

# **Stephen F. Austin State University**

## **MINUTES OF THE BOARD OF REGENTS**



**Nacogdoches, Texas**

**April 27 and 28, 2005  
Volume 210**

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**Minutes of the Annual Meeting of the  
Board of Regents of Stephen F. Austin State University  
Nacogdoches, TX  
April 27 & 28, 2005**

The Meeting of the Board of Regents was called to order at 1:30 p.m., Wednesday April 27, 2005 by Chairman Fred Wulf.

**PRESENT:**

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

Vice-President: Roland Smith  
Baker Pattillo  
Mary Cullinan  
Jerry Holbert

General Counsel: Yvette Clark

President: Dr. Tito Guerrero

SFA administrators, staff, and visitors

Fred Wulf, chair of the board called for an executive session at 1:30 p.m. to discuss the items listed below under "Executive Session." All items but "Gifts and donations" were discussed. The board reconvened in open session at 4:50 p.m. and adjourned for the day at 4:55 p.m.

**EXECUTIVE SESSION**

**A. REPORT ON PENDING LITIGATION**

1. Flynn vs. SFASU

## **B. GIFTS AND DONATIONS**

## **C. PERSONNEL**

1. Basketball Coaches
2. Athletic Director
3. Informal Evaluation of President

The Board reconvened at 9:02 a.m. on Thursday April 28, 2005. Dr. Cullinan introduced:

- Tiffany Evans – Library Director
- Faculty who have been promoted to Professor Emeritus
- Violet Rogers, Dean of Business who introduced her students:
  - from General Business, Washington to Wall Street students
  - From MMIB, American Marketing Association Student competition team who finished 3rd at their national competition.
  - From Finance, Investment Roundtable Student team (4 of them) who competed in Ohio at their national competition and placed third.
  - The Beta Gamma Sigma officers who placed 2nd in the nation
  - From Accounting, Beta Alpha Psi students who beat University of Texas at Regionals and advanced to Nationals in August
  - From Computer Science, graduate student who presented a paper on the road, an intern who completed a national internship and their officers who completed LAN activities among others.
- Bob Herbert, Dean of Liberal Arts who introduced his students:
  - 10 international students from the Kingdom of Swaziland.

Dr. Baker Pattillo introduced the SFA cheerleading team that won first place at the National Championships.

## **APPROVAL OF MINUTES**

**05-30**

Upon motion of Regent Pond seconded by Regent Lopez, with all members voting aye, it was ordered that:

The minutes of February 2 & 3, 2005 March 8, March 29 and April 18 2005 meetings be approved.

## **PERSONNEL**

**05-31**

### **A. PRESIDENT**

Upon motion of Regent James seconded by Regent Lopez, with all members voting aye, it was ordered that:

The President's contract be extended for an additional three years, beginning on July 1, 2005 and continuing through June 30, 2008. In accordance with Board of Regents Rules, consideration of salary and benefits were deferred until the July Board meeting to coincide with budget approval. All other terms and conditions of the President's contract will remain the same.

**05-32**

Upon motion of Regent Lopez seconded by Regent Graham, with all members voting aye, it was ordered that:

The following Personnel Items be approved:

**B. FACULTY APPOINTMENTS FOR 2005 – 2006**

**1. Liberal Arts**

- a) Dr. Theodore Joseph, Assistant Professor of Psychology, Ph.D. (Claremont Graduate University), at a salary of \$38,000 for 100 percent time for nine months, effective September 1, 2005.
- b) Ms. Kseniya Alexandra Vinarov, Assistant Professor of Modern Languages, M.A. (University of Notre Dame), at a salary of \$38,000 for 100 percent time for nine months, effective September 1, 2005, contingent upon completion of doctorate by August 30, 2005.
- c) Dr. Anne Collins Smith, Assistant Professor of English and Philosophy, Ph.D. (University of Texas), at a salary of \$38,000 for 100 percent time for nine months, effective September 1, 2005.
- d) Dr. Jason T. McEntee, Assistant Professor of English and Philosophy, Ph.D. (University of Kentucky), at a salary of \$38,000 for 100 percent time for nine months, effective September 1, 2005.
- e) Dr. Karol Chandler-Ezell, Assistant Professor of Sociology, Ph.D. (University of Missouri-Columbia), at a salary of \$38,000 for 100 percent time for nine months, effective September 1, 2005.
- f) Ms. Jennifer Perky Beisel, Assistant Professor of History, M.A. (University of Missouri-Columbia), at a salary of \$38,000 for 100 percent time for nine months, effective September 1, 2005, contingent upon completion of doctorate by August 30, 2005.
- g) Dr. Andrew C. Lannen, Assistant Professor of History, Ph.D. (Louisiana State University), at a salary of \$38,000 for 100 percent time for nine months, effective September 1, 2005.

- h) Dr. Kwame Badu Antwi-Boasiako, Assistant Professor of Public Administration and Political Science, Ph.D. (Mississippi State University) at a salary of \$38,000 for 100 percent time for nine months, effective September 1, 2005.

## 2. Sciences & Mathematics

- a) Dr. Anthony Duben, Professor of Chemistry and Dean of College of Sciences and Mathematics, Ph.D. (Pennsylvania State University), at a salary of \$114,500 for 100 percent time for twelve months, effective September 1, 2005.
- b) Dr. Russell J. Franks, Assistant Professor of Chemistry, Ph.D. (University of Oklahoma), at a salary of \$41,000 for 100 percent time for nine months, effective September 1, 2005.
- c) Dr. Keith Hubbard, Assistant Professor of Mathematics & Statistics, Ph.D. (University of Notre Dame), at a salary of \$44,238 for 100 percent time for nine months, effective September 1, 2005.

## 3. Education

- a) Ms. Kim Archer, Assistant Professor of Kinesiology and Health Science, M.Ed. (University of Missouri) at a salary of \$46,000 for 100 percent time for nine months, effective September 1, 2005, contingent upon completion of doctorate by August 31, 2005.
- b) Dr. Gretchen Dawn Oliver, Assistant Professor of Kinesiology and Health Science, Ph.D. (Texas Woman's University), at a salary of \$52,000 for 100 percent time for nine months, effective September 1, 2005.
- c) Dr. Paige Renee Mask, Assistant Professor of Human Services, Ph.D. (Texas Woman's University), at a salary of \$48,000 for 100 percent time for nine months, effective September 1, 2005.

## 4. Business

- a) Mr. Mark A. Scanlan, Assistant Professor of Economics, M.A. (Florida University), at a salary of \$63,000 for 100 percent time for

nine months, effective September 1, 2005, contingent upon completion of doctorate by September 1, 2005.

- b) Mr. Stephen M. Kosovich, Assistant Professor of Economics, M.A. (Oregon University), at a salary of \$63,000 for 100 percent time for nine months, effective September 1, 2005, contingent upon completion of doctorate by September 1, 2005.

C. STAFF APPOINTMENTS FOR 2005 – 2006

1. Athletics

- a) Mr. Steve Sykes, Assistant Volleyball Coach and Instructor, at a salary of \$39,009 for 100% time for 10.5 months, effective February 14, 2005.
- b) Ms. Leigh Heusner, Head Equestrian Coach, at a salary of \$35,000 for 100% time for 10.5 months, effective March 28, 2005.

2. Counseling and Career Services

- a) Ms. Hollie Gammel, Coordinator of Orientation, at a salary of \$34,000 for 100% time for twelve months, effective March 23, 2005.

3. Communications

- a) Mr. John L. Chapman, II, Broadcast Technical Support Specialist at a salary of \$52,000 for 100% time effective December 6, 2004 for 12 months.

4. Education

- a) Ms. Marie Davenport, CERT-PREP Project Coordinator at a salary of \$40,000 for 100% time effective March 1, 2005 for 12 months.

5. Liberal Arts

- a) Dr. Tiffany Evans, Library Director, Ph.D. (University of Pittsburgh), at a salary of \$95,000 for 100 percent time for twelve months, effective April 18, 2005.

6. Piney Woods AHEC



- a) Ms. Kinnie M. Parker, Coordinator at a salary of \$30,000 for 100% time effective February 1, 2005 for 12 months.

#### D. CHANGES OF STATUS FOR 2005 – 2006

##### 1. Academic Affairs

- a) Ms. Deborah Sellman from Bursar at a salary of \$49,191 for 100 percent time for twelve months to Coordinator of Planning, Resources and Accountability at a salary of \$53,000 for 100 percent time for twelve months, effective April 4, 2005.

##### 2. Athletics

- a) Mr. Jaime E. Frias, from Assistant Coach at a salary of \$25,420 for 100% time for 9 months to Head Coach at a salary of \$34,529 for 100% for 9 months, effective March 7, 2005.

##### 3. Housing

- a) Ms. Jill J. Heard, from Accounting Clerk III at a salary of \$22,509 for 100% time for 12 months to Interim Manager, Residence Life at a salary of \$28,509 for 100% time for 12 months, effective February 7, 2005.

##### 4. Library

- a) Ms. Shirley Dickerson, from Associate Director at a salary of \$65,520 for 100% time for 12 months to Interim Director at a salary of \$67,320 for 100% time for 1½ months, effective March 1, 2005.

##### 5. Forestry

- a) Dr. Shiyu Li from Research Scientist at a salary of \$54,477 for 100 percent time for twelve months to Director of Pharmaceutical Crops and Research Professor, at a salary of \$54,477 for 100 percent time for twelve months, effective February 1, 2005.

#### E. RETIREMENTS

##### 1. Criminal Justice

- a) Mr. Ronald W. Robinson, Associate Professor, effective July 12, 2005.

##### 2. Health Clinic

- a) Ms. Barbara J. Chaviers, Chief Clinical Lab Scientist, effective January 31, 2005.

### 3. Education

- a) Ms. Charlotte Kennemer, Lecturer of Elementary Education, effective May 31, 2005.

### 4. Fine Arts

- a) Ms. Mary McCleary, Professor of Art, effective May 31, 2005.
- b) Mr. John Daniel, Professor of Art, effective May 31, 2005.

### 5. Liberal Arts

- a) Dr. Joseph Devine, Professor of History, effective May 31, 2005.

### 6. Library

- a) Mr. Joseph Gaut, Program Director, effective June 30, 2005.

### 7. Purchasing

- a) Ms. Betty K. Jacks, Senior Buyer, effective January 31, 2005.

### 8. Science & Mathematics

- a) Dr. James Garrett, Professor of Chemistry, effective August 31, 2005.

## F. VOLUNTARY MODIFICATION OF EMPLOYMENT

### 1. Applied Arts & Sciences

- a) Dr. Ronald Robinson, Associate Professor of Criminal Justice, at a salary of \$23,117 for 50 percent time, effective September 1, 2005.

## G. PROMOTIONS

To Assistant Professor:

Dr. Kathleen Belanger Social Work

To Associate Professor:

Dr. Sam Copeland	Social Work
Dr. Sharon Templeman	Social Work
Dr. Parker Ballinger	Economics & Finance
Dr. Susan Jennings	General Business
Dr. Jan Lacina	Elementary Education
Dr. Alan Sowards	Elementary Education
Dr. Richard Jones	Theatre
Dr. Mark E. Turner	Music
Dr. Kenneth Collier	Political Science, Geography & Public Admin.
Dr. Randi Cox	History
Dr. Troy Davis	History
Dr. Michael Tkacik	Political Science, Geography & Public Admin.
Dr. Dean Coble	Forestry

To Professor:

Dr. Freddie Avant	Social Work
Dr. Michael Stroup	Economics & Finance
Dr. DawnElla Rust	Kinesiology
Dr. Betty Alford	Secondary Education
Dr. Vi Alexander	Elementary Education
Dr. David Lawson	Human Services

To Professor Emeritus:

Dr. Camille Price	Computer Science
Dr. James Dinucci	Kinesiology
Dr. Patsy Hallman	Human Sciences
Dr. David Jones	Music
Dr. Leon Hallman	Political Science, Geography & Public Admin.
Dr. Joseph Devine	History
Dr. Bobby Johnson	History

To Librarian III:

Mr. Phillip Reynolds	Library
Ms. Ann Ellis	Library

## H. TENURE

Dr. Sam Copeland	Social Work
Dr. Sharon Templeman	Social Work
Dr. Parker Ballinger	Economics & Finance
Dr. Susan Jennings	General Business
Dr. Jan Lacina	Elementary Education
Dr. Richard Jones	Theatre
Dr. Stephen Lias	Music
Dr. Mark E. Turner	Music
Dr. Kenneth Collier	Political Science, Geography & Public Admin.
Dr. Randi Cox	History
Dr. Troy Davis	History
Dr. Marc Guidry	English & Philosophy

Dr. Michael Tkacik	Political Science, Geography & Public Admin.
Dr. Dennis Gravett	Biology
Dr. Alexander Karateyev	Biology
Dr. Anthony Duben	Chemistry
Dr. Dean Coble	Forestry
Ms. Shirley Dickerson	Library
Ms. Rachel Galan	Library

# I. FACULTY DEVELOPMENT LEAVE FOR 2005-2006

## Fall 2005

Ms. Anita Powell	Art
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## Spring 2006

Dr. Alan Nielsen	Theatre
Mr. Charles Jones	Art
Dr. Larry Chasteen	Management, Marketing/International Business
Dr. Leon Young	Agriculture

## **ACADEMIC AND STUDENT AFFAIRS**

### **05-33**

Upon motion of Regent Pond seconded by Regent Lopez, with all members voting aye, it was ordered that:

The Following Academic and Student Affairs Items be approved:

### A. CURRICULUM CHANGES

See Appendix no. 1

### B. UNDERENROLLED CLASSES

See Appendix no. 2

### C. DEPARTMENT NAME CHANGE

Department of Art change to	School of Art
Department of Theatre change to	School of Theatre
Department of Music change to	School of Music
Department of Nursing change to	School of Nursing

- D. PROPOSAL TO MOVE THE GEOGRAPHIC INFORMATION SYSTEMS (GIS) LAB TO THE COLLEGE OF FORESTRY AND AGRICULTURE
- E. PROPOSAL TO OFFER A BACHELOR OF FINE ARTS IN CREATIVE WRITING
- F. PROPOSAL TO OFFER ON-LINE BIOTECHNOLOGY GRADUATE PROGRAM TO UNIVERSITY OF HOUSTON DOWNTOWN

Starting Fall 2005.

G. ACADEMIC EXCELLENCE SCHOLARSHIP

Increase the Academic Excellence Scholarship to \$3,000 per year with the start of summer 2006 and to review the success of the pilot program in fall 2006.

## **FINANCIAL AFFAIRS**

**05-34**

Upon motion of Regent Ertz seconded by Regent Lopez, with all members voting aye, it was ordered that:

The following Financial Affairs items be approved:

A. ADOPTION OF SUMMER BUDGET

Academic salaries and benefits included in the annual budget were increased by \$683,206 to provide funding for the education and general portion of the 2005 summer budget. The total summer budget is \$4,279,143.

B. FOOD SERVICE CONTRACT WITH ARAMARK

ARAMARK is to receive a 3% increase.

C. RESIDENCE HALLS IMPROVEMENTS

The rooms in Steen Hall and Hall 20 are to be carpeted and receive Micro-Fridges and that the projects not exceed \$610,000. The funds are to be taken out of over realized income in the Housing and Food Service.

D. FUNDING FOR EMPLOYEE TRAINING

The Board of Regents authorize the University to submit a grant application to help fund training and consulting costs to help reduce and control illegal drug and alcohol use in the workplace. University and grant funds will be combined to procure the applicable training and consulting support.

## UNIVERSITY POLICIES AND PROCEDURES

### 05-35

Upon motion of Regent Ertz seconded by Regent Lopez, with all members voting aye, it was ordered that:

#### A. POLICY REVISIONS

It is recommended by the administration that the Board of Regents adopt the policy revisions as presented below and in Appendix no. 3:

<b>POLICY NO.</b>	<b>POLICY NAME</b>	<b>ACTION/CHANGE</b>
	Academic Program Review	<b>New</b>
	Faculty Code of Conduct	<b>New</b>
A-18	Faculty Workload	<b>Major Re-write</b>
A-38	Regents Professor	<b>Major Re-Write</b>
A-51	Indirect Costs Distribution	<b>Major Re-write</b>
A-53	Assessment of Institutional Effectiveness	<b>Re-numbered D-50</b> <b>Updated:</b> Method and format of report submission
C-5	Receipts and Deposits	<b>Added:</b> "Housing Operations" <b>Deleted:</b> "Bookstore" "Vending"
C-21	Moving Expenses	<b>Added:</b> "Receipts documenting moving expenses must be attached to the Moving Expenses Payment/Reimbursement Form to qualify as a non-taxable reimbursement. Otherwise, the reimbursement amount is taxable to the employee and subject to immediate tax withholding and Form W-2 reporting."

		<p><b>Deleted:</b>  “Reimbursement to the employee will be made by the Payroll Office upon receipt of documentation (e.g., paid receipts and invoices). The Payroll Office personnel will review all moving expenses (taxable and non-taxable) prior to payment. Payment of taxable amounts will be subject to tax withholdings and year-end W-2 reporting in accordance with current Internal Revenue Service regulations.”</p>
C-27	Purchases From Employees	Policy Reviewed- No change
C-29	Purchase of Used Equipment or Supplies	<b>Major Re-write</b>
C-49	Travel Policy	<p><b>Deleted:</b>  All content in “Non Reimbursed Travel” section replaced with content below.</p> <p><b>Added:</b>  “A travel request is required for any out-of-town University-related travel even if travel expenses are not reimbursed. Examples include travel:</p> <ul style="list-style-type: none"> <li>• for which the traveler does not request or expect reimbursement; or</li> <li>• Paid by another source.”</li> </ul> <p><b>Updated:</b>  Source of Authority, Cross-Reference, Forms</p>
C-50	Tuition Rebate	<p><b>Added:</b>  “(except that, for the purposes of this program, only the number of semester credit hours earned exclusively by examination in excess of nine semester credit hours is treated as hours attempted),”</p> <ol style="list-style-type: none"> <li>1. “. For students concurrently earning a baccalaureate degree and a Texas teaching certificate, required teacher education courses shall not be counted to the extent that they are over and above the free electives allowed in the baccalaureate degree program.”</li> </ol>
D-24	Parking and Traffic	<p><b>Added</b>  A separate section for “Employees of Private</p>

	<b>Regulations</b>	<b>Contractors”</b>
D-42	Digital Millennium Copyright	<b>Added:</b> “Judicial Officer” <b>Updated</b> Source of Authority
E-8N	Classified Pay Plan	<b>Replaced by policy E-68: Compensation Plan for Classified &amp; Non-classified Staff approved 2/3/05</b>
E-32N	Longevity Pay/Hazardous Duty Pay	Policy Reviewed-No Change
E-47.1	Sick Leave Pool	<b>Major Re-write</b>
E-58	Family and Medical Leave	<b>Updated:</b> Source of Authority, Contact for Revision
E-60	Selective Service Registration	<b>Added:</b> “citizens/nationals” “All males who have reached age 26” <b>Updated</b> Source of Authority
E-61	Drug and Alcohol Testing	<b>Major Re-write</b>
F-6	Central Receiving	<b>Added:</b> “Departments using LPAs, ProCard or Phone Pos” “Upon receipt of goods from central receiving, the department will...”
F-28	Student Service Fee Allocation	<b>Deleted:</b> “A portion of the available funds is set aside for disbursement during the remainder of the fall semester of the allocation year. All student organizations are notified that applications for funds are being received. A pre-set formula that takes into account number of members, length of time the organization has been in existence and the amount of funds available for disbursement is utilized in the allocation of funds.”

## REPORTS

- A. FACULTY SENATE  
(Dr. Brian Oswald, New Chair of Faculty Senate)
- B. STUDENT GOVERNMENT ASSOCIATION  
(Amber Lara, New SGA President)
- C. ENROLLMENT MANAGEMENT



D. AUDIT SERVICES REPORT

E. PRESIDENT

Chairman, Fred Wulf called for a break at 10:45 a.m. Upon return from the break, the Board went into executive session at 10:59 a.m. to discuss the executive session item "Gifts and Donations" listed above. The meeting resumed in open session at 11:50 a.m. with the following item:

**ELECTION OF BOARD OFFICERS**

**05-36**

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

Fred Wulf, be reelected chair of the Board of Regents  
Valerie Ertz be elected Vice Chair  
Margarita de la Garza Graham be elected Secretary

Upon motion of Regent Wilhite seconded by Regent de la Garza-Graham, with all members voting aye, the meeting was adjourned by Chair Fred Wulf at 11:55 a.m.

## APPENDIX SECTION

## Curriculum Changes

<b>Undergraduate New Course Proposals</b>		
<b>Course Number</b>	<b>Course Title</b>	<b>Proposed Action Detail</b>
<b>College of Applied Arts &amp; Sciences</b>		
COM408	Principles of Leadership	New Course
<b>College of Business</b>		
GBU400	Negotiation & Alternate Dispute Resolution	New Course
<b>College of Education</b>		
HMS100	Foundations in Human Sciences	New Course
HMS300	Professional Leadership in Human Sciences	New Course
HMS400	Professional Lecture Series	New Course
HMS441	Contemporary Family Issues	New Course
HSC480	Internship	New Course
KIN461	Scientific Basis of Sport	New Course
RDG390	Content Area Reading and Writing	New Course
<b>College of Forestry</b>		
ANS351	Training Performance Horses--Western	New Course
ANS352	Training Performance Horses--English	New Course
ANS452	Legal Issues in Equine Studies	New Course
ENV210	Environmental Measurements	New Course
ENV210L	Environmental Measurements Lab	New Course
ENV470	Senior Seminar	New Course
FOR304	Arboriculture	New Course
FOR304L	Lab: Arboriculture	New Course
<b>College of Fine Arts</b>		
THR371L	History of Cinema II Lab	New Course
<b>College of Liberal Arts</b>		
ANT277	Special Topics in Anthropology	New Course
ENG229	American Literature to 1865	New Course
ENG261	Introduction to Creative Writing	New Course
ENG459	Advanced Poetry Workshop	New Course
ENG462	Advanced Nonfiction Workshop	New Course
ENG463	Elements of Craft	New Course
ENG467	Creative Writing Senior Thesis I	New Course
ENG468	Creative Writing Senior Thesis 2	New Course
HIS308	Introduction to Public History	New Course
LAT231	Intermediate Latin I	New Course
LAT232	Intermediate Latin II	New Course
LAT495	Independent Study in Latin	New Course
PHI310	Classical Philosophy	New Course

PHI311	Modern Philosophy	New Course
PHI320	Philosophy of Love and Sex	New Course
PHI350	Medical Ethics	New Course
PHI400	World Religions	New Course
PHI410	Philosophy of Science	New Course
PSC334	International Human Rights	New Course
PSY320	Survey of Psychology	New Course
PSY375	Abnormal Psychology	New Course
PSY497	Research Seminar	New Course
<b>College of Sciences &amp; Mathematics</b>		
CHE480	Industrial Internship	New Course
CHE481	Laboratory Internship	New Course
MTH129	Concepts and Application	New Course
MTH345	Mathematics for the Secondary School Teacher	New Course
NUR300	Issues in Nursing	New Course
NUR425	Advanced Nursing Theory, Process & Skills	New Course
PHY214	Select Topics, Non-Advanced	New Course

## GRADUATE COURSE PROPOSALS SPRING, 2005

### *New Courses*

<u>Course</u>	<u>Title</u>	<u>Major</u>	<u>Notes</u>
AEC 551L	Farm Management Lab	Agriculture	Adds lab component to AEC 551 course – 0 sch
AED 678	Seminar in Ed. Leadership	Ed. Leader.	Adds topics course for the doctoral program
AGR 535	Agroecology	Agriculture	Adds new option for AGR majors
CHE 551	Advanced Biochemistry	Chemistry	Adds biochemistry option to chemistry major
CHE 556	Topics in Biochemistry	Chemistry	Adds biochemistry topics to major. May be repeated.
COU 523	Legal and Ethical Issues in Counseling	Counseling	Required for accreditation and licensure for counseling majors
ECH 535	Family, School and Community	Early Child.	Meets new standards for ECH advanced programs
ELE 515	Language Acquisition for ESL/Biling.	ESL Cert.	Meets NCATE standards for Teaching English to non-Eng. speakers
ENG 463G	Elements of Craft	English	For creative writing students. May be repeated.
ENG 559	Graduate Poetry Workshop	English	For creative writing students. May be repeated.
ENG 561	Graduate Fiction Workshop	English	For creative writing students. May be repeated.
ENV 530	Ecotoxicology	Env. Sci.	New option for graduate students
ENV 570	Graduate Seminar	Env.Sci.	Adds new requirement. 1 sch. May be repeated.
FOR 505	Wetland Wildlife Management	Forestry	New option for some, new requirement for wildlife emphasis
FOR 567	Oral Interpretive Programs	Forestry	New requirement for Resource Interpretation major
FOR 568	Interpretive Writing	Forestry	New requirement for Resource Interpretation major
FOR 569	Interpretive Research & Evaluation	Forestry	New requirement for Resource Interpretation major
FOR 570	Field-Based Interpretive Programs	Forestry	New requirement for Resource Interpretation major
FOR 571	Curriculum-Based Inter. Programs	Forestry	New requirement for Resource Interpretation major
FOR 572	Interpretive Planning	Forestry	New requirement for Resource Interpretation major
FOR 573	Interpretive Leadership	Forestry	New requirement for Resource Interpretation major
GEO 504	Geographic Techniques	MIS	New option for geographic information systems
GEO 589	Thesis Research	MIS	For MIS student with emphasis in GIS or geography
GEO 590	Thesis Writing	MIS	For MIS student with emphasis in GIS or geography
HIS 552	Nineteenth-Century America	History	To expand the department's offerings. May be repeated
HIS 566	World History	History	To expand the department's offerings. May be repeated
HIS 567	Topics in World History	History	To expand the department's offerings. May be repeated
HIS 570	Collections Management	History	To expand the offerings in public history. May be repeated

HIS 581	Seminar in Public History
HIS 583	Practicum in Public History
KIN 508	Emergency Care
PHI 400G	World Religions
PHI 410G	Philosophy of Science
SPE 520	Tactual Reading Skills for VI
SPE 521	Expanded Core in VI
SPE 593	Interm. Clinical Pract. In O&M
SPE 594	Advanced Clin. Pract. In O&M

History	To expand the offerings in public history. May be repeated
History	To expand the offerings in public history. May be repeated
Ath.Trng.	To meet accreditation and certification standards – 1 sch
Any	To offer an option to people in all disciplines
Any	To offer an option to people in all disciplines
Spec. Ed.	Broadens a student's options in teaching the visually impaired
Spec. Ed.	Expands a student's knowledge and skills in teaching VI
Spec. Ed.	Prepares student for advanced practicum
Spec. Ed.	Allows student to combine O&M and teaching the VI

### ***Course Changes***

<u>Course</u>	<u>Title</u>	<u>Major</u>	<u>Type</u>	<u>Notes</u>
AEC 551	Farm Management	Agriculture	Revision	Changes lecture and lab hours to include a lab
AED 599	Synthesis in Ed. Leadership	Ed. Leadership	Change	Change in description, adds variable credit
BTC 560	Protein Prop. And Kinetics	BTEC	Change	Change in title
BTC 560L	Protein Prop. And Kinetics Lab	BTEC	Change	Change in title
BIO 550	Advanced Limnology	Biology	Revision	Change in credit hour value. Adds 1 lecture hour
BIO 550L	Advanced Limnology Lab	Biology	Revision	Change lab requirements
CHE 560	Advanced Biochemistry	Chemistry	Delete	Replace with CHE 551
CHE 563	Topics in Biochemistry	Chemistry	Delete	Replace with CHE 556
COU 527	Couples Therapy	Counseling	Revision	Change in title and description
COU 529	Child and Adolescent Therapy	Counseling	Revision	Change in title and description
ESL 501	Advanced ESL	None	Change	Change prefix from ILA
FOR 506	Wildlife Population Ecology	Forestry	Revision	Change in format, title and description
HIS 551	Colonial & Revolutionary America	History	Revision	Change in title and description
HIS 562	United States Diplomatic History	History	Delete	Topic will be contained in other courses
HMS 549	Occupational FCS Programs	Fam.& Consum.Sci.	Change	Change in title
SPE 500	Clinical Practicum in O&M	Spec. Ed.	Revision	Change in title, description and contact hours
SWK 518	Child Welfare Services	SWK	Change	Change from 2 sch to 3 sch value
SWK 528	Social Work in Mental Health	SWK	Change	Change from 2 sch to 3 sch value
SWK 538	Social Work with the Aged	SWK	Change	Change from 2 sch to 3 sch value

<b>Undergraduate Course Deletions</b>		
<b>Course Number</b>	<b>Course Title</b>	<b>Proposed Action Detail</b>
<b>College of Education</b>		
HMS350	Leadership in Human Sciences	Delete
HMS443L	Infant Development Lab	Delete
<b>College of Liberal Arts</b>		
PSY275	Abnormal Psychology	Delete
PSY440	Psychology of Perception	Delete
PSY440L	Psychology of Perception Lab	Delete
PSY460	Animal Behavior	Delete
PSY460L	Animal Behavior Lab	Delete
PSY470	Cognitive Psychology	Delete
PSY470L	Cognitive Psychology Lab	Delete
PSY493	Personality Psychology	Delete
PSY493L	Personality Psychology Lab	Delete
<b>College of Science &amp; Mathematics</b>		
MTH306	Concepts and Application	Delete

## Under-Enrolled Classes Spring 2005

**DEFINITION OF UNDER-ENROLLED UNDERGRADUATE CLASS:**

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

**DEFINITION OF UNDER-ENROLLED GRADUATE CLASS:**

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

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

DEPT. COURSE SECTION	NUMBER ENROLLED	CREDIT HOUR	FUNDED HOURS	DAYS / TIME / BUILDING / ROOM / INSTRUCTION TYPE	FACULTY NAME	JUSTIFICATION FOR TEACHING UNDER-ENROLLED COURSE
CJS 414 020	9	3	27	W 0400PM 0630PM F 179 LEC	SULLIVAN, M.	MAINTAIN SEQUENCE
CSC 441 001	9	3	27	MWF 1000AM 1050AM BU 343 LEC	STRADER, R.	GRADUATING SENIORS
HMS 440 201	1	3	3	WEB TBA LEC	UNDERWOOD, R.	FAMILY & CONSUMER SCIENCE ALLIANCE
HMS 540 001	1	3	3	TR 0800AM 0915AM HMS 102 LEC	MARTIN, L.	MAINTAIN SEQUENCE
RHB 220 001	8	3	24	MWF 1100AM 1150AM HSTC 306 LEC	WEBER, W.	MAINTAIN SEQUENCE
RHB 220 701	1	3	3	MWF 1100AM 1150AM HSTC 306 LEC	WEBER, W.	MAINTAIN SEQUENCE
SPH 476 020	8	3	24	R 0430PM 0700PM HSTC 320 LEC	VODOUNOU, V.	MAINTAIN SEQUENCE
SED 460 001	6	3	18	MW 0930AM 1045AM SEM	RUDOLPH, A.	MAINTAIN SEQUENCE
MHL 452 001	9	3	27	TR 1100AM 1215PM M 125 LEC	KING, T.	MAINTAIN SEQUENCE
MTC 526 501	3	2	6	WEB TBA LEC	LIAS, S.	PART OF ONLINE MA/NO ADDNT'L LOAD CREDIT
AGR 300 001	1	3	3		PERRITT, R.	TJC/SFA ANIMAL SCIENCE PROGRAM
HRT 239 001	8	2	16	MW 0900AM 0950AM AG 118 LEC	NORMAN, M	MAINTAIN SEQUENCE
HRT 239L 001	8	1	8	W 0100PM 0250PM AG 118 LAB	NORMAN, M	MAINTAIN SEQUENCE
HRT 417 001	5	2	10	T 1230PM 0220PM AG 118 LEC	NORMAN, M	GRADUATING SENIORS
HRT 417L 020	5	1	5	T 0230PM 0400PM AG 118 LAB	NORMAN, M	GRADUATING SENIORS
FOR 351 001	9	3	27	W 0645PM 0915PM FO 221 LEC	STEPHENS, P.	MAINTAIN SEQUENCE
FOR 464 007	9	3	27	M 0645PM 0915PM FO 221 LEC	KULHAVY, D.	FIRST TIME OFFERING; BUILD REPUTATION
FOR 564 015	4	3	12	MWF 0900AM 0950AM FO 205 LEC	COBLE, D.	FIRST TIME OFFERING; BUILD REPUTATION



ILA 501 070	1	3	3	TBA	SEM	PARTRIDGE, M.	AELI COURSE/NO COST TO SFA
BIO 408 001	6	4	24	MWF LEC	1100AM 1150AM S 228	STEWART, R.	MAINTAIN SEQUENCE
BIO 430 001	4	3	12	TR LEC	0930AM 1020AM S 211	GIBSON, W.	GRADUATING SENIORS
BIO 435 001	9	3	27	MW LEC	1100AM 1150AM S 117	VANKLEY, J.	GRADUATING SENIORS
BIO 437 001	7	4	28	TR LEC	1100AM 1215PM S 137	MCBRAYER, L.	GRADUATING SENIORS
BIO 561 001	3	3	9	MW LEC	1000AM 1050AM S 132	KARATAYEV, A.	MAINTAIN SEQUENCE
BIO 571 001	4	3	12	T	0645PM 0915PM S 132 LEC	BURLAKOVA, L.	MAINTAIN SEQUENCE
BTC 562 451	4	1	4	F LEC	0900AM 0500PM OFFCP TYLER	PANGBURN, M.	MAINTAIN SEQUENCE
BTC 562L 451	4	2	8	TBA	LAB	PANGBURN, M.	MAINTAIN SEQUENCE
CHE 338 001	6	4	24	MWF LEC	0900AM 0950AM C 309	FRANTZEN, A.	MAINTAIN SEQUENCE
CHE 441 001	4	3	12	MWF LEC	1000AM 1050AM C 211	LANGLEY, R.	MAINTAIN SEQUENCE
CHE 470 001	3	1	3	TBA	C 211 SEM	LI, C.	MAINTAIN SEQUENCE
MTH 464 001	9	3	27	MWF LEC	0800AM 0850AM NM 209	CLARK, W.	GRADUATING SENIORS
MTH 505 001	4	3	12	TR LEC	0330PM 0500PM NM 359	MCWILLIAMS, J.	MAINTAIN SEQUENCE
MTH 540 001	3	3	9	TR LEC	1230PM 0145PM NM 201	RICHARDSON, C.	MAINTAIN SEQUENCE
STA 321 001	7	3	21	TR LEC	1230PM 0145PM NM 212	MCCUNE, E.	MAINTAIN SEQUENCE
STA 322 001	4	3	12	MWF LEC	0100PM 0150PM NM 213	CUNNINGHAM, J.	MAINTAIN SEQUENCE
STA 526 001	3	3	9	TR LEC	1100AM 1215PM NM 205	MILLER, G.	MAINTAIN SEQUENCE
NUR 312 702	3	4	12	TR LEC	0930AM 1130AM NM 127	HAIDINYAK, G.	DISTANCE-LEARNING CLASS AT ANGELINA
NUR 317 004	8	5	40	R LEC	0100PM 0300PM NM 125	ARNOLD, D.	MAINTAIN SEQUENCE
NUR 320 004	8	5	40	M LEC	1000AM 1200PM NM 127	ELLISOR, D.	MAINTAIN SEQUENCE
NUR 414 004	7	5	35	R LEC	1000AM 1200PM NM 132	ROBINSON, T.	MAINTAIN SEQUENCE
NUR 417 004	7	5	35	R LEC	0100PM 0300PM NM 125	BAILEY, D.	MAINTAIN SEQUENCE
PHY 511 001	3	4	12	MW LEC	1000AM 1140AM S 318	GRUEBEL, R.	MAINTAIN SEQUENCE
PHY 532 001	3	4	12	TR LEC	0900AM 1040AM S 318	FRIEDFIELD, R.	MAINTAIN SEQUENCE

	TOTAL HOURS GENERATED IN SHORT CLASSES	712	M = Monday
	**SHORT CLASSES AS A % OF TOTAL HOURS	0.55%	T = Tuesday
*ESTIMATED TOTAL HOURS SPRING '05	**	128,894	W = Wednesday
*ESTIMATE FROM OFFICE OF INSTITUTIONAL RESEARCH			R = Thursday
			F = Friday
			S = Saturday
			U = Sunday

**Policies for Board Review  
April 27 & 28, 2005**

<b>POLICY NO.</b>	<b>POLICY NAME</b>	<b>ACTION/CHANGE</b>	<b>PAGE NO.</b>
	Academic Program Review	<b>New</b>	4
	Faculty Code of Conduct	<b>New</b>	9
A-18	Faculty Workload	<b>Major Re-write</b>	12
A-38	Regents Professor	<b>Major Re-Write</b>	20
A-51	Indirect Costs Distribution	<b>Major Re-write</b>	23
A-53	Assessment of Institutional Effectiveness	<b>Re-numbered D-50</b> <b>Updated:</b> Method and format of report submission	25
C-5	Receipts and Deposits	<b>Added:</b> "Housing Operations" <b>Deleted:</b> "Bookstore" "Vending"	26
C-21	Moving Expenses	<b>Added:</b> "Receipts documenting moving expenses must be attached to the Moving Expenses Payment/Reimbursement Form to qualify as a non-taxable reimbursement. Otherwise, the reimbursement amount is taxable to the employee and subject to immediate tax withholding and Form W-2 reporting." <b>Deleted:</b> "Reimbursement to the employee will be made by the Payroll Office upon receipt of documentation (e.g., paid receipts and invoices). The Payroll Office personnel will review all moving expenses (taxable and non-taxable) prior to payment. Payment of taxable amounts will be subject to tax withholdings and year-end W-2 reporting in accordance with current Internal Revenue Service regulations."	28
C-27	Purchases From Employees	Policy Reviewed- No change	30
C-29	Purchase of Used Equipment or Supplies	<b>Major Re-write</b>	31
C-49	Travel Policy	<b>Deleted:</b> All content in "Non Reimbursed Travel" section replaced with content below.	33

		<b>Added:</b> “A travel request is required for any out-of-town University-related travel even if travel expenses are not reimbursed. Examples include travel: <ul style="list-style-type: none"> <li>• for which the traveler does not request or expect reimbursement; or</li> <li>• Paid by another source.”</li> </ul> <b>Updated:</b> Source of Authority, Cross-Reference, Forms	
C-50	Tuition Rebate	<b>Added:</b> “(except that, for the purposes of this program, only the number of semester credit hours earned exclusively by examination in excess of nine semester credit hours is treated as hours attempted),”  2. “. For students concurrently earning a baccalaureate degree and a Texas teaching certificate, required teacher education courses shall not be counted to the extent that they are over and above the free electives allowed in the baccalaureate degree program.”	43
D-24	Parking and Traffic Regulations	<b>Added</b> A separate section for “Employees of Private Contractors”	45
D-42	Digital Millennium Copyright	<b>Added:</b> “Judicial Officer” <b>Updated</b> Source of Authority	63
E-8N	Classified Pay Plan	<b>Replaced by policy E-68: Compensation Plan for Classified &amp; Non-classified Staff approved 2/3/05</b>	66
E-32N	Longevity Pay/Hazardous Duty Pay	Policy Reviewed-No Change	78
E-47.1	Sick Leave Pool	<b>Major Re-write</b>	79
E-58	Family and Medical Leave	<b>Updated:</b> Source of Authority, Contact for Revision	85
E-60	Selective Service Registration	<b>Added:</b> “citizens/nationals” “All males who have reached age 26” <b>Updated</b> Source of Authority	89
E-61	Drug and Alcohol Testing	<b>Major Re-write</b>	91
F-6	Central Receiving	<b>Added:</b> “Departments using LPAs, ProCard or Phone Pos”	96

		"Upon receipt of goods from central receiving, the department will..."	
F-28	Student Service Fee Allocation	<b>Deleted:</b> "A portion of the available funds is set aside for disbursement during the remainder of the fall semester of the allocation year. All student organizations are notified that applications for funds are being received. A pre-set formula that takes into account number of members, length of time the organization has been in existence and the amount of funds available for disbursement is utilized in the allocation of funds."	98

**Academic Program Review****New**

Original Implementation: April 28, 2005

**BACKGROUND**

Academic Program Review (APR) is intended to enhance the quality of academic programs and ensure the ongoing support necessary for continuation, modification, and development of programs. All undergraduate and graduate degree programs fall within this policy.

*Professional or specialized accreditation reports will substitute for the program review document required by this policy. The scheduling of reviews for programs requiring such reports will be modified so the two reports can be produced simultaneously. Any information required by the program review but not included in the professional or accreditation review should be added before the report is submitted as a program review.*

~~Review of programs subject to professional or specialized accreditation will be coordinated with the accreditation or accreditation review whenever possible. The document(s) developed for professional or specialized accreditation reviews may already provide the essential requirements of APR and, thus, may also be used for this purpose. Although some programs may choose to use the self-study developed for their professional accreditation as one of the elements of the APR, it is important to note that accreditation reviews serve a different purpose than that of institutional academic program reviews.~~

~~In some cases, (T)he provost, dean, or department chair may recommend that a the program which has very low enrollments be subject to an independent (external) evaluation to help assist in assessing the program and determine if new strategies to increase enrollment are warranted.~~

The following definitions help in distinguishing terms used throughout this document:

- An *academic program* is a structured grouping of coursework designed to meet an educational objective leading to a baccalaureate or post-baccalaureate degree, a minor, or a teaching credential.
- A *department* is an administrative unit that may manage one or more academic programs.

**PURPOSE**

The goal of Academic Program Review is to improve the quality and viability of each academic program. Academic Program Review serves to encourage self-study and planning within programs and to strengthen connections among the strategic plans of the program, the college, and the university as a whole. Academic program reviews provide information for curricular and budgetary planning decisions at each administrative level. In turn, resources needed for growth, continuation, or modification of programs can be included in planning processes.

**PROCESS SUMMARY**

The academic program review process is intended to close a circle of self-inquiry, review, and improvement. The basic components of APR are the following:

- A self-study, recommendations, and implementation plan completed by the faculty associated with the program and in some cases, an *external* evaluation.
- Review and recommendations by the college

- Review and recommendations by *the University Program Review Committee*. ~~appropriate university governance committees [Note: faculty involvement is crucial to this process. We need to consider how best to structure this.]~~
- Final approval by the Provost.

The process can be summarized as follows:

1. The Office of the Provost announces the programs to be reviewed one year prior to the completion date of the self-study along with its recommendations and implementation plan.
2. The program representative(s), program administrator, dean and Institutional Research establish a schedule for completion of the review within the university's timeline for review.
3. For accredited programs, the provost, in consultation with the college dean and the program administrator, will determine whether the accreditation review process covers the essential elements of APR.
4. The program representative conducts the self-study and then prepares recommendations and a suggested implementation plan along with the budgetary/resource issues identified in the self-study.
5. The college reviews the self-study, requesting additional materials as needed, and makes recommendations. A copy of the self-study and implementation plan is forwarded to the Office of the Provost for distribution to the *University Program Review Committee*. — ~~[appropriate faculty governance committees]~~.
6. The *Program Review Committee* ~~[appropriate committee(s)]~~ reviews the self-study, recommendations, and implementation plan of the program and makes recommendations.
7. The program representative(s), the program administrator, the college dean, *the representative of the Program Review Committee*, and the provost meet to discuss recommendations.
8. The program administrator, in collaboration with the dean, submits to the provost a final implementation plan that identifies resource needs consistent with the recommendations of reviewing committees, and consistent with the college mission and strategic plan. *Programs responsible for core curriculum courses and those programs that teach courses in the Honors Program may also factor needs resulting from such participation into their resource needs.*
9. A copy of the self-study, recommendations, and action plan is submitted to Institutional Research
10. Institutional Research submits a year-end report to the Board of Regents on the program reviews completed that year.
11. Academic Affairs and the individual college builds the program review recommendations into planning for the coming year(s).

### **ROLES AND RESPONSIBILITIES**

Academic program review is a comprehensive and periodic review of academic programs and General Education. APR is a function of the Provost, in conjunction with the deans and academic governance, and is supported by Institutional Research. Since APR is the major assessment of all academic programs, appropriate support should be given to programs to ensure a thoughtful, critical appraisal of the program.

Academic programs should be reviewed periodically at intervals of five years. This schedule may be accelerated in individual cases either at the discretion of the Provost or college dean or in compliance with recommendations from prior program reviews. Wherever possible, APR's will be coordinated with specialized accreditation reviews.

## ELEMENTS OF THE SELF-STUDY

**Introduction and update since last review.** How has this discipline/field changed over the past five years? How has your curriculum changed to address these developments? What actions have been taken in response to recommendations made in any previous reviews?

**Commitment to student learning.** What are the learning goals of your program? How do you measure that students are achieving these goals? How do you gather and use data collected in your assessment program? For undergraduate programs, identify the general education goals/skills that are most critical for majors entering your program. What is your assessment of student achievement in these goals/skills as they enter your major courses? On what evidence do you base this assessment?

**Describe enrollment trends in the program for the past five years.** Provide an analysis of how successful the program is in recruiting, retaining and graduating students. Include information about service courses (for other majors, general education, remediation) if appropriate.

**Does faculty expertise cover the breadth of the program?** Please report how faculty members are engaged and supported in *development of expertise and skills required to strengthen the program and how they are engaged in scholarship, research, and/or creative activity.*

**Recommendations and implementation plan.** What are the recommendations of the program in response to this review? Provide the plan that shows implementation of these recommendations and projections for the program for the next five years. In the course of your plan, please address the following:

- ❖ Are *there* any changes *you can reasonably* anticipated in the profile of the students in your program, including number and types of students?
- ❖ What curricular changes are planned? What scheduling changes are planned? How will the program contribute to non-traditional modes of delivery (i.e. short courses, web, TV)?
- ❖ What types of human, fiscal and physical resources are needed to implement your enrollment projections and recommendations?

A preliminary draft should be included with the self-study; however, the final draft should reflect not only the views of the program faculty but also recommendations by university committees. The final implementation plan will result from discussion and consultation among the self-study coordinator, the department chair, the dean of the college, and the provost. The implementation plan will link the program plans and goals to those of the college and university and will guide the activities of the program for the subsequent five years.

## DATA APPENDICES:

### Information provided by the Office of Institutional Research

STUDENT DATA (5-year history)

Student enrollment (major, minor, ~~concentration, options, emphases~~)

Student/ethnicity/gender/~~age~~

Student grade distribution; GPA



Student retention rates, ~~completion rates~~, degrees awarded

FACULTY & faculty workloads (5-year history)

~~Faculty release time~~

Student/faculty ratio

Course History (~~tenured, tenure-track, adjunct, part-time instructors~~)

CURRICULUM DATA (5-year history)

Course enrollment history

Student credit hour generation

~~Department pass rates~~

OTHER

Senior exit survey responses

~~Alumni survey responses~~

### TIMELINE

Normally the process will occur within the following timeline

<i>Target Date</i>	<i>Activity</i>	<i>Responsible Party</i>
<del>Sept</del> April:	Departments are notified of Program Review	Provost
<del>Oct</del> May	Self-Study Coordinator Identified	Program
<del>Nov</del> June-August	Program review workshops held For Self-Study Coordinators/ <del>Program Faculty</del>	Institutional Research
<del>Sept-Dec.</del>	<i>Program faculty make necessary Decisions for program review</i>	<i>Program Faculty</i>
Jan-Mar <i>Coordinator</i>	Self-study, Recommendations,  Implementation Plan due to College	Program <i>Self-Study</i>
May	Draft report to dean	Program
<del>Sept-Oct</del> May-August	College Review completed. Document forwarded to <del>faculty governance</del> <i>University Program Review Committee</i> and provost office	College
Nov-Dec	Review by faculty governance and provost	
Dec	Provost meets with dean/department reps Approval of implementation plan	

Jan	Final document to Office of Institutional Research with copy to College.	
Feb	Summary document regarding all reviews forwarded to Board of Regents	Provost

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

**Cross Reference:** None

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

**Forms:** None

## **Faculty Code of Conduct**

## **E-XXX**

Original Implementation: April 28, 2005

**Purpose:** This is to establish standards of conduct for the faculty of Stephen F. Austin State University.

### **PROCEDURE**

1. Tax-supported colleges and universities must function in accordance with the public trust, and actions by faculty within them must be consistent with the execution of that trust.
2. The following offenses are hereby defined to exemplify and define actions that are in breach of that trust:
  - a. Plagiarism;
  - b. Forgery, unauthorized alteration or use of university documents, records, or identification materials;
  - c. Knowingly furnishing false information to the university;
  - d. The use of violent or other forceful methods to obstruct the functions of the university, which include teaching, research, administration, public service, presentations by guest lecturers and speakers, and other authorized activities;
  - e. Physical abuse of any person on university-owned or controlled property or at university-sponsored or supervised functions, or conduct that threatens or endangers the health or safety of any such person;
  - f. Theft of or negligent damage to the university or to the property of a member of the university community or campus visitor;
  - g. Unauthorized entry to or use of university facilities;
  - h. Unlawful manufacture, distribution, dispensing, possession or use of controlled substance, or any substance the possession or distribution of which is regulated by federal or Texas law, except where the manufacture, distribution, dispensing, possession, or use are in accordance with the laws of each;
  - i. Lewd, indecent, or obscene conduct on university-owned or controlled property or at a university-sponsored or supervised function; and
  - j. Violation of other promulgated university policies or rules.

3. Each faculty member is required to notify the University of any Felonious Criminal Conviction no later than five days after such conviction.
4. Violations of the standards established in this policy can result in the assessment of a penalty ranging from an oral reprimand to separation from the University. Tenured and tenure-track faculty members are also subject to standards and procedures in Tenure Policy E-50A.
5. Each faculty member employee shall be required to abide by the terms of this policy as a condition of employment.
6. Violations of the standards established in this policy should immediately be brought to the attention of the chairperson to whom the individual is responsible and the dean of the college. The provost/vice president for academic affairs in consultation with the chairperson and the dean will decide whether the allegation is true and what action should be taken. The university president is the next superior level of administrator who will be fully informed of the allegation and the results of any further inquiry or required action.
- ~~7. Alleged violations of the standards established in this policy should be reported immediately in writing to the chair of the accused faculty member's department. After notifying the faculty member in writing of the accusation, the chair will conduct a careful and thorough investigation of the allegations. If the chair determines that there is no factual basis for the allegation, the chair will provide a written statement of the findings to the accused faculty member and the dean. If the chair determines that there is factual basis for the allegations, the chair will provide a written report of fact and any recommended actions to the accused faculty member and dean of the college. The accused faculty member will be allowed to attach a letter of response to the chair's report and recommendations to the dean. The dean will consider the department chair's report and any response from the faculty member and investigate the alleged violations. If the dean determines that there is no factual basis for the allegation, he or she will provide a written statement of the findings to the accused faculty member. If the dean determines that there is a factual basis for the allegations, he or she will provide a written report of fact and any recommended actions to the accused faculty member, the department chair, and the Provost and Vice President for Academic Affairs. The accused faculty member will be allowed to attach a letter of response to the dean's report. The Provost and Vice President for Academic Affairs will consider the reports from the chair and dean and any responses from the faculty member and determine if additional investigation of the allegations is warranted. Following any additional investigation, the Provost and Vice President for Academic Affairs will determine whether the allegation is valid and any resulting action. The Provost and Vice President for Academic Affairs will provide a written report of his or her findings and recommendations to the accused faculty member, the department chair, the dean, and the President.~~
- ~~8.7.~~ Faculty may appeal disciplinary action taken pursuant to this policy by following the appeal procedure outlined in Guarantees Relating to Matters other than Termination and Non-Renewal of Contracts E-26A or Tenure Policy E-50A.

**Source of Authority:** President, Board of Regents

**Cross Reference:** E-50A Tenure Policy

C-46 Discrimination Complaints/Sexual Harassment  
C-42 Property Inventory and Management  
B-1 Use of University Facilities  
E-5 Alcohol/Drug Free Workplace  
E-26A Guarantees Relating to Matters other than  
Termination and Non-Renewal of Contracts

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

**Forms:** None

## **Faculty Workload**

**A-18**

Original Implementation: November 4, 1977

Last Revision: April 28, 2005

### 1.0 – GENERAL POLICY

The mission of Stephen F. Austin State University (SFASU) 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.

SFASU maintains a faculty workload policy in accordance with section 51.402 of the Texas Education Code. When allocating workload, chairs and deans should make assignments within available funding and resources and in consideration of the needs of the students, faculty, department, college and university as a whole. The Provost has the authority to approve departures from established standards where considered necessary for the academic advancement of the university.

Faculty members have an institutional and professional obligation above and beyond organized teaching. All faculty are expected to be engaged in individual research, scholarship, creative work and professional service activities. These responsibilities are an integral part of the faculty member's obligation in his/her fields. In addition, recognized activities include classroom teaching, standard office hours, student advising and counseling, student recruitment, course and curriculum development, supervision of graduate student research, assistance in academic administration, and other academic commitments that contribute to the overall enrichment of the faculty members, students and university community. Professional responsibilities may also include committee service, continuing education and other service to the university.

### 2.0 TEACHING LOAD STANDARDS AND EQUIVALENCIES

The standard full-time load at SFASU is 24 Teaching Load Credits (TLC) for the combined (fall and spring) semesters. In certain circumstances, a faculty member may teach fewer than 12 TLC in one semester. Normally, a faculty member should teach no more than 18 TLC in one semester.

Credit hours and contact hours used in the calculation of teaching load credits should be based on the university reporting system course inventory on file in the Registrar's office. Inventoried course contact hours should reflect the faculty-to-student interaction time.

The 12<sup>th</sup> class day enrollment is used for calculating teaching load credits that are based on enrollments.

Lecture, seminar and laboratory course types are considered 'organized' classes.

Section 3.0 addresses possible exceptions from the standard teaching load.

## 2.1 Teaching Load Credit (TLC) Equivalencies

### 2.11 Lecture, seminar and laboratory course types

When the credit hour value of the course is equal to or more than the contact hour value: undergraduate courses generate 1 TLC per semester credit hour (SCH) value of the course; graduate courses generate 1.5 TLC per SCH.

If the contact hour value of the course exceeds the credit hour value of the course, contact hours are used for the calculation of teaching load credits. Undergraduate courses with these characteristics generate 0.667 TLC per contact hour; graduate courses generate 1 TLC per contact hour. The maximum value for this type of course is 6 TLC per course.

In undergraduate courses where the student enrollment is 100 to 119 in a given section, a rate of 1.5 TLC per SCH value of the course will be used. When enrollment is 120 or more in a given section, a rate of 2.0 TLC per SCH value of the course will be used. With available funding, a department chair may choose an alternative, such as a teaching assistant, in lieu of additional teaching load credit for a large class size.

Recital attendance courses, modern language laboratories and military science courses are exceptions where no TLC is generated.

### 2.12 Practicum course types

Due to the varying nature of practicum course types, TLC generally should be based on the following provisions; however, each department chair and dean should exercise judgment when allocating credit for practicum course types based on number of students, contact hours, and other variable factors.

Music, art and nursing practicum courses generate 0.667 TLC per contact hour value of the course. Undergraduate and graduate rates of accumulation are the same.

Supervision of student teaching and internships (pre-kindergarten – 12) is based on the number of students enrolled. Undergraduate and graduate courses generate 0.5 TLC per student. Each student will count only once per semester under each supervising faculty member.

Other practicum and internship courses generate 0.5 TLC per undergraduate course contact hour and 0.75 TLC per graduate course contact hour.

The maximum value for these types of courses is 6 TLC per course.

### 2.13 Private lesson course types

Private lesson course types use a combination of contact hours and student enrollment for the production of TLC. For each course, the contact hours (at a rate of 0.667 per contact hour) are multiplied by the number of students enrolled to equal the TLC generated. Faculty teaching private lessons are required to meet an additional hour each week with their collective group of private lesson students. Therefore, an additional 0.667 TLC will supplement the total workload of each faculty member teaching these course types.

#### 2.14 Master's thesis and dissertation course types

Master's thesis courses generate TLC at rate of 0.6 TLC per student enrolled. The maximum TLC for these course types is 3 TLC per semester. For a specific master's requirement, a single student may count no more than twice (one time for two different enrollment periods) toward a faculty member's teaching load.

Dissertation course TLC generation varies by discipline. Chairs and deans of doctoral programs will assign TLC based on the discipline-specific needs and available resources.

Master's thesis and dissertation course type credits may be granted with available funding and without adverse effect on the academic department teaching responsibilities.

#### 2.15 Variable credit courses

Teaching load credits for variable credit courses will be counted once per semester course assignment using the maximum credit hour value for which a student is enrolled.

#### 2.16 Cross-listed or composite courses

Courses approved for cross-listing will count as a single course accumulating teaching load credits. In cases where differing TLC values are generated per course listing, proportional weight will be calculated using total enrollments by listing and reported as a weighted TLC value per course.

Courses assigned to multiple instructors will generate TLC proportional to the percent of assigned responsibility for each instructor.

#### 2.17 Independent Study

Independent study course enrollments should be approved by the chair and dean prior to student registration.

Independent study courses generate TLC based on the course credit hour value and number of students enrolled. If the course meets the minimum class size requirement (ten students for an undergraduate course and five students for a graduate course), the TLC is equal to the credit hour value for the course. In courses where the minimum class size is not met, TLC is calculated by a proportion weight based on the minimum class size requirements (described above). The undergraduate factor is determined by the course credit hour value (up to 3) divided by 10; the graduate factor is determined by the course credit hour value (up to 3) divided by 5. The calculated factor is further multiplied by the number of students enrolled to generate the final weighted TLC for the course. The maximum TLC for these types of courses is the maximum credit hour value for which a student is enrolled per course. Faculty providing independent study instruction must be assigned as the faculty of record in order to receive TLC for the course.



## 2.18 Summer teaching

When summer teaching load assignments are granted or required (SFASU policies A-18A Summer Teaching Appointments and E-7A Chair Teaching Load), the standard summer full time teaching load is typically two organized classes generating 6 TLC for one term or four organized classes generating 12 TLC for both summer terms combined. Chairs and deans may approve varying summer TLC assignments based on specific program needs and available funding.

## 3.0 TEACHING LOAD EXCEPTIONS

Planned standard teaching load reductions or exceptions for the academic year may be requested by faculty members through their respective academic chair and dean. All exceptions must be approved prior to the census date of the semester for which the exception is requested. These exceptions must be noted on the annual Faculty Activity Report. Emergencies or unexpected teaching load changes should be approved by the appropriate chair and dean and reported to the Provost.

The dean may request either a change in the teaching load OR additional compensation for teaching load exceptions in accordance with section 3.1 below.

### 3.1 Teaching Load Exception Types

Exceptions to the standard teaching load may be granted under the following categories:

#### 3.11 Administration

A reduction in teaching load may be granted to a faculty member who is the academic department chair (SFASU policy E-7A Chair Teaching Load).

#### 3.12 New Faculty

An academic dean may recommend to the Provost release time for a tenure track faculty member teaching in his/her first year as a part of the initial written contract with the new faculty member. The recommendation for release time may include both or either of the first two semesters (fall and spring) of employment to develop new course material or further his/her research agenda. A maximum of three teaching load credits per applicable semester may be granted.

#### 3.13 Other Exceptions

Reductions in teaching may be granted upon the recommendation of the appropriate chair and academic dean. The dean or Provost may award credits to faculty for extraordinary assignments in teaching, research, administration, select committee appointments, programmatic or accreditation requirements or other instructional activities. Unusual exceptions may also be approved by the Provost.

#### 3.14 Teaching Overloads

Overload assignments may be considered for approval from the chair and dean. Overloads assignment will be approved based on the needs of the department and available funding. (See SFASU policies A-37 Overload Assignments and E-9 Compensation in Excess of Base Salary.)

#### 4.0 COMPLIANCE

##### 4.1 Department Chair/Program Director

Each department chair or program director will assign faculty a fair and reasonable workload in accordance with this policy and approve an official faculty workload report for each faculty member.

##### 4.2 Dean

Academic deans will monitor faculty workloads under their authority in accordance with this policy and approve official reports submitted by respective chairs. The dean must ensure entry of initial faculty workload data and approved data updates into the University's reporting system *via the Office of Institutional Research.*

##### 4.3 Provost

The Provost must monitor the procedures for reporting and certifying faculty workloads. In addition, the Provost must ensure that the official Faculty Workload Reports are prepared for review and action by the SFASU Board of Regents. The Provost is also responsible for handling an appeal process regarding workload from faculty members who have not been able to resolve issues within their department or College.

##### 4.4 President

The President of the University shall submit the official Faculty Workload Reports to the SFASU Board of Regents for their review and action.

**Source of Authority:** Texas Education Code section 51.402; Board of Regents; President; Provost and Vice President for Academic Affairs

**Cross Reference:** SFASU policies A-18A Summer Teaching Appointments, A-37 Overload Assignments, E-6A Chair Appointments, E-7A Chair Teaching Load, and E-9 Compensation in Excess of Base Salary

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

**Forms:** Faculty Activity Report, Faculty Workload Report

**Regents Professors****A-38**

Original Implementation: October 1979

Last Revision: April 28, 2005

Recognition by the Board of Regents as a Regents Professor is the highest honor that the university has in its authority to bestow upon a member of the faculty. This honor is reserved for faculty members who are well-rounded and exemplary in teaching, research, and service and who serve as role models to the university community.

1. Only tenured full professors who have served for a minimum of ten years at SFA and who have been in rank for a minimum of five years are eligible for nomination.
2. Faculty members may be nominated on the basis of extraordinary merit in Teaching or Research. In either case, however, the nominated professor should be a well-rounded and exemplary member of the faculty.
3. A faculty member may be nominated by a department chair, a dean, or a Regents Professor.
4. The department chair is normally responsible for convening a panel of at least three full professors. (In the event that the nominee is a department chair, the dean will appoint a senior professor to convene the appropriate panel.) All dossiers should include: a current curriculum vitae, a statement of teaching philosophy, copies of all student evaluations for the past 3-5 years, and grade distributions. In addition, service to professional organizations, to the campus, and to the community should be documented. Nominations in the research category should include a detailed history of grant activity and publication as well as a narrative that traces and projects the nominee's research career. Further, research nominations should normally include at least three external letters of support from researchers in the field who are asked to review the nomination. Nominations in the teaching category should include peer reviews of teaching as well as student evaluations.
5. The panel will write a narrative in which the worthiness of the case for Regents Professor is assessed. This narrative is added to the dossier. The dossier then proceeds to the department chair, who makes an independent recommendation with regard to the nomination. The chair's recommendation becomes part of the dossier.
6. The dean will convene a panel of at least three full professors to review the dossier and make a recommendation on behalf of the College faculty; the panel recommendation becomes part of the dossier. Subsequently, the dean reviews the dossier and all accompanying materials and makes an independent recommendation. The dean's recommendation becomes part of the dossier.
7. The individual colleges submit nominations to the Provost. The Provost has the responsibility of constituting a review committee from the ranks of former Regents Professors. In order to ensure active participation, the Provost will poll Regents Professors about their interest and willingness to serve on such a review panel. A ballot will be constructed from the names of willing persons, and the Regents professors will vote to elect a pool of potential reviewers.

The Provost will annually name a review committee that includes five Regents professors. The committee should be constructed with some attention to disciplinary balance and to balance

of research/teaching strengths. The committee may not include any person who is from the home department of a current nominee.

The review committee will examine the dossiers; then, the committee meets and selects one nominee in the research category and one in the teaching category. However, on account of the distinction and achievement required of Regents Professors, the committee may *decide not to nominate for one or both categories* ~~forward only one name or no name~~ in any given year.

8. All of the dossiers will be reviewed by the college deans. The deans' review takes place independent of the review by Regents Professors, i.e., neither group is apprised of the other's recommendations. The deans will vote by ballot.

9. The Provost receives the nominations from the committee of Regents Professors and the ballots from the deans. The Provost then makes a recommendation to the Board of Regents, through the President, for up to two awards annually – one in teaching and one in research. However, on account of the distinction and achievement required of Regents Professors, the Provost may *decide not to nominate for one or both categories* ~~forward only one name or no name~~ in any given year.

10. The designation as Regents Professor may be made only by the Board of Regents.

11. Faculty members who are honored as Regents Professors receive a medal at commencement, a one-time stipend, and are invited to address the campus community during their year as Regents Professor.

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

**Cross Reference:** None

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

**Forms:** None

## Indirect Costs Distribution

A-51

Original Implementation: October 26, 1999

Last Revision: ~~April 30, 2002~~ April 28, 2005

Indirect costs are those incurred for a common or joint purpose which benefit more than one University department/activity, and which are not readily assignable to a specific department/activity. They are sometimes referred to as overhead ~~costs~~ *costs*. In some instances, grantors and funding entities agree to reimburse the University for overhead expenses of conducting research, education and service projects. This policy establishes guidelines for the use of such reimbursements.

*The Texas Education Code, Section 145.001*, provides that recovered indirect costs can be retained by State universities ~~according to the provisions of the General Appropriations Act. It also provides that at least 50 percent of the recovered costs be expended in support of research activities, and the remaining funds can be used for paying overhead costs to support and encourage further research.~~ The revenue from indirect cost reimbursements to Stephen F. Austin State University will be allocated as follows:

1. To the Office of Research and Sponsored Programs (ORSP) an amount sufficient to cover the total actual costs of operations. *Any significant change proposed for the ORSP budget will be reviewed by the Academic Affairs Council, with recommendations made to the Provost and Vice President for Academic Affairs.*

2. ~~Thirty-Fifty~~ percent (30/50%) of any remaining revenue (after Step 1) to the ORSP to be distributed to academic units that generated the recovered indirect costs. Such units shall expend the funds for projects encouraging further research, including, but not limited to:

- a. conducting pre-grant feasibility studies
- b. preparing competitive proposals for sponsored programs
- c. purchasing capital equipment directly related to expanding the research capability of the institution
- d. research or project administrative costs not covered by the funding entity
- e. *supporting new researchers pending external funding*

3. Any remaining funds shall be expended to support research and sponsored programs at Stephen F. Austin State University according to the provisions of the Texas Education Code, Section 145.001.

The ORSP shall make distributions to academic units as recommended by the University Research Council and approved by the *Provost and Vice President for Academic Affairs*. The distributions will be made at the close of each fiscal year, based upon the previous year's indirect cost reimbursements. No allocations will be made to academic units in any year in which the total indirect costs recovered are less than the actual ~~amount expended by the ORSP~~ *cost of operation of ORSP*.

**Source of Authority:** Texas Education Code, Section 145.001, *as amended*; Provost and Vice President for Academic Affairs

**Cross Reference:** None

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

**Forms:** None

**Assessment of Institutional Effectiveness****A-53D-50**

Original Implementation: Unpublished

Last Revision: ~~January 25, 2000~~ April 28, 2005

It is the policy of Stephen F. Austin State University to engage in systematic, broad-based, interrelated, and appropriate planning for and evaluation of its educational activities and of its administrative and educational support services. Annually, each unit of the institution will *electronically* submit two institutional effectiveness documents:

1. A plan for the year to come specifying the unit's goals and objectives for that year, and describing how achievement of objectives is to be measured or assessed. The goals of the unit must be consistent with the University's mission and with the unit's own mission.
2. A report covering the preceding year specifying the results of assessment of the unit's stated objectives for that year and detailing what changes and improvements have resulted from that assessment activity.

~~3. Each of these~~ *The institutional effectiveness documents should be sent through the appropriate supervisory channel to the appropriate Vice President/Provost or President. t-responsible for the unit. Vice Presidents* Each unit will forward final electronic copies to the Office of Institutional Research.

The format of these documents may be ~~specified by the Vice President for Academic Affairs~~ *determined by accreditation requirements.*

**Source of Authority:** President**Cross Reference:** None**Contact for Revision:** President**Forms:** None

## Receipts and Deposits

C-5

Original Implementation: Unpublished

Last Revision: ~~April 30, 2002~~ April 28, 2005

### Receipts

The University must account for all sales and receipts. Employees accepting payment of any kind, for any reason, must issue each payer an official University receipt in a form approved in advance by the Controller.

Cash registers used for recording sales must be equipped to issue numbered sales receipts showing the amount and description of the sale. Departments authorized by the Vice President for Business Affairs to collect funds, but which do not have cash registers, will use an official receipt book issued by the University Business Office. These receipts are to be handwritten in ink by an authorized employee. The employee issuing the receipt must:

- complete the receipt by entering detailed information in every blank,
- sign the receipt, and
- give the payee the original receipt.

The appropriate copy of the receipt should be sent to the University Business Office with the deposit (see *Deposits*, below). The non-perforated copy of the receipt will remain in the receipt book.

Receipts should never be altered. If a correction is necessary, the original receipt must be voided (with explanation noted) and a new receipt issued. The original of the voided receipt should be sent to the University Business Office along with the copy of the new receipt.

All receipt books must be available in the department for audit.

### Sales Tax

Departments are responsible for collecting applicable sales tax and reporting it to the University Business Office on the Deposit Summary form.

### Deposits

Some University departments are authorized to make deposits directly to the bank via courier service provided by the University Police Department (UPD). These departments are:

University Business Office, ~~Bookstore~~, Ticket Office, University Center, Business Office, ~~Housing Operations~~ ~~Vending~~, and Athletics. All other departments will hand-deliver their



deposits to the University Business Office, which will then incorporate the funds into the University's main daily deposit.

Each department that makes deposits directly to the bank via UPD courier shall hand-deliver the Deposit Summary form to the University Business Office on the deposit date. Immediately after the deposit is made, the UPD courier will hand-deliver the University's copy of the deposit slip to the University Business Office. There, the deposit slip will be compared to the Deposit Summary form to verify they balance. A University Business Office teller will then enter the deposit data into the University's online Financial Records System (FRS).

Each department that makes deposits to the University Business Office will be provided with two lockable deposit bags and keys. The department shall prepare the Deposit Summary form and place it in the deposit bag with the cash, checks, original credit card receipts, and the appropriate copy of the handwritten receipts. The locked bag will then be hand-delivered to the University Business Office by a departmental representative. The representative will leave the deposit with the teller, and sign for and take the empty deposit bag from the previous deposit. Subsequently, the University Business Office teller will verify that the receipts and the funds balance, and will enter the deposit data into FRS. The teller will lock the empty bag and store it until the departmental representative returns with another deposit.

Departments may view the applicable account(s) in FRS to confirm the deposit data entered by the University Business Office.

All funds (including overages) must be deposited promptly. Receipts of \$25 or more must be deposited no later than the next working day. Receipts less than \$25 must be deposited within four working days. Checks must be endorsed with the University stamp immediately upon receipt. No department may use any funds for any purpose prior to depositing them.

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

**Cross Reference:** None

**Contact for Revision:** Controller

**Forms:** [www.sfasu.edu/controller/sfa\\_idt.html](http://www.sfasu.edu/controller/sfa_idt.html)

**Moving Expenses****C-21**

Original Implementation: December, 1988

Last Revision: ~~April 30, 2002~~ April 28, 2005

Payment for actual moving expenses of newly hired employees may be made from non-appropriated funds. However, payment of moving expenses is not an entitlement. It is an option, *with terms* to be agreed *upon* between the University and the prospective employee in advance. Prior approval of the University President is required.

Moving expenses can be paid by either of two methods:

- ☐ 1. Direct payment to vendor (preferred method)
- ☐ 2. Reimbursement to new employee (*Receipts documenting moving expenses must be attached to the Moving Expenses Payment/Reimbursement Form to qualify as a non-taxable reimbursement. Otherwise, the reimbursement amount is taxable to the employee and subject to immediate tax withholding and Form W-2 reporting.*)

The Payroll Office will coordinate all payments for moving expenses, regardless of which method of payment is used. Payroll forms *and the Moving Expenses Payment/Reimbursement Form (available at [http://apache.sfasu.edu/sfa\\_forms/fill\\_in\\_forms.shtml](http://apache.sfasu.edu/sfa_forms/fill_in_forms.shtml))* must be completed before any moving expense can be processed for payment.

Direct payment to vendors, such as to professional moving companies, *also requires will be made by the Accounts Payable Office upon receipt of an approved purchase order and invoice. Reimbursement to the employee will be made by the Payroll Office upon receipt of documentation (e.g., paid receipts and invoices).*

~~The Payroll Office personnel will review all moving expenses (taxable and non-taxable) prior to payment. Payment of taxable amounts will be subject to tax withholdings and year-end W-2 reporting in accordance with current Internal Revenue Service regulations.~~

**Source of Authority:** President

**Cross Reference:** None

**Contact for Revision:** Controller

**Forms:** ~~None~~ *Moving Expenses Payment/Reimbursement Form (available at [http://apache.sfasu.edu/sfa\\_forms/fill\\_in\\_forms.shtml](http://apache.sfasu.edu/sfa_forms/fill_in_forms.shtml))*

**Purchases From Employees**

Original Implementation: Unpublished

Last Revision: ~~April 30, 2002~~ April 28, 2005

The purchase of PRODUCTS from any officer or employee of the State of Texas or any of its agencies is prohibited unless the price is equal to or less than that which can be obtained from any other known and ethical source, regardless of the dollar amount. Possible conflicts of interest are to be avoided whenever possible.

Documentation showing comparative or bid pricing from a minimum of two other sources is required on any Procurement Card purchase, LPA, Purchase Order, or voucher submitted for payment to an employee of the State of Texas or any of its agencies.

A request to purchase SERVICES from any officer or employee of Stephen F. Austin State University must be initiated by submitting an additional compensation form to Human Resources. The request will not be considered unless the service being performed is significantly different from the employee's regular duties. See Policy E-9 Compensation in Excess of Base Salary.

**SOURCE OF AUTHORITY:** Vice President for Business Affairs

**CROSS REFERENCE:** Policy E-9 Compensation In Excess of Base Salary

**CONTACT FOR REVISION:** Director of Purchasing and Inventory

**FORMS:** None

**Purchase of Used Equipment or Supplies****C-29**

Original Implementation: June 1, 1983

Last Revision: ~~February 3~~ April, 28 2005

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:

***For Orders \$5000 or Less:***

*Include the following statement on the purchase order and insure that the vendor receives a copy of the purchase order:*

*By delivering the goods named herein, the Seller warrants that the goods shall conform to the description stated herein and shall perform and/or serve the ordinary purposes for which such goods are used. Goods failing to meet the above warranty may be returned at no cost to the University within 30 days of the receipt of goods. Notwithstanding, other warranty terms exceeding that stated herein shall prevail.*

***For Orders Greater than \$5000:***

- ~~1. Competitive bidding or catalog purchase~~ Best Value solicitations in accordance with best value the appropriate 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 the quality and condition of the goods/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 on the ITS Forms Server)

**Travel****C-49**

Original Implementation: October 31, 2000

Last Revision: ~~February 3, 2005~~ April 28, 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 reimbursed for **actual** 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 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, DC

Before traveling to Washington, DC, 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 of State Agency Travel to Washington, DC (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. 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. 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 reimbursable expenses paid by the employee, 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 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 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 his 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.

Meal expenses with overnight stay are reimbursed on a per diem basis, as follows:

	<u>IN-STATE</u>	<u>*OUT-OF-STATE</u>
Breakfast	\$ 5.00	17% of locality-based allowance

Lunch	\$10.00	33% of locality-based allowance
Dinner	<u>\$15.00</u>	50% of locality-based allowance
Total	\$30.00	

\* 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:

Breakfast Travel includes 6:00 a.m. - 8:00 a.m.

Lunch Travel includes 11:30 a.m. - 1:30 p.m.

Dinner Travel includes 6:00 p.m. - 8:00 p.m.

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.

Meal expenses without overnight stay are reimbursable, not to exceed \$25.00 per day. 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 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 his own expenses.
- Receipts are not required except for meal expenses for 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 by the employee's odometer. When one or both locations are not in the Mileage Guide database, the number of reimbursable miles is calculated 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~~ *may only* claim his *own* 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 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. 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 wishing 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 University cannot reimburse an employee for the cost of air transportation by 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 employee to pay and 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.

### **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.

~~If~~*If the group sponsor/advisor is an employee, he* 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.

**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 (*available at Travel Website*).

### **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:~~

~~A travel request is required for any out-of-town University-related travel even if travel expenses are not reimbursed. Examples include travel:~~

- ~~• regarded as official University business, but for which University funds are not approved;~~
- ~~• for which the traveler does not request or expect reimbursement; or~~
- ~~• which has been paid by another source.~~
- ~~• 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. *Faculty members requesting to leave campus for travel that is not university-related should notify their department chair and dean; if the absence will be for a day or longer, faculty should file a leave request but do not need to file a travel request.*

**Source of Authority:** Texas State Comptroller; Vice President for Business Affairs; State Travel Management Program of the General Services Commission; Internal Revenue Service; *Provost* and 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~~*of* State Agency Travel to Washington, D.C. ~~and Travel Request-Prospective Employee~~ (both 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.

**Tuition Rebate****C-50**

Original Implementation: January 30, 2001

Last Revision: ~~None~~ April 28, 2005

Section 54.0065 of the Texas Education Code authorizes a tuition rebate of up to \$1,000 for certain undergraduates. The purpose of this program is to provide a financial incentive for students to complete their baccalaureate studies with as few courses outside the degree plan as possible. Minimizing the number of courses taken by students results in financial savings to students, parents, and the State. To be eligible for rebates under this program, students must meet all of the following conditions:

- ~~1-3.~~ they must have enrolled for the first time in an institution of higher education in the fall 1997 semester or later,
- ~~2-4.~~ they must be requesting a rebate for work related to a first baccalaureate degree received from a Texas public university,
- ~~3-5.~~ they must have been a resident of Texas; ~~must have attempted all coursework at a Texas public institution of higher education,~~ and have been entitled to pay resident tuition at all times while pursuing the degree, and
- ~~4-6.~~ they must have attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree under the General Bulletin under which they graduated. Hours attempted include transfer credits, course credit earned exclusively by examination, *(except that, for the purposes of this program, only the number of semester credit hours earned exclusively by examination in excess of nine semester credit hours is treated as hours attempted)*, courses ~~that are~~ dropped after the official census date, for-credit developmental courses, optional internship and cooperative education courses, and repeated courses. Courses dropped for reasons that are determined by the institution to be totally beyond the control of the student shall not be counted. *For students concurrently earning a baccalaureate degree and a Texas teaching certificate, required teacher education courses shall not be counted to the extent that they are over and above the free electives allowed in the baccalaureate degree program.*

The amount of the tuition rebate is the lesser of \$1,000 or the actual amount of undergraduate tuition paid by the student to Texas public institutions of higher education. Tuition rebates shall be reduced by the amount of any outstanding student loans.

Students wishing to apply for tuition rebates must do so at the time they apply for baccalaureate degrees by checking the appropriate lines on the Application for *Final Graduation Plan and completing the form on the back*. Applications are available in the Registrar's Office.

The Registrar's Office will evaluate all applications and make a determination of rebate eligibility, based on number of hours attempted as posted on the student's academic record. The Registrar's Office will provide the Vice President for Business Affairs with the names, addresses



and social security numbers of all applicants eligible for tuition rebates. Within 60 days after graduation, the Vice President for Business Affairs will mail rebate checks to eligible students and the Registrar's Office will mail denial notices to ineligible students. Each notice will include the reason for denial. A student may appeal a denial decision to the Tuition Rebate Appeals Committee. Information on the appeal process is available in the Registrar's Office. All appeals must be filed within 30 days of the University's written notification of denial.

**Source of Authority:** Texas Education Code, Section 54.0065; Texas Higher Education Coordinating Board Rules and Regulations, Chapter 13, Subchapter ~~FE~~

**Cross Reference:** Texas Education Code, Section 54.0065; Texas Higher Education Coordinating Board Rules and Regulations, Chapter 13, Subchapter ~~EF~~; General Bulletin; Schedule of Classes; Orientation Literature; SFASU ~~WEB~~ *S*website; Application for *Final Graduation Plan*

**Contact For Revision:** Vice President for Business Affairs

**Forms:** Application for *Final Graduation Plan* (available in Registrar's Office)

## Parking and Traffic Regulations

D-24

Original Implementation: September 1, 1961

Last Revision: ~~April 22, 2003~~ ~~March 28, 2005~~ April 28, 2005

### General Information

1. These regulations are approved by the Board of Regents of Stephen F. Austin State University.
2. The University Police Department has the responsibility and the legal authority for the enforcement of the traffic and parking regulations listed in this booklet.
3. The University considers the use of a vehicle on campus a convenience and is not obligated to furnish unlimited parking space to accommodate all vehicles. The University will, however, attempt to provide a reasonable number of parking spaces in keeping with available resources.
4. Every person operating a motor vehicle on University property is held responsible for obeying all University traffic and parking regulations as well as all city and state parking and traffic regulations. **All vehicles operated on the University property must display a valid parking permit 24 hours a day 365 days a year.**
5. The term "University property" is interpreted to include all properties under the control and jurisdiction of the Board of Regents of Stephen F. Austin State University.
6. The term "visitor" is interpreted to mean an individual with no official connections with Stephen F. Austin State University as either a student, faculty, or staff member, or employee of private contractors assigned to Stephen F. Austin State University.
7. Visitor parking is set aside for special interest areas of the University. **These spaces may not be utilized by University personnel, students, or employees of private contractors assigned to Stephen F. Austin State University.** These spaces are reserved for bonafide visitors to the University. Visitors should obtain a visitor parking permit from the University Police Department or Information Booth on Vista Drive. Visitors are required to show a valid Driver's License to obtain a visitors permit.
8. Handicapped parking is provided in all parking lots on campus. **These spaces are reserved 24 hours a day, seven (7) days a week for the holders of handicapped parking permits.** A current SFA parking permit is also required.
9. The University Police Department offers escort service upon request between dusk and dawn to individuals requiring transportation to and from residence halls, academic buildings, and/or vehicles. To receive an escort, request in person at the University Police Department, or by telephone at 468-2608. The University Police Department also provides escort 24 hours a day to local hospitals for emergencies where an ambulance with immediate medical care is not needed. For further information on the escort service, call the University Police Department at 468-2608.
10. If a vehicle becomes temporarily disabled and cannot be parked in its assigned area, it must be reported to the University Police Department. The fact that the vehicle is temporarily disabled will be recorded and an officer will either render assistance or authorize temporary parking.

Temporary parking will only be authorized for 24 hours or less. If parking for a longer period is necessary it must be renewed at 24 hour intervals. Temporary parking will not be authorized in areas that are not parking spaces (tow away or no parking zones, etc.) or in Handicap Parking.

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

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

### **Vehicle Registration**

1. All faculty, staff, students (full or part-time), or employees of private contractors or other government agencies assigned to Stephen F. Austin State University, who operate a vehicle on University property, regularly or occasionally, are REQUIRED to obtain a parking permit. In order to purchase a Faculty/Staff permit after September of the Academic year, the Faculty/Staff member must first go to the Business Office located on the second floor of the Austin Building and pay for the permit. After payment is made, bring the receipt to the Permits Office at the University Police Department and a Faculty/Staff permit will be issued. Vehicles may be registered at the University Police Department 24 hours a day.

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

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

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

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

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

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

8. Faculty, staff, or employees of private contractors or other government agencies assigned to Stephen F. Austin State University changing permit status or students changing permit status or vehicles must obtain a new permit no later than the first University business day after the change takes place. If an identifying portion of the original permit is presented at the time of

replacement, replacement permits will be issued for \$8.00 each. Otherwise the regular fee will be charged. A vehicle should not be sold with the parking permit still displayed.

9. Should a parking permit become mutilated or obliterated in any way, a new permit must be obtained from the University Police Department. When the remnants of the old permit are presented, a replacement will be issued for \$8.00.

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

# **11. Fees for vehicle registration:**

## **• a. Faculty, Staff, ~~or Employees of Private Contractors or Other Government Agencies~~**

Salary \$19,999.99 And Under	Salary \$20,000 – \$39,999.99	Salary \$40,000 – \$59,999.99	Salary \$60,000 – \$79,999.99	Salary \$80,000 – \$99,999.99	Salary \$100,000 – \$119,999.99	Salary \$120,000 and Above
\$36 / year	\$60 / year	\$84 / year	\$108 / year	\$132 / year	\$156 / year	\$180 / year

**The cost of the Faculty/Staff permit can be purchased by paying 100% pf the cost at the Business Office located on the 2<sup>nd</sup> floor of the Austin Building or by paying a percentage per month through payroll deduction in association with the employee's contract or regular job assignment if less than 12 months. Only Faculty/Staff Permits can be purchased through payroll deduction.**

## **b. Campus Resident Parking**

(1) Full Year	First Vehicle	\$48
	Second Vehicle	\$32
(2) After Jan. 1	First Vehicle	\$32
	Second Vehicle	\$24
(3) Summer		\$16

## **• c. Commuters (Off Campus Residents) and Motorcycles**

(1) Full Year	\$32
(2) After Jan. 1	\$24
(3) Summer	\$16

## **d. Trailers**

(1) Full Year	\$32
(2) After	\$24

<b>e. Vendors</b>	Jan. 1		
	(3) Summer		\$16
	(1) Full Year	First Vehicle	\$0
		Second Vehicle	\$80
	(2) After Jan. 1	First Vehicle	\$0
		Second Vehicle	\$40
	(3) Summer	First Vehicle	\$0
		Second Vehicle	\$24

• *f. Employees of Private Contractors*

*\$48 per vehicle per semester (Fall, Spring, and Summer  
(The Summer semester will incorporate both Summer I and Summer II sessions)*

**g. Occupied Recreational Vehicle**

(1) After four days	Per Night	\$32
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### **Required Display of Permit**

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

#### **1. Proper Display**

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

- a. Student permits must be displayed on front windshield within 2 inches of the State Registration sticker.
- b. Motorcycle and trailer permits must be displayed where they can be seen without difficulty.
- c. Faculty and staff, temporary, vendor and visitor permits shall be displayed from the rear view mirror in a manner to be visible from both the front and rear of the vehicle. If vehicle does not have a rear view mirror, the permit shall be placed face up on the driver's side of dash, but not obstructing view of the vehicle identification number. Faculty and staff permits may be displayed on any vehicle to be used by the permit holder.

d. The procedure for Faculty/Staff to follow in the instance that their permit is lost or stolen is as follows:

1. Come to the University Police Department as soon as you discover that the permit is missing and file a police report.
2. Come to the Permits Office after a police report is filed and we will issue a Temporary Permit for 30 days. If the permit is not found during those 30 days, the Faculty/Staff member will be required to purchase a NEW permit.

## **2. Permit Not Transferable**

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

## **Types of Permits**

### **1. Permanent Permits:**

- **a. Faculty, Staff, or Private Contractor**

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

- **b. Campus Resident Parking**

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

**c. Commuters (Students not Living in University Housing)**

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

**d. Motorcycle**

These permits are issued to faculty, staff, students, or employees of private contractors assigned to Stephen F. Austin State University. Holders of these permits may park in areas designated as motorcycle parking. Motorcycle permits are separate in themselves from Faculty/Staff, Student, or Vender permits and must be purchased as such. A valid student ID and proof of liability insurance on the vehicle being registered is required.

**e. Trailer**

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

**f. Vendor**

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

*g. Employees of Private Contractors*

*These permits are issued to Employees (non-student) of Private Contractors assigned to the Stephen F. Austin State University campus. These permits designate a particular lot assignment. Holders of these permits may use available faculty/staff spaces in their assigned areas. These permits must be returned to the University Police Department if employment on campus ceases.*

**g. Occupied Recreational Vehicles**

The owner or operator of any recreational vehicle parked and occupied (used as place of lodging either permanent or temporary while on the campus of Stephen F. Austin State University) must register that vehicle with the University Police Department as a recreational vehicle. A permit will be issued for the vehicle. There is no fee for the use of a recreational vehicle on campus for up to four nights per semester. Beginning on the fifth night per semester a recreational vehicle is occupied, a fee of \$32.00 per night will be due and will be due for each subsequent night that the vehicle is occupied. Permits may be obtained and fees paid at the ~~University Police Department~~ *Business Office located on the 2<sup>nd</sup> floor of the Austin Building*. Permits must be obtained and fees must be paid in advance of each nights stay. The valid permit must be displayed in the front window of the vehicle or the front window of the tow vehicle near the vehicle inspection sticker. The fee is for parking only. No facilities are provided. A recreational vehicle owned by a student living on campus may be registered as a regular vehicle, but may not be occupied as a recreational vehicle on campus unless it is also registered as a recreational vehicle. If this vehicle is occupied, the recreational vehicle fees are due in accordance with this policy in addition to the regular parking permit fee.

## 2. Handicapped Permits:

- a. Handicapped Permits and Temporary Handicapped Permits are issued by the County Tax Assessor-Collector of any Texas County.
- b. Only vehicles displaying a Handicapped Permit or Temporary Handicapped Permit may park in "Reserved for Handicapped" parking spaces or any other area designed for disabled persons such as an access ramp or curb cut. These vehicles must also display a valid Stephen F. Austin State University parking permit.
- c. A vehicle displaying a valid SFA parking permit and a valid handicapped permit may park in any non-reserved parking space on campus. Reserved parking places are reserved 24 hours a day, seven (7) days a week for service vehicles, residence hall directors, and loading zones.
- d. Permits assigned to vehicles displaying appropriate Disabled Parking Placards will be issued in compliance with Texas Transportation Code: section 0681.0006 Parking Privileges: Persons with Disabilities and section 0681.0008 Parking Privileges: Veterans with Disabilities.
- e. Faculty/Staff members who have a valid Handicap Placard or License Plate issued by the State of Texas may purchase a Commuter Permit for \$32.00 in lieu of a Faculty/Staff permit.



### **3. Temporary Permits:**

- **a. Substitute Vehicle**

If a vehicle other than the vehicle registered with the University must be parked on campus, a temporary permit must be obtained at the University Police Department no later than the first University business day after the vehicle is brought on campus. When a vehicle (with a valid permit) is sold and the permit is not removed, a temporary parking permit can be issued for two (2) weeks and renewed for an additional two (2) weeks for the substitute vehicle. This will give the owner time to retrieve the parking permit. If unable to get the old permit during this time, a new permit must be purchased. A valid student ID and current proof of liability insurance on the vehicle being registered is required. A Temporary Permit may be given to a student who has already purchased a current permit and needs to use a different vehicle temporarily. The temporary permit may be issued in two week increments and can be renewed once after it is originally issued free of charge. After this one month period, the student will be required to pay a \$3.20 fee per week for the temporary permit. Temporary Employees paid by the University may receive a free temporary permit for one month after which they will be required to purchase a regular Faculty/Staff permit or pay a weekly charge of \$3.20 per week for the temporary permit.

- **b. Short Term Vehicle**

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

- **c. Loading and Unloading Permit**

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

- **d. Temporarily Sick or Injured Permit**

A temporary permit may be obtained by a person who is temporarily disabled, due to illness or injury, to park in areas other than the area designated on his/her

regular valid permit. An application for this permit must be accompanied by a doctor's statement. Parking assignments will be made in keeping with available resources.

## Parking Regulations

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

- a. through the issuance of citations and the collection of fees for offenses.
- b. through the impoundment of vehicles in place or removal by towing of vehicles interfering with the movement of vehicular or pedestrian traffic or involved in specified parking offenses.
- c. by the suspension or revocation of permits for repeated offenses.
- d. by barring re-admission of any student for non-payment of outstanding fees.
- e. by withholding a student's official transcript and/or diploma.
- f. by other such methods as are commonly employed by city or state police in the control of traffic.

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

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

a. A valid parking permit is required for parking at the Health Clinic.

b. Pecan Park (Lot 54): All spaces facing the pavilion are reserved for Park Patrons ONLY.

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

5. A temporarily sick or injured person with a temporary "Special" permit may park only in those areas specified on the permit by the University Police Department. Vehicle must have a valid permanent parking permit.
6. Several parking spaces, regardless of the area in which they are located, are reserved 24 hours a day, seven (7) days a week for service vehicles, Residence Hall Directors Handicapped, or as loading zones. This also includes UPD Business, Police Vehicles Only and VIP Parking at Hall 20 spaces.
7. Several parking spaces too small for conventional vehicles have been designated for motorcycles by curb markings. Spaces so marked are for two-wheeled motor vehicles only.
8. Certain parking spaces have been designated as "20 minute" parking spaces. These spaces are so designated to provide short-term parking for business access to the Stephen F. Austin State University Post Office, University Center offices and other designated areas. Overparking in these spaces is prohibited. Citations may be issued for each 21-minute segment of overparking. **STUDENTS, FACULTY, STAFF, AND PRIVATE CONTRACTORS MUST HAVE A VALID SFA PERMIT DISPLAYED WHILE PARKED IN 20-MINUTE PARKING.**
9. All vehicles, except motorcycles, must park head-in and within a defined space in lots and streets having angle or head-in parking.
10. Vehicles are prohibited at all times from parking in reserved spaces without a proper permit, no parking zones, tow-away zones, fire lanes, crosswalks, loading zones or service driveways, on lawns, curbs or sidewalks, barricaded areas or in any manner which obstructs the flow of vehicular or pedestrian traffic.
11. Students, faculty, staff and employees of private contractors or other government agencies assigned to Stephen F. Austin State University are expected to be familiar with and abide by these regulations at all times. The fact that a certain citation is not issued when a vehicle is illegally parked does not mean or imply that the regulation or law is no longer in effect.
12. The responsibility for obtaining knowledge of all laws and regulations in force rests with the motor vehicle operator.

## **Violations and Enforcement of Parking Regulations**

### **1. General Violations:**

- a. Parking a vehicle displaying a valid permit, but in violation of lot or area assignment.
  - Fee: \$24.00

**Above parking control will apply from 6:00 a.m. to 4:00 p.m., Monday through Friday. Reserved lots are reserved until times indicated by signage.**

b. Parking backward in a parking space.

- Fee: \$24.00

c. Failing to properly display a valid parking permit.

- Fee: \$40.00 and purchasing appropriate permit for vehicle if registered to an owner or operator who is a faculty, staff, student, or employee of a private contractor assigned to campus.

d. Failing to park properly within the lines of a parking space.

- Fee: \$24.00

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

e. Parking in a space designated "20 minute parking" for more than 20 minutes with a valid permit.

- Fee: \$24.00

**Above parking control will apply from 6:00 a.m. to 4:00 p.m. Monday through Friday.**

f. Display permit assigned to another vehicle.

- Fee: \$24.00

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

g. Display two or more valid permanent permits.

- Fee: \$24.00

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

## **2. Flagrant Violations:**

- a. Parking in a reserved space without displaying a proper permit.
  - Fee: \$40.00 plus tow fee if vehicle is removed by tow away.

b. Parking a vehicle in a no parking zone.

- Fee: \$40.00plus tow fee if vehicle is removed by tow away.

c. Parking in any manner which obstructs vehicular traffic.

- Fee: \$40.00plus tow fee if vehicle is removed by tow away.

d. Parking in any manner which obstructs a crosswalk.

- Fee: \$40.00plus tow fee if vehicle is removed by tow away.

e. Parking in a fire lane.

- Fee: \$40.00plus tow fee if vehicle is removed by tow away.

f. Parking in a tow away zone.

- Fee: \$40.00plus tow fee if vehicle is removed by tow away.

g. Parking in a loading zone or service driveway.

- Fee: \$40.00plus tow fee if vehicle is removed by tow away.

h. Parking on any lawn, curb, sidewalk or other area not set aside for parking.

- Fee: \$ 40.00plus tow fee if vehicle is removed by tow away.

i. Parking on campus while parking privileges are suspended.

- Fee: \$40.00plus tow fee if vehicle is removed by tow away.

j. Moving any barricade or parking within any barricaded area.

- Fee: \$40.00plus tow fee if vehicle is removed by tow away.

k. Using a forged, altered, false, or fictitious or stolen permit.

- Fee: \$80.00plus tow fee if vehicle is removed by tow away.

l. Falsifying or altering vehicle registration information.

- Fee: \$80.00plus tow fee if vehicle is removed by tow away.

m. Parking in a "Reserved for Handicapped" parking space or any other area designed for disabled persons such as an access ramp or curb cut without displaying a proper permit or any other area designed for disabled persons such as an access ramp or curb cut.

- Fee: \$80.00plus tow fee if vehicle is removed by tow away.

n. Parking in violation of the directions of a Traffic Control Officer.

- Fee: \$40.00plus tow fee if vehicle is removed by tow away.

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

### **3. Citations for Parking Violations:**

- a. Citations will be issued to vehicles for violation of parking regulations.

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

- Stephen F. Austin State University

Business Office

P. O. Box 13053, SFA Station

Nacogdoches, Texas 75962-30534.

### **4. Impoundment in Place**

- a. A vehicle may be impounded in place if:
  - (1) it is parked anywhere on campus without displaying a current permit and has 3 or more unresolved citations; or
  - (2) the owner or operator violates the terms of a conditional release; or
  - (3) it is parked illegally in a handicap space without displaying a proper permit; or
  - (4) the owner or operator illegally uses a handicap permit to obtain parking privileges; or
  - (5) it is parked in any space without a permit for that area.
- b. A vehicle impounded in place shall be released if:
  - (1) the owner or operator agrees to pay for all outstanding citations on the vehicle plus a fee of \$40.00and purchases a valid permit.

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

## 5. Tow Away

- a. A vehicle impounded in place may be towed away if:
  - (1) disposition of all citations for the vehicle is not made within three (3) days of the impoundment;
  - (2) the owner or operator removes or attempts to remove the impounding equipment attached to the vehicle.
- b. A vehicle that has to be moved to a different location on campus due to a violation shall be assessed a fee of \$72.00 for such move.
- c. A vehicle may be towed away if the owner or operator:
  - (1) parks in any manner which obstructs vehicular traffic;
  - (2) parks in any manner which obstructs a crosswalk;
  - (3) parks in a loading zone or service drive way;
  - (4) parks in a no parking zone;
  - (5) parks in a fire lane;
  - (6) parks in a tow away zone;
  - (7) parks on campus while parking privileges are suspended;
  - (8) moves any barricade or parks in any barricaded area;
  - (9) parks in a reserved space without displaying a proper permit;
  - (10) parks in a "Reserved for Handicapped" space without displaying a proper permit or any other area designed for disabled persons such as an access ramp or curb cut;
  - (11) violates the terms of a conditional release;
  - (12) parks in violation of the directions of a Traffic Control Officer;
  - (13) parks in any space without a permit for that area.
- d. A vehicle that has been removed by tow away shall be released if:

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

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

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

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

(2) agrees to move the vehicle.

(3) agrees to pay outstanding fees.

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

- (1) agrees to move the vehicle.

(2) agrees to pay outstanding fees.

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

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

## **6. Suspension of Parking Privileges**

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

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



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

Violation of University Parking and Traffic Regulations is a misdemeanor punishable by a fine of up to \$200.

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

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

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

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

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

## **Bicycle Registration and Regulations**

### **1. Registration:**

- a. The University does not require the registration of bicycles, however owners are encouraged to have bicycles marked for identification purposes at the University Police Department.
  - (1) The University Police Department will record bicycle serial number and description and issue a bicycle permit for a \$5.00 charge; or
  - (2) The University Police Department will record bicycle serial number and description and make available an engraving tool to mark bicycles for identification. There is no charge for this service.

### **2. Regulations:**

- a. Every person operating a bicycle on University property must give the right-of-way to pedestrians at all times, keep to the right of the roadway and obey all traffic signals.
- b. Bicycles may not be parked on sidewalks or in University buildings at any time. Bicycles are to be parked in bicycle racks. Bicycles may not be left on porches or walkways and may not be chained to trees, light poles, shrubs, art objects, handrails or stairways.
- c. Bicycles parked in violation may be impounded and removed to the University Police Department and a \$5.00 fee charged for its release.

## **Traffic Regulations**

### **1. Speed Limits:**

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

### **2. Moving Violations:**

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

### **3. Right-of-Way:**

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

## **University Police**

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

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

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

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

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

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

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

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

**Forms:** None

**Digital Millennium Copyright****D-42**

Original Implementation: July 27, 1999

Last Revision: ~~July 25, 2002~~ April 28, 2005**I. Summary**

The Digital Millennium Copyright Act (DMCA) creates a liability limitation for Internet service providers (ISP) for certain copyright infringements created on-line. The University serves as an ISP for faculty, staff, and students. 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 properly executed counter-notice, upon receipt of which, the University shall re-post the material in 10-14 days (unless there is court action), and immediately forward such counter-notice to the original complainant. Repeat infringers will be subject to termination of Internet service by the University. It is the policy of the University to comply with these safe haven procedures created by the DMCA.

**II. Registered Agent**

The University General Counsel shall be designated as the registered agent for receipt of DMCA complaints. The complaint resolution team may include the following positions: Manager of Systems, Assistant Systems Manager, Library Director, Associate Library Director for Information Service, University Webmaster, ~~Dean of Student Development~~ *Judicial Officer*, Director of Student Activities, and General Counsel. Upon receipt of a DMCA complaint, relevant team members shall be responsible for assessing the complaint and determining the exact location of the alleged infringing material. Assessing the complaint would include a determination of whether the complaint contains all necessary elements, and whether the complaint involves the University in its role as an ISP or the University (and its employees) acting as a content provider. If the complaint is deficient, a notice of deficiency shall be returned to the complainant with a courtesy copy forwarded to the alleged infringer. No complaint will be deemed official, requiring take down procedures, unless all elements of a proper complaint are included.

**III. Official Complaints**

The following elements are required for DMCA complaints:

- A. Must be signed or contain a digital signature by the owner of the copyright or the authorized agent.
- B. Description of works claimed to be infringed.
- C. Description of location for alleged infringing works.
- D. Sufficient information to contact the complainer.
- E. Statement of good faith belief that the use is not authorized by the owner/agent.
- F. Statement that the information in the notice is accurate and, under penalty of perjury, the complainer is authorized to act on behalf of the owner.

#### IV. University as Content Provider

If a determination is made that the DMCA complaint involves the University as a content provider and not an ISP, then careful consideration will be given to fair use exemptions under the copyright act. Appropriate University officials will be notified to handle the matter in a way similar to the way any claim of copyright infringement is handled.

#### V. Faculty/Graduate Students

The DMCA specifically defines when faculty or graduate students alleged infringement on-line is or is not attributable to the institution as a content provider. Infringing activities shall not be attributed to the institution if:

- A. Such faculty members' or graduate students' infringing activities do not involve the provision of on-line access to instructional materials that are or were required or recommended, within the preceding three-year period, for a course taught at the institution by such faculty member or graduate student;
- B. The institution has not, within the preceding three-year period, received more than two official DMCA complaints about the alleged infringer; and

The institution provides to all users of its system or network informational or network informational materials that accurately describe, and promote compliance with, the laws of the U.S. relating to copyright. **See University Policy on Copyrighted Works Reproduction A-12.**

#### VI. Take Down Procedures

If the University is acting as an ISP, take down procedures will be automatically initiated once an official complaint is received. The complaint resolution team will notify the person responsible for the server to specifically locate the alleged infringing materials. The Dean or Director for the area involved will also be immediately notified of the official complaint. The Dean or Director shall immediately confer with the alleged infringer and attempt to secure a voluntary take down of the alleged infringing material. Such voluntary take down must be confirmed by the Dean or Director. If these procedures cannot be completed within a reasonably quick time or voluntary take down cannot be secured, then the Dean or Director shall immediately coordinate with the person responsible for the server to take down the alleged infringing materials. The General Counsel should be notified when the alleged infringing materials have been removed.

#### VII. Counter-Notices

If the alleged infringer believes the official complaint is in error or that the complainant is not the official copyright holder or agent, he or she can submit a counter-notice containing the following elements:

- A. Must contain a physical or electronic signature of the alleged infringer;
- B. Identification of the removed material and the location at which it appeared;
- C. A statement under penalty of perjury that the alleged infringer has a good faith belief that the material was removed because of mistake or misidentification; and

- D. The alleged infringer's name, address, telephone number, consent to the jurisdiction of the Federal Court in which their address is located, and that they will accept service of process from the official complainant.

Upon receipt of the counter-notice, the University shall immediately forward it to the official complainant with an explanation that the University shall restore access to the materials at issue within 10-14 days, unless notice is received that court action is pending.

#### VIII. Repeat Infringers

The University may terminate Internet service to repeat infringers who receive more than two complaints in a three-year period. Repeat infringement shall constitute misuse of University computers and network systems under Policy D-8.1, Computer and Network Security. Sanctions procedures under that policy will be followed.

**Source of Authority:** Digital Millennium Copyright Act, Pub.L.No. 105-304, 112 Stat. 2860 (October 28, 1998), *17 U.S.C 101 Note*

**Cross Reference:** University Policies, Copyrighted Works Reproduction A-12, Computer and Network Security D-8.1

**Contact for Revision:** General Counsel

**Forms:** Official Complaint Notice (Form available from General Counsel.)

**Classified Pay Plan****E-8N**

Original Implementation: September, 1990

Last Revision: July 8, 2004

**GENERAL**

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

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

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

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

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

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

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

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

### **~~CLASSIFIED EMPLOYEES~~**

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

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

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

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

### **~~ENTRY LEVEL PAY RATES~~**



All vacant positions will normally be filled at the entry level (minimum of the pay range) for the position. Employees being hired into a part time position will receive a percentage of the minimum of the range (Example: Part time employee being hired at 50% FTE will be paid at 50% of the minimum of the range). However, provision has been made to allow an employee to be hired at a rate higher than the minimum, under the following conditions:

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

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

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

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

## **MERIT INCREASES**

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

Merit increases will be determined by:

a) the availability of funds;

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

c) the employee's length of service;

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

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

Merit increases should usually be within the pay range for the position.

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

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

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

b) the employee was employed during the performance review period which is being rewarded with merit, and

c) at least six months have elapsed since the employee's last promotion or merit increase, and

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

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

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

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

## **RECLASSIFICATION**

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

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

Reclassification is warranted when:

- a) the span of control increases, i.e., increased number of employees to supervise;
- b) when new responsibilities have been added, or

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

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

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

The reclassification process is as follows:

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

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

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

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

- e) ~~The Committee will consist of the Vice Presidents who report to the President and the President. The Committee is not a standing committee, and will function only when reclassification requests are to be evaluated.~~
- f) ~~The Committee will make the final decision regarding the reclassification requests and report the findings to the Director of HR who will notify the originating departments.~~
- g) ~~Approved requests will be forwarded to the Director of Financial Services and the Vice President for Business Affairs for inclusion in the operating budget.~~
- h) ~~Reclassified positions and salary adjustments if any, will take effect only on September 1.~~
- i) ~~Once a reclassification request is approved, the originating department may then proceed with the process of filling the position. However, the new salary and title approved in the reclassification process will only become effective on September 1.~~

## **PROMOTIONS**

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

### **INTERNAL PROMOTIONS**

- a) ~~The possibility for an internal promotion may result from a position reclassification or a position with a higher pay grade becoming vacant.~~
- b) ~~It is not required that a vacant position be publicly advertised if it is to be filled by internal promotion. However, it must be posted within the University to allow all employees an opportunity to apply for the position.~~

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

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

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

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

## **VACANT POSITIONS**

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

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

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

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

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

## **TRANSFERS**

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

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

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

## **DEMOTIONS**

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

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

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

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

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

### **~~ESTABLISHMENT OF NEW POSITIONS~~**

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

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

~~The Director of HR shall evaluate the new position using existing job analysis and evaluation procedures.~~

~~The Director of HR shall recommend a starting salary to the Vice President for Business Affairs for certification of funds.~~

### **~~ADDITIONS OR DELETIONS TO THE PLAN~~**

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

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



## **~~PROBATIONARY PERIOD~~**

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

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

## **~~PERFORMANCE REVIEW~~**

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

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

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

## **~~RE-EMPLOYMENT OF FORMER EMPLOYEES~~**

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

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

**~~Cross Reference:~~** None

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

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

## **Longevity Pay/Hazardous Duty Pay**

**E-32N**

Original Implementation: Unpublished

Last Revision: ~~October 23, 2001~~ *April 28, 2005*

Non-academic, full-time employees, working at least 40 hours a week in one position, are entitled to longevity pay in the amount of \$20 per month for each 3 years (36 months) of state service. Longevity pay is capped at \$280 per month. At the time of initial employment, employees are required to report prior employment with other state of Texas agencies or institutions of higher education. The employing department must record this information in the appropriate section of the "Personnel Action Request" form. Prior state employment is verified by Human Resources.

Commissioned law officers are entitled to hazardous duty pay in lieu of longevity pay.

**SOURCE OF AUTHORITY:** V.T.C.A., Government Code Sections 659.041-042-659.047;  
President; Vice President for Business Affairs

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

**CONTACT FOR REVISION:** Director of Human Resources, Payroll Manager

**FORMS:** Personnel Action Request, (available in University Printing Services)

**Sick Leave Pool****E-47.1**

Original Implementation: September 17, 1982

Last Revision: ~~April 20, 2004~~ April 28, 2005Purpose:

Pursuant to Senate Bill 357, 71<sup>st</sup> Legislature, Regular Session, the University shall maintain a Sick Leave Pool to benefit certain regular employees who suffer a catastrophic injury or illness. A sick leave pool shall be established and maintained to provide for the alleviation of the hardship caused to an employee and the employee's family if a catastrophic illness or injury forces the employee to exhaust all accrued leave (including compensatory time, if applicable) and lose compensation with the state.

Definitions:

1. A catastrophic injury or catastrophic illness is defined as a severe condition or combination of conditions affecting the mental or physical health of the employee, or the employee's immediate family, that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all accrued leave and lose compensation from the state.

2. A severe condition or combination of conditions is one that:

a. will result in death or is a severely debilitating condition that will result in the individual not meeting the essential functions of their job if not treated promptly or at regularly scheduled intervals (e.g. chemotherapy treatments, radiation treatments, etc.);

b. has been designated as terminal; or

c. prevents the employee from working for a continuous period of forty-five (45) calendar days or more.

3. Licensed practitioner means a practitioner, as defined in the Texas Insurance Code, who is practicing within the scope of his/her license.

4. Immediate family is defined as those individuals related by kinship, adoption, marriage or foster children who are so certified by the Texas Department of Human Services who are living in the same household. If not in the same household, an immediate family member is strictly limited to the employee's spouse, child or parent who needs care and assistance as a direct result of a documented catastrophic medical condition.

Eligibility and Other General Provisions:

1. All regular faculty and non-probationary staff members' eligible to accrue and use sick leave in accordance with university sick leave policy E-47 may apply to use sick leave from the sick leave pool.

2. Employees may use sick leave pool for their own catastrophic illness or injury or for one in their immediate family, as defined above.

3. Employees must be meeting job performance requirements and observing work rules to be eligible for pool leave beyond that period which is covered by Family Medical Leave.

4. An employee may submit only one request for sick leave from the Sick Leave Pool per fiscal year for each catastrophic illness or injury.

5. An employee must exhaust all accrued ~~sick~~ leave before being eligible to receive sick leave from the Sick Leave Pool.

6. An employee utilizing sick leave from the Sick Leave Pool continues to accrue vacation and sick leave entitlement as if on regular sick leave, provided he or she returns to work following the leave.

7. Employees who are not covered by FMLA (policy E-58) and who are offered a bona fide job offer under the University's Return to Work (policy E-62) must accept the offer or sick leave pool benefits will end.

8. Employees who file for Worker's Compensation Benefits are not eligible to use sick leave from the sick leave pool. In no case may sick leave pool time be used in conjunction with a worker's compensation claim.

9. A regular part-time employee is granted pool leave on a pro-rated basis.

10. One sick leave pool will be administered for all regular faculty and staff employees of the University.

#### Requesting Sick Leave from the Pool

1. A regular employee may apply for sick leave from the Sick Leave Pool by completing a "Request for Sick Leave from the Sick Leave Pool" form, providing a copy to his or her department head, and routing the form to the Pool Administrator in Human Resources.

2. Medical certification is required every thirty (30) days. Weekly documentation of appointments and/or treatment must be submitted to the Pool Administrator. Failure to return the required certification and documentation may result in loss of pool benefits.

3. The Pool Administrator will approve all or part of the request, or deny the request. All practitioner's statements and medical updates are subject to be referred to and reviewed by a University medical review board.

4. The amount of the pool leave granted for each catastrophic illness or injury will be determined by the Pool Administrator. The amount granted cannot exceed one-third of the balance of hours in the pool. However, in no case may an employee use more than 90 work days from the pool. The Pool Administrator shall approve the use of not more than 30 days of such leave by one individual at one time. Initiation and renewal of approval for use of such leave shall be subject to review of a current medical report for each approval period, and subject to availability of appropriate balance in the fund.

5. Medical updates are required every 30 days, unless otherwise indicated. Failure to return required medical documentations may result in delay or loss of pool benefits.

6. Any unused balance of leave granted to an employee from the Sick Leave Pool returns to the pool if the employee returns to work prior to using all days granted. The estate of a deceased employee is not entitled to payment for unused leave requested from the Sick Leave Pool.

#### Contributing Sick Leave to the Pool

1. An employee with accrued sick leave may contribute to the Sick Leave Pool in increments of eight hours, with the exception of a retiring employee who may contribute accrued sick leave in increments of less than eight hours.

2. Sick leave contributed to the pool reduces the accrued sick leave balance of the employee making the contribution.

3. Contributions to the pool are strictly voluntary.

4. An employee contributing sick leave to the Sick Leave Pool may not stipulate who is to receive the contribution.

5. An employee who contributes sick leave to the Sick Leave Pool cannot reclaim the contribution unless entitled to use leave from the Sick Leave Pool.

An employee who contributes sick leave to the Sick Leave Pool and then exhausts his or her sick leave balance in the same fiscal year may receive the number of hours he or she contributed to the pool in that fiscal year without suffering a catastrophic illness or injury.

6. An employee desiring to contribute sick leave to the Sick Leave Pool should complete an "Application to Contribute Sick Leave" form, provide a copy to his or her department head, and route the form to the Pool Administrator in Human Resources.

7. Terminating employees who are not transferring to another state agency and who have a sick leave accrual are encouraged to donate the balance of their sick leave.

#### Administration of the Pool

1. The Pool Administrator (in the Human Resources department) is responsible for the administration of the Sick Leave Pool. Decisions of the Pool Administrator may be appealed to the appropriate vice president.

2. Requests for sick leave from the Sick Leave Pool will be forwarded to the Pool Administrator with copies to the appropriate department head and will be considered by the Pool Administrator on a first-come, first-serve basis. Employees may not submit a request for Sick Leave Pool hours until they have been out of work for forty-five (45) days. If a request is awarded, sick leave pay will be made retroactive to the date and time the employee exhausted accrued sick leave.

3. The Pool Administrator will have five working days from the date a request is received in which to approve all or part of the request or deny the request.

4. The amount of sick leave granted for each catastrophic illness or injury will be determined by the Pool Administrator. The amount cannot exceed one-third of the balance of hours in the pool, or 90 working days, whichever is less. The Pool Administrator shall approve the use of not more than forty-five (45) days of such leave by one individual at one time. Initiation and renewal of approval for use of such leave



shall be subject to review of a current medical report for each forty-five (45) day approval, and subject to availability of appropriate balance in the fund.

6. The Pool Administrator shall design and implement a system of records management and reporting of Sick Leave Pool activity. The total leave time available in the Sick Leave Pool shall be reported quarterly to the Director of Human Resources and be available upon request to faculty and staff.

**Source of Authority:** Senate Bill 357, 71st Legislature; Board of Regents; President; Vice President for Business Affairs

**Cross Reference:** None

**Contact for Revision:** General Counsel

**Forms:** Application to Contribute Sick Leave, Family Medical Leave Request (both available in Human Resources)

**Family and Medical Leave****E-58**

Original Implementation: August 5, 1993

Last Revision: ~~January 15, 2002~~ April 28, 2005

Employees are eligible to take up to twelve (12) weeks of family/medical leave within any 12 month period and be restored to the same or an equivalent position upon return from leave, provided that the employee has worked for the State of Texas for at least twelve (12) continuous months and for at least 1,250 hours within that twelve (12) month period. Leave without pay may begin after all available applicable paid leave has been exhausted and will be included in the twelve (12) weeks of Family and Medical Leave Act (FMLA). Applicable Sick Leave Pool benefits and leave resulting from Workers' Compensation claims (See Workers Compensation Coverage Policy E-55 for more details) will be included in the twelve (12) week period. For purposes of the FMLA, a rolling twelve (12) month period will be measured backward from the date leave begins.

Reasons For Family/Medical Leave: Eligible faculty and staff may take family/medical leave for any of the following reasons:

1. the birth of a child and in order to care for such child;
2. the placement of a child with the employee for adoption or foster care;
3. to care for a spouse, son, daughter, or parent with a serious health condition; or,
4. because of the employee's own serious health condition which renders the employee unable to perform the job functions essential to the employee's position.

Leave because of reasons (1) or (2) must be completed within the twelve (12) month period beginning on the date of birth or placement. An employee is allowed to use sick leave for the period of time that is certified by the physician to recover from childbirth. While an employee may take additional time off under FMLA (including annual leave, or leave without pay), the employee may not use sick leave for this additional time unless the employee or the infant is actually sick. In addition, spouses, employed by Stephen F. Austin State University who request leave because of reasons (1) or (2) or to care for an ill parent may only take a combined total of twelve (12) weeks during any twelve (12) month period.

Employees with less than 12 months of state service or less than 1,250 hours of work in the 12 months immediately preceding the start of leave are entitled to a parental leave of absence, not to exceed 12 weeks (480 hours), if the employee uses all available and appropriate paid vacation and sick leave while taking the parental leave. Such parental leave may only be taken for the birth of a natural child or the adoption or foster care placement with the employee of a child under three years of age. The leave period begins with the date of birth or the adoption or foster care placement. Sick leave may be used in conjunction with FMLA leave when a child under the age of three is adopted regardless of whether the child is actually sick at the time of adoption. Furthermore, an employee, who is the father of a child, may use his sick leave in conjunction

with the child's birth only if the child is actually ill, or to care for his spouse while she is recovering from labor and delivery.

Notice of Leave: If the need for family/medical leave is foreseeable, the employee must give thirty (30) days prior written notice. If this is not possible, the employee must give notice within one to two working days of learning of the need for leave or as soon as practicable. Failure to provide such notice may be grounds for delay of leave. Where the need for leave is not foreseeable, the employee is expected to notify the supervisor and Human Resources within 1 to 2 working days of learning of the need for leave, except in extraordinary circumstances. Requests for Family/Medical Leave forms are available from Human Resources. Employees should use these forms when requesting leave.

Medical Certification: If an employee is requesting leave because of their own or a covered relation's serious health condition, the employee and the relevant health care provider must supply appropriate medical certification. Medical Certification Forms may be obtained from Human Resources. The form must be returned to the Director of Human Resources within fifteen (15) days after the date leave is requested. Failure to provide requested medical certification in a timely manner may result in denial of leave until the certification is provided. The University, at its expense, may require an examination by a second health care provider designated by the University. If the second health care provider's opinion conflicts with the original medical certification, the University, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. The University may require subsequent medical re-certification on a reasonable basis.

Reporting While On Leave: If an employee takes FMLA because of a personal serious health condition or to care for a covered relation, the employee must contact the supervisor at least once each week, or as often as requested by the supervisor, regarding the status of the condition and the intention to return to work. The supervisor is responsible for reporting this information to the Director of Human Resources. Additionally, you are required to call Human Resources on the 1st and 3rd Monday of each month during your leave to report your leave and/or return to work status.

Leave Is Unpaid: Family/medical leave is unpaid leave after applicable vacation leave and sick leave have been exhausted. Employees may apply for sick leave from the Sick Leave Pool which, if approved, will be included within the FMLA period. Employees may be eligible for short or long-term disability payments and/or workers' compensation benefits under the provisions of those plans. This leave time will also be included in the twelve (12) week period of FMLA. The use of paid leave time does not extend the twelve (12) week leave period.

Medical And Other Benefits: During an approved family/medical leave, the University will maintain the State contribution for the employee's health benefits as if the employee continues to be actively employed. During periods of paid FMLA leave the University will deduct the employee's portion of the insurance premiums as a regular payroll deduction. If the employee's FMLA leave is unpaid, the employee portion of the premium must be paid by the employee through the Benefits Manager in Human Resources. The employee's insurance coverage will cease if the premium payment is more than thirty (30) days late. If the employee elects not to return to work at the end of the FMLA leave period, the employee will be required to reimburse the University for the cost of the premiums paid by the University for maintaining coverage during the leave, unless the employee cannot return to work because of a serious health condition or other circumstances beyond the employee's control. An employee on FMLA is not entitled to

accrue state service credit for any full calendar months of leave without pay taken while on FMLA and does not accrue vacation or sick leave for such months of leave without pay.

Intermittent And Reduced Schedule Leave: Leave because of a serious health condition may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced leave schedule (reducing the usual number of hours worked per work week or work day), if medically necessary. A reduced schedule is subject to availability depending on the business need of the department or the University. If leave is unpaid, the University will reduce the employee's salary based on the amount of time actually worked. In addition, while the employee is on an intermittent leave or reduced schedule, the University may temporarily transfer the employee to an alternative position which better accommodates recurring leave and which has equivalent pay and benefits.

Returning From Leave: If the employee takes leave because of a personal serious health condition, the employee is required to provide medical certification that the employee is fit to resume work. Return to Work Medical Certification Forms (Attachment C) may be obtained from Human Resources. Employees failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

Extended Leave For Serious Health Conditions: Leave taken because of the employee's personal serious health condition may be extended on a month-to-month basis for a maximum of an additional twelve (12) weeks upon: (1) written request to the University; (2) proof that the serious health condition has continued; and, (3) approval by the University, subject to the department's business needs. If the employee does not return to work on the originally scheduled return date nor request in advance an extension of the agreed upon leave with appropriate documentation, the employee will be deemed to have voluntarily terminated employment with the University. If the employee requests an extension of leave beyond the initial twelve (12) week period, he/she must submit medical certification of continued serious health condition in advance for each month of extended leave. Reinstatement is not guaranteed on an extended leave and will depend on University needs. If the employee's cumulative leave for any reason extends beyond twenty-four (24) weeks in any two-year period, the employee automatically will be deemed terminated, but may be entitled to disability payments in accordance with the University's disability insurance and/or workers' compensation plans, if applicable.

Definitions: For the purpose of this policy, the following definitions apply.

Applicable Paid Leave - Sick leave and vacation accruals.

Spouse - Those recognized as spouses by the State of Texas.

Parent - Parent includes biological parents and individuals who acted as the employee's parents, but does not include parents-in-law.

Son or Daughter - Son or daughter, legally recognized, includes biological, adopted, foster children, stepchildren, and legal wards, who are under eighteen (18) years of age but incapable of caring for themselves.

Serious Health Condition - A serious health condition means any illness, injury, impairment, or physical or mental condition that involves: (1) any incapacity or treatment in connection with inpatient care; (2) an incapacity requiring absence of more than three calendar days and

continuing treatment by a health care provider; or, (3) continuing treatment by a health care provider of a chronic or long-term condition that is incurable or will likely result in incapacity of more than three days if not treated.

**Continuing Treatment** - Continuing treatment means: (1) two or more treatments by a health care provider; (2) two or more treatments by a provider of health care services (i.e., physical therapist) on referral by or under orders of a health care provider; (3) at least one treatment by a health care provider which results in a regimen of continuing treatment under the supervision of the health care provider (i.e., a program of medication or therapy); or, (4) under the supervision of, although not actively treated by, a health care provider for a serious long-term or chronic condition or disability which cannot be cured (i.e., Alzheimer's or severe stroke).

**Health Care Provider** - Health care provider includes: licensed medical (MD) and osteopathic (OD) doctors, podiatrists, dentists, clinical psychologists, optometrists, chiropractors authorized to practice in the State, nurse practitioners and nurse-midwives authorized under State law, and Christian Science practitioners.

**"Needed To Care For"** - "Needed to care for" a family member encompasses: (1) physical and psychological care; and, (2) where the employee is needed to fill in for others providing care or to arrange for third party care of the family member.

**"Unable To Perform The Functions Of The Employee's Job"** - The phrase "unable to perform the functions of the employee's job" means an employee is (1) unable to work at all; or, (2) unable to perform any of the essential functions of their position. The term "essential functions" is borrowed from the Americans with Disabilities Act (ADA) to mean "the fundamental job duties of the employment position," and does not include the marginal functions of the position.

**Source of Authority:** United States Department of Labor, Title 29, Part 825, Code of Federal Regulations, The Family and Medical Leave Act of 1993; ~~General Appropriations Act, Article V, Section 8~~ *Texas Government Code Sec. 661.912*

**Cross Reference:** None

**Contact for Revision:** ~~Vice President Business Affairs~~ *Director of Human Resources* and General Counsel

**Forms:** Family/Medical Leave Request for Leave Form, Certification of Physician or Practitioner Form, Family/Medical Leave Return to Work Medical Certification Form

## Selective Service Registration

E-60

Original Implementation: October 26, 1999

Last Revision: ~~October 17, 2002~~ April 28, 2005

Effective September 1, 1999 all males *citizens/nationals* from eighteen up to twenty-six years of age must provide proof of registration *or proof of exemption from registration* with the selective service system prior to beginning employment with Stephen F. Austin State University. Please note that the age requirement is **up to** the individual's 26<sup>th</sup> birthday. Upon attaining the 26<sup>th</sup> year of age, the registration verification process is no longer applicable.

This verification requirement is applicable to all categories of employees including faculty and student employees, classified and non-classified employees, and temporary and casual employees.

The registration requirement does not apply to a person employed by SFA before September 1, 1999 as long as the person's employment by SFA is continuous. The following persons are exempt from the requirement to register:

- Females.
- Lawfully admitted non-immigrant aliens (such as those men on visitor or student visas and members of diplomatic or trade missions and their families) because they are residing in this country temporarily.
- Member of the Armed Forces on full-time active duty, including cadets and midshipmen at the United State service academies.
- *All males who have reached age 26.*

Each hiring department should notify Human Resources or Student Employment as soon as possible when hiring a new employee. Final candidates that are males from 18 to 26 years of age are required to complete the SFA Selective Service Registration Form and provide proof of registration prior to employment. Proof of registration includes the individual's selective service registration acknowledgment card or a copy of the individual's on-line verification screen found on the Selective Service System's web page at: <https://www.sss.gov>. Individuals can complete the required registration process by completing and submitting a registration card at any U.S. Post Office, or by accessing Register On-Line Now on the selective service web page, at the same web address as shown above. Those individuals that register at an U.S. Post Office must provide proof of registration prior to employment.

The following guidelines should be followed for the employment process:

1. The completed SFA Selective Service Registration Form and the attached documentation are to be added to the individual's personnel file.
2. Any offer of employment to a male candidate 18 years up to the 26<sup>th</sup> year of age is to be considered conditional until he has provided proof of registration with the Selective Service or documented his exemption from the requirement to register.
3. The registration verification form is to be completed only for the finalist candidate. This verification is not to be asked of all applicants.

4. In the event that a candidate with a conditional offer of employment actually works, he must immediately provide proof of employment or be denied additional employment until such time as he has provided the required verification of registration. Should the candidate be unable or unwilling to provide the required verification of registration, he must be considered as ineligible for state employment and not permitted to continue to work, in any capacity.

**Source of Authority:** Government Code, ~~651.005~~ 670.002 and 670.003, House Bill 558 passed into law during 76<sup>th</sup> Legislative Session.

**Cross Reference:** None

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

**Forms:** SFA Selective Service Registration Verification Form

## Drug And Alcohol Testing Policy

**E-61****Original Implementation:** July 14, 1998**Last Revision:** April 28, 2005

It is the policy of Stephen F. Austin State University to promote a safe, healthy and productive learning and working environment free from the influences of drugs and alcohol. The University must set an example to ensure the safety, health and welfare of its employees, students and the citizens which it serves, by taking the appropriate steps for maintaining a drug-free workplace as mandated by the State and Federal governments. This policy supplements all other SFASU policies regarding drug and alcohol use and related topics by establishing the guidelines for drug and alcohol testing. The drug and alcohol testing program is for the purpose of ensuring a healthy and safe workplace, and may not be used for the purpose of criminal prosecution.

### General Policy

Stephen F. Austin State University may require employees in safety sensitive positions to submit to drug and/or alcohol testing based upon reasonable suspicion, post accident, or post University referred drug and/or alcohol rehabilitation. University safety sensitive employees who are subject to Department of Transportation regulations in 49 CFR parts 382, 291, and 40 (primarily drivers with commercial drivers licenses) will additionally be subject to random drug and/or alcohol testing proscribed by federal law.

1. Reasonable Suspicion: may be based upon, but not limited to, the following criteria:
  - A. Direct observation of drug or alcohol use or possession and/or demonstration of physical symptoms of the influence of a drug or alcohol as related to work activities,
  - B. A pattern of abnormal or erratic behavior, consistent with alcohol or drug abuse,
  - C. Arrest or conviction of a drug or alcohol related offense on or off the job; identification of an employee based on reasonable evidence as the focus of a criminal investigation into illicit drug use, possession or trafficking,
  - D. Information provided by reliable or credible sources,
  - E. Information, which is independently corroborated,
  - F. Evidence that an employee or student worker has tampered with a previous drug or alcohol test, or
  - G. Possession of drug paraphernalia.

Individuals having reasonable suspicion of an employee in a safety sensitive position, based on the above criteria, must contact the Director of Human Resources and/or the Director of Environmental Health, Safety, and Risk Management. When feasible, the Office of the General Counsel will be contacted to confirm whether a given circumstance is sufficient to conduct a test.

Reporting personnel shall document the exact reasons why they suspect that a certain employee in a safety sensitive position has violated the drug and/or alcohol policy to include: the symptoms exhibited by the employee; the actions of the administrator, faculty, employee or student worker; if at all possible, corroborating statements from other administrators, faculty, employees or student workers; and other evidence which tends to establish a reasonable suspicion of illicit drug or unauthorized alcohol use. In the statement, conclusions such as "he looks stoned" or "she was drunk" should be avoided. Instead, reporting personnel should make every effort to document the specific facts about an employee's behavior, which could lead a reasonable person to the conclusion that the employee was using or in possession of illicit drugs



or unauthorized alcohol. The emphasis should be placed on how the behavior of the employee is affecting his/her performance.

2. Post-accident: Each employee in a safety sensitive position who is involved in an accident that occurs during the course and scope of employment shall be required to submit to a drug/alcohol test. (A drug or alcohol test will also be requested if damage has occurred to University property as a direct result of the employee's behavior. )
3. Post University Referred Rehabilitation Monitoring: As a condition of continued employment, any employee in a safety sensitive position who is participating in a substance abuse treatment program or who has a rehabilitation agreement with the University following an incident involving substance abuse may be required to submit to additional drug testing. This section shall not apply to employees in safety sensitive positions who have successfully completed a drug and or alcohol rehabilitation program prior to employment with the University.

Until the results of a test are received, an individual will automatically be removed from all safety sensitive functions, but may perform duties as assigned. Individuals may be suspended with pay pending investigation, if the continued participation of that individual presents a real and present danger to personal safety or property or threatens the health and safety of the individual or peers.

### **Prohibited Employee Conduct**

1. Engaging in the manufacture, distribution, possession, or use of prohibited substances on University property, in University vehicles, or while in the conduct of University business. (Alcohol possession or use may be permitted on University property as articulated by University policy.)
2. Reporting to work under the influence of alcohol or illegal drugs.
3. Testing positive for alcohol and controlled substances as a safety sensitive employee.
4. Refusing to submit to required testing as a safety sensitive employee.
5. Permitting a subordinate employee, in a safety sensitive position, to perform or continue to perform safety sensitive functions when the supervising employee has actual knowledge that a safety sensitive employee has engaged in conduct prohibited in paragraphs above.

### **Refusal to Submit Test**

An employee in a safety sensitive position who refuses to consent and submit to a test when requested under any of the circumstances provided for above will be subject to disciplinary action including termination.

Refusal to submit includes:

1. Failure to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing in accordance with the provisions of this policy,
2. Failure to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing in accordance with the provisions of this policy, and
3. Engaging in conduct that clearly obstructs the testing process.

### **Positive Test**

An employee in a safety sensitive position with positive tests will be removed from performing his or her safety sensitive functions. Their supervisor and the Director of Human Resources will meet with each employee who tests positive and inform the employee of the test result.

Based upon the information available after the meeting with the employee, the supervisor and the Director of Human Resources shall determine whether:

1. To proceed to impose appropriate disciplinary action (keeping in mind any minimum penalties as may be required by Federal or State law if criminal penalties may have been pursued and the nature of the infraction as related to the job functions of the individual) pursuant to University procedures for discipline and dismissal of employee; or
2. To offer the employee the opportunity to participate in and satisfactorily complete an appropriate employee assistance program or rehabilitation program for alcohol and/or drug abusers as a condition of continued employment solely at the employee's expense. An employee who is permitted and chooses to participate in such a program must be informed that the University will pursue appropriate disciplinary action if the employee does not satisfactorily complete the prescribed program.

Recurrence of Substance Abuse: Upon the second occurrence of the necessity to potentially refer an employee, to counseling, or rehabilitation treatment, there will not be an option to refer the employee in a safety sensitive position for treatment and termination will be automatic.

Subsequent disciplinary actions: When an employee has experienced work related problems as a result of alcohol or drug use and has been reinstated, subsequent disciplinary action will not be taken for the previous work related problems provided the problems cease after reinstatement.

### **Employees Subject to Drug and Alcohol Testing**

All employees in safety sensitive positions of Stephen F. Austin State University are to be included in the alcohol and/or drug testing program and will be subject to testing. Employees identified for testing purposes are expected to cooperate fully with designated clinic and/or laboratory personnel by making themselves available for testing, giving a valid sample and completing accurately all of the steps and necessary documents associated with the test.

Employees in safety sensitive positions at the University who are subject to this drug testing policy are defined as follows:

All employees whose job duties have a direct affect on the health, safety and welfare of employees, students and citizens, which the University serves including the following described duties:

- Drivers with commercial drivers licenses (CDL),
- Employees who are required to have a University certified drivers license in their job description,
- Persons who carry a firearm for security purposes,
- Employees who control dispatch of emergency services,
- Employees who repair or maintain University owned or leased vehicles,
- All maintenance personnel including but not limited to electricians, plumbers, carpenters, etc.,
- Persons required to use dangerous equipment in the course and scope of their jobs including saws, drills, torches, tractors, mowers, and other motorized equipment,
- Employees using chemicals or other dangerous substances in the course and scope of their jobs,
- Medical professionals including licensed doctors, licensed nurses and certified athletic trainers.

**Facilities for Testing**

Employees selected for testing procedures shall report to the designated independent facility, or may be escorted by an authorized supervisor. A specimen will be collected and tested by an independently approved laboratory using valid, reliable testing procedures as outlined under the U.S. DOT regulations at 49 C.F.R, part 40. The services of a Medical Review Officer (MRO) will be retained for proper laboratory results interpretation.

**Test Results**

Drug and alcohol screen test results will be reviewed by an independent MRO after receipt of the specimen by the laboratory.

Employees who test positive for substances prohibited by this program shall be afforded an opportunity to consult with the MRO and to provide medical records or other biomedical information to assist the MRO in determining whether there is a legitimate medical explanation for the test results, including use of a legally prescribed medication. Upon review of all confirmatory tests and other medical records, the MRO shall issue a confirmation report verifying test results. The MRO's confirmation report and the results therein shall be deemed conclusive.

The MRO refers to a licensed physician who is responsible for receiving laboratory results generated by the employer's drug testing program, evaluation, interpreting and verifying those drug testing results in conjunction with an employee's medical history, and determining whether a positive result was caused by the use of prohibited drugs or by an employee's medical condition.

The MRO shall have knowledge of substance abuse disorders and appropriate medical training to interpret and evaluate an individual's positive test result (as reported by the laboratory) together with his or her medical history and any other relevant biomedical information.

Any results below the minimum stipulated test levels for drug testing or under .02 for alcohol testing shall be considered a negative test result. Any employee with properly confirmed positive drug test results, or greater than .02 alcohol test as certified by the MRO, shall continue to be removed from any safety sensitive work and shall report to the supervisor upon request.

**Records**

All information from an applicant's or an employee's drug and alcohol tests is confidential, unless otherwise required by law. Records will be maintained in a secure manner so that disclosure of information to unauthorized persons does not occur.

**Appeal and Retesting**

Employees may appeal positive test results by submitting a written request to the Director of Human Resources within 24 hours after being informed of the positive test result. The appellant has the right to have a second test performed at a certified laboratory of his/her choice. The specimen transfer between the laboratories will follow standard protocol. An MRO shall interpret the alternate laboratory's test results, considering the nature of the result and time elapsed since the original test. All expenses for such retests will be the responsibility of the appellant.

**Training**

Supervisors who make reasonable suspicion determinations will receive training to recognize the signs and symptoms of drug use and will receive additional training to learn about the physical, behavioral, speech, and performance indicators of probable alcohol use.

**Notice**

All new employees shall receive notice of this policy and be required to sign an acknowledgement of receipt. Failure to sign an acknowledgement of receipt shall not nullify the notice provided by the University. Existing employees will be notified of the policy and its revisions.

**Source of Authority:** Director of Environmental Health, Safety, and Risk Management, Director of Human Resources, and General Counsel

**Cross-reference:** Alcohol and Drug Free Workplace Policy E-5, Discipline and Discharge Policy E-11, Illicit Drug and Alcohol Abuse D-19

**Contact for Revision:** Director of Environmental Health, Safety, and Risk Management, Director of Human Resources, and General Counsel

**Forms:** Notice and Acknowledgement of Policy Receipt

## Central Receiving

F-6

Original Implementation: Unpublished

Last Revision: ~~July 15, 2003~~ April 28, 2005

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

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

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

### Vehicle Delivery

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

### Other Delivery Services

Upon receipt of ~~merchandise~~ goods, Central Receiving will:

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

4. affix property inventory tags when needed.

~~Immediately after delivery of the shipment to the requisitioning department, Upon receipt of goods from Central Receiving, the dDepartment will:~~

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

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

~~When shipments are authorized by the Purchasing and Inventory Department for delivery directly to the requisitioning department, bypassing Central Receiving, it shall become the responsibility of the department to~~*Upon receipt of goods or services directly from the Vendor, the Department will:*

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

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

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

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

### **Outgoing Freight**

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

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

**Cross Reference:** None

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

**Forms:** None

**Student Service Fee Allocations****F-28**

Original Implementation: Unpublished

| Last Revision: *April 28, 2005* ~~April 30, 2002~~

Student Activity Fees are distributed to various student organizations and student service operations based on the allocation process utilized by the Student Service Fee Committee. In the spring semester prior to the ~~academic year~~ *fiscal year* of the allocations, the Committee receives requests from various student service operations (i.e. Health Center, Intercollegiate Athletics, Fine Arts Programs, etc.) and ~~Level 3 university sponsored~~ student organizations (~~i.e.~~ *i.e.* Student Government Association, etc.). Requests are evaluated and recommendations for allocations to these groups for the coming year are submitted to the President who may accept or modify the committee's decision. If the President's recommendations are substantially different from that of the advisory committee, the President will notify the advisory committee and provide an opportunity for the chair of the committee to comment on the committee's recommendations. Upon approval of the Board of Regents, the funds are made available for the coming *fiscal* ~~academic~~ year.

~~A portion of the available funds is set aside for disbursement during the remainder of the fall semester of the allocation year. All student organizations are notified that applications for funds are being received. A pre-set formula that takes into account number of members, length of time the organization has been in existence and the amount of funds available for disbursement is utilized in the allocation of funds.~~

| **Source of Authority:** Education Code, Section 54.503; Texas State Legislature; Board of Regents; President; Vice President for University Affairs

| **Cross Reference:** None

| **Contact for Revision:** Director of Student Affairs

**Forms:** None