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ELECTION OF OFFICERS

07-27 Election of Officers for 2007-2008

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Appendix 2 – Spring 2007 Small-Size Class List
Appendix 3 – Policies for Board Review
Monday, April 23, 2007

The regular meeting of the Board of Regents was called to order at 7:30 a.m., Monday, April 23, 2007, by Chair Valerie Ertz.

PRESENT:

Board Members:  Ms. Valerie Ertz, Chair  
Mr. Richard Boyer  
Dr. Margarita de la Garza-Grahm (joined the meeting at 11:45 a.m.)  
Mr. Joe Max Green  
Mr. Kenneth James  
Mr. Paul Pond  
Mr. James Thompson  
Ms. Stephanie Tracy  
Ms. Stephanie Tracy  
Mr. Melvin White  
Mr. Fred Wulf

President:  Dr. Baker Pattillo

Vice-Presidents:  Ms. Debbie Baisden  
Mr. Steve Westbrook  
Dr. Marlin Young

General Counsel:  Ms. Yvette Clark

Other SFA administrators, staff, and visitors

The Building and Grounds Committee convened at 7:30 a.m. Following a lunch recess during which the board members and administrators toured the Athletic Field House, the Building and Grounds Committee adjourned at 2:30 p.m. The Academic and Student Affairs Committee convened at 2:30 p.m. and adjourned at 3:40 p.m. The Finance/Audit Committee convened at 3:55 p.m. and adjourned at 4:35 p.m.

The chair called for an executive session at 4:45 p.m. to consider the following items:

LEGAL ADVICE AND REPORT ON PENDING LITIGATION
Consultation with Attorney Regarding Legal Advice on Tuition and Fee Legislation or Pending and/or Contemplated Litigation or Settlement Offers, including but not
limited to EEOC/TCEQ Matters and Flynn vs. SFASU (Texas Government Code, Section 551.071)

REAL ESTATE
Deliberations Regarding the Purchase, Exchange, Lease, Sale or Value of Real Property (Texas Government Code, Section 551.072)

GIFTS AND DONATIONS
Deliberations Regarding Negotiated Contracts for Prospective Gifts or Donations (Texas Government Code, Section 551.073)

PERSONNEL MATTERS REGARDING SPECIFIC UNIVERSITY EMPLOYEES
Consideration of Individual Personnel Matters Relating to Appointment, Employment, Evaluation, Assignment, Duties, Discipline, or Dismissal of an Officer or Employee, including but not limited to Chief Information Officer, Political Science, Basketball Coaches, Associate Vice President for Alumni Affairs, Government Information Officer, the President and the Vice Presidents (Texas Government Code, Section 551.074)

DELIBERATIONS CONCERNING SECURITY PERSONNEL AND DEVICES
Discussion of security personnel and devices (Texas Government Code, Section 551.076)
• Information Technology Services
• Campus Security

The executive session ended at 8:40 p.m. and the board recessed for the day, with no further action.

Tuesday, April 24, 2007

The chair reconvened the board meeting in open session at 9:05 a.m. on Tuesday, April 24.

PRESENT:

Board Members:  Ms. Valerie Ertz, Chair
                 Mr. Richard Boyer
                 Dr. Margarita de la Garza-Grahm
                 Mr. Joe Max Green
                 Mr. Kenneth James
                 Mr. Paul Pond
                 Mr. James Thompson
                 Ms. Stephanie Tracy
                 Mr. Melvin White
                 Mr. Fred Wulf
President: Dr. Baker Pattillo

Vice-Presidents: Ms. Debbie Baisden
Mr. Steve Westbrook
Dr. Marlin Young

General Counsel: Ms. Yvette Clark

Other SFA administrators, staff, and visitors

The chair welcomed guests to the board meeting and called upon Regent de la Garza-Grahm to lead the pledge to the flags. Regent Wulf provided the invocation.

SPECIAL RECOGNITIONS

Dr. Marlin Young introduced those faculty members who were being recommended for promotion to the rank of Professor, Dr. Brent Burt, Dr. Michele Harris, Dr. Lynda Martin, Dr. Dixie Mercer, and Dr. Kandy Stahl. He introduced Dr. Mingteh Chang, recommended for Professor Emeritus, and Dr. Leon Young, named as Regents Professor for 2007-2008.

Dr. John Jacobson introduced representatives from the site visit team of the National Council for Accreditation of Teacher Education (NCATE), Dr. Arlinda Eaton, NCATE Board of Examiners Chair for SFASU and Dr. Karen Loonam, Director of Educator Standards for the Texas Education Agency. He also introduced the Outstanding Student Teacher of the Year for SFA, James Daniel Hobbs, and the supervising teacher who nominated him, Mrs. Carolyn Matthews.

The SFA Moot Court Team was recognized for their All-American awards at the National Moot Court Competition.

Dr. Ric Berry introduced Mr. Paul Davis, Interim Director for Information Technology Services.

Mr. Steve Westbrook introduced the Advisor and Staff for the Pine Log, named the best Division Two college newspaper in the state at a recent conference of the Texas Intercollegiate Press Association.

Regent Green, on behalf of the board, recognized President Pattillo for being named to the Arp, Texas, Hall of Fame and presented him with a framed copy of the newspaper article covering the event.

BOARD ORDER 07-17
NAMING OF BAKER PATTILLO STUDENT CENTER
Regent James, on behalf of the board, presented the following resolution:

It was the unanimous decision of the Board of Regents at its January 30, 2007, meeting to name Dr. Baker Pattillo as the eighth president of Stephen F. Austin State University.

Dr. Pattillo graduated from SFA in 1965 with a B.S. degree in English and History and earned his Master’s degree in Guidance from SFA in 1966.

He then immediately began his employment at SFA as Assistant Director of Placement and Financial Aid. He became the Director of Placement and Financial Aid in 1970, continuing his doctoral work concurrently. He received a Ph.D. in Educational Administration from Texas A&M in 1971.

Dr. Pattillo was named the Dean of Student Services at SFA in 1972, Vice President for Student Affairs in 1979, Vice President for University Affairs in 1982, and Interim President in July, 2006.

In 41 years of distinguished service to SFA, Dr. Pattillo’s first priority has always been the students. In his role as Vice President for University Affairs he worked closely with student leadership and tirelessly with our elected officials to guide our newest building on campus through the legislative process to make this building a reality.

The Board of Regents wishes to honor him for his loving dedication to this university and could find no finer tribute to him than the magnificent student center that opened this week.

Upon motion by Regent Ertz, seconded by Regent Wulf, with all members voting aye, it was ordered that the SFA Student Center be named the Baker Pattillo Student Center.

APPROVAL OF MINUTES

BOARD ORDER 07-18
Upon motion by Regent Pond, seconded by Regent de la Garza-Grahm, with all members voting aye, it was ordered that the minutes of the January 29 and 30, 2007 and the April 9, 2007 meetings be approved.
PERSONNEL

BOARD ORDER 07-19
Upon motion by Regent Pond, seconded by Regent de la Garza-Grahm, with all members voting aye, it was ordered that the following personnel items be approved.

FACULTY APPOINTMENTS FOR 2007 – 2008

EDUCATION

Darrel Kniss, Assistant Professor of Kinesiology and Health Science, M.A. (University of Kansas) at a salary of $47,500 for 100 percent time for nine months, effective August 22, 2007, contingent upon completion of doctorate by August 31, 2007.

Barry Stafford, Assistant Professor of Human Services, M.A. (Stephen F. Austin State University) at a salary of $47,000 for 100 percent time for nine months, effective September 1, 2007.

LIBERAL AND APPLIED ARTS

Jeff Bremen, Assistant Professor of History, Ph.D. (University of Kansas) at a salary of $43,000 for 100 percent time for nine months, effective September 1, 2007.

Leslie Cecil, Assistant Professor of Sociology, Ph.D. (Southern Illinois University) at a salary of $43,000 for 100 percent time for nine months, effective August 27, 2007.

Dana Magill Cooper, Assistant Professor of History, Ph.D. (Texas Christian University) at a salary of $43,000 for 100 percent time for nine months, effective September 1, 2007.

Haskell Stephen Cooper, Assistant Professor of Social Work, M.S.W. (Stephen F. Austin State University) at a salary of $45,000 for 100 percent time for nine months, effective January 19, 2007.

Jason Dormady, Assistant Professor of History, M.A. (University of California) at a salary of $43,000 for 100 percent time for nine months, effective September 1, 2007, contingent upon completion of doctorate by June 30, 2007.

Lee Payne, Visiting Lecturer of Political Science, Geography and Public Administration, M.S.(University of Houston) at a salary of $18,000 for 100 percent time for four and a half months, effective January 17, 2007.

Walter H. Scalen, Assistant Professor of Criminal Justice, Ph.D. (University of Sarasota) at a salary of $43,000 for 100 percent time for nine months, effective August 24, 2007.
Elizabeth Spradley, Lecturer of Communication, M.A. (Stephen F. Austin State University) at a salary of $26,000 for 100 percent time for nine months, effective January 17, 2007.

Juan Carlos Ureña, Instructor of Modern Languages, M.A. (Stephen F. Austin State University) at a salary of $40,000 for 100 percent time for nine months, effective August 27, 2007, contingent upon completion of doctorate by December 31, 2008.

SCIENCE AND MATHEMATICS

Kent Riggs, Assistant Professor of Mathematics and Statistics, Ph.D. (Baylor University) at a salary of $47,000 for 100 percent time for nine months, effective August 22, 2007.

STAFF APPOINTMENTS FOR 2007 – 2008

ADMISSIONS

Ryan A. Horne, Admissions Counselor at a salary of $28,000 for 100 percent time for 12 months, effective February 12, 2007.

Rachel Jennifer Lambert, Admissions Counselor at a salary of $28,000 for 100 percent time for 12 months, effective February 12, 2007

INFORMATION TECHNOLOGY SERVICES

Stephen D. Rasmussen, Network Support Specialist III at a salary of $46,519 for 100 percent time for 12 months, effective March 26, 2007.

MARKETING

Emily Louise Taravella, Editorial Coordinator for Public Affairs at a salary of $34,000 for 100 percent time for 12 months, effective February 19, 2007.

PRESIDENT’S OFFICE

Charlotte Ann Sullivan, Government Information Officer at a salary of $17,000 for 49 percent time for 4 months, effective February 1, 2007.

UNIVERSITY AFFAIRS

Jennifer L. Davis, Outreach Coordinator for Counseling and Career Services at a salary of $30,000 for 100 percent time for 12 months, effective February 5, 2007.
Jonathan M. Elder, Student Organizations/Greek Life Coordinator for Student Affairs at a salary of $35,000 for 100 percent time for 12 months, effective February 26, 2007.

Amanda P. Horne (Windham), Student Activities Association Coordinator for Student Affairs at a salary of $35,000 for 100 percent time for 12 months, effective February 5, 2007.

Marie E. Quaresima, Aquatic/Safety/Camp Coordinator for Campus Recreation at a salary of $33,000 for 100 percent time for 12 months, effective March 5, 2007.

CHANGES OF STATUS FOR 2007 – 2008

ADMISSIONS

Tiffany G. Gauntt, from Admissions Specialist at a salary of $19,813 effective January 1, 2007 for 100 percent time for 12 months, to Admissions Counselor at a salary of $28,240 for 100 percent time for 12 months, effective March 19, 2007.

COLLEGE OF FORESTRY AND AGRICULTURE

Debrah G. Corbin, from Accountant I at a salary of $35,732 for 100 percent time for 12 months to Assistant to Director Business Ops CRGSC at a salary of $45,000 for 100 percent time for 12 months, effective January 1, 2007.

COLLEGE OF LIBERAL AND APPLIED ARTS

Charles F. Abel, from Associate Professor of Political Science, Geography and Public Administration at a salary of $52,017 for 100 percent time for nine months to Associate Professor and Chair of Political Science, Geography and Public Administration Department at a salary of $90,000 for 100 percent time for 11 months, effective September 1, 2007.

Becky Price-Mayo, from Lecturer/Interim Child Welfare Project Director at a salary of $47,337 for 100 percent for time for 12 months to Lecturer/Director, Child Welfare Professional Development Project at a salary of $52,365 for 100 percent time for 12 months, effective February 1, 2007.

COLLEGE OF SCIENCES AND MATHEMATICS

Robert S. Stewart, from Associate Professor of Biology at salary of $59,573 for 100 percent time for 12 months to Director/Associate Professor of Biotechnology at a salary of $73,031 for 100 percent time for 12 months, effective September 1, 2006.
INFORMATION TECHNOLOGY SERVICES

Richard M. Kennedy, from Network Support Specialist III at a salary of $46,519 for 100 percent time for 12 months to Network Services Manager a salary $57,000 for 100 percent time for 12 months, effective January 15, 2007.

Paul T. Davis, from Assistant Director for Information Technology Services at a salary of $58,630 for 100 percent time for 12 months to Interim Director for Information Technology Services at a salary of $82,630 for 100 percent time for 12 months, effective March 8, 2007.

LIBRARY

Rachel B. Galan, from Librarian II at a salary of $47,193 for 100 percent time for 12 months to Interim Associate Director at a salary of $47,193 for 100 percent time for 12 months and an additional salary of $500 stipend per month until the Associate Library Director returns to her position, effective February 5, 2007.

MARKETING

Andy R. Kesling, Executive Director of Marketing, from a salary of $96,000 for 100 percent time for 12 months to a salary of $104,400 for 100 percent time for 12 months, effective February 1, 2007, to compensate for additional responsibilities of maintaining the SFA website.

REGISTRAR

Donna J. Burkett, from Degree Audit Coordinator at a salary of $26,050 for 100 percent time for 12 months to Assistant Registrar at a salary of $34,950 for 100 percent time for 12 months, effective March 1, 2007.

UNIVERSITY AFFAIRS

Steve Westbrook, from Interim Vice President for University Affairs a salary of $101,814 for 100 percent time for 12 months, to Vice President for University Affairs at a salary of $133,000 for 100 percent time for 12 months, effective April 24, 2007. This appointment is contingent upon completion of a doctoral degree by December 31, 2012.

Michele D'Nese Haddox, from Associate Director of Housing at a salary of $59,699 for 100 percent time for 12 months to Interim Director of Housing at an annual salary of $65,699 for 100 percent time for 7 months, effective February 1, 2007.
RETIREMENTS

John Anson, Professor of Psychology, effective May 31, 2007.

Donald E. Bowen, Professor of Physics and Astronomy, effective March 31, 2007.

Ronald G. Claunch, Chair of Political Science, Geography and Public Administration Department, effective July 31, 2007.

Linda Morales, Director of School of Social Work, effective July 31, 2007.

Robert T. Ramsey, Chair of Communication Department, effective July 31, 2007.


PROMOTIONS

The following individuals were granted promotion to the academic rank indicated, effective fall semester, 2007.

To Assistant Professor:
  Dr. Carolyn Davis  Elementary Education
  Dr. Mark Seaman  Secondary Education & Educational Leadership

To Associate Professor:
  Dr. Charlotte Allen  Management, Marketing & International Business
  Dr. Lesa Beverly  Mathematics & Statistics
  Dr. Deborah Buswell  Kinesiology
  Dr. Philip Catton  History
  Dr. Warren Conway  Forestry
  Ms. Amy George  Art
  Dr. Marlene Kahla  Management, Marketing & International Business
  Dr. Jeana Paul-Ureña  Modern Languages
  Dr. Garland Simmons  Economics & Finance
  Dr. Gary Wurtz  Music

To Professor:
  Dr. Brent Burt  Biology
  Dr. Michele Harris  Chemistry
  Dr. Lynda Martin  Human Sciences
  Dr. Dixie Mercer  Human Services
  Dr. Kandy Stahl  Psychology
To Professor Emeritus:
Dr. Mingteh Chang

To Librarian II:
Ms. Susan Clarke
Ms. Priscilla Coulter

TENURE

Academic tenure was awarded to the following individuals, effective fall semester, 2007.

<table>
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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Dr. Charlotte Allen</td>
<td>Management, Marketing &amp; International Business</td>
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<tr>
<td>Dr. Lesa Beverly</td>
<td>Mathematics &amp; Statistics</td>
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<tr>
<td>Dr. Philip Catton</td>
<td>History</td>
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<tr>
<td>Dr. Warren Conway</td>
<td>Forestry</td>
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<tr>
<td>Dr. Carolyn Davis</td>
<td>Elementary Education</td>
</tr>
<tr>
<td>Ms. Amy George</td>
<td>Art</td>
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<tr>
<td>Dr. Jeana Paul-Ureña</td>
<td>Modern Languages</td>
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<tr>
<td>Dr. Kelly Salsbery</td>
<td>English</td>
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<tr>
<td>Dr. Peter Simbi</td>
<td>Social Work</td>
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<tr>
<td>Dr. Brian Utley</td>
<td>Music</td>
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FACULTY DEVELOPMENT LEAVE FOR 2007-2008

The faculty members listed below were awarded Faculty Development Leave for the semester indicated.

Fall 2007

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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Dr. Kathleen Belanger</td>
<td>Social Work</td>
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<tr>
<td>Dr. Sam Copeland</td>
<td>Social Work</td>
</tr>
<tr>
<td>Dr. Warren Fisher</td>
<td>Management, Marketing &amp; International Business</td>
</tr>
<tr>
<td>Mr. Robert Kinsell</td>
<td>Art</td>
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<tr>
<td>Dr. Mark Turner</td>
<td>Music</td>
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Spring 2008

<table>
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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Dr. Gregory Miller</td>
<td>Mathematics &amp; Statistics</td>
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<tr>
<td>Dr. Mark Turner</td>
<td>Music</td>
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REGENTS PROFESSORSHIP FOR 2007-2008

Dr. Leon Young, Professor of Agriculture, was awarded a Regents Professorship for 2007-2008.

FACULTY LEAVE OF ABSENCE WITH PAY

The requested faculty leave of absence was approved for Dr. Larry H. Chasteen, Assistant Professor of Management, Marketing, and International Business, effective June 1, 2007, for one year as a William C. Foster Fellow Visiting Scholar with the U.S. Department of State in Washington, D.C. Dr. Chasteen will receive each month his regular SFA paycheck. His salary and benefits will be reimbursed to SFA from the Department of State on a quarterly basis.

STAFF LEAVE OF ABSENCE WITHOUT PAY

Mrs. Robin Redmon Wright, Director, Academic Assistance and Resource Center, was granted a leave of absence without pay, effective March 27-April 10 for two weeks, to complete the requirements of writing her dissertation on adult education.

FACULTY LEAVE OF ABSENCE WITHOUT PAY

Dr. Tracy Johnson, Associate Professor of English and Philosophy, was granted a leave of absence without pay, effective fall 2007 for one year to pursue a Master of Arts in Theological Studies.

ACADEMIC AND STUDENT AFFAIRS

BOARD ORDER 07-20
Upon motion by Regent James, seconded by Regent Boyer, with all members voting aye, it was ordered that the following academic and student affairs items be approved.

CURRICULUM CHANGES

The undergraduate and graduate curriculum changes listed in Appendix 1 were approved.

SMALL-SIZE CLASSES SPRING 2007

The Spring 2007 small-size class list was approved as shown in Appendix 2.
APPROVAL OF NAME CHANGE FROM MASTER OF SCIENCE IN FAMILY AND CONSUMER SCIENCES TO MASTER OF SCIENCE IN HUMAN SCIENCES

The name change requested by the Department of Human Sciences was approved from Master of Science in Family and Consumer Sciences to Master of Science in Human Sciences. The program will have the following specialization areas:

- Child Development/Family
- Family & Consumer Sciences
- Fashion Merchandising
- Food, Nutrition & Dietetics
- Hospitality Administration
- Interior Design
- Interior Merchandising

APPROVAL TO MOVE THE DIVISION OF ENVIRONMENTAL SCIENCE TO THE ARTHUR TEMPLE COLLEGE OF FORESTRY AND AGRICULTURE

It was approved that the entire Division of Environmental Science be moved from the College of Sciences and Mathematics to the Arthur Temple College of Forestry and Agriculture. It was additionally approved that the B.S. program in Environmental Science be moved from the Department of Forestry to the Division of Environmental Science. This change will be effective for Spring 2008.

PROPOSAL TO OFFER ONLINE THE RN-BSN TRANSITION PROGRAM

Approval was given to offer the on-line RN-BSN Training Program in the School of Nursing starting Summer 2007.

FINANCIAL AFFAIRS

BOARD ORDER 07-21
Upon motion by Regent Thompson, seconded by Regent White, it was ordered that the following financial affairs item be approved.

ADOPTION OF SUMMER 2007 BUDGET

The FY 2007 annual budget includes $4,011,932 for summer school academic salaries and benefits. It was approved that academic and summer school support salaries and benefits included in the annual budget be increased by $295,128 to provide funding for the education and general salaries of the 2007 summer budget. Student wages of $30,000 are funded from designated funds and salaries and benefits of $258,488 are funded from
restricted contract and grant funds. The total summer budget of $4,595,548 was approved as presented.

**BOARD ORDER 07-22**
Upon motion by Regent Thompson, seconded by Regent White, with all members voting aye, it was ordered that the following financial affairs item be approved:

**PAYMENT OF HOUSING DEBT SERVICE WITH HOUSING PHASE I BOND PROCEEDS**

It was approved that the residual balance of $1,161,243 in the Housing Phase I Bond Proceeds be used to reimburse that amount of debt service for Fiscal year 2007.

**BUILDING AND GROUNDS**

**BOARD ORDER 07-23**
Upon recommendation of the Building and Grounds Committee, with all members voting aye on all items, with the exception of the item concerning the construction manager at risk for the EDC, for which Joe Max Green recused himself from discussion and voting, it was ordered that the following building and grounds items be approved.

**GIFT OF REAL ESTATE AND NAMING OF JIMMY HINDS PARK**
The Board of Regents approved the proposed gift of property from the Jimmy Hinds family, namely Barbara Finney, Patricia Spearman, Susan Knox and Dan H. Hinds, Jr. This property adjoins the SFA Pineywoods Native Plant Center and is approximately 2.5 acres located on East Austin and Lanana Creek, legally described as Lots 25-B-2 and 25-A-1 of Block 50, Nacogdoches, Texas. The property was accepted for use by the university as a park for the period of the life of the donors plus 21 years, contingent upon final agreement on deed restrictions. Upon acceptance of the gift and all final approvals, it was approved that the 2.5 acre park area be named the Jimmy Hinds Park and that the President be authorized to sign any gift and or deed documents relating to the property transfer.

**CONTRACTING WITH ARCHITECT/ENGINEER FOR EDUCATION RESEARCH CENTER**
The Board of Regents selected 3D/International as the architect/engineering firm for the design of the Education Research Center. The board based its selection upon the recommendation of the Building and Grounds Committee; committee members had interviewed each of the finalists in the selection of the architect/engineer for the Education Research Center at its meeting on April 23, 2007. The interviewed firms included: HOK, Page-Southerland-Page, HKS and 3D/I.
Major discussion issues in the recommendation of 3D/I as the contracted Architect for the Education Research Center, with HKS selected as the second choice firm, included:

- firm’s ability to deliver programmatically what is needed to blend a research program with an early childhood lab, charter school, and teaching facility;
- firm’s ability to design both outside and inside space that meets the needs of the above programs;
- firm’s ability to meet a fast-track timeline targeted at opening the facility Fall, 2009
- successful completion of Human Services/Telecommunications Building on our campus by 3D/I
- broad experiences 3D/I had in developing the construction manager at risk process and associated legislation
- unique expertise that Dr. Strickland on 3D/I team brought to the project with his background in early childhood education

Only if a contract cannot be successfully negotiated with 3D/International, authorization was given to begin negotiations with HKS, as the second choice firm. Authorization was given, subject to effective status for the legislation, to seek Coordinating Board approval of the Education Research Center project not to exceed $28,000,000. The president was authorized to sign any documents or contracts necessary to complete the work.

CONTRACTING WITH CONSTRUCTION MANAGER AT RISK FOR EDUCATION RESEARCH CENTER

J.E. Kingham Construction Company was selected as the construction manager at risk for the Education Research Center project and the president was authorized to sign any contracts necessary to complete the work.

GERALD W. SCHLIEF DEPARTMENT OF ACCOUNTING RENOVATION

The university was authorized to renovate the Gerald W. Schlief Department of Accounting lobby and office suite. The renovation will include electrical, lighting, ceiling, wall, and floor treatments as considered necessary. Furniture and built-in cabinets will also be included. The physical plant will act as general contractor for the project. The cost will not exceed $175,000 and will be paid from funds generously donated by Mr. and Mrs. Gerald Schlief.

ELECTRICITY PURCHASING AUTHORIZATION

The current electricity provider for the university, Texas Utilities, was selected by an RFP process in cooperation with Texas A&M University. The current contract expires September 1, 2007. SFA will again work with Texas A&M in the selection process for an electricity provider. The university was authorized to finalize the contract on behalf of the board when the best and final price is provided. The university was authorized to enter into a one or two year contract depending on the offer made by the provider and, with the approval of the president, the vice president for finance and administration was
authorized to sign the necessary contracts or other documents permitting the A&M System to commit SFA to an electric utility purchase deemed to be the best option for SFA.

The following item was deferred:

**COMPREHENSIVE STUDY – STUDENT HOUSING (DEFERRED)**

The administration recommends that the Housing Department be authorized to solicit proposals from firms that specialize in comprehensive higher education housing plans for conducting a comprehensive student housing study at SFA that will include the following elements:

A. Market Analysis  
B. Facility Assessment  
C. Residential Program Analysis  
D. Plan Development/Cost Models  
E. Final Report

The proposals submitted will be evaluated by representatives of the Housing Department and the Physical Plant. The administration further recommends that the president be authorized to sign the contract with the firm selected through this evaluation process with the cost not to exceed $85,000.

The funds for this expenditure will be the funds made available within the Housing budget when the allocation of the remaining bond proceeds in the Phase I Housing project is applied to Phase I debt service.

**BOARD ORDER 07-24**

Upon motion by Regent Green, seconded by Regent Thompson, with all members voting aye, it was ordered that the following items be approved:

**AUTHORIZATION FOR CAMPUS WAY-FINDING SIGNAGE PROJECT**

The executive director of marketing and the director of physical plant will further collaborate on this signage project, obtaining samples of proposed signage. The board authorized the Buildings and Grounds Committee to meet before the next scheduled board meeting and give final approval for the pedestrian and driving signs, which will be in place on campus by Fall 2007. This project will have a cost not to exceed $125,000 to be paid from funds previously authorized and set aside by the board of regents for such purpose.

**DEFERRED MAINTENANCE – GRIFFITH HALL (15); STEEN HALL (17); KERR HALL (18)**
Approval was given to authorize payment for the maintenance and upgrade items in student housing as detailed below:

1. Repair, upgrade and make ADA modifications to elevators in Griffith Hall (15) with costs not to exceed $109,200.
2. Repair, upgrade and make ADA modifications to elevators in Steen Hall (17) with costs not to exceed $407,400.
3. Repair, upgrade and make ADA modifications to elevators in Kerr Hall (18) with costs not to exceed $109,200.

The funds for these expenditures will be the funds made available within the Housing budget when the allocation of the remaining bond proceeds in the Phase I Housing project is applied to Phase I debt service.

The president was authorized to sign any contracts necessary to complete the work.

**BOARD MOTION**
A motion was made by Regent Wulf and seconded by Regent Thompson to accept the following recommendation:

REQUEST FOR QUALIFICATIONS AND SUBMISSION OF PROPOSALS – PHASE III OF STUDENT HOUSING (AMENDED)

The administration requests authorization to develop a list of qualified design/build firms to be considered for the Phase III project by issuing a Request for Qualifications (RFQ). The RFQs submitted will be evaluated by representatives from the Housing Department and the Physical Plant along with a representative of the Board of Regents appointed by the Chair of the Board. The firms selected through this initial evaluation process will be asked to submit design/build proposals for the project to the Board’s Buildings and Grounds Committee at the regularly scheduled July 2007 meeting. The Building and Grounds Committee will interview respondents for recommendation to the full Board for approval.

The Building and Grounds Committee adds to this recommendation that the timeline be shortened to allow for tear down of Halls 9, 10, 11, and 12 during Fall 2007 to allow for completion of the Phase III residence hall by Fall 2008.

The motion failed by a vote of 5 to 4.

**BOARD ORDER 07-25**
Upon motion by Regent Green, seconded by Regent White, with five regents voting aye and three regents voting nay, it was ordered that the following item be approved:
REQUEST FOR QUALIFICATIONS AND SUBMISSION OF PROPOSALS – PHASE III OF STUDENT HOUSING

Authorization was given to develop a list of qualified design/build firms to be considered for the Phase III project by issuing a Request for Qualifications (RFQ). The RFQs submitted will be evaluated by representatives from the Housing Department and the Physical Plant along with a representative of the Board of Regents appointed by the Chair of the Board. The firms selected through this initial evaluation process will be asked to submit design/build proposals for the project to the Board’s Buildings and Grounds Committee. The Building and Grounds Committee will interview respondents for recommendation to the full Board for approval.

UNIVERSITY POLICIES AND PROCEDURES

BOARD ORDER 07-26
Upon motion by Regent Boyer, seconded by Regent Green, with all members voting aye, the Board of Regents adopted the policy revisions as presented in Appendix 3.

REPORTS

President Pattillo presented comments on the following topics:
- Legislative Update
- Student Center
- May 12th Commencement
- Student Recreation Center Opening
- Strategic Plan

Gina Oglesbee, Director of Audit Services, presented a report on the audit plan.

Chris Barker, the Faculty Senate chair, reported on the following topics:
- Faculty concerns

Brittany Scott, president of the Student Government Association, reported on the following:
- SGA President/Vice President Elections
- Spirit Rock update
- SC Opening
- Sunday night meal options
- Legislation update
- Driving Jacks update
- General overview of year and thank you’s
ELECTION OF OFFICERS

BOARD ORDER 07-27
Joe Max Green, Chair of the Nominating Committee, reported to the board on behalf of the committee, which included Kenneth James, and James Thompson. Upon motion by Regent Green, seconded by Regent James, with all members voting aye, it was ordered that Valerie Ertz be elected Chair, James Thompson Vice Chair, and Joe Max Green Secretary.

The board chair recognized the three outgoing board members, Dr. Margarita de la Garza-Graham, Kenneth James, and Fred Wulf, and presented them with a portrait and a commemorative Lumberjack Axe.

The meeting was adjourned at 10:55 a.m.
# Undergraduate New Course Proposals

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Change Requested</th>
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</thead>
<tbody>
<tr>
<td><strong>COLLEGE OF BUSINESS</strong></td>
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<tr>
<td>CSC 351</td>
<td>Internet Programming Concepts</td>
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<td>System Administration</td>
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<td>Enterprise Security</td>
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<td><strong>COLLEGE OF EDUCATION</strong></td>
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<td>Content Area Reading &amp; Writing Lab</td>
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<td>HMS 250</td>
<td>Merchandising Applications</td>
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<td><strong>COLLEGE OF FINE ARTS</strong></td>
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<td>Color Theory and Practice</td>
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<td>ART 418</td>
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<td>Northern Renaissance Art</td>
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<td>ART 462</td>
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<td>Class Piano for Non-Music Majors 1</td>
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<td>AGN 462</td>
<td>Forages</td>
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<td>HRT 315</td>
<td>Turfgrass Science I</td>
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<td>FOR 406</td>
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<td>Contemporary Topics in Geospatial Science</td>
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<td><strong>COLLEGE OF LIBERAL AND APPLIED ARTS</strong></td>
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<td>Sacred Texts and Traditions</td>
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<td>Ancient/Classical World Literature</td>
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<td>Medieval/Renaissance World Literature</td>
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<td>ENG 358</td>
<td>Writing Fiction for Young Adults</td>
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<td>ENG 383</td>
<td>Bible as Literature</td>
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<td>ENG 426</td>
<td>Genres, Topics, and Authors</td>
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<td>Women Writers</td>
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<td>GRK 295</td>
<td>Ind. Study: Prin. of Clas.Greek</td>
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<td>PHI 243</td>
<td>Contemporary Moral Issues</td>
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<td>PSC 490</td>
<td>Senior Seminar</td>
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<td>FRE 335</td>
<td>Advanced French Conversation</td>
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<td>ANT 382</td>
<td>Area Studies in Anthropology</td>
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<td>Cancer Biology</td>
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<td>Marine Biology</td>
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<td>MTH 420</td>
<td>Statistical Inference</td>
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# Undergraduate Course Change Proposals

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<tr>
<td>BLW 330</td>
<td>Personal Law</td>
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<td>BLW 366</td>
<td>Real Estate Law</td>
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<td>BCM 247</td>
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<td>BCM 347</td>
<td>Administrative Communication</td>
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<td>ACC 465</td>
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<td>GBU 325</td>
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<td>MGT 464</td>
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<td>Change course title from Case Studies/Mid-Level Students</td>
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<td>RDG 320</td>
<td>Literacy Development in Middle Childhood</td>
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<td>HMS 332</td>
<td>Communicating HMS Content</td>
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<td>MLG 401</td>
<td>The Middle Level Learning Community</td>
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<td>MLG 402</td>
<td>Creating Learner-Centered Middle Schools</td>
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<td>THR 242</td>
<td>Lighting Technology</td>
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<td>THR 360</td>
<td>Principles of Design</td>
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<td>MUP 101</td>
<td>Class Piano for Music Majors 1</td>
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<td>FOR 223</td>
<td>Surveying and Mapping</td>
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<td>FOR 335</td>
<td>Non-Timber Resources Management</td>
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<td>ENG 405</td>
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<td>Intermediate French Conversation</td>
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<td>ENG 381</td>
<td>Writing About Literature</td>
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<td>ENG 302</td>
<td>Folklore</td>
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<td>ANT 441</td>
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<td>ENG 300</td>
<td>Mythology</td>
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<td>ENG 444</td>
<td>Teaching English in Secondary Schools</td>
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<td>ENG 132</td>
<td>Research &amp; Argument</td>
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<td>Rhetoric &amp; Composition</td>
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<td>ENG 222</td>
<td>British Literature from 1800</td>
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<td>British Literature to 1800</td>
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<td>American Literature to 1865</td>
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<td>Study Abroad</td>
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<td>World Literature to 1650</td>
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<td>PHY 108</td>
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<td>Medical Terminology</td>
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<td>Human Anatomy and Physiology I</td>
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<td>Pollution of the Aquatic Environment</td>
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<td>BIO 404</td>
<td>Plant Physiology</td>
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</tr>
<tr>
<td>BIO 407</td>
<td>Behavioral Ecology</td>
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<td>BIO 412</td>
<td>Field Biology</td>
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<td>BIO 414</td>
<td>Field Course in Applied Ecological Methods</td>
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<td>Principles of Electron Microscopy</td>
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<tr>
<td>BIO 424</td>
<td>Plant Pathology</td>
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<td>BIO 430</td>
<td>Invertebrate Natural History</td>
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<td>BIO 433</td>
<td>Ornithology</td>
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<td>BIO 435</td>
<td>Plant Systematics</td>
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<td>BIO 437</td>
<td>Herpetology</td>
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<td>Course Code</td>
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<td>CHE 134</td>
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<td>CHE 441</td>
<td>Advanced Inorganic Chemistry</td>
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<td>CHE 443</td>
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<td>BIO 327</td>
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<td>BIO 431</td>
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<td>CHE 302</td>
<td>Fundamental Applications of Chemistry</td>
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<tr>
<td>MTH 301</td>
<td>Concepts of Calculus</td>
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<tr>
<td>MTH 302</td>
<td>Concepts in Geometry</td>
<td>Change title from History of Mathematics and changed the course description.</td>
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## Undergraduate Course Deletions

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<td>HMS 332L</td>
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<td>ENG 306</td>
<td>Periods in World Literature</td>
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<td>ENG 310</td>
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<td>ENG 320</td>
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<td>Major Authors</td>
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<tr>
<td>ENG 322</td>
<td>Major British Authors</td>
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<tr>
<td>ENG 323</td>
<td>Major American Authors</td>
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<td>ENG 329</td>
<td>Literary Movements</td>
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<td>ENG 336</td>
<td>Literary Genres</td>
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<td>ENG 337</td>
<td>Contemporary Literature</td>
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<td>ENG 343</td>
<td>Modern Drama</td>
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<td>ENG 396</td>
<td>Independent Study</td>
<td>Delete Course</td>
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<td>ENG 425</td>
<td>Topics in Shakespeare</td>
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<tr>
<td>ENG 436</td>
<td>Topics in Contemporary Literature</td>
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<tr>
<td>ENG 443</td>
<td>Introduction to Literacy Studies</td>
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<tr>
<td>ENG 470</td>
<td>Advanced Topics in Ethnic Studies</td>
<td>Delete Course</td>
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<td>ENG 486</td>
<td>Advanced Critical Theory</td>
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<tr>
<td>ANT 381</td>
<td>Area Study of the Middle East</td>
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<td>ANT 493</td>
<td>Special Studies of Latin America</td>
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<td><strong>COLLEGE OF SCIENCES AND MATHEMATICS</strong></td>
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<td>BIO 210</td>
<td>Survey of the Health Profession</td>
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<td>BIO 260</td>
<td>Dinosaur Biology</td>
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# Undergraduate Program Change Proposals

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<thead>
<tr>
<th>Course Number</th>
<th>Program Title</th>
<th>Change Requested</th>
<th>Action Taken</th>
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<tbody>
<tr>
<td>COLLEGE OF BUSINESS</td>
<td>Minor in Information Technology</td>
<td>New Minor</td>
<td>Approved</td>
</tr>
<tr>
<td>Program</td>
<td>Major in Information Technology</td>
<td>New Major</td>
<td>Approved</td>
</tr>
<tr>
<td>Program</td>
<td>General Business Emphases</td>
<td>Add Official Emphases to the General Business Major</td>
<td>Approved</td>
</tr>
<tr>
<td>Program</td>
<td>Program Change in International Business Degree</td>
<td>Add a course and correct a current course number</td>
<td>Approved</td>
</tr>
<tr>
<td>Program</td>
<td>Program Change in Degree Requirements</td>
<td>Add a course to degree requirements</td>
<td>Approved</td>
</tr>
<tr>
<td>COLLEGE OF EDUCATION</td>
<td>Minor in Special Education</td>
<td>New Program</td>
<td>Approved</td>
</tr>
<tr>
<td>COLLEGE OF FINE ARTS</td>
<td>Change in Music Program based on new course</td>
<td>Program Changes</td>
<td>Approved</td>
</tr>
<tr>
<td>COLLEGE OF FORESTRY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COLLEGE OF LIBERAL AND APPLIED ARTS</td>
<td>Minor in Children's Literature</td>
<td>New Minor</td>
<td>Approved</td>
</tr>
<tr>
<td>Program</td>
<td>Minor in Religious Studies</td>
<td>New Program</td>
<td>Approved</td>
</tr>
<tr>
<td>Program</td>
<td>Modify the English and Philosophy Undergraduate Curriculum</td>
<td>Program Changes</td>
<td>Approved</td>
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<tr>
<td>Program</td>
<td>Modify Degree Plan for Liberal Studies BA</td>
<td>Program Changes</td>
<td>Approved</td>
</tr>
<tr>
<td>Program</td>
<td>Modify Degree Plan for Liberal Studies/Social Studies Curriculum</td>
<td>Program Changes</td>
<td>Approved</td>
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<tr>
<td>Program</td>
<td>Minor in Anthropology</td>
<td>New Major</td>
<td>Approved</td>
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<tr>
<td>Program</td>
<td>Modify French Program</td>
<td>Program Changes</td>
<td>Approved</td>
</tr>
<tr>
<td>COLLEGE OF SCIENCES AND MATHEMATICS</td>
<td>Modification of Combined Sciences &amp; Mathematics Minor</td>
<td>Change of Minor to Combined Sciences Minor</td>
<td>Approved</td>
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## SPRING 2007 GRADUATE COURSE PROPOSALS

### New Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Description Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 515</td>
<td>Graduate Color Theory and Practice</td>
<td>Adds elective for majors and minors</td>
</tr>
<tr>
<td>ART 518</td>
<td>Graduate Color Photography</td>
<td>Adds elective for majors and minors</td>
</tr>
<tr>
<td>ART 545</td>
<td>Northern Renaissance Art</td>
<td>Adds requirement for majors and minors</td>
</tr>
<tr>
<td>ART 562</td>
<td>Digital Media: Interactive Arts</td>
<td>Adds elective</td>
</tr>
<tr>
<td>ENV 519</td>
<td>Coastal and Estuarine Environmental Issues</td>
<td>Adds elective for majors</td>
</tr>
<tr>
<td>FOR 577</td>
<td>Data Analysis</td>
<td>Adds elective for students in the Master of Science in Resource Interpretation degree program</td>
</tr>
<tr>
<td>GOL 535</td>
<td>Non Seismic Methods</td>
<td>Adds course for graduate environmental geology students</td>
</tr>
<tr>
<td>GOL 536</td>
<td>Seismic Methods</td>
<td>Adds course for graduate students in environmental science and forestry</td>
</tr>
<tr>
<td>GIS 564</td>
<td>Advanced Geospatial Science Topics</td>
<td>Adds elective for majors and minors</td>
</tr>
<tr>
<td>GIS 575</td>
<td>Advanced Graduate Studies in Geospatial Science</td>
<td>Adds elective for majors and minors</td>
</tr>
<tr>
<td>HMS 516</td>
<td>Advanced Lighting</td>
<td>Adds required course for majors in human science with interior design focus; part of a long range plan to establish a Master of Science in Interior Design</td>
</tr>
<tr>
<td>HMS 560</td>
<td>Advanced Housing</td>
<td>Adds required course for majors and minors</td>
</tr>
<tr>
<td>LAS 550</td>
<td>Special Topics in Latin American Studies</td>
<td>Adds elective for graduate students who would benefit professionally from greater knowledge of Latin American culture (particularly International Business, Education, and Forestry majors)</td>
</tr>
<tr>
<td>SPA 575</td>
<td>Graduate Studies in Spanish Language and Literature</td>
<td>Adds topics course for majors in the Master of Interdisciplinary Studies degree program</td>
</tr>
<tr>
<td>SWK 520</td>
<td>Social Work Research Process</td>
<td>Adds required course for majors</td>
</tr>
<tr>
<td>SWK 548</td>
<td>Religion, Spirituality, and Helping</td>
<td>Adds elective for majors and minors</td>
</tr>
<tr>
<td>SWK 558</td>
<td>Advanced Practice with Groups</td>
<td>Adds required course for majors in the rural generalist concentration of the MSW degree program</td>
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<tr>
<td>SWK 568</td>
<td>Chemical Dependency</td>
<td>Adds elective for majors and minors</td>
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### Course Changes

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Description Summary</th>
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<tbody>
<tr>
<td>ECH 561</td>
<td>Practicum in ECH Interaction</td>
<td>Changes course description to reflect that course may be taken on campus or via distance-learning</td>
</tr>
<tr>
<td>ECH 562</td>
<td>Practicum in Early Childhood Teaching</td>
<td>Changes course description to reflect that course may be taken on campus or via distance-learning</td>
</tr>
<tr>
<td>ECH 586</td>
<td>Evaluation in Early Childhood Education</td>
<td>Changes course number and title to ECH 525 so it can be cross listed with ELE 525</td>
</tr>
<tr>
<td>ELE 525</td>
<td>Instruction and Assessment</td>
<td>Changes course description so it can be cross listed with ECH 525</td>
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<tr>
<td>RDG 502</td>
<td>Upper Level Literacy</td>
<td>Changes course title and description to reflect updated terminology; adds prerequisites</td>
</tr>
<tr>
<td>RDG 519</td>
<td>Reading Methods Upper: Level</td>
<td>Changes course title and description to reflect updated terminology</td>
</tr>
<tr>
<td>RDG 574</td>
<td>Teaching Reading with Trade books</td>
<td>Changes course title to reflect updated terminology</td>
</tr>
<tr>
<td>HIS 547</td>
<td>Special Topics in American History</td>
<td>Changes course title so it is consistent with format of other topics course titles in History; allows students to repeat the course twice instead of only once (for a total of 9 hours as opposed to 6)</td>
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<tr>
<td>HIS 552</td>
<td>Nineteenth-Century America</td>
<td>Changes course description to clarify content</td>
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<tr>
<td>HIS 557</td>
<td>Recent American History</td>
<td>Changes course number (to HIS 553) so that it more closely follows the sequence of graduate History courses</td>
</tr>
<tr>
<td>Course</td>
<td>Title</td>
<td>Description Summary</td>
</tr>
<tr>
<td>---------</td>
<td>--------------------------------------</td>
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</tr>
<tr>
<td>HIS 575</td>
<td>Advanced Graduate Studies</td>
<td>Changes credit hours from 3 hours to variable credit of 1-3 hours</td>
</tr>
<tr>
<td>HMS 560</td>
<td>Adult and Aging</td>
<td>Changes course number (to HMS 553) to free up the old number for purposes of cross listing (see new HMS 560 above)</td>
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<tr>
<td>AED 551</td>
<td>School Asset/Capital Management</td>
<td>Changes course title and description to more accurately reflect course content</td>
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**Course Deletions**

<table>
<thead>
<tr>
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<th>Title</th>
<th>Description Summary</th>
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</thead>
<tbody>
<tr>
<td>ECH 588</td>
<td>Evaluation in Early Childhood Ed</td>
<td>Deletes course because it will be renumbered as ECH 525 for the purpose of cross-listing it with ELE 525</td>
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<tr>
<td>SWK 510</td>
<td>Measurement and Statistics</td>
<td>Deletes course because its content has been moved into a proposed new course (see SWK 520 above)</td>
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</table>
§5.23 Definitions

§5.23.5 Organized classes—Classes whose primary mode of instruction is lecture, laboratory, or seminar.

§5.23.8 Small classes—Undergraduate level classes with less than 10 registrations, and graduate level classes with less than five registrations.

§5.26 Offering of Small Classes by Public Universities

In accordance with Texas Education Code, §51.403(d), public universities may offer organized small classes which:

§51.403(d.1) have been approved by the governing board of the university;

§51.403(d.2) is a required course for graduation (the course is not offered each semester or term, and, if canceled, may affect the date of graduation of those enrolled);

§51.403(d.3) is a required course for majors in this field and should be completed this semester (or term) to keep proper sequence in courses;

§51.403(d.4) is a course in a newly established degree program, concentration, or support area;

§51.403(d.5) is part of an interdepartmental (cross-listed) course taught as a single class by the same faculty at the same station, provided that the combined enrollments do not constitute a small class;

§51.403(d.6) is a first-time offering of the course;

§51.403(d.7) is class size-limited by accreditation or state licensing standards;

§51.403(d.8) is class size-limited by availability of laboratory or clinical facilities; or

§51.403(d.9) is voluntarily offered by a faculty member in excess of the institutional teaching load requirement and for which the faculty member receives no additional compensation.

Source Note: The provisions of this §5.26 adopted to be effective May 28, 2003, 28 TexReg 4124
### Course Information

<table>
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<tr>
<th>Section Id.</th>
<th>Title</th>
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<th>Total Credit Hours</th>
<th>Texas Education Code Offering Compliance</th>
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<td>PROG METH/FILE STRUCTURES</td>
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<td>3</td>
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<td>CSC 412 001</td>
<td>CSC PRACTICUM</td>
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<td>MLG 424 501</td>
<td>MATHEMATICS IN THE MIDDLE G</td>
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<td>3</td>
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<td>CJS 414 090</td>
<td>APPEALS &amp; BRIEFS</td>
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<td>GRK 132 001</td>
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<td>SPA 350 290</td>
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<td>FRE 235 001</td>
<td>FRENCH CONVERSATION</td>
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<td>3</td>
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<td>CHE 541 001</td>
<td>ADVANCED PHYSICAL CHEMISTRY</td>
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<td>9</td>
<td>$51,403(d.2, d.3)</td>
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<tr>
<td>CHE 338 001</td>
<td>PHYSICAL CHEMISTRY II</td>
<td>4</td>
<td>4</td>
<td>16</td>
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<td>CHE 470 001</td>
<td>A, B, C, D SEMINAR</td>
<td>5</td>
<td>1</td>
<td>5</td>
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<td>CHE 483 001</td>
<td>COMPREHENSIVE BIOCHEMISTRY</td>
<td>7</td>
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<tr>
<td>STA 522 001</td>
<td>REGRESSION ANALYSIS</td>
<td>4</td>
<td>3</td>
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<td>MTH 440 001</td>
<td>ADVANCED CALCULUS II</td>
<td>6</td>
<td>3</td>
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<tr>
<td>STA 321 001</td>
<td>NONPARAMETRIC STATISTICS</td>
<td>6</td>
<td>3</td>
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<tr>
<td>MTH 312 001</td>
<td>INTRO TO ALGEBRAIC SYSTEMS</td>
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<td>3</td>
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<td>$51,403(d.3)</td>
</tr>
<tr>
<td>NUR 302 005</td>
<td>NURSING FUNDAMENTALS</td>
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<td>72</td>
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<tr>
<td>NUR 316 003</td>
<td>HEALTH ASSESSMENTS</td>
<td>9</td>
<td>2</td>
<td>18</td>
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</tbody>
</table>

**Total Estimated Credit Hours in Small Classes:** 548
**Total Estimated SFA Credit Hours Spring 2007:** 133,961
**Estimated Small Class Credit Hours as a Percentage of SFA Total Credit Hours:** .41%
## Policies for Board Review

**April 24, 2007**

<table>
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<th>Policy Number</th>
<th>Action/Change</th>
<th>Page Number</th>
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<tbody>
<tr>
<td>Academic Accommodation of Students with Disabilities</td>
<td>F-33</td>
<td>Statutory reference added. VPUA added to responsibility. Contact for revision: Director of Disability Services.</td>
<td>P-3</td>
</tr>
<tr>
<td>Academic Freedom and Responsibility</td>
<td>A-2.5</td>
<td>Removed reference to “full” freedom. Deleted reference to responsibility for providing notice of intention to interrupt or terminate institutional services.</td>
<td>P-7</td>
</tr>
<tr>
<td>Advanced Placement</td>
<td>A-7</td>
<td>Added reference to International Baccalaureate Organization. Updated administrator title.</td>
<td>P-9</td>
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<td>Affirmative Action</td>
<td>E-4</td>
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<tr>
<td>Allowable Credit Hours and Completion Time for Doctoral Students</td>
<td>A-7.5</td>
<td>Changed policy title. Allowable hours described as “99 hours above those required for master’s degree.” Updated administrator title.</td>
<td>P-12</td>
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<tr>
<td>Animals on University Property</td>
<td>D-3</td>
<td>Reviewed with no changes.</td>
<td>P-14</td>
</tr>
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<td>Dead Week</td>
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<td>Removed reference to Panhellenic, UC Programs.</td>
<td>P-17</td>
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<tr>
<td>Discrimination Complaints/Sexual Harassment</td>
<td>E-46</td>
<td>Clarified that non-discrimination policy applies to student complaints. Investigation process clarified. Summary memo of investigation described. Added General Counsel to contacts.</td>
<td>P-18</td>
</tr>
<tr>
<td>Distribution of Payroll</td>
<td>C-12</td>
<td>Minor wording changes. Direct Deposit Authorization form available in Payroll office.</td>
<td>P-25</td>
</tr>
<tr>
<td>Educator Preparation</td>
<td>A-6</td>
<td>Changed policy title. Expanded list of considered guidelines to those of TEA and professional organization affiliates of NCATE. Updated administrator title.</td>
<td>P-26</td>
</tr>
<tr>
<td>Employee Enrolling for Courses</td>
<td>E-16</td>
<td>Updated administrator title.</td>
<td>P-27</td>
</tr>
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<td>Family and Medical Leave</td>
<td>E-58</td>
<td>Minor wording changed.</td>
<td>P-28</td>
</tr>
<tr>
<td>Final Examinations</td>
<td>A-19</td>
<td>Updated administrator title.</td>
<td>P-33</td>
</tr>
<tr>
<td>Policy Name</td>
<td>Policy Number</td>
<td>Action/Change</td>
<td>Page Number</td>
</tr>
<tr>
<td>-----------------------------------------</td>
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<td>-------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Gifts, Loans, Endowments, and Bequests</td>
<td>C-16</td>
<td>Added guidelines for transferring gifts to the university. Further defined “permanent endowments.” Added statutory references.</td>
<td>P-34</td>
</tr>
<tr>
<td>Grievance and Appeals</td>
<td>E-25N</td>
<td>Reviewed with no changes.</td>
<td>P-39</td>
</tr>
<tr>
<td>Library Faculty</td>
<td>E-31A</td>
<td>Updated administrator title. Minor wording changes.</td>
<td>P-44</td>
</tr>
<tr>
<td>Reasonable Workplace Accommodation for Disabilities</td>
<td>E-67</td>
<td>Updated administrator title. Added General Counsel to contacts.</td>
<td>P-68</td>
</tr>
<tr>
<td>Skating</td>
<td>D-32</td>
<td>Changed policy title. Major Rewrite.</td>
<td>P-71</td>
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<tr>
<td>Student Media</td>
<td>D-44</td>
<td>Deleted references to <em>The Myriad</em>, literary magazine. Updated college name. Students in production courses allowed to serve on staff of radio and TV facilities. Updated administrator title.</td>
<td>P-73</td>
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<tr>
<td>Student Organization Formation and Recognition</td>
<td>F-14</td>
<td>Only organizations with 4 or more members are eligible for SOR funding.</td>
<td>P-76</td>
</tr>
<tr>
<td>Vacation/Sick Leave Report</td>
<td>E-54</td>
<td>Major rewrite.</td>
<td>P-79</td>
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</table>
Academic Accommodation of Students with Disabilities (F-33)

Original Implementation: July 14, 1998
Last Revision: April 20, 2004 April 24, 2007

The Law:

It is the policy of Stephen F. Austin State University to comply with the fundamental principles of nondiscrimination and accommodation in academic programs set forth in the implementing regulations for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990; these regulations provide that:

No qualified student with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any ... postsecondary education program or activity ... [Federal Rehabilitation Act of 1973, Section 504, 84.43]

and

An institution shall make such modifications to its academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discrimination on the basis of handicap, against a qualified handicapped applicant or student ... Modifications may include changes in the length of time permitted for the completion of degree requirements, substitution of specific courses required for the completion of degree requirements, and adaptation of the manner in which specific courses are conducted. [Federal Rehabilitation Act of 1973, Section 504, 84.44]

The Americans with Disabilities Act of 1990 extends the provisions of the 1973 Rehabilitation Act to private institutions. It also puts in place more effective means for enforcing the law.

Neither Section 504 nor the ADA requires universities to lower their academic standards or substantially alter the essential elements of their courses or programs to accommodate students with disabilities. The requirement to provide reasonable accommodations is designed to afford an equal opportunity for students with disabilities. Achieving reasonable accommodations for a student with a disability involves shared responsibility among students, faculty and staff.

Should a university deny a requested accommodation it must be prepared to show very clearly that complying with the request would constitute a fundamental alteration; the unsubstantiated opinion of a faculty member or administrator may not be sufficient for that purpose. Moreover, the cost of the proposed modification is not usually sufficient reason for denying a requested accommodation.
The following accommodations are very widely accepted in higher education:

- Providing services such as readers, interpreters, and note-takers.
- Allowing extra time for examinations, assignments, and projects.
- Permitting exams to be individually proctored, read orally, dictated, or typed.
- Tape-recording lectures.
- Using computer software for assistance in studying and on tests.
- Using alternative testing formats to demonstrate course mastery.
- Changing classrooms as needed for accessibility.

**Who must be accommodated?**

Students who are requesting support services from SFA are required to submit documentation through the Office of Disability Services to verify eligibility for reasonable accommodations; the institution must review and evaluate that documentation. Students are not required to assume the responsibility for securing a necessary accommodation. The University is required to provide reasonable accommodations for a student's known disability so that the student has an equal opportunity to participate in the courses, activities, or programs.

When additional expertise beyond that of the staff of the Office of Disability Services is needed to assess a student's documentation, the Academic Assessment Committee, consisting of four members of the faculty who are knowledgeable about disabilities, and three staff members, including the ADA Coordinator, evaluates the documentation, requests additional information if, in their judgment, it is required, and makes a recommendation to the Office of Disability Services.

Documentation must validate the need for services based on the individual's current level of functioning in an educational setting. If the documentation is found to be insufficient the institution is not obliged to provide accommodations. If the documentation is found to be sufficient, appropriate accommodations are recommended.

All levels of academic organization, the college, the department, and the individual faculty member, are required to provide all qualified students with disabilities with appropriate, reasonable accommodations.

**What accommodations must be provided?**

Students with disabilities may be accorded two types of accommodation: They may be permitted to substitute particular courses for some of those required under their degree requirements, or they may be afforded approved accommodations within the courses they take.

If a course substitution is requested, the request must be received by the academic department that teaches the course to be deleted from the student's requirements no later than the semester prior to one in which the student proposes to take one or more of the
substitute courses. Ordinarily the request should arrive at the department office before the 12th day of classes of a long semester, or the 4th day of classes of a summer session.

Once received by the department, the course substitution request is considered by the department chair, who consults with the Office of Disability Services before making a recommendation. The chair's recommendation regarding substitution is forwarded to the dean of that college. Employing the college's usual procedures for decisions about curricula, and consulting with other colleges as necessary, the dean makes the final determination about whether the requested substitution may be allowed, or does, in fact, represent a fundamental modification of the program in question. Before a course substitution is considered there should be evidence that even with reasonable accommodation the student cannot succeed in the required course.

Requests for accommodation within a particular course should, when possible, be received by the Office of Disability Services before the beginning of the semester in which the student with a disability is to enroll in the course. Once received, the accommodation request is considered by Disability Services and, if required, by the Academic Assessment Committee. If the decision is to recommend against providing the requested accommodation, the student is informed. If it is decided that accommodation is to be provided, a record of that recommendation, together with a recommendation of the general type of accommodation to be provided is sent to the instructor of the subject course, with a copy to the department chair. In consultation with the chair, the instructor then meets with the disabled student to work out precisely how the recommended accommodations are to be implemented in the context of the particular course. To make provision of appropriate accommodations as effective as possible, students with disabilities are to meet with instructors from whom accommodations are requested as early in the semester as possible.

It is expected that the student, the Office of Disability Services, the Academic Assessment Committee, the department chair, and the course instructor will cooperate to identify accommodations that meet the student's documented need without fundamentally altering the course.

Who must provide approved accommodations in a particular course?

Accommodations most commonly requested may include providing services such as readers, interpreters, and note-takers; allowing extra time for examinations; using alternate forms of examinations; tape-recording lectures; using computer software for assistance in studying and on tests; and, on rare occasions, relocating the classroom.

It is the responsibility of the Office of Disability Services to provide readers, interpreters, and note-takers when needed. The instructor is expected, however, to cooperate with Disability Services in accommodating these service providers in the classroom.

It is the responsibility of the instructor to organize examinations so students with disabilities may be accorded extra time and special testing conditions. When possible,
special testing will be done within the offices of the academic department. When testing cannot be done in the department, however, Disability Services will provide secure facilities and supervision.

When special materials (e.g. Braille transcripts or audio tape recordings of course materials) are required, it is the joint responsibility of Office of Disability Services and the instructor to arrange to make these materials available to the student. Such materials must be made available to students with disabilities at the same time that their equivalents are given to other students.

It is the responsibility of the department chair, in cooperation with the instructor and the dean, to relocate courses when required.

**How are disagreements to be resolved?**

Disagreements will be resolved according to the provisions of Policy F-34, *Appeal Procedure Relating to the Provision of Accommodations for Students with Disabilities*.

**Source of Authority:** Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990


**Responsible for Implementation:** Vice President for Academic Affairs, Director of Disability Services

**Contact for Revision:** Director of Disability Services

**Forms:** None
Academic Freedom and Responsibility (A-2.5)

Original Implementation: August 1, 2000
Last Revision: None April 24, 2007

Institutions of higher education are conducted for the common good. The common good depends upon an uninhibited search for truth and its open expression. Hence, it is essential that each faculty member be free to pursue scholarly inquiry without undue restriction, and to voice and publish individual conclusions concerning the significance of evidence that he or she considers relevant. Each faculty member must be free from the corrosive fear that others, inside or outside the University community, because their vision may differ, may threaten his or her professional career or the material benefits accruing from it.

Each faculty member is entitled to full freedom in the classroom in discussing the subject which he/she teaches but is expected not to introduce into his or her teachings controversial matters which have no relation to the classroom subject. Each faculty member also serves the nation, state, and community, and when speaking, writing or acting as such, must be free from institutional censorship or discipline, subject to academic responsibility as hereinafter set out, and the faculty member should make it clear that he or she is not speaking for the institution.

Academic Responsibility

The concept of academic freedom for faculty must be accompanied by an equally demanding concept of academic responsibility of faculty. A faculty member has a responsibility to the institution, his or her profession, his or her students, and to society-at-large. The rights and privileges of faculty members extended by society and protected by governing boards and administrators through written policies and procedures on academic freedom and tenure, and as further protected by the courts, require reciprocally the assumption of certain responsibilities by faculty members. Some of these follow below.

1. The fundamental responsibilities of a faculty member as a teacher and scholar include maintenance of competence in his or her field of specialization and the exhibition of such professional competence in the classroom, studio or laboratory, and in the public arena by such activities as discussions, lectures, consulting, publications, or participation in professional organizations and meetings.

2. The exercise of professional integrity by a faculty member includes recognition that the public will judge his or her profession and institution by his or her statements. Therefore, the faculty member should strive to be accurate, to exercise proper restraint, to be willing to listen to and show respect to others expressing different opinions, and to avoid creating the impression that the faculty member speaks or acts for his or her college or university when speaking or acting as a private person.
3. The constitutionally protected right of the faculty member, as a citizen, to freedom of expression must be balanced with the interest of the State, as an employer, in promoting the efficiency of the educational services it performs through its employees. A faculty member's comments are protected even though they may be highly critical in tone or content, or erroneous, but such statements are not protected free speech if they either substantially impede the faculty member's performance of his or her daily duties or materially and substantially interfere with the regular operation of the institution.

4. A faculty member should be judicious in the use of controversial material in the classroom and should introduce such material only as it has clear relationship to his or her subject field.

5. A faculty member should be professional in his or her conduct in the classroom and in his or her relationships with students. The faculty member should maintain respect for the student and for the student's posture as a learner. The faculty member should make himself or herself appropriately available to the student for consultation on course work.

6. A faculty member has the responsibility to provide timely and adequate notice of his or her intention to interrupt or terminate institutional services.

Source of Authority: Vice President for Academic Affairs

Cross Reference: None

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: None
Advanced Placement (A-7)

Original Implementation: September 4, 1979
Last Revision: January 28, 2003 April 24, 2007

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

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

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

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

Source of Authority: Vice President for Academic Affairs

Cross Reference: General Bulletin, Student Handbook and Activities Calendar

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: None
Affirmative Action (E-4)

Original Implementation: Unpublished
Last Revision: April 20, 2004 April 24, 2007

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

1. Provide equal pay for equal work.
2. Provide hiring standards that do not discriminate on the basis of race, color, national origin, religion, sex, age, disability, and Vietnam Era veterans.
3. Take affirmative action that will open up job opportunities on all levels to women, to minorities, to disabled individuals, and to Vietnam era veterans.
   In general, an employer may hire the individual best qualified to perform a particular job. Federal regulations require proof that the search for the best qualified applicant was conducted actively among those groups usually discriminated against and that a major effort was made to find the best qualified individual by actively seeking applications from such groups.
4. Requirements must be job related and qualifications must be the minimum needed for entrance to a given job, not the maximum expected after experience is acquired.
5. Recruiting efforts must reach minority and women applicants.
6. Selections must be made following strict guidelines that prevent discrimination in all phases of the selection process: job analysis, uniform classification, retention and maintenance of applications, interview practices, and notification of results of the selection process. Appointments must be made considering only job related factors.

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

Appendix 3


Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources and General Counsel

Forms: None
Doctoral Students: Allowable Credit Hours and Completion Time for Doctoral Students (A-7.5)

Original Implementation: April 21, 1998
Revision Date: April 30, 2001 April 24, 2007

1. The doctoral degree typically requires a minimum number of credit hours above those required to obtain a master's degree. Those students who have reached a total of 99 or more credit hours above those required for a master's degree doctoral hours will be disallowed student employment by Stephen F. Austin State University.

2. Those students who have completed a total of 99 or more credit hours above those required for a master's degree doctoral hours will be subject to paying tuition and fees in an amount to be commensurate with the current out-of-state tuition and fees, or the equivalent of full-cost-of-education as determined by Stephen F. Austin State University.

3. Every academic year, a formal review of each doctoral student's academic progress will be conducted subsequent to three years of full-time enrollment by the appointed graduate program advisor within the department and/or respective college. In all cases, the review process will be initiated within the program/department and follow the guidelines set forward in the most current Graduate Bulletin and/or the most current guidelines as recorded in the Office of the Associate Vice President for Graduate Studies and Research. Each review will result in a progress profile to be shared with the student, major professor, graduate program advisor, department chair, and dean of the college, and placed on record with the Graduate School. Subsequent to the three-year review, a doctoral student must file a progress report signed by the major professor with the graduate program advisor. Accumulation of credit hours in excess of 99 above those required to obtain a master's degree doctoral hours in excess of 99 while failing to complete the degree will constitute unsatisfactory progress and may result in the termination of the student's degree program. In the case when a student's program is terminated she/he may request a Post-Termination Review to be conducted by the department chair, graduate program advisor, and dean of the college. The Post-Termination Review may result in a recommendation for reinstatement to the Associate Vice President for Graduate Studies and Research.

4. An appeal for reinstatement beyond the Post-Termination Review may be made in writing to the University Graduate Council.

Source of Authority: Texas Education Code 61.059 (1); Vice President for Academic Affairs

Cross Reference: Graduate Bulletin, Texas Education Code 61.059 (1)
Appendix 3

**Responsible for Implementation:** Provost and Vice President for Academic Affairs

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

**Forms:** None
Animals on University Property (D-3)

Original Implementation: Unpublished
Last Revision: April 20, 2004 April 24, 2007

Service animals are welcome in all buildings on campus and may attend any class, meeting, or other event. Reasonable behavior is expected from the animals while on campus. If the animal exhibits unacceptable behavior, the handler is expected to employ the proper training techniques to correct the situation.

Consideration of others must be taken into account when providing maintenance and hygiene of service animals. Additionally, specific guidelines have been established concerning service animals living in a campus residency environment.

Definitions:

1. **Handler:**
   Is a person with a disability using a service animal.

2. **Service Animal:**
   Is an animal specially trained to assist a person with a disability and:
   a. is used by a person with a disability who has completed a training program, and
   b. animal has been trained by an organization recognized by rehabilitation agencies as qualified.

Service animals may include:

- guide dogs,
- hearing dogs,
- attendant animals, or
- seizure response animals.

The animal must have had specific training to work the handler’s disability.

3. **Pet:**
   A domestic animal housed for sport, companionship, or other non-service functions. Pets are not allowed within university facilities. An exception would be small birds in cages and fish in a 10 gallon or less aquarium.

4. **Unauthorized Animal:**
   A pet or any animal that is neither a service animal, nor that is on campus for the specified limited use of classroom education or research.

Faculty, Staff, and Student Responsibility

- Permit service animals to accompany the handler to all areas of the facility were the handler is normally allowed to go. A handler may not be segregated from
other similar members of the campus community, except where there is real
danger to the animal or where the natural organisms carried by the service animal
would adversely affect research. Exceptions to the exclusions will be reviewed on
a case-by-case basis.

- Do not pet, feed, or deliberately startle/disturb a service animal.
- Do not separate, or attempt to separate, service animals from their handlers.
- Provide handlers living in campus housing with an area for relieving and
grooming the animals.

Documentation and Animal Owner’s Responsibility

- For classroom or campus housing settings, handlers must provide appropriate
documentation of a disability to either the department of housing or disability
services. Documentation for use of service animals should include diagnosis, need for service animal, and how the service animal specifically meets the needs
of the handler’s disability.
- The animal must have specific training to work the handler’s disability.
- Handlers must abide by all state laws, Nacogdoches city ordinances, and SFA
guidelines related to animals in the city of Nacogdoches, including:
  - All animals in the city must have a valid license and tag issued by the city of
    Nacogdoches. The license and tag must be renewed annually.
  - The handler is required to provide a collar or harness for the license and
    vaccination tags to be affixed. Handler shall see that the animal wears the collar
    and tags at all times.
- Handler is liable for damages done by service animal.
- Handler must have full control of the animal at all times. Animals are expected
  not to run at large, a leash or harness is required.
- Observe housing and food service establishment guidelines.
- Animal’s Heath/Cleanliness: All service animals must have an annual clean bill of
  health from a licensed veterinarian. Also, cleanliness is mandatory in the campus
  situation.
- Vaccination must be current, and based on the veterinarian’s recommendations.
- Daily grooming and occasional baths (at a vet or a family home) should keep the
  service animal’s odor to a minimum.
- Flea control is essential, and adequate preventative measures must be taken. If a
  flea problem develops, it should be dealt with immediately and in an effective
  manner. In the event a flea problem is not eliminated by the handler, the housing
  department will exterminate the property and assess the student the standard
  extermination fee.

Housing and Food Service Guidelines:

- Service animals will always be kept under control; and will always be on a leash
  except in the student’s room with the door closed.
- Disturbing animal vocalization will be kept to an absolute minimum.
- Handlers must relieve animals in designated locations.
• Animal food should be kept in a covered storage container to deter pests.
• Animal’s paws must be kept off tables, trays and food service counters at all times.

Unauthorized Animals:

The University Police Department should be notified of any unauthorized animal discovered on, or in, university property. Upon receipt of a report, an officer will be dispatched to take appropriate action. Occupants of university housing are not permitted to keep pets except small birds in cages and small fish in aquariums.

For specific information regarding accessibility, refer to Policy F-16, Accessibility for Persons with Disabilities. For specific information regarding resolution of disagreements, refer to Policy F-34, Appeal Procedure Relating to the Provision of Accommodations for Students with Disabilities. Issues related to Discrimination or Harassment refer to Policy E-46, Discrimination Complaints/ Sexual Harassment.

Source of Authority: Vice President for University Affairs


Responsible for Implementation: Vice President for University Affairs

Contact For Revision: Chief of University Police and Director of Disability Services

Forms: None
Dead Week (A-15)

Original Implementation: June 16, 1982
Last Revision: February 3, 2005April 24, 2007

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

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

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

Cross Reference: Faculty Handbook

Responsible for Implementation: Provost and Vice President for Academic Affairs, Vice President for University Affairs

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

Forms: None
Discrimination Complaints/Sexual Harassment (E-46)

Original Implementation: September 1990/February 2, 1982
Last Revision: April 20, 2004/April 24, 2007

1. **Purpose:**
   To provide a working environment of nondiscrimination, equal employment opportunity, affirmative action, protection from retaliation for members of classes protected by law, and to comply with Federal and State equal opportunity employment regulations.

2. **Non-discrimination Policy:**
   It is the policy of Stephen F. Austin State University not to discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, disability, or disabled veteran status. Unlawful discrimination based on sex includes discrimination defined as sexual harassment. Stephen F. Austin State University is committed to the principles of Equal Employment Opportunity (EEO) law. An employee who violates this policy is subject to disciplinary action up to and including termination.

   A supervisor or employee commits unlawful employment practice if the supervisor or employee retaliates or discriminates against a person, who (a) opposes a discriminatory practice, (b) makes or files a complaint alleging employment discrimination, (c) or testifies, assists or participates in any manner in an investigation, proceeding or hearing. Any employee who retaliates against another employee who opposes alleged employment discrimination violates the university’s policies and procedures and may be subject to disciplinary action up to and including termination. **This policy applies to student complaints that might involve peer to peer discrimination/harassment and also student employment discrimination/harassment.**

   The President or designee will be responsible for overseeing the Discrimination Complaint/Sexual Harassment Policy and procedures and for ensuring compliance with EEO laws. All employment decisions will be based on objective, job related, and measurable criteria that can be consistently applied. Human Resources or designee will review all employment actions and decisions, to include, but not limited to, recruitment, selection, promotion, assignment, training, evaluations, discipline, restructuring, workplace accommodations, and compensation to ensure consistency of application. Human Resources or designee will annually review all personnel policies and procedures to ensure compliance with EEO laws and present any recommendations for updating to the President. All employment related documents will be maintained in accordance with the university’s Texas State Record Retention Schedule.

3. **Definitions:**
   1. **Unlawful Discrimination:** Based upon a variety of statutes, both on the federal and state levels, unlawful discrimination may affect terms and conditions of the employment or the educational setting and is based upon
race, color, religion, sex, age, national origin, disability, or disabled veteran status. Applicable statutes include: Title VII of the Civil Rights Act of 1964, Civil Rights Act of 1991, Title IX of the Education Amendments of 1972, Age Discrimination in Employment Act, Americans with Disabilities Act, Section 504 of the Rehabilitation Act, Equal Pay Act, Immigration Reform and Control Act of 1986, and Article 5221k, V.T.C.S. The totality of the facts and circumstances will have a bearing on whether unlawful discrimination has occurred.

2. Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, even if carried out under the guise of humor, constitute sexual harassment when:
   1. Submission to or tolerance of such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or
   2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions (including admissions and hiring) affecting that individual; or
   3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment, educational or living environment

The university will not tolerate sexual harassment of any employee or student by another employee, supervisor, or other person with whom an employee or student may have contact with as part of his or her duties. The totality of facts and circumstances in any given situation will have a bearing upon whether unlawful discrimination or sexual harassment has occurred.

4. Required Equal Employment Opportunity (EEO) Training:
The University is required by the Texas Labor Code 21.010 to provide training to each new employee on policies regarding discrimination and harassment no later than 30 days after the date of hire. In addition, supplemental training is required every two years. All employees will receive a copy of the University's Discrimination Complaint/Sexual Harassment Policy and procedures within 30 days of employment. A signed statement verifying attendance is required to be maintained in the employee's personnel file.

5. Management and Supervisory Responsibilities:
Vice Presidents, Deans, Directors and Department Chairs shall take appropriate steps to disseminate this policy statement and to inform employees and students of procedures for lodging complaints. Vice Presidents, Deans, Directors, and Department Chairs are required and students are urged to notify the Director of Human Resources, ADA Coordinator or the appropriate Dean, Director, or Department Chair for the area involved when they learn of an instance of unlawful discrimination or sexual harassment.
6. **Employee Responsibilities and Student Responsibilities:**

   While not required, all employees are urged to contact the Director of Human Resources or the appropriate Dean, Director, or Department Chair for the area involved when they learn of an instance of employee related unlawful discrimination or sexual harassment. Students are urged to contact the Director of Human Resources, ADA Coordinator or the appropriate Dean, Director, or Department Chair for the area involved regarding employee related unlawful discrimination or sexual harassment. Student to student infractions should be reported to the Office of Student Development.

7. **Complaint Procedure:**

   Employees may report a discrimination or sexual harassment complaint without fear of retaliation. All university employees are responsible for immediately reporting discrimination or sexual harassment complaints to the Director of Human Resources, or ADA Coordinator (as applicable), or may additionally be reported to a Vice President, Dean, Director or Department Chair for the area involved. Student to student complaints should be reported to the Judicial Officer, or the ADA Coordinator (if applicable).

   Complaints should be filed as soon as possible after any incident, but no later than 180 days from the incident involving unlawful discrimination or sexual harassment.

   Complaints must be made in writing and signed by the individual submitting the complaint. While investigators will attempt to maintain as much confidentiality as possible, complete anonymity may give way to the University's obligation to investigate and take appropriate action.

   If a pattern of harassment appears to exist but no complainant files charges, the University may file a third-party charge against an individual. Such charges will be handled with as much care and control as any other complaint so as to avoid acting on rumor or unjustified accusation.

8. **Investigative Process:**

   1. **Employee Related Complaints**

      Once a complaint has been brought to the attention of a Supervisor, Department Chair, or other individual in a management level position, that person must report the complaint to the Director of Human Resources as soon as possible. Every attempt should be made to keep the information confidential and restricted to only those who have an absolute need to know. As there may be more than one complainant in an unlawful discrimination or sexual harassment case, the term "complainant" as used herein shall refer to one or more complainants.

      The Dean or Director (or other appropriate administrator) for the area involved will normally begin the investigation of the charges within 10 working days from when it was received, not as a representative of the complainant, but as an impartial party. *If the Director is the direct*
supervisor of the accused, the Vice President will assign an alternative director from within their division so the investigator is not investigating his or her own department. The investigation shall normally be conducted within 45 working days thereafter the letter of finding will be forwarded to the Director of Human Resources and the General Counsel at the end of the investigation. Case complexity will vary and the termination of the investigation will depend on case circumstances; however, the investigation will commence within the designated time and will conclude under normal circumstances within 45 working days. It is incumbent upon the investigating official to document a reasonable justification for extending an investigation beyond 45 working days. Investigation of a complaint normally will include conferring with the parties involved and may proceed as necessary with examination of relevant documentation and interviews with other employees or students. Discretion should be exercised in determining which witnesses are indeed necessary to the investigation. The Dean or Director conducting the investigation may also consult with appropriate management personnel, including the Director of Human Resources, the ADA Coordinator, and the General Counsel for advice and guidance as applicable. After investigating the allegations, the Dean or Director will meet with the accused employee, provide the accused with the allegations and an opportunity to respond to the allegations. The investigator is responsible for responding to each allegation that the complainant has made. This response should be in the form of a memo describing the investigator’s findings and conclusions. The memo summary should include a brief overview of the investigative process including the categories and numbers of individuals interviewed (excluding names), timelines, a summary of each allegation, a summary of the findings by the investigator, and a summary of the investigator’s conclusions and recommendations. This memo should be addressed to both the complainant and the accused with copies provided to the appropriate Vice President, the General Counsel, and the Director of Human Resources. If the complainant or the accused are not satisfied with the results of the investigation as presented in the memo from the investigator, they may appeal in writing to the appropriate Vice President within 30 days of the date of the memo.

If the complaint cannot be resolved to the satisfaction of all parties, the Dean or Director, working with the Director of Human Resources and the General Counsel, will make a recommendation, normally within 20 days of receipt of the complaint to the appropriate Vice President as to whether any disciplinary action should be taken. A summary of the case will be provided to the Vice President. Recommendations of the Dean or Director to the Vice President may include dismissing of the charges; warning, suspension or termination of the accused; allowing the parties to sign a written statement of agreement resolving the differences between them; counseling; or other appropriate disciplinary action. A general status...
report of the investigation should be provided to the complainant and the accused upon completion of this investigative phase.

2. **Student to Student Complaints:**
The Judicial Officer shall investigate student to student complaints and follow the timeframes described in the preceding guidelines for employees. If student discipline is recommended, the Rules of Procedure in Student Disciplinary Matters will guide the proceedings. Said rules are located on the SFA Web Page for student policies and procedures or may be obtained from the Office of Student Affairs. Informal and formal disposition procedures are outlined within the policy; and, it contains full due process procedures.

9. **Review by the Appropriate Vice President for Employee Related Complaints:**
After the Vice President has offered to meet with the accused and if necessary, to meet with the complainant and witnesses, he/she will accept, modify or reject the recommendation of the Dean or Director. If the Vice President concludes that the charges are serious enough to require termination or suspension, the faculty member or staff member may be placed on a leave of absence with pay, pending a hearing by the review board and action by the President.

The Vice President's review should generally be completed within 10 days from receipt of the matter, unless additional time is required in fairness to the parties. A general status report should be forwarded to the complainant and the accused at the conclusion of the Vice President's review.

10. **Review by the Employee Discrimination Complaint Review Board:**
If the decision of the Vice President is not satisfactory to either party (complainant or accused), that individual(s) has 5 days in which to request a formal hearing of the Discrimination Complaint Review Board ("Review Board"). The request must be put in writing to the Vice President issuing the decision.

The Review Board of three individuals will be selected from a panel of 20 pre-selected faculty members and 20 pre-selected staff members to be appointed by the President. If the accused is a faculty member, the Review Board will be composed of at least two faculty members. If the accused is a staff member, the review board will be composed of at least two staff members. The complainant will select one member and the accused will select one member from the applicable panel. The two selected members will choose a third person from the panel. None of these individual review board members shall be from the department of the accused or the complainant (if applicable). These three individuals will comprise the Review Board and will elect a Chair from among themselves. The University President may remove any selected Review Board member if substantial proof of bias exists.

The Chair of the Review Committee is responsible for coordinating the hearing. The complainant, the accused, and the University all have the right to be advised by counsel, but lawyers will not be allowed to conduct or participate in the
hearing. The day prior to the scheduled Review Committee hearing, each side shall submit a list of its witnesses and copies of its documentary evidence to the Chair. A list of witnesses and a summary list of the evidence will be provided to each side. The rest of the Review Committee will not receive the material until the time of the hearing. All materials presented must be maintained in a confidential manner by all parties involved.

The Dean or Director who conducted the investigation will apprise the Review Board of the charges and will normally present all relevant evidence. Both parties will have an opportunity to respond to the charges and present evidence. Each party may make a 5 minute opening statement prior to presentation of the evidence. The burden will be on the complainant to prove by the greater weight of the credible evidence that the accused has committed an act of sexual harassment and/or unlawful discrimination. Cross examination of the witnesses is allowed by all parties. Each party may make a 5 minute closing statement.

The Chair of the Review Board will conduct a fair hearing before the complainant and the accused and shall allow relevant witnesses and evidence from both parties. The hearing shall be closed to the public. The General Counsel may and/or the Director of Human Resources may be consulted in procedural matters of the review board and may be present at meetings. All information presented in the hearing is confidential and restricted to only those who have an absolute need to know.

The Review Board will normally have 5 days after the completion of the hearing to summarize its findings and make a written recommendation to the President.

11. Review by the President for Employee Related Complaints:
The President may accept, reject, or modify the decision of the Review Board and will have access to all evidence, both parties, and witnesses as deemed appropriate. In all instances except where a faculty member's tenure is revoked or a faculty member is being terminated during the term of their employment, the decision of the President is final. In cases where tenure is being revoked or a faculty member is being terminated during the term of employment, the case will be forwarded to the Board of Regents for a final determination. Pending action by the Board of Regents, the faculty or staff member may be suspended without pay and removed from the University or assigned to other duties with pay at the President's discretion. Final disposition of the case will be communicated to the accused employee and the complainant.

12. Employee Sanctions:
   1. University imposed: University sanctions for violations of this policy may include any disciplinary action, up to and including termination of employment for faculty or staff. Such activities may be viewed as constituting moral turpitude or substantial neglect of academic responsibilities under the Faculty Handbook and a major work rule violation under the Staff Discipline and Discharge Policy.
2. **Civil:** Unlawful discrimination and sexual harassment are illegal under state and federal law. Official governmental investigations by the Equal Employment Opportunity Commission, the Texas Commission on Human Rights, and/or the Office of Civil Rights of the Department of Education may result in civil lawsuits against any person guilty of unlawful discrimination or sexual harassment.

3. **Criminal:** Sexual harassment by a public servant is a criminal offense under 39.02 of the Texas Penal Code. Depending on the severity of the acts, sexual harassment may also specifically include indecent exposure, public lewdness, assault, or sexual assault under Chapter 21 and 22 of the Texas Penal Code.

4. False charges may result in disciplinary action against the complainant by the University or civil charges against the complainant by the accused. An unsubstantiated charge is not considered "false" unless it is found to be made with the knowledge of it being false.

13. **Student Sanctions:**
   Disciplinary action for student to student related complaints may range from sensitivity counseling to suspension or dismissal. False charges may also result in disciplinary action. An unsubstantiated charge is not considered "false" unless it is found to be made with knowledge of it being false.

14. The Dean/Director (or other appropriate administrator) who investigated the complaint will be responsible for monitoring the circumstances surrounding the complaint to insure the situation has been remedied.

15. The Human Resources Director or designee will be responsible for maintaining a log of all formal complaints and the results of such complaints.

**Source of Authority:** President


**Responsible for Implementation:** President

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

**Forms:** None
Distribution of Payroll (C-12)

Original Implementation: Unpublished
Last Revision: April 20, 2004 April 24, 2007

University employees are paid monthly or semi-monthly for work done in the previous month. Salaried employees are paid on the 1st of the month. Hourly employees are paid on the 1st and 15th of the month. If the 1st or 15th falls on a weekend or holiday, employees are paid on the first working day following the weekend or holiday.

It is SFA’s intent to pay all employees by direct deposit. Employees must complete a direct deposit authorization form, which is available in the payroll department of the Controller’s Office. Direct deposits can be made electronically to any financial institution that accepts electronic transfers. It is the employee’s responsibility to insure verify that their pay has been deposited into their account.

If an employee has not authorized direct deposit, a payroll check will be produced. Payroll checks are released at the Business Office at 11:00 a.m. on paydays. Picture identification is required of each person picking up a payroll check.

Release of payroll check to another person

An employee wishing to have his/her payroll check released to another individual must provide that individual with signed authorization. The authorization must be presented to the Business Office, along with picture identification of both the employee and the person obtaining the check. The employee’s identification must also include a sample of the employee’s signature, which can be compared with the signed authorization (e.g., a state driver’s license).

Mailing of payroll check

An employee wishing to have his/her payroll check mailed must provide a signed authorization and self-addressed stamped envelope to the Business Office. The check will be mailed on the payday.

Source of Authority: Vice President for Business Affairs

Cross Reference: None

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Controller

Forms: None Direct Deposit Authorization form, available in the Payroll Office
Since its establishment in 1923 as a teachers college, Stephen F. Austin State University has played a leading role in preparing professional personnel for the public schools of Texas. The preparation of highly competent teachers, principals, superintendents, and other school personnel to staff the schools of the State continues to be a major function of the University.

Teacher preparation is a University-wide function governed by policies developed by the Teacher Education Council. In developing and executing policies, the Council gives due consideration to relevant State and Federal law, to University Policies and Procedures, to recommendations from appropriate advisory committees, to guidelines of the Texas Higher Education Coordinating Board, to rules of the Texas Education Agency (TEA)/State Board for Educator Certification (SBEC), and to the program standards of the National Council for Accreditation of Teacher Education (NCATE) and its professional organization affiliates. Accreditation by SBEC and NCATE assures program quality.

The Council reviews proposals for changes in teaching field programs and in professional education programs to assure appropriate curricula. Also, it establishes criteria for program admission and retention and for recommendation for educator certification or licensing.

The Council is chaired by the Dean of the College of Education and is composed of faculty members appointed by the Provost and Vice President for Academic Affairs from nominees submitted by the Dean of Education after consultation with the deans of other colleges offering the various teaching fields. Other members of the Council include the Associate Dean of Education, who serves as Council Secretary, and two representatives of the Texas Student Education Association appointed by its president.

Source of Authority: Texas Education Code, Title II, Subtitle D, Chapter 21, Subchapter B, see 21.044, President, Provost and Vice President for Academic Affairs


Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: None
Employee Enrolling for Courses (E-16)

Original Implementation: Unpublished
Last Revision: April 20, 2007

If departmental workloads permit, full-time employees may take one course per semester of either three or four semester credit hours during working hours.

Approval of the employee's supervisor must be obtained in advance, and arrangements must be made with the supervisor to schedule make-up time for work missed.

Exceptions to this policy will be considered, but approval must be obtained in writing from the employee's supervisor and the appropriate vice president.

Source of Authority: Vice President for Business Affairs

Cross Reference: Non-Academic Employee Handbook

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Vice President for Business Affairs

Forms: None
Family and Medical Leave (E-58)

Original Implementation: August 5, 1993
Last Revision: April 28, 2005/April 24, 2007

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 the previous 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 and/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 are under eighteen (18) years of age or eighteen (18) years of age or older and incapable of self-care because of mental or physical disability.

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; Texas Government Code Sec. 661.912


**Responsible for Implementation:** Vice President for Finance and Administration

**Contact for Revision:** 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
Appendix 3

Final Examinations (A-19)

Original Implementation: June 16, 1982
Last Revision: April 22, 2003
April 24, 2007

Faculty members conducting classes shall adhere to the official schedule for
administering final examinations published in the Schedule of Classes and distributed to
the faculty by the Provost and Vice President for Academic Affairs. Final examinations
for any course not listed in the Schedule of Classes, including but not limited to distance
education courses, internet courses, evening or weekend courses, should be scheduled in
consideration of resource availability. No final examination may be administered after 5
pm on the last day of the semester. Exceptions may be made by the appropriate academic
dean.

Source of Authority: Provost and Vice President for Academic Affairs

Cross Reference: Faculty Handbook

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: None
Gifts, Loans, Endowments, and Bequests (C-16)

Original Implementation: July 18, 1981
Last Revision: October 19, 2006, April 24, 2007

Authority to accept gifts, loans, endowments and bequests made to Stephen F. Austin State University is vested in the President of the University by the Board of Regents. Gifts, loans, endowments and bequests to any entity of the University should be reported through normal administrative channels.

The President of the University has been authorized to accept gifts under the following conditions:

1. A gift, loan, endowment or bequest which may require commitment of funds, personnel, space or other resources shall be approved by the President prior to any commitment of action on behalf of the University.
2. The University is authorized, with prior approval of the President and ratification by the Board of Regents, to accept gifts or devises of real property for the establishment of scholarships, professorships and other trusts for educational purposes provided such property will not require appropriations by the Legislature for operation, maintenance, repair or construction of buildings.
3. Privacy of donor identity may be granted by the University with the exceptions noted by the Open Records Act or the Internal Revenue Service when public recognition is not desired by the donor.

The terms under which any loan, endowment or bequest is offered and accepted shall be provided in a written agreement between the donor and the University. The General Counsel of the University shall review any bequests made to the University prior to acceptance by the President. All original deeds of trust, wills, endowments, original records, etc., should be forwarded to the Vice President for University Advancement for safekeeping.

The Vice President for University Advancement is the primary source of contact with people in the private sector for purposes of soliciting private funds. No individual or company may be solicited for any gift, loan, endowment, or bequest by any member of the faculty or staff of the University until that individual has presented the Vice President for University Advancement with a copy of the proposal or request for funds.

Research grants or performance contracts which are privately funded are administered through the Office of Research Services, and are not under the provisions of this policy.

Acknowledgment of Gifts

In order to insure accurate recording of all private support for the institution and to properly acknowledge private donors' gifts, the Vice President for University Advancement will coordinate the acknowledgment of gifts.
Use of Gifts, Loans, Endowments and Bequests

Gifts, loans, endowments and bequests made to Stephen F. Austin State University shall be used for the purpose designated by the donor. If a purpose is not specified by the donor, and the amount of the gift is $50,000 or more, utilization shall be as directed by the Board of Regents after consideration of recommendations by the President and the Vice President for University Advancement. If a purpose is not designated, and the amount of the gift is less than $50,000, utilization shall be as directed and approved by the President of the University.

Gifts received by the University and made payable to the Stephen F. Austin State University Foundation, Incorporated, should be forwarded to the Office of Development for transfer and deposit to the Foundation. No gifts or bequests to the University may be transferred to the Stephen F. Austin State University Foundation, Inc., the Stephen F. Austin State University Alumni Association, Inc., or the Stephen F. Austin Alumni Foundation, Inc. unless the transfer of funds is approved in writing by the donor and the University President. In such cases the recipient shall use the funds in accordance with instructions given by the donor and the University President. An account of all letters of written permission by donors and transfers of gifts and bequests shall be kept by the University and shall be reported to the State Auditor without petitioning a court of competent jurisdiction, as outlined under state law. Funds gifted to the University for a restricted purpose are considered a charitable trust. Legal title to such funds cannot be transferred to other entities, except as noted above.

Under the authority of the Board of Regents, the President of Stephen F. Austin State University is empowered to negotiate and execute the sale of marketable securities donated to the University when such sale is directed or allowed by the donor of said securities. The proceeds of such sale shall be promptly deposited into a University account, to be used as indicated by the donor, and the details of the sale shall be reported to the Board of Regents at its next regular meeting. All in-kind or real estate gifts would require specific approval by the Board of Regents for liquidation to a University cash account.

Restrictions on the expenditure of gift funds generally reside within the following three criteria:

1. A gift must be expended in accordance with the donor's wishes.
2. The expenditure of the gift funds must be for the demonstrable good of the institution.
3. The expenditure must provide no private gain to either the donor or the person controlling the expenditure of the funds.

The use of gift funds must meet all three criteria collectively. Some specific examples of expenditures from unrestricted gifts that may be for the demonstrable good of the institution, without private gain for the individual expending the funds, are as follows:
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1. awards that recognize or promote faculty development, excellence in teaching, academic achievement, athletic achievement, scholarship, or service;
2. costs related to the promotion of the communication of intellectual ideas among students, faculty, staff and administrators of the University;
3. support of student events and activities sponsored by the University;
4. the recruitment of highly qualified students, faculty and staff;
5. costs related to the promotion of the exchange of ideas with community leaders regarding the role of the University and its programs in the community;
6. costs related to the conduct of accrediting agency visits, visits by other officials from other institutions or representatives outside higher education;
7. costs related to the support of continuing education activities.

Examples of expenditures which may not meet the criteria established are as follows:

1. any expenditure that violates the restriction placed on the gift by the donor;
2. the procurement of private property for the personal, unofficial use of any faculty or staff member;
3. donations or other payments to a political party;
4. any other expenditure expressly prohibited by state statute.

Questions concerning an expenditure meeting these criteria should be referred to the Vice President for University Advancement.

Real or personal property acquired through gifts, loans, endowments or bequests is subject to the same management requirements as other State property. Disposal of any property acquired through gifts, loans, endowments or bequests shall be handled in accordance with State law and applicable University policies and procedures. Property acquired through gifts, loans, endowment or bequest can not be disposed of, sold, or transferred without written permission from the Vice President for University Advancement and the President.

Publicity

The Vice President for University Advancement, in coordination with the faculty/staff contact person, the donor, and the Office of Public Affairs, is responsible for coordinating all publicity related to gifts.

Matching Gifts

Certain foundations and companies provide gifts to the University which match contributions made by their employees. For tax purposes, certification is required from the University that the gift of the employee has been received.

The matching gift forms, which certify receipt of the gift, require the signature of the Vice President for Finance and Administration or the Vice President for University Advancement or the President.
Foundation Support

The Office of Development has the responsibility of performing certain support functions for the Stephen F. Austin State University Foundation, Inc. This includes receiving, receipting, acknowledging, and reporting gifts received by the Foundation, as provided in the Agreement between Stephen F. Austin State University and the Stephen F. Austin State University Foundation, Inc.

Library

Unrestricted gifts of books and other library related materials to Stephen F. Austin State University, not to include equipment such as tape recorders, etc., will not require the usual approval process as authorized in this policy.

Definitions:

1. Gift. A gift includes the gratuitous transfer of cash, cash equivalents such as securities and negotiable instruments, and real or personal property which generates income or may be sold for cash, for the purpose of enhancing the university and its programs, without expectation of specific benefit by the donor.
2. Loan. Real or personal property furnished for the temporary use of the University.
3. Endowment. An endowment is comprised of a gift, in which the donors have stipulated that the principal must be invested and only the income used to fund a project or need. The principal remains intact in perpetuity, thereby continuing to generate income to be used by the university. Endowment funds are classified into four different categories:

  ⊛ a. Permanent Endowments. These endowments are sometimes referred to as "true" or "pure" endowments and are assets designated by the donor to be held in perpetuity. If specifically stated in writing by the donor, the corpus assets of this category of endowments may never be spent and income derived must be expended in accordance with the written terms and conditions established by the donor and the university. Otherwise, the governing board may appropriate for expenditure, for the uses and purposes for which the fund is established, the net appreciation, realized and unrealized, in the fair market value of the assets of an endowment fund over the historic dollar value of the fund to the extent allowed under the University Management of Institutional Funds Act or other applicable law.

  ⊛ b. Term Endowment. In this category of endowments, the donor has specified that following a particular date or event, the assets of the endowment may be expended in accordance with the terms and conditions as specified. Until the passage of the specific date or event, this type of endowment will operate in a manner similar to the permanent endowment with the income used in accordance with the written terms and conditions established by the donor and the university.
Quasi-Endowments or Quasi-Funds. The Board of Regents may, with formal action, set aside certain institutional funds to be maintained as endowments. The formal action by the Board of Regents will specify the use of the assets and income derived, and set other terms and conditions relating to the fund. The Board of Regents may, with formal action, change the terms and conditions of the endowment including cessation of the endowment and the return of the assets to the original source of funding, or change the use or purpose as may be appropriate and authorized by law.

Funds Held in Trust by Others. Some donors may choose to make income from endowment-type funds available to the university, but will leave the possession of the assets in trust with a third party. In this case, the endowment is not recorded as an asset of the university. In accordance with the Generally Accepted Accounting Principles (GAAP), the existence of the trust must be disclosed in the notes to the university’s financial statements.

A minimum gift of $10,000 shall be required to establish any endowment. An endowment can be initiated with an amount less than the stated minimum with the understanding that all future gifts and all income must become part of the endowment to assist in bringing the endowment assets to the $10,000 level, and if after five years from the date of the original gift, the value of the assets has not reached $10,000, the endowment may cease and the existing assets of the fund shall be transferred to a separately established Restricted Fund and expended consistent with the terms and conditions of the original gift.

Specific minimum endowment levels for academic positions are established as follows:

$1,000,000 - Endowed Chair or equivalent title, depending upon the area;

$250,000 - Endowed Distinguished Professorship or equivalent title, depending upon the area; and

$100,000 - Endowed Professorship or equivalent title, depending upon the area.

Source of Authority: Board of Regents, President

Cross Reference: None Texas Education Code Chapters 101 & 95.34, Chapter 51, Subchapter A; Uniform Management of Institutional Funds Act, Texas Property Code, Chapter 163; Texas Public Funds Investment Act, Texas Government Code, Chapter 2256; Uniform Prudent Investor Act, Texas Property Code Chapter 117

Responsible for Implementation: Vice President for University Advancement

Contact for Revision: Vice President for University Advancement

Forms: None
Grievance and Appeals (E-25N)

Original Implementation: Unpublished
Last Revision: April 20, 2004 April 24, 2007

It is the policy of the University to seek fair and equitable solutions to grievances arising from the employment relationship. This policy applies to all non-academic staff employees. Grievances have been divided into two categories. A five-step grievance procedure for Category I grievances has been established to assure prompt and thorough consideration of employee grievances and to ensure due process of law. A shorter two-step procedure is provided for Category II grievances.

Category I grievances consist of disciplinary actions resulting in involuntary terminations, demotions, decreases in salary, or suspensions without pay and in allegations of discrimination prohibited by law.

Category II grievances consist of issues pertaining to wages, hours, working conditions, performance evaluations, merit raises, job assignments, interpretation of the official personnel or administrative policies of the University as applied to the grievant, oral or written reprimands, or similar matters involving management decisions concerning the grievant.

Each employee may, without prejudice or fear of retaliation, express his/her grievance through the channels outlined in this procedure with the assurance of timely and thorough consideration. Each employee is assured freedom from interference, coercion, discrimination and reprisal in filing grievances.

No substantive action results from action not taken within the specified time periods. These time periods are intended as aids to the execution of the grievance. The failure of the employee to process the grievance in a timely manner to the next level may constitute a withdrawal of the grievance. The failure of supervisory or administrative personnel to timely respond to a grievance may constitute authorization for the employee to process the grievance to the next step.

1. Category I Grievances

a. Each grievance shall be submitted in writing using the grievance form. A written grievance shall contain a clear and concise statement of the grievance which refers to the applicable policy alleged to have been violated, the date the incident took place, the issue involved and the specific relief sought by the grievant. The grievance should include any additional information to be considered in its support. Once a grievance has been submitted in writing, it may not be changed or amended after the expiration of the ten (10) day period set out in Step One of the Grievance Procedure.

b. All matters pertaining to a grievance shall be treated as part of the official personnel file of the grievant.
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c. A probationary employee may not file a grievance under Category I unless: (a) the action involves allegations of a health or safety hazard; or (b) the action involves allegations of unlawful discrimination or of a violation of constitutional rights. When a grievance involves alleged retaliation for the exercise of constitutional rights or discrimination prohibited by law, the burden of proof is upon the grievant to establish by a preponderance of the evidence that the decision or action placed in question by the grievance was intended to discriminate against the grievant or that the decision or action was intended as retaliation for the lawful exercise of constitutional rights by the grievant.

d. The grievant may present his/her grievance individually, through legal counsel or through a representative of an organization that does not claim the right to strike. Fees or charges (if any) to the grievant for such representation must be paid by the grievant since University monies are not authorized for such use. The Director of Human Resources has the obligation to assist the grievant, upon request, by explaining this grievance procedure in detail.

e. Procedure for Category I Grievances

Step One (First-Line Supervisor). The grievant shall use the grievance form to present the grievance in writing to the first-line supervisor within ten (10) working days from the date of the alleged action or condition giving rise to the grievance. A copy of the grievance shall be sent to the Director of Human Resources by the first-line supervisor. Within five (5) working days, the supervisor shall inform the grievant of the decision in writing. A copy of the decision shall be sent to the Director of Human Resources.

Step Two (Department Chair or Administrative Equivalent). Grievances not satisfactorily resolved in Step One may be appealed by the employee in writing to the employee's department chair or administrative equivalent. The appeal must be made within five (5) working days following the date of the first-line supervisor's decision in Step One. Within five (5) working days, the department chairman shall inform the grievant of the decision in writing. Copies of the decision shall be sent to: (1) the first-line supervisor; and (2) the Director of Human Resources.

Step Three (Dean or Director). Grievances not satisfactorily resolved in Step Two may be appealed in writing to the appropriate dean or director. The appeal must be made within five (5) working days following the date of the Step Two decision. Within five (5) working days, the dean or director shall inform the grievant of the decision in writing. Copies of the decision shall be sent to: (1) the department chair or administrative equivalent; and (2) the Director of Human Resources.

Step Four (Vice President). Grievances not satisfactorily resolved in Step Three may be appealed in writing to the appropriate vice president of the University. The appeal must be made within five (5) working days of the date of the Step Three decision by the dean or director. The vice president shall have the option to handle the grievance or to appoint a Grievance Review Board to consider the grievance. When the subject of the grievance is the termination of the grievant, a hearing must be held if requested by the grievant. The vice president shall either commence the review or request the appointment of the
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Grievance Review Board within ten (10) working days following the date of the receipt of the appeal. If the vice president does not request a Grievance Review Board, a written decision shall be given to the grievant within fifteen (15) working days following the date of receipt of the appeal. If a Grievance Review Board is requested, a written decision by the vice president shall be given to the grievant within ten (10) working days following the receipt of the Grievance Review Board's report and recommendations. Copies of the decision shall be sent to: (1) the dean or director; and (2) the Director of Human Resources. The procedures for the selection of the Grievance Review Board are covered in Section f. of this policy.

Step Five (President). The President of the University is the final level of appeal within the University. Grievances not satisfactorily resolved in Step Four may be appealed in writing to the President. The appeal must be made within five (5) working days following the date of the Step Four decision by the vice president. The President may handle the review of the grievance or, if a Grievance Review Board was not requested at the Step Four level, the President shall have the option to appoint a Grievance Review Board. Within a reasonable period of time, not to exceed thirty (30) days, following the receipt of the appeal or receipt of the Grievance Review Board's report and recommendations, whichever occurs last, the President shall inform the grievant of the decision in writing. Copies of the decision shall be sent to: (1) the appropriate vice president; and (2) the Director of Human Resources.

The time limits set forth in the five steps of the grievance procedure must be observed by both the grievant and the appropriate supervisory and administrative personnel. The failure of the employee to process the grievance in a timely manner to the next level shall constitute a withdrawal of the grievance. The failure of supervisory or administrative personnel to timely respond to a grievance shall constitute authorization for the employee to process the grievance to the next step.

f. All ranks of University non-academic employees are eligible to serve on the Grievance Review Board.

Human Resources shall maintain a roster of non-academic employees serving on the grievance panel. The members of the grievance panel shall be representative of the University work force, taking into consideration that the panel also be representative as to sex, race, and supervisory or non-supervisory status. The members shall be selected from nominations submitted by other non-academic employees. The President shall make final approval of the panel.

A Grievance Review Board, consisting of three (3) members, shall be selected from the Grievance Panel of ten (10) employees previously approved by the President. The grievant shall select one (1) name and the step three official shall select one (1) name. The Board shall name its own chair from the remaining members of the panel. A representative of Human Resources shall be an ex-officio member of the Grievance Review Board to assure that due process applicable to the procedure and other University policies is offered to all involved parties. The Grievance Review Board shall hold the
necessary hearing or hearings within five (5) working days from the date the Office of Human Resources is notified in writing that a vice president or the President, as applicable, requests a hearing of the grievance. The President, Vice President, Human Resources representative or the employee shall have the right to object to the person selected as Chair of the grievance board, based upon the grievance pending before the board, or perceived unfair representation of a division of the University due to the nature of the grievance. After the Board is finally constituted and the hearing date is scheduled, the Board shall convene and hear the grievance. If the grievant is represented by legal counsel or by a representative of an employee organization (which does not have the right to strike), the University may be represented by the University’s General Counsel. The hearing shall be closed to the public.

A court reporter or at least two (2) tape recording devices shall be furnished by the University to record the hearing. The party requesting a typed transcript of the proceedings shall be responsible for payment of same. The hearing shall consist of opening statements by the grievant and the institutional representative, testimony by witnesses called by the institution and the grievant, with both parties having the right to cross examine witnesses, and any relevant exhibits which either party seeks to present to the Board. When the grievance relates to a disciplinary action taken against the grievant, the institution shall have the burden of proof to demonstrate by a preponderance of the evidence that there was good cause for the discipline. In all other grievances, the grievant shall have the burden of proof. Formal rules of evidence do not apply to the hearing.

At the conclusion of the testimony, both parties shall be permitted to make a closing argument. Following the hearing, the Grievance Review Board will retire to deliberate and, as soon as possible, shall submit a written report of its findings and recommendations to the Vice President or President, as applicable, who will make a decision on the grievance.

2. Category II Grievances

Category II grievances are matters of employee-management disagreement other than those specifically defined as Category I grievances. Category II grievances are not authorized to be processed through the formal Category I grievance procedure. Category II grievances include, but are not limited to, employee dissatisfaction relative to wages, hours, and working conditions as well as work related actions such as performance evaluations, oral or written reprimands, administration of the merit pay program, or job assignments or interpretations of the official personnel or administrative policies of the University as applied to the grievant. A probationary employee may not present a Category II grievance for a disciplinary action.

Step One. A Category II grievance may be informally presented to the first-line supervisor for discussion and consideration.

Step Two. If a Category II grievance is not satisfactorily resolved by the first-line supervisor, the employee should present the complaint in writing using the grievance
form to the appropriate department head or director for final consideration and action. If the grievance is against the department head or director, it shall be presented to the appropriate dean or supervisor of the director for final consideration. The written grievance and the written response of the department head or director shall be treated as part of the official personnel file of the employee.

Copies of the written grievance and written response shall be sent to: (1) the first-line supervisor; and (2) the Director of Human Resources.

**Source of Authority:** U.S. Constitution, Amendments 5 and 14; Texas Constitution, Art. I, sec. 19; President

**Cross Reference:** U.S. Constitution, Amendments 5 and 14; Texas Constitution, Art. I, sec. 19; Non-Academic Employee Handbook

**Responsible for Implementation:** President

**Contact for Revision:** General Counsel

**Forms:** Formal Grievance Forms are available in Human Resources
Library Faculty (E-31A)

Original Implementation: 1970
Last Revision: January 28, 2003 April 24, 2007

Stephen F. Austin State University seeks to maintain the strongest library faculty possible. The University thus provides for advancement based upon the librarian's academic credentials and experience, professional performance, contributions to the University community and the profession of librarianship, and service to the general community through his/her professional expertise. In order to assure that recommendations and administrative decisions relative to the promotion of librarians are equitable, the following principles and procedures are observed.

1. Rank

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

2. Criteria for Appointment and Promotion:

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

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

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

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

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

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

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

3. Promotion Procedures:

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

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

c. Review Panel:

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

(2) The panel will consist of the non-competitive members of the Library Academic Advisory Council, excluding ex officio members, who hold the applicant/nominee's present rank and above.

(3) In the event that the panel thus constituted is fewer than five members, the panel will select the remaining members from among the other non-competitive librarians holding the applicant/nominee's rank or above.
(4) Applicants for the rank of Librarian IV will be reviewed by the members of the Library Academic Advisory Council which shall constitute the review panel.

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

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

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

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

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

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

Periodic Evaluation

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

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

**Work Load**

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

**Appeal**

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

**Library Academic Advisory Council**

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

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

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

**University Governance**

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

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

Research and Grants

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

Tenure

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

Academic Freedom and Responsibility

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

Source of Authority: President

Cross Reference: Faculty Handbook

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: President

Forms: None
Appendix 3

Parking and Traffic Regulations (D-24)

Original Implementation: September 1, 1961
Last Revision: April 13, 2006-April 24, 2007

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, student (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. 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 of their 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 Other Government Agencies

      | Salary | Salary | Salary | Salary | Salary | Salary |
      |--------|--------|--------|--------|--------|--------|
      | $19,999.99 and Under | $20,000 - $39,999.99 | $40,000 - $59,999.99 | $60,000 - $79,999.99 | $80,000 - $99,999.99 | $100,000 - $119,999.99 and Above |
      | $36/year | $60/year | $84/year | $108/year | $132/year | $156/year |

      The cost of the Faculty/Staff permit can be purchased by paying 100% of the cost at the Business Office located on the 2nd 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 |
      | (2) After Jan. 1 | First Vehicle | $32 |
      | (3) Summer | Second Vehicle | $24 |
      | (3) Summer | $16 |
c. Commuters (Off Campus-Off-campus Residents) and Motorcycles

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<td>(1) Full Year</td>
<td>$32</td>
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<td>(2) After Jan. 1</td>
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<td>(3) Summer</td>
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d. Trailers

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<td>(2) After Jan. 1</td>
<td>$24</td>
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<tr>
<td>(3) Summer</td>
<td>$16</td>
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e. Vendors

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<td>(1) Full Year</td>
<td>First Vehicle $0</td>
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<td></td>
<td>Second Vehicle $80</td>
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<tr>
<td>(2) After Jan. 1</td>
<td>First Vehicle $0</td>
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<td></td>
<td>Second Vehicle $40</td>
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<tr>
<td>(3) Summer</td>
<td>First Vehicle $0</td>
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<td></td>
<td>Second Vehicle $24</td>
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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

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<tr>
<td>(1) After four days</td>
<td>Per Night $32</td>
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</table>

12. Student Center Parking Garage Fees

The use of the Student Center Parking Garage is deemed Pay-Per-Use 24 hours a day, 7 days a week. Persons parking in the Student Center Parking Garage must use the installed control equipment to access and exit the garage. The forms of payment accepted by the equipment will be posted at the entrances to the garage. If the equipment malfunctions, if the parker does not have a form of payment accepted by the control equipment, or if the parker loses the ticket dispensed to them by the entrance machine upon entry, the parker may utilize the call box located on the front of the exit machine and contact the University Police Department. An officer will be dispatched to the parking garage to collect payment. The forms of alternative payment accepted are exact cash, check, or signing a promissory note that permits the charges to be placed on their appropriate student, faculty, or staff account for payment through the Business Office. Swipe either a credit card, debit card, Jacks Buck card, or a pre-paid card obtained from the University Police Department in P-52
order to gain entrance to the garage. Upon exiting the garage, the person must then
swipe the same card (used to enter) in order to exit. The person’s credit card, debit
card, Jacks Bucks card, or pre-paid card will then be charged the appropriate amount
for the time parked in the garage.

The following is the fee schedule for use of the Student Center Parking Garage:

<table>
<thead>
<tr>
<th>Time</th>
<th>Fee</th>
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<tbody>
<tr>
<td>First 30 Minutes</td>
<td>No Charge</td>
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<tr>
<td>First Hour</td>
<td>$2.00</td>
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<tr>
<td>Each Hour Thereafter</td>
<td>$1.00 Each Hour</td>
</tr>
<tr>
<td>Maximum Daily Charge</td>
<td>$8.00 Daily Maximum</td>
</tr>
<tr>
<td>Contractual Space per Semester</td>
<td>$200 per Semester</td>
</tr>
</tbody>
</table>

a. Any University department hosting an event on campus may request parking for
the Student Center Garage. It will be the individual department’s responsibility to
notify the University Police Department within a reasonable amount of time or
within 48 hours of the event (See University Policy F-5 Building Security/Special
Events) with the number of permits/passes needed for the event. Passes for the
Student Center Parking Garage will not be issued without a minimum of 48 hours
notice. This is to allow for the parking arrangements to be made to accommodate
the visitors to our campus. The fee for a department to utilize the parking garage
for an event is $8 per day for up to 9 passes, or $6 per day if 10 or more are
purchased. The amount will be charged to the requesting department via Inter-
Departmental Transfers (IDTs).

b. Any Faculty/Staff member or student wishing to purchase a contractual space
in the Student Center Parking Garage may do so for $200 per semester (Summer I
and Summer II are combined for a contractual space). Persons purchasing a
contractual space must also purchase a valid parking permit. Contractual spaces
will not be reserved on any of the levels in the parking garage.

c. Any person wishing to purchase a pre-paid Pay-Per-Use card may do so by
contacting the University Police Department. Pay-Per-Use cards will be credited
with a pre-paid amount and will decrease in value with each use (i.e. debit card).
Persons wishing to purchase a Pay-Per-Use card will be required to make a
payment to the Business Office, located on the 2nd floor of the Austin Building,
or by signing an agreement for the amount to be placed on the student’s bill.

d. Any person wishing to park a motorcycle in the Student Center Parking garage
Garage will be required to follow the same rules and guidelines as a vehicle.

13. Aikman Dr. Parking Garage

The Aikman Dr. Parking Garage will be reserved for Faculty/Staff and Housing
Permit holders as indicated in this policy, pages 6-8, Parking Regulations. Signs will
be posted on both the exterior and interior of the parking garage indicating which area is Faculty and Staff and which area is Housing parking.

14. Carolyn St. Parking Garage

The Carolyn St. Parking Garage will be reserved for Housing permit holders as indicated in this policy, pages 6-8, Parking Regulations.

**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 a vehicle does not have a rear view mirror, the permit shall be placed face up on the driver's side of the 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. If a person other than the original permit holder is driving a permitted vehicle, that person must adhere to the same restrictions as the permit holder as to parking in the designated parking lot assigned by the permit.

   e. 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 and Non-Refundable

A permit is non-refundable and 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, 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. If the student’s housing status changes from on-campus to off-campus, the student must surrender their Housing Permit and purchase a Commuter Permit.

   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 Vendor 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.

h. 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
must be paid in advance of each night's 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 spaces are reserved 24 hours a day, seven (7) days a week for service vehicles, residence hall directors, visitors, 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 $3.20 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 parking 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 designed by signs and/or color coding on a map obtained from the University Police Department. These signs and maps 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, 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/the owner's or the student's 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. Motorcycles may not park in No Parking Zones, Fire Lanes, or any other space not deemed a legal parking space.

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 Student Center offices and other designated areas. Over parking in these spaces is prohibited. Citations may be issued for each 21 minutes segment of over parking. STUDENTS, FACULTY, STAFF, AND PRIVATE CONTRACTORS MUST HAVE A VALID SFA PERMIT DISPLAYED WHILE PARKING IN 20-MINUTE PARKING.
9. All vehicles, except motorcycles, must park head-in and within a defined space in lots and streets having angled 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 (b, c, d) 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 control 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: $40.00 plus tow fee if vehicle is removed by tow away.

   c. Parking in any manner which obstructs vehicular traffic.
      • Fee: $40.00 plus tow fee if vehicle is removed by tow away.

   d. Parking in any manner which obstructs a crosswalk.
      • Fee: $40.00 plus tow fee if vehicle is removed by tow away.

   e. Parking in a fire lane.
      • Fee: $40.00 plus tow fee if vehicle is removed by tow away.

   f. Parking in a tow away zone.
      • Fee: $40.00 plus tow fee if vehicle is removed by tow away.

   g. Parking in a loading zone or service driveway.
      • Fee: $40.00 plus 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: $40.00 plus tow fee if vehicle is removed by tow away.

   i. Parking on campus while parking privileges are suspended.
      • Fee: $40.00 plus tow fee if vehicle is removed by tow away.

   j. Moving any barricade or parking within any barricaded area.
      • Fee: $40.00 plus tow fee if vehicle is removed by tow away.

   k. Using a forged, altered, false, fictitious or stolen permit.
      • Fee: $80.00 plus tow fee if vehicle is removed by tow away.

   l. Falsifying or altering vehicle registration information
      • Fee: $80.00 plus 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: $80.00 plus tow fee if vehicle is removed by tow away.

n. Parking in violation of the directions of a Traffic Control Officer.
   • Fee: $40.00 plus tow fee if vehicle is removed by tow away.

Above parking controls (a – n) 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, TX 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 $40.00, purchases a valid permit and provides current proof of liability insurance.
(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 that is determined by competitive bid and posted in the University Police Department 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 driveway;

(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.
Appendix 3

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 that is determined by competitive bid
   and posted in the University Police Department 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.

h. Fees for tow away will be included on their SFA bill if owner is 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. Dates on which the Appeals Court meet are posted and made available in the University Police Department. Persons wishing to appear before the Appeals Court may do so in lieu of a written appeal. However, it is the responsibility of the person to obtain the date and time that Appeals Court will meet so that they may appear in person. 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:

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.

a. The University Police Department will record bicycle serial number and description and issue a bicycle permit for a $5.00 charge; or
Appendix 3

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, Texas Education Code, sec. 51.201 et seq.

Responsible for Implementation: Vice President for University Affairs

Contact for Revision: Chief of University Police

Forms: None
Reasonable Workplace Accommodation for Disabilities (E-67)

Original Implementation: April 20, 2004
Last Revision: None April 24, 2007

Stephen F. Austin State University shall make reasonable workplace accommodation for any employee having a known physical or mental impairment as defined under the Rehabilitation Act of 1973, the Americans with Disabilities Act, or the Texas Commission on Human Rights Act, which does not constitute an undue hardship to the university. Job postings will include a statement that all responsible workplace accommodations are requested by calling the Human Resources Office.

The Director of Human Resources or designee will be responsible for overseeing the reasonable workplace accommodation policy and procedures to ensure compliance.

Definitions:

1. **Disability:** Any employee having a known mental or physical impairment that substantially limits at least one or more life activities of that individual; a record of such an impairment; or being regarded as having such an impairment.
2. **Qualified Individual with a Disability:** A qualified individual with a disability is an individual who meets all the skills, experience, knowledge, educational and other job requirements of the position. In addition, the individual can perform the essential functions of the position with or without reasonable accommodation.
3. **Reasonable Accommodation:** Modifications or adjustments to a job application process that enable a qualified applicant with a disability to be considered for the position such qualified applicant desires; modifications or adjustments to the work environment, or to the manner or circumstances under which the position held or desired is customarily performed, that enable a qualified individual with a disability to perform the essential functions of that position or modifications or adjustments that enable SFA’s employees with a disability to enjoy equal benefits and privileges of employment as are enjoyed by its other similarly situated employees without disabilities.

Procedures for requesting a reasonable workplace accommodation:

Any employee requiring an accommodation shall notify his/her immediate supervisor as soon as practical, informing the supervisor of the nature of the disability.

Any supervisor notified of a disability shall immediately report it, in writing, to the Director of Human Resources or their designee. The confidential interoffice memorandum shall state the name of the employee, the disability, the expected duration and the date it was reported, and a copy shall be provided to the employee.
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The employee shall provide to the Director of Human Resources or their designee the following within a reasonable time from the date of notification, not to exceed fourteen (14) days:

- A letter from an appropriate healthcare or rehabilitation professional. The letter shall contain a diagnosis; prognosis and an evaluation as to the effect the impairment will have on the employee’s ability to perform the essential duties associated with the employee’s position.
- A copy of all documentation relevant to making a decision about reasonable accommodation. Relevant documents may include, but are not limited to, medical records.

The Director of Human Resources or their designee may request a letter from the employee that includes:

- The nature and extent of the physical or mental impairment,
- A complete medical diagnosis by a qualified professional, including the results of any tests conducted to verify the extent of the condition,
- Which, if any, of the major life functions are substantially limited as a result of the employee’s condition,
- A prognosis, including the permanent or temporary nature of the condition,
- —A list of all job functions or tasks the employee cannot perform, but can perform if reasonable accommodation is provided, and

- Recommendations for appropriate accommodations based on the job description and current duties, if applicable, including the source and type of any special equipment that may be needed.

The Director of Human Resources or their designee shall confer with the employee to ascertain the employee’s requirements and input on a reasonable accommodation. If the conference is conducted by the Director of Human Resources, then such appointed individual shall prepare a written report to be submitted to the President or their appointed representative no later than the tenth (10) working day following his/her conference, and a copy shall be provided to the employee.

Before making a decision regarding the accommodation, the President or their designee may submit the employee’s request for accommodation, accompanying documentation and medical records to an appropriate health care professional for evaluation and recommendations at the university’s expense. All information will be kept confidential by the expert and all documentation provided to the expert will be returned to the university by the expert.

Based on the relevant information provided, the President or their designee shall determine what, if any, reasonable accommodation will be made and shall convey it to the employee. If accommodation would constitute undue hardship on the university, supporting documentation will state the reasons. An undue hardship determination will
conform to definitions provided by the courts, Americans with Disabilities Act, and the Texas Commission on Human Rights Act. Factors that may affect an accommodation decision should include, but are not limited to, the availability of funding, the amount of disruption of work of other employees, and the impact on the university's ability to conduct business.

Reasonable workplace accommodations taken may include making exiting facilities readily available; modifications or adjustments to the work environment or manner or circumstances under which the position's essential functions are customarily performed; modifications or adjustments that enable the individual with the disability to enjoy equal benefits and privileges as other similarly situated employees without disabilities; and other appropriate adjustment to the work environment of a qualified individual with a disability.

Unless extenuating circumstances exist, the review process should not exceed a period of thirty (30) days.

The Director of Human Resources or their designee shall periodically confer with the employee with the disability to determine continuance of the workplace accommodation and shall notify the appropriate university personnel regarding the continuation or discontinuation of the workplace accommodation.

In addition to ADA information, all medical information concerning the employee requesting an accommodation shall remain confidential and separate from personnel files. This includes any doctor's statements; leave forms, or any other information that pertains to the medical condition or medical history of the employee.

This pertains not only to all records kept by the Human Resources Department, but extends to any records kept in the departmental offices. The President or their appointed representative shall periodically review and update this policy and procedures to ensure compliance with EEO laws.

Source of Authority: Vice President for Business Affairs


Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources and General Counsel

Forms: None
Appendix 3

Skating and Skateboarding (D-32)

Original Implementation: January 24, 1989
Last Revision: July 8, 2004 April 24, 2007

The purpose of this regulation is to establish guidelines governing the use of skateboards, rollerblades, or other types of skating apparatuses.

Definitions:

1) Skateboard – a non-motorized device where two or more wheels are attached to a platform upon with the rider stands.
2) Rollerblades – shoe or device that attaches to a shoe, having one or more sets of wheels.

Regulations:

1) Persons choosing to ride a skateboard or use rollerblades may do so as a means of transportation only on sidewalks while on the University campus.
2) Persons riding a skateboard or rollerblades shall keep all of the wheels on the ground while operating them as a means of transportation. At no time shall a rider perform any stunts or acts that could be deemed as stunts, or act in a way that impedes pedestrian traffic on the sidewalks.
3) The rider shall refrain from using a skateboard or rollerblades on any public street, parking garage facility, Homer Bryce Stadium, Johnson Coliseum, or in any building.
4) Persons riding a skateboard or rollerblades shall yield the right of way to all pedestrians, motorized vehicles, and bicycles.
5) Persons riding a skateboard or rollerblades shall not ride in or around any areas of construction on the University campus.

Any person who violates all or part of this policy may be subject to disciplinary actions through the University and an order to immediately remove the skateboard or rollerblades from the University campus.

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

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

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

Responsible for Implementation: Vice President for University Affairs
Contact for Revision: Chief of University Police

Forms: None
Student Media (D-44)

Original Implementation: October 26, 1999
Last Revision: July 25, 2002April 24, 2007

Stephen F. Austin State University has long recognized the importance of providing for the establishment of student media on campus. These media are the chief means of communicating campus news, providing student entertainment, and expressing student opinion. They also provide experience for students who are working toward a career in the mass media.

Student Publications

*The Pine Log*, which is the student newspaper, and the *Stone Fort*, which is the yearbook, were the first student media to be established. They have existed virtually from the founding of Stephen F. Austin. *The Pine Log* publishes campus news, letters to the editor, local advertising, and editorials.

The Office of Student Publications, housed in the Division of University Affairs, is the unit which governs the operation of both the *Stone Fort* and *The Pine Log*. These publications are intended to be primarily self-supporting. Income is derived from the sale of yearbooks, and, in the case of *The Pine Log*, advertising. The Director of Student Publications is the administrative leader of both publications and reports to the Vice President for University Affairs. The director shall be responsible for all managerial aspects of Student Publications. This shall include fiscal management, office staff management, and student staff management. The Student Publications Director shall also provide editorial counsel to the student staffs of *The Pine Log* and *Stone Fort* regarding customary news and advertising practices as well as applicable legal issues.

*In addition to The Pine Log and the Stone Fort, Student Publications also produces and funds The Myriad, which is an annual student literary magazine. The Myriad is currently the only university publication solely dedicated to publishing creative works of students at SFASU. The Myriad staff is composed primarily of students enrolled in an independent studies course through the Department of Communication. Student volunteers also assist with the production.*

The Student Publications Committee shall serve as an advisory body to Student Publications. The Committee shall recommend editorial policy and provide advice in the appointment of *The Pine Log* and *Stone Fort* editors. In addition, the Committee shall:

a. foster and preserve the American tradition of free expression
b. act as an appeals body on editorial, advertising, and business contracts related to Student Publications
c. require compliance with applicable laws in such areas as libel, obscenity, privacy, and false and misleading advertising
Appendix 3

The Student Publications Committee shall consist of eleven members:

1. Chair of the Department of Communication (Committee Chair)
2. The Director of Student Publications
3. Two Journalism Faculty Representatives
4. One Representative from the Business Office
5. One Representative from the Office of Public Affairs
6. Two Faculty Members at Large
7. Three Students at Large (not already holding paid positions on the *Stone Fort* or *The Pine Log*)

Broadcast Media

Stephen F. Austin State University has also provided for the operation of a radio station, KSAU-FM, and a cable-connected television facility. These facilities shall serve the primary role of laboratories to support the academic program in radio/television and shall be operated by the Department of Communication housed in the College of Liberal and Applied Arts and Sciences, Division of Academic Affairs. Two departmental faculty shall be designated as directors of radio and television respectively. These two faculty members shall have one-course teaching load reductions to accommodate their responsibilities as directors of the radio and television operations.

Both of these facilities are totally supported by institutional funds and receive no money from external sources or from student service fees. Programming and production staffs shall consist of students enrolled in a required Communication Practicum course as well as various communication production courses including the required practicum courses. Faculty who teach communication production courses shall supervise the student staffs and serve as the first level of appeal for any issues which might arise.

Programming content for the radio station shall be in compliance with all licensing requirements of the Federal Communications Commission. In addition, the Department of Communication shall enforce programming guidelines which:

a. comply with any relevant and established university policies
b. to the extent possible reflect current mainstream professional broadcast practice
c. serve a local audience with programming not already readily available
d. serve local informational and cultural needs

The Department of Communication shall enforce television programming guidelines for the local cable channel which:

a. comply with any relevant and established university policies
b. to the extent possible reflect current mainstream professional broadcast practice
c. serve local informational, educational, and cultural needs
Source of Authority: Vice President for Academic Affairs; Vice President for University Affairs; First Amendment of the U.S. Constitution

Cross Reference: None First Amendment of the U.S. Constitution

Responsible for Implementation: Provost and Vice President for Academic Affairs, Vice President for University Affairs

Contact for Revision: Chair of Communication Department and Director of Student Publications

Forms: None
Student Organization Formation and Recognition (F-14)

Original Implementation: Unpublished
Last Revision: April 13, 2006/April 24, 2007

Stephen F. Austin State University acknowledges the right of enrolled students to form voluntary organizations for purposes that are not forbidden by state or federal law.

In order to form a recognized student organization, a group must:

1. Have four (4) students (in good standing) to act as incorporators who will be legally responsible for the formation of the organization. One of the four must be designated as the initial Registered Agent. The Registered Agent is the legal contact and spokesperson for the group. After an organization forms, the currently registered organizational president will be considered the organization’s Registered Agent.

2. Select an advisor from the faculty/administrative staff who is a benefits-eligible full-time university employee.

3. Have their officers and advisor(s) agree to and sign an anti-hazing statement.

4. Prepare and submit a constitution and statement of purpose.

5. Complete all of the required documents contained in the Student Organization Formation Packet, available in the Office of Student Activities.

6. Submit all completed documents to the Office of Student Activities.

A group seeking recognition must not:

1. Be a commercial enterprise.
2. Be an unsolicited and/or unrecognized auxiliary of a larger organization.
3. Allow minors to become organizational members unless they are full-time enrolled students at Stephen F. Austin State University.

Applications for recognition can be made at any time during the year. The Office of Student Activities may grant a group temporary recognition while they are finalizing their formation paperwork. A temporary recognition will lapse 30 calendar days after it is initially granted.

The Director of Student Activities will review the application for recognition when it is complete and determine whether recognition is granted.

REQUIREMENTS FOR MAINTAINING RECOGNITION

The authority of an organization to function as a student organization may cease upon:
a. the removal or resignation of the advisor, unless a qualified replacement is registered within 30 days.

b. violation by the organization of any rules or regulations of the University, state or federal law.

c. failure by the organization, its officers or advisor(s) to adhere to the requirements set forth by the University.

d. the organization remaining in an inactive status for three or more long semesters.

e. failure to provide acceptable documentation of affiliation with any parent organization when requested.

Students selected, elected or appointed as a student organization officer (an officer is an individual in a leadership position as defined in the organization’s constitution) shall be in good standing with the university and:

- For undergraduates, be enrolled for six (6) or more credit hours during their term of office.
- For graduate students, be enrolled for four (4) or more credit hours during their term of office.

All meetings and activities of each student organization shall be subject to, and held under, all applicable University regulations and policies. Student organizations must abide by the Policies and Procedures set forth by the SFA Board of Regents including the Code of Student Conduct.

Being recognized as a student organization is an awarded privilege, not a right, and requires responsibility on the part of the membership of the organization for meeting University requirements for student organizations.

All student organizations must register with the Office of Student Activities as often as is required. At the time of registration, all information requested on the registration documents must be supplied. A constitution that provides information on the structure, purpose and operation of the organization must be provided and kept on file in the Office of Student Activities, reaffirmed by the organization on an annual basis and updated whenever the document is revised.

*Any student organization registering with less than four (4) members, who are currently enrolled students at Stephen F. Austin State University, will not be eligible for funding through the Student Organization Reserve SORF.*

**RELATIONSHIP BETWEEN THE UNIVERSITY AND STUDENT ORGANIZATIONS**

Aside from the supervision exercised through the Office of Student Affairs over the Residence Hall Association, the Student Activities Association, the Student Government Association, and certain other social and cultural activities conducted on the campus of...
Stephen F. Austin State University, the University recognizes registered student organizations as independent entities and assumes no responsibility for their programs or activities. Some organizations, if closely connected with the activities of academic departments of the institution may, in some cases, receive special help and supervision from those departments.

University employees should not serve as officers within a student organization, other than fulfilling the role of advisor. No employee of the University has the authority to open a bank account in the name of or for the benefit of any student organization nor should any employee be included as an allowable signatory on any off-campus bank account of any student organization.

While Level Two student organizations may use the name of the University as a part of their name, the name of the University, including any abbreviations, may not be used within the name or description of any off-campus banking account established and/or maintained by any student organization.

Responsibility for any views expressed in a meeting or activity of a student organization is solely that of the individuals concerned and the University is not to be held to approve or disapprove such views, whatever their nature. The University is to be concerned exclusively with the discharge of its educational obligation and to facilitate free discussion of all points of view to the extent constitutionally guaranteed.

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

**Cross Reference:** Stephen F. Austin State University Web Pages; United States Constitution, Amendments I and XIV

**Responsible for Implementation:** Vice President for University Affairs

**Contact for Revision:** Executive-Director of Student Affairs

**Forms:** Student Organization Formation Packet
Vacation/Sick Leave Report (E-54)

Original Implementation: Unpublished
Last Revision: April 20, 2004

At the beginning of each month, a "Vacation/Sick Leave/Compensatory Time" report is sent to each department from Payroll Services. Each employee eligible for vacation and/or sick leave and/or compensatory time must report any leave earned or taken during the month. Time taken cannot exceed the available balance. Employees requesting leave should complete a "request" form approved by their supervisor. This form is required to be kept on file by each department and is the back-up for the monthly report submitted to Payroll Services. A computer printout entitled Report of Vacation/Sick Leave Taken is sent from Payroll Services to each department at approximately the first of each month. Vacation/sick leave taken during the month by each departmental employee is totaled from the "Request for Vacation, Compensatory Time, Sick Leave Taken" form (required to be kept on file by each department) and recorded on the monthly report. The department head (or assigned designee) should sign the completed monthly report and return it to Payroll Services by the due date specified on the report.

Any discrepancies in the accumulative total of vacation/sick leave hours for each employee shown in the departmental records and the total shown on the monthly report should be resolved with Payroll Services immediately.

Source of Authority: President; Vice President for Business Affairs

Cross Reference: None

Responsible for Implementation: Vice President for Finance and Administration

Contact For Revision: Vice President for Business Affairs

Forms: Request for Vacation, Compensatory Time, Sick Leave Taken (available in University Printing Services)