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The meeting was called to order at 9:07 a.m. by Chair Mike Enoch. Board members present in Room 307: Penny Butler, Margarita de la Garza-Grahm, Kenneth James, Gary Lopez, Susan Roberds, Lyn Stevens, Mike Willhite, Fred Wulf.

Executive Session was announced at 9:15; returned to Open Session at 10:54.

03-10

Upon motion of Regent Willhite, seconded by Regent Wulf, with all members voting aye, it was ordered that the minutes of October 17, 2002; November 19, 2002; December 20, 2002; and January 9, 2003 be approved.

03-11

Upon motion of Regent Stevens, seconded by Regent Lopez, with all members voting aye, it was ordered that the following Personnel items be approved.

A. Faculty and Staff Appointments for 2002-03

1. Human Sciences

Ms. Darla R. Daniel, Assistant Professor, Ph.D. (Texas Tech University), at a salary of $45,000, for 100% time for nine months, effective January 1, 2003.

2. Human Services

Dr. Victor Vodounou, Assistant Professor, Ph.D. (New Mexico State University), at a salary of $42,000, for 100% time for nine months, effective January 1, 2003.

Dr. Scott Whitney, Assistant Professor, Ed.D. (Lamar University), at a salary of $40,000 for 100% time for nine months, effective September 1, 2002.

3. Nursing

Ms. Debbie K. Arnold, Clinical Instructor, M.S.N. (University of Texas Medical Branch), at a salary of $40,000 for 100% time for nine months, effective January 1, 2003.
Ms. Karen L. O'Brien, Clinical Instructor, M.S.N. (University of Texas Medical Branch), at a salary of $40,000 for 100% time for nine months, effective January 1, 2003.

4. Secondary Education

Dr. Sheila S. Runnels, Assistant Professor, Ph.D. (University of North Texas), at a salary of $45,000, for 100% time for nine months, effective January 1, 2003.

5. Counseling & Career Services

Ms. Sheri Mullican, Associate Director for Career Services, at a salary of $42,692 for twelve months, effective January 2, 2003.

6. Student Affairs

Ms. Peggy Greer, Coordinator for the Multicultural Center, at a salary of $37,000 for twelve months, effective October 14, 2002.

Ms. Eva Pack, Assistant Coordinator for the Multicultural Center, at a salary of $29,000 for twelve months, effective January 6, 2003.

B. Changes of Status

1. Early Childhood Laboratory

Ms. Amanda Piagari, from Substitute Teacher at an hourly salary to Pre-K I Teacher at a salary of $23,987 for 100% for nine months, effective November 18, 2002.

2. Registrar

Ms. Melinda A. Colby, from Assistant Director and Administrative Assistant of the Charter School at a salary of $29,658 for 100% time for twelve months, to Associate Registrar at a salary of $37,000 for 100% time for twelve months, effective December 9, 2002.

3. Secondary Education

Dr. Barbara Nykiel-Herbert, from Visiting Assistant Professor in English at a salary of $34,000 for 100% time for nine months to Assistant Professor in Secondary Education at a salary of $38,000 for 100% time for nine months, effective January 1, 2003.

4. Social Work

Dr. Linda Morales, from Assistant Professor at a salary of $42,631 for 100% time for nine months to Interim Associate Dean and Director of the School of Social Work at a salary of $71,013 for 100% time for eleven months, effective October 25, 2002.
C. Retirements

1. Admissions
Ms. Nancy Dunn, Associate Director of Admissions, effective January 31, 2003.

2. Computer Science
Dr. Jarrell C. Grout, Professor, effective May 31, 2003.

3. Human Sciences
Dr. Gloria Durr, Regents Professor and Chair, effective August 31, 2003.

4. Modern Languages
Dr. Bonnie C. Todd, Professor and Chair, effective August 31, 2003.

D. Voluntary Modification of Employment

1. College of Education
Dr. Patsy Hallman, Professor and Dean, effective September 1, 2003.

2. Music
Dr. David W. Jones, Professor, effective September 1, 2003.

3. English
Dr. Leon J. Schultz, Professor, effective September 1, 2003.

03-12

Upon motion of Regent Roberds, seconded by Regent Wulf, with all members voting aye, it was ordered that the following Academic Affairs items be approved.

A. Faculty Workload Report for Fall 2002
The faculty workload report for Fall 2002 was approved.

B. Last Class Day Report
The last Class Day Report for the Fall semester, 2001 was approved as presented.

C. Approval to Offer M.Ed. Program in Educational Leadership
Secondary Education was granted approval to offer graduate courses in Educational Leadership at Alief, Cleveland, Dayton, Fairfield, and Pinetree.

D. Approval of the Charter School Contract and Constitution
The contract to continue the Charter School at SFA was approved.
E. Master of Professional Accountancy

Approval was granted for the Department of Accounting to offer a stand-alone Master of Professional Accountancy program.

03-13

Upon motion of Regent James, seconded by Regent Roberds with all members voting aye, it was ordered that the following Financial Affairs items be approved.

A. Rental Fleet Vehicle Replacements

Approval was given for (1) replacement of the 15-passenger vans with 9-passenger models at an estimated cost of $95,000 based on the state contract price, (2) replacement of the four sedans at an estimated cost of $70,000, based on bids received 1-22-03, and (3) replacement of the 1983 road bus at a cost of $345,000 based on bids received 1-10-03. Pricing reflects trade-in of the road bus. Source of funds for the vans and sedans is HEAF. Source of funds for the road bus is HEAF ($100,000) with the balance to be financed over a period of five years, payable in sixty monthly installments of $4,623.44 from rental-fleet revenue. The President was authorized to sign the required purchase orders and contracts to accomplish the recommended procurement.

B. Intranet Portal

It was ordered that the expenditure of $30,000 in TIF funds to complete the $66,000 upgrade of SFA's internal campus website be approved, and that the President be authorized to sign the required purchase order and contract.

C. Wireless Access - Science Research Center and Todd Beef Farm

It was ordered that the purchase of the wireless network solution from Wireless Dynamics be approved at a cost not to exceed $109,600 and that the President be authorized to sign the required contracts and purchase orders.

D. Resolution to Review Qualified Investment Brokers and Financial Institutions

It was ordered that the Resolution Approving Financial Institutions and Brokers for Investment Transactions be approved as presented.

E. Resolution to Acknowledge Review of Investment Policy and Strategy

It was ordered that the Resolution to Acknowledge Review of the Investment Policy and Strategy be approved as presented.

F. Purchase of Computer Servers

It was ordered that the purchase of 3 computer servers for the WebCT course management system be approved at a cost of $84,088. The source of funds is the D14 Discovery Grant.
03-14

Construction Manager for University Center Renovations/Additions

Upon motion of Regent Wilhite, seconded by Regent Roberds, with 5 members voting aye and 2 members voting nay, it was ordered that J. E. Kingham Construction serve as the Construction Manager for the University Center Renovation/Addition Project. (Regent Wulf abstained from voting for personal reasons.)

03-15

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

A. Roof Replacements - Music, Griffith Fine Arts, Human Sciences South, Norton HPE Complex, Mays Hall, and Steen Hall

The University was authorized to re-roof Music, Griffith Fine Arts, Human Sciences South, Norton HPE Complex, Mays Hall, and Steen Hall. The contractor is Sta-Dri Co. Inc. The project cost is not to exceed $659,206 and the source of funds is HEAF balance and budgeted auxiliary funds.

B. Exterior Cleaning and Waterproofing - Chemistry, McGee, McKibben, Rusk (steps)

The University was authorized to clean and waterproof the Boynton Building, the Chemistry Building, the McKibben Building, the McGee Building and to repair and waterproof the Rusk Building front steps. The contractor is Century Waterproofing and the project cost is not to exceed $169,685. The source of funds is HEAF balance.

C. Chilled Water Unit Replacements

The University was authorized to replace two chillers in Power Plant II at a cost not to exceed $566,445. The Physical Plant will serve as General Contractor and the President is authorized to sign the required contracts and purchase orders. Source of funds is HEAF balance.

D. Emergency Power Supply - Computer Center

The University was authorized to seek bids for the emergency power supply, and for a construction manager at risk for the project at a cost not to exceed $250,000. Funds for the project are to be allocated from HEAF balances carried forward to FY 2003.

E. Elevator Upgrades - ADA, Fire Safety, Elevator Operation Codes

The University was authorized to contract with Thyssen/Krupp Elevator to complete code upgrades and annual inspections under the existing contract at a cost not to exceed $375,000 and the President was authorized to sign purchase orders and contracts necessary to complete the work.

F. Public Area Renovations - McGee and McKibben Buildings

It was ordered that the public areas of the McGee and McKibben Buildings be renovated at a total cost of $1,165,000 for both buildings.
G. Facility Renovations - 2200 North Street

It was ordered that the property at 2200 North Street be renovated to accommodate the increase in nursing-programs enrollment on an interim basis, at a cost not to exceed $150,000. The physical plant department will serve as general contractor for the project. Source of funds is HEAF balances carried forward to FY 2003.

H. Building Upgrades and Enhancements - Griffith Fine Arts Building

It was ordered that upgrades and enhancements be made in public areas of the Griffith Fine Arts building at a cost not to exceed $250,000.

I. Stormwater Drainage System - HPE to Starr Avenue and HPE across Wilson Drive

The administration was authorized to install the stormwater drainage system east from HPE to Starr Avenue and across Wilson Drive, at a cost not to exceed $650,000. The President was authorized to sign the necessary purchase orders and contracts.

J. Campus Lighting

It was ordered that Phase II of the campus lighting project be approved to replace 150 additional fixtures meeting identical standards to those used in the Human Services/Telecommunications building project. The physical plant department will install the Phase II fixtures. Cost is estimated at $375,000.

K. Opera House (Downtown Gallery) Lease

The "Opera House" lease for the downtown gallery was approved for renewal and the President was authorized to execute the contract.

L. University Center Architect

The administration was authorized to expend architectural fees on the University Center project in excess of $50,000 and the President was authorized to sign the contract, with total architectural costs to be based on 8 percent of the project if completed. It was further ordered that use of proceeds from future debt issued for the project be authorized to reimburse architectural fees for the project, and approval was given for the Resolution Declaring Expectation to Reimburse Expenditures with Proceeds of Future Debt once the amount and certainty of the bond issue are determined.

M. University Chapel Exploratory Committee

The President was authorized to appoint an exploratory committee to investigate the feasibility and funding possibilities for a University Chapel.

N. Equine Facility

Authorization was given for a project to develop a design and funding proposals for an equine facility to be located at the Todd Beef Farm. Design activity will be coordinated by the physical plant department. Plans and funding proposals are to be brought for consideration to the Board or designated Board committee(s) at a future date.
03-16 Policy Revisions

Upon motion of Regent Roberds, seconded by Regent James, with all members voting aye, it was ordered that the Board of Regents adopt the policy revisions as presented.

REPORTS

A. Recruitment and Retention Report by Roger Bilow and Jerry Holbert

B. Housing Report

C. Faculty Senate Chair
   1. Recent Senate Actions
      a. Resolution on Departmental and College Governance
      b. Faculty Mentor Program
      c. Resolution on Changes to Policy A-54
   2. Issues Under Consideration by the Senate
      a. New Intellectual Property Right Policy
      b. Developmental Classes
      c. Policy Changes
      d. Changes to the Senate Constitution

D. Student Government Association President
   1. University Center Expansion

E. Vice Presidents for University Advancement and Alumni Affairs
   1. Recognition of Mrs. Peggy Wright
   2. Update on Fund Raising Efforts
   3. Update on Alumni Activities
      a. Nacogdoches/Lufkin Day in Austin
      b. Mentor Ring Update
      c. Charter Chapter Update

F. President
   1. Austin Office
   2. Legislative Session/Governmental Relations
   3. Gubernatorial Inauguration
   4. Strategic Planning Effort
   5. Status of Search Processes for the Provost/Vice President for Academic Affairs and Dean of the College of Education
   7. Meeting with UTMB Personnel (February 26, 2003)
   8. Meeting with Dr. Kirk Calhoun (February 27, 2003)
   9. Meeting of the Board of Regents in April
   10. Answer Questions from Members of the Board of Regents
RESOLUTION APPROVING
FINANCIAL INSTITUTIONS AND BROKERS
FOR INVESTMENT TRANSACTIONS

WHEREAS, The Texas Public Funds Investment Act requires the University to submit a resolution approving a list of qualified investment brokers to the governing body of the institution for adoption and/or review; and

WHEREAS, the following firms are approved investment brokers:
    Merrill Lynch, Inc.
    Neuberger Berman
    Fayez Sarofim & Co.
    John A. Levin & Co
    Kayne Anderson Rudnick Investment Management
    Lazard Asset Management
    Franklin Private Client Group, Inc.
    Lord, Abbett, & Co.

WHEREAS, the following firms are approved financial institutions:
    Citizen's First Bank
    Commercial Bank of Texas
    First Bank and Trust East Texas
    Bancorp South Fredonia
    Region's Bank Stone Fort
    Texas Bank

NOW THEREFORE BE IT RESOLVED that the Stephen F. Austin State University Board of Regents, by the issuance of this Resolution, does hereby approve the above listed firms for investment transactions by Stephen F. Austin State University; and

BE IT FURTHER RESOLVED that a copy of this resolution be spread upon the minutes of the January 28, 2003 meeting of the Board.

THE BOARD OF REGENTS, STEPHEN F. AUSTIN STATE UNIVERSITY

Mike Enoch, Chair                  Penny Butler, Secretary
RESOLUTION TO ACKNOWLEDGE
REVIEW OF INVESTMENT POLICY AND STRATEGY

WHEREAS, The Texas Public Funds Investment Act requires that each University's investment policy and strategy must be annually reviewed by the governing board of the institution; and

WHEREAS, the law also requires the governing body to adopt a written instrument stating that it has reviewed the investment policy and strategy;

NOW THEREFORE BE IT RESOLVED that the Stephen F. Austin State University Board of Regents, by the issuance of this Resolution, does hereby approve the investment policy and strategy as reviewed on January 28, 2003; and

BE IT FURTHER RESOLVED that a copy of this resolution be spread upon the minutes of the January 28, 2003 meeting of the Board.

Attest:

Mike Enoch, Chair

Penny Butler, Secretary
### Schedule of Budget Changes

September 27, 2002 to January 6, 2002

<table>
<thead>
<tr>
<th>ACTIVITY RECIPIENT</th>
<th>ACCOUNT NAME</th>
<th>ACCOUNT NUMBER</th>
<th>INCOME SOURCE</th>
<th>AMOUNT</th>
<th>DATE</th>
<th>REF #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine Arts Series</td>
<td></td>
<td>3-00480</td>
<td>Additional Revenue</td>
<td>15,000</td>
<td>11-18-02</td>
<td>144</td>
</tr>
<tr>
<td>Choir Productions</td>
<td></td>
<td>2-33125</td>
<td>Additional Revenue</td>
<td>14,320</td>
<td>11-18-02</td>
<td>202</td>
</tr>
<tr>
<td>Equine Studies</td>
<td></td>
<td>4-91002</td>
<td>Additional Revenue</td>
<td>3,677</td>
<td>11-18-02</td>
<td>203</td>
</tr>
<tr>
<td>Co-ed Cheerleader Discretionary</td>
<td></td>
<td>5-91399</td>
<td>Additional Revenue</td>
<td>7,125</td>
<td>11-22-02</td>
<td>208</td>
</tr>
<tr>
<td>Pom Squad Discretionary</td>
<td></td>
<td>5-91397</td>
<td>Additional Revenue</td>
<td>5,000</td>
<td>11-22-02</td>
<td>207</td>
</tr>
<tr>
<td>All Girl Cheerleader</td>
<td></td>
<td>5-91400</td>
<td>Additional Revenue</td>
<td>1,500</td>
<td>12-19-02</td>
<td>245</td>
</tr>
<tr>
<td>Fine Arts Series</td>
<td></td>
<td>3-00480</td>
<td>Additional Revenue</td>
<td>22,000</td>
<td>12-19-02</td>
<td>246</td>
</tr>
<tr>
<td>Children's PAS</td>
<td></td>
<td>4-66075</td>
<td>Additional Revenue</td>
<td>40,000</td>
<td>12-19-02</td>
<td>228</td>
</tr>
<tr>
<td>President's Discretionary</td>
<td></td>
<td>5-91375</td>
<td>Additional Revenue</td>
<td>6,062</td>
<td>12-30-02</td>
<td>249</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>114,684</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Appendix No. 3
### Appendix No. 4

**Policies for Board Review**  
*January 28, 2003*

<table>
<thead>
<tr>
<th>A-4</th>
<th>Academic Programs and Curricula, Review and Approval</th>
<th>New graduate courses require approval of college dean, VPAA, and Graduate Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-5</td>
<td>Add/Drop</td>
<td>After mid-semester, student may not drop course unless withdrawing from SFA</td>
</tr>
<tr>
<td>A-7</td>
<td>Advanced Placement</td>
<td>Minor grammatical change</td>
</tr>
<tr>
<td>A-20</td>
<td>Graduate Assistantships</td>
<td>50% = full graduate assistantship; if assigned other percentage, must work a proportionate number of hours; added cross reference to website</td>
</tr>
<tr>
<td>A-22.1</td>
<td>Instructor-Generated Materials</td>
<td>Policy reviewed, no changes made</td>
</tr>
<tr>
<td>A-23</td>
<td>Interlibrary Loan</td>
<td>Removed reference that instructors provided class exemptions through the approval of an Access Services librarian.</td>
</tr>
<tr>
<td>A-26</td>
<td>Library Lending</td>
<td>Limit of ninety-nine items borrowed by one individual; Library Delivery Service offered at a fee</td>
</tr>
<tr>
<td>A-29</td>
<td>Library Public Address System</td>
<td>Delete policy.</td>
</tr>
<tr>
<td>A-31</td>
<td>Meeting and Conducting Classes</td>
<td>Exceptions to meeting at assigned times and places may be made with department chair approval.</td>
</tr>
<tr>
<td>A-35</td>
<td>Library Online Search Services</td>
<td>Delete policy.</td>
</tr>
<tr>
<td>A-36</td>
<td>Out-of-State Travel/Study</td>
<td>Additional information regarding international travel; additional form</td>
</tr>
<tr>
<td>A-40</td>
<td>Satisfactory Academic Progress for Financial Aid Recipients</td>
<td>Freshmen must maintain GPA of 1.6 or better and complete 60% of attempted hours in order to receive financial aid.</td>
</tr>
<tr>
<td>A-41</td>
<td>Grade Reporting</td>
<td>Grades will be entered by the deadline established on the university calendar; Registrar will provide access for electronic verification grade sheets</td>
</tr>
<tr>
<td>B-11</td>
<td>Hall 20 Guest Rooms</td>
<td>Info required includes dates of stay, department responsible for guest and who will be financially responsible for damages and/or lost keys.</td>
</tr>
<tr>
<td>C-11</td>
<td>Departmental Accounting Responsibilities</td>
<td>Minor grammatical change.</td>
</tr>
<tr>
<td>C-13</td>
<td>Food Purchases</td>
<td>Itemized receipt required for reimbursement</td>
</tr>
<tr>
<td>C-35</td>
<td>Returned Checks</td>
<td>SFA reserves the right to refuse checks from persons with history of bad checks; collection charges will be charged to student's account and may be turned over to county attorney for collection; information was added regarding WEBCHECK</td>
</tr>
</tbody>
</table>
## Policies for Board Review
**January 28, 2003**

<table>
<thead>
<tr>
<th>Code</th>
<th>Policy Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>C-47</td>
<td>Budget Control</td>
<td>Policy reviewed; no changes made</td>
</tr>
<tr>
<td>D-11</td>
<td>Emergency Management Plan</td>
<td>Additional section on Chemical Spills and Emergencies; update departmental title</td>
</tr>
<tr>
<td>D-17</td>
<td>Health &amp; Safety</td>
<td>Update position titles</td>
</tr>
<tr>
<td>D-19</td>
<td>Illicit Drugs and Alcohol Abuse</td>
<td>Clarification of authorized use of alcohol at campus events</td>
</tr>
<tr>
<td>D-20.5</td>
<td>Items Requiring Board of Regents Approval</td>
<td>Purchase, sale or exchange of real property requires Executive session only, does not require Board action for approval</td>
</tr>
<tr>
<td>E-15</td>
<td>Employee Conduct</td>
<td>Policy reviewed; no changes made</td>
</tr>
<tr>
<td>E-31A</td>
<td>Library Faculty</td>
<td>Additional criterion for tenure of librarians.</td>
</tr>
<tr>
<td>E-33</td>
<td>Nepotism</td>
<td>Change Source of Authority</td>
</tr>
<tr>
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<td>Update information for completion of PARs</td>
</tr>
<tr>
<td>E-40N</td>
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<td>Policy reviewed; no changes made</td>
</tr>
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</tr>
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<td>E-47</td>
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</tr>
<tr>
<td>NEW</td>
<td>Employee Training and Development</td>
<td>New policy</td>
</tr>
</tbody>
</table>
Each academic department must engage in continuous review of its programs and curricula. Each department will conclude a formal review of programs and curricula every three to five years according to a schedule proposed by the dean and department chair and approved by the Vice President for Academic Affairs.

All new undergraduate or graduate majors, minors, concentrations, and programs, and all changes in such programs must be approved by the dean of the appropriate college and by the Vice President for Academic Affairs. Prior to approval the dean will secure the recommendations of individuals or bodies as prescribed by the policies of the particular college, and, in the case of graduate offerings, the Vice President for Academic Affairs will secure the recommendation of the University Graduate Council.

New or altered undergraduate or graduate majors and teaching certificate endorsements additionally require approval by the President and the Board of Regents. When required by law or regulation, additional approval by the Texas Higher Education Coordinating Board, the Texas Education Agency, the State Board for Educator Certification, the Southern Association of Colleges and Schools, or other appropriate outside agencies will be secured before proposed innovations or changes are implemented.

All new undergraduate courses or course revisions require in addition to the approval of the appropriate college dean and the Vice President for Academic Affairs, the recommendation of the University Curriculum Committee. All new graduate courses or course revisions similarly require the approval of the college dean and the Vice President for Academic Affairs as well as the recommendation of the University Graduate Council.

Source of Authority: Vice President for Academic Affairs

Cross Reference: None

Contact for Revision: Vice President for Academic Affairs

Forms: None
Add/Drop

Original Implementation: April 27, 1986
Last Revision: April 30, 2001 January 28, 2003

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

The following applies:

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

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

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

4. Beginning on the sixth working day after mid-term for full semester courses or mid-session for partial semester courses, a drop will not be permitted only with the permission of the student’s dean unless the student withdraws from all courses for the term. This withdrawal will be noted on the transcript as a "WP" if the student is passing at the time or a "WF" if the student is failing at the time. A withdrawal will also be noted as a "WP" or "WF" on the transcript.

Source of Authority: Vice President for Academic Affairs


Contact for Revision: Registrar

Forms: None
Advanced Placement

Original Implementation: September 4, 1979
Last Revision: April 18, 2000 January 28, 2003

Stephen F. Austin State University offers several options for students to earn college credit through various placement programs and national examinations. Students can receive college credit through the College Level Examination Program (CLEP), Advanced Placement Program (AP) of the College Board International Baccalaureate Program, and SFA departmental examinations.

The responsibility of initiating a departmental advanced placement program (system that allows students to by-pass certain courses) or internally administered examinations rests with the individual department. A request to offer a departmental advanced placement program must be submitted by the department chair through the dean of the college to the Academic Affairs Council for review and approval. Departments shall review and update their programs as part of the university’s general bulletin revision process.

Criteria governing the Advanced Placement Program of the College Board and the College Level Examination Program and the International Baccalaureate shall be reviewed by the academic departments with recommendations for course credit submitted through the dean of the college to the Academic Affairs Council for review and approval. The review of the criteria will be initiated by the Office of Admissions on a periodic basis dependent upon the receipt of test and resource material from the College Board.

The University’s General Bulletin shall communicate the current regulations governing the Credit by Examination and Advanced Placement Program.

Source of Authority: Vice President for Academic Affairs

Cross Reference: General Bulletin, Student Handbook and Activities Calendar

Contact for Revision: Vice President for Academic Affairs

Forms: None
Graduate Assistantships

To be eligible for a graduate assistantship, a student must have clear or provisional admission to the graduate school and the department and be in good academic standing. A graduate assistant may be assigned to research projects or to teaching. Graduate assistants assigned at the 50% rate (50% = full graduate assistantship) are expected to serve 20 clock hours or equivalent teaching assignment per week in the department to which they are assigned. Those assigned to other percentages are expected to work a proportionate number of clock hours. The department chair is responsible for the selection, training, assignment of duties and supervision of the graduate assistants in his/her department.

A graduate assistant must be enrolled for at least nine hours of graduate course work in the fall or spring semesters and three semester hours in a summer session. Should a graduate assistant fall below the nine or three hour minimum for a semester or summer session, he or she will not be eligible for an assistantship the following semester.

A student must be approved for an assistantship by the Chair of the Department, the Academic Dean, the Director of Personnel Services, the Budget Director, and the Associate Vice President for Graduate Studies and Research. The appointment as a graduate assistant is completed only after the candidate has attended a mandatory new employee orientation session in the Office of Personnel Services.

Except for students in the Ed.D., Ph.D. and M.F.A. programs, a student may receive an assistantship for no more than four long semesters.

Source of Authority: Vice President for Academic Affairs

Cross Reference: Graduate Bulletin. www.sfasu.edu/graduate/assistantship2.html

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

Forms: Application Form for Graduate Assistantships (available from the office of the Chair of the academic department)
Instructor-Generated Materials

Original Implementation: September, 1990
Last Revision: July 17, 2001
January 28, 2003

"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

Contact for Revision: Vice President for Academic Affairs

Forms: None
The Interlibrary Loan program supplements local library resources by providing access to materials not available in the Steen library collection. The following statements regulate interlibrary loan activities.

Eligibility for Borrowing. Interlibrary Loan service is extended to SFA faculty, staff, and students, generally on a non-fee basis with the following provision: patrons must exhaust the limits of the local collection before requesting interlibrary loan services.

Faculty members, including university associates, may request materials related to their own professional scholarly research or to course-related subject matter.

Graduate and undergraduate students may request materials pertinent to graduate their research or coursework.

Undergraduate students may request materials pertinent to their assigned coursework under any of the following conditions:

Requested item(s) are approved by the appropriate subject librarian or reference librarian.

Instructors have provided class exemptions through the approval of an Access Services librarian. Service is available to library users not affiliated with SFASU on a contractual basis. The contract will be based on cost recovery with additional charges for university overhead. Therefore, patrons not affiliated with SFASU should normally contact their local public library for interlibrary loan requests.

Any type of library materials may be borrowed through interlibrary loan, but the following types are usually not available: basic reference books, rare books, most dissertations completed at U.S. universities, books owned by this library which are temporarily in use, audiovisual materials.

Procedural Rules. Requests should be submitted on forms specified by the library either through the Access Services Department or through the library web pages. Full bibliographic information, including published source of reference, is necessary for each item requested. Forms submitted without adequate information will be returned to the person requesting the item.

All conditions of use imposed by the lending library on items borrowed are to be strictly observed.

Borrowed materials are circulated from and returned to Access Services Department. Photocopies received for faculty will be delivered to their University offices.
Ordinarily, renewals on items borrowed should not be requested. In cases when a renewal is requested, the request must be made not less than four days before the loan is due to be returned.

Requests are acted on in the chronological order of receipt. However, rush requests will be honored to the extent resources permit.

Abuse of ILL regulations by a patron may result in the forfeiture of ILL borrowing privileges. (Examples: taking Library Use Only material out of the Library, disregarding loan restrictions, repeated failure to return material by due date).

ILL service may be refused any patron whose Steen Library borrowing privileges are blocked.

The right is reserved to refuse to accept or process any interlibrary loan request if it appears fulfillment of the request would involve violation of the copyright law. Steen Library abides by the AMIGOS and national interlibrary loan codes, and maintains such records of interlibrary loan transactions as required by law.

Source of Authority: Vice President for Academic Affairs

Cross Reference: None

Contact for Revision: Library Director

Forms: None
Library Lending

Original Implementation: February 11, 1981
Last Revision: January 25, 2000  January 28, 2003

Persons who hold University identification cards or Nacogdoches Public Library cards are eligible to borrow books from Steen Library, either directly or through a courier service which is run once a day during the week when both libraries are open. Other individuals who do not hold either university IDs or Nacogdoches Public Library cards may be issued university library cards. Social security numbers or a unique identification number must be used and an official picture identification must be furnished, e.g., driver's license, before a library card may be issued. Loan periods vary by borrower category and status of material borrowed and are set separately by each library. Borrowers are responsible for all materials borrowed from either library, including the payment of overdue fines, replacement and repair costs for lost or damaged materials. Borrowing privileges are suspended at both libraries for overdue materials or unpaid charges at either library.

All materials borrowed from Steen Library are subject to immediate recall when requested by faculty for placement in the Reserve Collection or after three weeks from checkout when requested by any patron for other reasons.

*Individuals are limited to ninety-nine items on their borrowing record at any one time.*

*For a fee a Library Delivery Service is offered to students with a disability and students living outside of Nacogdoches County.*

**Source Of Authority:** Vice President for Academic Affairs

**Cross Reference:** None

**Contact For Revision:** Library Director

**Forms:** None
The Library public-address system is used to quickly disseminate information of immediate interest to all people within the building.

The P. A. system is used to announce the closing of the Library, so that users may have time to check out books before the building closes.

The P. A. is used to make emergency announcements, such as the evacuation of the building.

Paging Requests: All requests to page must be referred to the University Police Department. The University Police dispatcher makes the judgment if the page is for an emergency. The University Police dispatcher phones Circulation to authorize a page.

Source of Authority: Vice President for Academic Affairs

Cross Reference: None

Contact for Revision: Library Director

Forms: None
Meeting and Conducting Classes

Original Implementation: June 16, 1982
Last Revision: April 18, 2000 January 28, 2003

Faculty members shall meet their assigned classes at the times and places as officially scheduled. Courses shall be conducted in accordance with the descriptions contained in the University’s General Bulletin and Graduate Bulletin. Exceptions may be made with appropriate administrative department chair approval.

Source of Authority: Vice President for Academic Affairs


Contact for Revision: Vice President for Academic Affairs

Forms: None
Steen Library provides access to remote database services to supplement local library resources, particularly indices and abstracting services for advanced research. These services are provided through Access Services and Reference libraries.

Searches for SFASU students, faculty, and staff are subsidized at an amount determined by the budget, which is reviewed each fiscal year by the Head of Reference according to available funds, changes in online search services, and evaluation of the program. The amount set is generally enough to cover most search charges for a typical search.

Patrons not affiliated with SFASU are responsible for all charges incurred by a search, as well as library and university overhead fees. The library's charges are intended to recover costs of the search, including online time, citation charges, telecommunications charges, and staff time. The university overhead fee is set by the university administration. Fee schedules for library and university overhead are reviewed each year.

Actual costs for each search vary with the database(s) used, amount of connect time, number of references displayed or ordered, and telecommunications charges.

All fees will be assessed and collected before search results are released, unless prior arrangements for billing have been made and approved by the Head of Reference.

This service is provided on an appointment basis; walk-in requests can only be honored as time permits. Search services are provided Monday through Friday, from 8:00 a.m. to 5:00 p.m. Other arrangements may be made through the individual searcher. Steen Library search staff reserve the right to refuse any search which can be researched using locally available resources.

Source of Authority: Vice President for Academic Affairs

Cross Reference: None

Contact for Revision: Library Director

Forms: None
Out-of-State Travel/Study

Original Implementation: September, 1981
Last Revision: January 15, 2002
January 28, 2003

Out-of-state travel courses are those courses whose fundamental content is based on the use of natural or cultural resources found outside the state and in which a majority of instruction is delivered out-of-state. They do not include courses delivered on campus in which incidental travel to another state for enrichment activities occur.

Requests for courses involving out-of-state travel within the United States must be routed, using an "Out-of-State Travel/Study Course Request Form", for approval via the instructor's department Chair, college Dean, the Director of Continuing Education, the Dean of Applied Arts and Sciences (who is out-of-state travel/study coordinator) and responsible for submitting course requests to the THECB), and the Vice President for Academic Affairs.

Requests for courses involving international travel must be routed, using an "International Travel/Study Course Request Form", for approval via the instructor's department Chair, college Dean, the Director of International Studies and Programs, the Dean of Liberal Arts (who is responsible for submitting course requests to the THECB), and the Vice President for Academic Affairs.

1. The approval process consists of two stages.

a. Tentative approval prior to formal arrangements and an agreement with a licensed carrier or travel agency if required. Criteria for approval shall be those set by the Texas Higher Education Coordinating Board and stated as follows:

(1) No courses which offer credit primarily for travel, recreation, or pleasure may be authorized.

(2) No out-of-state classes may be offered to serve non-Texas residents unless they are degree candidates at Stephen F. Austin State University, and they must be charged the non-resident or foreign student tuition as established by law.

(3) No student may be eligible to enroll in an out-of-state class unless the student has satisfied all University and degree program admission requirements and has paid all appropriate fees.

(4) All courses must be in the approved course inventory and be applicable to a program approved by the Coordinating Board.

(5) In accordance with THEB Rules: (Chapter 5, Subchapter H, and Memorandum of Reporting Out-of-State and Out-of-Country Courses dated April 10, 2001) each
public institution wishing such approval shall submit its request on an "Out-of-State Resident Credit Course Request" form.

For each course or group of related courses, the institution must attach a statement describing in detail how the course or group of courses will utilize academic, cultural, or physical resources not reasonably available in Texas.

(6) The instruction in all authorized out-of-state classes must conform to all relevant academic policies at SFASU. All courses must conform to the University's workload and enrollment requirements, its contact hour/credit ratio, and similar matters.

(7) If a course is to be taught by adjunct faculty (anyone other than regular University faculty), a statement must be attached describing the unique qualifications of personnel to be employed at the out-of-state site.

(8) Motivation for the offering of courses must be educational, not entrepreneurial, and may not result in improper advantage or financial gain for participating faculty and staff. Out-of-state classes must emphasize their instructional nature. Any course advertised or marketed to create the impression that it is primarily a credit-for-travel experience will be disallowed.

(9) Any free tickets for travel, accommodations, or other expenses provided by travel agents, carriers, or hotels must take the form of payments to SFASU and not be made as gifts to faculty members or their families. Except for funds specifically appropriated for international activities (e.g., state incentive programs, scholarships, etc.), state funds will not be used for faculty and student travel, meals and lodging, or other incidental expenses.

(10) Financial aid must be available to students registering for out-of-state classes on the same basis as it would be for such students seeking financial aid for on-campus instruction. Additional student financial aid may be furnished by the University as appropriate.

(11) Minimum class enrollments will conform to the same standards applicable were the class to be offered on-campus.

b. Final approval based upon the submission of a total itinerary, plan of study and copies of promotional brochures to be used. The rationale used for final approval will consist of a written explanation of how the course will involve cultural, intellectual, academic or natural resources not accessible in Texas or produced via standard laboratory exercises.

2. Deadlines for approval are as follows:

a. Tentative approval
(1) Fall semester: Prior to February 1
(2) Spring semester: Prior to June 1
(3) Summer semester: Prior to November 1

b. Final approval and submission to the Coordinating Board

(1) Fall semester: May 1
(2) Spring semester: September 1
(3) Summer semester: February 1

3. The agreement with the travel agency carrier, or vendor shall contain the following clause specifying that transportation, lodging, and food services are the responsibility of the carrier and not the University:

Stephen F. Austin State University and its representatives shall assist the tour members in making arrangements for hotels, transportation, sightseeing, restaurants, or any other services in connection with the itinerary, and the University and its representatives shall exercise reasonable care in making such arrangements. The University and its representatives shall not, however, assume any liability whatsoever, for any injury, damages, loss, delay or accident to person or property due to any act or default of any hotel, carrier, restaurant, company, or person rendering any of the services included in the tour. The tickets, coupons, rules, tariffs, or contracts currently in use by any carrier, hotel, restaurant, or other contractor, rendering service, shall constitute the sole contract between such contractor and the tour member. Further, (Tour Agent) and Stephen F. Austin State University accept no responsibility for any damage or delay due to sickness, pilferage, labor dispute, machinery breakdown, quarantine, government restrictions, weather, or any cause beyond their personal control. The right is reserved to cancel or change itineraries, or substitute services without notice and to decline to accept or retain any tour member at any time. Additional expenses, if any, shall be borne by the participants. The airlines concerned and their agents or affiliates, are not to be held responsible for any act, omission, or event during the time passengers are not on board the aircraft. The passenger ticket in use by said airline shall constitute, when issued, the sole contract between the airline and the purchaser of these tickets and/or for the passenger. Air fares are subject to change without notice. The services of any IATA carrier may be used for these tours, and transportation within the USA may be provided by any member carrier of the Air Traffic Conference of America. In view of the statutory or contractual limitations which may apply to personal injury or losses or damages to property, the purchase of accident and baggage insurance is strongly recommended.
4. The brochure that is distributed to prospective students must contain a clause which specifies that where there is a contract for transportation, lodging and food, the student's contract is with the travel agency or carrier. The University is responsible for instruction and credit only.

5. All student deposits for reservations for a course involving contract travel will be deposited with the Division of Continuing Education or the Office of International Studies and Programs, as appropriate. After the deadline for reservations has passed, a check will be drawn payable to the agency or carrier, or if the course does not make, refunds will be made to students. For those courses not using contract travel, deposits must be made immediately on receipt to the appropriate University account.

6. All purchases are subject to the state bid procedures. Trip directors must submit requests for bids or justifications for contracts with specific vendors or agents.

7. The salary of the instructor will be paid in one of the following ways:

   a. The instructor's regular salary will be paid from the department's budget, or

   b. The instructor's salary will be paid through the College of Applied Arts and Sciences (out-of-state domestic travel) or the Office of International Studies and Programs (international travel) prorated on the basis of enrollment, not to exceed his/her regular salary.

8. There will be no travel allowance for the instructor unless specific exception is made by the Vice President for Academic Affairs.

Source of Authority: Texas Higher Education Coordinating Board, President, Vice President for Academic Affairs

Cross Reference: None

Contact for Revision: Vice President for Academic Affairs

Forms: Out-of-State Travel/Study Course Request Form (available in Division of Continuing Education); International Travel/Study Course Request Form (available in Office of International Studies and Programs)
Federal regulations mandate minimum standards of "satisfactory progress" for students receiving financial assistance. These requirements apply to the student's entire academic history, whether financial aid was received or not and to all types of aid: Grants, Loans, and Work-Study. The standards for determining progress at the university are composed of three separate measurements: Grade point average, Credit hour requirements, and Maximum hours allowed. For a student to be eligible to receive federal and state student financial assistance at SFASU, the student must maintain satisfactory progress in their course of study. All students must be enrolled in a degree or teaching certificate program. Newly enrolled undergraduate students must be admitted "in good standing".

NOTE: Students who are admitted to SFASU as a Non-Degree, Provisional (except graduate students who will be given one semester to remove provisional status), Transient, Summer Prep, Career Interest or Self-Improvement, Audit Courses, AARC (090) tutoring, or if on academic suspension, will NOT be eligible to receive financial aid. When the student is admitted to a degree program, Special Student status is changed, or suspension status is removed, an eligible student may then be considered for financial assistance.

GRADE POINT AVERAGE (GPA)

This is the qualitative measurement used for academic work at this University. For financial aid purposes, a student must maintain a cumulative GPA of 1.6 or better as a Freshman, 2.0 or better as a Sophomore through Senior and 3.0 or better as a graduate. Grade point averages will be checked on an annual basis.

CREDIT HOUR REQUIREMENTS

This is the quantitative measurement of a minimum number of hours completed each year at SFASU. A year is defined as Summer I, Summer II, Fall, and Spring sessions. In order to receive financial assistance, freshmen must complete 60% of the hours attempted. All other students must complete at least 75% of the hours attempted.

* Credit hours will be considered to be satisfactorily completed if one of the following grades is earned: A, B, C, D, or P. Grades of F, W, WH, WF, or QF are not satisfactory. If a graduate student receives a WH for Thesis Research or Thesis Writing, the hours will not be counted as hours attempted due to the length of time needed to complete this degree requirement. However, there is a two-year limit on Thesis Research and Thesis Writing.
* If you withdraw from the university prior to the end of the semester, receive all F's, or receive a combination of all W's and F's, or QF's, you will be denied for future
financial assistance. Ws and Fs will be checked after each semester. You may reapply after Satisfactory Progress has been met.

* Financial Aid is given to students enrolled for remedial courses (098 & 099). These courses are considered attempted hours and also count as earned hours for financial aid satisfactory progress. A student must make a grade of A, B, C, D, or P to remain in compliance.

* Repeated classes are treated the same as any other class.

MAXIMUM HOURS ALLOWED

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

Enrollment Status at University Census Date

Maximum Number of Credit Hours by Degree Objective

Undergraduate
195 attempted semester hours

Post-Baccalaureate
36 attempted semester hours

Graduate: Masters
54 attempted semester hours

MFA & MBA
90 attempted semester hours

Ph.D.
96 attempted semester hours

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

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

Source of Authority: Vice President for Business Affairs

Cross Reference: None
Contact for Revision: Director of Financial Aid; Vice President for Business Affairs

Forms: None
Grade Reporting

Original Implementation: January, 1983
Last Revision: January 25, 2000 28, 2003

On the first day of final examinations of each semester or summer term, the Registrar will provide official grade report forms for each class to departmental offices. It is the responsibility of each instructor to record the appropriate grade for each student listed on the grade sheet by entering the grade into the electronic data base for student records. Faculty shall complete grade entry by 12:00 noon on the third working day following the last scheduled final examination.

The Registrar will provide access for electronic verification grade sheets for each class to departmental offices. It is the responsibility of each instructor to verify accuracy of grade entry and to notify the Registrar of any discrepancies. The Registrar will file the original copy of verification grade sheets with other academic records.

Grades may be posted on bulletin boards or other designated places only with the written permission of the student and then must be done so in a manner that an individual student's grade can not be identified by others. Students may use a touchtone phone or logon to the University Web Site to obtain their grades as soon as they are added to the electronic data base.

Source of Authority: Buckley-Pell Amendment, President, Vice President for Academic Affairs

Cross Reference: None

Contact For Revision: Vice President for Academic Affairs

Forms: None
Hall 20 Guest Rooms

Original Implementation: January 21, 1986

The provisions of the policy on the Use of University Facilities govern the use of all buildings, facilities, equipment, and grounds, hereafter 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 Hall 20 Guest Rooms.

Three guestrooms are available in Hall 20 for use by individuals who are engaged in University-related business/activities, which require overnight lodging, or individuals who are invited to the University by the President as official guests. Requests from University departments for use of these rooms for their guests will be approved/disapproved according to the two criteria listed below.

1. The guest must be one for whom the University, the sponsoring department in particular, would pay lodging expenses if the guestrooms did not exist. University departments requesting use of the rooms should do so only when lodging is a normal, reimbursable travel expense to the visitor. "Free lodging" should not be offered to individuals who are providing a service/performance for the University for a specified fee when travel expenses, in addition to the fee, were not a part of the contract or agreement.

2. The length of stay should not exceed three consecutive nights.

The guest rooms are located on the ground floor of Hall 20. Furnishings are hotel/motel style; available rooms have either a king bed or twin beds. Guests have access to ice and vending machines. Reserved parking is available in the small lot adjacent to Hall 20. University staff provides daily custodial service.

Decisions regarding eligibility for use of these accommodations and reservations for the guest rooms are made by the Housing Department, extension 6302. Details and responsibilities of the University department reserving guest rooms are given below.

1. The following information should be provided in a memo to the Housing Department, from the originating department when calling to make a room reservation:

name of University guest;

date and time of arrival and departure; dates of stay;

name of University sponsor and the department responsible for the guest; (see 2 below);

purpose of visit, i.e., job interview, performance, etc;
copy of the contract between the University and the visitor name of the department who will be financially responsible for damages and/or lost keys.

2. Each guest must have a University sponsor who serves as the contact person regarding any change in arrival/departure or special needs. The sponsor is responsible for communicating such information to the Housing Department, and for the pick-up and return of room keys and the parking permit to the Housing Department. The sponsoring department will be responsible for the replacement cost of keys that are not returned to the Housing Department.

3. Guests may check into Hall 20 after 3 p.m. and check out time is 1 p.m.

Source of Authority: Director of Housing

Cross Reference: None

Contact for Reference: Housing Department Administrative Assistant

Forms: None
Departmental Accounting Responsibilities

Original Implementation: September 1, 1987
Last Revision: August 1, 2000

It is the responsibility of each department head to exercise budgetary control over and account for the funds and property of his/her department. For that reason all accounts are assigned to an Account Manager. It is the responsibility of each Account Manager to maintain records of sales and other revenues, expenditures and encumbrances, including salaries and wages, and other charges which support and supplement the Controller's Office's records. It is the Account Manager's responsibility to ensure that each account under his/her control does not exceed budget limitations. In accounts where both revenues and expenditures are projected (i.e. Designated Fund, Restricted Fund and Plant Fund accounts), if actual revenues do not meet budgeted revenues, it is the Account Manager's responsibility to reduce expenditures accordingly.

Complete and accurate records of financial transactions are to be maintained by the Controller's Office and made available to Account Managers who are responsible for comparing their records with those of the Controller's Office and reporting any differences promptly to the Controller's Office. The original approved budgets and all authorized budget revisions are maintained by the Director of Financial Services. Budget revisions under the Account Manager's control can be initiated with the Budget Change and Additional Appropriation Form.

Each Account Manager may designate one or more additional individuals in the department to approve vouchers, requisitions, and similar documents in his/her absence. The Purchasing Department, the Controller's Office, Printing Services and the U.C. Bookstore must be informed of these designations which shall be periodically reviewed and updated.

SOURCE OF AUTHORITY: Vice President for Business Affairs

CROSS REFERENCE: None

CONTACT FOR REVISION: Vice President for Business Affairs

FORMS: Budget Change and Additional Appropriation Form (available from University Printing Services and at http://www.uis.SFASU.EDU/sfa_forms/budget_chg.htmlx.)
Food Purchases

Original Implementation: April 13, 1988
Last Revision: January 25, 2000

With the exception of food supplies purchased for travel, educational research or laboratory purposes, the only funds which may be expended for food and/or beverage shall be from Auxiliary, Designated, or Restricted Accounts.

1. Expenditure of these funds for such purposes must serve a legitimate public purpose or must further the educational function of the University.
2. Restricted funds may be used when the restrictions of the account include an authorization to purchase these items.

The Purchase Requisition/Payment Voucher must indicate the time and place of the function and must identify the direct beneficiaries of the function. The Purchase Requisition/Payment Voucher and must be approved by appropriate administrative personnel. Purchase of alcoholic beverages must be approved in advance by the appropriate vice president. The following statement must be typed on the Purchase Requisition/Payment Voucher and must be certified as true and correct by the account manager.

"I hereby certify under penalty of law that the expenditure of funds for the purchase of food and beverage is necessary for the completion of the functions of this department, qualifies as a legitimate public purpose, or that the educational function of the University is well served thereby."

State funds and funds under the control of the Intercollegiate Athletic Office may not be used to purchase alcoholic beverages.

An itemized receipt from the restaurant must be forwarded to the Accounts Payable Department before payment can be made to a vendor or to an individual seeking reimbursement. Credit card receipts without an itemized receipt from the restaurant or vendor will not be reimbursed.

Source of Authority: Board of Regents, President

Cross Reference: General Appropriations Act, 73rd Legislature

Contact for Revision: President

Forms: None
Returned Checks

Original Implementation: September 1, 1987
Last Revision: January 25, 2000 January 28, 2003

Checks presented to the University will be verified through CheckMate, a check verification service, prior to acceptance. The University reserves the right to refuse or not accept personal checks from individuals who have a history of bad checks as recorded by CheckMate.

Checks returned to the University for insufficient funds, payment stopped, or account closed will be collected by CheckMate. The Business Office shall assess a twenty dollar ($20) fee plus applicable sales tax for each such check. These checks may be collected by CheckMate or other collection service. Applicable collection charges assessed will be charged to the student’s account. In certain instances, checks will be turned over to the county attorney for collection.

WEBCHECK
Checks processed through WebCheck and returned to the University for insufficient funds, payment stopped, or account closed, will be collected by the University. The Business Office shall assess a twenty dollar ($20.00) fee for each returned check. The amount of the returned check and the twenty dollar ($20.00) fee will be charged to the account of the individual.

When three (3) checks have been returned to the University for insufficient funds, payment stopped, or account closed, the University will no longer accept checks from those individuals through WebCheck.

Source of Authority: Federal Fair Debt Collection Practice Act, 15 U.S.C.A., secs. 1692-1692o; Texas Debt Collection Act, V.T.C.S., arts. 5069-11.01 et.seq.; President; General Counsel; Vice President for Business Affairs

Cross Reference: None

Contact for Revision: General Counsel, University Controller

Forms: None
Budget Control

Original Implementation: January 25, 2000
Last Revision: None, January 28, 2003

The primary responsibility for budget control resides with each account manager. Secondly, the department head or supervisor of each account manager is responsible for requiring sound budget practices.

The Director of Financial Services will monitor current and plant funds accounts, excluding restricted contract and grant funds within the current funds category. If a department's expenditures exceed its budget, the Director of Financial Services will notify the department to process a budget transfer, fund transfer, or expenditure transfer.

The Purchasing system provides a budget check for funds when a department submits a requisition for a product or service. If the requisition exceeds available funds in the account, the Director of Financial Services may authorize the expenditure, pending a budget or funds transfer.

Source of Authority: Vice President for Business Affairs

Cross Reference: Departmental Accounting Responsibilities Policy, Index C-11

Contact for Revision: Director of Financial Services

Forms: None
Emergency Management Plan

An Emergency Management Plan has been adopted to guide the response of appropriate individuals to potential emergencies occurring on the campus of Stephen F. Austin State University.

I. Authority and References

A. Authority for implementation of the Emergency Management Plan rests with the President of Stephen F. Austin State University.

B. References


II. Purpose

The purpose of this plan is to provide the necessary guidelines, procedures, and instructions for implementing emergency operations at SFASU. Emergency operations will utilize the existing University organizations, with aid as necessary from city, state, and federal governments.

III. Scope

This plan constitutes the general guidelines for personnel of the University and for such other departments or individuals as may come under the direction and control of the University while engaged in activities intended to mitigate the harmful effects of accidents or natural disasters. Further, this plan provides guidelines for response to such occurrences.

This plan is intended to stand alone or to complement other plans and provisions of the Texas Emergency Management Council and of local government. Provisions of this plan that are not specific to the activities of the University, have been included for purposes of clarity and their presence here is not intended to supersede or abrogate the provisions of the Texas Emergency Disaster Act of 1975.
IV. Situations and Assumptions

A. Situations

The University is an autonomous community of approximately 13,000 people surrounded by a city of approximately the same size 30,000. The University is responsible for providing law enforcement and internal distribution of utility services to the University community on a day-to-day basis.

B. Assumptions

1. The University is more knowledgeable about its facilities than are other agencies.

2. In the event of a disaster, the University may be dependent upon its own personnel and resources in the interval prior to the arrival of help from the usual sources.

3. In the event that the University is not affected by the primary disaster, its personnel and resources may be available to supplement and support local services.

V. Direction and Control

A. Routine organization (See University organizational chart.)

B. The organization of the Emergency Operation Center (EOC) will vary from the routine structure as follows:

1. The location of the primary EOC will be designated by the Director of the EOC upon activation of this plan after consideration of the nature of the emergency.

2. The secondary EOC may be in the University Police Department.

3. The EOC Director will be designated by the President of the University and he, or his designee, must be present in the EOC as long as the plan is activated. He will serve as the official source of information to the University response personnel and will represent the University in the coordination of activities with other agencies. To aid the EOC Director, representatives of those who are assigned responsibilities in Section VI will be present in the EOC, as needed, to record and document incoming information and to dispatch information to the appropriate personnel. The EOC staff will coordinate requests for service and assignment of resources.
C. Warning and Notification

This plan will be implemented by the President of the University when information is received from a credible source concerning a potential or actual disaster that requires a positive response by the University. In the absence of the President, the provisions of the President's Line of Succession", in section VII of this policy will determine the line of authority applicable to the implementation of this plan. Information received shall be verified and evaluated to determine the response required and the division having responsibility for such action. The individual who evaluates the information must have a thorough understanding of the capabilities and responsibilities of each department of the University. An up-to-date listing of persons to be notified during duty hours, after duty hours, weekends and holidays shall be available to the University Police Department dispatcher. The prioritized list of individuals to be called will consist of a name and at least two alternate names along with office and home phone numbers. Changes in the list shall be submitted to the Chief of the University Police Department (UPD). The notification procedure is as follows:

1. The UPD will maintain the callout list and make the initial notification.

2. The UPD will initially dispatch personnel as necessary until the EOC is established, then control will shift to the Director of the EOC who is responsible for emergency management.

3. Major problems will be reported to the EOC.

D. Public Information

All public information shall be provided by or coordinated with the Director of Public Information. The designation of a single University spokesperson provides a single point of contact for persons seeking information and provides a single point through which information is released.

VI. Assignment of Responsibilities

A. University President

The President or his designee is the Director of the Emergency Operation Center and shall be responsible for delegating duties to the other staff members as the emergency situation dictates.
B. University Police Chief

The Police Chief is responsible for furnishing and directing the manpower necessary to maintain security in the affected areas. He will maintain traffic control, preserve law and order, direct search and rescue operations, and provide communication between the scene of the emergency and the EOC.

C. Director of the Physical Plant

The Director of the Physical Plant is responsible for coordinating requests for supplies and personnel and for making deliveries to the emergency area. He will discontinue and restore utility services as conditions dictate, clear debris, and restore buildings to functional use, when it is determined that the buildings are safe.

D. Director of Auxiliary Services

The Director of Auxiliary Services is responsible for providing meals for students and other University personnel as conditions dictate and will coordinate the use of the University Center facilities as directed by the President or his designee.

E. Director of the University Health Clinic

The Director of the University Health Clinic is responsible for determining the medical needs, arranging for emergency medical supplies, and the establishment of First Aid Stations in or near the affected area, but clear of immediate danger.

F. Director of University Public Information

The Director of Public Information is responsible for the timely and accurate dissemination of information to the news media. He will establish an emergency telephone information center to inform students' parents as necessary, and arrange for photographers to document the disaster.

G. Director of Safety University Safety Officer

The Director of Safety University Safety Officer is responsible for providing the Director of the EOC with specific information about facilities and existing conditions relating to the emergency. He will work with the city fire department and University police when evacuation is warranted. He will assure facilities and buildings are safe before they are restored to service or occupied.
H. Director of Hazardous Materials Control and Radiological Safety

Hazardous Materials Officer

The Director of Hazardous Materials Control is responsible for monitoring of radiation sources, providing the Director of the EOC with information about locations of hazardous and toxic materials on campus, and to serve as consultant to the Director of the EOC. The Radiation Safety Officer will monitor radiation sources and report to the Hazardous Materials Officer.

I. Director of Housing

The Director of Housing will be responsible for the relocation and housing of students.

VII. Line of Succession

To insure continuity of University activities during threatened or actual emergencies, the following line of succession for EOC command is established as follows:

Vice President for Business Affairs;

Vice President for Academic Affairs;

Vice President for University Affairs;

Vice President for University Advancement.

A list of the Line of Succession for the other positions on the EOC staff will be provided by the appropriate directors and be appended to the emergency callout list.

VIII. Support

Request for assistance, including activation of the Texas National Guard or other military assistance, will be made by calling the State Disaster District Headquarters located at the Department of Public Safety Disaster District Headquarters, Region Sub 2B office in Lufkin, telephone (936) 634-5553. In the event that the State Disaster District Headquarters cannot be reached, the request for assistance can be made to the local Department of Public Safety Supervisor, telephone (936) 560-6528.

IX. Outdoor Warning Siren

A. Locations
1. Sunset Cemetery on North Street
2. Fire Station 1 on North Street
3. Baseball Park on Old Tyler Road
4. Durst Street @ Reedy Street
5. Fire Station 3 on Old Lufkin Road
6. Temple Park on Martin Luther King
7. Center Highway @ East Oak Lane
8. Stephen F. Austin Maintenance Facility
9. Fire Station 4 @ Nacogdoches High School
10. Power Street Pump Station

A. Sirens tested 1st Monday of the month at noon.

B. Sirens sounded if the city is to be impacted by:
   1. A Severe Thunderstorm and warning by National Weather Service is placed.
   2. A Tornado Warning is issued by National Weather System and the City is in its path.
   3. A flooding situation and the Emergency Management Team feel that a warning should be issued.
   4. A hazardous materials event has placed a section of the community in danger.

A. Procedure
   1. Take shelter inside unless Authorities are directing action.
   2. Channel 14 and local radio stations will broadcast information.

X. Emergency Action
The various types of disasters, related terms, and an outline of general actions are defined for each threat. Each stage of a potential disaster is assigned a condition status number as follows:

A. Condition 4 will refer to normal operating conditions when daily work routine is not interrupted by disaster or impending emergency situations. No action is necessary.

B. Condition 3 will refer to a severe weather watch established by the U.S. Weather Service. Such a watch may be issued for any of the following conditions:

1. Tornado Watch: Conditions are favorable for tornado formation. The action is to maintain daily routine, notify the appropriate department heads of conditions, and be ready to respond to a warning.

2. Severe Thunderstorm Watch: Atmospheric conditions exist such that severe thunderstorms may develop. The action is to maintain daily routine, notify the appropriate department heads of conditions, and be ready to respond to a warning.

3. Flood Watch: Conditions are favorable for rising waters. The action is to maintain daily routine, notify the appropriate department heads of conditions, and notify Physical Plant.

C. Condition 2 will refer to severe weather warnings as issued by the U.S. Weather Service and relayed by local radio and TV stations. Such warnings may be issued for any of the following conditions:

1. Tornado Warning: A tornado has been sighted or seen on radar. The action is to notify EOC personnel and place them on alert status. Maintain the daily routine and notify the appropriate departments to take such action as is required.

2. Severe Thunderstorm Warnings: Severe thunderstorms have been sighted visually or on radar. The action is to maintain the daily routine and notify the appropriate departments to take such action as is required.

3. Flood Warning: Conditions are such that waters may exceed a safe control level. The action is to maintain the daily routine and notify the appropriate departments to barricade areas of possible flooding.

D. Condition 1 indicates any of the following conditions:
1. a tornado strikes
2. flash flooding
3. a major accident or a disaster, man made or natural, occurs without warning
4. a major fire
5. an explosion
6. an electrical blackout

The EOC is activated and all department heads are notified. The EOC members will report to the center. All other department heads will follow their standard operating procedures. It is imperative that all actions taken or anticipated by any department be coordinated with the EOC.

XI. The post-disaster actions will consist of the following:

A. Check and/or re-establish communications.
B. Maintain law and order.
C. Perform fire protection and rescue operations.
D. Set up triage stations if necessary and assure acceptable health conditions.
E. Assess extent of damage.
F. Perform emergency clean-up and debris removal.
G. Request outside assistance as required.
H. Establish controls on critical resources and direct their distribution when necessary.
I. Designate restricted areas as necessary.
J. Furnish regular status reports to the State Department of Public Safety Disaster District Headquarters, Region Sub 2B in Lufkin, telephone (936) 634-5553, as appropriate.
K. Keep the public informed of conditions. Utilize photographers to document extent of disaster.
L. Insure orderly operations of shelters, provide welfare necessities to the extent possible, and direct all shelter operations.

M. Conduct radiological monitoring and notify "Chemtrec" (1-800-424-9300) if a hazardous material disaster occurs.

N. Examine the disaster area for life safety hazards and assure that precautions are taken to protect personnel until normal operations are established.

XII. Chemical Spills and Emergencies

Chemical Spill Plan will comply with the requirements of 29 CFR 1910.120. Basic emergency equipment and supplies to absorb and neutralize materials will be readily available.

A. Material Safety Data Sheets will be available on each chemical

B. Small non-toxic spills
   1. Identify chemical
   2. Neutralize if necessary
   3. Solids will be swept into a container that will not react for storage by individuals familiar with properties of chemical.
   4. Liquids will be absorbed by a material for chemical clean-up and stored by individuals familiar with properties of chemical.
   5. Proper disposal

C. Hazardous Spills
   1. Area will be evacuated and monitored
   2. Identify chemical
   3. Neutralize if possible
   4. Contact "Chemtrec" (1-800-424-9300)
   5. Contact Emergency Response Team
   6. Proper disposal by contracted company
Implementation

Source Of Authority: Texas Government Code sec. 418.001 et seq.; Texas Education Code sec. 51.201 et seq.; The Texas Emergency Management Plan, Annex L - Texas Department of Health; President

Cross Reference: Employee Safety Manual

Contact For Revision: Safety Director University Safety Officer

Forms: None
I. PURPOSE

This document will establish for Stephen F. Austin State University the policy for the protection of the University’s human and material resources and the maintenance of a safe and healthful environment complementary to the University’s needs and the accomplishment of its goals.

II. SCOPE

The intention of this policy statement is to create among all members of the University community an awareness of and a commitment to an effective safety program. The primary concern of this program will be the safety and well-being of the students, faculty, staff and visitors. The program will be promoted through training, identification of hazards, and initiation of loss-control measures aimed at the overall reduction of accidents and risk.

III. COMMITTEE

Responsibility and coordination of various aspects of the University’s safety program is vested in the University Environmental Safety and Health/Radiation Committee that reports to the President of the University. The Committee will be composed of the Radiation Safety Officer, Hazardous Materials Officer, the Chief of University Police, and other faculty and staff members appointed by the Vice President for Business Affairs. The Director of University Health Services, the Director of Safety, University Safety Officer, the Director of Hazardous Material Control, and the Assistant Safety Director—Assistant University Safety Officer are ex officio members.

IV. COMMITTEE RESPONSIBILITIES

A. Will meet quarterly or at necessary intervals.

B. Act as a clearinghouse and consultative organization for the University safety and health problems.

C. Act as liaison between the University and the State Employees Workers Compensation Division of the State Office of Risk Management.

D. Act as an advisory body reporting to the President on the status of the University’s safety control activities.
V. The Occupational Safety and Health Program for Texas State Agencies, published by the State Office of Risk Management, is the program document for the University’s safety program except as noted below. Responsibilities are assigned to individuals at appropriate levels of authority and expertise as follows.

A. The responsibility for physical safety, fire protection, occupational health, and engineering controls is assigned to the Director of Safety University Safety Officer, who reports to the Vice President for Business Affairs. The Director of Safety University Safety Officer will assume the duties of Accident Prevention Coordinator. The Assistant Safety Director Assistant University Safety Officer acting as the Workers Compensation Representative associated with the State Employees Workers Compensation Division of the State Office of Risk Management shall report to the Director of Safety University Safety Officer.

B. The responsibility for radiological safety, including the purchase, transportation, use, storage, and disposal of radioactive materials are assigned to the Radiation Safety Officer who reports to the President of the University. Hazardous Materials Officer. The Radiation Safety Officer will assume the responsibility for the Radioactive Materials Management Program to assure compliance with the conditions of the license/registrations issued by the Texas Bureau of Radiation Control, Texas Department of Health.

C. The responsibility for control of hazardous materials, including use, storage, and disposal of regulated hazardous materials, as well as the responsibility for compliance with the Texas Hazard Communication Act, is assigned to the Director of Hazardous Material Control who reports to the President of the University.

D. The responsibility for campus security, traffic control, criminal investigation, and civil order is assigned to the Chief of University Police who reports to the Vice President for University Affairs.

E. The responsibility for the maintenance of the health of students and the initial care of the faculty and staff members suffering from minor occupational injuries or illness is assigned to the Director of University Health Services, who reports to the Vice President for University Affairs.

VI. SUPPORT

In addition to the aforementioned and specifically-assigned responsibilities, it shall be the general responsibility of all faculty and staff members to attempt to recognize hazards in their areas of activity and to take positive action to reduce or eliminate those hazards. Staff members shall be responsible for the education of
their employees and students in regard to proper job procedures and recognized hazards before making task assignments.

VII. IMPLEMENTATION

In all University activities and endeavors, safety is the first concern. The members of the University community shall comply with all statutes, rules, regulations and codes by which the University is bound. They shall also attempt to comply with the spirit of any non-binding requirement which would further the University's intent to provide and maintain a safe and healthful environment in which to work, study, and live.

Source of Authority: President

Cross Reference: None

Contact For Revision: President, University Safety Director Officer

Forms: None
Illicit Drugs and Alcohol Abuse

Original implementation: September 1, 1986

Last Revision: October 31, 2000 January 28, 2003

It is the declared policy of the United States Government to create a Drug-Free America by 1995. As a part of that policy, the Drug-Free Workplace Act of 1988, P.L. 100-690, Subtitle D was adopted. On December 12, 1989, President Bush signed the Drug-Free Schools and Communities Act Amendment of 1989, P.L. 101-226, which amends provisions of the Drug-Free Schools and Communities Act of 1986 and the Higher Education Act of 1965. University policies relating to the use of illegal drugs and alcoholic beverages have been established by the Board of Regents of Stephen F. Austin State University in compliance with state and federal law.

Standards of Conduct

It is the University's policy that all members of the University community and guests are required to comply with federal, state, and local laws regarding the possession, consumption, and distribution of alcoholic beverages.

University policy prohibits all employees (full-time and part-time faculty, staff, and students) from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcoholic beverage in the workplace, or reporting to work under the influence of alcoholic beverages or illegal drugs. None of the funds appropriated to the University by the State Legislature for travel expenses may be expended for alcoholic beverages.

University policy further stipulates, with regard to students, that the unauthorized use of intoxicating beverages on University controlled property or at University sponsored activities, including, but not limited to, intercollegiate and intramural athletic events is prohibited. Alcoholic beverages are not permitted in University residence halls. With regard to student apartments, state law prohibits alcohol is permitted in apartments only for individuals under 21 years of age or older from possessing or consuming alcoholic beverages.

Alcoholic beverages will be permitted for authorized University sponsored or co-sponsored events on University controlled property only as follows:

- Lumberjack Alley tailgate events (must cease 30 minutes prior to the game);
- Homer Bryce Stadium Pressbox (only if catered or sold through a licensed vendor);
- University Center receptions or meals (only if catered or sold through a licensed vendor and approved in advance by the President);
- Opera House Downtown Art Gallery (only beer and wine may be served for events approved in advance by the Dean of Fine Arts);
- President's House (both interior and exterior).
In all cases, possession or use of alcohol must be in full compliance with applicable state laws including the Texas Alcoholic Beverage Code. Nothing herein shall be taken as an assumption of risk or responsibility on the part of the Board of Regents, the University or its employees for any injuries or damages, whatever kind, resulting from any person’s possession or use of alcohol, whether such use is legal or illegal. The only University funds which may be used to purchase alcohol are approved discretionary accounts. Under no circumstances will appropriated funds, funds under the control of the Athletics Department, or funds generated by research grants and contracts be used to purchase alcohol. The General Appropriations Act also limits the consumption of alcoholic beverages by University employees to non-duty times, therefore, alcoholic beverages may not be served at official functions between 8 a.m. and 5 p.m., Monday through Friday.

It is the policy of Stephen F. Austin State University that any unlawful manufacture, possession or delivery of any controlled substance or illegal drug is strictly prohibited. Moreover, it is the policy of the State of Texas and of this University that this institution will be as free of illegal drugs as it can possibly be.

Health Risks

Alcohol Abuse.

Alcohol is a primary and continuous depressant of the central nervous system. Impairment of judgment and of recently learned, complex and finely tuned skills begins to occur at blood alcohol concentrations as low as 0.025 percent. These impairments are followed by the loss of more primitive skills and functions, such as gross motor control and orientation at concentrations in excess of 0.05 percent. Alcohol in moderate doses impairs nearly every aspect of information processing, including the ability to abstract and conceptualize, the ability to use large numbers of situational cues presented simultaneously, and the cognitive ability to determine meaning from incoming information. Alcohol consumption can therefore promote action on impulse without full appreciation of, or concern about, the potential negative consequences of such action. Chronic long-term effects of heavy drinking over a period of years can result in brain damage, cancer of the mouth, esophagus or stomach, heart disease, liver damage resulting in cirrhosis, alcoholic hepatitis, and cancer of the liver, peptic ulcer disease and possible damage of the adrenal and pituitary glands. Prolonged, excessive drinking can shorten life-span by 10-12 years.

Illicit Drugs.

Illicit drugs include narcotics, such as heroin or morphine; depressants, such as barbiturates, Quaaludes, or valium; stimulants, such as cocaine or "crack"; hallucinogens, such as PCP, LSD or mescaline; cannabis, such as marijuana or hashish; inhalants, such as nitrous oxide, amyl nitrite (poppers) or various hydrocarbon solvents; and designer drugs, such as China White, methamphetamine (Ecstacy) or meperidine (Demerol).
Narcotics. Narcotics initially produce a feeling of euphoria that is often followed by drowsiness, nausea and vomiting. Tolerance may develop rapidly and dependence is likely. The use of contaminated syringes may result in diseases such as AIDS, endocarditis (inflammation of the lining of the heart) and hepatitis.

Depressants. The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles, but a somewhat larger dose can cause slurred speech, ataxia or unstable gait and altered perception. Very large doses can cause respiratory depression, coma and death. The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks. The use of depressants can cause both physical and psychological dependence.

Stimulants. Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils; elevated blood pressure, heart and respiratory rate; and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose with long-term use eroding the nasal septum. The injection of cocaine with unsterile equipment can cause AIDS, hepatitis and other diseases. Preparation of freebase, which involves the use of volatile solvents, can result in death or injury from fire or explosion. Cocaine can produce psychological and physical dependency. In addition, tolerance develops rapidly. Crack or freebase rock is extremely addictive. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia and seizures. Overdoses occur easily.

Hallucinogens. Phencyclidine (PCP) users frequently report a sense of distance and estrangement. Time and body movement are slowed down. Muscular coordination worsens and senses are dulled. Speech is blocked and incoherent. Chronic PCP users report persistent memory problems and speech difficulties. Mood disorders, such as depression, anxiety and violent behavior, may also occur. In late stages of chronic use, users often exhibit paranoid and violent behavior and experience hallucinations. Large doses may produce convulsions and coma, heart failure, lung problems and/or ruptured blood vessels in the brain. Lysergic acid (LSD), mescaline and psilocybin cause illusions and hallucinations. The physical effects may include dilated pupils, increased heart rate and blood pressure, loss of appetite, sleeplessness and tremors. Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline and psilocybin. The user may experience panic, confusion, suspicion, anxiety and loss of control. Delayed effects or flashbacks can occur even after use has ceased.

Inhalants. The chemicals in most inhalants are rapidly absorbed in the lungs and exert their central nervous system effects within seconds, producing an altered mental state for about five to fifteen minutes. Immediate effects of inhalants include nausea, sneezing, coughing, nose bleeds, fatigue, lack of coordination and loss of appetite. Solvents and aerosol sprays can decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrite can cause rapid pulse, headaches and involuntary passing of urine and feces. Inhalation of toluene as well as other hydrocarbons has been associated with
kidney and liver damage, peripheral nerve problems, convulsions, encephalopathy (organic brain damage) and other central nervous system disorders. Sudden death associated with both glue sniffing and especially the inhalation of aerosols containing halogenated hydrocarbons (Freon) has been reported and is thought to be secondary to cardiac arrhythmias (abnormal electrical conduction patterns in the heart).

Marijuana. The short term effects of marijuana include distortion of time perception, increased heart rate, dilation of blood vessels and loss of short-term memory. Also decreased are visual perception and psychomotor skills, which have adverse effects on driving ability. The effects of long-term use include loss of motivation, chronic bronchitis, decreased vital lung capacity and an increased risk of lung cancer. Tolerance and psychological dependence do develop with marijuana.

Designer Drugs. Designer drugs are synthetic chemical modifications of older drugs of abuse that are designed and manufactured in covert laboratories and sold at great profit for recreational use. These drugs can be several hundred to several thousand times stronger than the drugs they are designed to imitate. Designer drugs similar to opiates include fentanyl, demerol, and "china white." The narcotic analogs of designer drugs can cause symptoms such as those seen in Parkinson's disease - uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating and faintness. Psychological effects include anxiety, depression, and paranoia. Withdrawal problems include sweating, diarrhea, fever, insomnia, irritability, nausea and vomiting and muscle and joint pain.

University Penalties

Students.

Any student who is determined through the regular disciplinary procedures of the University, to have violated the policy on the use of illicit drugs will be suspended from the University for no more than two years and no less than the remainder of the current semester.

University sanctions imposed for alcohol possession or consumption include the following.

First offense - The student is placed on Conduct Probation for a period of six months and is required to attend an alcohol awareness class provided through the University's Counseling and Career Services office.

Second offense - The student is placed on Disciplinary Probation for a period of twelve months. This sanction may include the condition that continued participation in campus activities will be curtailed or restricted for that same period.

Third offense - The student is suspended from the University.
Employees.

Observance of the policy regarding alcoholic beverages and illegal drugs is a condition of employment for all University employees. An employee violating this policy shall be subject to employment discipline up to and including termination, or shall be required to undergo satisfactory participation in a drug abuse assistance or rehabilitation program.

Any employee directly engaged in the performance of work pursuant to the provision of a federal grant or contract who is convicted of violating a criminal drug statute shall notify his/her immediate supervisor of the conviction no later than five days after the conviction. The immediate supervisor shall promptly report the conviction to the appropriate vice president and the Director of Research Services. On behalf of the University, the Director of Research Services shall notify the federal agency grantor or contractor of the conviction within ten days of the University's receipt of notice from the employee or of receipt of other actual notice.

State and Federal Penalties

Federal Law

<table>
<thead>
<tr>
<th>Offense</th>
<th>Minimum Punishment</th>
<th>Maximum Punishment</th>
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<tbody>
<tr>
<td>Manufacture, distribution or dispensing drugs (includes marijuana)</td>
<td>A term of imprisonment not more than 20 years, and a minimum fine of $1,000,000</td>
<td>A term of life imprisonment without release (no eligibility for parole) and a fine not to exceed $4,000,000 (for an individual) or $20,000,000 (if other than an individual)</td>
</tr>
<tr>
<td>Possession of drugs (including marijuana)</td>
<td>Civil penalty in amount not to exceed $10,000</td>
<td></td>
</tr>
<tr>
<td>Operation of a common carrier under the influence of alcohol or drugs</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Texas Law

<table>
<thead>
<tr>
<th>Offense</th>
<th>Minimum Punishment</th>
<th>Maximum Punishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacture or delivery of controlled substances (drugs)</td>
<td>Confinement in the Texas Department of Criminal Justice State jail facility for a term of not more than 2 years or less 180 days, or confinement in a community correctional facility for not more than 1 year, and a fine not to exceed $10,000</td>
<td>Confinement in TDCJ for life or for a term of not more than 99 years or less than 15 years, and a fine not to exceed $250,000</td>
</tr>
<tr>
<td>Possession of controlled substances (drugs)</td>
<td>Confinement in jail for a term of not more than 180 days, and a fine not to exceed $2,000</td>
<td>Confinement in TDCJ for life or for a term of not more than 99 years or less than 15 years, and a fine not to exceed $250,000</td>
</tr>
<tr>
<td>Delivery of marijuana</td>
<td>Confinement in jail for a term of not more than 180 days, and a fine not to exceed $2,000</td>
<td>Confinement in TDCJ for life or for a term of not more than 99 years or less than 15 years, and a fine not to exceed $50,000</td>
</tr>
<tr>
<td>Possession of marijuana</td>
<td>Confinement in jail for a term of not more</td>
<td>Confinement in jail for a term of not more</td>
</tr>
<tr>
<td>Offense</td>
<td>Penalty</td>
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<td>------------------------------------------------------------------------</td>
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<tr>
<td>Driving while intoxicated (includes intoxication from alcohol, drugs, or both)</td>
<td>Confinement in jail for a term of not more than two years or less than 2 years, and a fine of not more than $2,000 or confinement in TDCJ for a term of not more than ten years or less than two years and a fine of not more than $10,000 or confinement in jail for not more than 180 days or both</td>
<td></td>
</tr>
<tr>
<td>Public intoxication</td>
<td>Fine of not more than $500</td>
<td></td>
</tr>
<tr>
<td>Purchase or consumption or possession of alcohol by a minor</td>
<td>Fine of not more than $500</td>
<td></td>
</tr>
<tr>
<td>Sale of alcohol to a minor</td>
<td>Fine of not more than $500</td>
<td></td>
</tr>
</tbody>
</table>

**Counseling, Treatment and Rehabilitation**

**Students.**

Stephen F. Austin State University, through the Counseling and Career Services office, provides an alcohol/drug abuse prevention program which is available to all students. Program components include assistance in abstaining from the use of chemical substances, early intervention when chemical abuse is detected, and referral to a campus support system and/or a community referral for inpatient/outpatient services not available on campus. Medical counseling and printed information on chemical dependency are available through University Health Services, the campus student health facility. Students may seek individual counseling or request printed information at either campus location.

**Prevention/Education.** The objectives of this element of the assistance program are to:

- Increase awareness of the students, faculty, and staff concerning the psychological and health risks associated with chemical use;
- Provide information to students regarding a variety of wellness issues which promote successful college adjustment; and,
- Orient students, faculty and staff to the services available through the assistance program.

Presentations are available to student groups on a variety of topics including alcohol and substance abuse, adult children of alcoholics, assertiveness skills, stress and time management, self-esteem and related issues. A group representative should contact the Counseling and Career Services office to schedule a presentation. The assistance program also offers an Alcohol Awareness Workshop. The four-hour workshop, divided into two sessions, provides basic information, tools for self-assessment, information on University and state regulations, and an orientation to the assistance program. Students may request to attend the workshop or be referred by the Associate Dean of Student Development.

**Referral/Assessment.** Any SFA student requiring information about, or assistance with, a chemical abuse problem may be referred to the assistance program. A student may initiate a self-referral by contacting the Counseling and Career Services office; University faculty and staff may initiate a student referral. Participation by a student is voluntary, except when mandated by the Associate Dean of Student Development. A staff counselor conducts an assessment interview on the student's initial visit to Counseling and Career Services and provides the student with details regarding confidentiality and record keeping.
keeping requirements. The counselor informs the student of alternatives and makes recommendations based on the student's needs.

Campus Support System. The assistance program serves as a link between the individual student and support groups which are available for chemical dependency, adult children of alcoholics and victims of sexual abuse. Support groups function under guidelines established by Counseling and Career Services.

Community Referral. Services for chemical dependency are available in the Nacogdoches community and include: private practitioners offering individual counseling or intellectual/psychological assessment; self-help groups such as Alcoholics Anonymous and Narcotics Anonymous; and, inpatient/outpatient treatment.

Employees.

University employees with supervisory responsibilities should be cognizant of employee behavior related to unacceptable job performance which may result from drug or alcohol abuse. Any decision to initiate employee counseling or a referral to Personnel Services should be based on the employee's unacceptable job performance. Employee counseling, referral and related record keeping should be conducted with the degree of care and confidentiality appropriate to such personnel matters. Alcohol and drug abuse seminars are among the services provided cost-free to University employees. Other services for employees with a chemical dependency are available in the community, including private practitioners offering individual counseling, self-help groups such as Alcoholics Anonymous and Narcotics Anonymous, and inpatient/outpatient treatment at various health care facilities.

It is the intent of Stephen F. Austin State University to continue to strive for a drug-free campus and to comply with state and federal regulations regarding prevention programs established to eliminate the illegal use of drugs and alcohol abuse. To this end, Stephen F. Austin State University will provide annually to each student and employee a copy of this drug and alcohol abuse prevention program. In addition, the University will conduct a biennial review of this program implemented to provide a learning and working environment free of drug and alcohol use. The purposes of the biennial review will be to: 1) determine the effectiveness of the program and implement needed changes; and 2) ensure that the sanctions included in the program are consistently enforced. The University's General Counsel will be responsible for initiating the biennial review.


Cross Reference: None

Contact for Revision: General Counsel

Forms: None
Items Requiring Board of Regents Approval

Original Implementation: July 5, 1988
Last Revision: January 15, 2002

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. Authority to submit the proposal to the Coordinating Board if the estimated project cost (includes all cost) is at least $1,000,000 for new construction, $2,000,000 for renovation, or as otherwise required under law.
   c. Construction contract awards
   d. Change orders that would increase the cost of the project beyond the amount of the approved budget

2. Actions relating to University employees, including
   a. Appointment of full-time faculty
   b. Faculty promotions
   c. Awarding of faculty tenure
   d. Appointment of full-time administrative/professional staff (non-classified) excluding those requiring student status and those paid with grant funding
   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 (*Executive session only, does not require Board action for approval*)

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
Employee Conduct

Original Implementation: September 1, 1987
Last Revision: April 18, 2000; January 28, 2003

Various standards of conduct have been established by the legislature that apply to employees of Stephen F. Austin State University. These include:

1. No state officer or state employee should accept or solicit any gift, favor, or service that might reasonably tend to influence in the discharge of official duties or when it is known or should be known the offering is made with the intent to influence official conduct.

2. No state officer or state employee should accept employment or engage in any business or professional activity which might reasonably be expected to require or induce a disclosure of confidential information acquired by reason of the official position.

3. No state officer or state employee should accept other employment or compensation that could reasonably be expected to impair independent judgment in the performance of official duties.

4. No state officer or state employee should make personal investments that could reasonably be expected to create a substantial conflict between the officer's or employee's private interest and the public interest.

5. No state officer or state employee should intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised official powers or performed official duties in favor of another.

Additionally, the University, its officers and employees must comply with the following restrictions regarding political activities:

a. A state agency may not use any money under its control, including appropriated money, to finance or otherwise support the candidacy of a person for an office in the legislative, executive, or judicial branch of state government or of the government of the United States. This prohibition extends to the direct or indirect employment of a person to perform an action described by this subsection.

b) A state officer or employee may not use a state-owned or state-leased motor vehicle for a purpose described by Subsection (a).

c) A state officer or employee may not use official authority or influence or permit the use of a program administered by the state agency of which the person is an officer or employee to interfere with or affect the result of an election or nomination of a candidate or to achieve any other political purpose.

d) A state employee may not coerce, command, restrict, attempt to restrict, or prevent the payment, loan, or contribution of any thing of value to a person or political organization for a political purpose.
e) For purposes of subsection (e), a state officer or employee does not interfere with or affect the results of an election or nomination if the individual's conduct is permitted by a law relating to the individual's office or employment and is not otherwise unlawful.

Source of Authority: Section 572.051, Texas Government Code; Section 556.004, Texas Government Code; President; Vice President for Business Affairs

Cross Reference: None

Contact for Revision: General Counsel

Forms: None
Stephen F. Austin State University seeks to maintain the strongest library faculty possible. The University thus provides for advancement based upon the librarian's academic credentials and experience, professional performance, contributions to the University community and the profession of librarianship, and service to the general community through his/her professional expertise. In order to assure that recommendations and administrative decisions relative to the promotion of librarians are equitable, the following principles and procedures are observed.

1. **Rank**

While the contributions of the University librarians are both scholarly and an important extension of the teaching function of the University, the usual titles denoting ranks of the teaching faculty do not best describe the responsibilities of librarians. Instead, each librarian has both a position title and a title of rank. The titles of rank and consist of Librarian I, II, III, IV, with Librarian IV being the highest rank. These ranks do not apply to the three library administrative positions—Library Director, Associate Director of Information Services, and Associate Director of Technical Services.

2. **Criteria for Appointment and Promotion:**

   a. The minimum criterion for appointment to any rank as Librarian at the University is a master's degree in library science from a school accredited by the American Library Association. (The M.L.S. or M.L.I.S. is generally considered to be the terminal degree for practicing librarians.)

   b. Beyond adequate credentials, the following levels of performance should be present for promotion:

      1. An individual promoted to the rank of Librarian II should have the demonstrated capabilities to be an effective and productive librarian and a contributing member of the academic and general communities as evidenced by substantial job accomplishments and participation in professional library organizations or professional service to the university or the community.

      2. An individual promoted to the rank of Librarian III should have a proven record of effective and productive librarianship and have made numerous professional contributions to the academic and general communities through presentations at professional meetings, professional publications, or service to library organizations.
(3) An individual promoted to the rank of Librarian IV should be a librarian whose contributions to the profession of librarianship are substantial and are recognized beyond the confines of the local campus to be of high quality. The applicant’s professional contributions to the academic and general communities should be significant as evidenced by exceptional records of accomplishment in the lower ranks.

c. In order to hold either of the upper two library ranks, an individual is expected to have some previous professional experience and to have held a lower rank. Ordinarily, to be promoted to the rank of Librarian III, an individual should have held the rank of Librarian II for at least five years. To be promoted to the rank of Librarian IV, an individual should have held the rank of Librarian III for no fewer than three years.

d. A record of truly exceptional performance in some areas of the basic responsibilities to librarianship, performance, and service may mitigate against slight contributions in other areas in consideration for promotion, within the performance guidelines established for each rank. The evidence to support promotion based upon exceptional considerations must be unequivocal.

3. Promotion Procedures:

a. A librarian may be nominated or apply for promotion. A nomination may be initiated by an individual librarian or the appropriate Associate Director. The applicant/nominee is responsible for developing and submitting to the Associate Director a packet of supporting materials a current vita, and a completed Promotion/Tenure Application form. The packet of supporting materials should contain information sufficient to judge the merits of the promotion application.

b. Applications/nominations are placed in a special file in the office of the Library Director and are accessible for evaluation and recommendation by any professional librarian. Formal comment by librarians concerning the applications/nominations must be submitted on the Recommendations on Promotion/Tenure form.

c. Review Panel:

(1) Each application/nomination for promotion, including all supporting materials and written signed comments from the professional librarians with regard to the applicant/nominee’s credentials and performance as a librarian will be reviewed by a panel of not less than five librarians.

(2) The panel will consist of the non-competitive members of the Library Academic Advisory Council, excluding ex officio members, who hold the applicant/nominee’s present rank and above.
(3) In the event that the panel thus constituted is fewer than five members, the panel will select the remaining members from among the other non-competitive librarians holding the applicant/nominee’s rank or above.

(4) Applicants for the rank of Librarian IV will be reviewed by the members of the Library Academic Advisory Council which shall constitute the review panel.

(5) Each member of the review panel will complete the Recommendations on Promotion/Tenure form.

d. The Associate Director of the applicant/nominee’s division will evaluate the packet of materials submitted by the candidate, librarians’ comments and the recommendations of the review panel and will forward these materials along with his/her recommendation to the Library Director. The Recommendations on Promotion form will be used to transmit the Associate Director’s recommendation.

e. The Library Director will review the supporting materials prepared by each applicant, the librarians’ comments, the review panel recommendations, and the recommendation submitted by the Associate Director and will recommend to the Vice President for Academic Affairs that the applicant be promoted/not promoted, with comments concerning the judged strength of the application. The Library Director will submit to the Vice President for Academic Affairs a summary of the recommendations of all participants in the review process and the packet of materials prepared by each applicant.

f. The Vice President for Academic Affairs will review these materials as a basis for making recommendations to the President of the University. The Vice President for Academic Affairs will submit to the President a recommendation to promote/not promote for each candidate for promotion, along with the packet of materials prepared by each candidate and the recommendations made at each step of the review process.

g. 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 promoted. After the decision of the Board of Regents, the packet of supporting materials prepared by the candidate will be returned to the applicant.

h. Promotion in rank is by action of the Board of Regents of Stephen F. Austin State University.

Periodic Evaluation

Each librarian cites periodically his/her accomplishments in areas such as library service, scholarship, publication, teaching, research, individual achievements, and other public or university service. His/her accomplishments are discussed personally with him/her by the library administration and are preserved in writing for future reference. The librarian, in turn may discuss each librarian’s progress with the Vice President for Academic Affairs.
Compensation

Adequate and equitable career salaries, properly graduated through the academic ranks, are established and maintained to provide incentive for professional growth, to support morale, and to recruit highly qualified personnel. The department heads are compensated for their added responsibilities. Librarians accrue vacation and compensatory time the same as other state employees and are free to take their vacation at any time during the periods they are under contract subject to supervisor approval. Vacation time may be accumulated according to the limits established for state employees. Librarians receive the same holidays as other state employees.

Work Load

Professional librarians are appointed for twelve-month terms and receive staff vacation time and state holidays. Tenured librarians employed as of April 21, 1998, will not be required to work twelve-month contracts.

Appeal

Should a librarian feel that the above policies and standards have not been followed in his/her case, he/she has the right to appeal his/her case on the same basis as that established for other members of the faculty.

Library Academic Advisory Council

A Library Academic Advisory Council functions as a committee to advise the University Librarian on policy matters and to consider any matter it deems appropriate.

Five members, all professional librarians, with at least two years of service at Stephen F. Austin State University, elected in September by the professional staff, comprise the Council. Council members serve for two year staggered terms. If not elected to this Council, the librarian who is the Faculty Senate representative is an ex officio member of the Council. The Council elects its own chairman. Note: The change from three to two years is recommended because prospective staff changes in the next several years may significantly limit the number of librarians who can serve.

The Council meets at the call of the chairman and shall meet at least once in the fall and once in the spring semesters.

University Governance

Librarians have all the voting rights granted other members of the faculty. They are eligible for membership on the Faculty Senate and on faculty committees. These include, but are not limited to, the Curriculum Committee, the Graduate Council, and those
committees having implications for library collections and services as well as for curriculum development.

Leaves

Librarians are eligible for faculty development leaves on the same basis of eligibility granted other members of the faculty.

Research and Grants

Librarians are eligible for grants, fellowships, and research funds on the same basis as other members of the faculty.

Tenure

Librarians are eligible for tenure in accordance with tenure regulations set by the University for members of the faculty Tenure Policy E-50A. An additional criterion for awarding librarians tenure is satisfactory job performance. In considering job performance, the library director may choose to review the librarian's annual evaluation forms. The librarian may also include documentation of job performance in the tenure packet, such as part of the annual evaluations or other documentation.

Academic Freedom and Responsibility

Librarians have the protection of academic freedom and are to exercise professional responsibility and judgment. There shall be no censorship of library resources.

Source of Authority: President

Cross Reference: Faculty Handbook

Contact for Revision: President

Forms: None
Nepotism

Original Implementation: Unpublished
Last Revision: January 25, 2000, January 28, 2003

Relatives of a person within the second degree of affinity include the spouse of the person and the parents, children, brothers, sisters, grandchildren, nephews, nieces, uncles, aunts, and first cousins of the employee's spouse.

The relatives of a person within the third degree of consanguinity include the parents, children, brothers and sisters, grandparents, uncles and aunts, first cousins, nephews and nieces, grandchildren, great-grandchildren, great-grandfathers, great-uncles, great uncles' children, second cousins, first cousins' children, and grand nephews and nieces of the person.

A University officer or employee may not hire, appoint, or confirm the appointment of a candidate for a University position of employment, if the candidate is related to the University officer or employee within the second degree of affinity or within the third degree of consanguinity. However, an exception to this rule will be made in cases where the candidate for the position has been continuously employed in the position for a period of one year prior to the hiring or appointment of the related University officer or employee who has the power to hire, appoint or confirm the appointment of a candidate for the position of employment.

No person related to a member of the Board of Regents of the University within the second degree of affinity or the third degree of consanguinity may be employed for any position with the University. However, an exception to this rule will be made in cases where the candidate for the position has been continuously employed in the position for a period of one year prior to the appointment of the related Regent. When a person is allowed to continue in an office, position, clerkship, employment, or duty because of the operation of the exceptions contained in the two foregoing provisions, then the judge, legislator, officer, or member of the governing body who is related to such person in the prohibited degree shall not participate in the deliberation or voting upon the appointment, reappointment, employment, confirmation, reemployment, change in status, compensation, or dismissal of such person, if such action applies only to such person and is not taken with respect to a bona fide class or category of employees.

These rules concerning nepotism apply to officers, administrators, faculty and non-faculty employees, and students of the University, whether employed full or part-time.

Source of Authority: V.T.C.S., Arts. 5996 to 5996g; Government Code, Chapter 573; President; Vice President For Business Affairs

Cross Reference: Non-Academic Employee Handbook

Contact for Revision: General Counsel

Forms: None
The Personnel Action Request ("PAR") form is used to obtain administrative approval and to notify Payroll/Human Resources (HR) of changes in employment status for all employees, including graduate students, but not undergraduate students. Detailed instructions for the completion of the PAR is-are available from HR. The PAR is a six-part carbonless form and all items on the form are to be completed as explained below. Most of the required information is easily accessible.

SECTION I. COMPLETE FOR ALL PERSONNEL ACTIONS

Information in this section must always be completed.

SECTION II. COMPLETE FOR NEW APPOINTMENTS ONLY

1. Determine whether the position is exempt or non-exempt, according to the Fair Labor Standards overtime provisions, by reviewing the Position Classifications Code List. An asterisk notes all Non-Classified positions. All classified positions are non-exempt. If there is a question regarding exemption status, contact HR.

2. Answer whether the position is a new position or a replacement. If it is a replacement, state for whom. In addition, the new employee could also be a rehire and/or a transfer from another Texas State Agency. Identify any that apply and provide the requested information.

3. TRS/State Service — If the employee has any "Yes" responses in this section, please identify the appropriate agency or institution.

4. Complete employee basic background information: Ethnic Origin, Gender, Marital Status, Veteran Status, and for Faculty Positions, Tenure Status.

5. Account/Position Information — The department initiating the PAR must complete the Full-Time Equivalency Percentage ("% FTE"), Amount of Pay, Starting and Ending Dates, and the Position number. This information may be obtained from your departmental copy of SFA's Annual Budget. Enter annual salaries for Non-Classified positions, and either monthly or hourly salaries for Classified positions. Refer to the Position Classification Code List and the Salary Grade Table to determine the Salary Schedule Code for Classified positions.

The Official University Title and all necessary codes, except for the Object code, needed for completion of this section may be obtained from the Human Resources Training Code Sheets located in the PAR Manual. The Financial Services Office will complete the Object code.

Normally all classified positions—salaries are started at the minimum of the assigned grade unless in accordance with applicable sections of the Classified Pay Plan, a higher
salary level in the assigned grade is justified. If the employee is to be started at a higher level than the minimum of the assigned grade, the Director of HR must first approve the higher salary level and the department must make appropriate justifications in the "REMARKS" section of the PAR.

65. Hazardous Duty — Identify if this position is classified as Hazardous Duty.

SECTION III. COMPLETE FOR ALL INTERNAL CHANGES / TRANSFERS / REAPPOINTMENTS/RETURN FROM LEAVE

Check all reasons that apply: internal change/transfer/reappointment/return from leave/source of funds / basis of appointment / rate of pay / title / merit increase / reclassification / reappointment. Do not complete Section II.

1. Reflects all the data relevant to the employee's current department and status. (Use the information and dates from SFA's Annual Budget.) Specify the type of leave in Section IIIA (i.e. FMLA, LWOP, LWP, etc.)

2. Reflects all the data relevant to the employee's new department or proposed status. (Start date will be employee's first date in new position. End date should show 8/31 of fiscal year if a 12-month appointment or the end date for which the position is budgeted.) If returning to work, specify in Section IIIB.

SECTION IV. COMPLETE FOR ALL LEAVES / SEPARATIONS

Do not complete Sections II and III.

Separations:

1. Identify type of separation and enter code. (Separation codes are found in the Human Resource Training Code Sheets in the PAR Manual.)

2. Complete date and time to remove from payroll. List the last day actually worked (last physical date on campus).

3. If the employee has vacation or banked compensatory time, enter the number of hours in appropriate section. NOTE: Exempt employees are not eligible to be paid for compensatory time.

4. Identify if the employee will be transferring directly to another Texas State Agency or Higher Education Institution. If so, identify the agency or institution. (Transfers should have no break in service. They must leave SFA one workday and begin work at the new institution the next workday.)

For information and codes needed to complete Section IV, refer to Section II.

Leaves:

Identify the date the employee is going on leave and the estimated date of return if known. NOTE: The day before the employee will return to work is the last day of leave. Please mark-simplify the type of leave. If "Other", please mark the appropriate space and
state the type of leave in the remarks section. If an employee is out for more than three (3) working days due to personal illness or the illness of a family member, Human Resources should be contacted immediately to determine whether the employee qualifies for Family Medical Leave. If the employee is qualified, a PAR will need to be prepared immediately for routing. (See Family Medical Leave Policy E-58).

For information and codes needed to complete Section IV, refer to Section II.

ROUTING OF PAR

The Department Chair or Director should initiate and sign the PAR. If the PAR is for an employee in an Academic Department, it must then be routed to the Dean. The PAR should then be routed to the Financial Services Office, appropriate Vice President and when required, it will be forwarded to the President's Office for signature. When all signatures are obtained, the PAR will be routed to HR.

No Personnel Action is considered final and approved until all necessary signatures are obtained.

Academic Employees, including GA's are not considered to have a break in service when they do not work during Summer Sessions. It is not necessary to complete a Termination PAR unless the employee will not be returning in the fall. It is necessary to complete a re-appointment PAR for these employees.

Interdepartmental Transfers — When an employee changes departments, the supervisor of the new department should prepare, sign and route the PAR.

An Internal Change PAR must be initiated when an employee returns from leave. Section I and Section III should be completed. Section III (A) should show "Leave With/Without Pay". Section II (B) should show "Return to Work" information.

Source of Authority: Vice President for Business Affairs

Cross Reference: None

Contact for Revision: Director of Human Resources

Forms: Personnel Action Request (Available in University Printing Services)
Probationary Period of Employment

The first 180 calendar days of employment are a probationary period for all non-academic employees.

Human Resources will mail a New Employee 180-Day Evaluation form to supervisors prior to the completion of the 180-day period. Supervisors will use the form to objectively indicate if employment should be continued or terminated before the 180-day period has expired. The employee should be notified immediately of the supervisor's decision.

The evaluation form is returned to Human Resources and a copy retained in the department file. Before termination can be determined, the Director of Human Resources must review the information and approve the termination. (See Discipline and Discharge Policy E-11). If employment is to be terminated, the evaluation form should be returned to Human Resources accompanied by a "Personnel Action Request" form. (See Personnel Action Request procedure.)

During the probationary period the University is free to terminate an employee at any time.

SOURCE OF AUTHORITY: Vice President for Business Affairs

CROSS REFERENCE: Non-Academic Employee Handbook

CONTACT FOR REVISION: Director of Human Resources

FORMS: Personnel Action Request, see Index E-39 (available in University Printing Services)
Risk Management

POLICY STATEMENT

The administration of Stephen F. Austin State University recognizes the significance of providing a safe working and teaching environment for both employees and students. Fulfilling educational philosophies and protecting facility assets are important priorities.

Institutional planning, with an emphasis placed on practical approaches to problem solving and risk control, are standards commonly adhered to in a University environment. Policies and procedures address controlling the total cost of risk while meeting the goals of conserving the physical and financial resources of the institution. The ultimate benefit is a reduction in the total cost of risk. Additionally, the University is a safer place for employees, students and the public to work, study and congregate.

It is the responsibility of the University administration to communicate the Risk Management Policy to University personnel. In so doing University personnel are educated on the concepts of safety and risk management. By demonstrating the ability to analyze exposure to loss and by implementing measures to control these losses the image of the University is improved in the market place and in the community.

The function of risk management is to minimize the adverse effects of events, be they physical or financial, through the implementation of three basic tools:

**Avoidance**    Risk is avoided by refusing to assume it. This is not always wise or possible as it may mean an end to an operation in a specific area.

**Loss Prevention and Reduction**    When a risk cannot be avoided, it can often be reduced and the severity of losses lessened through the proper training of staff, maintenance of equipment, updating of policies and procedures, and the proper implementation of adequate emergency procedures.

**Transfer**    If a risk cannot be avoided, it can be transferred to others. In negotiating contracts, the risk manager may recommend an insurance clause be included requiring evidence of the other party's insurance coverage. This type of document is a "certificate of insurance" and where appropriate, the institution may need to be named as an additional insured under the contractor's policy.
RISK MANAGEMENT PLAN

Loss or Claim Reporting Procedures

I. Personnel

Faculty, staff, or student assistant injuries that occur during the scope of employment may be covered by Workers’ Compensation. The employee must inform his/her supervisor and contact the University Claims Coordinator. Refer to University Policy and Procedure Manual, Workers Compensation Coverage, Index E-55.

The University does not maintain liability insurance for student or visitor injuries.

II. Property

Whenever a property loss occurs from fire, theft, explosion, flood, earthquake, vandalism, or any other such cause, a loss report is submitted to the University Police Department, (UPD).

III. Students and Visitors

A. Occurrence: Whenever there is an accident or injury on University premises, a loss or injury to a student, visitor or company, or any other unplanned event, the UPD is notified. UPD will coordinate accident or injury reports with the Safety Office.

B. Procedure: The appropriate vice president is notified of all incidents that involve a student, visitor, or company.

1. Once all of the facts have been documented, General Counsel is notified.

2. Employees are advised to discuss the case with no one until consulting with General Counsel.

3. No statements are made admitting liability or authorizing medical treatment unless cleared through General Counsel.

4. If any machine, product, or object is involved in the accident, it is preserved, as is, in a safe place until it can be examined.

SAFETY AND LOSS PREVENTION

1. Safety Network
A. The University Safety Committee Environmental Safety and Health Radiation Committee is charged with the general oversight of the University Safety program. Communication channels that connect each operating unit of the University with the Safety Committee Environmental Safety and Health Radiation Committee are necessary for an effective safety program. Each unit of the university system, (Item I-F), shall designate a Safety Representative who will act as the intermediary between the unit and a designated member of the Safety Committee Environmental Safety and Health Radiation Committee. The University Safety Officer-Hazardous Materials Officer is the Chair of the Safety Committee Environmental Safety and Health Radiation Committee.

(NOTE: The purpose of this network is not to relieve the unit members of the general responsibility to recognize hazards in their areas of activity and take positive action to reduce or eliminate those hazards, nor is it to relieve the faculty and staff members of their responsibility to educate their students and employees about proper job procedures and recognized hazards before making task assignments.)

B. Communication Pathway: The procedure for channeling safety information to the Safety Committee Environmental Safety and Health Radiation Committee is as follows:

1. Any individual who discovers a safety problem shall notify the Safety Representative and/or the Supervisor.

2. The Safety Representative shall advise the appropriate supervisor, and the safety problem will be resolved at that level if possible.

3. If further action is necessary or if help is needed to clarify the problem and recommend a solution, the Safety Representative will refer the problem to the Safety Committee Environmental Safety and Health Radiation Committee member assigned to that unit. The Safety Committee Environmental Safety and Health Radiation Committee member will advise the Safety Committee Environmental Safety and Health Radiation Committee of the problem.

4. The Safety Committee Environmental Safety and Health Radiation Committee Chair will take the issue under consideration.

5. Before action by the Safety Committee Environmental Safety and Health Radiation Committee, the Department Chair and the Dean of the School or the Administrator of the unit shall be consulted, and every effort will be made to resolve the problem without committee action.
6. Should the scope of the problem be such that it is one of university-wide concern, or that resolution of the problem cannot be achieved at the department or unit level, the Safety Committee Environmental Safety and Health Radiation Committee will consider the problem and recommend a course of action to the President of the University.

C. Alternate Communication Pathway: The plan as outlined does not preclude a person from contacting the University Safety Officer, Safety Committee Environmental Safety and Health Radiation Committee Members, and/or the Safety Committee Environmental Safety and Health Radiation Committee Chair directly; however, it will be policy to refer the problem to the department or unit Safety Representative for resolution at that level if possible.

D. Other functions of the Network:

1. The network will serve as a means of communicating safety matters and concerns from the Safety Committee Environmental Safety and Health Radiation Committee to the unit Safety Representative and thence to the faculty, supervisors, and employees.

2. A list of all Safety Committee Environmental Safety and Health Radiation Committee members and their assigned areas of network responsibility will be provided to all unit and department Safety Representatives. A unit or department that operates in an environment that presents high risk shall establish a safety committee chaired by the Safety Representative, and the unit administrator (or a designated representative) shall be an ex officio member. Each unit shall review its working conditions and the hazards associated with them to determine the need for a unit safety committee.

3. In order to maintain continuity of the Safety Communications Network, the term of the Safety Representative will be indeterminate, but subject to review. Each department or unit administrator shall send the name of the safety representative and names of the unit or departmental Safety Committee Environmental Safety and Health Radiation Committee members, if appropriate, to the chair of the Safety Committee Environmental Safety and Health Radiation Committee by September 15 each year.

4. Each unit or department shall set aside at least four square feet of bulletin board space to be designated "SAFETY NOTICES," and it shall be maintained exclusively for safety information. The bulletin

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board will be the responsibility of the Safety Representative. A description of the SAFETY COMMUNICATION NETWORK, the Safety Representative’s name, office number, and phone number shall be posted on the bulletin board.

E. Safety Suggestion Program

The Safety Communication Network will serve as the pathway for the Safety Suggestion Program to allow employees to voice their safety concerns and have a direct input into the safety program. Safety suggestions are to be directed to the Chair of the Safety Committee Environmental Safety and Health Radiation Committee. Suggestions may be anonymous; however, satisfactory resolution of the safety problem may depend upon discussions with the person.

F. Unit Designations

For purposes of the Safety Communications Network, each academic department and the Library is considered to be a unit. The offices of the academic deans are a part of a department designated by the dean. Other unit designations are Austin Building, to include all persons who work therein; Computer Center; University Center; Health Clinic; Purchasing, to include Central Stores and the Warehouse; Physical Plant Administration and Shops; Motor Pool; Buildings and Grounds; Housing; University Police Department; Printing Services.

II. Safety Management

There are varying risks associated with activities and occupations at a University. The Safety Department serves the University community by identifying the areas of greatest risk and by making recommendations regarding elimination, substitution or reduction of those risks. Recommendations are based on the numerous regulations, codes, and standards that have been developed to assure public health and safety. Employees are encouraged to play an active role in the University safety program by identifying and reporting hazardous conditions. Refer to the University Safety Manual and the Fire and Safety Manual for Residence Halls and Apartments.

II. Instructional Program

Structured safety training such as defensive driving, special equipment instruction, and information concerning the Hazardous Communication Act will be offered to employees as deemed appropriate.

V. Monitoring
The Safety Committee will meet quarterly to update or modify this document as needed. This committee The Environmental Safety and Health/Radiation Committee will be charged with the responsibility of reviewing problem areas such as recurring injuries, accidents, or safety violations.

V. Travel and Vehicle Use Policy

Refer to the University Vehicle (Rental) Policy, Index B-30.

VI. Insurance

The purchase and renewal of insurance are the responsibility of the Vice President for Business Affairs. Insurance coverage is limited to what is allowed by state law.

VII. Employee Indemnification

Employees are indemnified within the course and scope of employment to the extent provided by state law. Refer to Chapter 104, Civil Practice and Remedies, Vernon's Texas Codes Annotated.

Source of Authority: Vice President for Business Affairs

Cross Reference: Workers Compensation Coverage Policy, Index E-55; University Vehicle (Rental) Policy, Index B-30

Contact for Revision: University Safety Officer

Forms: None
Sick Leave

Original Implementation: Unpublished
Last Revision: August 1, 2000/January 28, 2003

Employees of the University, whose positions do not require as a condition of employment that they be enrolled and regularly attending classes, shall, without deduction in salary, be entitled to sick leave subject to the following conditions.

Sick leave entitlement shall be earned, beginning on the first day of employment, at the rate of eight (8) hours for each month or fraction of a month of employment, and shall accumulate with the unused amount of such leave carried forward each month. *An employee who is on leave the first day of the month may not use the sick leave that the employee accrues for that month until after a return to duty. Such leave accrual shall terminate on the last day of duty. An employee's accrued sick leave balance will be transferred when an employee moves from employment in one state agency to another, provided the employment is uninterrupted.* Part-time employees, working at least 20 hours per week, accrue sick leave proportionately to their FTE.

Sick leave with pay may be taken when sickness, injury, or pregnancy and confinement prevent the employee's performance of duty or when a member of the employee’s immediate family is actually ill. For purposes relating to regular sick leave, immediate family is defined as those individuals related by kinship, adoption or marriage who are living in the same household or if not in the same household are totally dependent upon the employee for personal care or services on a continuing basis. An employee who must be absent from duty because of illness shall notify their supervisor or cause the supervisor to be notified of that fact at the earliest practical time.

To be eligible for accumulated sick leave with pay during a continuous period of more than three (3) working days, an employee absent due to illness shall send to the administrative department head a doctor's certificate showing the cause or nature of the illness, or some other written statement of the facts concerning the illness which is acceptable to such administrative head. If an illness results in the absence of three (3) working days or less, the administrative head has the discretion to require documentation of the illness.

1. Upon returning to duty after sick leave, an employee shall immediately complete a "Request for Vacation, Compensatory Time, Sick Leave Taken" form.

2. Funds appropriated for salaries and wages may be paid for all of the employee’s accumulated vacation leave and for one-half of his/her accumulated sick leave, or for 336 hours of sick leave (whichever is less), to the estate of an employee when said employee dies while employed by the University. The employee must have had continuous employment with the university for at least 6 months at the time of death. The payment shall be calculated at the rate of compensation being paid the employee at the time of death.
3. Participation by any employee in an organized work stoppage has been declared to be against the public policy of the State of Texas (Art. 5154C, Vernon Civil Statutes). In any case when there is substantial evidence to indicate that an organized work stoppage exists in any division or department of the University, an employee reporting ill shall send to the administrative head of his/her department or division a doctor’s certificate showing the cause or nature of the illness to be entitled to sick leave.

4. Extension of Sick Leave: Pursuant to the Texas Government Code section 661.202 (i) and (j), an extension of sick leave may be granted through the University policies of Sick Leave Pool, Family Medical Leave, or Leave of Absence. (See Extension of Sick Leave Pool, Family Medical Leave, and Leave of Absence Policies.)

5. An employee may use up to eight (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.

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

Cross Reference: Non-Academic Employee Handbook

Contact for Revision: Director of Human Resources

Forms: Request for Vacation, Compensatory Time, Sick Leave Taken (available in University Printing Services)
Official time records are to be maintained for all student, hourly, and classified semi-monthly and monthly employees. The work week begins on Saturday and ends on Friday.

Student-Semi-monthly Employees

Student-Semi-monthly employees include hourly employees and student employees (work-study and student assistants) and all Student employees are limited to 20 hours per week.

Prior to the end beginning of each pay period, Payroll Services will send the department head a computer generated time reports printout for recording student-time. Students must complete sections 1 through 13, excluding sections 10 and 11, of the "Semi-Monthly Time Record" and sign the time record. The hours are to be indicated on a daily basis and must indicate what type of time has been earned/taken. Students and Casual Employees will only have hours worked. The department head must review and sign the time record. It must be returned to Payroll Services by the deadline indicated.

If the student is funded from a student assistant budget, the time record must be attached to the departmental copy of the computer printed time sheet and maintained in the departmental office. The original of the computer time sheet is to be delivered to Payroll Services in the Controller’s Office of the Austin Building.

If the student is a work-study employee, the original time record must be attached to the original of the computer printed time sheet and delivered to Payroll Services. A copy of the time record must be attached to the departmental copy of the computer printed time sheet and maintained in the departmental office.

Benefits-Eligible Employees will have time earned in regular hours worked, compensatory time earned, and/or overtime earned. Time taken is vacation leave, sick leave, holiday leave and/or compensatory time taken. The employee or department secretary must sign the time report. The department head or his assigned designee must review and sign the time report. The time report must be returned to Payroll Services in the Controller’s Office in the Austin Building by the deadline indicated. A copy must be maintained in the departmental office in accordance with the retention schedule.

Hourly Employees

Hourly classified employees should complete the entire "Semi-Monthly Time Record" as per the instructions provided below. The time record must be signed by the employee and reviewed and signed by the department head. Payroll Services will send a computer
printed time sheet semi-monthly on which time must be reported. It must be returned to Payroll Services by the deadline indicated.

The original computer printed time sheet is to be returned to Payroll Services. The original time record must be attached to the departmental copy of the computer printed time sheet and retained in the department.

Monthly Employees

Salaried classified employees must maintain daily a "Monthly Time Record" as per the instructions provided below. The time record must be maintained in the departmental office and must be current and available for review upon request from Payroll Services, the departmental supervisor, and state or internal auditors.

Time Sheet Instructions

Items which must be completed on the semi-monthly or monthly time record follow:

1. Beginning and ending date of the time period. Monthly pay periods begin with the first day of the month and end with the last day of the month. Semi-monthly pay periods begin with (a) the first day of the month and end with the fifteenth day of the month; and (b) the sixteenth day of the month and end with the last day of the month.

Items 2/9 are self explanatory

10. Item No. 10 of current time record should be the same as Item No. 15 of immediate past time record or 0 for a new employee.

11a. Item 11a of current time record should be the same as item 16a of immediate past time record or 0 for a new employee.

11b. Item 11b of current time record should be the same as item 16b of immediate past time record or 0 for a new employee.

12. Record of daily time. Begin on the day the time record starts. (If the first falls on Wednesday, leave Monday & Tuesday of the first week blank.) Time other than actually worked hours should be shown as follows:

SL — Sick Leave
VL — Vacation Leave
HL — Holiday Leave
EL — Emergency Leave
CT — Compensatory Time
JD — Jury Duty
Example: An employee worked 4 hours and took 4 hours vacation, time should be shown 4/4VL.

b. Total hours for each week

c. Total actual worked hours over 40 for each week. Add Item 10 to first week's total. Example: 12b = 44 (all 44 were worked); 4 should appear in Item 12c.

d. Total non-worked hours over 40 for each week including paid leave time. Add Item 10 to first week total. Example: 12b = 48; Monday was a holiday, but employee worked 40 hours - 8 hours should appear in d.

14. Summary

a. Paid time

(1) Paid straight time, excluding overtime and other leave, is the hours an employee actually worked that is not overtime (OT) and the employee received pay.

(2) Emergency leave (EL), approved on a personnel action request form.

(3) Time served on jury duty approved on a personnel action request form.

(4) Paid holiday time

(5) Totals a(1) through a(4)

b. Overtime

Overtime hours are all hours worked over 40 hours in seven consecutive days the work week. Overtime can be paid or "banked" for compensatory time at the rate of 1.5 times each hour of overtime worked. "Banked" overtime hours can be accumulated and used during the twelve month period following the end of the work week in which overtime occurred. The balance may not exceed 240 hours. In the case an employee terminates or exceeds his/her limit, compensation is to be paid at the employee's regular rate.

c. Vacation (VL) taken.

d. Sick leave (SL) taken

e. CT taken - compensatory time taken.

f. "Equivalent" time is straight time accumulated from non-worked hours over 40. Equivalent" compensatory time has to be taken within twelve months from the end of
the work week in which it occurred. A worked holiday, sick leave, or vacation leave are examples of equivalent time.

15. If last week of a month is less than a normal week, show total of partial week. This is to be carried forward to next time record (Item #10).

16. a. Total should be carried forward to next time record (Item #11a).

b. Total should be carried forward to next time record (Item #11b).

Source of Authority: Vice President for Business Affairs

Cross Reference: None

Contact for Revision: Controller

Forms: Semi-Monthly Time Record, Monthly Time Record (both available in University Printing Services)
On October 26, 2001, President Bush signed into law the USA Patriot Act, otherwise known as Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT). This Act makes it unlawful for certain individuals to work with specific biological agents, toxins and delivery systems.

SFASU has a small number of faculty, staff and graduate assistant positions that are affected by compliance with this Act. For those hired prior to the Act, affected by this compliance, the Hazardous Materials Officer will identify and document compliance. Employees with access to the select agents are to be investigated by the Federal Government. The Hazardous Materials Officer will submit the employee's names to the US Department of Health and Human Services and the Attorney General for investigation. Upon completion of the investigation, the Attorney General will promptly notify the Secretary and the Secretary shall promptly inform SFA whether the employee is granted or denied access.

In order to respond to the requirement with respect to future job vacancies, the Human Resources selection procedure has been modified to include a statement concerning the USA Patriot Act and instructions for compliance. When Human Resources receives a request to advertise a restricted position, additional screening questions will be required of applicants to determine if they meet minimum qualifications before they can be referred for the final hiring decision. The selected candidate will be required to complete a "Statement of Eligibility to Handle Select Biological Agents or Toxins" form. This form should satisfy and address the minimum qualifications and compliance for a final hiring decision or for a person already occupying a position prior to the Act's inception.

For additional details on the USA Patriot Act refer to the Human Resources website for the USA Patriot Act - Frequently Asked Questions.*

Source of Authority: Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001; Public Health Security and Bioterrorism Preparedness and Response Act of 2002

Cross Reference: Personnel Selection Procedures Packet for Faculty and Staff

Contact for Revision: Director of Human Resources

Forms: Statement of Eligibility to Handle Select Biological Agents or Toxins; Notice of Vacancy
The University Bookstore will place special orders for students, faculty and staff for merchandise not in stock. Individuals desiring special order items, such as books, office supplies, etc., should contact the secretary in the Bookstore Manager’s office for assistance. Upon receipt of special order merchandise by the Bookstore, the individual will be notified and payment can be made by cash, credit card (for personal merchandise) or by interdepartmental charge (for University merchandise).

**Source of Authority:** Vice President for University Affairs

**Cross Reference:** None

**Contact for Revision:** Manager of University Center Bookstore

**Forms:** None
Every semester the Textbook Supervisor in the University Bookstore sends each academic department chair Textbook Information Forms, instructions for completion, and a list of adopted books with new editions in print. Required textbooks are selected and optional books are recommended by each department chair for the following semester. Approximate due dates for departmental selections to be returned to the University Bookstore are listed below.

1. Fall semester - March 21
2. Spring semester — October 25
3. Summer semesters - March 10

Following internal checks of textbook inventories, buy back quantities, and quantities sold in previous semesters, the Bookstore places purchase orders with publishers. If problems arise during the purchasing process, the Bookstore notifies the appropriate department chair and if necessary, new textbook selections are made.

Source of Authority: Vice President for University Affairs

Cross Reference: None

Contact for Revision: Manager of University Center Bookstore

Forms: None
Faculty/Staff ID Cards

Original Implementation: Unpublished

Last Revision: August 1, 2000/January 28, 2003

Benefits eligible employees are entitled to purchase a faculty or staff identification card. Employees wishing to use the HPE facilities, Library, Wellness Center, or other University facilities will be required to show a current faculty/staff ID. Employees wishing to obtain an ID card must complete a "Request for Staff/Faculty ID Card" form in Human Resources. Human Resources will verify employment. The employee must take the request to Room 110 in the University Center where he/she must pay a nominal charge (non-refundable) and have a picture taken. A department has the discretion to pay for the faculty/staff ID card on behalf of employees who are required to have the ID as a condition of employment. ID cards must be validated annually in Human Resources. Separating employees are required to return ID cards during the checkout process. Retired faculty/staff are encouraged to purchase ID cards in the same manner.

Source of Authority: Vice President for Business Affairs

Cross Reference: None

Contact for Revision: Director of Human Resources

Forms: Request for Staff/Faculty ID Card (available in Human Resources)
E-Mail For University Communication

Original Implementation: January 28, 2003
Last Revision: None

Purpose

To establish conditions for the use of e-mail as a means for University faculty and administrators to communicate with students.

Scope

This policy is effective for e-mail communications from University faculty and administration to admitted and/or attending University students.

Responsibility

This policy is the joint responsibility of the Vice President for Academic Affairs and the Vice President for Business Affairs. Detailed implementation issues will be defined and administered by the University Information Resources Manager, who will seek the advice of the University Computing and Telecommunications Advisory Committee as appropriate.

Policy

1. Each person admitted to SFA as a student will be assigned a personal e-mail account upon being admitted to the University. This account will be accessible through the SFA web portal (mySFA.sfasu.edu).

2. The assigned personal e-mail account shall be considered an official method of communication from University faculty and administrators to students, either collectively or individually. It is the responsibility of each student to check for and appropriately respond to all such e-mail messages on a regular and frequent basis.

3. SFA shall provide a mechanism for forwarding mail from a student's University account to one other account of the student's choosing (e.g. Hotmail, Yahoo!, etc). Instructions for the use of this application can be found in the Students section of the SFA public website (www.sfasu.edu), listed under Student Policies and Procedures as E-mail Communication. It is the responsibility of each student to maintain accurate forwarding information.

4. Students e-mail accounts and forwarding information will be deleted on the 20th class day of the first long semester in which the student is not enrolled at SFA.
Source of Authority: Vice President for Academic Affairs and Vice President for Business Affairs

Cross Reference: None

Contact for Revision: Computing and Telecommunications Advisory Committee

Forms: None
Faculty/Staff Educational Assistance Plan

Original Implementation: January 28, 2003
Last Revision: None

Employees of the University are eligible to participate in the Faculty/Staff Educational Assistance Plan provided eligibility requirements are met. The detailed plan and eligibility requirements can be found on the Human Resources web site.

Participation in the plan does not supersede regular work responsibilities. See Policy E-16, Employee Enrolling for Courses. Participants whose training costs are paid by the University are subject to the reporting requirements of Section 656.101 of the Government Code.

Benefits under the plan are subject to the availability of specific funds in the University budget. The University shall not be required to make funds available in any given fiscal year.

Source of Authority: Vice President for Business Affairs; Texas Government Code, Section 656.101 et seq..

Cross Reference: E-16, Employee Enrolling for Courses

Contact for Revision: Vice President for Business Affairs

Forms: Employee Educational Assistance packet:
Employee Training and Development

Original Implementation: January 28, 2003
Last Revision: None

It is the policy of the University to provide training and development opportunities to faculty and staff within the availability of funds and as authorized under the State Employees Training Act of 1969. Such training and development shall be aimed at the needs of the individual employee and the University. Training and development will be offered to improve personal and professional growth and to prepare the employee for assuming jobs of greater responsibility.

It is the goal of the University to promote professional and personal growth and learning opportunities that support life long learning and assist individuals in working effectively together within their departments and throughout the University community. Training and development will assist the University community in adapting to change, increasing productivity, and improving the quality of the work environment and the employees relations with each other.

Employee Training and Development Programs: The State Employees Training Act of 1969 allows the University to use public funds for training and development programs related to either current or prospective duty assignments. The University has established regulations and guidelines for three areas of training and development. The three areas are:

A. In-Service Training Program: Training which is provided within the University to support the continued professional and personal growth of all employees in their work. Special training emphasis is made in the areas of service excellence, diversity, communication, and effective management. In-service training also includes on-the-job training, preparation for job assignment, and continuing training programs which are basically job oriented to equip an individual to properly perform assigned tasks, to develop additional work capabilities, or to increase the employees level of competence.

B. Out-of-Agency Staff Development Program: Education or training authorized by the University for selected employees. May consist of workshops, seminars, institutes, training sessions, college courses (with or without academic credit) and other special programs or activities offered internally by departments of the University, or outside the University by another source within or outside the State of Texas.

If the training is paid for by the University, and during the training period the employee does not perform their regular duties for three (3) months or more, the employee must work for the agency following the training for at least one (1) month for each of the training periods or repay the University for the cost of the training and salary (SB 223, 1999).
The University shall require the employee to agree in writing to comply with the above requirements before the training begins. The University's Board of Regents may waive the requirements prescribed above and release the employee from the obligation if such action is in the best interest of the University or is warranted because of an extreme personal hardship suffered by the employee.

C. Internship Training Program: The type of learning experience which can be obtained only through actual work experience.

The following individuals are authorized to approve participation in the training and development program:

A. In-Service Training Program: Immediate Supervisor and/or Department Head

B. Out-of-Agency Staff Development Program: Immediate Supervisor, Department Head, Dean or Director

C. Internship Training Program: Department Head, Dean or Director, Vice President, and President

Training Responsibilities:

Supervisors and Managers: Training is the responsibility of every supervisor and manager at all levels of management. Supervisors and managers are responsible for:

• providing employees on-the-job training in the proper performance of tasks,
• providing a climate in which training and development of employees is encouraged,
• integrating an employee's growth and development needs with the goals and objectives of the University.

University Human Resources Department: Human Resources will:

• establish, administer and coordinate training policies and programs to meet University training requirements as authorized under the State Employees Training Act of 1969 and the policy established herein,
• develop programs which support the University's mission and goals and the continued growth and education of the faculty and staff,
• review and approve training programs open to the University community,
• monitor training programs and provide consulting training assistance to departments as resources allow, particularly in regard to In-Service Training Programs,
• maintain University training records and files.

Source of Authority: Chapter 656 Texas Government Code; Vice President for Business Affairs

Cross Reference: None
Contact for Revisions: Director of Human Resources

Forms: None