

Stephen F. Austin State University

MINUTES OF THE BOARD OF REGENTS



Nacogdoches, Texas

**July 15, 2003
Volume 191**

TABLE OF CONTENTS

	Page
03-31 Approval of April 22, 2003 Minutes.....	1
03-32 Personnel	
A. Faculty and Staff Appointments 2002-2003	1
B. Faculty and Staff Appointments 2003-2004.....	2
C. Changes of Status	3
D. Promotions.....	4
E. Retirements	4
F. Voluntary Modification of Employment.....	4
G. Holiday Schedule for 2003-2004	4
03-33 Academic and Student Affairs	
A. Last Class Day Report.....	5
B. Underenrolled Classes	5
C. Approval to Offer a Second Major/Minor in American Studies	5
D. Departmental Name Change: Political Science, Geography and Public Administration.....	5
E. Proposal to Offer a Bachelor of Arts Degree in Liberal Studies	5
F. Intercollegiate Athletic Policy and Procedure Manual	5
03-34. Financial Affairs	
A. Adoption of the Fiscal Year 2004 Budget.....	5
B. Microsoft Site License.....	5
C. Temporary Staffing Services Contract with Kelly Services Inc.....	5
D. Directors' and Officers' Liability Insurance	5
E. Insurance Other Than D&O with Royal Sunalliance	6
F. Purchase over \$50,000 for Audiology and Neuroscience Laboratory	6
G. Approval to Waive Fees	6
03-35 Buildings and Grounds	
A. Design and Expansion of Athletic Training Facility.....	6
03-36 University Policies and Procedures.....	6
Reports	
A. Faculty Senate	6
B. Student Government Association.....	6
C. Vice President for Alumni Affairs and Vice President for University Advancement	6
D. President.....	7
E. Board Committees.....	7

Appendix No. 1 - Underenrolled Classes	8
Appendix No. 2 - HEAF List	9
Appendix No. 3 - Budget Changes	11
Appendix No. 4 - Policy Revisions	12
A-3 Academic Probation	P1
A-9.1 Academic Integrity	P3
A-18 Faculty Workload	P8
A-32 Continuing Education, Outreach, and Public Service Programs	P12
A-55 Residence Requirement	P20
A-61 Graduate Student Orientation and Advisement	P21
C-3 Audit Fees	P22
C-6 Check Cashing	P23
C-17 Memberships	P24
C-30 Purchase Requisition	P25
C-35 Returned Checks	P26
C-36 Special Purchases	P27
C-39 Withdrawal without Financial Clearance	P30
C-40 Year End Purchasing	P31
D-8.1 Computing Software Copyright	P-33
D-15 Flag Display	P-38
D-17 Health and Safety	P-39
D-27 Radioactive or Radiation Producing Materials or Equipment	P-42
D-34.1 Student Conduct Code	P-45
E-29A Leave of Absence (Faculty)	P50
E-30N Leave of Absence (Non-Academic)	P55
E-36 Overtime and Additional Compensation	P60
E-50A Tenure	P62
E-53 Vacation Leave	P70
F-1 Accessing Administrative Systems	P72
F-2 Administrative Programming	P73
F-6 Central Receiving	P74
F-9 Information Technology Services	P76
F-41 E-Mail for University Communication	P77
NEW At-Will Employment	P79
NEW Lease, Rental, or Use of Off-Campus Facilities	P81

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

JULY 15, 2003

The meeting was called to order at 9:02 a.m. by Chair Kenneth James. Board members present in Room 307: Penny Butler, Margarita de la Garza-Graham, Kenneth James, Gary Lopez, Susan Roberds, Mike Wilhite and Fred Wulf. Absent: Mike Enoch and Lyn Stevens.

Others present in Board Room 307: Tito Guerrero, Mary Cullinan, Jerry Holbert, Miles McCall, Baker Pattillo, Roland Smith, Yvette Clark, and other SFA administrators, staff, and visitors.

Resolutions were presented to persons who were instrumental in the Columbia Shuttle recovery effort: Darrel McDonald, Marc Cossich, Pat Spence, Rhonda Minton, and Robert Judy.

Dr. Leon Hallman presented a report on our international studies program.

Dr. Patsy Hallman reported on the President's Bookcase in the Board Room, and the faculty art exhibit in the Conference Room.

Presentations of photographs were made to Regents Butler and Roberds for their service as members of the Board.

Executive Session was announced at 9:23; returned to Open Session at 10:45.

03-31

Upon motion of Regent de la Garza-Graham, seconded by Regent Roberds, with all members voting aye, it was ordered that the minutes of April 22, 2003 be approved.

03-32

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

A. Faculty and Staff Appointments for 2002-03

1. Controller's Office

Ms. Lori J. Golden, Manager Accounting and Operations, at a salary of \$40,814 for 100% time for 12 months.

2. Telecommunications & Networking

Mr. Douglas V. Penfield, Security Support Specialist II, at a salary of \$47,00^P for 100% time for 12 months.

3. Public Affairs

Ms. Susan Hammons, Director of Public Affairs, at a salary of \$60,000 for 100% time for 12 months, effective May 12, 2003.

B. Faculty and Staff Appointments for 2003-2004

1. Art

Ms. Jennifer L. Sholtis, Assistant Professor, M.F.A. (Temple University), at a salary of \$40,000 for 100% time for nine months, effective September 1, 2003, contingent upon completion of doctorate by September 30, 2003.

2. General Business

Dr. Shirley A. Wilson, Assistant Professor, Ph.D. (University of Mississippi), at a salary of \$52,300 for 100% time for nine months, effective September 1, 2003.

3. Human Sciences

Dr. Lynda J. Martin, Chair and Associate Professor with tenure, Ph.D. (Oklahoma State University), at a salary of \$84,000 for 100% time for eleven months, effective September 1, 2003.

4. Modern Languages

Mr. Clay A. Dennert, Instructor, B.A. (Brigham Young University), at a salary of \$30,000 for 100% time for nine months, effective September 1, 2003, contingent upon completion of Master of Arts degree by September 1, 2003.

5. Music

Dr. Jennifer Dalmas, Assistant Professor, D.M.A., (Florida State University), at a salary of \$35,000 for 100% time for nine months, effective September 1, 2003.

Mr. Steven M. Parkman, Instructor – Associate Director of Band, M.M. (Southern Methodist University), at a salary of \$42,000 for 100% time for nine months, effective September 1, 2003.

C. Changes of Status

1. Art

Dr. David A. Lewis, from Interim Chair at a salary of \$69,000 for 100% time for eleven months, to Chair at a salary of \$80,000 for 100% time for twelve months, effective September 1, 2003.

2. College of Business

Dr. Michael D. Stroup, from Associate Professor at a salary of \$58,433 for 100% time for nine months, to Associate Professor and Interim MBA Director/Associate Dean at a salary of \$76,418 for 100% time for eleven months, effective September 1, 2003.

3. Modern Languages

Dr. Ann Doyle-Anderson, from Associate Professor at a salary of \$58,722 for 100% time for nine months, to Associate Professor/Interim Chair at a salary of \$66,222 for 100% time for nine months, effective September 1, 2003.

4. Secondary Education

Dr. Betty Alford, from Associate Professor at a salary of \$53,425 for 100% time for nine months, to Associate Professor/Interim Chair at a salary of \$71,233 for 100% time for twelve months, effective July 9, 2003.

Dr. Sandra Lowery, from Professor/Chair at a salary of \$94,000 for 100% time for twelve months, to Professor at a salary of \$70,500 for 100% time for nine months, effective July 9, 2003

5. Financial Aid

Christina L. Davis, from Counter Supervisor at a salary of \$24,425 for 100% for twelve months, to Financial Aid Officer at a salary of \$25, 500 for 100% time for twelve months, effective April 1, 2003.

6. Institutional Research

Ms. Karyn L. Hall, from Research Specialist at a salary of \$34,676 for 100% time for twelve months, to Assistant Director at a salary of \$52,000 for 100% time for twelve months, effective September 1, 2003.

Ms. Nancy J. Boney, from Administrative Assistant at a salary of \$22,956 for 100% time for twelve months, to Reporting Analyst at a salary of \$30,000 for 100% time for twelve months, effective September 1, 2003.

D. Promotions

1. Agriculture

Mr. Dennis John Chessman, from Instructor and Associate Director of the Soil Lab at a salary of \$38,731 for 100% time for twelve months, to Assistant Professor and Associate Director of the Soil Lab at a salary of \$54,391 for 100% time for twelve months.

2. Library

Ms. Rachel Galan to Librarian II.

E. Retirements

1. Art

Mr. James R. Snyder, Professor, effective May 31, 2003.

2. General Business

Mr. James M. Bowman, Instructor, effective May 31, 2003.

3. Management/Marketing, International Business

Dr. Vinay B. Kothari, Professor, effective May 9, 2003.

4. Secondary Education

Dr. Garth Petrie, Professor, effective August 31, 2003.

5. President's Office

Ms. Peggy Green, Executive Assistant, effective August 31, 2003.

F. Voluntary Modification of Employment

1. Human Services

Dr. Jane Holland, Associate Professor, effective September 1, 2003.

G. Holiday Schedule for 2003-2004

September 1	December 23	January 1	March 18
November 27	December 24	March 15	March 19
November 28	December 25	March 16	May 31
December 22	December 26	March 17	

03-33

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

- A. The Last Class Day Report for the Spring Semester 2003 was approved.
- B. The Underenrolled Class List for Summer I 2003 was approved and the Board Chair was authorized to sign the official report for Summer II 2003 when the data is available.
- C. Authorization was given to offer a second Major/Minor in American Studies.
- D. The name change from Department of Political Science and Geography to Department of Political Science, Geography and Public Administration was approved.
- E. Authorization was given to replace the Bachelor of Arts Humanities degree with the Bachelor of Arts in Liberal Studies.
- F. Revisions to the Intercollegiate Athletic Policy and Procedure Manual were approved.

03-34

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

- A. The Fiscal Year 2004 Budget was adopted, totaling \$148, 725,928, which includes a 3% increase in room and board and a \$12 per semester credit hour increase in Designated Tuition. In addition, the budget includes a new \$9 per semester credit hour student center fee that will be implemented in the Spring 2004 semester. The detailed HEAF allocation for 2003-04 is included in Appendix No. 2.

Regent Wilhite commended Dr. Guerrero, Dr. Smith, Dr. Young and Dr. Cullinan for the time and thought that went into preparing the budget.

- B. Approval was given for the purchase of Microsoft site license for Windows upgrades and Office products in an amount not to exceed \$60,000.00 for the first year, including subsequent annual renewals subject to administrative approval, and the President was authorized to sign the contract.
- C. The temporary staffing services contract with Kelly Services, Inc. was approved based on bids under review for fiscal year 2004 including two years of annual renewal, subject to administrative approval, and the President was authorized to sign the contract.
- D. Approval was given to contract for Directors' & Officers' liability insurance effective August 1, 2003 from the agent offering the best value if we request and receive approval from SORM. The University will contract with SORM's agent,

- A. J. Gallagher, for D&O insurance. The President was authorized to sign the contract.
- E. Approval was given to contract for a third year of insurance other than D&O with Royal & Sunalliance through USI Insurance Services of Texas covering property, boiler & machinery, equipment, auto, crime, peace officers, and general liability at a cost to be negotiated by the administration, and the President was authorized to sign the contract.
- F. Authorization was given to seek bids for purchase and installation of sound proof booths and associated equipment for the audiology and neuroscience laboratory, which is used by the Speech and Language Pathology Program and the Deaf and Hard of Hearing Program. The President was authorized to sign the necessary contracts and purchase orders. Funds are not to exceed \$295,000 will be available from the FY 04 HEAF budget.
- G. Authorization was given to waive all but \$50 of the tuition and fees for a student enrolled in a course for which the student is entitled to simultaneously receive both: 1) course credit toward the student's high school academic requirements; and 2) course credit toward a degree offered by the institution.

03-35

Upon motion of Regent Wulf, seconded by Regent Wilhite, with all members voting aye, it was ordered that the following Buildings and Grounds item be approved:

- A. The University was authorized to seek proposals where required for the design and expansion of the current athletic training facility and the President was authorized to sign the necessary contracts. Funds are budgeted in the FY 2004 budget and cost will not exceed \$994,963.

03-36

Upon motion of Regent Roberds, seconded by Regent Wulf, with all members voting aye, it was ordered that the policy revisions be approved:

Reports

- A. Faculty Senate – Dr. Darrel McDonald
1. Recognition of Faculty/Campus Achievements
 2. Comments on Faculty Recruitment/Retention
 3. Overview of Faculty Senate Activities for the Upcoming Year
 4. Comments on Campus Culture - Shared Governance
- B. Student Government Association –
1. President Chad Harrison, and Vice President Amanda Williams were introduced by Dr. Pattillo
- C. Vice President for Alumni Affairs & Vice President for University Advancement
1. Update on Continuing Care Retirement Community
 2. Fund Raising Report

- D. President
1. Arrival of Dr. Mary Cullinan, Dr. John Jacobson, and Ms. Susan Hammons
 2. HB 882 (University Center) Bill - Special thanks to Roland Smith and Baker Pattillo
 3. Coordinating Board Meeting (July 17, 2003)
 4. Summer Commencement (August 16, 2003)
 5. Faculty/Staff Picnic to kick off the new school year
 6. State-of-the-University Address (August 28, 2003)
 7. Send-Off Parties for incoming students
 8. Football Season (three games to be televised)
 9. Meeting of the Board of Regents in October
 10. Answer Questions from Members of the Board of Regents
- E. Chair Kenneth James presented the Board Committees for 2003-2004.

Executive Committee

Kenneth James, Chair
Lyn Stevens, Vice Chair
Fred Wulf, Secretary

Academic and Student Affairs Committee

Margarita de la Garza-Graham, Chair
Mike Enoch
Kenneth James

Buildings and Grounds Committee

Mike Wilhite, Chair
Penny Butler
Gary Lopez

Finance Committee

Fred Wulf, Chair
Susan Roberds
Lynn Stevens

University Center Ad Hoc Committee

Gary Lopez, Chair
Kenneth James
Susan Roberds
Lyn Stevens
Mike Wilhite

Meeting was adjourned at 12:07 p.m.

DEFINITION OF UNDER-ENROLLED UNDERGRADUATE CLASS:

ANY ORGANIZED CLASS WITH LESS THAN TEN STUDENTS UNLESS THE CLASS IS CROSS-LISTED WITH ANOTHER ORGANIZED CLASS AND THE COMBINED CLASSES EQUAL TEN OR MORE

DEFINITION OF UNDER-ENROLLED GRADUATE CLASS:

ANY ORGANIZED CLASS WITH LESS THAN FIVE STUDENTS UNLESS THE CLASS IS CROSS-LISTED WITH ANOTHER ORGANIZED CLASS AND THE COMBINED CLASSES EQUAL FIVE OR MORE

ANY ORGANIZED CLASS WITH BOTH GRADUATE AND UNDERGRADUATE STUDENTS WILL BE CONSIDERED SHORT UNLESS TEN STUDENTS ARE ENROLLED.

DEPT. COURSE SECTION	NUMBER	CREDIT	FUNDED	FACULTY		JUSTIFICATION FOR TEACHING
	ENROLLED	HOURL	HOURS	DAYS / TIME / BUILDING / ROOM / INSTRUCTION TYPE	NAME	UNDER-ENROLLED COURSE
RDG 098 001	5	3	15	MTWRF 0100PM 0230PM LD 339 LLC	Grigsby L	REQUIRED BY STATE
SED 578 021	2	3	6	TBA ED 451 SEM	Lowery S	INDEPENDENT STUDIES
MUS 140 001	9	3	27	MTWRF 0940AM 1110AM M 153 LLC	King T	MAINTAIN SEQUENCE/SENIOR STUDENT
FOR 310 002	8	1	8		Coble D	SUMMER FIELD STATION/BEGAN MAY 11/SEQUENCE
FOR 323 002	8	1	8		McCoy E	SUMMER FIELD STATION/BEGAN MAY 11/SEQUENCE
FOR 325 002	8	1	8		Coble D	SUMMER FIELD STATION/BEGAN MAY 11/SEQUENCE
FOR 329 002	8	1	8		Dougal E	SUMMER FIELD STATION/BEGAN MAY 11/SEQUENCE
FOR 335 002	8	1	8		Logg M	SUMMER FIELD STATION/BEGAN MAY 11/SEQUENCE
MTH 110 003	1	3	3		STAFF	SPECIAL CIRCUMSTANCES/APPROVED BY VPAA
NUR 303 001	6	8	48	TBA NM 127 LEC	Migl K	MAINTAIN SEQUENCE
TOTAL HOURS GENERATED IN SHORT CLASSES			139	M = Monday		
**SHORT CLASSES AS A % OF TOTAL HOURS			0.57%	T = Tuesday		
ESTIMATED TOTAL HOURS SUMMER 1 '03			** 24,454	W = Wednesday		
ESTIMATE FROM OFFICE OF INSTITUTIONAL RESEARCH				R = Thursday		
8				I = Friday		
				S = Saturday		
				U = Sunday		

**Stephen F. Austin State University
HEAF Allocation
for Fiscal Year 2003-04**

Appendix No. 2

<u>Department</u>	<u>Item/Project</u>	<u>Amount</u>
Fiscal Year 2003-04 HEAF Available		\$ 6,633,109
HEAF Fund Balance		\$ 103,700
Total		\$ 6,736,809
HEAF Allocations and Projects		
Debt Service	Bond Debt Service Payments	\$ 1,432,657
Instructional Capital	Academic Capital Equipment	\$ 1,250,000
Library Books and Materials	Library Acquisitions	\$ 1,250,000
Registrar	Transcript Office Renovation	\$ 19,500
Criminal Justice	Classroom Upgrades (furniture, closets)	\$ 18,539
Military Science	Repair Repel Tower (Phase I)	\$ 6,000
Geology	2003 Chevrolet Truck	\$ 40,000
Nursing	Desks, Chairs for McKinney Building	\$ 22,000
Office of the Dean	Installation of Multimedia in 10 Classrooms	\$ 65,000
General Business	Renovate BU 224 (computers & printers)	\$ 45,015
Mgt, Mrk, & Internat'l Business	Renovate BU 127 (computers, projectors)	\$ 15,100
Accounting	Seating in BU 155 & BU 161 (110 chairs)	\$ 20,000
Agriculture	Completion of Equine Facility	\$ 200,000
Agriculture	1 Ton Truck	\$ 28,000
Human Services	Audiology & Neuroscience Lab	\$ 295,000
Office of the Dean	Computers	\$ 8,000
Art	Kiln Replacements	\$ 22,000
Music	Band Office Expansion	\$ 25,000
Theatre	Upgrade Design Lab	\$ 16,734
Forestry	Greenhouse Improvements	\$ 85,000
Forestry	Second Story Flooring	\$ 8,000
Information Technology Services	Supplemental Funding for HEAF eligible accounts	\$ 135,079
Information Technology Services	Supplemental funding for HEAF eligible accounts	\$ 65,000
Information Technology Services	Network Upgrade & Expansion Expenditures	\$ 200,000
Information Technology Services	Microsoft Site Licenses	\$ 67,000
Information Technology Services	Network Control and Security	\$ 32,000
Information Technology Services	Network Enhancements	\$ 210,000
Information Technology Services	Back-Up Enhancements	\$ 80,000
Physical Plant	Entrance Matting for Buildings	\$ 25,716
Physical Plant	Custodial Equipment Replacement	\$ 47,968
Physical Plant	Mower Replacement - Grounds	\$ 60,000
Physical Plant	Vehicle Replacements	\$ 100,000
Physical Plant	Replacement of Lighting Systems	\$ 125,000
Physical Plant	Roof Replacement PPD, Upgrade Purchasing	\$ 100,000
Human Resources	Double Pedestal Desk	\$ 865
Human Resources	Round Table	\$ 585
Controller's Office	Replace Computers (8)	\$ 12,000
Controller's Office	Back-Up Printer for Checks	\$ 2,500
Controller's Office	Heavy-Duty Shredder	\$ 4,000
Purchasing	Digital Camera	\$ 875
Purchasing	Powerbook	\$ 2,536.9

**Stephen F. Austin State University
HEAF Allocation
for Fiscal Year 2003-04**

<u>Department</u>	<u>Item/Project</u>	<u>Amount</u>
Purchasing	Mac OS X for All Machines	\$ 1,066
Purchasing	Virtual PC for 2 Machines	\$ 498
Financial Aid	Computers (10)	\$ 24,000
Financial Aid	Office Copier	\$ 8,143
Business Affairs VP Office	Contingency	\$ 230,000
Business Affairs VP Office	Heavy-Duty Shredder	\$ 4,000
Printing	Final Payment Xerox Docutech 6100	\$ 62,775
Office of Development	Calling Stations	\$ 10,181
Office of Development	Manager Computer Station Station	\$ 1,722
Office of Development	Office Telephones/Headsets	\$ 1,241
Office of Development	Micron PCs	\$ 5,000
Public Affairs	HP Color LaserJet 5500dn	2 \$ 3,382
Public Affairs	Videographer Field Light Kit	\$ 2,500
Public Affairs	Olympus Digital Camera	\$ 1,500
Public Affairs	Additional Computer Drives-Video Editing	\$ 3,500
Public Affairs	Epson 2200 Archival Printer	\$ 2,300
Public Affairs	Mini-DV Video Camera/VCR	\$ 10,000
Counseling and Career Services	Computers (10)	\$ 9,483
Counseling and Career Services	Printers (6)	\$ 3,000
Counseling and Career Services	Color Printer	\$ 3,500
ADA	Entrance to Daylily Garden	\$ 55,000
ADA	Daylily Garden to Parking Lot	\$ 95,000
Disability Services	Storage Room Shelving	\$ 2,180
Disability Services	Desk and Credenza	\$ 3,587
Disability Services	Tiger Braille Printer	\$ 9,750
Student Affairs	Replace Student Computer Workstations (8)	\$ 7,384
Student Affairs	Replace Apple Powerbook Laptop Computer	\$ 1,948
Student Affairs	Replace Student-Priority Printers (2)	\$ 2,800
University Police	Replacement Vehicle	\$ 25,000
Audit Services	Dell Microcomputer	\$ 3,700
TOTAL		\$ 6,736,809

Stephen F. Austin State University
Schedule of Budget Changes
April 2, 2003 to July 1, 2003

ACTIVITY RECIPIENT		INCOME SOURCE		DATE
ACCOUNT NAME	ACCOUNT NUMBER	SOURCE DESCRIPTION	AMOUNT	
Piano Workshops	2-33141	Additional Revenue	740	4/7/2003
Pineywoods Plant Center	5-91323	Additional Revenue	4,761	4/7/2003
Fine Arts Series	3-00480	Additional Revenue	3,200	4/7/2003
HMS Course Fee	2-02450	Additional Revenue	4,000	4/15/2003
International Education	2-00066	Additional Revenue	10,719	5/1/2003
Co-Ed Cheer Discretionary	5-91399	Additional Revenue	2,686	5/9/2003
Pom Squad Discretionary	5-91397	Additional Revenue	6,177	5/9/2003
Career Opportunitess	2-51151	Additional Revenue	11,237	5/9/2003
OSA Special Operations	2-32188	Additional Revenue	23,566	5/13/2003
Agriculture Development	5-91347	Additional Revenue	1,940	5/13/2003
Pineywoods Plant Center	5-91323	Additional Revenue	7,928	5/13/2003
Agriculture Judging Contests	2-32005	Additional Revenue	3,934	5/13/2003
SFA Arboretum Fund	5-94391	Additional Revenue	41,596	5/14/2003
Equine Studies	4-91002	Additional Revenue	5,199	5/14/2003
Speech and Hearing Clinic	2-32263	Additional Revenue	4,918	5/22/2003
Fine Arts Series	3-00480	Additional Revenue	2,930	6/20/2003
Interior Design	5-91325	Additional Revenue	1,000	6/30/2003
SFA Arboretum Fund	5-94391	Additional Revenue	3,750	7/1/2003
Pineywoods Plant Center	5-91323	Additional Revenue	11,038	7/1/2003
Agriculture Heifer Test	2-32010	Additional Revenue	2,059	7/1/2003
Equine Studies	4-91002	Additional Revenue	3,250	7/1/2003
OSA Discretionary	5-97003	Additional Revenue	12,400	7/1/2003
FOA Dean's Discretionary	5-96621	Additional Revenue	3,000	1-Jul-03
TOTAL			<u>172,027</u>	

**Policies for Board Review
July 15, 2003**

A-3	Academic Probation	Student must maintain 2.0 GPA to remain in good standing; update title of Provost/VPAA
A-9.1	Academic Integrity	Title change (was Cheating and Plagiarism); complete rewrite; update title of Provost/VPAA
A-18	Faculty Workload	Reorganized some information within the policy; doctoral program load is 6 hours of courses plus work with dissertation; update title of Provost/VPAA
A-32	Continuing Education, Outreach, and Public Service Programs	Title change (was Non-Credit Continuing Education); complete re-write
A-55	Residence Requirement	Removed reference to revoking requirement for minimum of 12 hours to be completed on campus; update title of Provost/VPAA
A-61	Graduate Student Orientation and Advisement	Update title of Provost/VPAA
C-3	Audit Fees	Title change (was Audit - Tuition and Fees); change contact for revision
C-6	Check Cashing	Returned checks to be collected by CheckMate, and collection charges will be assessed to individual; employees with history of returned checks subject to disciplinary action; added cross reference to Returned Checks policy C-35
C-17	Memberships	Memberships processed electronically
C-30	Purchase Requisition	Updated site for on-line registration for training; removed form for Best Value Procurement
C-35	Returned Checks	Employees with history of returned checks subject to disciplinary action; added cross reference to Check Cashing policy C-6
C-36	Special Purchases	Added cross reference to Radioactive or Radiation Producing Materials or Equipment policy D-27
C-39	Withdrawal without Financial Clearance	Revise Source of Authority; change contact for revision to VPBA
C-40	Year End Purchasing	Major re-write
D-8.1	Computing Software Copyright	Major re-write
D-15	Flag Display	Flags will be flown every day at North Street entrance, and will be appropriately lighted at night; UPD will replace flags when worn and lower flags to half-mast when necessary.
D-17	Health and Safety	Addition of Radiation Safety Officer

**Policies for Board Review
July 15, 2003**

		to Health & Safety Committee; Safety Officer reports to President
D-27	Radioactive or Radiation Producing Materials or Equipment	Only a person authorized by the Radiation Safety Officer may pick up and receive radioactive materials; added cross reference to policy C-36 Special Purchases
D-34.1	Student Conduct Code	Title change (was Conduct Code); University proceedings to precede actions take by off-campus authorities; update title of Dean of Student Development to Judicial Officer; unlawful weapons added to list of criminal offenses; additional information regarding illegal drugs; update Contact for Revisions to Judicial Office
E-29A	Leave of Absence (Faculty)	Added information regarding time off for organ, bone marrow, and blood donors
E-30N	Leave of Absence (Non-Academic)	Added information regarding time off for organ, bone marrow, and blood donors
E-36	Overtime and Additional Compensation	Policy applies only to non-academic employees
E-50A	Tenure	Revision to footnote 1 referencing additional tenure requirements for librarians
E-53	Vacation Leave	Increase accrual of leave and amount which may be carried over to next year, per legislative action.
F-1	Accessing Administrative Systems	Delete policy
F-2	Administrative Programming	Delete policy
F-6	Central Receiving	Purchases using phone po's are excluded from routing through Central Receiving for delivery; CR will affix property inventory tags
F-9	Information Technology Services	Update departmental name; increase cost of mail labels to 2 cents
F-41	E-Mail for University Communication	Add references to staff members; e- mail account to be assigned at time of employment; update title of Provost/VPAA; contact revision changed to VPBA
NEW	At-Will Employment	New policy
NEW	Lease, Rental, or Use of Off-Campus Facilities	New policy

Academic Probation, Suspension and Reinstatement for Undergraduates

A-3

Original Implementation: January 30, 1981

Last Revision: ~~August 1, 2000~~ July 15, 2003

Good Standing

A student must maintain a minimum cumulative grade point average of 2.0 in order to remain in good academic standing at the University.

Probation

A student is placed on academic probation after the first regular semester in which the grade point average fails to meet the minimum standard. *Probation students whose semester grade point average is 2.0 or higher will be placed on extended academic probation until the cumulative grade point average is 2.0 or higher. Academic probation will continue until the student achieves good standing or is suspended from the University.*

Suspension

A student is placed on academic suspension after a regular semester that immediately follows a semester of probation *if the student's semester grade point average falls below 2.0 and after which the grade point average fails to meet the minimum standard.*

Reinstatement

A student on academic suspension may be allowed to continue in the University through any of the following procedures:

1. Following the student's first suspension, attend summer school at Stephen F. Austin State University and:

- a. ~~1.~~ Raise his/her grade point average to the minimum University standard as specified in the General Bulletin, or
- b. ~~a.~~ Pass with a C average or better at least 9 semester credit hours as specified by his/her dean.

2. Following the student's first suspension, be reinstated on probation automatically after one regular semester's absence from the University. Following the student's second *or subsequent* suspension, be reinstated on probation automatically after an absence from the University of two regular semesters ~~and the intervening summer term, if any. Summer terms are exempted from periods of academic suspension.~~ Following the student's third ~~suspension, be reinstated on probation automatically after an absence from the University of four regular semesters and the intervening summer term(s).~~ Following the student's

~~fourth and subsequent suspensions, be reinstated on probation automatically after an absence from the University of six regular semesters and the intervening summer terms.~~

3. Follow procedures established by his/her dean.

Change of Major

A student on probation or suspension may not change his/her major.

Source of Authority: *Provost and Vice President for Academic Affairs*

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

Contact for Revision: *Provost and Vice President for Academic Affairs*

Forms: None

~~Cheating and Plagiarism~~ Academic Integrity

A-9.1

Original Implementation: Unpublished

Last Revision: ~~April 30, 2001~~ July 15, 2003

~~Throughout their education program, students should be impressed with the fact that cheating and plagiarism are morally degrading and that these practices seriously interfere with learning and intellectual development. It is a responsibility of faculty members to make every effort (1) to inspire in their students an appreciation of and a desire for honesty in academic work, (2) to create an atmosphere that discourages dishonesty, and (3) to take appropriate action in instances of dishonesty.~~

Cheating

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

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

Plagiarism

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

Procedure

~~A faculty member who has evidence that cheating or plagiarism has occurred should gather all pertinent information, approach the student or students involved, and initiate the following procedure. Students shall be given the option of allowing the faculty member to adjudicate the cheating or plagiarism allegation informally through student/teacher interaction or they may appeal according to Policy A-2, Academic Appeals by Students.~~

~~If an informal adjudication process is selected by the student(s), the faculty member shall review all evidence of cheating or plagiarism and discuss it directly with the student(s)~~

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

~~Upon a determination regarding whether cheating/plagiarism has taken place, the faculty member shall determine a grade or other appropriate action. Documents involved in a finding of cheating/plagiarism shall become student records.~~

Penalties

~~Penalties for cheating/plagiarism may include, but are not limited to:~~

~~Reprimand, F on assignment, F or WF in the course, probation, suspension, or expulsion.~~

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

Academic Integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by University policy on penalties for cheating and plagiarism.

Education

Faculty are responsible for providing information about academic integrity and education for maintaining academic honesty during their regular coursework. Course syllabi provide information about penalties and the appeal process.

Definition of Academic Dishonesty

Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1)

submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit.

Procedure

A faculty member who has evidence and/or suspects that academic dishonesty has occurred shall gather all pertinent information, approach the student or students involved, and initiate the following procedure.

The faculty member shall review all evidence of cheating or plagiarism and discuss it directly with the student(s) involved. After hearing the student(s) explanation or defense, the faculty member will determine whether or not academic dishonesty has occurred and will decide what penalty will be imposed. The faculty member will consult with his/her chair and dean in making these decisions. Penalties may include reprimand or no credit for the assignment or exam, or re-submission of the paper, or make-up exam, or failure of the course. (Penalties for academic dishonesty and information on the appeals process should be outlined in the course syllabi.)

After a determination of dishonesty, the faculty member shall notify the Office of the Dean of the student's major by submitting a Report of Academic Dishonesty form, along with supporting documentation as noted on the form. This report shall be made part of the student's record and shall remain on file with the Dean's office for at least four years. The Dean shall refer second or subsequent offenses to the University Committee on Academic Integrity established under this policy. The faculty member shall also inform the student of the appeals process available to all SFA students (Policy A-2).

The Student File

A student's file on academic dishonesty will not be available to faculty members. The purpose of the file is for the dean to track a pattern of multiple cases of academic dishonesty during a student's academic career at Stephen F. Austin State University.

Students who are found to have cheated/plagiarized and have withdrawn prior to the award of a grade will continue to have the determination of the infraction within their student records. This finding will be considered by the University Committee on Academic Integrity should the student commit future offenses.

Appeals

A student who wishes to appeal decisions related to academic integrity follows procedures outlined in policy A-2. A student must appeal within 30 days of the beginning of the long semester following the incident. The student(s) grade may be withheld by the instructor pending resolution through the above procedures.

If the student wishes further appeal, he/she may apply to the Provost V.P. for Academic Affairs for a hearing by the University Committee on Academic Integrity.

The University Committee on Academic Integrity

This committee shall be formed by the academic vice president for the purpose of monitoring academic integrity among students. The committee shall be composed of a faculty representative elected from each college and one student representative appointed by the provost and vice president for academic affairs. The committee chair will be appointed by the Academic Vice President. A faculty member who reports an offense may not serve on the committee considering that offense.

The Committee is charged to adjudicate in the following situations:

1. appeal by student
2. referral by academic dean on account of repeat offenses
3. direct referral by faculty member for potentially grievous infraction

When the committee is convened for a hearing, the case will be reviewed, and the professor and student(s) will be interviewed. The committee may make one of the following recommendations to the Academic V.P. who is responsible for the implementation of this policy.

- a. no action is taken
- b. the faculty decision is upheld
- c. the student is found not guilty
- d. probation
- e. suspension from the university

A student must accept the decision of the committee; however, the committee may not interfere in the faculty member's selection of a penalty for a confirmed instance of academic dishonesty. If the committee rules that the student did not commit academic dishonesty, the faculty member may not impose a penalty of any kind. The faculty member retains the right to assign student course grades without interference from the committee. When a student who is found guilty of two or more infractions, the case will be referred to the University Committee on Academic Integrity. In addition, faculty members may request that the dean refer particularly serious cases (buying or selling papers, stealing an exam, significant plagiarism at the graduate level, etc.) directly to the University Committee on Academic Integrity. The committee may also function when a student has exhausted the normal appeals process and wishes to have an additional hearing.

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

Cross Reference: Faculty Handbook, Student Handbook, Academic Appeals by Students, Policy A-2, and Add/Drop, Policy A-5

Contact for Revision: *Provost and Vice President for Academic Affairs* |

Forms: *Report of Academic Dishonesty* |

Faculty Workload

A-18

Original Implementation: November 4, 1977

Last Revision: ~~April 30, 2002~~ July 15, 2003

The primary responsibility of Stephen F. Austin State University is the provision of undergraduate education of the highest quality ~~to those students judged capable of benefiting therefrom~~. The University has significant responsibilities for master's level graduate education in the arts, sciences, humanities, and selected professional fields, with unique responsibility for master's and doctoral level graduate education in forestry and education. The criteria for admission to these programs are designed to provide the University with evidence that the student is capable of meeting the institution's academic expectations.

The University expects its faculty to be effective classroom teachers and to be accessible to students who need assistance with formal class work and/or guidance in the pursuit of independent learning.

In support of, and as an integral part of the teaching mission, all faculty are expected to stay current in their fields of study and to engage in research, scholarship or creative activity.

Effective educational programs are dependent upon continual review and assessment by faculty, students, and academic administrators. Thus, all faculty are expected to be knowledgeable of the curriculum in their own and other departments of the University and to participate formally when called upon in the development and revision of curricula.

It is the judgment of Stephen F. Austin State University that the foregoing responsibilities and expectations can be met within the following workload guidelines.

Standards and Equivalencies

The standard teaching load at Stephen F. Austin State University is twelve semester credit hours of instruction in organized undergraduate classes each long term semester. ~~The minimum load for each faculty member paid full time from the appropriations item "Faculty Salaries," excluding teaching assistants who are pursuing degrees, is nine semester credit hours of instruction in organized undergraduate classes each long term semester, with adjustments only as follows. Certain situations, as described below, may result in a faculty member having the minimum load of nine hours,~~

1. One semester credit hour of organized graduate instruction is equal to one and one-half semester credit hours of organized undergraduate instruction.
2. One semester credit hour of teaching a large class (above 100) is equal to one and one-half semester credit hours of organized undergraduate instruction.

3. Where classes commonly meet more hours per week than the semester credit hours granted (e.g., physical education, laboratory classes, and clinical classes) classroom hours shall aggregate to a minimum of 18 for a full-time load.
4. Teaching credit for the direction of honors contracts, Master's theses and doctoral dissertations shall be granted only during a fall or a spring semester and on the basis of three semester hours of organized undergraduate instruction for the accumulation by a given faculty member of either twelve students having enrolled in honors contracts, or five thesis research (589) and thesis writing (590/591) courses or for three students having enrolled in Dissertation Writing (699) courses in all cases being assigned to the faculty member in question provided that (1) the equivalency may be granted within available funding and without adverse effect on academic departmental teaching responsibilities, and (2) a given student enrolled in either 590/591 or 699 may be counted no more than twice -- once each in two different enrollment periods -- for credit toward the faculty member's cumulative total.
5. Studio art and studio music instruction shall aggregate to a minimum of 18 hours per week for a full-time load.
6. ~~Practice or~~ Student teaching supervision, clinical supervision, and intern supervision shall aggregate to a minimum of 24 contact hours per week for a full-time load.
7. *A reduced teaching load may be granted for extraordinary assignments in academic advising, research or administrative responsibilities relating to the institution as a whole, e.g., Chair of the Faculty Senate. The total of such reductions shall not exceed one three-hour undergraduate organized course or its equivalent for every 3,000 credit hours generated by the institution during the previous fiscal year.*
8. *No adjustment shall be made for coaching activities of teachers who are also athletic coaches.*

Where a faculty member teaches in more than one of the adjustment categories noted above, the teaching load shall be proportioned among the categories, but the faculty member's teaching load must be equal to at least nine semester credit hours of instruction in organized undergraduate classes. ~~Where full-time faculty are paid partially from a source of funds other than "Faculty Salaries," the minimum teaching workload shall be directly proportioned to the percentage of salary paid from the appropriations item "Faculty Salaries."~~ *Where a faculty member teaches less than full-time, the standard teaching load shall be in proportion to their assignment. Where a faculty member teaching less than full-time also teaches in more than one of the adjustment categories noted above, only one class can be adjusted when determining the faculty member's workload.*

All adjustments shall be approved by the Board of Regents of Stephen F. Austin State University, within 45 days after the close of registration for each long term semester.

Exceptions to the foregoing limitations may be made as follows:

1. A reduced teaching load may be granted for a faculty member who is chair of a department or head of a comparable administrative unit.
 2. ~~A reduced teaching load may be granted for extraordinary formal academic advising or significant administrative responsibilities (temporary) relating to the institution as a whole, e.g., Chair of the Faculty Senate. The total of such reductions shall not exceed one three-hour undergraduate organized course or its equivalent for every 3,000 credit hours generated by the institution during the previous fiscal year.~~
 3. ~~No exception shall be made for coaching activities of teachers who are also athletic coaches.~~
2. *In doctoral programs, the load is 6 hours of doctoral level courses plus work with dissertation as approved by the Program Coordinator.*

The aforementioned exceptions may be granted only upon approval of the Board of Regents of Stephen F. Austin State University.

Administrative Responsibilities for Monitoring and Reporting Faculty Workloads

Department Chair/Program Director:

1. It is the responsibility of the department chair or program director to assign faculty workloads in accord with current applicable policy. Except as specifically authorized, a faculty member's teaching assignment will be equivalent to the standard teaching load of twelve semester credit hours in organized undergraduate classes.
2. It is the responsibility of the department chair or program director to prepare an official report of the workload assignment of each faculty member teaching in the department each semester according to an established calendar. The chair/program director and each faculty member will certify by signature that each workload assignment is in accord with applicable policy.
3. It is the responsibility of the department chair or program director to recommend exceptions to the standard workload requirement and to provide such documentation as necessary to justify that recommendation. Recommendations for exceptions must be made judiciously.

Dean:

1. It is the responsibility of the dean of the college to monitor the work of department chairs/program directors to assure that the University's workload policy is being strictly implemented and accurately reported. By signature on the workload report for each faculty member, the dean certifies that his/her responsibilities have been executed.

2. It is the responsibility of the dean of the college to review all recommendations from department chairs/program directors for exceptions to the standard workload and to recommend to the Vice President for Academic Affairs their approval/disapproval. Endorsements of exceptions must be made judiciously.

Provost and Vice President for Academic Affairs:

1. It is the responsibility of the *Provost and Vice President for Academic Affairs* to monitor the procedures for reporting and certifying faculty workloads.

2. It is the responsibility of the *Provost and Vice President for Academic Affairs* to forward one copy of the faculty workload reports to the appropriate office for entry into the University's data base and to have the original faculty workload reports filed for possible future review.

3. It is the responsibility of the *Provost and Vice President for Academic Affairs* to see that the Faculty Workload Report, Printout Number CMB 008, is prepared for review and action by the Board of Regents of Stephen F. Austin State University.

President:

It is the responsibility of the President of the University to submit to the Board of Regents the Faculty Workload Report, Printout Number CMB 008, for their review and action.

Source of Authority: Texas Education Code, sec. 51.401 et seq.; Board of Regents; President; *Provost and Vice President for Academic Affairs*

Cross Reference: Faculty Handbook

Contact for Revision: *Provost and Vice President for Academic Affairs*

Forms: None

Non-Credit Continuing Education—Continuing Education, Outreach, and Public Service Programs

A-32

Original Implementation: March 9, 1978

Last Revision: January 15, 2002/July 15, 2003

Stephen F. Austin State University's mission statement includes a service mission to focus on vital community outreach programs. To assist the University in this mission, the Division of Continuing Education in the College of Applied Arts and Sciences serves to meet the educational needs, outside the framework of traditional academic credit programs, of individuals and groups. These needs are met by offering non-academic credit short courses, seminars, workshops, conferences, institutes, and camps for personal and professional enrichment and professional accrediting agencies; University educational travel activities whether for credit or non-credit purposes (see Policy A-36, Out-of-State Travel/Study); and other special activities.

I. Role and Scope

The Division of Continuing Education is designated as the administrative unit of the University for all sponsored non-academic credit continuing education activities (exceptions are not for profit colloquia, symposia, art exhibitions and for free and for charge concerts, recitals, and performances). All non-credit outreach emanating from the University must comply with the Texas Education Code, chapter 54.545, entitled, Fees for Continuing Education Courses, which states that: "The board shall set the fee (for continuing education) in an amount sufficient to permit the institution to recover the costs to the institution of proving the course". Administrative units which have been awarded legislative appropriations for outreach and can assure compliance with the Texas Education Code, may establish their own designated continuing education organization with the approval of the Vice President for Academic Affairs. Centralized continuing education administration at the University is a necessity to ensure that all such efforts are financially self-sufficient, and that there is uniform compliance with University, state and federal policies, procedures, and guidelines.

A. Goals:

The overriding goals of the Division of Continuing Education are:

1. to provide life-long learning and training opportunities to the residents of the region
2. to make Continuing Education and outreach at SFA self-supporting and to enhance and enlarge the Continuing Education programming of the University
3. to compensate instructors or coordinators at the highest possible level to make it economically worthwhile to be involved in Continuing Education

B. Options:

1. An activity for which SFA/CE does not collect registration fees, but participants do pay a registration fee to the sponsor. In such cases a university facility use fee will be charged. This fee is assessed as a cost per person per day. Additional line item charges may be levied.

2. An activity for which there is a registration fee collected by the Division of Continuing Education. In such cases a percentage of gross revenues will be assessed.

3. An activity for which there is no fee but the coordinator or programmer desires CEUs (continuing education units). The Division of Continuing Education will be a co-sponsor and not have any administrative duties except to certify that the activity is eligible for CEUs under University, state, and Southern Association for College and Schools (SACS) guidelines. A CEU certificate will be provided.

Each of the above will be determined by the Director of Continuing Education in conjunction with the Dean of Applied Arts & Sciences. Annual fee schedules will be filed with the Vice President for Academic Affairs.

II. Responsibility

The Division of Continuing Education is responsible for:

A. assisting any department or individual in planning and implementing a continuing education activity. (Exceptions to this policy must be granted by the Vice President for Academic Affairs.);

B. collecting and disbursing all funds involved in such activities and maintaining proper financial records in line with fiscal regulations of the University;

C. maintaining a system of student records and preparing transcripts where applicable for professional compliance and/or certificates for CEUs;

D. meeting the guidelines established by the University, Texas Higher Education Coordinating Board, and the Southern Association of Colleges and Schools in the awarding of Continuing Education Units (CEUs).

III. Procedures

These procedures are to be implemented in the planning of an activity through the Division of Continuing Education:

A. Should the person in charge of an activity be a University faculty member, he/she must submit an "Activity Request Form" for approval by the respective department chair, college dean (if activity directly is related to academic discipline of employment), and the Division of Continuing Education. If the activity is outside one's academic discipline, a vita must be submitted stating qualifications to direct the proposed activity.

~~B. Should the person in charge of an activity be a University employee, but not an academic faculty member, he/she must submit an "Activity Request Form" along with a resume or vita stating qualifications to direct the proposed activity for approval by the respective department chair, manager, or administrator, and the Division of Continuing Education.~~

~~C. Should the person in charge of an activity not be a University employee, he/she must submit an "Activity Request Form" along with a resume or vita stating qualifications to direct the proposed activity for approval by the Division of Continuing Education.~~

~~D. Should the activity be a camp, a list of organizers must be provided along with their qualifications to direct such an event. An "Activity Request Form" must be submitted for approval by the Division of Continuing Education.~~

~~The activity request shall receive timely consideration and approval if it meets the criteria for outreach/continuing education as established by University, state, and/or SACS. The applicant will be contacted if changes are proposed or necessary. Issues of pricing, timing, market, instructor credentials, space availability, and academic compatibility are issues to be reviewed.~~

~~When the activity request is approved, the person in charge of the activity should plan with the Division of Continuing Education as to the services needed. Services include, but are not limited to:~~

- ~~1. Designing and printing of the brochure/program~~
- ~~2. Mailing and advertising~~
- ~~3. Securing facilities~~
- ~~4. Conducting pre-registration~~
- ~~5. Collecting fees~~
- ~~6. Conducting on-site registration~~
- ~~7. Securing equipment, materials, and supplies~~
- ~~8. Providing official registration and attendance forms~~
- ~~9. Granting of CEUs~~
- ~~10. Acting as fiscal agent of event/activity, including:~~
 - ~~a. Purchasing~~
 - ~~b. Payments~~
 - ~~c. Receipts~~
 - ~~d. Accounting~~
 - ~~e. Stipends~~
 - ~~f. Payroll issues and compliance~~

~~E. Travel~~

~~1. All organizers of non-academic travel activities offered through the Division of Continuing Education must file an "Activity Request Form" with the Director of Continuing Education. The organizer will list on the form the stated objectives of the travel activity, showing goals that are compatible with the University and the Division of Continuing Education.~~

2. The agreement with the travel agency, carrier or vendor shall contain a clause that specifies that transportation, lodging, and food services are the responsibility of the carrier and not the University. Model statements may be obtained from the Director of Continuing Education and must be attached to the "Activity Request Form."
3. All other considerations of an activity with travel as its principal focus are found in Policy A-36, Out-of-State Travel/Study.

IV. Fiscal Considerations

The following items shall apply to the fiscal planning for all activities under the Division of Continuing Education, which must be self-supporting:

- A. Fees: Registration or enrollment fees should be set at a level to cover the cost of the activity and include reasonable fees for operating overhead of the Division.
- B. Material and supplies: Requisitions to purchase necessary materials and supplies must be submitted to the Division of Continuing Education for processing. All purchasing requisitions shall comply with state and federal laws, rules, and regulations regarding competitive procurement. If materials are already on hand, an IDT will be processed to reimburse the department for the expense.
- C. Promotion: As soon as the activity is approved, requisitions for printing, activity advertising, and public relations should be submitted to the Division of Continuing Education for processing according to University and state regulations regarding competitive procurement. The Division of Continuing Education will contact Purchasing and the Office of Public Affairs on behalf of the activity. Any activity with a general audience appeal will be assessed a pro-rata fee for newspaper advertising.
- D. Budget: A budget will be prepared to be used as a basis for setting the registration fee. Every event is intended to provide sufficient revenue to cover all direct costs, including stipends, benefits, and overhead. Should insufficient enrollment occur, the event will be canceled. Under some circumstances an event may be conducted with insufficient enrollment if the instructor agrees to a reduced stipend (the intent is to recoup other expended funds on creating the event).
- E. Stipends: The basis and rate of pay will be negotiated with the coordinator or instructor of an activity and will be confirmed in a letter of agreement. Depending on the nature of the activity, a percentage of revenue or an hourly instructor fee with some preparation time included will be negotiated. Payments may be made to instructors, coordinators, sponsoring departments, or other entities all to be established in advance in the "Activity Request Form".

The Division of Continuing Education will follow University, state and federal regulations regarding payment of stipends/compensation to those involved with the activity. Determination will be made as to status independent contractor, employee of the University, etc., and processed accordingly. All full-time University employees are subject to payroll taxes, insurance/retirement deductions if appropriate. Part-time

employees are subject to payroll taxes and other appropriate deductions, i.e., state retirement contributions, if employed by other state agencies or public school systems.

F. Financial Records: As soon as all revenues are collected and all expenses paid, the Division of Continuing Education shall prepare a financial statement for the activity. A copy will be furnished to the person in charge. Confirmation of surplus/deficit (net income before stipends) will be noted by the instructor or coordinator. All fiscal policies of the University will be followed in revenue/expense processing. Request for stipend payments will be made in accordance with University procedures.

G. Facilities: Dedicated space for the Division of Continuing Education consists of offices located at 541 E. College and Room 421, Liberal Arts North. All other facilities must be arranged with respective building managers. Should additional clean-up, repairs, etc. be required, these should be included in the budget of the continuing education activity.

The Division of Continuing Education is authorized to contract for non-University facilities.

H. Refunds: The following refund policy shall be published at least once each fiscal year and distributed to the participants upon request.

1. Registrants who withdraw prior to beginning of the activity will receive a refund minus a processing fee (\$100 or less, a 10% fee; over \$100, a 5% fee)
2. No refund will be granted after the activity begins.
3. Should the activity be canceled by the Division of Continuing Education, a full refund will be given.
4. Substitutes for registrants may attend provided that notification is received by the Division prior to the start of the activity.
5. When activities include meals, the cost of food service will also be deducted from the refund if notice is not received 48 hours in advance of the beginning of an event.
6. Under special circumstances non-refundable deposits may be required.
7. With less than projected enrollment, the activity may be postponed, rescheduled or canceled.

I. Audio-visual Equipment: All audio-visual equipment must be requested from the Division of Continuing Education. If such is available, a fee schedule will be used to determine actual cost of usage. Wear and tear, bulbs, etc. must be replaced. These charges are in addition to the Continuing Education overhead percentage.

V. Income and Expenditure Distribution

~~A. All Continuing Education activities distribute revenue as follows:~~

- ~~1. Division of Continuing Education overhead is set by the activity~~
- ~~2. Instructor/coordinator stipend is set by a letter of agreement~~
- ~~3. Materials/supplies are itemized at actual expense~~
- ~~4. Advertising/promotion is set at \$10 plus actual expense~~
- ~~5. Production is itemized at actual expense~~
- ~~6. Other costs are itemized according to a schedule of actual expense~~

~~B. Facility Use Fees:~~

~~A facility use fee may be charged in lieu of overhead expenses to cover the use of state facilities, equipment, or staff.~~

~~C. Deposits:~~

~~The Division of Continuing Education may require a security/guarantee deposit of 10% of expected activity expenses or \$500, whichever is greater. The security deposit is required for, but not limited to, activities where expected expenses exceed \$5,000, and shall be paid six months, or as soon as practical, prior to the activity date. The security deposit, minus any incurred activity expenses, is refundable up to three months prior to the activity. Cancellation within three months of the activity date forfeits refund of the deposit. Upon completion of the activity, the deposit will be applied toward financial obligations. The Director may modify or waive the security deposit for individual activities. University sponsored activities are exempt from security/guarantee deposit.~~

~~D. Pre-Payments and Advances:~~

- ~~1. Some activities may require pre-payment of enrollment/registration fees to confirm registration. Registration is complete upon receipt of payment.~~
- ~~2. In the event an instructor or coordinator is given an advance on expected income from an activity, and it is determined, upon completion of the activity and the final expense report, that the instructor or coordinator was over-compensated, the full amount of the overpayment must be returned to the Division of Continuing Education within 15 days.~~

Role and Scope of Continuing Education

Stephen F. Austin State University has a stated mission that includes a significant responsibility for vital community and professional outreach programs to the populations

and constituencies it serves. This task is met by offerings from throughout the University with outreach and special learning opportunities other than academic degree programs.

Continuing education is a University-wide mission, whose purpose it is to support the public service responsibilities of the University. Colleges, departments, programs, units, or individuals employed by the university who offer continuing education related activities must adhere to the principles of this policy. Individuals not employed by the university may seek sponsorship through the University for offering continuing education activities by following the principles of this policy.

Definition

Continuing education is an organized event sponsored by a unit of the university that provides non-academic credit activities for the participants such as enrichment experiences, workshops, short courses, certificate courses, training, life-long learning, leisure learning, camps or travel. A reasonable fee should be charged for these activities in an amount sufficient to permit the University to recover the cost of providing the course.

Responsibility for Continuing Education at the University

The individual colleges and/or divisions of the University headed by a vice president will have administrative and programming responsibility for all activities that conform to the definition of continuing education.

Should programs by outside groups be co-sponsored by any college or division of the University, then all fees must be received directly and accounted for by the regular University accounting procedures. Otherwise, the program may not bear the name of the University or any college, department, or division as sponsor or co-sponsor.

General calls, inquiries, and questions coming to the campus about continuing education activities will be routed to the Office of the Associate Provost for referral to the appropriate college or division of the University.

The University will maintain a schedule of announced continuing education programs on a web site. It will be the responsibility of each unit or division to assure that all scheduled continuing education programs are listed on the web site.

Awarding Continuing Education Units

When programs result in the awarding of Continuing Education Units (CEU's) it is the responsibility of the unit of the University sponsoring the continuing education program to meet the most current guidelines established by the Texas Higher Education

Coordinating Board and the Southern Association of Colleges and Schools relative to the awarding of CEU's.

It is the responsibility of the originating unit to establish a transcript and keep the CEU records on file for the appropriate period of time.

Fiscal Responsibilities

The colleges, departments, divisions, units and persons who offer activities that conform to the definition of continuing education must comply with all applicable University policies and procedures and state and federal regulations. Some of the policies that apply relate to the following areas: collecting and disbursing funds, authorizing refunds, authorizing payroll or stipend items, purchasing equipment or supplies, reserving rooms, purchasing food or beverage, printing, using media marketing, engaging transportation, security and accounting for all funds associated with the program including a surplus or deficit.

Facilities for Continuing Education

Facilities for accommodating a continuing education event must be reserved in accordance with University Policies B-1 Use of University Facilities, and B- 2 Academic Space for Non-Academic Activities. Academic programs will always be given priority for the use of University facilities.

Source of Authority: *Board of Regents, President, Provost and Vice President for Academic Affairs, Texas Education Code Section 54.545*

Cross Reference: ~~None~~ *Policy B-1 Use of University Facilities and Policy B-2 Academic Space for Non-Academic Activities*

Contact for Revision: *Provost and Vice President for Academic Affairs*

Forms: ~~Activity Request and Approval Form (Available in the Division of Continuing Education)~~

Residence Requirement

A-55

Original Implementation: January 25, 2000

Last Revision: ~~None~~ July 15, 2003

The term "In residence" includes all of the following types of courses: on-campus; off-campus; distance education; field -based; practicum; internship; and for the master's degree, thesis courses. Extension courses are not considered in-residence and do not count toward residence requirements. Only courses offered by SFASU may be counted toward in-residence requirements.

Undergraduate Degree Programs

Undergraduate degrees require a minimum of 42 semester hours in-residence, 36 of which must be advanced work (300-499).

First majors consist of at least 30 semester hours but not more than 36 hours and must include at least 18 hours advanced work. At least 12 of these advanced hours must be in-residence.

A second major must consist of at least 24 semester hours, of which 12 must be advanced, in-residence courses.

An academic minor consists of from 18 - 23 semester hours with at least 9 hours of advanced courses, six of which must be in-residence.

Masters Degree Programs

Masters degrees require a minimum of 24 semester hours in-residence, including at least half of the work in both the major and the minor.*

Advanced Graduate Studies courses (575 and 576) may be counted toward residence requirements.

Doctoral Degree Programs

Doctoral programs must include a sufficient amount of residence courses on the main campus to equal a minimum of one academic year of study.

~~*Adoption of this policy revokes the existing policy that a minimum of 12 semester hours be completed on campus.~~

Source of Authority: *Provost and Vice President for Academic Affairs*

Cross Reference: None

Contact for Revision: *Provost and Vice President for Academic Affairs*

Forms: None

Graduate Student Orientation and Advisement

A-61

Original Implementation: October 31, 2000

Last Revision: ~~None~~ July 15, 2003

Academic departments offering graduate programs should provide all of their graduate students, both full-time and part-time, with a systematic, effective program of orientation and academic advising. All students are to be assigned a graduate faculty member as an advisor to direct the student during his or her program of studies. The responsibility of the advisor will include but may not be limited to:

- *providing or arranging for an orientation to departmental organization, administration, key personnel, facilities and procedures;
- *directing the student to University resources, guidelines, procedures, and policies which may affect the student's graduate experience;
- *informing the student of the program's relationship to the college, university, and external agencies;
- *providing an orientation to the registration process, including dates, procedures, early registration, restrictions, and other information;
- *advising the student on degree requirements such as core or required courses, proper sequencing of courses, minimum credit hours, minimum grade-point averages, removal of withheld grades, thesis vs. non-thesis option, transfer courses, and time limits for completion of degree programs;
- *advising the student on Graduate School requirements such as admission to candidacy, maintaining good academic standing in the Graduate School, comprehensive examinations, thesis approval procedures, thesis/exhibition/dissertation examinations, and policies and procedures relevant to taking (and retaking) comprehensive or thesis examinations;
- *providing the student with an explanation of academic honesty in the classroom and in research;
- *advising the student on his or her rights and responsibilities and pointing out the process of appealing decisions and/or the actions of others; and
- *assisting the student with the process of applying for graduation and completing all documentation required for graduation.

Departmental orientation and advising programs must be appropriately evaluated and included in the annual departmental assessment report, including information on how the results of the assessment will be used to enhance effective assistance to students.

Source of Authority: *Provost and Vice President for Academic Affairs*

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

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

Forms: None

Auditing a Course - Tuition and Fees

Original Implementation: October 18, 1980
Last Revision: ~~August 1, 2000~~ July 15, 2003

Tuition and fees for auditing a course shall be the same as tuition and fees paid by regularly enrolled students. Individuals age 65 and over may audit at no charge on a space-available basis and with the permission of the instructor.

Source of Authority: Board of Regents

Cross Reference: General Bulletin

Contact for Revision: ~~President~~ Vice President for Business Affairs

Forms: None

Check Cashing

C-6

Original Implementation: September 1, 1988

Last Revision: ~~August 1, 2000~~ July 15, 2003

The Business Office in the Austin Building and the Bookstore in the University Center cash checks for faculty, staff and students with a University I.D. The check cashing limit is fifty dollars (\$50) per day. If an extenuating circumstance exists in which a student or employee needs to cash a check in excess of \$50, authorization must come from the Controller, the Bursar in the Business Office or the Bursar's designee, or the Manager or Assistant Manager in the University Bookstore. *Checks returned to the University for insufficient funds, payment stopped, or account closed will be collected by CheckMate. Any fees for collection charged to the University by CheckMate will be assessed to the individual. The University reserves the right to refuse personal checks from individuals who have a history of bad checks as recorded by CheckMate.*

The University Business Office and Bookstore are not authorized to cash checks which are disbursed by the University, (i.e., payroll checks, travel checks, etc.) except when used as payment on the payee's account.

Employees with a history of returned checks may be subject to disciplinary action.

Source of Authority: Vice President for Business Affairs

Cross Reference: ~~None~~ C-35 Returned Checks

Contact for Revision: ~~University~~ Controller

Forms: None

Memberships

C-17

Original Implementation: September 1, 1982

Last Revision: ~~January 15, 2002~~ July 15, 2003

All memberships are held in the name of the University. Memberships that clearly relate to the University as a whole may be paid from the University's Institutional Membership account, subject to available funding and President's approval. Memberships relating to specific departments or functions are funded from departmental or college accounts.

Requests for approval of memberships are ~~processed~~ submitted electronically on Purchase Requisitions (available at https://apache.sfasu.edu/sfa_forms/purchase_req.shtml). Such requests are processed through the online Financial Records System (FRS) using Requisition Type DM. Memberships to be funded from the University's Institutional Membership account will be routed through administrative channels to the President. Those to be funded from departmental or college accounts will be routed through administrative channels to the appropriate vice president (or the President).

Source of Authority: Texas Government Code, Section 2113.104; President; Vice President for Business Affairs

Cross Reference: Purchase Requisition, Policy C-30

Contact for Revision: Director of Purchasing & Inventory

Forms: Purchase Requisition (available at https://apache.sfasu.edu/sfa_forms/purchase_req.shtml)

Purchase Requisition

C-30

Original Implementation: Unpublished

Last Revision: ~~October 23, 2001~~ July 15, 2003

Specific requests by a department to purchase goods or services begins with the completion of a "Purchase Requisition" that must be approved by the account manager or his/her designee.

The purchase of highly technical items may require special assistance from the end user. In such cases it is the responsibility of the end user to provide technical support in the preparation of specifications and in the evaluation of bids. If bid review prior to award is specifically desired, please state on the "Purchase Requisition".

Items that can be purchased from the same vendor should be grouped on the same requisition.

Requisition processing within the Purchasing Department differs depending upon source of funds, dollar value, and the type of good or service being acquired. Requisitions will usually be processed into purchase orders within one day to six weeks. See Policy C-7, Best Value Procurement.

The "Purchase Requisition" may be generated in one of two ways:

1. On-line Requisitions are entered through the FRS System following the guidelines outlined in the FRS Purchasing Software Manual. Contact the Purchasing Office for more information if you do not currently have this access. Copies of the manual and on-line registration for training are available at www.sfasu.edu/purchasing/training.html, www.sfasu.edu/purchasing/index.htm?menu=4
2. Hard-copy Requisitions are available through the ITS Forms Server at the following URL: https://apache.SFASU.EDU/sfa_forms/purchase_req.shtml. Obtain appropriate signatures. Mail or fax the completed requisition to Purchasing.

If a second page is required to list all items being ordered, you may create another "Purchase Requisition" noting that it is a continuation or attach additional pages noted as a continuation.

Source Of Authority: President; Vice President for Business Affairs

Cross Reference: Policy C-7, Best Value Procurement

Contact For Revision: Director of Purchasing and Inventory

Forms: ITS Forms Server: https://apache.SFASU.EDU/sfa_forms/purchase_req.shtml;
~~Best Value Procurement~~

Returned Checks

C-35

Original Implementation: September 1, 1987

Last Revision: ~~January 28, 2003~~ July 15, 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 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.

Employees with a history of bad checks may be subject to disciplinary action.

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~~ C-6 Check Cashing

Contact for Revision: General Counsel, ~~University~~ Controller

Forms: None

Special Purchases°

C-36

Original Implementation: Unpublished

Last Revision: ~~October 17, 2002~~ July 15, 2003

The following items require special consideration for proper processing:

1. **Advertising copy** (radio spots, newspaper ads, billboards, etc.) should be submitted to the Director of Public Affairs for approval prior to release. See Policy D-39 University Publications.
2. **Account Types** Purchasing generally views the distinction between types of accounts as follows:
 - 1xxxxx (except for the 17xxxx series) - State Appropriated Funds; Purchases must relate directly to the educational purpose of the University.
 - 17xxxx; HEAF and Instructional Capital (IC) - These funds are allocated for the purchase of equipment only. Books and videos may also be purchased with HEAF and IC.
 - 2xxxxx; Designated Funds - The use of these funds is designated by the University. Purchases must relate to the educational purpose of the University or be of benefit to the University department.
 - 3xxxxx; Auxiliary Funds - The use of these funds is related to a University business type enterprise.
 - 4xxxxx; Restricted Grant Funds - These funds are limited to the purpose and restrictions of the grant.
 - 5xxxxx; Gift Funds - These funds are restricted to certain departments or specific purposes, and include discretionary funds from which purchases are made at the discretion of the Account Manager.
 - 09xxxx; Agency Funds - Purchases cannot be initiated on a requisition. See Policy C-01.2 Agency Accounts for detailed information about the use and disbursement of funds from these accounts.
3. **Consultant Contracts**. The rules are numerous and complicated. Review the Professional and Consultant Services Policy, C-45, carefully before making any commitment on behalf of the University.
4. **Purchases from Employees**. Any payments for SERVICES made to a current employee or an individual employed during the past 12 months is to be submitted on an additional compensation request form. Any purchase of GOODS from a

current employee must be submitted through the requisition process and must comply with Policy C-27 Purchases from Employees.

5. **Entertainers.** See Professional Services.
6. **Food Purchases.** All purchases of food must be submitted on a Purchase Requisition and must be certified by the account manager in accordance with Policy C-13 Food Purchases.
7. **Guest Speakers, Lecturers, Instructors, Artists, Musicians.** See Professional Services
8. **Insurance.** Purchase of insurance is to be submitted on a Purchase Requisition. Specific insurance requirements should be brought to the attention of the Safety and Risk Management Officer.
9. **Lease of Real Property.** The rental or lease of real estate requires approval of the Vice President for Business Affairs. State funded rentals or leases require approval of the Facilities, Construction, and Space Management Division of the General Services Commission. Such issues as access to the handicapped, fire safety, and the availability of other space on a competitive basis will be considered.
10. **Memberships** in professional organizations require approval by the appropriate vice president and or the President. Memberships are to be submitted on a "Purchase Requisition". See Policy C-17 Memberships.
11. **Moving Expenses** may be made by direct pay to the vendor or reimbursement to the University employee. See Policy C-21 Moving Expenses)
12. **Printing.** University Printing Services is to be utilized to the extent possible for printing and duplication. All official University publications require editorial approval prior to printing regardless of the source of printing services. See Policy D-39 University Publications. All printing requires competitive bids, regardless of the dollar amount, if using state funds.
13. **Professional Services.** Review the Professional and Consultant Services Policy C-45 carefully before making a commitment on behalf of the University.
14. **Proprietary Purchases.** Purchase requisitions which are submitted for items to be purchased for a single brand and/or from a single vendor shall include a Sole Product/Sole Source Justification Form, which is available from the Purchasing Department. See Policy C-26 Proprietary Purchases.
15. **Radioactive or Radiation Producing Materials or Equipment.** All "Purchase Requisitions" for radioactive or radiation producing materials or equipment must be identified by completing the on-line purchase requisition with Requisition Type 'DR'. See Policy D-27 Radioactive or Radiation Producing Material or Equipment.

46.1. Used Equipment. The purchase of used equipment requires additional paperwork be completed for the order file. See Policy C-29 Purchase of Used Equipment or Supplies.

Source of Authority: Texas Government Code, Title 10, Subtitle D, Chapters 2151 through 2176, 2254 and General Appropriations Act; Board of Regents; Vice President for Business Affairs; President

Cross Reference: ~~None~~ *Radioactive or Radiation Producing Materials or Equipment, Policy D-27*

Contact for Revision: Director of Purchasing and Inventory

Forms: Purchase Requisition (See Policy C-30 Purchase Requisition); State of Texas Purchase Voucher (available in University Printing Services); Sole Product/Sole Source Form (available from Purchasing)

Withdrawal Without Financial Clearance

C-39

Original Implementation: October 26, 1978

Last Revision: ~~August 1, 2000~~ July 15, 2003

Any student who withdraws from or otherwise leaves the University without clearing his/her financial record, i.e., without having returned borrowed books and equipment, paid any outstanding University traffic fines, and settled other financial matters with the University, will be subject to the following sanctions until such time that the record is cleared:

1. The student will not be permitted to re-enroll.
2. The student will not be eligible to receive an official transcript of academic work completed.
3. The student will not be issued a diploma.

PROCEDURES FOR IMPLEMENTATION

1. When a student withdraws, notification will be sent by the Registrar to:
 - (a) the instructor of each course in which the student has been enrolled,
 - (b) the dean of the appropriate academic college, and
 - (c) the Business Office.
2. Each department in which the student has a financial deficiency will contact the student in an effort to clear their part of the student's financial record.
3. All deficiencies which persist will be reported by the affected department so that the Registrar can implement the sanctions specified in the policy.
4. When a student leaves the University without officially withdrawing and has not cleared his/her financial record, the affected department will implement steps 2 and 3, as outlined above.

Source of Authority: *Provost and Vice President for Academic Affairs and Vice President for Business Affairs*

Cross Reference: General Bulletin, Graduate Bulletin

Contact for Revision: Vice President for ~~Academic~~ Business Affairs

Forms: None

Year-End Purchasing

C-40

Original Implementation: April 5, 1984

Last Revision: ~~October 17, 2002~~ July 15, 2003

The State fiscal year is September 1 through August 31 and the following rules and regulations apply to ~~year-end-of-year (EOY)~~ transaction processing.

Consumable/expendable supply items are to be charged to the fiscal year in which they are delivered. The cost of consumable supplies ordered in one fiscal year and delivered in the next fiscal year may be charged to the prior year only if the following conditions exist:

1. delay causing delivery in the later fiscal period was beyond control of the agency;
2. delivery could have reasonably been expected to occur during the fiscal year in which the order was placed; and
3. the quantity ordered could have been consumed during the fiscal year in which it was ordered: *had delivery occurred as originally anticipated.*

Services are to be charged to the fiscal year in which they are delivered.

Capital equipment purchases ~~expenditures~~ are to be charged to the fiscal year in which they are ordered, except that capital ~~purchases~~ ~~outlay expenditures~~ may be charged to the year of delivery ~~in cases where the order was placed earlier to compensate for unusually long delivery lead times~~ as long as the appropriation for the year in which delivery will occur exists. (General Appropriations Act has been signed by the Governor) and payment is not made prior to September 1 of the new fiscal year. Payments under a lease-purchase agreement are to be charged to the fiscal year in which the payment is made.

~~Advance payment of s~~ **Subscriptions, maintenance contracts, post office box rental, insurance and surety or honesty bonds** are chargeable to the fiscal year in which they ~~subscription~~ begins and may be paid in full from that fiscal year regardless of whether the purchase covers more than one fiscal year. ~~Retroactive payments made after the close of a fiscal year may be prorated between the two fiscal years.~~ This rule supercedes other rules relating to consumable items, services, or capital equipment.

Seminar and conference expenses related to conducting or attending the same are to be paid from the fiscal year in which the seminar or conference occurs, unless it is determined to be cost-effective to use current fiscal year funds to pay for conducting or attending a seminar or conference that will occur partly or entirely during a different fiscal year. This rule supercedes other rules relating to consumable items, services, or capital equipment.

Utility services are to be charged to the fiscal year in which the service is provided except that a prior fiscal year may be used to pay for September services of the next fiscal year. This rule supercedes other rules relating to consumable items, services, or capital equipment.

A combined purchase of at least two consumable items, services and capital assets should follow the year-end rules according to the dominant purpose of the contract.

A contractual option that is exercised for the purchase of a consumable item, service, or capital equipment should follow the year-end rules according to the good or service for which the option is exercised.

Each spring, the Purchasing Department notifies University departments of annual deadlines to allow compliance with state deadlines and to allow adequate order processing time for current year orders. Once a deadline has passed, orders received after that date will be processed against the new fiscal year unless one of the above year-end ~~EOY~~ rules applies.

Requisitions received prior to a deadline date will be processed on current fiscal year funds unless properly identified as a next fiscal year requisition following these instructions:

~~a. On-line requisitions should follow the instructions provided through the pPurchasing List-serv.~~

~~b. Departments submitting hard copy requisitions should make a notation such as 'FYxx FUNDS' on the face of the requisition.~~

Source of Authority: 34 TAC, Part 1, Chapter 5, Subchapter E, Rule 5.56; President; Vice President for Business Affairs

Cross Reference: None

Contact For Revision: Director of Purchasing and Inventory

Forms: None

Computer & Network Security

D-8.1

Original Implementation: January 24, 1995

Last Revision: ~~October 31, 2000~~ July 15, 2003

Purpose

To establish conditions for use of, and requirements for appropriate security to cover University computing equipment and networks. Computing equipment is defined to include desktops, laptops, servers, handheld devices and connected network equipment. In order to comply with state requirements including the Information Resources Management Act (TEX.GOV'T CODE / 2054) and Texas Administrative Code, Title 1, Part 10, Chapter 202, the Director of Information Technology Services (ITS) has been assigned the role of Information Resources Manager for the University, and the Department of ITS is tasked to ensure compliance. ~~computers, available information technology, and networks.~~

Scope

This policy is effective at all University locations or data centers and represents the minimum requirements that must be in place. Individual areas that have computers and networks may have additional controls and security, but they are in addition to this Policy.

Responsibility

The University Computing and Telecommunications Advisory Committee is responsible for the development of University-wide policies, controls and procedures to protect the University network and information systems from intentional or inadvertent modification, disclosure of confidential information, or destruction. The committee is also responsible for education of the campus community in the ethical use of computer information and network facilities.

Policy

- I. *Each Vice-President, Dean or Director shall designate individuals responsible for the functions listed below. The same person may be responsible for one or more of these functions, but, to ensure continuity, these individuals must be regular University employees, not student employees. Each Vice-President, Dean or Director may specify an individual or the Technical Support Group of ITS to perform these duties, and will inform ITS of their decision.*
 1. Computing Equipment Delivery and Setup — *In order to establish a secure configuration, these designees, who are responsible for accepting delivery of any computing equipment, are expected to install the equipment and software according to specifications and recommendations of the vendor and all state regulations.*
 2. Maintenance and Technical Support — *These designees are responsible for providing technical support by troubleshooting daily problems, loading software applications, monitoring desktop security, applying patches and updates as prudent after they are available from the vendor, and performing*

general maintenance on all computing equipment within their organizational unit.

3. Security and Password Management — ~~The sales~~ designees are responsible for security and user access for all computing equipment within their organizational unit. These designees will maintain the administrator/root passwords for local desktop units and will be responsible for providing necessary access to facilitate repairs. These designees will also coordinate with the Maintenance and Technical Support designees in monitoring desktop security and applying patches and updates as prudent after they are available from the vendor. These designees will work with ITS to ensure University computing and network security.

II. Each organizational unit, through its designees, shall implement local security procedures, to include:

~~At each data center, appropriate security shall include:~~

1. Protection of the privacy of confidential information;
2. Protection of information against unauthorized modification;
3. Protection of systems against unauthorized access *and use*.

Each organizational unit of Stephen F. Austin State University that maintains a local area network(s) must develop a local security procedures document which must conform to this policy statement subject to review by ITS.

III. In order to maintain ~~such~~ network security, the ~~university~~ University reserves the right to:

1. Limit, restrict, or terminate an account holder's usage;
2. Inspect, copy, remove, or otherwise alter any data, file, or system resource that ~~may undermine the authorized use of~~ threatens the security of that system or the network, with or without prior notice to the user;:-
3. Periodically check the systems and take any other such actions necessary to protect the ~~university~~ University computers, information, and networks.

The University shall not be liable for, and the user assumes the risk of, loss of data or interference with files resulting from the University's efforts to maintain the privacy and security of the University's computer, information and network facilities.

~~Each data center facility at Stephen F. Austin State University must develop an internal security document to cover such details as the type of access controls (minimum length of passwords, other type of accessing, etc.), disaster recovery plans, contingency plans for continuous operation in case of power outages, etc. Those documents are considered to be part of this policy statement.~~

The University shall not be liable for, and the user assumes the risk of, loss of data or interference with files resulting from the University's efforts to maintain the privacy and security of the University's computer, information and network facilities.

~~Access to, and use of, computers and computer networks~~

IV. Individuals are expected to exercise responsible, ethical behavior when using the University's ~~computer, information, networks or resources~~. *The University reserves the right to limit, restrict or extend privileges and access to its resources.*

1. Access to some ~~university~~ *University computer systems, accounts and information resources is limited to designated individuals. Access is provided through the establishment of an account. Issuance of passwords and designation of some computer accounts must be approved in writing through the respective dean or director (or designated representative) of the administrative unit. The unauthorized use of university University computer systems, accounts and resources; the unauthorized use of another person's computer account; and the provision of false or misleading information systems are prohibited and will be subject to the sanctions described in this policy.*

2. Each user is responsible for understanding and complying with the ~~security rules of University computer systems. Authorized users shall take all reasonable precautions to prevent use of University computer systems by unauthorized persons.~~ *policy on Acceptable Use of Information Resources (F-40)*

3. ~~Use of another person's account or access to the university's computer system without authorization is prohibited. Authorization shall not be given for anyone to use another's account(s) unless such authorization is specifically requested in writing, and approved in writing by the account owner and the respective dean or director (or authorized representative) of the computer or network. The authorized user(s) of an account is (are) responsible for all usage on that account. Account owners shall take all reasonable precautions, including password maintenance and file protection measures, to prevent use of account by unauthorized persons. Account must only be used for the purpose for which they were authorized. Each user is responsible for understanding and complying with the policy on~~ *Computing Software Copyright (D-43).*

4. ~~Users have the responsibility to use available mechanisms and procedures to protect their own programs, programs in software libraries, and data. They also are responsible for assisting in the protection of the systems they use. Because the University permits access to copyrighted data through the Public Internet, it is imperative that each user be responsible for understanding and complying with the policy on~~ *Digital Millennium Copyright (D-42). This means disciplinary action including termination of service may be taken on any reported copyright infringements that have been investigated and determined valid. (see www.arl.org/info/frn/copy/dmca.html)*

5. ~~Individuals programs, programs in software libraries, and data that belong to another account shall not be accessed or copied without prior authorization from the account holder. Individuals may not transport such files to other computer sites without written permission. Computer systems provided by the University are reserved for use only for University-related activities. (See Chapter 39 of the Texas Penal Code for provisions dealing with the misuse of state property) The intentional deletion or alteration of information or data of others, intentional misuse of system resources, and permitting misuse of system resources by others is prohibited unless otherwise allowed in this policy.~~

6. Computer software protected by copyright is not to be copied from, into or by using University computers, except as permitted by law or by the license or contract with the owner of the copyright. The software license or contract will define number of copies, simultaneous users, machine exclusivity, etc. It is the responsibility of the individual and department which orders/purchases the software to read and follow the terms of the software license agreement.

7. Because the University is an Internet Service Provider (ISP) for faculty, staff and students, it must comply with the Federal Digital Millennium Copyright Act. This means disciplinary action including termination of service may be taken on any reported copyright infringements that have been investigated and determined valid. (see www.arl.org/info/frn/copy/dmca.html)

8. University computer systems are reserved for use only for University-related activities. (See Chapter 39 of the Texas Penal Code for provisions dealing with the misuse of state property) The intentional deletion or alteration of information or data of others, intentional misuse of system resources, and permitting misuse of system resources by others is prohibited.

9. Individuals aware of any breach of information system or network security, or compromise of computer security safeguards, must report such situations to the dean or director (or designated representative) of the data center in which the incident occurred. The data center representative will contact other campus departments as appropriate.

Sanctions for policy violations

Violations of any provision of this policy may result in but are not limited to:

(i) a limitation on a user's access to some or all University computer systems, (ii) the initiation of legal action by the University, including, but not limited to, criminal prosecution under appropriate State and Federal laws (See Chapter 33 of the Texas Penal Code), (iii) the requirement of the violator to provide restitution for any improper use of service, and (iv) disciplinary sanctions, which may include dismissal. Applicable University discipline and/or discharge policies will be followed in the imposition of sanctions related to a violation of this policy.

Many academic courses and work-related activities require the use of computers, networks and systems of the University. In the event of an imposed restriction or termination of access to some or all University computers and systems, a user enrolled in such courses or involved in computer related work activities may be required to use alternative facilities, if any, to satisfy the obligation of such courses or work activity. However, users are advised that if such alternative facilities are unavailable or not feasible, the users bear the responsibility for failure to complete requirements for course work or work responsibility.

Course and work related access to computers and computer networks

Many academic courses and work-related activities require the use of computers, networks and systems of the University. In the event of an imposed restriction or termination of access to some or all University computers and systems, a user enrolled in such courses or involved in computer related work activities may be required to use alternative facilities, if any, to satisfy the obligation of such courses or work activity. However, users are advised that if such alternative facilities are unavailable or not

~~feasible, the users bear the responsibility for failure to complete requirements for course work or work responsibility.~~

Source of Authority: *Provost/Vice President for Academic Affairs and Vice President for Business Affairs*

Cross Reference: ~~None~~ *University Policies, Acceptable Use of Information Resources F-40, Computing Software Copyright D-43, and Digital Millennium Copyright Policy D-42, Texas Information Resources Management Act, Texas Administrative Code, Texas Penal Code*

Contact for Revision: ~~Computing and Telecommunications Advisory Committee~~ *Vice President for Business Affairs*

Forms: None

Flag Display

D-15

Original Implementation: Unpublished

Last Revision: ~~April 18, 2000~~ July 15, 2003

~~On each University business day, Monday through Friday, a University police officer will raise the United States, Texas, and University flags at the campus entrance on North Street, prior to 3:00 a.m. Flags will be lowered by a University police officer after 5:00 p.m. each day. The University Police Department will be responsible for ensuring that The United States and Texas flags are flying each day at the campus entrance on North Street. They will also ensure that the flags are appropriately lighted while flying at night. University Police will be responsible for replacing the flags when worn and for lowering the flags to half-mast when it is determined to fly them in such a manner.~~

Flags will be raised and lowered for football games on two ~~flag poles~~ flagpoles at the south end of the stadium.

Flags will be raised and lowered for basketball games and other special events at the coliseum on the four ~~flag poles~~ flagpoles. Determination to lower flags to half-mast will be made by the Chief of University Police in conjunction with the University administration.

Source of Authority: Vice President for University Affairs

Cross Reference: None

Contact for Revision: Chief of University Police

Forms: None

Original Implementation: February 11, 1977

Last Revision: ~~January 28, 2003~~ July 15, 2003

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 Hazardous Materials Officer, the Chief of University Police, *the Radiation Safety Officer*, and other faculty and staff members appointed by the Vice President for Business Affairs. The Director of University Health Services, the University Safety Officer, and the Assistant University Safety Officer acting as the Workers Compensation Representative 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.~~

C. 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 University Safety Officer, who reports to the Vice President for Business Affairs. The University Safety Officer will assume the duties of Accident Prevention Coordinator. The 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 University Safety Officer.
- B. The responsibility for radiological safety, including the purchase, transportation, use, storage, and disposal of radioactive materials is assigned to the Radiation Safety Officer who reports to the ~~Hazardous Materials Officer~~ *President of the University*. 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 Officer

Forms: None

Radioactive or Radiation Producing Materials or Equipment

D-27

Original Implementation: September 1, 1974

Last Revision: ~~July 25, 2002~~ July 15, 2003

The purchase, receipt and storage of radioactive or radiation producing materials or equipment is closely monitored and controlled through the University's Radiation Safety Officer. Individuals of various departments ordering radioactive or radiation producing materials or equipment should follow the procedures outlined below with the assistance of the Radiation Safety Officer.

Purchase of Radioactive Material/Radiation Producing Equipment

1. Radioactive Materials. No person may order radioactive materials unless authorized as a designated user on the special or general license issued to Stephen F. Austin State University pursuant to part 41 of the Texas Regulations for Control of Radiation, Radioactive Materials License #L05191.

Prior to ordering radioactive material, it shall be the responsibility of the licensee or authorized user to assure that appropriate storage facilities are available and radioactive waste disposal procedures implemented. Such facilities and the procedures for disposal of any radioactive wastes must have written approval from the University Radiation Safety Officer, to insure compliance with the Texas Regulations for the Control of Radiation, prior to the arrival of the radioactive material on campus.

All "Purchase Requisitions" for radioactive material must be identified by completing the on-line purchase requisition with Requisition Type 'DR'.

The 'DR' Requisition Type will drive the requisition to the University Radiation Safety Officer for electronic approval to assure compliance with license conditions before processing by the Purchasing Department. The department will be responsible to contact the University Radiation Safety Officer by phone or email and advise of the requisition number that needs approval.

The Radiation Safety Officer shall be notified of the receipt of such materials by the authorized user within eighteen (18) hours of receipt.

2. Radiation Producing Equipment. No person may order radiation generating equipment unless he is authorized as a designated user on the special or general license issued pursuant to part 41 of the Texas Regulations for Control of Radiation, Registrations #R003844 and #Z00247L.

Prior to ordering radiation generating equipment, it shall be the responsibility of the licensee or authorized user to assure that adequate facilities have been provided. Such facilities and the procedures for use of the equipment and training for the users must have written approval from the University Radiation Safety Officer, to insure compliance with

the Texas Regulations for the Control of Radiation, prior to the arrival of the radiation generating equipment on campus.

"Purchase Requisitions" for any equipment which produces ionizing radiation, including but not limited to lasers, microwave generators, and x-ray generators of all types including diffraction, fluorescence, medical, industrial, atomic absorption, etc., must be identified by completing the on-line purchase requisition with Requisition Type 'DR'. The 'DR' Requisition Type will drive the requisition to the University Radiation Safety Officer for electronic approval to assure compliance with license requirements prior to processing by the Purchasing Department. The department will be responsible to contact the University Radiation Safety Officer by phone or email and advise of the requisition number that needs approval.

The Radiation Safety Officer must be notified of the receipt of such equipment by the authorized user within eighteen (18) hours of receipt.

Receipt and Storage of Radioactive Materials

1. Storage of Sources of Radiation. Sources of ionizing radiation must be secured against unauthorized removal from an authorized place of storage at all times during receipt, delivery, and use on campus. See the University Radiation Safety Manual and the Texas Radioactive Materials License, available from the University Radiation Safety Officer, for details. The authorized users of radioactive materials and radiation generators are designated on the Radioactive Materials License #L05191 and Registrations #R03844 and #Z00247L.

2. Procedures for Picking Up, Receiving and Opening Packages.

a. Only a person authorized by the RSO may pick up and receive radioactive materials.

ba. Each authorized user expecting to receive a package containing radioactive material must conform to the following procedures.

(1) If the package is to be delivered to Central Receiving by the carrier, make arrangements to promptly pick up the package upon notification of arrival. Central Receiving personnel must not re-deliver radioactive material.

(2) If the package is to be picked up by an authorized user at the carrier's terminal, make arrangements to receive notification of arrival. In such cases the authorized user must promptly render a receiving report to the Purchasing Department.

(3) If the package is to be delivered outside of normal working hours, the authorized user must make arrangements to take delivery and survey the integrity of the package on receipt.

cб. Each authorized user who picks up a package of radioactive material from a carrier's terminal must pick up the package expeditiously upon notification from the carrier.

dе. Each authorized user, upon receipt of a package of radioactive material, must survey the external surfaces of the package for radioactive contamination caused by leakage of the radioactive contents. The monitoring must be performed as soon as practical after receipt, but no later than three (3) hours after the package is received during the licensee's normal working hours, or eighteen (18) hours if received after normal working hours. Notice that the radioactive material has been received by the user must be sent to the University Radiation Safety Officer accompanied by a completed "Radioactive Material Receiving Survey" form within eighteen (18) hours of receipt.

ед. If contamination is found on the external surface of the package, the University Radiation Safety Officer shall be notified immediately at 468-6908 or leave a message at 468-3606 or contact the University Police Department at 468-2608. UPD maintains a list of radiation users to call in case of emergency and will be responsible for contacting those persons.

Source of Authority: V.T.C.S., art. 4590f et seq.; 25 TAC 289.1 et seq.; President

Cross Reference: Purchase Requisition, Policy C-30; *Special Purchases, Policy C-36*

Contact For Revision: Radiation Safety Officer

Forms: Application to Use Radioactive Material for Teaching or Research; Statement of Training and Agreement with Policies; Non-Commercial Radioactive Material Shipment and Receipt Form; Radioactive Material Receipt and Disposal; Radioactive Waste for Pick-Up by the Radiation Safety Officer; Quarterly Inventory; Leak-Test and Inventory Record; Legal Storage Placed - Building Maps. All Forms may be obtained from the Radiation Safety Officer.

Student Conduct Code

D-34.1

Original Implementation: January 1998

Last Revision: ~~July 25, 2002~~ July 15, 2003

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

Misconduct for which students and student organizations are subject to discipline falls into the categories below. Where such conduct also violates federal, state or local law, the student or student organization may be brought before the appropriate criminal and/or civil magistrate for adjudication while at the same time be subject to the disciplinary proceedings of the University. *University proceedings may precede any actions taken by off-campus authorities. The determinations and any sanctions resulting from University disciplinary proceedings will be independent of any off-campus adjudication.* The following list of possible acts is either prohibited by federal, state, or municipal law or by University rules or regulations.

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

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

Hazing is defined as:

any type of physical brutality such as whipping, beating, striking, branding, electronic mocking, etc.;

any type of physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;

any activity involving consumption of a food, liquid, alcoholic beverage, drug or substance which subjects the student to unreasonable risk of harm;

l. any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame or humiliation or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining at the institution;

. any activity that induces, causes, or requires the student to perform a duty or task, which involves a violation of the Penal Code.

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

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

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

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

Sanctioned Student Organizations

In compliance with state law, any student organization found guilty of hazing through regular University disciplinary procedures will be listed for three (3) years in any University publication containing the hazing policy. The date in parenthesis following an organization's name indicates the last year the organization's name will be included. Publication of a sanctioned organization begins as soon as possible with the next printing cycle of the particular University publication.

Delta Sigma Theta (December 2004)

Kappa Alpha Order (May 2005)

Theta Phi Beta (December 2005)

Illegal Drugs

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

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

3. Committing any criminal offense or other unlawful act under any federal, state, or municipal law, including, but not limited to: a. arson; b. robbery; c. burglary; d. theft; e. disruptive activity; f. forgery; g. gambling; h. disorderly conduct; i. trespassing; j. possession of stolen property; k. unlawful use, possession, or storage of firearms *or unlawful weapons* on University property; l. entering or remaining on campus after withdrawal of consent to remain on campus; m. refusing to leave a University building closed to the public; n. possession of drug paraphernalia.

4. Unauthorized use, possession, or storage of explosives or ammunition on University property

5. Causing physical or psychological harm, or causing reasonable apprehension of physical harm, to any person on University property or at University-sponsored activities. This includes, but is not limited to, phone harassment, verbal or written threats, and physical and sexual assaults.

6. Making or causing any false report, warning, or threat of fire, explosion, or other emergency on University property or at University-sponsored activities.

7. Interfering with fire, police or emergency service. This also includes failure to evacuate University facilities or willfully disregarding any emergency or fire alarm signal.

8. Misusing or damaging fire or safety equipment on University property.

9. Interfering with normal University or University-sponsored activities, including, but not limited to, studying, teaching, research, and University administration. *Disruptions in classrooms or other instructional areas will be seen as interference with a University activity.*

10. Violating the terms of any disciplinary sanction imposed in accordance with these policies.

1. Furnishing false information to the University.

2. Giving false testimony or other fraudulent evidence at any University disciplinary proceeding.

3. Unauthorized alteration or use of any University documents or records.

4. Failing to comply with the directions of a University official, including University police officers and residence hall staff, acting in the performance of their duties.

5. Violating any University policy, rule, or regulation. Such policies, rules, and regulations may include, but not be limited to, the residence hall contract, as well as those policies, rules, and regulations relating to the use of University facilities, handbills and petitions, solicitation, signs, guest speakers, and parades and demonstrations.
6. Interfering with the freedom of expression of others on University property or at University-sponsored activities.
7. Advocating, orally or in writing, the conscious and deliberate violation of any federal, state, or local law. For the purposes of this section, "advocacy" means preparing the group addressed for imminent action and steeling it to such action, as opposed to the abstract espousal of the moral propriety of a course of action.
8. Damaging, defacing, or destroying the property of others on University property or at University-sponsored activities.
9. Damaging, defacing, or destroying University property, including, but not limited to, buildings, statues, monuments, library and teaching materials, memorials, trees, shrubs, grasses, and flowers.
10. Wrongful utilization of university goods, services or information including, but not limited to, unauthorized possession or use of University keys, security codes, long distance phone access codes or calling cards, cable service and sale or use of University property for personal gain.
11. Improper use of student identification card. This includes allowing use of card by another to obtain services such as, but not limited to meals, event admission, and library services.
12. Unauthorized *or illegal* use of alcoholic beverages or products on University property or at University-sponsored activities, including, but not limited to, intercollegiate and intramural athletic events on University grounds and academic and administrative buildings. Housing policies dictate use of alcohol in residence halls and on-campus apartments.
13. Unauthorized use, possession, or storage of fireworks on University property.
14. Unauthorized throwing of any object in or from a University facility.
15. Littering on University property or at University-sponsored activities.
16. Unauthorized use of University computing equipment, services or facilities. Such unauthorized usage may include, but not limited to, improperly accessing or altering academic or administrative records, and/or information contained in an instructional or research account, harassment through e-mail, possession of unauthorized passwords, destruction of hardware or software, unauthorized copying of software, activities related to personal for-profit ventures unrelated to the educational mission of the University or illegal activities.

7. The unauthorized use of the emergency exit doors of the University shuttle buses. (Use is authorized in an emergency endangering the life and safety of passengers and driver).
8. Sexual harassment by a student of any member of the University community as delineated in Personnel Services under "Discrimination Complaints/Sexual Harassment" and Discipline and Discharge" of the SFA Policy and Procedures section of the SFA Web pages.
9. Selling or distributing course lecture notes, handouts, readers or other information provided by an instructor, or using them for any commercial purpose without the express permission of the instructor.
10. *Violating any rule, regulation, or law for which the University could be penalized including but not limited to fire, safety, or environmental codes.*
11. *Disrupting the normal University community living environment to the extent that the rights and/or safety of others are denied.*

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

Cross Reference: SFASU Web Pages

Contact for Revisions: ~~Office of Student Development~~ *Judicial Office*

Forms: None

Leave of Absence (Faculty)

E-29A

Original Implementation: September 1, 1981

Last Revision: ~~October 17, 2002~~ July 15, 2003

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

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

Leaves may be granted with the following conditions:

1. Requests for a leave of absence will be directed to the President of the University through administrative channels.
2. No paid or unpaid leave will be approved for more than 12 months.
3. Requests for renewal of a leave may be considered when submitted in writing prior to March 15.
4. Individuals who are not planning to return from leave to SFASU should notify the department chair before March 15.
5. Individuals for whom a leave has been approved are responsible for making an appointment with the University Benefits Manager to resolve all questions regarding employee benefits.
6. Individuals on leave due to a personal serious health condition or to care for a covered relation must contact their supervisor at least once each week, or as often as requested by the supervisor, regarding the status of the condition and the intention to return to work. The supervisor is responsible for reporting this information to Human Resources. Additionally, the individual is required to call Human Resources on the 1st and 3rd Monday of each month during their leave to report their leave and/or return to work status.

Employees on leave due to a Worker's Compensation claim must contact their supervisor as least once each week, or as often as requested by their supervisor, regarding the status

of the condition and the intention to return to work. Additionally, the individual is required to provide a work status report to the University Safety Office from the treating physician after each appointment. The Safety Office will provide a form to the physician upon request. The employee is responsible for insuring the information is provided as requested.

~~Employees~~Employees, who are recovering from a worker's compensation injury, are concurrently on FMLA leave, and who have exhausted all accrued paid leave are in leave without pay status (LWOP). These employees must make a written request from the University President for a leave of absence (LOA) not to exceed a 12 month period from the beginning of their leave without pay status. Except as provided for in the following leave provisions, any extended leaves of absence without pay for a period of four and one-half (4-1/2) months or more for faculty must be approved by the Board of Regents upon the recommendation of the President.

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

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

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

Emergency Leave

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

The amount of time granted for bereavement leave shall not exceed three days. A full three days is not automatically granted since it is intended that such leave be

limited to the reasonable amount of time necessary for travel, funeral arrangements, and funeral services.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Organ or Bone Marrow Donors — *An employee is entitled to a leave of absence without a deduction in salary for the time necessary to permit the employee to serve as a bone marrow or organ donor. The leave of absence may not exceed five working days in a fiscal year to serve as a bone marrow donor or 30 working days in a fiscal year to serve as an organ donor.*

Donation of Blood — *An employee shall be allowed sufficient time off, without a deduction in salary or accrued leave, to donate blood. An employee must obtain approval from his/her supervisor prior to taking off. On returning to work, an employee shall provide his/her supervisor with proof that the employee donated blood during the time off. An employee may receive time off not to exceed more than four times in a fiscal year.*

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

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

Cross Reference: Non-Academic Employee Handbook

Contact for Revision: Vice President for Business Affairs

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

Leave of Absence (Non-Academic) E-30N

Original Implementation: September 1, 1981

Last Revision: *July 15, 2003* ~~October 17, 2002~~

The President may grant a leave of absence without pay to non-academic employees after receiving input from the supervising department regarding departmental needs and subject to the following provisions:

1. All accumulated paid leave entitlements must be exhausted before granting such leaves, with the additional provision that sick leave must be exhausted only in those cases where the employee is eligible to take sick leave. Employees off due to a worker's compensation injury will not be required to exhaust their accrued vacation and comp time, but their accrued sick leave must be exhausted before leave of absence may be granted.
2. Such leaves will be limited in duration to twelve (12) months.
3. Subject to fiscal constraints, approval of such leaves constitutes a guarantee of re-employment.
4. The return to work date shall be specified when the leave is requested; or, in the event that the return date is not known, the employee must make arrangements to contact the supervisor at least once each week or as often as requested by the supervisor. The employee is required to call Human Resources on the 1st and 3rd Monday of each month during the leave to report their leave and/or return to work status.

Individuals on leave due to a Worker's Compensation claim must contact their supervisor at least once each week, or as often as requested by their supervisor, regarding the status of the condition and the intention to return to work. Additionally, the employee is required to provide a work status report to the University Safety Office from the treating physician after each appointment. The Safety Office will provide a form to the physician upon request. The employee is responsible for insuring the information is provided as requested.

5. The employee must report to the supervisor and the Human Resources department if he/she will be unable to return to work at the end of the leave period and must provide an acceptable reason for the delay. Failure to return to work from an approved leave of absence by the intended date and to provide an acceptable reason will be considered job abandonment.

Employees who are recovering from a worker's compensation injury, are concurrently on FMLA leave, and who have exhausted all accrued sick leave are in leave without pay status (LWOP). Those employees must make a written request for a leave of absence (LOA) from the University President not to exceed a 12-month period from the beginning of their leave without pay status. Except as provided for in the following leave provisions, any extended leaves of absence without pay for a period of four and one-half

(4 1/2) months or more for professional (exempt, non-academic) employees must be approved by the Board of Regents upon the recommendation of the President.

The President designates the department head to permit an employee to a leave of absence **without pay** for 1-3 days for appropriate reasons. The department head can approve a leave of absence without pay only one (1) time per fiscal year. An individual who chronically exhausts all paid leave and has utilized one department-approved leave of absence without pay will be required to request a leave of absence without pay in advance from the President for future leave needs unless entitled to other benefits under University policy or law. All leaves for a semester or less, except as stated above, must be approved by the President. The Board of Regents must approve leaves of more than a semester.

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

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

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

Emergency Leave -

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

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

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

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

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

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

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

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

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

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

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

Military Training or Duty - Employees shall be entitled to leave of absence from their respective duties without loss of time or efficiency rating or vacation time or salary on all days during which they shall be engaged in authorized training or duty ordered or

authorized by proper authority, for a period not to exceed fifteen (15) days in any one federal fiscal year.

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

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

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

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

Organ or Bone Marrow Donors — *An employee is entitled to a leave of absence without a deduction in salary for the time necessary to permit the employee to serve as a bone marrow or organ donor. The leave of absence may not exceed five working days in a fiscal year to serve as a bone marrow donor or 30 working days in a fiscal year to serve as an organ donor.*

Donation of Blood — *An employee shall be allowed sufficient time off, without a deduction in salary or accrued leave, to donate blood. An employee must obtain approval from his/her supervisor prior to taking off. On returning to work, an employee shall provide his/her supervisor with proof that the employee donated blood during the time off. An employee may receive time off not to exceed more than four times in a fiscal year.*

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

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

Cross Reference: Non-Academic Employee Handbook

Contact for Revision: Vice President for Business Affairs

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

Overtime and Additional Compensation

E-36

Original Implementation: Unpublished

Last Revision: ~~January 15, 2002~~ July 15, 2003

This policy applies only to non-academic employees.

Non-Exempt Employees:

A non-exempt employee who is required to work in excess of 40 hours in a workweek is entitled to compensation for the excess hours through one of the following methods.

1. The employee should be allowed (or required) to take compensatory time off within twelve (12) months following the end of the workweek in which the overtime occurred at the rate of 1-1/2 hours off for each hour of overtime. Time that is to be taken is at the discretion of the supervisor and must be authorized in advance.
2. When granting compensatory time off is impractical, the employee receives pay for the overtime at the rate of 1-1/2 times the employee's regular rate of pay. Payment must be made for all overtime in excess of 240 hours, which is 160 straight time hours.

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

Non-exempt part-time employees must be paid for hours worked over their designated hours; they may not accrue compensatory time.

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

To receive overtime pay:

1. Hourly employees record overtime on the "Semi-Monthly Time Record" in the section designated for overtime. This overtime is then recorded on the semi-monthly time sheet (computer print-out) which is provided by Payroll Services.
2. Monthly employees must obtain approval from the department head to receive overtime pay in lieu of compensatory time off. Overtime hours are to be recorded on the "Monthly Time Record" which is kept in the departmental office. If the employee is to be paid for overtime on a recurring basis, the employee's name and social security number

only are to be written on the semi-monthly time sheet (computer print-out). Payroll Services will add that employee's name permanently to the list.

If the overtime is to be paid on a one-time basis, the department head must approve and submit a request for payment in memorandum form to the appropriate vice president for signature. The memorandum will be submitted to Payroll Services and overtime payment will be processed.

Non-exempt employees (or their estates) must be paid for any unused accumulated compensatory time at the time of separation from employment.

Exempt Employees:

An employee who is not subject to the overtime provisions of the FLSA may be allowed compensatory time off for hours in excess of 40 hours in a work week in which the combination of hours worked, paid leave, and holidays exceeds a total of 40 hours.

An employee who is exempt as an executive professional, or administrative employee, may be allowed compensatory time off during the 12-month period following the end of the workweek in which the overtime was accrued, at a rate not to exceed equivalent time, but limited to ten (10) days during any one fiscal year. An exempt employee will not be paid for any unused compensatory time earned in this manner.

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

Time that is to be taken is at the discretion of the supervisor and must be authorized in advance on a "Request for Vacation, Compensatory Time, Sick Leave Taken" form which is maintained in the employee's departmental file.

All Employees:

No employee may accrue compensatory time for work performed at any location other than the employee's regular place of employment or duty point. For compensatory time purposes, the employee's personal residence may not be considered to be their regular place of employment or duty point.

Source of Authority: 29 U.S.C., sec. 201 et seq.; General Appropriations Act; President; Vice President for Business Affairs

Cross Reference: Non-Academic Employee Handbook

Contact for Revision: Vice President for Business Affairs

Forms: Semi-Monthly Time Record, Monthly Time Record, Request for Vacation, Comp Time, Sick Leave Taken Form (all available in University Printing Services)

Tenure

E-50A

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

Last Revision: ~~July 17, 2001~~ July 15, 2003

I. Definition

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

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

II. Appointments²

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

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

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

1. not later than March 1 of the first year of probationary service at Stephen F. Austin State University,
 2. not later than December 15 of the second year of probationary service at Stephen F. Austin State University,
 3. at least twelve months before the expiration of a probationary appointment after two or more years of probationary service at Stephen F. Austin State University.
- C. A probationary faculty member's tenure status and years of credit for probationary service will be specified in the initial appointment letter, along with any conditions other than those relating to performance evaluation and an assessment of the department's programmatic needs which will affect consideration for reappointment or tenure. Notice of reappointment will be in writing and will specify the probationary faculty member's tenure status, years of credit for probationary service, any special conditions, and a current assessment of the programmatic needs of the department.

III. Tenure Awards

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

Each "Promotion/Tenure Application," including all supporting materials, will be evaluated by all tenured faculty from the applicant/nominee's department with regard to the candidate's credentials, performance as a faculty member, and the programmatic needs of the department. Each tenured faculty member will submit a written recommendation to the department chair that the candidate be granted or not granted tenure, with supporting comments. (If there are no tenured members in the candidate's department, this step will be omitted.)

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

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

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

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

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

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

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

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

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

2. The burden of proof that good cause exists for dismissal rests with the University. The burden of proof shall be by preponderance of the evidence.
3. Dismissal of a faculty member with tenure or a probationary faculty member whose specified term of employment has not expired will be preceded by:
 - a. discussion between the faculty member and appropriate administrative officers of the University, and
 - b. if the conferences fail to achieve a mutual settlement, a written statement of specific charges will be prepared by the President or the President's delegate.
4. If an official statement of charges against a faculty member is issued, the faculty member will have the right to a hearing by a Hearing Committee of the University Grievance Panel. Service of notice of hearing with specific charges in writing will be made at least twenty days prior to the hearing.
 - a. The University Grievance Panel will be an Ad hoc panel composed of twenty three elected and tenured faculty members, three from each academic college and two from the library. Election will be by the tenure/tenure-track faculty members of a college. Elections will be structured so that all tenured faculty members are eligible to become candidates and so that those faculty members who are elected will receive the votes of at least a majority of the faculty members participating in their election.
 - b. The Hearing Committee to hear a grievance will be composed of seven members selected as follows from the University Grievance Panel: three selected by the aggrieved faculty member, three by the president's delegate, and one by lot. Each party will have a maximum of two challenges without stated cause.
 - c. Once constituted, the Hearing Committee will organize itself to carry out its responsibilities and establish its procedures.
5. At the faculty member's option, the hearing may be open or closed.
6. The Hearing Committee will not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved.
7. The Hearing Committee's finding of fact and decision will be based solely upon the hearing record.

8. The Hearing Committee's decision and the basis for it will be communicated in writing to the faculty member and the president. It will be accompanied by a verbatim typewritten record of the hearing.
9. If the Hearing Committee concludes that good cause for dismissal has not been established by the evidence in the record and the president rejects the Committee's conclusion, he will state his reason(s) for doing so in writing to the Committee and the faculty member. The President will provide a reasonable time for response before transmitting the case to the Board of Regents.
10. When it is the President's final judgment to recommend dismissal, he will transmit to the Board of Regents a verbatim typewritten copy of the record of the hearing, the report of the Hearing Committee, and his recommendation regarding dismissal. If the recommendation of the President for termination conflicts with the recommendation of the Hearing Committee, the Board of Regents will review the case based on the record of the hearing with opportunity for argument by the principals or their representatives. If the recommendations of the President and the Hearing Committee are in accord, the Board of Regents may choose to limit its review to a review of the record of the hearing. Following the Board's decision, the chairman will communicate the decision in writing through the president of the University to the chairman of the Hearing Committee and the faculty member.
11. Pending action by the Board of Regents, the faculty member may be suspended without pay and immediately removed from the University, or assigned to other duties with pay, if he/she (1) poses a continuing danger to persons or property; (2) disrupts the orderly operation of the University; (3) endangers the education of students; (4) has been convicted by a trial court of any felony or a crime of moral turpitude. In such cases, the President shall set a hearing before the appropriate administrator or committee on the faculty member's case as soon thereafter as is practical unless otherwise waived by the faculty member.

B. Probationary Faculty Whose Contract is Not Renewed

1. A probationary faculty member who has been notified of non-reappointment according to the schedule set forth in Section II. B. may appeal non-reappointment only on presentation of a prima facie case that constitutional guarantees or academic freedom were violated.
2. The burden of proof of allegations of abridgement of constitutional guarantees or academic freedom is upon the probationary faculty member. The burden of proof shall be by the preponderance of the evidence.

3. A faculty member who alleges abridgement of constitutional guarantees or academic freedom will present evidence to a committee of the University Grievance Panel.
 - a. An Advisory Committee to hear the evidence will be composed of five members selected as follows from the University Grievance Panel two members selected by the faculty member, two by the President or the President's delegate, and one by lot. Each party will have one challenge without stated cause.
 - b. Once constituted, the Advisory Committee will organize itself to carry out its responsibilities and establish its procedures.
4. If the Advisory Committee finds probable cause that there was an abridgement of constitutional guarantees or academic freedom, conferences between the faculty member and appropriate administrative officers of the University will be scheduled. If the conferences fail to achieve a mutual settlement, the grievance procedure enumerated in Section IV. A. 4b through A. 11, will be initiated.
5. If the Advisory Committee finds no probable cause that there was an abridgement of constitutional guarantees or academic freedom, the faculty member's institutional due process is completed and a written report of the Advisory Committee's finding will be sent to the President and to the faculty member.

C. Financial Exigency

1. Termination of an appointment with tenure, or of a probationary or special appointment, before the end of the specified term may occur under extraordinary circumstances because of bona fide financial exigency; i.e., an imminent financial crisis, which threatens the continuation of a strong academic program and which cannot be alleviated by less stringent means. The responsibility for demonstrating the existence and extent of the financial exigency will rest with the administration.
2. If the institution, because of financial exigency, terminates appointments with tenure, or probationary or special appointments before the end of the specified term, it will not at the same time make new appointments except in extraordinary circumstances where a serious distortion in the academic program would otherwise result. Employment of a faculty member with tenure will not be terminated in favor of retaining a faculty member without tenure, except in extraordinary circumstances through which a serious distortion of the academic program would otherwise result.

3. Before terminating an appointment because of financial exigency, the appropriate University administrator, with faculty participation, will make every reasonable effort to place the faculty member concerned in another position within the University for which he/she is professionally qualified.
4. In each case of termination of appointment because of financial exigency, probationary faculty members concerned will be given notice not less than as prescribed in Section II. B. Tenured faculty members will be given notice at least twelve months prior to termination of appointment.
5. In each case of termination of an appointment with tenure because of financial exigency, the place of the faculty member concerned will not be filled by a replacement within a period of two calendar years, unless the released faculty member has been offered reinstatement and at least sixty days in which to accept or decline it.
6. A faculty member who alleges abridgement of constitutional guarantees or academic freedom in such an emergency will be afforded due process in accord with Section IV. B. 3 through B. 5.

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

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

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

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

¹Faculty member includes professional librarians. *Additional tenure requirements for librarians are in policy E-31A Library Faculty.*

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

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

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

Source of Authority: Board of Regents, President

Cross Reference: Faculty Handbook

Contact for Revision: President

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

Vacation Leave

E-53

Original Implementation: Unpublished

Last Revision: ~~October 23, 2001~~ July 15, 2003

Employees of the University, other than faculty with appointments of less than twelve months, shall, without deduction in salary, be entitled to a vacation in each fiscal year. An employee will earn vacation entitlement beginning on the first day of employment with the State and terminating on the last day. Vacation with pay may not be granted until the employee has had continuous employment with the State for six (6) months, although credit will be accrued during that period. Such entitlement shall be earned as listed below:

Employees with Total State Employment of:	Hours Accrued Per Month	Maximum Hours to Carry Forward from One Fiscal Year to Next Fiscal Year
0 but less than 2 years	78	168 180
2 but less than 5 years	89	232 244
5 but less than 10 years	910	256 268
10 but less than 15 years	10 11	280 292
15 but less than 20 years	12 13	328 340
20 but less than 25 years	14 15	376 388
25 but less than 30 years	16 17	424 436
30 but less than 35 years	18 19	472 484
35 and over years	20 21	520 532

Vacation credit for the higher rate of accrual as shown on the chart above shall be given on the first calendar day of the month if the employee's anniversary date falls on the first calendar day of the month; otherwise, the increase will occur on the first calendar day of the following month.

The net balance of unused accumulated leave, not to exceed the maximum cited above, may be carried forward for any employee from one fiscal year to the next fiscal year.

Time during which any employee is excused from work because of holidays shall not be vacation.

If a state employee transfers directly from one state agency to another, they shall be entitled to credit with the newly employing agency for accumulated but unused vacation entitlement, provided that employment with the state is uninterrupted. A state employee who resigns, is dismissed, or departed from State employment shall be entitled to be paid for all vacation time duly accrued at the time of separation from state employment, provided the employee has had continuous employment with the state for six (6) months.

Vacation leave must be approved in advance by the appropriate supervisor on the "Request for Vacation, Compensatory Time, Sick Leave Taken" form. Every effort should be made to accommodate the vacation requests, but supervisors may request that such leave be taken during periods other than departmental peak work periods.

Source of Authority: General Appropriations Act, 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)

~~Accessing Administrative Systems~~ ~~F-1~~

~~Original Implementation: December 8, 1987~~

~~Last Revision: April 30, 2002~~

~~University employees may request access to the administrative systems available on the University's administrative Open VMS cluster (SFAADM) for the purposes outlined below:~~

- ~~a. Access to the online administrative systems—SIS, FRS, HRS or BDS.~~
- ~~b. Access to EMAIL services.~~
- ~~c. Other services and/or systems as they become available.~~

~~The process of obtaining a user account requires that a form be filled out and signed by the department head and the employee. The steps are outlined below:~~

- ~~a. Obtain the account authorization form—Call 1122 and have the form sent via FAX or campus mail. The form is available on the web at http://apache.sfasu.edu/sfa_forms/index.shtml.~~
- ~~b. Fill out side one of the form, have your department head sign the form and check off which systems you need access to.~~
- ~~c. Send the form to the first system owner of the system you are requesting access to: i.e. SIS—send the form to the Registrars Office, FRS—send the form to the Controller's Office, HRS—send the form to the Human Resources Office.~~
- ~~d. The appropriate system owner(s) will fill out the second page of the form advising ITS staff what level of access to give you.~~
- ~~e. The last system owner to grant access will forward the form to UIS staff at Boynton Computer Center.~~
- ~~f. ITS staff will create the user account and give the system access designated by the system owner(s).~~

~~ITS staff will contact your department head with user name and password information.~~

~~Source of Authority: President~~

~~Cross Reference: None~~

~~Contact for Revision: Director of Information Technology Services~~

~~Forms: None~~

Administrative Programming **F-2**

Original Implementation: December 7, 1987

Last Revision: August 1, 2000

~~Requests for administrative programming services may be submitted to University Information Systems on the "Administrative Programming Request" form. These requests will be forwarded to the manager of the designated system for review. The Student System Manager or Financial System Manager will prioritize the request and assign it to a programmer for additional analysis, programming, and implementation.~~

~~The procedure for requesting administrative programming services is outlined below.~~

- ~~1. Obtain the Administrative Programming Request form by calling 1122 or 1110 and have the form sent via FAX or campus mail. As of April 1, 1997, the form will be available for printing on the web at http://www.uis.sfasu.edu/sfa_forms/.~~
- ~~2. Complete all sections of the form except the lower box. Use as much detail as possible in describing the process or report desired. Consult with the system manager if you have questions regarding the content of your request.~~
- ~~3. Send the completed form to SFA box 13012 or FAX to 1117. Keep a copy for your files, if necessary, since the form will not be returned to you.~~
- ~~4. The system manager will receive the request, review it, and assign to programming staff for completion.~~
- ~~5. You will be notified by the programmer or system manager when the request has been completed.~~
- ~~6. Upon completion, the Administrative Programming Request will be filed with the system manager.~~

Source of Authority: ~~President~~

Cross Reference: ~~None~~

Contact for Revision: ~~Director of Information Technology Services~~

Forms: ~~Administrative Programming Request~~

Central Receiving

F-6

Original Implementation: Unpublished

Last Revision: ~~October 23, 2001~~ July 15, 2003

All supplies and equipment purchased for the University are to be delivered through Central Receiving to ensure uniform handling of freight claims, ~~to ensure accurate entry of receiving information, and to provide the necessary elements of institutional control.~~ The following purchases are excluded from this requirement.

1. items being delivered under delegated purchase authority to the Library, Bookstore, Food Service, or Stone Fort Museum;
2. delegated purchases made by departments using local purchase authorizations, ~~or~~ procurement cards, *or phone po's*;
3. items which require installation by the contractor;
4. items specifically authorized by the Purchasing and Inventory Department.

It is the responsibility of the department taking receipt of goods or services to immediately update on-line receiving of any direct deliveries of goods or services. Timely entry of receiving information is essential to avoid late payment penalties, and to effectively handle freight claims, shortages, or discrepancies.

Vehicle Delivery

1. All vehicles delivered to Central Receiving will be checked for meeting specifications, and delivered to the Transportation Manager for identification as a state vehicle and recording State Vehicle Fleet Management Plan information.
2. All vehicles picked up from the dealer (usually long-term leased or lease-purchased vehicles) must be delivered immediately upon pick-up to the Transportation Manager for identification as a state vehicle and recording State Vehicle Fleet Management Plan information. Vehicle pick-up may be completed by the end user or by the Transportation Department.

Other Delivery Services

Upon receipt of merchandise, Central Receiving will:

1. count and examine all cartons for visible damage, create a Receiving Report/Delivery Record in the FRS Purchasing System, and note any discrepancies on the Bill of Lading;
2. deliver all material (except that requiring inventory tagging, special equipment or manpower for moving) within 24-48 hours to the requisitioning department; and,

3. handle the filing of claims with the freight company for any freight damages or shortages;:-

4. *affix property inventory tags when needed.*

Immediately after delivery of the shipment to the requisitioning department, the department will:

1. check contents of shipment against original purchase order; and enter the receiving information into the FRS Purchasing System.

2. notify Purchasing within three working days of any damages or shortages not identified by Central Receiving.

When shipments are authorized by the Purchasing and Inventory Department for delivery directly to the requisitioning department, bypassing Central Receiving, it shall become the responsibility of the department to:

1. count and examine all cartons for visible damage and note any discrepancies on the Bill of Lading

2. check contents of shipment against original purchase order and enter the receiving information into the FRS Purchasing System.

3. notify Purchasing within three working days of any damages or shortages

Failure to promptly update on-line receiving information or notify Purchasing of damages or shortages ~~will~~may result in delays in payment for the goods or services and a liability for late payment penalties. The payment of any such penalties will be made from the account(s) that funded the original purchase.

Outgoing Freight

Outgoing freight should be dispatched through Central Receiving to ensure proper documentation, packing, and labeling. Clear indication of shipment value should always be made on the package or on the accompanying documentation. A special notation should be made when insurance is desired. Contact ~~the~~Central Receiving for additional instructions or assistance in handling outgoing freight.

Source Of Authority: Vice President for Business Affairs

Cross Reference: None

Contact For Revision: Director of Purchasing and Inventory

Forms: None

Information Technology Services

F-9

Original Implementation: December 8, 1987

Last Revision: ~~July 17, 2001~~ *July 15, 2003*

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

Academic Assistance

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

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

Computer Printout

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

Lists and Labels

Requests for ~~lists and labels~~ *and e-mail lists* in unrestricted files are made by a form which includes the name of the file, the name and number of the account to be charged, person to be notified when work is completed, quantity requested, and date desired. *E-mail addresses can be delivered as a list of individual addresses, or optionally as a distribution list.* A cost of ~~one cent per label or two cents for a laser~~ *per label* will be charged to the account specified on the request form. *A media charge of \$2 will apply for all lists provided on diskette.*

Test Grading

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

Source Of Authority: Vice President For Business Affairs

Cross Reference: None

Contact For Revision: Director of Information Technology Services

Forms: None

E-Mail for University Communication

F-41

Original Implementation: January 28, 2003

Last Revision: ~~None~~ July 15, 2003

Purpose

To establish conditions for the use of e-mail as a means for *communication among University faculty, students, and staff members* ~~administrators to communicate with students.~~

Scope

This policy is effective for e-mail communications ~~from among~~ University faculty, *admitted and/or attending students*, and ~~administration to admitted and/or attending University students.~~ *staff members.*

Responsibility

This policy is the joint responsibility of the *Provost and 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 an ~~personal~~ e-mail account upon being admitted to the University. *Each faculty or staff member hired by the university will be assigned an e-mail account at the time their employment information is entered into the Human Resources system.* ~~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 *faculty, students, and staff members*, either collectively or individually. It is the responsibility of each *faculty member, student, and staff member* 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~~ *person's* choosing (e.g. Hotmail, Yahoo!, departmental account, 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 *faculty member, student, and staff member* 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: *Provost and Vice President for Academic Affairs and Vice President for Business Affairs*

Cross Reference: None

Contact for Revision: ~~Computing and Telecommunications Advisory Committee~~*Vice President for Business Affairs*

Forms: None

At-Will Employment

NEW

Original Implementation: July 15, 2003

Last Revision: None

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

- All positions reporting to the Board of Regents including but not limited to the President, General Counsel, and Director of Audit Services
- All Vice Presidents/Provost including Associate Vice Presidents/Provost
- All Deans including Associate Deans
- All Directors
- All Department Heads and Chairs
- All Coaches

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

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

Any decision to terminate an at-will employee must be reviewed by the General Counsel and/or Director of Human Resources for legal considerations. Termination of at-will employees below the Vice President level must be approved by the appropriate Vice President and reported to the President and Board of Regents. The Board of Regents must approve termination of at-will employees at the Vice President level or above. All such employees will be given an opportunity to resign in lieu of at-will termination, unless the termination is clearly for cause. The terms of resignation must be approved by the same process outlined for termination above, including legal review by the General Counsel and/or Director of Human Resources.

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

Any agreements that in any way modify this policy must be made in writing and must contain the signature of the President, appropriate Vice President, and the University Board of Regents.

Source of Authority: Board of Regents

Cross Reference: None

Contact For Revision: General Counsel

Forms: None

Lease, Rental, or Use of Off-Campus Facilities

NEW

Original Implementation: July 15, 2003

Last Revision: None

The administration of Stephen F. Austin State University recognizes the significance of diligence in its efforts to ensure the safety of employees and students when utilizing off-campus facilities for university-sponsored events. This policy governs the use of private, off-campus facilities for short-term university-sponsored events such as off-campus leadership seminars, conferences or retreats involving students, faculty or staff, and other similar events. The policy additionally governs the use of private, off-campus facilities for long-term leased facilities utilized by campus departments and offices.

Private facilities providers are required to contractually address fire safety requirements, meet the prevailing local fire code, and have been inspected for fire safety. Off-campus facilities utilized for long-term leases must additionally meet ADA accessibility requirements and be inspected by Physical Plant prior to leasing the facilities. Contracts with private facilities providers should be secured for each university-sponsored event and long-term facilities lease, and each private facilities provider will be required to sign an Off-Campus Facilities Contract Addendum to attach to the contract. The Office of the General Counsel shall review each contract for approval prior to forwarding it to the President for signature. Copies of long-term leases shall be provided to and maintained by the Physical Plant. The originating department/office shall notify purchasing of the address of the leased facilities. A copy of each facility contract and addendum shall be maintained by the originating department/office for a period of two years after the termination of the contract.

Pyrotechnics are not allowed on University-leased premises, unless specifically approved in writing by the President.

Procedures for Off-Campus Facilities Use (University Sponsored Event):

1. Department/office sponsoring the off-campus event shall secure a contract with the private facility provider for the event. An Off-Campus Facilities Contract Addendum shall be signed by the private facility provider and attached to the contract.
2. The private facility provider contract, together with the required Off-Campus Facilities Contract Addendum shall be forwarded to the Office of the General Counsel for approval. Upon signature by the President, the original contract and attached addendum will be returned to the originating department/office for retention.
3. An original, fully signed contract and addendum shall be maintained by the department/office sponsoring the off-campus event for a period of two years after the date of the event.

Procedures for Off-Campus Facilities Use (Long-term Lease):

1. Department/office leasing the off-campus facility shall secure a contract/lease agreement with the private facility provider. An Off-Campus Facilities Contract Addendum shall be signed by the private facility provider and attached to the contract/lease agreement.
2. Before processing a contract/lease agreement, the department/office leasing the off-campus facility shall contact the Director of Physical Plant and request an inspection of the facility. Results of the inspection shall be provided to the Office of the General Counsel.
3. The private facility provider contract, together with the required Off-Campus Facilities Contract Addendum, shall be forwarded to the Office of the General Counsel for approval. Upon signature by the President, the original contract and attached addendum will be returned to the originating department/office for retention.
4. An original, fully signed contract and addendum shall be maintained by the department/office leasing the off-campus facility for a period of two years after the termination date of the lease.
5. Department/office shall notify Purchasing of the location of the leased facility for notification of University insurance carriers, as applicable.

Source of Authority: President

Cross Reference: None

Contact for Revision: General Counsel

Forms: Off-Campus Facilities Contract Addendum