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Minutes of the Regular Meeting of the
Board of Regents of Stephen F. Austin State University
Nacogdoches, TX
February 2 & 3, 2005

The Meeting of the Board of Regents was called to order at 2:10 p.m., Wednesday, February 2, 2005 by Chairman Fred Wulf.

PRESENT:

Board Members: Margarita de la Garza Graham
              Valerie Ertz
              Joe Max Green
              Kenneth James
              Gary Lopez
              Paul Pond
              Lyn Stevens
              Mike Wilhite
              Fred Wulf

President: Tito Guerrero

Vice-Presidents: Mary Cullinan
                 Baker Pattillo
                 Roland Smith

General Counsel: Yvette Clark

SFA administrators, staff, and visitors

ABSENT:

Vice President: Jerry Holbert

Fred Wulf, chair of the board called for an executive session at 2:15 p.m. to discuss the items listed below under “Executive Session.” The board reconvened in open session at 4:20 p.m. and adjourned for the day at 4:25 p.m.

EXECUTIVE SESSION
A. REPORT ON PENDING LITIGATION

1. Flynn vs. SFASU  
2. Green vs. SFASU  

B. PERSONNEL

1. Football Coaches  
2. Associate Vice President of Alumni Affairs  
3. Director Audit Services

C. REAL ESTATE

The Board reconvened at 9:03 a.m. on Thursday February 3, 2005. The Board recognized the Men’s Cross Country team, Women’s Volleyball team and Women’s Soccer team for their respective championship seasons. The Board also recognized the Fine Arts department, under their theme of “Extending the Influence of SFA Beyond our Borders.” They recognized Piero Fenci and the students from Chihuahua (Art); Ron Anderson, Mark Turner, and Roni Lias, who have developed the Texas School Music Project (Music); and Clarence Bahs, Alan Nielsen, and the Rose Bruford students (Theatre).

APPROVAL OF MINUTES

05-16
Upon motion of Regent Willhite seconded by Regent Ertz, with all members voting aye, it was ordered that:

The minutes of October 14, 2004 and November 19, 2004 board meetings be approved.

PERSONNEL

05-17
Upon motion of Regent Pond seconded by Regent Green, with all members voting aye, it was ordered that:

The Following Personnel Items be approved:

A. FACULTY APPOINTMENTS FOR 2004 – 2005

1. Liberal Arts
a) **Dr. J. Dwight Hines**, Visiting Assistant Professor of Anthropology, M.A. (University of California), at a salary of $19,600 for 100 percent time for five months, effective January 10, 2005.

2. Sciences & Mathematics

   a) **Ms. Dorothy Selman**, Clinical Instructor, B.S. (Stephen F. Austin), at a salary of $33,600 for 100 percent time for eight months, effective October 1, 2004.

3. Education

   a) **Dr. Lee Stewart**, Assistant Professor of Secondary Education, Ph.D. (Baylor University), at a salary of $46,500 for 100 percent time for nine months, effective January 2, 2005.

4. Forestry

   a) **Dr. Christopher E. Comer**, Assistant Professor of Forestry, Ph.D. (University of Georgia), at a salary of $20,000 for 100 percent time for five months, effective January 15, 2005.

B. **STAFF APPOINTMENTS FOR 2004 – 2005**

1. Admissions
   a) **Toni Chandler**, Regional Admissions Counselor, at a salary of $29,898 for 100% time effective October 11, 2004 for 12 months.

   b) **Jeffrey M. Stevens**, Admissions Counselor, at a salary of $24,000 for 100% time effective October 07, 2004 for 12 months.

2. Audit Services
   a) Gina Oglesbee, Director of Audit Services, at a salary of $68,000 for 100% time effective March 1, 2005 for 12 months.

3. Alumni Affairs

   a) **James M. Jeter**, Associate Vice President, at a university salary of $110,000 for 100% time effective January 17, 2005 for 2 months.

4. Applied Arts and Sciences

   a) **Jeannie M. Lafferty**, Outreach Coordinator, at a salary of $34,500 for 100% time effective October 7, 2004 for 12 months.
5. Art

   a) Shannon L. Bailey, Director, at a salary of $40,000 for 100% time effective September 1, 2004 for 12 months.

6. Athletics

   a) Mr. Gerald Broussard, Assistant Football Coach, at a salary of $60,000 for 100% time for 10.5 months, effective January 11, 2005.

   b) Mr. Matthew Graves, Assistant Football Coach, at a salary of $52,000 for 100% time for 10.5 months, effective January 5, 2005.

   c) Mr. James C. Harper, Assistant Football Coach, at a salary of $62,000 for 100% time for 10.5 months, effective December 15, 2004.

   d) Mr. Robert McFarland, Head Football Coach, at a salary of $110,000 for 100% time for twelve months, effective December 13, 2004.

   e) Mr. Arlington Nunn, Assistant Football Coach, at a salary of $55,000 for 100% time for 10.5 months, effective January 17, 2005.

   f) Mr. Jay Rodgers, Assistant Football Coach, at a salary of $50,000 for 100% time for 10.5 months, effective January 10, 2005.

   g) Donald D. Watson, Head Baseball Coach, at a salary of $50,000 for 100% time effective September 7, 2004 for 12 months.

7. Education

   a) Dr. William E. Wilson, Project Coordinator, M.Ed. (University of Southern Mississippi), at a salary of $38,000 for 100 percent time for twelve months, effective November 10, 2004.

8. Financial Services

   a) Nelda S. Jordan, Budget Analyst, at a salary of $28,044 for 50% time effective November 1, 2004 for 10 months.

9. Forestry
a) Ms. Jo Treadaway, Co-Director of Piney Woods Conservation Center, at a salary of $30,100 for 100% time effective September 4, 2004 for 12 months.

10. Intramurals

a) Mr. Bryan Bradbury, Intramural Supervisor, at a salary of $23,646 for 100% time for 9 months, effective January 17, 2005.

11. Liberal Arts

a) Mr. David Barfield, GIS Project Specialist of Political Science and Geography, at a salary of $25,000 for 100 percent time for twelve months, effective September 1, 2004.

12. Public Affairs

a) Donna L. Parish, Editorial Coordinator, at a salary of $31,400 for 100% time effective October 11, 2004 for 12 months.

13. Telecommunications & Networking

a) James E. Keen, Network Support Specialist I, at a salary of $33,953 for 100% time effective October 25, 2004 for 12 months.

C. CHANGES OF STATUS FOR 2004 – 2005

1. Academic Advising

a) Tricia A. Lance, from Administrative Assistant at a salary of $21,405 for 100% for 12 months to Academic Advisor at a salary of $28,000 for 100% for 12 months, effective October 1, 2004.

2. Applied Arts & Sciences

a) Mr. Stephen Patrick Jeffcoat, from Lecturer at a salary of $35,192 for 100 percent time for nine months to Instructor of Forensics at a salary of $35,192 for 100 percent time for nine months, effective September 1, 2004.

3. Art

a) Ronald J. King, from Graduate Assistant at a salary of $1,500 for 50% for 2 months to Art Shop Supervisor at a salary of $30,000 for 100% for 9 months, effective September 1, 2004.
4. Athletics

   a) Mr. Hiram Robert Walker, from Assistant Football Coach at a salary of $60,206 for 100% for 10.5 months to continue as Assistant Football Coach at a salary of $60,206 for 100% for 10.5 months, effective February 1, 2005.

5. Business

   a) Dr. Aileen Smith, from Temple-Inland Employees Distinguished Professor at a salary of $80,852 for 100 percent time for nine months to Temple-Inland Employees Distinguished Professor at a salary of $82,852 for 100 percent time for nine months, effective September 1, 2004.

6. Counseling and Career Services

   a) Mr. Antonio Mitchell, from Tech Support Specialist II at a salary of $28,188 for 100% for twelve months to Assistant Director of Career Services at a salary of $35,334 for 100% time for twelve months, effective January 1, 2005.

7. Housing

   a) Ms. Sarah Hardy, from Housing Office Administrator at a salary of $24,860 for 100% for twelve months to Manager of Housing Administration at a salary of $32,318 for 100% time for twelve months, effective December 13, 2004.

8. Intramurals

   a) Jason Saladiner, from Intramural Supervisor at a salary of $31,527 for 100% time for 9 months to Associate Director at a salary of $49,140 for 100% time for 12 months, effective December 1, 2004.

9. Liberal Arts

   a) Dr. Allen Richman, from Professor of History & Associate Dean of Liberal Arts at a salary of $86,042 for 100 percent time for twelve months to Director of School of Honors at a salary of $88,034 for 100 percent time for twelve months, effective November 1, 2004.

10. Forestry
a) **Dr. Shiyou Li**, from Research Specialist at a salary of $54,477 for 100 percent time for twelve months to Research Scientist, at a salary of $54,477 for 100 percent time for twelve months, effective September 1, 2004.

b) **Mr. David Treadaway**, from Director of Piney Woods Conservation Center at a salary of $40,424 for 100 percent time for twelve months, to Co-Director of Piney Woods Conservation Center at a salary of $30,100 for 100 percent time for twelve months, effective September 1, 2004.

c) **Zhi Z. Zhang**, from Research Associate at a salary of $32,760 for 100 percent time for twelve months, to Research Scientist at a salary of $32,760 for 100 percent time for twelve months, effective September 1, 2004.

11. Science & Mathematics

a) **Dr. LaRell Nielson**, from Professor of Geology at a salary of $54,779 for 100 percent time for nine months to Interim Chair and Professor of Geology at a salary of $45,791 for 100 percent time for seven months, effective January 1, 2005.

12. Telecommunications & Networking

a) **Mary T. Joy**, from Network Support Specialist III at a salary of $37,836 for 100% time for 12 months to Network Support Specialist III at a salary of $39,636 for 100% time for 12 months, effective December 1, 2005.

b) **Preston McMullen**, from Network Support Specialist I at a salary of $29,500 for 100% time for 12 months to Network Support Specialist I at a salary of $31,300 for 100% time for 12 months, effective December 1, 2005.

c) **James E. Keen**, from Network Support Specialist I at a salary of $33,953 for 100% time for 12 months to Network Support Specialist I at a salary of $35,753 for 100% time for 12 months, effective December 1, 2005.

d) **Richard M. Kennedy**, from Network Support Specialist II at a salary of $42,487 for 100% time for 12 months to Network Support Specialist III at a salary of $44,287 for 100% time for 12 months, effective November 5, 2004.

D. RETIREMENTS

1. Art

a) **Eloise C. Adams**, Director, effective August 31, 2004.
2. Career/Counseling
   
a) **V. David Crippen**, Assistant Director, effective December 23, 2004.

3. Geology
   
a) **William P. Roberts**, Professor/Chair, effective December 31, 2004.

4. Library
   
a) **Alvin C. Cage**, Director, effective February 28, 2005.

E. VOLUNTARY MODIFICATION OF EMPLOYMENT

1. Sciences & Mathematics
   
a) **Dr. Thomas Atchison**, Dean of College of Sciences & Mathematics, effective fall semester, 2005.

2. Liberal Arts
   
a) **Dr. Archie McDonald**, Professor of History, effective fall semester, 2005.
   
b) **Dr. Robert Mathis**, Professor of History, effective fall semester, 2005.

F. PROMOTIONS

Professor Emeritus

Dr. James E. Corbin, Anthropology

G. ADMINISTRATIVE LEAVE FOR 2004-2005

1. Social Work
   
a) **Dr. Sharon Templeman**, Assistant Professor of Social Work, Fulbright Scholarship Leave of Absence, effective January

ACADEMIC AND STUDENT AFFAIRS

05-18
Upon motion of Regent James seconded by Regent Green, with all members voting aye, it was ordered that:

The following Academic and Student Affairs Items be approved:

A. FACULTY WORKLOAD REPORT FOR FALL 2004
B. LAST DAY CLASS REPORTS
C. KINESIOLOGY MASTER'S DEGREE NAME CHANGE

The existing graduate major (M.Ed.) in Physical Education degree be changed to Kinesiology.

FINANCIAL AFFAIRS

05-19
Upon motion of Regent Ertz seconded by Regent de la Garza-Graham, with all members voting aye, it was ordered that:

The following Financial Affairs Items be approved:

A. STUDENT FINANCIAL AID FROM TUITION SET-ASIDES

Funding of the following programs from the locally-retained tuition set aside:

• a need based grant program identified as the SFASU Lumberjack Grant. These grants will fund students that are underserved by other grant programs. Eligibility for the SFASU Lumberjack Grant will target students who are not now eligible for federal or most state grants, but who demonstrate significant need for financial assistance;

• additional need-based student scholarships;

• matching funds for student financial aid programs;

• funds for student emergency loans for books and supplies.
B. **ASBESTOS-ABATEMENT CONTRACTS**

Arrow Services be selected as the primary asbestos-abatement contractor. The administration also recommends that ARC Abatement be selected as a secondary asbestos-abatement contractor, approved for a blanket contract for asbestos abatement as needed. Contracts will be awarded for one year with two annual renewals, subject to administrative approval. The President is authorized to sign the contracts.

C. **BANNER SOFTWARE SYSTEMS**

The University was authorized to initiate Banner training beginning during Spring 2005 at a cost not to exceed $200,000. Funds for the training project will be allocated from HEAF balances for projects to be completed in FY 2006 and later. The FY 2006 budget process will restore those project funds by reducing planned funding for the Banner conversion by the amount expended in the Spring and Summer of 2005.

D. **RESOLUTION TO REVIEW QUALIFIED INVESTMENT BROKERS AND FINANCIAL INSTITUTIONS**

E. **RESOLUTION TO ACKNOWLEDGE REVIEW OF INVESTMENT POLICY AND STRATEGY**

F. **HOUSING SOFTWARE PURCHASE**

Approval was given for the purchase of a new Housing software program which will integrate with the current and future SCT software and which will not exceed $110,000. The president was given permission to sign any contracts associated with the purchase.

G. **PURCHASE OF BAND UNIFORMS**

Approval New uniforms be ordered at an estimated cost not to exceed $140,000, and that the President was authorized to sign the purchase order.

H. **APPROVAL FOR PURCHASE OVER $50,000 (STUDENT AFFAIRS - JACK CAMP)**

The President authorized to approve contracts between the University and Camp Olympia in excess of $50,000 necessary for the production of the 2005 sessions of Jack Camp.

**BUILDINGS AND GROUNDS**
Upon motion of Regent Wilhite seconded by Regent Pond, with all members voting aye, it was ordered that

The following Buildings and Grounds Items be approved:

A. BUILDINGS AND GROUNDS PROJECTS

- Complete pens and fencing at the equine center at a cost not to exceed $112,500. The source of funds is HEAF.
- Pave area around equine center at a cost not to exceed $40,000. The source of funds is HEAF.
- Demolish Unit III residence hall in preparation for new residence hall construction at a cost not to exceed $156,757, including $39,450 for asbestos removal. The source of funds is Pledged Auxiliary Bond Proceeds.
- Remove Starr Apartments in preparation for capital construction project consistent with strategic plan. The source of funds is Pledged Auxiliary Bond Proceeds.
- Authorize F&S Partners to develop plans for tennis courts to replace those to be demolished as part of the student recreation center project. The source of funds is Pledged Auxiliary Bond Proceeds.
- Build new exterior fence at the Walter C. Todd Agricultural Research Center at a cost not to exceed $105,000. The source of funds is HEAF.
- Address Phase I of fire safety issues resulting from the State Fire Marshal's campus inspection. The Phase I cost is estimated not to exceed $250,000. Cost of the remaining phases is unknown but total cost to implement the State Fire Marshal's recommendations is in excess of $1.0 million. The source of funds is HEAF and Designated.
- Remove asbestos from portion of University Center to be demolished, including required air monitoring and supervision at a cost not to exceed $65,000. The source of funds is Pledged Auxiliary Bond Proceeds.
- Replace air handlers in Kennedy Auditorium at a cost not to exceed $150,000. The source of funds is HEAF.

B. ARCHITECT/ENGINEER PROJECT MANAGEMENT FIRM

Broaddus & Associates be authorized to provide the necessary planning, procurement, and oversight services to support residence hall projects. Approved to develop the Clark Apartments-Wilson Hall project and to follow through to the schematic design phase at a cost not to exceed $238,000 plus reimbursable expenses.
C. REAL ESTATE PURCHASE

The University was authorized to purchase Lot 16 I. L. Sturdevant Subdivision otherwise known as 119 Feazell Street as authorized by Chapter 101, Sections 95.31 and 95.33 of the Texas Education Code, subject to approval by the Texas Higher Education Coordinating Board. The price is $92,000 plus closing costs. The President was authorized to sign necessary documents. The source of funds is Pledged Auxiliary.

D. REQUEST FOR QUALIFICATIONS AND REQUEST FOR PROPOSALS

Broaddus & Associates was authorized to develop a list of qualified design-build firms to be considered for the Clark Apartments-Wilson Hall project. The recommended firms will be asked to submit design-build proposals for the project to the University. The Board’s Buildings and Grounds Committee will interview respondents for recommendation to the full Board for approval.

UNIVERSITY POLICIES AND PROCEDURES

05-21
Upon motion of de la Garza-Grahm seconded by Regent Ertz, with all members voting aye, it was ordered that:

The policy revisions, except for Policy E-61 which was removed, and the updated Board Rules and Regulations shown respectively in Appendix No. 5 and Appendix No.6 be approved.

REPORTS

A. FACULTY SENATE

B. STUDENT GOVERNMENT ASSOCIATION

C. PRESIDENT

The Chair, Fred Wulf, named Joe Max Green, Valerie Ertz and Margarita de la Garza-Grahm to the nominating committee with Regent Green serving as chair.

The meeting was adjourned at 11:02 a.m. by chairman, Fred Wulf.
RESOLUTION APPROVING FINANCIAL INSTITUTIONS AND BROKERS
FOR INVESTMENT TRANSACTIONS

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

WHEREAS, the following firms are approved investment brokers:
Merrill Lynch, Inc.
Neuberger Berman
Fayez Sarofim & Co.
John A. Levin & Co
Lazard Asset Management
Franklin Private Client Group, Inc.
MLIM L.P. Relative Value
Furman Selz Capital
NFJ Investment/PIMCO Allianz

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

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

BE IT FURTHER RESOLVED that a copy of this resolution be spread upon the minutes of the February 2& 3, 2005 meeting of the Board.

THE BOARD OF REGENTS, STEPHEN F. AUSTIN STATE UNIVERSITY

Fred Wulf, Chair
Lyn Stevens, Secretary
RESOLUTION TO ACKNOWLEDGE REVIEW OF INVESTMENT POLICY AND STRATEGY

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

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

NOW THEREFORE BE IT RESOLVED that the Stephen F. Austin State University Board of Regents, by the issuance of this Resolution, does hereby approve the investment policy and strategy as reviewed on February 2 & 3, 2005; and

BE IT FURTHER RESOLVED that a copy of this resolution be spread upon the minutes of the February 2 & 3, 2005 meeting of the Board.

Attest:

Fred Wulf, Chair

Lyn Stevens, Secretary
1. Composition of Board

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

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

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

2. Office of the Board of Regents

The Office of the Board of Regents is located in the Austin Building, Room 308. The mailing address is PO Box 13026 – SFA Station, Nacogdoches, TX 75962-3026. The office is staffed by the Assistant to the Board of Regents.

3. Setting of Meetings

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

All meetings of the Board shall conform to the terms of the Texas Open Meetings Act, Ch. 551 Tx Gov Code. Regular meetings of the Board shall be held quarterly at such time and place as a majority of the Board shall determine. The Board shall set regular quarterly meeting dates one year in advance, which may be changed by consensus of the Board due to unanticipated needs. Special meetings of the Board may be called by the Chair, or by a majority of the members of the Board. Telephone conference meetings may be called when circumstances dictate that immediate action would be in the best interest of the University or when it is difficult or impossible to convene a quorum in a single location. Telephone conference meetings shall be restricted to special meetings of the Board.

All meetings of the Board of Regents shall be open to the public. Executive sessions of the Board may be held with the consent of a majority of those members present and as authorized by law.
A majority of the members of the Board shall constitute a quorum. Proxies shall not be recognized. No formal action shall be taken by the Board in the absence of a quorum.

4. Designation of Officers

The Officers of the Board shall include a Chair, a Vice Chair, a Secretary, and such other officers as may from time to time be elected or appointed.

5. Election of Chair and Authorization of Duties

At the Annual Meeting of the Board, and as the last order of business, there shall be elected from the membership of the Board a Chair, who shall take office immediately, and shall serve through the next Annual Meeting.

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

In the event of a Chair's death or resignation, the Vice Chair shall serve as Chair of the Board until the next Annual Meeting.

The Chair of the Board shall preside at all meetings of the Board which he/she attends.

He/she will be responsible for the agendas of the meetings of the Board. He/she shall have the authority to call special meetings of the Board, as herein provided. He/she shall be an ex officio member of all committees of the Board. He/she shall deliver to each new Board member immediately upon such person's appointment by the Governor a copy of the Regents' Rules and Regulations and a copy of the organization of principal administrative offices of the University.

Parliamentary procedure in Board meetings will conform to Roberts' Rules of Order Revised when not in conflict with Board rules.

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

6. Election of Vice Chair and Authorization of Duties

A Vice Chair shall be elected from the membership of the Board immediately following the election of a Chair and shall take office upon election as the last order of business and shall serve through the next Annual Meeting.

No member shall serve more than two consecutive terms as Vice Chair unless the members shall re-elect such member for each term after the two consecutive terms by a vote of at least six (6) members.
The Vice Chair shall preside over meetings of the Board in the absence of the Chair, and shall succeed to the rights and powers of the Chair in the event he/she is absent from the state or is unable to act because of disqualification, or because of physical disability as determined by the Board. The Vice Chair shall perform such other duties as may be delegated to him/her by the Board.

In the event of the death, resignation, or assumption of Chair duties by the Vice Chair, the Secretary shall serve as Vice Chair until the next Annual Meeting.

7. Election of Secretary and Authorization of Duties

The Board shall select a Secretary from the membership of the Board, immediately following election of a Vice Chair, who shall take office at the end of the Annual meeting and who shall serve through the next Annual meeting. The Secretary shall ensure that preparation for all meetings of the Board, including such notices as required by law are made. The Secretary shall attend all open meetings of the Board and ensure that accurate records of all open meetings are kept. He/she shall ensure that all parties affected by the actions of the Board are notified. He/she shall provide oversight to the Assistant of the Board who shall be responsible for all records of the Board and all documentary files thereof. He/she shall ensure that the Assistant to the Board keep the official copy of the Regents' Rules and Regulations. Said copy shall contain all current rules and regulations as set by the Board of Regents. Any changes or additions thereto shall be entered in the official copy and such changes and additions shall be furnished members of the Board and officers of the University as designated by the President. The Assistant to the Board shall assist the Secretary in performing the duties of his/her office.

8. Committees of the Board

The Chair of the Board shall appoint at the Annual Meeting of the Board of Regents or soon thereafter all committee members and shall designate a Chair of each committee except as otherwise provided herein.

7.1 The Executive Committee shall consist of the Chair of the Board, the Vice Chair of the Board, and one other member appointed by the Chair. Two members present shall constitute a quorum. The Chair of the Board shall serve as Chair of this committee. This committee shall review and make recommendations to the full Board on any matter related to the governance, control and direction of the policies of the University.

7.2 The Academic and Student Affairs Committee shall consist of three members. This Committee shall consider:

(1) the curricula of the various colleges and departments of the University with any other matters dealing with academic programs and the progress thereof;

(2) the research programs within the University and their relationship to all graduate education;

(3) student affairs within the University;
(4) personnel matters within the University.
The Committee shall summarize facts and present alternatives as necessary.

7.3 The Building and Grounds Committee shall consist of three members.
This committee shall consider:
(1) use and occupancy of University property;
(2) planning of, locating of, receiving bids for, awarding contracts for, construction of, and maintenance of buildings, utilities, and other physical facilities of the campus.
The Committee shall summarize facts and present alternatives as necessary.

7.4 The Finance Committee shall consist of three members. This Committee shall consider:
(1) the budgeting and appropriations request processes;
(2) all requests for appropriations and budgets covering expenditures of educational and general funds and auxiliary programs, including, but not limited to, student housing, the athletic department, and the bookstore;
(3) handling of University funds, depositories, etc., whether from appropriated or contributed funds.
The Committee shall summarize facts and present alternatives as necessary.

7.5 The Nominating Committee shall consist of three members. This committee shall be appointed annually at the January Meeting by the Chair for the purpose of nominating Board officers for election at the April Meeting.

7.6 The Chair of the Board and/or not less than six members thereof at a meeting of the Board of Regents may at any time appoint special committees, name the members thereof and designate the chairman. Any special committee so created shall be temporary and shall be charged in writing as to its particular duties and functions and the period in which it is to serve. Action by the Chair of the Board and/or six such members will be required to extend this period.

9. Prohibiting Contracting with Board Members

The Board of Regents shall approve no contract or agreement of any character in which a member of the Board, directly or indirectly, has a pecuniary interest, without prior advice of the General Counsel. Regents must self disclose potential direct or indirect pecuniary interests in matters pending before the Board of Regents.

10. Election of University President
Annually when the budget is passed, the Board of Regents shall elect the President of the University by affirmative vote of a majority of its members. The President of the University shall hold office without fixed term and at the pleasure of the Board. The President shall not have tenure as President, but may hold tenure as a member of the faculty of the University when such tenure has been approved by the Board. The President's salary shall be designated in the appointing order.

In case a change in the presidency is made, the Board will accept for consideration suggested nominations from a screening committee representing the Board, the faculty, the staff, the Alumni Association, the community, and the student body, which committee shall be selected by a majority vote of the Board of Regents.

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

The President shall be responsible for developing and maintaining excellence and efficiency within the University.

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

The President shall be prepared to make recommendations to the Board on University matters which require Board approval.

The President shall be responsible for carrying out all Board orders affecting the University.

The President shall interpret the Board's policies to the faculty and staff and interpret the University's programs and needs to the Board. The President shall at all times also represent and interpret the University's programs, needs and interests to the public.

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

The President shall nominate to the Board the appointment and reappointment of all members of the faculty and administrative officers and recommend such individuals for promotion, retention, or dismissal.

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

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

The President shall assume active leadership in developing private fund support for the University.

Without prior notice or hearing, the President of the University may suspend without pay and immediately remove from the University or assign to other duties with pay any employee, and suspend and immediately remove from the University any student, that: (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. The President
shall, as soon as possible, notify the General Counsel of such action. In such cases the President will set a hearing before the appropriate administrator or committee on the employee's or student's case as soon thereafter as is practicable unless otherwise waived by the employee or student.

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

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

12. Election and Duties of General Counsel

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

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

The General Counsel shall work in cooperation with the Attorney General of the State of Texas, legal counsel engaged in private practice and other legal counsel for agencies of the State of Texas concerning matters that may affect the University. He/she shall monitor all lawsuits brought against or for the University and assist the Attorney General's office in the preparation, trial, and appeal of lawsuits involving the University.

The General Counsel shall review all contractual obligations entered into by the University. He/she shall make legislative interpretations and be responsible for the compilation of all legislative statutes affecting the University. He/she shall be responsible for the determination of student residency classification on appeal. He/she shall perform such other duties which are generally incumbent upon a general counsel of like boards or which shall be delegated to him/her by the Board or the President of the University.

13. Election and Duties of the Director of Audit Services

Annually when the budget is passed, the Board of Regents shall elect the Director of Audit Services by affirmative vote of a majority of its members. The Director of Audit Services shall hold office without fixed term and at the pleasure of the Board. The Director’s salary shall be designated in the appointing order.
The Director of Audit Services shall assist the Board in carrying out its oversight responsibilities as they relate to the University's a) financial and other reporting practices, b) internal control, and c) compliance with laws, regulations, and ethics.

The Director of Audit Services shall report on a day-to-day and functional basis to the President of the University. The Director of Audit Services shall periodically communicate directly with the Finance Committee Chair. It is important that the University auditor be independent of the chief financial and/or accounting officers to ensure independent review of the internal control structure and the financial reporting process.

The Director of Audit Services shall work in cooperation with the State Auditor's Office, independent auditors engaged in private practice, and other auditors for entities of the State of Texas concerning matters that may affect the University.

The Director of Audit Services shall annually submit information on the annual audit plan, work schedule, and staffing plan to the President for his review and to the Board of Regents for their approval. The Director shall submit an annual report as required by Art. 6252-5d, V.T.C.S., recodified at Government Code, Chapter 2102. The annual report shall be submitted to the President and the Board for review prior to public dissemination.

14. Election and Duties of the Assistant to the Board of Regents

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

The Assistant shall manage the Office of the Board of Regents to assist in the administration of the responsibilities of the Board and facilitate the role of each Regent in the discharge of his or her responsibilities.

The Assistant shall use discretion and independent judgment in establishing reporting mechanisms for the Board, shall work directly with the Regents, President, and General Counsel on a routine basis, shall track information needs of the Board including monitoring of legislative bills during session, shall work as the campus liaison for the university's honored guests, including Legislators, commencements speakers, and other dignitaries.

The Assistant's other responsibilities shall include taking, preparing and distributing meeting minutes; preparing and distributing meeting agendas; filing open meeting notices; notifying Board members of all meeting dates; administering all communications and correspondence for the Board; planning meetings, workshops, and retreats for the Board; making travel arrangements for Board members; maintaining a calendar for the Board; keeping Board members apprised of upcoming events; ensuring appropriate Board representation at functions; maintaining current Board address list; developing and maintaining Board of Regent's web page.
15. Employees Reporting to the Board of Regents

From time to time, the Board of Regents may employ other individuals who report directly to the Board of Regents. Such employees shall hold office without fixed term and at the pleasure of the Board. The salary of such employees shall be designated in the appointing order. Performance reviews may be conducted by the Board within its discretion.

16. Report or Agenda for Meetings

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

A copy of the President's Report shall be submitted to all members of the Board and the Secretary at least ten days in advance of a meeting of the Board.

17. Order of Business

All regular and special meetings of the Board of Regents shall be as follows unless the Chair otherwise directs:
A. Approval of the minutes of the preceding meeting
B. Reports of standing committees
C. Reports of special committees
D. Other business
E. Adjournment

18. Appearance Before the Board

The Chair of the Board of Regents or the President may invite individuals to appear before the Board or one of its committees for specific purposes. The Chair of the Faculty Senate and the President of the Student Government Association shall have the opportunity to provide a report at each quarterly Board meeting. Other individuals or group representatives wishing to appear before the Board shall file a written request with the President at least seven working days before the appropriate meeting. The written request shall include a statement of the purpose for which an appearance is requested, the nature of the information to be presented and the names of those who will speak to the Board. The President will submit the request to the Chair of the Board, who will grant
the request, deny the request or provide for an appearance before an appropriate committee of the Board. The individual making the request shall be notified of the Chair's decision, by the President.

19. Annual Budget for University Operations

The President shall prepare and submit annually to the Board at its April or July meeting, as specified each year by the Board, a proposed budget for the operation of the institution for the next fiscal period. Copies of all proposed operating budgets shall be submitted in writing to all members of the Board at least one week in advance of such meeting of the Board.


The President of the University shall submit a Monthly Operating Statement to the members of the Board showing balance sheet by fund groups; statement of income; statement of expenditures, unexpended balances, encumbrances, and unencumbered balances.

All institutional books, records, ledgers and accounts shall be kept and maintained in conformity with recommendations of the State Auditor and the State Comptroller of Public Accounts, subject to approval by the Board.

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

21. Student Admission, Degree Requirements, Tuition and Fees

Student admission standards, entrance requirements, and degree qualifications shall be determined and prescribed by the institution, subject to the approval of the Board. No otherwise qualified applicant for student enrollment shall be denied admission solely on the basis of religious or racial tests. Enrollment preference shall be given residents of the State of Texas.

Tuition, student fees, and room and board rates shall be established by the institution, subject to legislative direction and approval by the Board.

Each member of the Board shall receive copies of major publications of the University.

22. Employment of Bond Legal Counsel

The Board shall employ bond counsel as appropriate to advise and represent it in any matters.
23. Reimbursement of Expenses

Reimbursement of expenses shall be allowed members of the Board for attending regular and special meetings of the Board; for visiting the University at the request of the Board or the Chair of the Board; for attending formal committee meetings, and for such other special and limited purposes as the Board may expressly authorize in accordance with state regulations. Verified expense accounts shall be submitted to the Secretary for payment and the same shall be subject to review and control by the Board.

24. Use of Campus Facilities for Political Purposes

While the use of the facilities of the University for partisan political assemblies and meetings is not normally encouraged, the faculty and administration, as members of a learned and honorable profession, may properly exercise their acknowledged individual rights and obligations of citizenship free of University discipline or censorship.

Individual political candidates and their election organizations are not permitted to reserve a University facility for campaign activities. However, if a candidate is invited by a University group, then he or she may appear in the facility, provided that the group extending the invitation is responsible for reserving the facility and meeting the costs related to the event.

No member of the Board of Regents shall undertake to influence the political opinions of personnel subject to the Board’s jurisdiction, but such personnel are requested to exercise their individual rights of citizenship or academic freedom in a responsible manner reasonably calculated not to identify or associate with the University.

A University employee may not use his or her official authority or influence to coerce the political action of a person or body.

25. Authority for Official Statements

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

26. Naming of Buildings and Other Facilities
Buildings and other facilities (including laboratories and clinics) of Stephen F. Austin State University may be named by the Board of Regents for deceased persons who have made outstanding contributions to the University or its prestige. In extraordinary circumstances, particularly when a significant donation has been made to the University, the Board of Regents may name a building, or other facility, for a living person.

Proposed names may be submitted from any source to the Academic Affairs Council for their recommendation to the President who, if he concurs, shall submit such names, together with background reasons, to the Board of Regents for consideration; provided, however, that the Board of Regents may act without receiving a nomination from the Academic Affairs Council, when circumstances justify such action, and particularly when a substantial donation has been made toward the construction of the building or facility to be named. Any such nominations shall be reviewed by a committee of the Board. Such review shall take place before any contacts with prospective nominees. A name will not be moved from one building to another, and when a building is razed, the name will no longer be used.

A plaque shall be placed on each new building. The plaque shall show the names of the Board of Regents in alphabetical order, and the names of those occupying the following positions on the date of the contract award: the Chair of the Board of Regents; the President of the University; the Vice President for Business Affairs, the architect and the contractor, together with the year the contract is awarded.

27. Provisions to Amend Rules and Avoid Conflict with Statutes

The Rules and Regulations herein provided may be amended by a majority vote of members of the Board at any regular meeting or at a special meeting of the Board called for that purpose. Proposed amendments shall be filed in writing with the Secretary and copies submitted to each Board member at least fifteen (15) days before the same are considered by the Board.

Should all or any part of the foregoing Rules and Regulations conflict with any constitutional, statutory or legislative appropriations provisions, they shall be amended to conform therewith.
Policies for Board Review  
February 3, 2005

<table>
<thead>
<tr>
<th>POLICY NO.</th>
<th>POLICY NAME</th>
<th>ACTION/CHANGE</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Wireless Networking</td>
<td>New</td>
</tr>
<tr>
<td></td>
<td>Designation of School Status</td>
<td>New</td>
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<td></td>
<td>Compensation Plan for Classified &amp; Non-Classified Staff</td>
<td>New</td>
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<td></td>
<td>Faculty Compensation Plan</td>
<td>New</td>
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<td></td>
<td>Fair Labor Standards</td>
<td>New</td>
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<td></td>
<td>Recruitment Plan Policy</td>
<td>New</td>
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<tr>
<td>A-4</td>
<td>Academic Curricula Review and Approval</td>
<td>Updated:</td>
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<td></td>
<td></td>
<td>1. Curriculum Modifications Procedures</td>
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<td></td>
<td></td>
<td>2. Processes &amp; Procedure for Curriculum Reviews, Modifications &amp; Approvals</td>
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<tr>
<td></td>
<td></td>
<td>3. Source of Authority</td>
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<tr>
<td></td>
<td></td>
<td>4. Contact for Revisions</td>
</tr>
<tr>
<td>A-10</td>
<td>Class Attendance &amp; Excused Absence</td>
<td>Added:</td>
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<tr>
<td></td>
<td></td>
<td>“class policy known on the syllabus in writing during the first week of the term”</td>
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<tr>
<td>A-11</td>
<td>Commencement</td>
<td>Updated:</td>
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<td></td>
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<td>Source of Authority &amp; Contact for Revisions</td>
</tr>
<tr>
<td>A-12</td>
<td>Copyrighted Works Reproduction</td>
<td>Updated:</td>
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<td></td>
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<td>Source of Authority</td>
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<tr>
<td>A-15</td>
<td>Dead Week</td>
<td>Updated:</td>
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<td></td>
<td>Contact for Revisions</td>
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<tr>
<td>A-56</td>
<td>Grants and Contracts Administration</td>
<td>Added:</td>
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<td></td>
<td></td>
<td>“These procedures for the administration of grants and contracts are outlined in the Technical Assistance Manual published by the Office of Research and</td>
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<tr>
<td>Appendix No. 6</td>
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<td><strong>B-2</strong></td>
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<tr>
<td>Academic Space for Non-Academic Activities</td>
<td>Sponsored Programs. Deans and chairs are responsible for reviewing proposals for grants and contracts and for assuring that the proposed commitments of the department and college resources are feasible and realistic.</td>
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<tr>
<td><strong>C-19</strong></td>
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<tr>
<td>Interdepartmental Transfer (IDT)</td>
<td>Policy Reviewed – No Change</td>
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<tr>
<td><strong>C-20.A</strong></td>
<td></td>
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<tr>
<td>Local Purchase Authorization</td>
<td>Policy reviewed – No Change</td>
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<td><strong>C-25.1</strong></td>
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<tr>
<td>Prompt Payment to Vendors and Employees</td>
<td>Added: In certain instances, interest will be paid to a vendor if payment is not made within 30 days of the later of:</td>
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<td></td>
<td>1. the date the university receives the goods</td>
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<td>2. the date the service is completed</td>
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<td>3. the date the university receives an invoice for the goods or services.</td>
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<tr>
<td><strong>C-26</strong></td>
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<tr>
<td>Proprietary Purchases</td>
<td>Policy Reviewed-No Change</td>
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<td><strong>C-28</strong></td>
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<tr>
<td><strong>C-29</strong></td>
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<tr>
<td>Purchase of Used Equipment and Supplies</td>
<td>Policy Reviewed-No Change</td>
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<tr>
<td><strong>C-31</strong></td>
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<tr>
<td>Purchase Voucher</td>
<td>Added: Prepayment of registration fees for business conferences, workshops and seminars (these may also be paid with the ProCard)</td>
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<tr>
<td><strong>C-49</strong></td>
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<tr>
<td>Travel</td>
<td>Major Re-write</td>
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<td><strong>D-29</strong></td>
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<tr>
<td>Safe and Vault Combinations</td>
<td>Added: The memorandum must be delivered to the Vice</td>
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<tr>
<td>Appendix No. 6</td>
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<tr>
<td><strong>D-48</strong></td>
<td><strong>Student Travel</strong></td>
<td>President for Business Affairs in a manner such that no unauthorized person is able to access the confidential information.”</td>
</tr>
<tr>
<td><strong>E-1A</strong></td>
<td><strong>Academic Appointments and Titles</strong></td>
<td><strong>Major Re-write</strong></td>
</tr>
<tr>
<td><strong>E-3A</strong></td>
<td><strong>Academic Promotion</strong></td>
<td><strong>Major Re-write</strong></td>
</tr>
<tr>
<td><strong>E-9</strong></td>
<td><strong>Compensation in Excess of Base Salary</strong></td>
<td><strong>Added:</strong></td>
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<td></td>
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<td>“employee may receive extra compensation, the total of which may not exceed 25 percent of base salary during any appointment period”</td>
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<tr>
<td><strong>F-11</strong></td>
<td><strong>Express Mail Services</strong></td>
<td><strong>Deleted:</strong></td>
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<td>1. The Purchasing Department should be contacted to set up the account and insure that state contract discounted rates are secured.</td>
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<td>2. <strong>AIRBORNE</strong></td>
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<td><strong>Added:</strong></td>
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<td>DHL</td>
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</table>
Appendix No. 6

Wireless Networking Policy

Original Implementation: February 3, 2005

Last Revision:

Purpose

Stephen F. Austin State University's wireless local area network (WLAN) enables mobile computing and provides network services at selected hotspots on campus. It is a complementary system to the campus wired network.

The purpose of the wireless policy and related standards and guidelines is to assure students, faculty, and staff access to a reliable, robust, secure, and integrated WLAN.

Scope

This policy applies to all uses of WLAN technologies at all physical locations of Stephen F. Austin State University, both inside buildings and in outdoor areas. It does not apply to cellular wireless technology.

All SFA information technology policies (http://www.sfasu.edu/upp) apply to the use of the WLAN, as do all other applicable SFA policies and procedures and all federal, state, and local laws.

Responsibility

- Information Technology Services (ITS) will be solely responsible for implementation of WLAN technology, enforcement of campus network standards, and resolution of frequency interference issues.
- ITS will be the sole provider of design, specification, installation, operation, maintenance, and management services for all Wireless Access Points (WAPs).
- ITS will manage all SFA-owned wireless equipment.
- *Students may not install or operate WAPs on university-owned property, including residence halls and apartments.*
- The service demarcation points will be the WAPs themselves. ITS will be responsible for the WAPs and the wired network to which they are attached.
- Departments and individual students will be responsible for all costs associated with purchase, installation, operation, and support of wireless PC cards in client computers. ITS will maintain a list of compatible wireless PC cards, which can be viewed from the mySFA intranet portal.
- ITS will maintain a list of buildings and outdoor areas covered by the WLAN, which can be viewed from the mySFA intranet portal.
- ITS will identify and authenticate all users connecting to the WLAN.

Policy
Access

All SFA faculty, staff, and students are required to have a valid mySFA user ID and password to use the WLAN. Temporary guest accounts can be obtained from ITS.

Security

- All WAPs and wireless client adapters will use a Service Set Identification (SSID) provided by ITS.
- SFA will encrypt all data while it is in transit on the wireless (i.e. radio) portion of the WLAN.
- Since wireless transmissions are insecure by their nature, WLAN users are encouraged to use applications that provide further encryption.

Standards

- SFA has adopted the IEEE (Institute of Electrical and Electronics Engineers, Inc.) standards for wireless networking for the WLAN.
- Only the IP protocol is supported on the WLAN.
- All conflicts regarding use of the unregulated frequency spectrum on the WLAN shall be resolved in the following descending priority:
  - Administration
  - Instruction
  - Research
  - Personal

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.
Source of Authority: Vice President for Business Affairs


Contact for Revision: Director of Information Technology Services.

Forms: None
Designation Of School Status

Original Implementation: February 3, 2005

I. Introduction

Stephen F. Austin State University is subdivided into seven undergraduate colleges for the purpose of accommodating broad program areas with common academic interests. The colleges are further subdivided into units designated as departments and divisions for the purpose of allowing smaller scholarly communities to devote attention to specific degree program for students and find collegial support for research and service along traditional disciplinary lines.

From time to time there arises a need to seek the support of the university wide academic community to allow academic units to become redrawn and re-organized as specialized units within the college pursuing a common goal and under the leadership of the college dean. Such a unit may be designated as "school."

II. Definitions

University – an entity of higher education chartered by the state to grant degrees and headed by a president.

College – the highest academic sub-unit of the university, offering programs of study leading to a degree, and headed by an academic dean.

School – the subdivision of a college organized for the common purpose of providing higher education in specialized or professional fields that lead to a degree, certification, or licensure, and headed by a director or associate dean.

Department/Division – an academic sub-unit of a college having a common disciplinary or scholarly objective and headed by a chair or other academic administrator.

III. Guidelines For Designating School Status

An academic units seeking school status will be evaluated using the following guidelines:
1. The unit should offer primarily professional programs and degrees.
2. The programs of the unit should be accredited by professional agencies.
3. The unit should have a total enrollment of students majoring in its programs of at least 150.
4. The unit must have a qualified, well-trained faculty.
5. The unit may have been the recipient of a substantial endowment or gift.
IV. Proposal Review and Approval

Before an academic unit of a college can receive "school" status that unit must bring a proposal before the Council of Deans. The proposal should provide qualitative and quantitative data relating to the vision of the unit for acquiring the school designation. That information should be organized around the following categories:

1. A concise statement giving the rational for the request to re-designate the academic unit as a school. This statement should address the distinctiveness of the discipline and the advantages of school status to future graduates of the program.

2. A discipline specific self-study that has been completed within the last five years (with appropriate up-dates) copies of visitors' reports, and annual assessment documents outlining the goals and accomplishments of the unit during the past five years.

3. Background of the unit including the history of the unit, outside drivers for the requested change in unit status, staffing for the program including a faculty list with degrees, accreditation, degree options available to students, trends in student placement, comparable programs at other universities, recommendations from an advisory board where applicable, letters of recommendation from professionals or practitioners in the field, and enrollment projections for five years.

4. A quality enhancement plan which addresses the continuous improvement of the effectiveness of the unit for a five year period directly following the designation of school status.

Upon the recommendation of the Council of Deans and the approval of the Provost and President, the proposal will be placed on the Board of Regents' agenda for approval. After approval is received, a request for approval will be forwarded to the Texas Higher Education Coordinating Board.

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
Faculty Compensation Plan

Original Implementation: January 2005

The mission of Stephen F. Austin State University is to provide students a foundation for success, a passion for learning and a commitment to responsible global citizenship in a community dedicated to teaching, research, creativity and service. The quality of teaching, research and service provided by the university ultimately depends on the quality of faculty and staff employed by the university. The university is responsible for securing a qualified and competent faculty and for utilizing public funds for faculty salaries and wages in an effective manner.

1.0 Faculty Employee

An employee with academic rank or duties which include teaching, research, academic administration, or other scholarly activity who is paid in full or in part from the line item "Faculty Salaries" or from another academic funding source is considered a faculty employee. The Provost, Assistant Provost and Academic Deans are considered staff for purposes of this plan.

2.0 Authority to Set Compensation

Authority to set the compensation paid to faculty resides with the Board of Regents. This authority is through review and adoption of the annual operating budget. The itemized budget, approved by the Board of Regents, specifies the salary authorized for each position. All changes to budgeted faculty positions outside of the annual operating budget require the initial approval of the Provost. These changes are formally requested on a Personnel Action Request Form and approved by other administrators at SFASU.

3.0 General Compensation

It is the plan of the University to distribute fairly and equitably funds available for salaries and wages. Initial faculty salaries are determined based on a combination of factors including the funding available for the position, discipline, rank at appointment (see Academic Appointment and Titles Policy E-1A), degree, job description and requirements, professional experience, market value, and need of the department and college. Upon the recommendation of the chair and dean, the Provost approves all faculty salaries prior to hiring.

All position and salary range assignments shall be made on the basis of the work to be performed without regard to race, color, religion, sex, age, disability, national origin, veteran status, or marital status and in keeping with the laws, policies and regulations of the State of Texas and the Board of Regents of Stephen F. Austin State University.

4.0 Administration of Faculty Compensation
The Provost in conjunction with the academic deans has responsibility for the administration and maintenance of the Faculty Compensation Plan. Department chairs and directors are responsible for administering pay for their employees in accordance with university policies, procedures, and guidelines.

5.0 Faculty Compensation

5.1 General Information - Faculty salaries are normally budgeted for a 9 month period. Faculty are compensated an amount for a fair and reasonable workload (see Faculty Workload Policy A-18). Under the Federal Wage and Labor Law, faculty employees are exempt from overtime regulations.

5.2 Market Data - The University uses the College and University Professional Association for Human Resources (CUPAHR) as its primary determinate for the market value of faculty salaries. In certain situations, the University may use relevant market data provided by professional organizations, surveys or other sources to determine the market value of a faculty position. Where CUPAHR data are available, the compensation for a faculty member should fall within a range of 50% to 150% of the CUPAHR national average salary for that rank and discipline. The actual faculty compensation will vary within these ranges based on the funding available for the position, discipline, rank at appointment, degree, job description and requirements, professional experience, market value, and need of the department and college. The CUPAHR data are available through the SFASU Office of Institutional Research.

5.3 Compensation for Summer Teaching - Summer teaching is not guaranteed. Where needed or required, faculty may be assigned summer teaching (See Summer Teaching Policy A-18A). Faculty are compensated for summer teaching at a rate of 1/6 of their 9 month teaching salary for a 100% teaching assignment for each summer session. Compensation for assignments less than 100% are prorated accordingly. Compensation for summer teaching is provided through the SFASU summer budget.

5.4 Compensation for Adjunct Faculty - When considered necessary to hire adjunct faculty to teach courses, the compensation should be based on the following:

<table>
<thead>
<tr>
<th>Years of Experience</th>
<th>Salary Range (per course)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zero to Six</td>
<td>$2,500 - $3,000</td>
</tr>
<tr>
<td>Seven to Ten</td>
<td>$2,650 - $3,200</td>
</tr>
<tr>
<td>Over Ten</td>
<td>$2,800 - $3,800</td>
</tr>
</tbody>
</table>
Stipends for Adjuncts will vary by college, discipline, need, and education of the proposed adjunct faculty member. Any variations must be recommended by the chair and dean and approved by the Provost prior to appointment.

5.5 Additional Compensation - In instances where faculty provide services outside of their normal duties, they may be eligible for additional compensation (see Compensation in Excess of Base Pay Policy E-9).

5.6 Overload Compensation - In instances, where faculty are needed to teach an overload, they may be eligible for overload compensation. At a minimum the overload compensation will be comparable to that of an adjunct faculty member. Upon the recommendation of the chair and dean and approval by the Provost, the overload compensation may vary based on the funding available, need of the department, and qualifications of the faculty member.

5.7 Associate Dean, Chair or Director Compensation - When appointed as an associate dean, department chair or director, a faculty member may receive a combination of a stipend and release time for performing administrative duties for the department or area (see Chair Appointments Policy #E-6A and Chair Teaching Load Policy E-7A).

5.9 Grants, Endowments, and Other Arrangements - Grants, endowments, awards and other arrangements may provide for an additional stipend or salary support for a faculty member within applicable regulatory parameters.

6.0 Increases in Compensation

6.1 General Increases - All salary increases for faculty employees, unless otherwise mandated by the legislature, will be based on merit and/or equity. Quality teaching, research, scholarly activity, administrative responsibilities and other faculty activities may be considered in the merit process. Equity adjustments may be awarded based on the recommendation of the department chair and dean with the approval of the Provost.

It is the responsibility of the department chair or area director (where applicable) to recommend salary rates, equity adjustments and merit increases in the annual department budget request based on the budget guidelines issued by the President. The recommendations are, in turn, to be approved by the appropriate academic dean and the Provost. Approved increases are effective for the next fiscal year. Each faculty member is to provide an annual Faculty Activity Report to the department chair or director for use in consideration of a merit increase.

6.2 Salary Increases for Promotion - Faculty employees through the promotion process (see Academic Promotion Policy #E-3A) are awarded increases ranging from $750 to $5000 in the subsequent budget year based on budgeted resources and promotion rank.
Source of Authority: Provost/VP for Academic Affairs

Cross Reference: None

Contact for Revision: Provost/VP for Academic Affairs

Forms: None
Compensation Plan for Classified and Non-Classified Staff

Original Implementation: February 3, 2005

Objective: It is the intent of Stephen F. Austin State University to maintain a compensation program which:

- Considers the external market, while focusing primarily on ensuring internal equity and emphasizing the advantages of a collegial work environment;
- Rewards and retains those individuals who exceed defined performance expectations;
- Provides flexibility in implementation and process to meet the needs of the University;
- Encourages progression and mobility to excellent performers through job enrichment and promotions from within; and
- Encourages and rewards the acquisition of skills.

Compensation Principles:

- The values of jobs will be based on a blend of SFA values and culture reflected through core factors and external market values.
- Total compensation for all jobs will take into account funding considerations, appropriate internal job relationships and market relationship.
- Compensation plans, including methodologies and practices, will be well communicated to all employees at the University.
- Performance management requires a cooperative effort between employees and supervisors. Employees and supervisors will work together to clarify and meet performance objectives and expectations.
- The Performance Management Plan will provide ongoing performance feedback and reward meritorious performance.

Communicating Pay Information: The Human Resources Office will provide information concerning job classification and pay ranges upon request. Furthermore, as a regular part of their jobs, managers and supervisors are responsible for actively and openly communicating the organization’s pay program and associated policies to employees on an ongoing basis. Managers and supervisors should discuss the following areas with new and reclassified employees as they pertain to each individual employee’s situation:

- The job description covering the employee’s duties and responsibilities.
- The employee’s potential for progression within his/her pay range.
- Job performance and its relation to promotional opportunities and pay increases.
Administrative Responsibility: Department heads are responsible for administering pay for employees in their organizational unit in accordance with university policies, procedures, and guidelines and for making recommendations to the Human Resources Office. Additionally, they are responsible for:

- Communicating with their employees about program policies and individual compensation issues, to include providing the most current job descriptions to supervisory and managerial personnel;
- Working with the Human Resources Office on compensation matters, to include the updating of job descriptions as necessary; and
- Ensuring that salary increase procedures are followed.

Issues that are identified by managers and supervisors that are not covered by these guidelines should be referred to the Human Resources Office.

The Director of Human Resources has ultimate authority and responsibility for the university’s compensation objectives, structures and policies. Any exceptions to, or major revisions in, the program must be approved by the director. The director will be responsible for ensuring these duties are completed:

- Drafting/recommending new or revised compensation policies and procedures.
- Administering the daily operation of the salary administration function, including the approval of salary actions.
- Preparing, maintaining, and approving job descriptions.
- Monitoring the evaluation of new jobs and re-evaluation of existing jobs.
- Reviewing the pay structure annually to maintain market competitiveness and internal equity.
- Reviewing compliance with the Fair Labor Standards Act (FLSA), Equal Employment Opportunity Commission (EEOC), and other governmental regulations as they relate to the compensation function.
- Appraising program effectiveness and recommending program revisions as necessary.

Exempt/Non-Exempt Designation: The terms and provisions of the Fair Labor Standards Act (FLSA) provide the basis for exempt versus non-exempt status and overtime pay requirements. The exempt or non-exempt status of each employee, with regard to the payment of overtime, is determined by the position to which the employee has been hired, transferred or promoted. The Director of Human Resources is responsible for determining the correct FLSA status when the job is classified in a pay grade. Each manager must ensure that the employee performs job duties as described in the job description and that time worked is reported appropriately to ensure compliance with overtime provisions of the FLSA.

Job Descriptions: All benefits-eligible staff positions covered by this compensation program shall have a generic job description that includes the official SFA job title, a general job summary, a list of essential (major) duties and responsibilities, and job
requirements (i.e. minimum education, experience, and other qualification requirements that an individual should have to fill the position).

The official job title on the job description will be used for all personnel records and publications (For internal purposes, however, departments may use a different functional title.) New official job titles may be created only with the prior review and approval by the Director of Human Resources.

Job descriptions are used to:

- Evaluate and classify jobs to determine appropriate internal position relationships.
- Communicate to new or existing employees the fundamental duties and responsibilities of their jobs.
- Provide job information that can be used to determine competitive pay relationships in the labor market.
- Provide job information which can be used in the recruitment and selection process.
- Provide job information which can be used in employee relations matters, such as performance appraisal, employee orientation, grievance resolution, and identification of training and development needs.
- Ensure compliance with government legislation.

Changes in the duties of a job may require re-analysis and re-evaluation of a job. Where changes are judged significant by the supervisor and/or manager, he/she should complete a Job Analysis Questionnaire.

Job Evaluation: The job evaluation method of determining the salary ranges for each position is a market pricing and slotting method. Salary ranges are determined on the basis of competitive pay rates for jobs of comparable duties and value to SFA. Extensive studies of compensation in nationwide competitive universities are made to ensure that our salary structure is competitive. The competitive salary survey data become the basis for calculating salary ranges, and, in turn, individual salary targets within the salary ranges. Benchmark jobs are chosen, priced by analysis of survey data and ranked. All other jobs are then slotted in relation to these benchmarks. Benchmark jobs are those with characteristics similar enough to jobs performed in other organizations that they can serve as market anchor points.

Requests for Evaluation or Re-Evaluation of Jobs: New and/or significantly revised positions or jobs must be evaluated by the Human Resources Office in order to assign them to their appropriate grades. Requests for jobs to be evaluated or re-evaluated will be made in writing by the appropriate Dean or Department Head to the Director of Human Resources. The re-evaluation process will take place once per year just before the budget process begins.
Requests may be prompted by the creation of a proposed new job title or by a substantial and permanent change in duties or requirements of an individual position or in the majority of individual positions within a job title. For a change in duties or requirements to merit re-evaluation, it should meet these criteria:

- It is a permanent change in duties; not a special project or short-term assignment;
- The addition, deletion, or change affects a duty that constitutes a significant portion of the job (at least 15%);
- The duty which is added, deleted, or changed is substantially different in level and type from the balance of the job duties so that it seems reasonable that the change in that one duty would affect the evaluation of the job on one or more job evaluation factors; or
- The levels of education or experience required for the job noticeably change. These requirements should reflect minimum standards for satisfactory job performance, not an incumbent’s qualifications.

The steps for submitting and processing a request for evaluation or re-evaluation are as follows:

- The college or department head completes a “Request for Position Evaluation” form. Additionally, if a new classification is requested, a completed Job Analysis Questionnaire (JAQ) must be submitted with the form. If a re-evaluation of an existing position is requested, a copy of the current job description should be attached with the proposed changes indicated.
- Human Resources may ask that the Job Analysis Questionnaire be completed to provide more complete information to evaluate the position.

Pay Grade Structures: SFA uses one combined grade structure to establish compensation limits for jobs.

The structure is based on competitive practices and internal equity considerations, and provides the possibility for progression to more responsible jobs with higher and broader pay ranges. The pay structure is intended to:

- Define the competitive pay position of jobs for the University to the relevant external market;
- Establish differential pay levels between jobs to recognize differing demands; and
- Establish lower and upper limits of value for each job.

Midpoints of the pay ranges represent SFA’s desired competitive position to the external market and are determined by a statistical calculation based on external salary survey data for benchmark jobs in each pay grade. The minimum and maximum of each pay range represent the minimum and maximum values, respectively, to the University of all jobs assigned to that particular pay range.
In most cases, up to the top of the first quartile is considered the range of value for a newly hired employee who meets the minimum qualifications of the job. Thus, most employees should be hired within the first quartile of the range, but departments have full authority to hire or promote into non-exempt positions up to midpoint. Hiring exempt employees above the first quartile or non-exempt employees above midpoint requires prior approval by the Director of Human Resources.

Hiring employees below the minimum of the pay range is contrary to university policy and is not permitted. Conversely, the maximum of the pay range is the upper limit of pay for a job. An employee’s rate of pay may not normally exceed the respective maximum for the job.

Review of Pay Structures: As part the budget process each year, the Director of Human Resources will review the competitiveness of its pay structures. The review will include (1) comparisons of the competitive status of SFA’s midpoints to the relevant external market; (2) a review of anticipated average movement of pay structures by peer and comparison organizations.

Based on findings of the review, a recommendation will be prepared for consideration by the Director of Human Resources concerning adjustments to the pay structures. The recommendation will include detailed cost analyses and will be provided to senior management for consideration.

Pay Above Maximum: If, for any reason, an incumbent’s base pay exceeds the maximum of the grade, the employee’s pay will be “red circled”. This means that all base pay rate increases will be given in lump sum form until the employee’s base pay rate falls within range, at which time the incumbent will be eligible for future increases. Any exception to this policy requires prior approval by the Director of Human Resources.

New Hire Rates: Employees meeting the minimum qualifications of the job should normally be paid within the first quartile of the pay range. However, pay rates for new employees possessing qualifications in excess of the minimum qualifications may be placed at pay rates above the first quartile, with the appropriate levels of approval.

The hiring department has full discretion for placing a new exempt employee’s salary rate within the first quartile and a new non-exempt employee’s pay up to midpoint. Hiring rates in the second and third quartiles for exempt employees and the third quartile for non-exempt employees require prior approval by the Director of Human Resources. Hiring rates in the fourth quartile may be established only with the approval of the Director of Human Resources.

In determining hiring rates, consideration will be given to the resulting position in the pay range, whether the rate allows sufficient room for future growth, and relationships to rates paid to similarly qualified or more experienced employees in the job. External salary survey data will also be considered, if it is available.
In establishing new hire rates, SFA will continue to comply with all federal and state rules and regulations, including the Equal Pay Act of 1963, which prohibits pay differentials on jobs that are essentially equal in terms of skill, effort, responsibility and working conditions, except when these are the result of a bona fide seniority or merit system, or any other job-related factor other than gender.

Salary Adjustments: Decisions on all salary adjustments must be implemented in accordance with legislative requirements. Department heads are also responsible for insuring compliance with all applicable federal and state rules and regulations regarding compensation.

Annual Salary Budget: Each year as part of the budget planning process, SFA will prepare a salary budget that specifies the average increase amount, if any, to be given to employees during the fiscal year. The salary budget will be based on a comparison of the university's pay rates to external salary survey data, as well as the salary budgets projected by other peer and comparison organizations. The salary budget will reflect dollars available to fund general and/or merit increases.

Merit Increases: SFA policies permit the awarding of merit increases on a semi-annual basis to be effective either on September 1 and/or March 1. Only benefits-eligible employees who have completed six months of continuous employment at SFA as of the effective date of the merit program are eligible to receive a merit increase.

Merit increases are based on an employee's documented job performance and are intended to reward individual performance, increased productivity, improved quality, and/or reduced costs. To be eligible for a merit increase, individuals must have a current performance appraisal with a rating of fully acceptable or above on file in the Human Resources Office. Employees receiving an unsatisfactory or needs improvement rating will not be eligible for a merit increase.

Whenever a merit increase program is funded and authorized, the Human Resources Office, in conjunction with the Budget Office, will prepare and distribute detailed guidelines to department heads. The guidelines will include the authorized merit increase amount, funding requirements, performance level required to be eligible to receive a merit increase, and other program criteria. Merit increases must be approved by the Board of Regents prior to their implementation.

Equity Pay Adjustments: The Human Resources Office periodically audits pay rates within classifications to identify potential pay problems. It is also the responsibility of the department head to bring to the attention of the Director of Human Resources any significant pay problems that may exist in their department.

A department head may initiate a pay equity adjustment once per year during the planning of the budget whenever he or she determines that the present level of compensation of an employee or group of employees is at a level where:
• It results in an unusual level of turnover of employees in the group; or,
• It results in the affected department experiencing significant difficulty in recruiting candidates to fill vacant positions; or,
• It results in a disparity in current paid rates for similarly classified employees in that unit; or,
• The level of compensation is substantially below the comparable level of compensation for similar employment outside SFA; and,
• The present level of compensation has substantially reduced the university’s ability to deliver services.

Individual equity increases shall be based on one or more of the following:

• Internal equity
• External competitiveness
• Longevity
• Quartile within salary range

All equity pay adjustments are subject to review and approval by the appropriate Vice President and the Director of Human Resources. Normally, funds for any approved equity pay adjustment must come from the authorized budget of the affected division.

Promotions: When an individual is promoted, his or her pay will normally be adjusted to reflect the new level of responsibility. In isolated situations, when an individual’s base pay rate is at a higher level than rates paid to incumbents, an individual may be granted a promotion with no change in pay.

Any promotional increase should raise the employee’s pay rate to at least the minimum of the pay range. Conversely, a promotional increase may not increase the employee’s pay rate above the maximum of the new pay range.

The hiring department has full discretion for placing the salary rate of an exempt employee within the first quartile and the pay rate of a non-exempt employee up to the midpoint. Recommended promotional increases which fall outside of these parameters are governed by normal university hiring procedures and approval processes. All promotional actions must be reviewed by the Director of Human Resources.

In determining recommended promotional increase amounts, the following factors are considered:

• Rates paid to incumbents in the new position, both within hiring college or division and in other colleges and divisions throughout the university;
• Pay range for the new position and the difference in the number of pay grades between the old position and the new position;
• Qualifications of the individual versus qualifications of incumbents in the same job in the college or division;
Appendix No. 6

- External salary survey data, if it is available; and
- Change in FLSA designation or overtime designation; i.e., a change from non-exempt job to an exempt job.

The affected employee should not be notified of the proposed promotional increase amount until it has been approved by Human Resources.

**Position Re-evaluations:** Employees whose jobs are re-evaluated to a higher pay grade may require adjustments to their base pay rates. Calculations of pay adjustments, if any, will normally be handled in the same manner as promotions. Any pay adjustment granted should raise an employee's pay to at least the minimum of the new pay range.

Re-evaluating a classification to a lower pay grade will not normally result in a reduction to an employee's pay. Nonetheless, a downgrade will require that if the current pay of any employee is above the new maximum, the employee's pay will be "red-circled" and all increases will be withheld until the compensation level is equal to or less than the new maximum.

**Demotions:** New base pay rates of employees who are demoted to jobs assigned to lower pay grades will be based primarily on the base pay rates of incumbents in the new classification. A demotion may or may not result in a reduction in the employee's base pay rate. The new pay rate, however, must fall within the pay range of the new job. If the employee's pay falls above the maximum of the new pay range, the employee's pay must be reduced to at least the maximum of the pay range.

All demotions require prior approval by the Director of Human Resources.

**Lateral Reclassifications:** Lateral reclassifications occur when job responsibilities have changed, but are similar in scope and responsibilities. The overall job requirements are comparable in the new job with the same pay grade as the old job.

Normally, there will be no change to the base pay rate of an employee who is laterally transferred. Under extraordinary circumstances and in extremely rare situations, an employee may receive a salary increase on a lateral move. Any increase granted on a lateral move requires the approval of the Director of Human Resources.

**Source of Authority:** President

**Cross Reference:** None

**Contact for Revision:** Director of Human Resources

**Forms:** Request for Position Evaluation form; Job Analysis Questionnaire (JAQ)
Fair Labor Standards

Original Implementation: February 3, 2005

SFA will comply with the Fair Labor Standards Act (FLSA) and related federal and state laws. All faculty, staff, and student employees of SFA are covered by the FLSA, although certain classes of employees are exempt from its overtime pay and minimum wage requirements. An employee's rights under the FLSA may not be waived. No employee may agree, even voluntarily, to work in violation of the FLSA.

MINIMUM WAGE PROVISIONS

SFASU pays all employees, including student workers, at least the federal minimum wage prescribed by the FLSA.

DETERMINATION OF EXEMPTION STATUS OF EMPLOYEES

Each employee's overtime pay and minimum wage coverage under the FLSA (exempt, nonexempt) must be determined on an individual basis in accordance with the terms of the Federal regulations. The Director of Human Resources should be consulted when questions arise concerning an employee's status under the FLSA.

Nonexempt Employees – Nonexempt employees will be paid only for actual hours worked unless they receive benefits under the university's leave policies.

Exempt Employees -- Exempt employees are paid on a salary basis and, in general, must be paid their full salary for any week in which they perform work. Their pay may be reduced only under the circumstances described below.

Graduate students that are simultaneously performing research under grants and contracts and are fulfilling the requirements of an advanced degree are exempt from overtime pay and minimum wage requirements.

OVERTIME

The FLSA and state law govern the handling of overtime work. See SFASU Policy and Procedure Manual: Overtime and Additional Compensation E-36 for more information.

DEDUCTIONS TO PAY FOR EXEMPT EMPLOYEES

A. Exempt employees are paid on a salary basis and, in general, must be paid their full salary for any week in which they perform work. Their pay may be reduced only in the following circumstances:
1. Employees who are absent from work at least one or more full days for sickness or disability will not be paid for that day unless they have accrued benefits under SFA's leave policy or disability policy. Their pay will not be reduced if they are absent for less than a full day because of sickness or disability.

2. Employees who take leave under the Family and Medical Leave Act will not be paid for that time unless they have accrued benefits under the university's leave policies. Their pay will be reduced by the hours missed even if it is less than a full day.

3. Employees who are absent from work for at least a full day for personal reasons other than sickness or disability will not be paid for that day unless they have accrued leave available. If an employee is absent for less than a full day for personal reasons, his or her pay will not be reduced.

4. Employees who are absent from work for jury duty, attendance as a witness at a trial or temporary military leave will have their pay reduced by the amount of payment they receive in the form of jury fees, witness fees, or military pay. Their pay will not be reduced by the number of hours or days they are absent from work unless they perform no work in a given week.

5. If an employee violates a safety rule of major significance, their pay may be reduced in an amount to be determined by the Director of Human Resources as a penalty for that violation.

6. Employees may be suspended without pay for other types of workplace misconduct, but only in full-day increments. Their pay will be reduced in an amount that is proportionate to the number of days suspended. See the University's Discipline and Discharge policy E-11.

7. Employees who work less than 40 hours during their first or last week of employment will be paid a proportionate part of their full salary for the time actually worked.

IMPROPER DEDUCTIONS FROM PAY

It is SFA's policy to comply with the salary basis requirements of the FLSA. Therefore, we prohibit all supervisors from making improper deductions from salaries of exempt employees. SFA wants employees to be aware of this policy and that the university does not allow deductions that violate the FLSA. If you believe that an improper deduction has been made to your salary, you should immediately report this information to your direct supervisor or the Director of Human Resources.

EQUAL PAY FOR EQUAL WORK UNDER THE FLSA

SFA employees are covered by the Equal Pay Act, an amendment to the FLSA, that prohibits gender-based wage differentials between persons employed in the same location on jobs that require equal skill, effort, and responsibility and that are performed under similar working conditions. Jobs need only be substantially equal, not identical, for
comparison purposes. The law permits differences in pay based on factors other than gender such as bona fide seniority or merit systems or systems that reward productivity.

EMPLOYMENT OF MINORS

B. The FLSA prescribes at what age and in which types of occupations minors can be employed. Federal regulations also limit hours of work for certain age groups. A list of prohibited occupations and other restrictions on employment of minors is available from the Director of Human Resources.

C. To protect SFA from an unwitting violation of the age restrictions, the Human Resources must obtain and keep on file a Minor's Employment Release form (HR-200) if the person being employed is younger than 18 years of age. In addition, Human Resources must obtain and keep on file a Federal Certificate of Age issued by the U. S. Department of Labor, a state Certificate of Age issued by the Texas Workforce Commission or other proof of age acceptable to the Director of Human Resources for any person offered employment when there is any reason to believe the person being employed is younger than 19 years of age.

ADMINISTRATION

A. The Director of Human Resources is responsible for administering and answering questions on the FLSA. Inquiries as well as requests for special exemptions should be submitted to the Director of Human Resources.

B. Human Resources Office is responsible for posting, and keeping posted, notices pertaining to the applicability of the FLSA. These notices, which can be obtained from the Department of Labor, are to be displayed in conspicuous places to facilitate observation by all employees.

C. Human Resources' are also responsible for ensuring that all FLSA- and DOL-required records are maintained.

APPEAL PROCESS

If you feel the University has violated any of the above regulations under the Fair Labor Standards Act the employee may, without prejudice or fear of retaliation, express his/her appeal to their supervisor or the Director of Human Resources with the assurance of timely and thorough consideration. Those regulations include the minimum wage provisions, determination of exemption status of an employee, overtime provisions, deductions to pay for exempt employees, improper deductions from pay, equal pay for equal work provision, and the employment of minors. The complaint will be investigated by Human Resources and they will render a decision. If the employee is not satisfied with that decision, they can appeal to the Vice President for the area involved who shall obtain input from the General Counsel before making a final decision. If an investigation results in a determination that improper pay has been awarded, the University will rectify the under awarded pay amounts through this appeal process. Each employee is assured freedom from interference, coercion, discrimination and reprisal in filing appeals.
Source of Authority: Fair Labor Standards Act

Cross Reference: Overtime and Additional Compensation E-36, Discipline and Discharge policy E-11

Contact for Revision: Director of Human Resources

Forms: None
Employee Recruitment Plan

Original Implementation: February 3, 2005

Stephen F. Austin State University's Recruitment Plan has been developed in accordance with principles designed to assure equal access to employment opportunities. These principles outline the intent and goals of the University's Plan.

Equal opportunity is the law of the land. In the public sector of our society this means that all persons, regardless of race, color, religion, sex, national origin, age or disability shall have equal access to positions in public service limited only by their ability to do the job.

Vigorous enforcement of the laws against discrimination is essential. But equally important are affirmative, voluntary efforts to assure that positions in the public service are genuinely and equally accessible to qualified persons, without regard to their sex, racial or ethnic characteristics.

Stephen F. Austin State University is committed to equal employment opportunities and strongly feels that increasing diversity should be a significant part of the hiring process. Employment discrimination and retaliation on the basis of race, color, national origin, sex, religion, age, mental or physical disability, shall be strictly prohibited.

It is the policy of the University to comply fully with all state and federal laws prohibiting employment discrimination and relevant court decisions interpreting those laws as it implements its Recruitment Plan.

The Texas Commission on Human Rights Act now codified in Chapter 461 of the Texas Government Code and Chapter 21 of the Texas Labor Code, passed the 68th Texas Legislature in Special Session, was signed into law July 7, 1983, and went into effect on September 1, 1983. Section 21.001 of the Texas Labor Code, includes the following general purpose of securing for Texans, including persons with disabilities, freedom from discrimination in certain employment transactions, in order to protect their personal dignity.

In keeping with the spirit of this general purpose of the Act, Stephen F. Austin State University affirms the following.

It shall be the public policy of Stephen F. Austin State University not to discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex, and age or disability status. Further, the University shall take all necessary steps to ensure the employment and promotion of otherwise qualified classes who may be underrepresented in the agency's workforce.
The University is committed to the principles of equal employment opportunity law and the spirit of equal access. Therefore, a written plan has been prepared to ensure that Stephen F. Austin State University's Recruitment Plan shall be properly implemented and no artificial barriers shall be intentionally or otherwise created to deny applicants or employees of the University's equal employment opportunities.

The Plan document is available in the Human Resources office for review by University employees, applicants, and to the general public on request. The Plan document is also available on the University's Internet Website: http://www.sfasu.edu/personnel/.

PROGRAM RESPONSIBILITIES

Being a results-oriented program, Stephen F. Austin State University's Recruitment Plan shall have the support of the President, Board of Regents, and other management or supervisory personnel. Therefore, specific responsibilities shall be assigned and delegated to University management personnel to ensure that the necessary authority is available to implement the provisions of the Plan.

The President shall have ongoing responsibility for establishing recruitment policies and monitoring the implementation of the Recruitment Plan through periodic program reports. Further, the President shall review annually for purposes of revision or modification the Recruitment Plan, workforce analysis, and personnel policy and procedural systems including, but not limited to, recruitment, selection, promotions, job descriptions, classifications, compensation, discipline, or other terms and conditions affecting the equal employment opportunities of applicants or employees because of race, color, national origin, religion, sex, age or disability status.

The Director of Human Resources shall be designated as the Recruitment/Affirmative Action Officer for the University with the authority for administering the Recruitment Plan. It shall be the responsibility of the Director of Human Resources to ensure that compliance with the University's recruitment/affirmation action policies are implemented in an efficient and effective manner. The Director of Human Resources shall provide periodic progress reports to the President outlining recruitment plan accomplishments and provide the necessary information required by the President for purposes of the Plan's annual review.

Specific procedures for the recruitment of faculty and staff can be found on the Human Resources website: http://www.sfasu.edu/personnel/

PROGRAM GOALS

1. To ensure objectivity, consistency, uniformity and job relatedness through design and implementation of appropriate personnel policy and procedural systems that affects the equal employment opportunities of the University's employees and applicants for employment.
2. To ensure the elimination of any current effects of past discrimination, the University’s Recruitment Plan shall establish monitoring and reporting systems.

**MONITORING THE RECRUITMENT PLAN ACHIEVEMENT**

The Director of Human Resources shall be responsible for administering Stephen F. Austin State University’s Recruitment Plan and providing regular reports to the President. Utilizing such reports, the President shall monitor the implementation of the Plan and identify any revisions necessary to assure effectiveness of the Recruitment Plan. Such reports may include the following:

**Annual Recruitment Plan/EEO Progress Report:** This narrative report shall include an itemized summary of the program’s achievements, progress and underutilization with accompanying recommendations.

**Annual Workforce Availability Analysis:** The workforce availability analysis compares percentages of Caucasian Americans, African Americans, Hispanic Americans, females, and males within the statewide civilian workforce, by job category, to the percentages of Caucasian Americans, African Americans, Hispanic Americans, females, and males to the University’s workforce and is to be prepared annually by the Director of Human Resources. The Director of Human Resources shall review new hire and workforce detail, as prescribed in Section 21.552 of the Texas Labor Code, to compile the legislative required Equal Employment Opportunity Report. This Report, along with the EEO-4 Report comparing EEO and job categories, will provide a racial, ethnic, and gender profile of University personnel by job categories. These workforce profiles shall be compared to the available African Americans, Hispanic Americans, and females to the statewide civilian labor force to determine the exclusion or underutilization by each job category, as mandated by Section 21.501 of the Texas Labor Code. Any underutilization shall be noted and strategies for recruitment of qualified African Americans, Hispanic Americans, and females will be recommended to the President.

**Position Statistics Report:** HR shall maintain data which lists applicants by protected class and referral source used. The Position Statistics Report will indicate class representation of the University’s applicant pool and if any measures need to be taken to include new referral sources.

**University EEO Report:** The Human Resources Director shall maintain a report showing the university structure with employees by EEO job category to monitor the representation of classes within the University’s labor force.

**Source of Authority:** President

**Cross Reference:** Affirmative Action Policy E-4

**Contact for Revision:** Director of Human Resources

**Forms:** None
Appendix No. 6

Academic Programs and Curricula - Review and Approval

Original Implementation: October 17, 1978

Last Revision: January 28, 2003 February 3, 2005

Section I

A. Introduction

It is the responsibility of each academic unit of the University to maintain a current curriculum for the discipline it represents. Each academic department must engage in continuous review of its programs and curricula. Each academic department will conclude this objective by conducting a formal review of programs and curricula every three to five years, according to a schedule proposed by the dean and department chairs within each College and approved by the Provost Vice President for Academic Affairs. The President will set time lines for the process.

B. Curriculum Modification Procedures

When modifications to a curriculum are necessary or a new course creation is needed, proposals for change of either type need to proceed according to the steps outlined in Section II of this policy. The proposal will be in writing. Forms for this purpose are available on the Provost’s web site linked below.

Section II

Processes & Procedures

For Curriculum Reviews, Modifications, & Approvals

NEW, MODIFIED, and DELETED Undergraduate and Graduate Majors, Certificates, Endorsements, and Teacher Certification

Recommended approval by Department Curriculum Committee
Recommended approval by Department Chair
Recommended approval by appropriate Councils or Committees in the College
Recommended approval by appropriate College Dean
Recommended approval by University Undergraduate Council or Graduate Council
Recommended approval by Council of Deans
Approved by Provost/VPAA
Approved by University President
Approved by Board of Regents
Appendix No. 6

Approved by Texas Higher Education Coordinating Board, Texas Education Agency, State Board for Educator Certificate, Southern Association of Colleges and Schools or other appropriate outside agencies

Inserted into the General Bulletin or Graduate Bulletin after complete approval by all above entities

New, MODIFIED and DELETED Undergraduate and Graduate Minors, Second Majors and Concentrations
Recommended approval by Department Curriculum Committee
Recommended approval by Department Chair
Recommended approval by appropriate Councils or Committees in the College
Recommended approval by appropriate College Dean
Recommended approval by University Graduate or Undergraduate Council
Recommended approval by Council of Deans
Accepted by Provost/VPAA

Inserted into General Bulletin or Graduate Bulletin after complete approval by all above entities

NEW, MODIFIED and DELETED Undergraduate and Graduate Courses
Recommended approval by Department Curriculum Committee
Recommended approval by Department Chair
Recommended approval by appropriate Councils or Committees in the College
Recommended approval by appropriate College Dean
Recommended approval by University Undergraduate Council or Graduate Council
Approved by Provost/VPAA
Approved by the University President
Approved by Board of Regents in the case of new courses
Approved by Texas Higher Education Coordinating Board, Texas Education Agency State Board for Educator Certificate, Southern Association of Colleges and Schools or other appropriate outside agencies

Inserted into General Bulletin or Graduate Bulletin after complete approval by all above entities

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

New or altered undergraduate or graduate majors and teaching certificate endorsements additionally require approval by the President and the Board of Regents. When required by law or regulation, additional approval by the Texas Higher Education Coordinating Board, the Texas Education Agency, the State Board for Educator Certification, the Southern Association of Colleges and Schools, or other appropriate outside agencies will be secured before proposed innovations or changes are implemented.
All new undergraduate courses or course revisions require in addition to the approval of the appropriate college dean and the Vice President for Academic Affairs, the recommendation of the University Curriculum Committee. All new graduate courses or course revisions require the approval of the college dean and the Vice President for Academic Affairs as well as the recommendation of the University Graduate Council.

1All NEW undergraduate and graduate degree programs must follow the Texas Higher Education Coordinating Board Policies and Procedures Manual and be submitted on either the Format for Non-substantive or Substantive Degree Program Requests (http://www.thecb.state.tx.us/UHRI/polprod/dp.htm)

2The Steen Library needs to know at a minimum the nature of the new program and the content of any new courses to be offered. So, the contact needs to be made after much of the proposal text has been developed but well enough in advance of presentation to the campus-wide reviewing body, at a minimum, about 60 days.

Source of Authority: Provost and Vice President for Academic Affairs

Cross Reference: None THECB Instructions and CIP Codes

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: None SFASU.edu/Academic Affairs/Forms
Class Attendance and Excused Absence

Original Implementation: November 9, 1981

Last Revision: October 14, 2004February 3, 2005

Class Attendance

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

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

Excused Absences

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

Students are responsible for providing timely documentation satisfactory to the instructor for each missed absence. Students with acceptable excuses may be permitted to make up work for absences to a maximum of three weeks of a semester or one week of a six-week summer term when the nature of the work missed permits. Whether excused or unexcused, a student is still responsible for all course content and assignments.

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

Source of Authority: Provost/Vice President for Academic Affairs

Cross Reference: General Bulletin, Student Handbook and Activities Calendar

Contact for Revision: Provost/Vice President for Academic Affairs

Forms: None
Appendix No. 6

Commencement

Original Implementation: February, 1984

Last Revision: January 30, 2004; February 3, 2005

The arrangements for Stephen F. Austin State University will hold commencement ceremonies to be held at the end of the fall, spring, and summer semesters. Arrangements for the ceremonies are the responsibility of the office of the Registrar, except for the Selection of and arrangements for a speaker, which are the responsibility of the President in consultation with the Commencement Speaker Advisory Committee.

Because of commencement's importance as a symbol of the University's core function, faculty members are encouraged to attend. In order to have adequate representation of faculty at commencement, each permanent member of the faculty is obliged to attend at least one commencement each calendar (January — December) year. For faculty teaching in the second summer term attendance at the August ceremony is obligatory - required. Department chairs/directors are responsible for assuring faculty members' compliance with this provision.

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
Copyrighted Works Reproduction

Original Implementation: 1979

Last Revision: October 23, 2001 February 3, 2005

The copyright law (Public Law 94-533 17 U.S.C. §§ 101-1332) affects everyone involved in photocopy reproduction and all types of reproduction and/or use of other's works. The following guidelines provide general copyright information useful to the academic community.

I. Public Copy Machines

All public copy machines or public copy centers on campus must have a warning notice on or near each machine, which states that the responsibility for copyright infringement rests with the user. The use of printed copyright warnings transfers a portion of the responsibility for copyright compliance to the individual user. All employees who assist in making copies must comply with the fair use guidelines below. The law requires public copy machine users to follow these fair use guidelines.

II. General Fair Use Guidelines

Only the following copies may be made from copyrighted works:

A. A single copy of one or more chapters from a book, one or more articles from a periodical title, one or more short stories, essays, short poems, charts, graphs, diagrams, drawings, cartoons, or pictures, provided the amount of copying does not exceed 10% of the entire volume.

B. Copies in excess of this amount may be permissible in some circumstances under fair use. The following factors must be considered:

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;

2. the amount and substantiality of the portion used in relation to the copyrighted work as a whole;

3. the nature of the copyrighted work; and

4. the effect of the use upon the potential market for or value of the copyrighted work.

Refer to 17 U.S.C. 504 (c)(2) within the copyright law.
C. A single copy of an excerpt from a musical work, provided the excerpt is less than 10% of the entire work and is less than a performable unit, such as a section, movement or aria.

D. A single copy of an entire work, provided a copy cannot be obtained at a fair price.

III. General Guidelines on Public Works

Free use of materials not protected by copyright is permitted for public works. The presence or absence of a copyright notice is no longer of significance in determining what is a protected copyright or a public work. Older works published without a notice may be in the public domain, but for works created after March 1, 1989, absence of a notice is non-determinative. The following guidelines may be used to determine what constitutes a public work.

A. Works that lack originality (e.g., phone book)

B. Works in the public domain (no longer protected by copyright)

C. Free ware (must be expressly stated)

D. U.S. Government works

E. Facts

F. Ideas, processes, methods, and systems described in copyrighted work that is not otherwise protected by patents.

IV. Special Library Guidelines

Libraries are authorized to exercise special rights in addition to fair use. These rights are described in Section 108 of the copyright law. They allow copying for archiving lost, stolen, damaged, or deteriorating works, making copies for library patrons, and making copies for other libraries' patrons (interlibrary loan). For works in the last 20 years of protection and not available at a reasonable price, more generous copying than indicated below may be performed provided the purpose of the copying is to support preservation, scholarship or research.

A. Copies made by library staff for patrons generally

1. All of the general fair use requirements listed above apply for patron copying.

2. Only single copies, and no multiple copies, will be made.
3. Copy requests exceeding these limitations must be refused.

B. Copies made by library staff for reserve and for a faculty member's classroom use

1. All of the general fair use requirements listed above apply for single or multiple copies.

2. Multiple copying may not exceed one copy per student, and may not be repeated with respect to the same item by the same instructor from term to term.

3. Copy requests exceeding these limitations must be refused.

C. Copies made by library staff for purposes of collection maintenance

A published work may be duplicated to replace a copy that is damaged, deteriorating, lost or stolen, provided that after a reasonable effort the Library has determined that an unused replacement cannot be obtained at a fair price.

An unpublished work may be duplicated for purposes of preservation or security or for deposit for research use in another library.

D. Interlibrary loan copying

The library may annually acquire, through interlibrary loan, up to five copies of articles published in any title within the last five years. If a request exceeds the five articles permitted, the Access Services Department will apprise the patron of other options.

E. Digitizing other’s works in electronic reserves

1. Limit reserve materials to

   a. single articles or chapters; several charts, graphs or illustrations; or other small parts of a work

   b. small part of materials required for the course

   c. copies of material a faculty member or the library already possesses legally (i.e., by purchase, license, fair use, interlibrary loan, etc.)

2. Include

   a. any copyright notice on the original
b. appropriate citations and attributions to the source

c. a Section 108(f) (1) notice indicating that making a copy may be subject to copyright law.

3. Limit access to students enrolled in the class and administrative staff as needed. Terminate access at end of class term.

4. Obtain permission for repeated use of materials by the same instructor for the same class.

Sections IV is concerned with copying that can be legally done without obtaining the copyright owner's permission. The Library may not make copies in excess of the limits stated in the above sections without the permission of the copyright owner. It is the user's responsibility to obtain permission of the owner when such permission is needed. It is suggested that in requesting permission, the user state the purpose for the copying and the number of copies being requested. When the user presents evidence of the owner's permission, the library may copy within the limits of the permission statement.

V. Guidelines for Coursepacks

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

VI. Computer Software

Only explicitly stated freeware, not shareware or other licensed software, is allowed to be freely used without a license. Appropriate licenses must be obtained for all other software use. The software user is responsible for reading and complying with all "shrink wrapped" or other license agreements. Other University computer use policies shall also apply.

VII. Guidelines for Music

The University maintains some general licenses for copyrighted music use with BMI and ASCAP for specific use areas (e.g., College of Fine Arts, Student Activities, etc.). Beyond those areas, use of music must be licensed or specific permission obtained. General guidelines for copying music are outlined below.

A. Limit copying as follows:
1. sheet music, entire works: only for performances and only in emergencies

2. sheet music, performable units (movements, sections, arias, etc.); only if out of print

3. student performances, record only for teacher or institutional evaluation or student's portfolio

4. sound recordings: one copy for classroom or reserve room use

B. Include

1. any copyright notice on the original

2. appropriate citations and attributions to the source

3. a Section 108(f)(1) notice that making a copy may be subject to copyright law

C. Replace emergency copies with purchased originals if available

VIII. Performances and Displays in Face-to-Face Teaching and Broadcasts

Educational institutions and governmental agencies are authorized to publicly display and perform others' works in the course of face-to-face teaching activities, and to a limited degree, in broadcasts where there is a delayed transmission of faculty instruction. These rights are described in Sections 110 (1) and (2) of the copyright law.

IX. Performances and Displays in Distance Learning

Sections 110 (1) and (2) of the copyright law outlined in section VIII of this policy may not cover fair use of the performance of others' works in online course materials. The guidelines below incorporate these basic rules: small parts, limited times, and limited access are the keys to fair use.

A. Incorporate performances of others' works

1. sparingly

2. only if a faculty member or the institution possesses a legal copy of the work

B. Include

1. any copyrighted notice on the original
2. appropriate citations and attributions to the source

3. a Section 108(f)(1) notice that making a copy may be subject to copyright law

C. Limit access to students enrolled in the class and administrative staff as needed. Terminate access at the end of the class term.

D. Obtain permission for materials that will be used repeatedly by the same instructor for the same class.

X. Digitizing and Using Images for Educational Purposes

First and foremost, if an image is readily available online or for sale or license at a fair price, point to, purchase, or license the image. If an image is not readily available online or for sale or license at a fair price, digitize and use the image in accordance with the following limitations:

A. Limit access to all images except "thumbnails" to students enrolled in the class and administrative staff as needed. Terminate access at the end of class term.

B. "Thumbnails" are visual identification tools of a size and quality that makes them commercially useless. Since thumbnails are of no commercial value, fair use would permit their use without restriction.

C. Faculty members may also use these images at peer conferences.

D. Students may download, transmit and print out these images for personal study and for use in the preparation of academic course assignments and other requirements for degrees, may publicly display images in works prepared for course assignments, etc., and may keep works containing images in their portfolios.

E. Periodically review digital availability. If a previously unavailable image becomes available online or for sale or license at a fair price, point to or acquire it.

XI. Digitizing and Using Other's Works in Multimedia Materials For Educational Purposes

The CONFU Fair Use Guidelines for Educational Multimedia suggest that fair use requires adherence to specific numerical portion limits, that copies of the multimedia work that includes the works of others should be strictly controlled, and that fair use "expires" after 2 years. The following general guidelines acknowledge that these are important considerations, but that the CONFU numerical limits do not constitute the outer limits of fair use.
The guidelines below allow for the creation of unique works within the limitations provided, but not to make multiple copies and give them out. (Multimedia works which include the use of other's works and will be licensed, distributed or sold, must obtain appropriate permission from each applicable copyright holder.)

A. Students, faculty and staff may

1. incorporate other's works into a multimedia work

2. display and perform a multimedia work in connection with or creation of
   a. class assignments
   b. curriculum materials
   c. remote instruction
   d. examinations
   e. student portfolios
   f. professional symposia

B. Be conservative. Use only small amounts of other's works.

C. Provide appropriate acknowledgments to the work of others.

D. Do not make any unnecessary copies of the multimedia work.

XII. Permission

In all circumstances other than the specific fair use guidelines described above, permission must be obtained from the copyright holder. Advance planning is important to purchase, license or otherwise obtain appropriate permission for use of copyrighted material.

XIII. Personal Liability

Personal liability for copyright infringement can be created for willful acts. This policy has been formulated to provide specific guidance on the variety of circumstances where fair use is permissible. The copyright law provides a good faith fair use defense [17 USC 504 (c)(2)]. It applies only if the person who copied material reasonably believed that what he or she did was fair use. Adherence to this policy will help protect the SFA academic community from potential copyright liability.
Recent federal legislation entitled the No Electronic Theft (NET) Act creates criminal penalties for non-commercial copyright infringement of a sufficient dollar value. The academic community must be aware that distribution of pirated computer software or other copyrighted material on computer bulletin boards or other methods of distribution may constitute a federal crime, regardless of whether or not the infringer receives any financial gain.

The Digital Millennium Copyright Act (DMCA) limits University liability as an internet service provider for certain copyright infringements created on-line. The University's registered agent for on-line copyright infringement complaints shall be the General Counsel. The DMCA establishes procedures whereby, upon receipt of proper complaints, the University will block access to or take down allegedly infringing material and notify the web page owner of the complaint. The alleged infringer may issue a counter-notice, which includes a signature, description of removed material, explanation why the material did not infringe any copyright, and their name, address and phone number, with a consent to the jurisdiction of the Court to be sued. Upon receipt of this counter-notice, the University shall re-post the material. Repeat infringers will be subject to termination of internet service by the University. See University Policy, Computer and Network Security D-8.1 and Digital Millennium Copyright Policy D-8.2.

Further information can be obtained by accessing the webpage of the U.S. Copyright Office within the Library of Congress at: http://www.loc.gov/copyright/ You may also contact the University's General Counsel with specific inquiries.


**Cross Reference:** University Policies, Computer and Network Security D-8.1, and Digital Millennium Copyright Policy D-42

**Contact for Revision:** Director of University Libraries, General Counsel

**Forms:** None
Dead Week

Original Implementation: June 16, 1982

Last Revision: April 30, 2004 February 3, 2005

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

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

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

Cross Reference: Faculty Handbook

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

Forms: None
Grants and Contracts Administration

Original Implementation: August 1, 2000

Last Revision: April 22, 2003

The effective administration of contracts and grants is an essential operational function. The Provost and Vice President for Academic Affairs establishes and publishes procedures designed to assure that all research and sponsored programs are conducted in accordance with university policies and procedures; with laws and regulations; and with the provisions of the contracts and grants themselves. These procedures for the administration of grants and contracts are outlined in the Technical Assistance Manual published by the Office of Research and Sponsored Programs.

Deans and chairs are responsible for reviewing proposals for grants and contracts and for assuring that the proposed commitments of the department and college resources are feasible and realistic.

Source of Authority: Provost and Vice President for Academic Affairs


Contact for Revision: Provost and Vice President for Academic Affairs

Forms: None OSPP Proposal Clearance Form, Revision Clearance Form, Request to Establish an Account, Time and Effort Reporting Forms.
Academic Space for Non-Academic Activities

Original Implementation: 1979

Last Revision: August 1, 2000  February 3, 2005

The provisions of the policy on the Use of University Facilities (University Policy B-1) govern the use of all buildings, facilities, equipment, and grounds, hereafter referred to as facilities, under the control of Stephen F. Austin State University. That policy provides that the University may establish additional procedures for the reservation and use of specific facilities; therefore, the following provisions apply to Academic Space for Non-academic Activities.

There are times when facilities are needed by non-academic departments of the University as well as registered student organizations. Non-academic departments of the University and registered student organizations may request the use of campus facilities to conduct activities that further their mission.

To help achieve the most efficient utilization of University resources, academic facilities may be made available for the use of non-academic departments of the University and registered student organizations upon their request to the Dean of the College or facility director who administers the space desired. The availability and use of such facilities will be subject to the regulations and policies set forth by the controlling College relating to the use of specific facilities within their delegated purview. Efforts should be made by the Colleges to accommodate these requests whenever possible. Extensive or repeated use of the facility may require implementation of a facility use agreement. A statement of proof of responsibility or property damage deposit may be developed and required by the College that administers the space before use of the facilities is authorized. Such statements and/or procedures for requiring property deposits or facility use agreements must be in writing and have the approval of the President, Provost and General Counsel. Questions relating to contractual conditions should be initially directed to the dean of the College or facility director, who may as necessary, consult with the University Attorney. The use of all academic space is subject to the permissible assignment or scheduling of that facility.

I. Reservations

Recognized student organizations wishing to use a room in an academic building, must follow this procedures: Inquiries pertaining to room reservations should be directed to the Office of Student Activities (Room 116, University Center).

II. Regulations For Room Use

1. Food and drink are not permitted in rooms and hallways.
2. Tobacco use is prohibited in rooms.

3. Rooms must be vacated by 9:00 p.m.

4. Disturbances such as excessive noise, singing, etc., are prohibited.

5. Furniture is not to be moved, either within the classroom or from room to room.

6. Chalkboards should be erased if used.

7. Academic functions always take precedence in the use of academic facilities.

8. Activities should be confined to the assigned room; individuals/groups should not gather in hallways.

9. All individuals/groups are expected to display courteous behavior at all-time

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

Cross Reference: University Policy B-1, B-28 Turner Auditorium, College Policies on Facilities Use

Contact for Revision: Provost and Vice President for Academic Affairs, Vice President for University Affairs

Forms: None
Interdepartmental Transfer (IDT)

Original Implementation: Unpublished

Last Revision: January 15, 2002 February 3, 2005

A University department may pay for goods and services received from another department using the Interdepartmental Transfer (IDT) procedure which transfers funds from one account to another. The department providing the goods or services should initiate the IDT. Some units (e.g., Physical Plant, Bookstore, Printing Services, Telecommunications, Central Stores) routinely initiate IDT's for goods and services they provide. Other departments may initiate their IDT's either by memo to the Controller's Office or by completing the IDT form on-line (available at https://apache.sfasu.edu/sfa_forms/idt_summary.shtml), printing it, and sending a hard copy to the Controller's Office. If a memo is used, it should contain the same information as requested on the IDT form. As with any other purchase, funds must be available in the applicable account and the goods/services must be reasonably priced.

Each account manager is responsible for reviewing monthly account statements to verify accuracy of IDT charges.

An IDT is not to be used to transfer capital equipment from one department to another. Such transfers are handled through property management in the Purchasing Department. (See Property Transfer and Disposal, Policy B-24.) However, if an exchange of funds is involved in the equipment transfer, an IDT may be used to effectuate that part of the process.

Source of Authority: Vice President for Business Affairs

Cross Reference: Property Transfer and Disposal, Policy B-24

Contact for Revision: Controller

Forms: Interdepartmental Transfer (IDT) (available at https://apache.sfasu.edu/sfa_forms/idt_summary.shtml)
Local Purchase Authorization

Original Implementation: September 1, 1993

Last Revision: January 28, 2005

Services, supplies, and equipment available for immediate pick-up from Nacogdoches and Lufkin vendors in amounts not exceeding $500 may be purchased through the use of a Local Purchase Authorization (LPA). LPA forms are uniquely numbered and are issued by number series to departments. Authorized individuals will be required to come to the Purchasing Office to pick up the forms and sign for the number series issued to them.

Account Managers hold ultimate responsibility for LPA expenditures. By completing a Local Purchase Authorization Approved Signature Form, they may designate one or more individuals to issue LPAs on behalf of their account(s). The Account Manager or his/her designee is responsible for:

1. completing the form correctly;
2. obtaining the invoice or cash register receipt from the individual making the purchase;
3. routing the LPA and invoice or cash register receipt to Accounts Payable;
4. submitting food authorization with the LPA when required;
5. insuring that appropriate charges are made to LPAs;
6. insuring that purchases do not exceed departmental budgets.

LPAs may be used ONLY with vendors in Nacogdoches and Lufkin. Purchases outside of these two cities must be completed either with a Procurement Card or by submitting a requisition. LPAs should be used primarily for items to be 'picked up' by the department. However, if an item is to be delivered, the vendor must provide an invoice with the delivery. Departments requesting delivery of LPA items will bear the responsibility of dealing with the vendor in the case of damaged or incorrect goods. If an ordered item needs to be delivered, it is preferable that the Purchase Requisition or Telephone PO delegated authority be utilized.

The LPA should not be used for:

1. purchases exceeding $500;
2. purchases which will be delivered
3. purchases to non-local vendors (even if you are picking up the item);
4. purchases for items which are not appropriate based on the funding source of the account; i.e. personal items

5. purchases utilizing a 9XXX account

6. purchases exceeding department budget

7. splitting purchases to avoid other purchasing requirements

8. purchases which will be billed by the vendor

9. purchases outside of Nacogdoches and Lufkin

NOTE: The cost of a single item may not be split on multiple LPAs in order to avoid proper processing. Also, items totaling more than $500 may not be picked up at one time and invoiced separately on multiple LPAs. Department violating these rules will have LPA privileges removed.

Completing the LPA Form

The LPA is a 3-part NCR form. Upon issuing the LPA fill out the following areas.

1. Vendor Name. If known. At times you may need to leave this open or fill it in and allow the individual making the purchase to change it if necessary.

2. Date. Date LPA is issued.

3. Department Name. Fill in the department name that corresponds to the account number.

4. Account Number. Fill in the account number from which payment is to be made.

5. Person Authorized To Make Purchase Printed Name. Print the name of the individual whom the account manager or his/her designee is authorizing to make a purchase.

6. Person Authorized To Make Purchase Signature. Have the individual who will actually make the purchase sign the LPA.

7. Account Manager Approval Printed Name. Print the name of the account manager or his/her designee authorizing funds to cover the purchase.

8. Account Manager Approval Signature. Have the account manager or his/her designee sign the form authorizing funds to cover the purchase.
9. Item No. If more than one item is purchased this area may be used simply to number the items.

10. Description. If needed for the individual making the purchase, record the specific item(s) to be purchased. Otherwise, make a general description to include the item(s) to be purchased. Example: 2 Papermate pens, 1 post it notes, 1 copy holder, OR general office supplies.

11. Quantity. If desired the quantity of each item purchased may be recorded on the LPA. This may be desirable if you do not keep a copy of the invoice.

12. Amount. If desired the extended price of each item purchased may be recorded on the LPA.

THE DEPARTMENT MUST RECORD THE TOTAL AMOUNT OF THE INVOICE ON THE FACE OF THE LPA.

Distribution of the Form

1. The ORIGINAL should be attached to the invoice or delivery receipt from the vendor and forwarded to Accounts Payable.

2. The YELLOW COPY should be given to the vendor at the time of purchase.

3. The PINK COPY should be retained by the department for budget records.

Budget Information

Purchases made with LPAs are not encumbered. This should be taken into account when monitoring your 'unencumbered' funds.

At End-Of-Year LPAs and invoices must be routed to Accounts Payable by 5:00 PM on the date specified in End-Of-Year instructions. LPAs received in Accounts Payable after the specified date or issued after 8/31 will be paid from the next fiscal year's budget.

When Accounts Payable enters the LPA for payment, the payment process will be stopped if the account has insufficient funds. The LPA will then be routed to the Budget Office for approval or to contact the account manager about the status of his/her account.

Source of Authority: President; Vice President for Business Affairs

Cross Reference: Purchase Requisition Policy C-30, Delegated Purchasing Authority Policy C-10

Contact for Revision: Director of Purchasing and Inventory
Forms: Local Purchase Authorization (available from the Purchasing Department)
Prompt Payment to Vendors and Employees

Original Implementation: April 21, 1998

Last Revision: October 23, 2001 February 3, 2005

It is the intention of Stephen F. Austin State University to comply with the State's Prompt Payment Act and make prompt payments to both vendors and employees. It is also the intention of the University to process these payments using the most efficient means available.

Payment to Vendors

Three requirements must be met before a disbursement can be made to a vendor:

1. There must be an approved order for goods or services that has been signed/authorized by the account manager or his designee.
2. The goods or services must have been received. Acknowledging the receipt of goods or services is the responsibility of the department which placed the order.
3. The vendor must provide an itemized invoice to Accounts Payable. If an invoice is received by the department, it should be date stamped and immediately forwarded to Accounts Payable.

The Controller's Office is responsible for processing payments in a manner which ensures compliance with the Prompt Payment Act once these three requirements have been met. In certain instances, interest will be paid to a vendor for payment made after 30 days if payment is not made within 30 days of the later of:

1. the date the university receives the goods
2. the date the service is completed
3. the date the university receives an invoice for the goods or services.

Such interest payment will be charged to the department if it caused the late payment.

Payment to Employees

Two requirements must be met before a payroll disbursement can be made to an employee:

1. The employee must be approved via a signed Personnel Action Authorization Request (or a signed Student Employment Card if the employee is an undergraduate student assistant).
2. There must be appropriate documentation that the employee performed services during the pay period. This usually requires employee time-keeping records and
may include the data entry of a specified number of hours for hourly-paid employees.

The Controller's Office will process payroll checks for employees in compliance with the State of Texas' payroll calendar, or as approved by the University president.

If a department requests the Controller's Office to process a payment outside its normal operating procedures for any reason, the department shall be assessed a Special Processing Fee of $50.

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

**Cross Reference:** None

**Contact for Revision:** Controller

**Forms:** None
Proprietary Purchases

Original Implementation: September, 1979

| Last Revision: January-28-5, 20052 |

A proprietary situation occurs when competition is not available. When the specification requirement limits consideration to one manufacturer, one product, or one service provider, a written justification must be provided.

A sole product may be available from more than one source and is subject to best value procurement rules.

A sole source is a specific item that is available from only one source.

Along with the Purchase Requisition the department must submit a Sole Product/Sole Source Justification Form. On the form only the applicable items must be answered and must provide sufficient explanation to address the following:

1. an explanation of the need for the proprietary specifications; i.e. which part or parts of the stated specification restricts the requisition to one manufacturer or provider; and
2. the reason competing products are not satisfactory.

Justification for proprietary purchases must be signed by the Director of Purchasing. Purchasing will research the market to determine if the proprietary request is appropriate.

Source of Authority: President; Vice President for Business Affairs

Cross Reference: Purchase Requisition Policy, C-30

Contact for Revision: Director of Purchasing and Inventory

Forms: Purchase Requisition
Purchase of Surplus Property

Original Implementation: September, 1987

Last Revision: January 2845, 20052

The Texas Building and Procurement Commission oversees the Inter-Governmental State Surplus and Federal Surplus Property Programs that make items available for sale or donation to State Agencies. Available property can be viewed at the following URLs:

State Surplus -
http://www.tbpc.state.tx.us/surplus/index.html

Federal Surplus -
http://www.tbpc.state.tx.us/surplus/index.html

A requisition must be submitted to initiate the purchase of surplus property. Your buyer is available to research the availability, condition and cost of surplus property.

FEDERAL SURPLUS

The buyer may make a written request for Federal Surplus to be held for SFA if it becomes available.

Visitation to and shopping at a Federal Surplus Warehouse is allowed only by a certified agent of the University. The item(s) may be picked up at the time of purchase or arrangements can be made for pick up at a later date. The individual(s) picking up the merchandise do not have to be certified, but they must have the receipt in hand when arriving at the distribution center. If the SFA Transportation Department picks up the item(s), the department will be IDT’d for travel and labor costs.

When the merchandise is received the itemized receipt and/or invoice should be returned to the Purchasing Department.

Restrictions on the Use of Federal Surplus Property

1. All items donated must be placed into use within one (1) year after donation and be used for a minimum of one (1) year after being placed into use.

2. Additional periods of utilization are placed on the following:

   a. Eighteen (18) months for items with an original government acquisition cost of $5000 or more
b. Eighteen (18) months for passenger motor vehicles regardless of acquisition cost

3. During the restriction period the property cannot be sold, traded, leased, loaned, bailed, cannibalized, encumbered or otherwise disposed of, or removed permanently outside the State without authorization by the General Services Administration.

4. Additional special terms, conditions, reservations and restrictions may apply to other property requiring special handling or use limitations set forth in the Conditional Transfer Document or other agreement executed by the authorized donee representative.


STATE SURPLUS

The Agency offering the surplus equipment is to be contacted directly to determine a price and make arrangements for transfer. The requisition submitted to the Purchasing Office should state on the requisition 'STATE SURPLUS PROPERTY'. The name of the state agency, the agreed price and arrangements for transfer should also be shown.

Source of Authority: Texas Government Code, Title 10, Subtitle D, Chapter 2175; President; Vice President for Business Affairs

Cross Reference: Purchase Requisition Policy C-30

Contact for Revision: Director of Purchasing and Inventory

Forms: Purchase Requisition
Purchase of Used Equipment or Supplies

Original Implementation: June 1, 1983

Last Revision: January-2845, 20052

It may occasionally be necessary or advantageous to purchase used or demonstrator equipment and supplies. The most common reasons are:

1. Inability to secure new equipment;
2. Lack of adequate funds for new equipment; or
3. Used equipment will satisfy the department's need at a substantial savings

A requisition must be submitted to initiate the purchase of used or demonstrator equipment. The buyer will work closely with the department to secure the required documentation:

1. Competitive bidding or catalog purchase solicitations in accordance with best value procurement rules
2. A Sole Product/Sole Source Justification form, if available from only one source
3. A letter or signed statement from the bidders or vendor guaranteeing quality and condition of the merchandise offered;
4. A letter from an authorized person in the department that:
   a. states that the equipment or supplies have been personally examined and
   b. describes the condition and value of the equipment or supplies

After the appropriate documentation is obtained the buyer will proceed with placing an order for the used or demonstrator equipment or supplies.

Source of Authority: Texas Education Code, Chapters 51.9335(a) - (f), President, Vice President for Business Affairs

Cross Reference: Purchase Requisition Policy C-30, Proprietary Purchases Policy C-26
Contact for Revision: Director of Purchasing and Inventory

Forms: Purchase Requisition; Sole Product/Sole Source Justification Form (available from Purchasing)
Purchase Voucher

Original Implementation: September, 1990

Last Revision: January-2845, 20052

Normally, purchases for goods or services are ordered, delivered and then invoiced by the vendor. These purchases are acquired by submitting a purchase requisition to the Purchasing Department. (See Delegated Purchasing Authority, Policy C-10.) Some purchases, however, do not involve ordering goods or waiting for a vendor’s invoice. These transactions are initiated on a purchase voucher. Purchase vouchers should be used for the following:

1. Overnight mail services (See Express Mail Services, Policy F-11)

2. Licensing fees (except software licensing fees)

3. Notary bonds

4. Refunds of fees

5. Postage

6. Prepayment of registration fees for business conferences, workshops and seminars (these may also be paid with the ProCard)

7. Settlement agreements

8. All purchases from agency accounts

The Purchase Voucher Form may be accessed online at purchase voucher form. It may be completed online, or printed out and completed manually. Once completed, the hard copy must be signed by the account manager, and forwarded with supporting documentation to the Controller’s Office, Box 13035, for processing.

Payments which have been inappropriately initiated on a purchase voucher will be returned to the originating department for proper processing through the Purchasing Department.

Questions regarding the preparation of forms mentioned in this policy should be directed to the Purchasing Department or the Controller's Office.

Source of Authority: Vice President for Business Affairs
Cross Reference: Delegated Purchasing Authority, Policy C-10; Express Mail Services, Policy F-11

Contact for Revision: Controller, Director of Purchasing and Inventory

Forms: Purchase Requisition; Purchase Voucher
Travel

Original Implementation: October 31, 2000
Last Revision: October 23, 2003 February 3, 2005

Applicability

Unless otherwise stated, this policy applies to employees and prospective employees traveling in a University capacity except members of the Board of Regents and the President, who are exempt, and intercollegiate athletics. All policies, rules, and regulations related to travel on behalf of, or in connection with, intercollegiate athletics are included in the current issue of the Intercollegiate Athletics Policy Manual.

The travel regulations contained in this policy apply to all University funds. The reimbursement limits established by this policy may be exceeded only if funds are available in, and the additional costs are charged to, a discretionary account controlled by the budget manager authorizing the additional expenditure. For this policy, discretionary funds shall be defined as specified accounts established for the sole purpose of discretionary use.

General Travel Regulations

Generally, the State of Texas Travel Allowance Guide is the authoritative document regarding travel rules and regulations. The Guide is located in the Controller’s Office and at Travel Website. In case of conflict between the Guide and this policy, this policy takes precedence.

Employees, and others traveling on behalf of the University, are not reimbursed on a flat per diem basis. Instead, they are reimbursed for actual meal and lodging expenses and on a per diem basis for meals, subject to the provisions of this policy. In the case of employees traveling together, each must pay and claim reimbursement for his own expenses (except taxi or limousine expenses – see Incidental Expenses section of this policy).

Tips and gratuities are not reimbursable.

The applicable account manager may limit or prohibit reimbursement of any travel expenditure provided the traveler is notified in advance.

Travel Request

Except as stated in the Applicability section of this policy, anyone traveling on University business must obtain permission in advance of the trip. A Travel Request form (available from University Printing Services and at Travel Website) must be submitted and approved at all applicable levels, as indicated on the form, whether or not expenses will be incurred. All expenses of the trip to be paid or reimbursed by the University are to be reflected on the Travel Request, regardless of whether they are to be prepaid.
The Controller’s Office uses the Travel Request to encumber funds against the appropriate account(s). The Travel Request will be approved by the Controller’s Office only when account balances are sufficient to cover the total estimated cost of the trip.

Travel to Washington, D-C.
Before traveling to Washington, D-C., an employee shall inform the Texas Office of State-Federal Relations about the timing and purpose of the trip, and provide the office with the name of a person who may be contacted for additional information about the trip. A completed form, Report for State Agency Travel to Washington, D-C. (available at Travel Website), will meet this requirement.

Foreign Travel
Official University business travel to any foreign country other than Canada or Mexico requires advance written approval from the Chair of the Board of Regents. The traveler must submit a Travel Request through the appropriate administrative channels to the President, who will forward the request to the Board Chair. To be considered for approval, foreign travel must be directly related to the University’s mission and must require a duty that cannot be performed without the travel.

A completed Travel Request form (available from University Printing Services and at Travel Website) must be routed through the appropriate administrative channels in sufficient time to be approved by the Board Chair prior to the date of departure.

Charge Card for Travel Expenses
An individual corporate charge card is available for eligible employees who wish to charge travel expenses. In order to be eligible to apply, the employee must take, or expect to take, three (3) or more business trips per fiscal year, or expend at least $500 per fiscal year for official State business. An employee is not required to apply for or accept a State-issued charge card.

The State-issued individual corporate charge card is to be used for business-related charges only while traveling on official State business. Use of the card for personal business is considered a violation of State policy and the employee may be subject to disciplinary action. The individual whose name appears on the card is solely responsible for payment of the account. If the card is suspended or cancelled for misuse or nonpayment, the employee will be ineligible for travel advances from the University.

If the application is approved by the credit card company, the employee agrees to be bound by the cardmember agreement which will be sent with each card. Additionally, the employee agrees to be bound by the State policies governing the use of the card. Applications and further information concerning this program are available in the Controller’s Office or at Travel Website. The employee, the employee’s supervisor, and the travel manager in the Controller’s Office must sign the application.

Advance Travel Funds
Advance travel funds are available for employees who wish to obtain money in advance of the trip and who are ineligible to apply for the individual corporate charge card. These funds may be requested on the Travel Request form (available from University Printing Services and at Travel Website) for: (1) employees ineligible for the Bank of America individual corporate charge card, (2) group travel, or (3) airline tickets that must be paid well in advance of the travel date. Employees eligible to apply for the corporate credit card are not eligible for advances; however, any employee may request advance travel funds when taking student groups. Eligibility to apply for the State-issued corporate card is defined as taking three or more business trips per fiscal year or expending at least $500.00 per fiscal year for official State business. Advance travel funds may be requested on the Travel Request form (available from University Printing Services and at Travel Website). The minimum amount of advance funds that can be obtained is $100.

To receive advance travel funds, the Travel Request should be received by the Controller's Office at least five (5) working days prior to departure. Generally, the requested funds will be available at the University Business Office at least one working day prior to departure. Advance travel funds will be issued by a check made payable to the individual requesting the funds. As a condition of receiving advance travel funds, the employee agrees to refund any excess (amount advanced less documented eligible expenditures on the Travel Voucher) within 30 days from the ending date of the trip. An employee receiving advance travel funds will be ineligible for future travel advances until the outstanding Travel Voucher is submitted. An employee who receives an advance and does not travel must immediately return the advance funds. Abuse of the travel advance privilege will result in ineligibility for future advances and the employee may be subject to disciplinary action.

An advance travel check will only be issued prior to the trip. No advancement is authorized if the trip has already commenced. The traveler should submit a Travel Voucher for reimbursement subsequent to the trip.

Travel Voucher (Travel Expense Documentation and Reimbursement)

In order to receive reimbursement, travel expenditures must be documented on a Travel Voucher (available from University Printing Services and at Travel Website) and signed by the traveler and the account manager. The Travel Voucher must reflect the total actual reimbursable expenses paid by the employee of the trip, regardless of whether advance travel funds were received. Expenses paid by the University should not be on the Travel Voucher. Original Receipts are required for most travel expenses (see applicable section of this policy for specific details), except meals. In the case of meal expenses for group travel, the sponsor/advisor must provide documentation of how the funds were expended. The sponsor/advisor should contact the travel manager in the Controller's Office in advance of the trip for instructions. See Student and Other Group Travel, below.
The Travel Voucher should be submitted, with original receipts attached, to the Controller’s Office within 30 days from the ending date of the trip. No reimbursements will be made and all encumbrances will be cancelled 30 days after the end of the fiscal year.

The *State of Texas Travel Allowance Guide* can be useful in the completion of Travel Vouchers. It provides comprehensive information on travel procedures and the proper classification of travel related expenditures. A current copy of the Guide is available in the Controller's Office or at Travel Website.

**Foreign Currency Conversion**

All amounts listed on the Travel Voucher must be converted to U.S. dollars using the rate applicable on the date of the expenditure. A foreign currency conversion table is available at Travel Website. Documentation of the conversion calculation must be attached to the Travel Voucher.

**Reimbursement Rates – Lodging**

Reimbursement may not exceed the amount of lodging expenses actually incurred at a commercial lodging establishment, subject to maximum allowances stated below. The original itemized lodging receipt, attached to the Travel Voucher, is required.

The State Travel Management Program of the General Services Commission has contracted with several commercial lodging establishments for special rates. The contracted vendors and rates are listed in the *Texas State Travel Directory*, which is distributed to each department. Employees are encouraged to utilize the contracted vendors when possible.

*Travel Tip: The governmental rate for lodging is usually less than the convention rate. Employees should check the governmental rate first. Since there is often a limited number of rooms available at the governmental rate, employees should make hotel reservations far in advance of the travel dates.*

**In-State**

Travelers may be reimbursed for the actual cost of lodging, not to exceed eighty dollars ($80) per day, the rate designated in the State of Texas Travel Allowance Guide. Additionally, they may be reimbursed for local taxes on the allowable lodging cost. State tax on in-state lodging will not be reimbursed to State employees. Instead, State employees must submit a completed Texas Hotel Occupancy Tax Exemption Certificate (available from University Printing Services and at Travel Website) to commercial lodging establishments at check-in. Employees should also be prepared to show proof of State employment.

**Out-of-State**

The Texas State Comptroller provides the maximum reimbursement rates for out-of-state lodging. A list of the rates, which is updated from time to time, is available at Travel Website. Within the continental United States, lodging reimbursement is limited to the
locality-based allowance as stated on the list. For cities and counties not included on the list, the allowance is the median rate established in that state for lodging in that state. Applicable taxes on the allowable lodging costs may also be reimbursed. Travelers to Alaska, Hawaii, or a foreign country may be reimbursed for actual, reasonable costs.

If the actual cost of lodging exceeds a locality's lodging allowance, an employee may reduce the maximum meal reimbursement rate for that locality and use the reduction to increase the lodging reimbursement rate for that locality. No such adjustment can be made to increase the maximum meal reimbursement rate.

Shared Lodging
When two or more employees share lodging, each employee must pay and claim their prorated share of the cost. The University will reimburse each employee his share of the lodging expense, not to exceed the applicable maximum lodging reimbursement rate. A list of names of those sharing the same room should be attached to each Travel Voucher. If only one of the individuals sharing lodging is an employee, then the amount that the employee may be reimbursed for lodging expenses is the lesser of the single occupancy room rate or the maximum lodging reimbursement rate.

Reimbursement Rates - Meals
This section of the Travel policy is inapplicable to Road Bus Drivers. Normally, Road Bus Drivers are not reimbursed for meals. Any reimbursement of meal expenditures for Road Bus Drivers is subject to the discretion and approval of the Director of the Physical Plant.

Employees may be reimbursed for meal expenditures while away from campus if the travel requires them to be at least 25 miles from the University for at least six (6) consecutive hours during the calendar day. Meals expenses with overnight stay are reimbursed on a per diem basis, as follows at the lower of actual cost or the following meal allowances:

<table>
<thead>
<tr>
<th></th>
<th>IN-STATE</th>
<th>OUT-OF-STATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$ 5.00</td>
<td>176.7% of locality-based allowance</td>
</tr>
<tr>
<td>Lunch</td>
<td>$10.00</td>
<td>33.3% of locality-based allowance</td>
</tr>
<tr>
<td>Dinner</td>
<td>$15.00</td>
<td>50% of locality-based allowance</td>
</tr>
<tr>
<td>Total</td>
<td>$30.00</td>
<td></td>
</tr>
</tbody>
</table>

* Within the continental United States, meal reimbursement is limited to the locality-based allowance (list available at Travel Website) provided by the Texas State Comptroller. For cities and counties not included on the list, the allowance is the median rate established in that state for meals. Travelers to Alaska, Hawaii, or a foreign country may be reimbursed for actual, reasonable costs.

Meals are reimbursable for travel during the following time periods:
The following timetable indicates which meals are reimbursable:
  Breakfast Travel includes 6:00 a.m. - 8:00 a.m. or before
  Lunch Travel includes 11:30 a.m. - 1:30 p.m.
Appendix No. 6

Dinner Travel includes 6:00 p.m. - 8:00 p.m. and after.
The traveler must be away from his designated worksite on official business the entire time period to be eligible for per diem for that meal.

**Actual Meal expenses without overnight stay** are reimbursable, not to exceed $25.00 per day, regardless of the travel location. Such reimbursement is allowed if official travel requires the employee to be at least 50 miles from his designated worksite for at least six (6) consecutive hours during the calendar day. Meal expenses without overnight stay are reimbursed on a per diem basis, as follows:

- **Breakfast** $4.25
- **Lunch** $8.25
- **Dinner** $12.50
- **Total** $25.00

Internal Revenue Service rules (Publication 463) state "you cannot deduct the cost of meals if it is not necessary for you to stop for sleep or rest to properly perform your duties." Therefore, all reimbursement for meals without overnight stay is taxable to the employee. The reimbursement will be paid monthly in the employee's regular payroll check, and taxes will be withheld.

Additional guidelines for meal reimbursement:

- Some registration fees include meals. In this case, the registration fee is fully reimbursable but no additional amount can be claimed for the included meals the employee must not claim per diem for the included meal, according to the applicable rates above.
- Meals purchased for the traveler by another person or entity are not reimbursable. In this instance, the employee must not claim per diem for that meal, according to the applicable rates above.
- In the case of employees traveling together, each must pay and claim their own expenses.
- Tips, gratuities, and alcoholic beverages are not reimbursable.
- Meal receipts are not required except in the case of group travel. In this case, the sponsor/advisor must provide documentation of how the funds were expended. The sponsor/advisor should contact the travel manager in the Controller's Office in advance of the trip for instructions.

**Travel To/From the Duty Point; Travel Before/After Conducting Official Business**

Subject to the other provisions of this policy, meals and lodging expenses may be reimbursed for travel expenses to/from the duty point and prior to/after conducting official business. This is only as necessary, and generally limited to no more than one day before/after the business event, unless it is financially beneficial to the University (e.g., when discounted airfare requires Saturday night stay and the additional expenses incurred (hotel/meals/transportation) would not exceed the airfare savings). In these instances, the total net savings must be documented and attached to the Travel Voucher.

**Reimbursement Rates - Mileage**
The number of reimbursable miles traveled by an employee may not exceed the number of miles of the most cost-effective route. The shortest route between points, including the use of all farm-to-market roads, is presumed to be the most cost-effective route. The *Texas Comptroller of Public Accounts Mileage Guide* (available at Travel Website) calculates the mileage between two locations. When both locations are in the Mileage Guide database, the employee may be reimbursed for either the number of miles (1) calculated by the Mileage Guide or (2) calculated from by the employee's odometer. When one or both locations are not in the Mileage Guide database, the number of reimbursable miles is calculated from by the employee’s odometer. Mileage determined by use of the employee's odometer must be itemized on a point-to-point basis on the Travel Voucher. Any vicinity mileage at the destination location must also be itemized separately on a point-to-point basis. For the purposes of this paragraph, "point" means a building, house, highway intersection, or other similarly localized spot.

The reimbursement rate for use of an employee's personal vehicle is established by the State legislature. That rate is specified in the *State of Texas Travel Allowance Guide* (available in the Controller's Office or at Travel Website) or as updated by the Texas State Comptroller.

**Four-Per-Car-Rule**
Coordination of travel must occur when two, three, or four employees travel on the same dates with the same itinerary to conduct the same official State business. When coordination of travel is required, only one employee may be reimbursed for mileage.

**Reimbursement Rates - When Representing the University President**
If the President is unable to attend a meeting or conference, the President may designate, on an individual trip basis, one employee as a representative to travel. Under this provision, the employee is reimbursed for actual expenses, not to exceed twice the maximum allowance rates for lodging and meals specified by this policy. The Travel Voucher must be accompanied by the original designating document from the President. Receipts are required as specified in this policy, and the employee must claim his expenses only.

**Registration Fees**
The registration fee for attendance at a professional meeting is reimbursable if the fee was approved on the Travel Request. The fee must be shown as a miscellaneous expense on the Travel Voucher, with the original receipt attached.

Attendance at in-town conferences does not require a Travel Request. Employees may be reimbursed for in-town registration fees by submitting a completed Travel Voucher, as they would for any other travel reimbursement. The description should indicate that the conference was in Nacogdoches.

Some registration fees include meals. In this case, the registration fee is fully reimbursable but no additional amount can be claimed for the included meals.
Prepayment of Registration Fees by University

When requested, the University will prepay the registration fee for official business conferences and seminars. If the meeting is being held out-of-town, the employee must first obtain approval to travel by submitting a Travel Request showing the registration fee as an estimated cost of the trip. Additionally, a completed Purchase Voucher (available from University Printing Services and at Travel Website) and registration form must be submitted to the Controller’s Office well in advance of the payment due date.

The state-issued Procurement Card may also be used to prepay registration fees.

Airline Ticket Purchases

Any airline ticket expense, whether to be prepaid or reimbursed, must be listed on the approved Travel Request.

The State Travel Management Program of the General Services Commission has contracted with several airlines to provide special airfare rates for certain flights. University employees traveling on official State business are encouraged to use these contracted rates when possible. A listing of the flights and rates is available at Travel Website.

Employees are encouraged to make flight reservations at discounted fares. Often this requires that the ticket be purchased well in advance of the travel date. Upon approval of the Travel Request, employees may make the airfare purchase personally or have it charged to the University, using the following procedures:

An employee who personally pays for his airline ticket may request reimbursement in advance of the trip by completing the Travel Voucher and attaching the receipt which shows passenger name, date of travel, date of purchase, price and destination.

An employee who wishes to charge an airline ticket directly to the University must submit an Airfare Billing Form (available from University Printing Services) to the Controller's Office. After approval, the employee must present the signed form to a local participating travel agency (list available at Travel Website). The travel agency will book the flight and charge the expense to the University rather than to the employee. The original receipt, attached to the Travel Voucher, is required for airline ticket reimbursement. Airline ticket reimbursement to the employee will be made only after completion of the travel. However, an employee may request advance travel funds for airline tickets that must be paid well in advance of the travel date.

The University cannot reimburse an employee for the cost of air transportation by a person who is not a non-commercial transportation company.

Use of Non-University Owned Vehicle While on Official Business

An employee operating a personal vehicle must carry insurance as required by State law. An employee operating any non-University owned vehicle, including his/her own personal vehicle or a personally rented vehicle, does so at his/her own risk. The University accepts no responsibility for vehicle or other damage, personal injury, claims filing, vehicle repair, maintenance, insurance costs, towing or citations.
Motor Vehicle Rentals
If approved on the Travel Request, most expenses of renting a motor vehicle are reimbursable. The daily rate, applicable taxes, and other mandatory charges are reimbursable. An additional driver charge is reimbursable if it is incurred for an official State business reason. Also, collision damage waiver and loss damage waiver expenses are reimbursable if they are not already included in the contracted rate (see next paragraph). The following expenses are not reimbursable: liability insurance supplement; personal accident insurance; safe trip insurance; personal effects insurance.

The State Travel Management Program of the General Services Commission has contracted with several vehicle rental agencies to provide special rental rates. Most rates include unlimited free mileage, free loss damage waiver, and free primary liability coverage. University employees traveling on official State business are encouraged to use these contracted rates when possible. A listing of the agencies and rates is available at Travel Website.

A detailed receipt from the motor vehicle rental company, attached to the Travel Voucher, is required for reimbursement of motor vehicle rental expenses.

Incidental Expenses
Expenses for ground transportation such as taxi, limousine, subway, bus and other modes of mass transit are reimbursable, subject to the provisions of this section. All expenses must be listed on the approved Travel Request and Travel Voucher. Limousine expenses are reimbursable if it was the least costly transportation available considering all relevant circumstances. If two or more State employees share a taxi or limousine, it is allowable for one only the employee to pay and who paid for the transportation may be reimbursed for that full expense. Other official business expenses (e.g., parking, telephone calls, and copy services) are also reimbursable.

Receipts are requested, but not required, for reimbursement of these incidental expenses. If receipts are not provided, an explanation of the reimbursable expenses must be detailed on the Travel Voucher (including type of expense, date, amount and location).

The following are not reimbursable: expenses of a personal nature; expenses that would be incurred by the employee regardless of official State business travel; tips and gratuities; alcoholic beverages.

Student and Other Group Travel
Employees traveling together are not considered group travel. Each employee must pay and claim his/her own expenses.

When a non-employee group, such as a student group, travels together, it may be more convenient for one person to pay and claim expenses of the entire group. In this case, the person paying the expenses will be responsible for submitting the Travel Request and the
Travel Voucher. **Receipts are required for all expenses of group travel, except meals.** However, the sponsor/advisor must provide documentation of how the funds were expended for meals. The sponsor/advisor should contact the travel manager in the Controller's Office in advance of the trip for instructions. Additionally, a list of names of all travelers must be attached to the Travel Request and Travel Voucher.

The group sponsor/advisor may request advance travel funds to pay expenses for the group (refer to the Advance Travel Funds section of this policy for procedures). The sponsor/advisor will be solely responsible for claiming reimbursement on the Travel Voucher, and for repayment of the advance travel funds. Sponsors/advisors of group travel are encouraged to contact the travel manager in the Controller's Office prior to the trip for helpful record-keeping tips.

Employees traveling together are not considered group travel. Each employee must pay and claim his/her own expenses.

**No Educational and General Funds (account numbers 1-XXXXX)** may be used to pay or reimburse travel expenses for students. All other provisions of this policy apply to student travel.

**Prospective Employees**

All provisions of this policy apply to prospective employees. Additional methods of payment are available to pay expenses incurred during the interview process and are listed on the Travel Request-Prospective Employee form.

**Non-Reimbursable Travel**

Travel requests may be approved on a non-reimbursement basis for purposes that will not conflict with other University policy and as approved in advance of travel through appropriate procedures.

Approval on a non-reimbursement basis may be given for travel:

- regarded as official University business, but for which funds are not approved;
- associated with approved outside employment and consistent with the guidelines pertaining thereto (Policy E-35);
- necessitated by faculty when providing consultant services related to the academic programs of the University;
- that complies with the Leave of Absence policies (Policies E-29A and E-30N) of the University;
- deemed consistent with the University's mission;
- necessitated by personal business that cannot otherwise be scheduled; or
- when approved annual leave is being used.

In any event of absence from class, the instructor is not to dismiss class but is to arrange for an appropriate replacement. Moreover, only in extraordinary situations will travel be approved that will result in the instructor missing the same class more than twice in succession.
Source of Authority: Texas State Comptroller; Vice President for Business Affairs; State Travel Management Program of the General Services Commission; Internal Revenue Service; Vice President for Academic Affairs

Cross Reference: Intercollegiate Athletics Policy Manual; State of Texas Travel Allowance Guide; Texas State Travel Directory; Internal Revenue Service, Publication 463; Texas Comptroller of Public Accounts Mileage Guide; Outside Employment, Policy E-35; Leave of Absence (Faculty), Policy E-29A; Leave of Absence (Non-Academic), Policy E-30N

Contact for Revision: Controller

Forms: Travel Request, Travel Request-Prospective Employee, Travel Voucher, Texas Hotel Occupancy Tax Exemption Certificate, and Purchase Voucher (all available from University Printing Services and at Travel Website); Report for State Agency Travel to Washington, D.C. (available at Travel Website); Corporate Travel Charge Card Application (available from travel manager in Controller's Office); Airfare Billing Form (available from University Printing Services)

Questions regarding the preparation of forms mentioned in this policy should be directed to the Controller's Office.
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Safe And Vault Combinations

Original Implementation: Unpublished

Date of Last Revision: February 3, 2005 October 23, 2001

Current combinations for safes or vaults holding cash, checks, or other valuable documents must be on file in the Vice President for Business Affairs office.

The department head must submit a memorandum indicating the location of the safe or vault, combination, date of last combination change, if known, and signature of the property custodian. The memorandum must be delivered to the Vice President for Business Affairs in a manner such that no unauthorized person is able to access the confidential information.

The Vice President for Business Affairs must be notified when changes are made to safe or vault combinations, when the safe or vault is moved or transferred to another department, or when the safe or vault is removed from University property records. Safe and vault combinations must be changed anytime when an employee who knows has knowledge of the combination terminates employment.

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

Source of Authority: Vice President for Business Affairs

Cross Reference: None

Contact for Revision: Vice President for Business Affairs Controller

Forms: None
Student Travel

Original Implementation: October 23, 2001

Last Revision: None

This policy governs student travel undertaken by one or more SFA students presently enrolled at the university to reach an activity or event that has been organized and sponsored by the University and is located more than 25 miles from the University.

This policy shall apply if the travel is funded by the University; the travel is undertaken using a vehicle owned or leased by the University; or if the travel is required by a registered SFA student organization to an event that has been organized and sponsored by the University.

I. Travel Funded by the University and/or Using University Owned or Leased Vehicles

University Policy B-30, University Vehicles, governs the use of University owned vehicles and vehicles rented using University funds from a non-University fleet. All of the requirements of that policy, such as driver qualifications and passenger capacity, apply to student travel as addressed in this policy.

Other specific requirements of this policy include:

a. All occupants must use seat belts, as provided in the vehicle, in the manner recommended by the vehicle manufacturer.

b. Passengers are limited to the number that can be safely restrained using the available number of seat belts. For travel by van, refer to University Policy B-30 for passenger limitations.

c. Drivers should continually assess their state of alertness and not begin to drive, or not continue driving, if they are fatigued. There are many factors that impact driver fatigue, all affecting drivers differently: but conditions such as hours without sleep, time of the day, road conditions, etc., should be all considered and monitored.

d. Only drivers meeting the qualifications set forth in Policy B-30 may drive the vehicle. All drivers must be appropriately licensed to drive the vehicle.

II. Travel by Personal Vehicle or Privately Leased Vehicle

While the University may not be made aware of trips undertaken by students using their private vehicles, or vehicles privately leased by them, the University will publish the requirements of this policy in publications used by registered student organizations at SFA and will encourage their use in all travel undertaken by students for any trip governed by this policy. All drivers must be appropriately licensed and the owner of the vehicle(s) must maintain appropriate vehicle insurance as required by law.
Source of Authority: Section 51.949 — Texas Education Code

Cross Reference: University Vehicles (Rental & 15-Passenger Vans), B-30

Contact for Revision: Director of Student Activities

Forms: Student Travel Request Addendum
The allocation of positions and appointments to fill positions is the responsibility of the Provost and Vice President for Academic Affairs as delegated by the President of the University. The dean of the appropriate college makes recommendations to the Provost and Vice President for Academic Affairs concerning the creation of new positions and appointments to fill existing vacancies. The faculty in each department participates in the development of staffing plans.

All conditions of appointment are in writing at the time of appointment.

The rank of initial appointment is based upon the qualifications of the appointee in relation to programmatic needs of the appropriate college and the university. In order to be appointed to categories 1 through 3, an individual is expected to have completed the highest level course of academic study available in the discipline of his/her primary responsibility. Ordinarily, that would be a doctoral degree or a master's degree that is considered to be a terminal degree in the particular field. Additionally, all teaching faculty should meet faculty qualifications as prescribed by the Southern Association of Colleges and Schools.

For the appointment of a faculty member or librarian, the appropriate title-category from the following list shall be assigned:

Categories 1 through 5 are used for full-time appointments for an academic year and are the only positions creditable toward tenure. These positions are subject to the terms and conditions of the Tenure policy (E-50A). Categories 6 through 11 are used only for full-time or part-time appointments for a semester or a full academic year. Service in these non tenure track ranks is NOT creditable toward tenure and NOT subject to the terms and conditions of the tenure policy. See Academic Promotion policy (E-3A)

1. Professor

These ranks (positions 1–5) are used for full-time appointments for a full-academic year and are the only ones creditable toward tenure.

The rank of Professor is held by an individual who has a sustained and recognized record of research/creative accomplishments, effective teaching, and service to the academic and general
2. Associate Professor

The rank of Associate Professor is held by an individual with a proven record of effective teaching, research/creative works, and service to the academic and general communities.

3. Assistant Professor

The rank of Assistant Professor is held by an individual who demonstrates the capability to teach effectively, produce research/creative works, and provide service to the academic and general communities.

4. Instructor

The person appointed to the rank of Instructor may be hired without a terminal degree but with contract provisions specifying completion date. Appointments to this rank after August, 2005, are on tenure track and must go through the tenure process. The minimum criterion for appointment to the rank of Instructor at the University is a master’s degree in the field in which the individual will be teaching.

5. Librarian I, II, III, or IV

The minimum criterion for appointment to any rank as Librarian is a master’s degree in library science from a school accredited by the American Library Association.

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

An individual appointed to the rank of Librarian III should have a proven record of effective and productive librarianship and have made numerous professional contributions to the academic and general communities through presentations at professional meetings, professional publications, or service to library organizations.

An individual promoted to the rank of Librarian IV should be a librarian whose contributions to the profession of librarianship are substantial and are recognized beyond the confines of the local campus to be of high quality. The applicant's professional contributions to the academic and general communities should be significant as evidenced by exceptional records of accomplishment in the lower ranks.

These ranks (6,7) are used only for temporary full-time or part-time appointments for a semester or a full academic year. Service in these ranks is NOT creditable toward tenure and is not eligible for merit, but may on an individual basis be considered for salary adjustments if re-appointed.

6. Lecturer, Adjunct, Senior Lecturer
7. Librarian I T, II T, III T; or IV T Lecturer

Generally, the Senior Lecturer title is used for a full-time, nine-month position given to someone who has a terminal degree. Service in this position is not creditable toward tenure.

Generally, the Lecturer title is used for a full-time, nine-month position given to someone who has not completed a terminal degree. Service in this position is not creditable toward tenure.

8. Lecturer Intern Adjunct

This rank is used exclusively for full-time appointments for a semester or a full academic year of persons recently awarded appropriate master's or doctoral degrees and without previous full-time teaching experience on the university level. Such appointments are limited to one year. Service in this rank is NOT creditable toward tenure.

Generally, the Adjunct title is used for a full-time or part-time position that is awarded on a semester by semester basis. This category is used to fill temporary vacancies. Service in this position is not creditable toward tenure.

9. Visiting (Rank): Professor, Associate Professor, Assistant Professor, Associate, Full or Lecturer)

These positions are full-time, nine-month or semester appointments depending on the circumstances. The visiting assistant professor may hold the assistant position at another institution, or may have recently completed the Ph.D. terminal or be ABD (all but dissertation). The visiting
associate and visiting full professors shall
have attained the rank of associate or full
professor and hold the associate or full position
at another institution. Service in this rank
is NOT normally-creditable toward tenure.

40.10. Designated

This rank-category is used for part-time
and/or full-time appointments. In addition
to the designation, "Part-time,"
appointees Appointees in this rank-category
may carry specially designated titles
(assigned by the appropriate academic
dean in consultation with the Provost and
Vice President for Academic Affairs). The
designated title should reflect the
appointee's assignment. Designations
such as the following are suggested
examples: Clinical Instructor, Artist-in-
Residence, Director of Bands, Research
Associate, Librarian I-T, II-T, III-T, or IV-
T. These librarian ranks are used only for
temporary full-time or part-time
appointments for a semester or a full
academic year. Service in these ranks
is NOT normally-creditable toward

11. Graduate Assistant

This rank is used only for appointments of
enrolled graduate students to no more than
half-time assignments in teaching,
administration or research. Service in this
rank is NOT creditable toward tenure.
Source of Authority: Provost and Vice President for Academic Affairs

Cross Reference: None E-3A Academic Promotion, E-50A Tenure

Contact for Revision: Vice President for Academic Affairs
Stephen F. Austin State University seeks to maintain the strongest faculty possible. The University thus provides for advancement based upon the faculty member's academic credentials and experience, performance as a teacher and scholar/artist, contributions to the University community and his/her discipline, and service to the general community through his/her professional expertise. In order to assure that faculty recommendations and administrative decisions relative to promotion are equitable, the following principles and procedures are observed.

1. Criteria

a. The minimum criterion for appointment to the rank of Instructor at the University is a master's degree in the field in which the individual will be teaching. In order to be promoted to any of the professorial ranks, an individual is expected to have completed the highest level course of academic study available in the discipline of his/her primary responsibility. Ordinarily, that would be a doctoral degree or a master's degree that is considered to be a terminal degree in the particular field.

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

1) An individual promoted to the rank of Assistant Professor should have the demonstrated capabilities to be an effective university teacher, a productive scholar/artist, and a contributing member of the academic and general communities.

2) An individual promoted to the rank of Associate Professor should have a proven record of effective teaching, scholarly or artistic activity, and professional contributions to the academic and general communities.

3) An individual promoted to the rank of Professor should be a teacher whose effectiveness is generally recognized, a scholar whose contributions to knowledge or artistic performance are substantial and are recognized beyond the confines of the local campus to be of high quality, and a citizen whose professional contributions to the academic and general communities are significant.

e. In order to hold either of the upper two professional ranks, an individual is expected to have some previous teaching experience and to have held a lower
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rank. To apply for the rank of Associate Professor, an individual should have held the rank of Assistant Professor for at least five years. This means that the application will profile five complete years in the rank of Assistant Professor. To apply for the rank of Professor, an individual should have held the rank of Associate Professor for no fewer than three years. In exceptional circumstances when warranted by extraordinary performance, faculty members may be reviewed for promotion earlier. The evidence to support early promotion must be unequivocal.

d. In exceptional circumstances, special training in recognized institutions (such as conservatories or research institutes) or the attainment of nationally recognized licenses/certificates may be judged to satisfy the requirement for advanced degrees. Practical experience and/or demonstrable expertise and performance in activities related directly to one's faculty appointment may be judged to satisfy the requirement for advanced degrees and/or years of experience. Similarly, a record of truly exceptional performance in some areas of the basic responsibilities to teaching, scholarship/performance, and service may mitigate against slight contributions in other areas in consideration for promotion, within the performance guidelines established for each rank. The evidence to support promotion based upon exceptional considerations must be unequivocal.

2. Promotion Procedures

a. A faculty member may be nominated or apply for promotion. A nomination may be initiated by an individual faculty member, the department chair, or other appropriate administrative officer of the University. The applicant/nominee is responsible for developing and submitting to the department chair a packet of supporting materials, including at least a current vita and documentation of:

1) teaching effectiveness (i.e., summaries of student evaluations, teaching awards, peer evaluations, innovative teaching approaches

2) scholarly or creative activities (i.e., publications, research/creative projects, photographs of artworks, finished pieces of work)

3) university related service (i.e., committee responsibilities, leadership roles assumed at department, college, and university level)

4) contributions to profession (i.e., memberships in professional organizations, offices held, other leadership roles)

5) general community service related to the profession (i.e., presentations and activities that enhance the professional discipline)

b. Each application/nomination for promotion, including all supporting materials, will be evaluated by all full-time department faculty members holding rank higher
than the candidate and not being considered for promotion, with regard to his/her credentials and performance as a faculty member.

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

d. The dean of the college will constitute two college review panels to evaluate applications for promotion within that college. Panel A will consist of one professor to represent each department in the college and may include an additional member from professors outside the college. It will consider material from applicants for promotion to professor. Panel B will consist of one professor or associate professor to represent each department in the college and may include an additional member from professors or associate professors outside the college. It will consider material for applicants for promotion to associate professor or assistant professor. The panel member representing a department should not be the department chair. Each panel member will review the supporting materials prepared by each applicant and will submit recommendations to the dean of the college that the applicant be promoted/not promoted, with comments concerning the judged strength of the application and a rating or ranking of the applicants. The dean of the college will review the supporting materials prepared by each applicant, the faculty recommendations, the recommendations submitted by the department chair and the college review panel, and will recommend to the Vice President for Academic Affairs that the applicant be promoted/not promoted, with comments concerning the judged strength of the application. The dean of the college will submit to the Vice President for Academic Affairs a summary of the recommendations of all participants in the review process and the packet of materials prepared by each applicant.

e. The Vice President for Academic Affairs will review these materials as a basis for making recommendations to the President of the University. The Vice President for Academic Affairs will submit to the President a recommendation to promote/not promote for each candidate and the recommendations made at each step of the review process.

f. The President of the University will review these materials and recommendations and any other evidence deemed pertinent as a basis for his/her recommendation to the Board of Regents that the candidate be promoted. After the decision of the Board of Regents, the packet of supporting materials prepared by the candidate will be returned to the applicant.

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

See also Evaluation, Merit Pay, Promotion and Tenure policy.
I. General Provisions

A. Stephen F. Austin State University seeks to maintain the strongest faculty possible. The University thus provides for advancement based upon the faculty member's academic credentials and experience, performance as a teacher and scholar/artist, contributions to the University community and his/her discipline, and service to the general community through his/her professional expertise.

B. The Stephen F. Austin State University Policy Manual establishes a uniform system of procedures to be used for promotion in all academic units of the University. Each college and department of the University shall also establish its own written policy governing its promotion decision-making guidelines, to direct departments where circumstances require or permit flexibility or variation. Each policy must conform to University Policy E-3A and contribute to the mission of the department, college, and the University.

II. Academic Rank

A. This policy applies to the following ranks (see Policy E-1A):

1. Professor.
2. Associate Professor.
3. Assistant Professor.
4. Instructor.

B. The ranks of Librarian I, II, III, and IV are governed under Policy E-31A.

III. Promotion Awards

A. In order to assure that faculty recommendations and administrative decisions relative to promotion are equitable, the following procedures are observed.

B. Criteria

1. The minimum criterion for appointment to the rank of Instructor at the University is a master's degree in the field in which the individual will be teaching.

2. In order to be promoted to any of the academic ranks, an individual is expected to have completed the highest level course of academic study available in the discipline of his/her primary responsibility. Ordinarily, that would be a doctoral degree or a master's degree that is considered to be a terminal degree in the particular field.
3. Generally, the tenure and promotion process shall be linked for faculty who have served the full probationary period (see Tenure Policy, E-50A).

4. Beyond adequate credentials, progress through the academic ranks shall be determined in keeping with the criteria established in this policy and in departmental and college policies. Faculty seeking promotion in rank must meet the minimum criteria for the rank and shall have demonstrated sustained achievement in teaching, research, and service as indicated by administrative evaluations.

5. To be promoted to the rank of Assistant Professor an individual should demonstrate the capability to teach effectively, produce research/creative works, and provide service to the academic and general communities.

6. To be promoted to the rank of Associate Professor an individual should have a proven record of effective teaching, research/creative works, and service to the academic and general communities.

7. To be promoted to the rank of Professor an individual should have a sustained and recognized record of effective teaching, research/creative accomplishments, and service to the academic and general communities.

8. In order to hold either of the upper two academic ranks, an individual is expected to have some previous teaching experience and to have held a lower rank.

   a. To apply for the rank of Associate Professor, an individual should have held the rank of Assistant Professor for at least five years. This means that the application will profile five complete years in the rank of Assistant Professor.

   b. To apply for the rank of Professor, an individual hired before September 1, 2005, must have completed a minimum of three full years of service at the rank of Associate Professor. This means that the application will profile three complete years in the rank of Associate Professor.

   c. To apply for the rank of Professor, an individual hired on or after September 1, 2005, must have completed a minimum of four full years of service at the rank of Associate Professor. This means that the application will profile four complete years in the rank of Associate Professor.

   d. In exceptional circumstances when warranted by extraordinary performance, faculty members may be reviewed for promotion earlier. The evidence to support early promotion must be unequivocal.
9. **Scholarly leave of absence (those related to reasons 1, 2, 3, and 4 of Policy E-29A)** will **count as part of the service in rank unless the candidate and the institution agree in writing to an exception to this provision at the time the leave is granted.**

10. **Periods during which a faculty member is on leave of absence for one semester or more due to health related issues (see reason 5 of Policy E-29A and the description of Family Medical Leave and Organ or Bone Marrow Donors in Policy E-29A) or national guard service (see Authorized Training for Duty, Call to National Guard Active Duty by the Governor, and Call to National Duty in Policy E-29A) shall not be counted as part of the service in rank unless the candidate and the institution agree in writing to an exception to this provision at the time the leave is granted.**

11. **For purposes of calculating years of service in rank, an “academic year” shall be the approximate nine-month period from September through May. If a faculty member begins service during an academic year, the period of service from the date of appointment until beginning of the following academic year shall not be counted toward years of service in rank, unless the inclusion of that period of service is approved by the Provost and Vice President for Academic Affairs.**

12. In exceptional circumstances, special training in recognized institutions (such as conservatories or research institutes) or the attainment of nationally recognized licenses/certificates may be judged to satisfy the requirement for advanced degrees. Practical experience and/or demonstrable expertise and performance in activities related directly to one's faculty appointment may be judged to satisfy the requirement for advanced degrees and/or years of experience. Similarly, a record of truly exceptional performance in some areas of the basic responsibilities to teaching, scholarship/performance, and service may mitigate against slight contributions in other areas in consideration for promotion, within the performance guidelines established for each rank. The evidence to support promotion based upon exceptional considerations must be unequivocal.

### C. Promotion Procedures

1. A faculty member may be nominated or apply for promotion. A nomination may be initiated by an individual faculty member, the department chair, or other appropriate administrative officer of the University.

2. **An application for early promotion will be approved only if the individual significantly exceeds departmental and college expectations.**
3. The applicant/nominee is responsible for developing and submitting to the department chair a dossier of supporting materials. If the individual is also applying for tenure, only one dossier for both processes should be submitted.

4. The dossier must be submitted in the fall semester of the appropriate year of service.

5. The dossier should include a table of contents, a brief narrative highlighting accomplishments since initial appointment or last promotion and explaining persuasively why the individual meets expectations for promotion; a Curriculum Vitae; and annual administrative evaluations since initial appointment or last promotion. The promotion dossier should also include documentation of the following:

   a. teaching effectiveness (i.e., summaries of student evaluations, teaching awards, peer evaluations, innovative teaching approaches

   b. scholarly or creative activities (i.e., publications, research/creative projects, photographs of artworks, finished pieces of work)

   c. university-related service (i.e., committee responsibilities, leadership roles assumed at department, college, and university level)

   d. contributions to profession (i.e., memberships in professional organizations, offices held, other leadership roles)

   e. general community service related to the profession (i.e., presentations and activities that enhance the professional discipline)

7. Each dossier will be evaluated by all full-time department faculty members holding rank higher than the candidate.

   a. The chair will make the dossier available for review.

   b. After the appropriate faculty have reviewed the dossier, the chair of the department will schedule a meeting of the department promotion committee, which will consist of all full-time departmental faculty holding rank higher than the candidate. The department promotion committee will meet and elect a member of the group to chair the committee; and carefully consider the candidate's application in reference to department, college, and
university criteria for awarding promotion. The committee's considerations must be limited to the criteria for awarding promotion.

c. Administrators who are not involved in the promotion recommendation process at another level are eligible to serve on promotion committees.

d. In departments with two or fewer full-time departmental faculty holding rank higher than the candidate, the chair of the department and each candidate shall submit separately to the dean of the college a list of three names of full-time faculty members holding rank higher than the candidate from other departments in the university. The dean in association with the Provost shall appoint members from these lists or others until there are at least three members of the departmental promotion committee.

e. Following the meeting of departmental promotion committee, each committee member shall submit a written recommendation and supporting comments to the chair of the committee clearly indicating that the candidate be granted or not granted promotion.

f. The chair of the department promotion committee will collect and transfer to the chair of the department the recommendations and supporting comments of the committee members. The chair of the department promotion committee will also report in writing to the department chair the recommendation of the committee along with supporting comments in summary form. The written recommendation must be reviewed and signed by members of the committee. Dissenting comments may be attached.

g. The chair of the candidate's department will evaluate the dossier submitted by the candidate, recommendations from the department committee, and other evidence deemed pertinent; the chair will notify the candidate as indicated below.

1. Within six (6) class days of completion of the evaluation by the faculty from the candidate's department and the chair of the candidate's department, each candidate will be notified in writing by the chair of the department of the status of his/her application for promotion and the recommendation from the department committee and chair.

2. Within six (6) class days of being allowed to review the written recommendations and supporting comments, the candidate may attach a letter of response addressing
factual errors. Such a letter and any subsequent response will become part of the dossier.

3. The chair's recommendation and supporting comments will be submitted to the appropriate college promotion committee, along with the dossier, the recommendations generated at each preceding stage of the evaluation and the candidate's response(s) if any.

9. Each dossier, including all supporting materials, recommendations, and candidate responses (if any), will be evaluated by the appropriate college promotion committee with regard to the candidate's credentials and performance as a faculty member.

a. Two college committees will be formed.

1. The membership of Committee A will consist of Professors, and the committee will consider promotions to Professor.

2. The membership of Committee B will consist of Associate Professors and Professors, and the committee will consider promotions to Assistant Professor and Associate Professor.

b. College promotion committees will consist of no fewer than three members. Whenever possible, the committees will include at least one elected representative of each department in the college and may include external representatives in accordance with college policy.

c. Members shall be elected from and by the full-time faculty of each department/school in the college in an election conducted by the chair of each department.

d. Only administrators who are not involved in the promotion recommendation process at another level are eligible to serve on promotion committees.

e. Each committee member will review the dossier.

f. After the committee members have reviewed the dossier, the dean will schedule an organizational meeting of the committees.

g. The college promotion committees will meet separately and apart from the dean and elect a member to chair each committee, and carefully discuss and consider the dossier. The committees'
discussion must be limited to the department, college and university criteria for awarding promotion.

h. Following this discussion, each committee member will submit a written recommendation and supporting comments to the chair of the appropriate committee clearly indicating that the candidate be granted or not granted promotion.

i. The chair of each college promotion committee will collect and transfer to the dean the recommendations and supporting comments of the committee members. The chair of each college promotion committee will also report in writing to the dean the recommendation of the committee along with supporting comments in summary form. The written recommendation must be reviewed and signed by members of each committee. Dissenting comments may be attached.

j. The dean of the college will evaluate the dossier submitted by the candidate, recommendations from the department committee, and any other evidence deemed pertinent; the dean will notify the candidate as indicated below.

1. **Within six (6) class days of completion of the evaluation by the college promotion committee and the dean, each candidate and their department chair will be notified in writing by the dean of the status of the candidate's application for promotion and the recommendation from the promotion committee and dean.**

2. **Within six (6) class days of being allowed to review the written recommendations and supporting comments, the candidate may attach a letter of response addressing factual errors. Such a letter and any subsequent response will become part of the dossier.**

3. **The dean's recommendation and supporting comments will be submitted to the Provost and Vice President for Academic Affairs, along with the dossier, the recommendations generated at each preceding stage of the evaluation and the candidate's response(s) (if any).**

10. The **Provost and Vice President for Academic Affairs** will review these materials as a basis for making recommendations to the President of the University. The Provost and Vice President for Academic Affairs will submit to the President a recommendation to promote/not promote for
each candidate and the recommendations made at each step of the review process.

11. The President of the University will review these materials and recommendations and any other evidence deemed pertinent as a basis for his/her recommendation to the Board of Regents that the candidate be promoted. After the decision of the Board of Regents, the packet of supporting materials prepared by the candidate will be returned to the applicant.

12. Within six (6) class days of completion of the evaluation by the Provost and the President and before action by the Board of Regents each candidate will be notified in writing by the Provost and Vice President for Academic Affairs of the status of his/her application for promotion and the recommendation from the Provost and Vice President for Academic Affairs and President.

13. Promotion in rank is by action of the Board of Regents of Stephen F. Austin State University. Exceptions to the policies and procedures set forth above may be authorized only by the President of the university as authorized by the Board of Regents.

14. Within the next class day following the action of the Board of Regents each candidate will be notified in writing by the Provost and Vice President for Academic Affairs of the action of the Board.

Source of Authority: President; Board of Regents

Cross Reference: Policy E-1A; Policy E-31A

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: None
Compensation in Excess of Base Salary

Original Implementation: April 13, 1988

Last Revision: July 8, 2004 February 3, 2005

This policy establishes guidelines for the total allowable compensation paid to faculty and staff from University-controlled funds to insure compliance with federal and state regulations.

General

1. Each faculty and staff member is accountable to Stephen F. Austin State University for 100 percent of the duties and facilities associated with the employee's basic appointment. The primary obligation of University employees is the full and complete execution of all assigned duties and responsibilities.

2. State regulations prohibit the appointment of University employees for more than 100 percent time for services considered to be regularly assigned duties associated with an individual's full-time responsibility. Any individual who is dually employed with the University and with another state or federal agency must obtain prior written approval from the President and the Board of Regents before entering into any activity for which additional compensation is to be requested or paid.

3. Employees may be requested to provide consulting, extension, and/or other activities within the University that are considered to be in addition to their regularly assigned duties for which additional compensation may be paid.

4. All activities for which an employee is to receive additional compensation through the University must be approved in writing by the employee's department chair, dean, and the appropriate vice president prior to work commencing on the "Request for Additional Compensation Employment" form.

5. Without exception, all payments to University employees for additional compensation will be made through Payroll Services and requests will be submitted on a "Request for Additional Compensation Employment" form.

6. Non-exempt (classified) employees must be compensated for work in excess of forty (40) hours in any work week in accordance with compensatory or overtime payment regulations and procedures. No classified employee will be paid on a Request for Additional Compensation Employment form unless it is casual, seasonal work that must be performed outside their regular department.
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7. The base salary period for a full-time faculty appointment is the academic year (normally September 1 through the following May 31). Summer months and periods of time during the academic year when the University is not in session, e.g., weekends, holidays, semester breaks, are not included in the base salary period. However, regular University activities for which faculty may be responsible are, on occasion, scheduled outside the base period.

Other Activities

1. The activities listed below are considered as additional responsibilities for which an employee may receive extra compensation, the total of which may not exceed 20-25 percent of base salary during any appointment period.

2. The rate of additional compensation paid for activities performed during other than appointment periods may not exceed 100 percent of the salary rate paid during the preceding appointment period at the University.

3. The following activities are examples of acceptable justifications:
   a. special projects assigned as overload by University administrators;
   b. consulting or other special services conducted for a University department or area other than the employee's department;
   c. services beyond normal duties of the position held which cannot be reimbursed by compensatory time;
   d. increases in teaching load assigned by the Provost/Vice President for Academic Affairs;
   e. duties performed by an employee not under contract at the time the duties must be performed.

Source of Authority: 29 U.S.C., sec. 201 et seq.; V.T.C.S., arts. 5165 to 5165a; Board of Regents; President

Cross Reference: None

Contact for Revision: Vice President for Business Affairs

Forms: Request for Additional Compensation, Employment, Additional Compensation Approval (both available on the SFA web at http://www.sfasu.edu/personnel/AdditionalCompensation.htm)
Coordination of express mail service is offered by the Purchasing and Inventory Department as a support function for the University. A purchase order is established in each year for the processing of payments to Airborne, Federal Express and UPS. If your department will have regular overnight shipments throughout the year, then a requisition may be submitted to the Assistant Director of Purchasing & Inventory at the beginning of the year to establish an encumbrance.

Purchasing reviews state contracts and cooperative contracts to determine the best value for express mail services from year to year. The most current express mail contracts are shown below. The Purchasing Department should be contacted to set up the account and ensure that state contract discounted rates are secured.

**DHL/AIRBORNE.** E&I Cooperative Contract. Complete the airbill with required information, including departmental account number. Call the 800 number on the airbill to schedule the pick-up. Upon receipt of an invoice from Airborne (by the department), review for accuracy and submit to Accounts Payable with the account number to charge and an approved signature.

**FEDERAL EXPRESS.** Complete the airbill with required information, including departmental account number. Call the 800 number on the airbill to schedule the pick-up. Upon receipt of an invoice from Federal Express (by the department), review for accuracy and submit to Accounts Payable with the account number to charge and an approved signature.

**UPS.** Contact the Central Receiving Office for instructions regarding UPS shipments.

**USPO EXPRESS MAIL SERVICE.** Deliver package or letter to the Nacogdoches Post Office after the required postage has been metered at the Stephen F. Austin State University Post Office.

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

**Cross Reference:** None

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

**Forms:** None