATIVE LEAVE

STEPHEN F. AUSTIN STATE UNIVERSITY

NACOGDOCHES, TEXAS

NOTE: All Personnel Action Request forms requesting Emergency Leave must be accompanied by a completed Emergency Leave Request Form.

ADMINISTRATIVE LEAVE

I am requesting administrative leave with pay from my department and Stephen F. Austin State University for the following: (Please describe the unforeseen event or combination of circumstances calling for immediate action which if not responded to immediately would present imminent danger to human life or substantial damage to property.)

Employee Signature: _____ Date: _____

Employee Social Security Number: _____

Employee's Immediate Supervisor: _____

Department Head: _____

Director ~~Personnel Services~~ Human Resources: _____

Divisional Vice President: _____

President: _____

Leave of Absence (Non-Academic)

E-30N

Original Implementation: September 1, 1981

Last Revision: ~~July 14, 1998~~ July 17, 2001

The President may grant a leave of absence without pay to non-academic employees subject to the following provisions:

1. All accumulated paid leave entitlements must be exhausted before granting such leaves, with the additional provision that sick leave must be exhausted only in those cases where the employee is eligible to take sick leave.
2. Such leaves will be limited in duration to twelve (12) months.
3. Subject to fiscal constraints, approval of such leaves constitutes a guarantee of re-employment.
4. *The return to work date shall be specified when the leave is requested; or, in the event that the return date is not known, the employee must contact the supervisor and the Human Resources department regularly, in accordance with the supervisor's directions.*
5. *The employee must report to the supervisor and the Human Resources department if he/she will be unable to return to work at the end of the leave period and must provide an acceptable reason for the delay. Failure to return to work from an approved leave of absence by the intended date and to provide an acceptable reason will be considered job abandonment.*

Except as provided for in the following leave provisions, any extended leaves of absence without pay for professional (exempt, non-academic) employees must be approved by the Board of Regents upon the recommendation of the President.

FAMILY MEDICAL LEAVE - The Family Medical Leave Act (FMLA) will, in many circumstances, entitle University employees with more than one year of service and who have worked at least 1,250 hours in the last year, to request up to twelve weeks of medical leave per year. ~~In most circumstances employees~~ Employees entitled to FMLA leave are required to use all of their paid vacation, and sick leave and compensatory time while taking the FMLA leave.

PARENTAL LEAVE - Employees with less than 12 months of state service or less than 1,250 hours of work in the 12 months immediately preceding the start of leave are entitled to a parental leave of absence, not to exceed 12 weeks, if the employee uses all available and appropriate paid vacation and sick leave while taking the parental leave. Such parental leave may only be taken for the birth of a natural child or the adoption or foster care placement with the employee of a child under 3 years of age. The leave period begins with the date of birth or the adoption or foster care placement.

FOSTER PARENT LEAVE - An employee, who is a foster parent to a child under the conservatorship of the Department of Protective and Regulatory Services (DPRS), is entitled to a leave of absence with full pay for the purpose of attending staffing meetings held by the DPRS regarding the employee's foster child. In addition, the employee may attend, with a paid leave of absence, the Admission, Review, and Dismissal (ARD) meeting held by a school district regarding the child under the foster care of the employee.

EMERGENCY LEAVE -

a) **Bereavement Leave** — Regular employees will be granted bereavement leave without a loss in pay when a death occurs in their family. For the purposes of bereavement leave, family is defined as the employee's spouse, or the employee's and spouse's parents, children, brothers, sisters, grandparents and grandchildren.

The amount of time granted for bereavement leave shall not exceed three days. A full three days is not automatically granted since it is intended that such leave be limited to the reasonable amount of time necessary for travel, funeral arrangements, and funeral services. If additional days are needed, the employee will be required to use vacation or compensatory time. Employees who have exhausted all accruals will be required to take leave without pay if extended leave is approved.

Requests for bereavement leave should be submitted to the department official who has the authority to approve leave. Requests for bereavement leave for family members not mentioned above, or for leaves greater than three days are subject to the approval of the Director of ~~Personnel Services~~ *Human Resources*, the Divisional Vice President, and the University President. Employees requesting bereavement leave may be required to provide documentary evidence of the relative's death to qualify for paid leave.

b) **Administrative Leave** — Administrative leave will be granted in only the rarest of circumstances. While employees hold no entitlement to additional leave, they may be granted paid emergency/administrative leave when it is determined that there is good cause for such leave. Such leaves will not normally exceed three workdays per fiscal year.

For the purposes of this leave, an emergency is defined as an unforeseen event or combination of circumstances calling for immediate action which if not responded to immediately would present imminent danger to human life or substantial damage to property. Except for extraordinary circumstances, employees accruing sick leave would not be eligible for emergency leave for their own, or a family member's medical illness.

Administrative leave may be requested by an employee and approved by the department head for the employee to attend the funeral of a co-worker or other University employee with whom they regularly worked. Department heads, however, must ensure minimum staff levels are maintained in the department.

Inclement weather conditions will not constitute just cause for an emergency leave unless approved by the President for the institution as a whole.

Requests for emergency/administrative leave will not be approved unless authorized by the employee's immediate supervisor and department head, the Director of ~~Personnel Services~~ *Human Resources*, the Divisional Vice President, and the University President. All requests for emergency leave should be routed to the employee's supervisor on the "Emergency Leave Request" form.

PARENT-TEACHER CONFERENCE LEAVE - An employee may use up to 8 hours of sick leave each calendar year to attend parent-teacher conference sessions for the employee's children who are in pre-kindergarten through 12th grade. Employees must give reasonable notice of intention to use sick leave to attend such conferences.

JURY DUTY - No deduction shall be made from the salary or wages of any employee who is called for jury service.

NATIONAL GUARD ACTIVE DUTY - A leave of absence with full pay shall be provided any employee who is called to active duty with the National Guard by the Governor of Texas because of an emergency.

MILITARY TRAINING OR DUTY - Employees shall be entitled to leave of absence from their respective duties without loss of time or efficiency rating or vacation time or salary on all days during which they shall be engaged in authorized training or duty ordered or authorized by proper authority, for a period not to exceed fifteen (15) days in any one federal fiscal year.

NATIONAL EMERGENCY DUTY - An employee called to active duty during a national emergency by a reserve branch of the United States Armed Forces shall have a leave of absence. The employee shall not lose the ability to accrue state service credit while on active duty but shall not accrue vacation or sick leave. However, the employee shall retain any accrued vacation or sick leave and shall be credited with such balances upon return.

AMERICAN RED CROSS ACTIVITIES - With supervisory authority, a request from the Red Cross and approval of the Governor's office, SFASU employees who are certified disaster service volunteers of the American Red Cross will be granted up to ten days of paid leave each year to participate in specialized disaster relief services.

VOLUNTEER FIRE FIGHTING TRAINING - An employee who is a volunteer fire fighter shall be granted a leave of absence with full pay to attend training schools conducted by state agencies provided such leave does not exceed five (5) working days in any one fiscal year. The leave of absence shall in no way be charged against the employee's vacation or sick leave. *This leave of absence may also be granted to volunteer firefighters for the purpose of responding to emergency fire situations.*

GUIDE DOG TRAINING - SFASU employees who are blind shall be granted up to 10 working days of absence with pay each fiscal year for the purpose of attending a training program to acquaint the employee with a seeing-eye dog to be utilized by the employee. This leave is in addition to other leave entitlements.

All requests for leave must be accompanied by a "Personnel Action Request" form.

Source of Authority: General Appropriations Act, art. V, secs. 2 and 8; President; Vice President for Business Affairs

Cross Reference: Non-Academic Employee Handbook

Contact for Revision: Vice President for Business Affairs

Forms: Personnel Action Request, see Index E-39; Emergency Leave Request — Bereavement Leave; Emergency Leave Request — Administrative Leave (all available in University Printing Services)

EMERGENCY LEAVE REQUEST FORM — BEREAVEMENT LEAVE

STEPHEN F. AUSTIN STATE UNIVERSITY

NACOGDOCHES, TEXAS

NOTE: All Personnel Action Request forms for Emergency Leave must be accompanied by a completed Emergency Leave Request Form.

BEREAVEMENT LEAVE

I am requesting bereavement leave with pay from my department and Stephen F. Austin State University for the following: (Please indicate)

Name of Deceased: _____ Relation to Deceased: _____

Date of Death: _____ Dates for leave request: _____

Date and location of funeral service: _____

Will you be required to assist with arrangements? Yes _____ No _____

In addition to information requested, please provide any other information you feel may be relevant to this request. Use back of form if necessary.

Employee Signature: _____ Date: _____

Employee Social Security Number: _____

Department Head: _____

Director ~~Personnel Services~~ *Human Resources*: _____

Divisional Vice President: _____

President: _____

EMERGENCY LEAVE REQUEST FORM — ADMINISTRATIVE LEAVE

STEPHEN F. AUSTIN STATE UNIVERSITY

NACOGDOCHES, TEXAS

NOTE: All Personnel Action Request forms requesting Emergency Leave must be accompanied by a completed Emergency Leave Request Form.

ADMINISTRATIVE LEAVE

I am requesting administrative leave with pay from my department and Stephen F. Austin State University for the following: (Please describe the unforeseen event or combination of circumstances calling for immediate action which if not responded to immediately would present imminent danger to human life or substantial damage to property.)

Employee Signature: _____ Date: _____

Employee Social Security Number: _____

Employee's Immediate Supervisor: _____

Department Head: _____

Director ~~Personnel Services~~ Human Resources: _____

Divisional Vice President: _____

President: _____

Affirmative Action

E-4

Original Implementation: Unpublished

Last Revision: ~~January 19, 1999~~ July 17, 2001

Stephen F. Austin State University is fully committed to the national and state goal of affording equal employment opportunity to all persons without regard to race, color, sex, religion, age, national origin, veteran status, or physical or mental disability. The University's fundamental policy will be to provide equal employment opportunity in all of its operations and in all areas of employment practices and to assure that there shall be no discrimination against any employee or applicant for employment on the grounds of race, color, sex, religion, age, national origin, veteran status, or physical or mental disability. The University policy extends to recruiting, hiring, training, compensation, overtime, job classifications, work conditions, promotions, transfers, employee treatment, suspensions, terminations, layoffs, return from layoffs, tuition aid, recreational programs, and all other terms, conditions, and privileges of employment. The following special guidelines apply to University employment practices.

1. Provide equal pay for equal work.
2. Provide hiring standards that do not discriminate on the basis of race, color, national origin, religion, sex, age, disability, and Vietnam Era veterans.
3. Take affirmative action that will open up job opportunities on all levels to women, to minorities, to disabled individuals, and to Vietnam era veterans.

In general, an employer may hire the individual best qualified to perform a particular job. Federal regulations require proof that the search for the best qualified applicant was conducted actively among those groups usually discriminated against and that a major effort was made to find the best qualified individual by actively seeking applications from such groups.

4. Requirements must be job related and qualifications must be the minimum needed for entrance to a given job, not the maximum expected after experience is acquired.
5. Recruiting efforts must reach minority and women applicants.
6. Selections must be made following strict guidelines that prevent discrimination in all phases of the selection process: job analysis, uniform classification, retention and maintenance of applications, interview practices, and notification of results of the selection process. Appointments must be made considering only job related factors.

Additional information concerning the University's affirmative action policy, guidelines for recruiting, screening, interviewing, employee selection, record keeping, employee training, performance management and new employee orientation can be obtained from the Director of ~~Personnel Services~~ Human Resources.

Source of Authority: U.S. Constitution, Amendment XIV; 8 U.S.C., sec. 1324a et seq.; 20 U.S.C., sec. 1681 et seq.; 29 U.S.C., sec. 206, sec. 621 et seq.; 29 U.S.C., secs. 793 and 794; U.S.C., sec. 1500 et seq.; 42 U.S.C., sec. 2000d et seq., sec. 2000e et seq., sec. 6101 et seq.; Texas Civil Practice and Remedies Code, Chapter 106; Texas Human Resources Code, sec. 121.001 et seq.; V.T.C.S., art. 4413(31) and art. 5221K; Texas Constitution Article I, sec. 3a; General Appropriations Act; President; Vice President for Business Affairs

Cross Reference: None

Contact for Revision: Director of ~~Personnel Services~~*Human Resources* and General Counsel

Forms: None

Tenure

E-50A

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

Last Revision: ~~October 20, 1998~~ July 17, 2001

I. Definition

Tenure means the entitlement of a faculty member¹ to continue in his/her academic position unless dismissed for good cause, and tenure is awarded by the institution according to established procedures after an appropriate probationary period.

A faculty member with tenure shall not be dismissed until he/she has received reasonable notice of the cause for dismissal and been afforded an opportunity for a hearing following established procedures of due process.

II. Appointments²

A. With the exception of special appointments clearly limited to a brief association with the University and reappointments of retired faculty members on special conditions, all full-time appointments³ to the rank of instructor or a professorial rank are two kinds: probationary or tenured.

1. Appointments with tenure require that prior to the appointment, the appointee complete the procedure for acquiring tenure at this institution.

2. Probationary appointments may be for one year, or for other legally stated periods, subject to renewal. Beginning with full-time appointment to the rank of instructor or a professorial rank, the probationary period for a faculty member shall not exceed seven years at this institution, including within this period credit granted for appropriate full-time service in all institutions of higher education. This appointment is subject to the provision that when, after a term of probationary service of more than three years in one or more institutions of higher education, it may be agreed in writing that his/her appointment at Stephen F. Austin State University is for a probationary period of not more than four years (even though thereby the person's total probationary period in the academic profession is extended beyond the normal maximum of seven years). Scholarly leave of absence for one year or less will count as part of the probationary period as if it were prior service at another institution unless the individual and the institution agree in writing to an exception to this provision at the time the leave is granted.

B. Notice of non-reappointment, or of intention not to reappoint a faculty member, will be given in writing in accord with the following standards:

1. not later than March 1 of the first year of probationary service at Stephen F. Austin State University,
2. not later than December 15 of the second year of probationary service at Stephen F. Austin State University,
3. at least twelve months before the expiration of a probationary appointment after two or more years of probationary service at Stephen F. Austin State University.

C. A probationary faculty member's tenure status and years of credit for probationary service will be specified in the initial appointment letter, along with any conditions other than those relating to performance evaluation and an assessment of the department's programmatic needs which will affect consideration for reappointment or tenure. Notice of reappointment will be in writing and will specify the probationary faculty member's tenure status, years of credit for probationary service, any special conditions, and a current assessment of the programmatic needs of the department.

III. Tenure Awards

A faculty member may be nominated or apply for tenure. A nomination may be initiated by an individual faculty member, the department chair, or other appropriate administrative officer of the University. The candidate is responsible for developing and submitting to the department chair a packet of supporting materials, including a current vita. A faculty member who occupies an administrative position will submit his/her packet of supporting materials to his/her immediate administrative supervisor. The administrative supervisor alone will receive all recommendations of the tenured departmental or tenured divisional faculty. (Faculty members with concurrent appointments in two departments and/or two colleges will be evaluated by both departments and/or colleges.)

Each "Promotion/Tenure Application," including all supporting materials, will be evaluated by all tenured faculty from the applicant/nominee's department with regard to the candidate's credentials, performance as a faculty member, and the programmatic needs of the department. Each tenured faculty member will submit a written recommendation to the department chair that the candidate be granted or not granted

tenure, with supporting comments. (If there are no tenured members in the candidate's department, this step will be omitted.)

The chair of the candidate's department will evaluate the packet of materials submitted by the candidate and will forward these materials, along with his/her recommendation with supporting comments and the recommendations of the tenured faculty of the department, to the dean of the college.

Each application/nomination for tenure, including all supporting materials, will be evaluated by a college tenure panel with regard to the candidate's credentials and performance as a faculty member. The dean of the college will constitute the review panel. The panel will consist of one tenured member from each department in the college. The panel member from the department should not be the department chairman unless there are no other tenured faculty in the department. Each panel member will review the supporting materials prepared by the candidate and will submit a recommendation to the dean of the college that the candidate be granted or not granted tenure, with supporting comments.

The dean of the college will evaluate the packet of materials submitted by the candidate and will review the recommendation of the department chair, the recommendations of the tenured faculty of the candidate's department, the recommendations of the college tenure panel, and any other evidence deemed pertinent as a basis for his/her recommendation to the Vice President for Academic Affairs. The dean's recommendation that the candidate be granted or not granted tenure and supporting comments will be submitted to the Vice President for Academic Affairs, along with the packet of materials prepared by the candidate and the recommendations generated at each preceding stage of the evaluation.

The Vice President for Academic Affairs will review these materials and recommendations and any other evidence deemed pertinent as a basis for his/her recommendation to the President of the University that the candidate be granted or not granted tenure. The Vice President for Academic Affairs will submit to the President of the University his/her recommendation, along with all supporting materials and the recommendations generated at each preceding stage of the evaluation.

The President of the University will review these materials and recommendations and any other evidence deemed pertinent as a basis for his/her recommendation to the Board of Regents that the candidate be awarded tenure.

Tenure is awarded by action of the Board of Regents of Stephen F. Austin State University.

IV. Procedural Guarantees Relating to Termination and Non-Renewal of Contracts

A. Tenured Faculty and Probationary Faculty with an Unexpired Appointment Extending Beyond the Date of Proposed Dismissal⁴

1. Good cause for the dismissal of a faculty member with tenure or a probationary faculty member whose specified term of employment has not expired includes, but is not limited to, the following: moral turpitude; conviction by a trial court of any felony; professional incompetence; substantial neglect of professional responsibilities; bona fide financial exigency or phasing out of programs requiring faculty reduction; and physical or mental disability of a continuing nature rendering the faculty member unable to perform his/her professional responsibilities.

2. The burden of proof that good cause exists for dismissal rests with the University. The burden of proof shall be by preponderance of the evidence.

3. Dismissal of a faculty member with tenure or a probationary faculty member whose specified term of employment has not expired will be preceded by:

a. discussion between the faculty member and appropriate administrative officers of the University, and

b. if the conferences fail to achieve a mutual settlement, a written statement of specific charges will be prepared by the President or the President's delegate.

4. If an official statement of charges against a faculty member is issued, the faculty member will have the right to a hearing by a Hearing Committee of the University Grievance Panel. Service of notice of hearing with specific charges in writing will be made at least twenty days prior to the hearing.

a. The University Grievance Panel will be an Ad hoc panel composed of twenty three elected and tenured faculty members, three from each academic college and two from the library. Election will be by the tenure/tenure-track faculty members of a college. Elections will be structured so that all tenured faculty members are eligible to become candidates and so that those faculty members who are elected will receive the votes of at least a majority of the faculty members participating in their election.

b. The Hearing Committee to hear a grievance will be composed of seven members selected as follows from the University Grievance Panel: three selected by the aggrieved faculty member, three by the president's delegate, and one by lot. Each party will have a maximum of two challenges without stated cause.

c. Once constituted, the Hearing Committee will organize itself to carry out its responsibilities and establish its procedures.

5. At the faculty member's option, the hearing may be open or closed.

6. The Hearing Committee will not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved.

7. The Hearing Committee's finding of fact and decision will be based solely upon the hearing record.

8. The Hearing Committee's decision and the basis for it will be communicated in writing to the faculty member and the president. It will be accompanied by a verbatim typewritten record of the hearing.

9. If the Hearing Committee concludes that good cause for dismissal has not been established by the evidence in the record and the president rejects the Committee's conclusion, he will state his reason(s) for doing so in writing to the Committee and the faculty member. The President will provide a reasonable time for response before transmitting the case to the Board of Regents.

10. When it is the President's final judgment to recommend dismissal, he will transmit to the Board of Regents a verbatim typewritten copy of the record of the hearing, the report of the Hearing Committee, and his recommendation regarding dismissal. If the recommendation of the President for termination conflicts with the recommendation of the Hearing Committee, the Board of Regents will review the case based on the record of the hearing with opportunity for argument by the principals or their representatives. If the recommendations of the President and the Hearing Committee are in accord, the Board of Regents may choose to limit its review to a review of the record of the hearing. Following the Board's decision, the chairman will communicate the decision in writing through the president of the University to the chairman of the Hearing Committee and the faculty member.

11. Pending action by the Board of Regents, the faculty member may be suspended without pay and immediately removed from the University, or assigned to other duties with pay, if he/she (1) poses a continuing danger to persons or property; (2) disrupts the orderly operation of the University; (3) endangers the education of students; (4) has been convicted by a trial court of any felony or a crime of moral turpitude. In such cases, the President shall set a hearing before the appropriate administrator or committee on the faculty member's case as soon thereafter as is practical unless otherwise waived by the faculty member.

B. Probationary Faculty Whose Contract is Not Renewed

1. A probationary faculty member who has been notified of non-reappointment according to the schedule set forth in Section II. B. may appeal non-reappointment only on presentation of a prima facie case that constitutional guarantees or academic freedom were violated.

2. The burden of proof of allegations of abridgement of constitutional guarantees or academic freedom is upon the probationary faculty member. The burden of proof shall be by the preponderance of the evidence.

3. A faculty member who alleges abridgement of constitutional guarantees or academic freedom will present evidence to a committee of the University Grievance Panel.

a. An Advisory Committee to hear the evidence will be composed of five members selected as follows from the University Grievance Panel two members selected by the faculty member, two by the President or the President's delegate, and one by lot. Each party will have one challenge without stated cause.

b. Once constituted, the Advisory Committee will organize itself to carry out its responsibilities and establish its procedures.

4. If the Advisory Committee finds probable cause that there was an abridgement of constitutional guarantees or academic freedom, conferences between the faculty member and appropriate administrative officers of the University will be scheduled. If the conferences fail to achieve a mutual settlement, the grievance procedure enumerated in Section III. A. 4b through A. 11, will be initiated.

5. If the Advisory Committee finds no probable cause that there was an abridgement of constitutional guarantees or academic freedom, the faculty member's institutional due

process is completed and a written report of the Advisory Committee's finding will be sent to the President and to the faculty member.

C. Financial Exigency

1. Termination of an appointment with tenure, or of a probationary or special appointment, before the end of the specified term may occur under extraordinary circumstances because of bona fide financial exigency; i.e., an imminent financial crisis, which threatens the continuation of a strong academic program and which cannot be alleviated by less stringent means. The responsibility for demonstrating the existence and extent of the financial exigency will rest with the administration.

2. If the institution, because of financial exigency, terminates appointments with tenure, or probationary or special appointments before the end of the specified term, it will not at the same time make new appointments except in extraordinary circumstances where a serious distortion in the academic program would otherwise result. Employment of a faculty member with tenure will not be terminated in favor of retaining a faculty member without tenure, except in extraordinary circumstances through which a serious distortion of the academic program would otherwise result.

3. Before terminating an appointment because of financial exigency, the appropriate University administrator, with faculty participation, will make every reasonable effort to place the faculty member concerned in another position within the University for which he/she is professionally qualified.

4. In each case of termination of appointment because of financial exigency, probationary faculty members concerned will be given notice not less than as prescribed in Section II.

B. Tenured faculty members will be given notice at least twelve months prior to termination of appointment.

5. In each case of termination of an appointment with tenure because of financial exigency, the place of the faculty member concerned will not be filled by a replacement within a period of two calendar years, unless the released faculty member has been offered reinstatement and at least sixty days in which to accept or decline it.

6. A faculty member who alleges abridgement of constitutional guarantees or academic freedom in such an emergency will be afforded due process in accord with Section III. B. 3 through B. 5.

D. Discontinuance of Program or Department Not Mandated by Financial Exigency

Termination of an appointment with tenure, or of a probationary or special appointment, before the end of the specified term may occur as a result of bonafide formal discontinuance of a program or department of instruction. The following standards and procedures will apply:

1. The decision to discontinue formally a program or department of instruction will be based essentially upon educational consideration as determined by the University administration after consultation with the affected faculty and appropriate standing or ad hoc committees.
2. Before the administration issues notice to a faculty member of its intention to terminate an appointment because of formal discontinuance of a program or department of instruction, the institution will make every reasonable effort to place the faculty member concerned in another position within the University for which he/she is professionally qualified.
3. In each case of termination of appointment because of program discontinuance, probationary faculty members concerned will be given notice not less than as prescribed in Section II. B. Tenured faculty members will be given notice at least twelve months prior to termination of appointment.
4. A faculty member who alleges abridgement of constitutional guarantees or academic freedom will be afforded due process in accord with Section III. B. 3 through B. 5.

See also Faculty Evaluation, Merit Pay, Promotion and Tenure policy.

1Faculty member includes professional librarians.

2Faculty who were initially appointed to non-tenure track positions at the rank of instructor or a professorial rank under prior policy are included in this and all subsequent references to probationary appointment or probationary position.

3Full-time appointment means a 100% appointment in an academic department of academic administrative unit for a full academic year (September through May).

4The University has a uniform procedure by which charges of discrimination made by employees or students are considered.

Source of Authority: Board of Regents, President

Cross Reference: Faculty Handbook

Contact for Revision: President

Forms: Annual Report on Teaching, Scholarly/Creative Activities and Service;
Administrative Evaluation; Promotion/Tenure Application (all available from University
Printing Services)

Performance Management Plan

E-57

Original Implementation: July 14, 1998

Last Revision: ~~January 19, 1999~~ July 17, 2001

The purpose of the Performance Management Plan is to maximize employee work efforts to achieve University, organizational, and individual objectives through the active participation in the goal-setting process; to ensure that all employees receive a timely and objective review of their job performance each year; to identify employees whose job-related performance and conduct does not meet established objectives or contribute effectively to the University; and to ensure that job performance is measured effectively for compensation purposes.

This policy applies to all non-faculty employees, excluding Academic Department Chairs, Deans, and the Library Director, Charter School Teachers, and all Coaches at Stephen F. Austin State University. However, all categories listed in exemption above shall have some form of evaluation system, but are not governed by this policy.

Procedure

The process of job performance evaluation should include the following steps:

1. Set and communicate job expectations at the start of the review period.
2. Provide ongoing coaching and counseling during the review period and document significant discussions regarding positive achievements and needed improvement in regard to job performance or conduct.
3. Conduct an informal, interim progress report midway through the review period.
4. Conduct the annual performance review at the end of the review period.

Annual Performance Review

At the end of the review period, a formal performance review is conducted. Supervisors are encouraged to talk with the employee's clients, peers, and subordinates to obtain a complete and accurate understanding of the employee's job-related performance.

It is recommended that the annual performance review should address and document the following:

1. Job Performance Expectations — Evaluate the employee's job performance for the entire review period with regard to each expectation established. Explain briefly how the employee completed each of his/her job expectations and contributed to the achievement of organizational goals.

2. Job Performance Values — Evaluate how the employee's job performance was consistent with the performance values, which are important to the University. Job-related strengths, areas for improvement, and specific results should be addressed.
3. Employee Development — Evaluate (a) whether training and developmental goals established for the review period have been met, (b) how the employee has defined his/her career goals, (c) what self-development steps the employee is taking to improve job skills and career opportunities, (d) what development is needed by the employee to improve current job skills, and (e) what development activities are planned for the next review period to improve the employee's skills and career opportunities.
4. Performance Levels — Summarize and evaluate the employee's overall performance.
5. Comments and Signatures — Comments and signatures are to be added by the employee, immediate supervisor, and reviewing supervisor.

Documentation

Supervisors conducting performance reviews are held accountable for ensuring that each review is conducted on time, covers performance during the entire review period, and is:

1. objective — factually correct and free from personal bias,
2. complete — addresses all key items regarding the employee's job performance,
3. accurate — does not gloss over exceptional contributions or aspects of performance which do not meet expectations fully.
4. discussed with the employee, and
5. documented for the employee by the supervisor.

Supervisors should review the draft performance review with the reviewing supervisor and ~~Personnel Services~~ *Human Resources* representative when concerns or questions arise, before presenting the review to the employee.

Compensation Actions

Merit pay increases, general pay increases, and all other compensation actions are to be consistent with the level of employee's actual job performance. Merit increases are to be withheld in whole or part for employees who are not fully effective in their job performance. The immediate and reviewing supervisor should discuss related actions with ~~Personnel Services~~ *Human Resources* before taking such steps to ensure appropriate documentation.

Interpretation

Questions regarding the interpretation of this policy should be referred to the Director of ~~Personnel Services~~*Human Resources*. The forms and format used in this process may be modified for unique circumstances upon the review and approval by the Director of ~~Personnel Services~~*Human Resources*.

Source of Authority: Vice President for Business Affairs

Cross Reference: Equal Employment Opportunity Guide for Employees and Supervisors, Non-Academic Employee Handbook

Contact for Revision: Director of ~~Personnel Services~~*Human Resources*

Forms: Performance Management Plan and Review (Available in University Printing Services and on the Internet.)

Drug and Alcohol Testing

E-61

Original Implementation: July 14, 1998

Last Revision: ~~None~~ *July 17, 2001*

Stephen F. Austin State University endorses the United States Department of Transportation, (US DOT), regulations regarding drivers who must have a Commercial Driver's License, (CDL), or who operate vehicles that require the driver to have a CDL license. Stephen F. Austin will implement the procedure of US DOT regulations contained in 49 Code of Federal Regulations parts 382, 291, and 40. These regulations may be viewed at any time during working hours at the University Safety Office.

Source of Authority: US DOT Regulations; 49 Code of Federal Regulations, parts 382, 291, and 40; Board of Regents; President; and Vice President for Business Affairs

Cross Reference: Alcohol/Drug Free Workplace, Policy E-5

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

Forms: None

Access to Secure Computing Facilities

F-32

Original Implementation: July 14, 1998

Last Revision: ~~None~~ July 17, 2001

A secure environment must be maintained for all central computer systems managed by ~~University Information Systems~~ *Information Technology Services (UISITS)*. To that end, physical access to all central facilities must be strictly regulated. The process of regulating access will include, but is not limited to, setting guidelines for personnel that will be allowed access, monitoring the physical area for access violations and reporting any suspected violations to the appropriate authorities.

Secure computing facilities at the Boynton Computer Center will be defined as the Boynton Computer Center Machine Room and the adjoining hallway between the east and west entrances to this area.

Guidelines for Access to Secure Facilities

Types of Access Allowed

Full Access — The individual will be given keys, door codes and alarm codes for access to the Boynton Computer Center Machine Room and may enter the facility at will.

Limited Access — The individual can be let in to the facility to perform designated tasks that require access to the Boynton Computer Center Machine Room.

Escorted Access - Individual(s) can enter the Boynton Computer Center Machine room only under continuous escort by Operations or Technical Support Staff.

Criteria Determining Access

Full Access

To be granted full access to secure computing facilities, an individual must meet all the following criteria:

- A regular, recurring need for unimpeded access to equipment located within the machine room 24 hours a day, 7 days a week.
- Must be employed by ~~University Information Systems~~ *Information Technology Services* in the Operations or Technical Support Areas.

Limited Access

To be granted limited access to secure computing facilities, an individual must meet all the following criteria:

- An occasional or intermittent need for access to secure computing facilities to perform scheduled maintenance to equipment located within the machine room.
- An occasional or intermittent need for access to secure computing facilities during hours other than 8am to 5pm Monday through Friday for scheduled maintenance procedures.
- A member of the Operations or Technical Support Staff can give the individual access to the secure area.
- The individual must be employed by the University.

Escorted Access

To be granted escorted access to secure computing facilities, an individual must meet some or all of the following criteria:

- Member of a tour group.

- A contractor or maintenance person not employed by the University that must perform maintenance, installation, construction, deinstallation, or other well-defined task that requires access to the secure area.
- A member of the Operations or Technical Support Staff must accompany the individual(s) without interruption during the duration of the individual's stay in the secure area.

General Guidelines for Monitoring Access to Secure Facilities

Monitoring of the secure computing facilities shall be carried out by the Operations and Technical Support Staff employed by ~~University Information Systems~~ *Information Technology Services*. Operations and Technical Support staff should conduct regular walkthroughs of the facility while on duty. All ~~UIS/ITS~~ staff members are encouraged to report any activity they even remotely regard as suspicious or hostile to a member of the Operations or Technical Support Staff. Access to the machine rooms will be logged. All individuals granted limited access or escorted access to the machine rooms will sign in on a log provided at the door.

Loud or disruptive behavior will not be tolerated in secure areas of the Computer Center. Such behavior detracts from the security monitoring process as well as distracting personnel performing complex tasks in these areas. Individuals or groups engaging in this type of behavior will be asked to leave the area at once; individuals refusing to comply will face disciplinary action. The University Police Department can be engaged in enforcing this policy if the situation warrants.

Times of Access to Secure Area

- **Business Hours** - During the hours of 7 AM - 6 PM, Monday through Friday excluding holidays, the East and West Entrances to the secure area will be unlocked and open providing access to the hallway adjoining the Computer Center Machine Room for Faculty/Staff access. In addition, the East entrance to the Boynton Building at the corner of Aikman and East College will be unlocked during this same period. During these periods, Operations and Technical Support Staff will regularly check that the doors to the machine room are closed and locked, and that no unauthorized individuals are in the Machine Room.
- **Off Hours** - During the hours of 6 PM - 7 AM, seven days a week, the East and West Entrances to the secure area will be closed and locked. In addition, the East entrance to the Boynton Building at the corner of Aikman and East College will be closed and locked. During these periods, Operations and Technical Support on-duty staff will regularly check that all entrances to the secure area are properly closed and locked and that no unauthorized personnel are within the secure area. At any time that on-duty personnel have to leave the secure area during off-hours, no matter how brief, the alarm / security system that protects this area is to be engaged and it will be physically confirmed by the individual that all doors are locked and the bolts to these doors are properly engaged.

Guidelines for Reporting Suspected Violations

During normal business hours, the person discovering an access violation will immediately report it to the Chief Information Officer or the Assistant Director of Technical Support. The University Police Department (UPD) will then be notified at once by one of these individuals. In the event the Chief Information Officer or the Assistant

Director are not available, the person discovering the violation should immediately contact UPD directly.

During off-hours, the on-duty Operations staff should immediately contact University Police at once and request assistance. Operations staff should then call the Assistant Director of Technical Support and report the situation. The Assistant Director can then assess the situation and advise the Chief Information Officer and others as needed. In the absence, of the Assistant Director of Technical Support, the Systems Programmer or the Operations Manager may be called to initiate action.

At any time one of the contacts can initiate the disaster recovery plan if the situation includes damage or potential further damage to the computer center that would impact normal operations. Under no circumstances should a staff member confront individual(s) committing an access violation that might even remotely be considered a threat. Staff should move to a safe location and call University Police at once. The Department of Audit Services is to be notified in writing of any access violation within 24 hours.

Source of Authority: Vice President for Business Affairs

Cross Reference: None

Contact for Revision: Director of ~~University Information Systems~~ *Information Technology Services*

Forms: None

Vendor Protests

F-35

Original Implementation: July 14, 1998

Last Revision: ~~None~~ July 17, 2001

Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation, evaluation, or award of a contract may formally protest to the Director of Purchasing of Stephen F. Austin State University. Such protests must be in writing and received in the purchasing director's office within 10 working days after such aggrieved person knows, or should have known, of the occurrence of the action which is protested. Formal protests must conform to the requirements of this policy, and shall be resolved in accordance with the procedure set forth herein. Copies of the protest must be mailed or delivered by the protesting party to any other interested parties. For the purposes of this policy, "interested parties" means all vendors who have submitted bids or proposals for the contract involved.

In the event of a timely protest or appeal under this section, the state shall not proceed further with the solicitation or with the award of the contract unless the purchasing director, after consultation with the end user, makes a written determination that the award of contract without delay is necessary to protect substantial interests of the state.

A formal protest must be sworn and contain:

(1) a specific identification of the statutory or regulatory provision(s) that the action complained of is alleged to have violated;

(2) a specific description of each act alleged to have violated the statutory or regulatory provision(s) identified above;

(3) a precise statement of the relevant facts;

(4) an identification of the issue or issues to be resolved;

(5) argument and authorities in support of the protest; and

(6) a statement that copies of the protest have been mailed or delivered to the using agency and other identifiable interested parties.

The purchasing director shall have the authority, prior to appeal to the Vice President for Business Affairs, to settle and resolve the dispute concerning the solicitation or award of a contract. The director may solicit written responses to the protest from other interested parties.

If the protest is not resolved by mutual agreement, the purchasing director will issue a written determination on the protest.

(1) If the purchasing director determines that no violation of rules or statutes has occurred, he shall so inform the protesting party, the end user, and other interested parties by letter which sets forth the reasons for the determination.

(2) If the purchasing director determines that a violation of the rules or statutes has occurred in a case where a contract has not been awarded, he shall so inform the protesting party, the end user, and other interested parties by letter which sets forth the reasons for the determination and the appropriate remedial action.

(3) If the purchasing director determines that a violation of the rules or statutes has occurred in a case where a contract has been awarded, he shall so inform the protesting party, the end user, and other interested parties by letter which sets forth the reasons for the determination, which may include ordering the contract void.

The purchasing director's determination on a protest may be appealed by an interested party to the Vice President for Business Affairs. An appeal of the director's determination must be in writing and must be received in the vice president's office no later than 10 working days after the date of the director's determination. The appeal shall be limited to review of the purchasing director's determination. Copies of the appeal must be mailed or delivered by the appealing party to any other interested parties and must contain an affidavit that such copies have been provided.

The general counsel shall review the protest, purchasing director's determination and the appeal and prepare a written opinion with recommendation to the Vice President for Business Affairs. The vice president may, in his discretion, refer the matter to the President for his consideration or issue a written decision on the protest.

When a protest has been appealed to the Vice President for Business Affairs and has been referred to the President by the Vice President, the following requirements shall apply.

(1) Copies of the appeal responses of interested parties, if any, and general counsel recommendation shall be mailed to the President, and copies of the general counsel's recommendation shall be mailed to the Director of Purchasing, the appealing party, and other interested parties.

(2) All interested parties who wish to make an oral presentation at an open meeting with the President are requested to notify the general counsel at least 48 hours in advance of the open meeting.

(3) The President may consider oral presentations and written documents presented by SFASU staff and interested parties. The President shall set the order and amount of time allowed for presentations.

(4) The President's determination of the appeal shall be final.

Unless good cause for delay is shown or the President determines that a protest or appeal raises issues significant to procurement practices or procedures, a protest or appeal that is not filed timely will not be considered.

A decision issued in writing either by the President or in writing by the Vice President for Business Affairs, shall be the final administrative action of Stephen F. Austin State University.

Source of Authority: Texas Government Code, Title 10, Subtitle D, Chapters 2151 through 2176; Texas Administrative Code, Section 111.3; President; Vice President for Business Affairs

Cross Reference: None

Contact for Revision: Director of Purchasing and Inventory

Forms: None

~~University Information Systems~~ *Information Technology Services*

F-9

Original Implementation: December 8, 1987

Last Revision: ~~July 14, 1998~~ *July 17, 2001*

As an integral part of its mission to provide administrative and academic computing services to all campus users, the University Information Systems provides, in addition to its major functions, the services described below.

Academic Assistance

Academic Support in the ~~University Information Systems~~ *Information Technology Services* provides assistance to faculty members and graduate students in the use of University computing resources. Assistance is provided, but not limited to, the areas listed below.

1. micro application program support (i.e., word processors, spreadsheets)
2. mainframe statistical packages
3. individual consultation
4. network connections and/or pc/mac installations

Computer Printout

Computer printouts for academic and administrative users will be placed in the output boxes located in the hall outside room ~~403-113~~ of the Computer Center. Any problems incurred should be reported to Production Control in room ~~403-113~~.

Lists and Labels

Requests for lists and labels in unrestricted files are made by a form which includes the name of the file, the name and number of the account to be charged, person to be notified when work is completed, quantity requested, and date desired. A cost of one cent per label or two cents for a laser label will be charged to the account specified on the request form.

Test Grading

Documentation on the test grading procedure should be requested from Production Control in the Computer Center. The faculty member using this service must fill out an answer key for each test according to the instructions provided. The test and the answer key sheet should be presented at the information window in the Computer Center. The department is notified when test grading is complete.

Source Of Authority: Vice President For Business Affairs

Cross Reference: None

Contact For Revision: Director of ~~University Information Systems~~ *Information Technology Services*

Forms: None

Distribution of SFA Alumni Foundation Scholarships

New

Original Implementation: July 17, 2001

Last Revision: None

Stephen F. Austin State University Alumni Foundation, Inc. (Alumni Foundation)
scholarships will be awarded by the following method:

The SFA Financial Aid Office will process the award through the billing and receivables (BR) accounting system. The scholarship will be posted as a credit to the student s account at SFA. The credit will show SFA Alumni Fnd. Scholarship in the description on the student s bill. The scholarship will not be applied to parking fines. Any funds remaining after the student s bill is paid in full (excluding parking fines) will be refunded to the student. If the student withdraws from school, the Alumni Foundation may be eligible for a refund, based on SFA s refund policy.

The Alumni Foundation will notify the SFA Financial Aid Office of all Alumni Foundation scholarships to be awarded to SFA students. This notification will include the student s name, social security number, dollar amount of award, and school term of award. It should be received at the SFA Financial Aid Office by the following dates:

March 15 for Summer Terms

April 15 for Fall Semester

November 15 for Spring Semester

The SFA Controller s Office will bill the Alumni Foundation monthly for awards made through the BR accounting system. The bill will include each student s name, social security number, and dollar amount of award.

This policy may be modified by mutual agreement between SFA and the Alumni Foundation, or rescinded if proper notice is received by SFA indicating that the Alumni Foundation requests such a change. SFA and the Alumni Foundation will work together to comply with all regulatory compliance issues imposed on SFA for scholarship distribution and reporting.

Source of Authority: Stephen F. Austin State University Board of Regents; Stephen F. Austin State University Alumni Foundation, Inc.

Cross Reference: Memorandum of Understanding between Stephen F. Austin State University and Stephen F. Austin State University Alumni Foundation, Inc. dated May 18, 2001

Contact for Revision: Vice President for Business Affairs

Forms: None

Markers and Monuments

NEW

Original Implementation: July 17, 2001

Last Revision: None

- I. Introduction — Stephen F. Austin State University has a large dynamic campus that is constantly in a state of change to meet the various needs of the diverse departments that make up the University as a whole. In order to not encumber future University needs, there are limitations on where and how markers and monuments may be added to the campus.
- II. Applicability — The rules articulated in this policy apply to all students, faculty, staff and their approved organizations, as well as all other persons and groups.
- III. Definitions
 - A. Markers and monuments include all types of permanent applications that are placed anywhere on campus. Non-permanent markers or monuments would be those meeting the criteria described in Policy D-31, Section IV:H concerning signs displayed for 14 days or less.
 - B. Signs that are of a permanent nature are covered by this policy. Those included are all signs to be displayed in excess of 14 days.
- IV. Location, Contact and Limitations
 - A. Markers or monuments honoring or in memory of an individual is limited to students, faculty or staff that have passed away while in a student facility or staff status. Such monuments are limited to the memorial walk area on the south side of the Ag Pond. Markers or monuments may not be placed at any other location on campus.
 - 1. Monuments will be purchased by the individual or group desiring to place the monument on the walk.
 - 2. Installation will be by the Physical Plant Department.
 - 3. Physical Plant will provide maintenance at the same level as the existing wall.
 - 4. Markers that are broken or otherwise damaged or lost will not be the responsibility of the Physical Plant Department.
 - B. Markers, monuments, including historical markers or signs, may be located at other locations on campus when it is in the best interest of the University. Such marker, monuments or signs are subject to removal or relocation when, and if, space is needed for further campus improvements.

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- V. Markers placed on campus without prior written permission will be removed by the Physical Plant Department. Markers will be held for sixty (60) days prior to disposal. Notification will be provided if possible.
 - VI. Requests to place a marker should be directed to the Director of Physical Plant. The Physical Plant Director will compare requests to campus Long Range Plan and overall campus design. Requests may be denied or recommended for an alternate location.

Source of Authority:

Cross Reference:

Contact for Revision: Vice President for Business Affairs

Forms: None