

Stephen F. Austin State University

MINUTES OF THE BOARD OF REGENTS



Nacogdoches, Texas

April 21 and 22, 2008 (Volume 243)

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**Stephen F. Austin State University
Minutes of the Meeting of the
Board of Regents
Nacogdoches, Texas
April 21 and 22, 2008
Austin Building 307**

Monday, April 21, 2008

The regular meeting of the Board of Regents was called to order in open session at 8:00 a.m., Monday, January 21, 2008, by Chair Valerie Ertz.

PRESENT:

Board Members: Ms. Valerie Ertz, Chair
Mr. Carlos Amaral
Mr. Richard Boyer
Mr. James Dickerson
Mr. Bob Garrett
Mr. Joe Max Green
Mr. Paul Pond
Mr. James Thompson (*joined the meeting at 2:15 p.m.*)
Ms. Stephanie Tracy
Mr. Melvin White

President: Dr. Baker Pattillo

Vice-Presidents: Dr. Richard Berry
Mr. Danny Gallant
Mr. Steve Westbrook

General Counsel: Ms. Yvette Clark

Other SFA administrators, staff, and visitors

*The Building and Grounds Committee convened at 8:00 a.m. and adjourned at 9:12 a.m.
The Finance/Audit Committee convened at 9:25 a.m. and adjourned at 11:17 a.m. The
Academic and Student Affairs Committee convened at 11:33 a.m., recessing for a lunch
break from 12 noon to 2:18 p.m., and adjourned at 3:25 p.m.*

The chair called for an executive session at 3:30 p.m. to consider the following items:

Real Estate

Deliberations Regarding the Purchase, Exchange, Lease, Sale or Value of Real Property (Texas Government Code, Section 551.072), including possible property purchase.

Gifts and Donations

Deliberations Regarding Negotiated Contracts for Prospective Gifts or Donations (Texas Government Code, Section 551.073), including possible naming opportunities.

Personnel Matters Regarding Specific University Employees (Texas Government Code, Section 551.074)

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:

Associate Vice President for Graduate Studies and Research / Dean of the Graduate School
Dean of College of Forestry and Agriculture
Associate Vice President for Academic Affairs
Vice President for Development
Director of Development
Executive Director of Alumni
Director of Athletics
Baseball Coach
Equestrian Coach
Vice Presidents
President

The executive session ended at 7:10 p.m. and the board recessed for the evening, with no action taken.

Tuesday, April 22, 2008

The chair reconvened the board meeting in open session at 9:00 a.m. on Tuesday, April 22, 2008.

PRESENT:

Board Members: Ms. Valerie Ertz, Chair
Mr. Carlos Amaral
Mr. Richard Boyer
Mr. James Dickerson
Mr. Bob Garrett
Mr. Joe Max Green
Mr. Paul Pond
Mr. James Thompson
Ms. Stephanie Tracy
Mr. Melvin White

President: Dr. Baker Pattillo

Vice-Presidents: Dr. Richard Berry
Mr. Danny Gallant
Mr. Steve Westbrook

General Counsel: Ms. Yvette Clark

Other SFA administrators, staff, and visitors

The chair welcomed guests to the board meeting and called upon Regent Dickerson to lead the pledge to the flags. Regent Amaral provided the invocation.

SPECIAL RECOGNITIONS

Mr. Robert Hill introduced Head Coach Danny Kaspar and the Lumberjack Basketball team, who were the recent Southland Conference co-champions.

Mr. Westbrook introduced Director of Student Life Michael Preston, Head Coach Trisha O'Connor and the SFA Cheerleaders, who recently won their sixth straight national championship.

Dr. Berry introduced Advisor Michael Fountain and the Forestry Sylvans Club, who recently won first place in the annual conclave of the Association of Southern Forestry Clubs. Dr. Berry also introduced the faculty members being recommended for promotion to the rank of professor and the Regents Professor for 2008, Dr. John Moore.

Dr. Pattillo thanked current and past members of the faculty from the School of Human Sciences who participated in the transfer of the Steen Glass Collection from that school to the Board of Regents Conference Room Suite.

APPROVAL OF NAMING OPPORTUNITIES

BOARD ORDER 08-16

Upon motion of Regent Amaral, seconded by Regent Pond, with all members voting aye, it was ordered that the following agenda item be approved:

NAMING OF ED AND GWEN COLE ART CENTER

The board of regents adopted the appropriate gift agreements to name the building known as The Art Center @ The Old Opera House, by which the president is authorized to sign, and the following resolution:

RESOLUTION

Adopted on April 22, 2008 by the

**Board of Regents
of
Stephen F. Austin State University**

WHEREAS, Ed and Gwen Cole are among the most loyal benefactors and supporters of art, music, theatre, biotechnology, nursing, audiology, alumni and athletic programs at Stephen F. Austin State University; and

WHEREAS, they have served as members of the Stephen F. Austin Foundation Board of Trustees, Friends of Music, and Presidents of the Lumberjack and Ladyjack Booster Clubs, and are currently serving as members of the College of Fine Arts Dean's Circle Advisory Board; and

WHEREAS, they have faithfully served and continue to serve Stephen F. Austin State University with distinction and honor as dedicated friends; and

WHEREAS, in their loyal dedication to Stephen F. Austin State University and their generous spirit of service and standards of excellence, they have set a distinguished example for others;

NOW, THEREFORE, LET IT BE RESOLVED, that the Board of Regents expresses its admiration, gratitude and high regard for Ed and Gwen Cole by naming The Art Center @ The Old Opera House located at 329 Main Street, Nacogdoches, Texas, the

Ed and Gwen Cole Art Center

Valerie E. Ertz, Chair

Joe Max Green, Secretary

BOARD ORDER 08-17

Upon motion of Regent Thompson, seconded by Regent Boyer, with all members voting aye, it was ordered that the following agenda item be approved:

NAMING OF ADLAI AND PATRICIA MAST CONFERENCE ROOM

The board of regents adopted the appropriate gift agreements to name the second floor conference room in the building known as The Art Center @ The Old Opera House, by which the president is authorized to sign, and the following resolution:

RESOLUTION

Adopted on April 22, 2008 by the

**Board of Regents
of
Stephen F. Austin State University**

WHEREAS, Patricia and the late Adlai Mast are among the most loyal benefactors and supporters of the arboretum, nursing, art, alumni and athletic programs at Stephen F. Austin State University; and

WHEREAS, Adlai served on the Pineywoods Architectural Preservation Foundation Board, which played an integral part in making the gift of the historical Cason Building, the Old Opera House, to be utilized by the Stephen F. Austin State University School of Art; and

WHEREAS, Adlai and Patricia Mast, and their children, have faithfully served and continue to serve with distinction and honor as dedicated friends and generous contributors to the programs of Stephen F. Austin State University; and

WHEREAS, in their loyal dedication to Stephen F. Austin State University and their generous spirit of service to the Nacogdoches community, they have set a distinguished example for others;

NOW, THEREFORE, LET IT BE RESOLVED, that the Board of Regents expresses its admiration, gratitude and high regard for the Mast family by naming the second floor conference room of The Art Center @ The Old Opera House located at 329 Main Street, Nacogdoches, Texas, the

Adlai and Patricia Mast Conference Room

Valerie E. Ertz, Chair

Joe Max Green, Secretary

BOARD ORDER 08-18

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

NAMING OF JACK AND DORIS LEDBETTER GALLERY

The board of regents adopted the appropriate gift agreements to name the first floor gallery in the building known as The Art Center @ The Old Opera House, by which the president is authorized to sign, and the following resolution:

RESOLUTION

Adopted on April 22, 2008 by the

**Board of Regents
of
Stephen F. Austin State University**

WHEREAS, Jack and Doris Ledbetter, newcomers to Nacogdoches, have fondly embraced Stephen F. Austin State University and the local community with their devotion and support of art, music and athletic programs; and

WHEREAS, they are currently serving as members on the College of Fine Arts Dean's Circle Advisory Board and as Friends of the Arts; and

WHEREAS, they have faithfully committed their service to Stephen F. Austin State University with distinction and honor as dedicated friends contributing generously to the programs at the University; and

WHEREAS, in their loyal dedication to Stephen F. Austin State University and their generous spirit of service and standards of excellence, they are setting an example for others;

NOW, THEREFORE, LET IT BE RESOLVED, that the Board of Regents expresses its admiration, gratitude and high regard for Jack and Doris Ledbetter by naming the first floor gallery of The Art Center @ The Old Opera House located at 329 Main Street, Nacogdoches, Texas, the

Jack and Doris Ledbetter Gallery

Valerie E. Ertz, Chair

Joe Max Green, Secretary

BOARD ORDER 08-19

Upon motion by Regent Garrett, seconded by Regent Dickerson, with all members voting aye, it was ordered that the following agenda item be approved:

NAMING OF FLORENCE WILSON REAVLEY GALLERY

The board of regents adopted the appropriate gift agreements to name the second floor gallery in the building known as The Art Center @ The Old Opera House, by which the president is authorized to sign, and the following resolution:

RESOLUTION

Adopted on April 22, 2008 by the

**Board of Regents
of
Stephen F. Austin State University**

WHEREAS, the Honorable Thomas M. Reavley wishes to honor his late wife, Florence Wilson Reavley; and

WHEREAS, Florence Wilson Reavley spent her childhood years in Nacogdoches, attended the Stephen F. Austin Teachers College Demonstration School, was a talented artist, painter, sculptor, and devoted wife and mother; and

WHEREAS, the Honorable Thomas M. Reavley, in tribute to Florence Wilson Reavley, has committed support to Stephen F. Austin State University with distinction and respect as a dedicated alumnus and generous contributor thereto; and

WHEREAS, in his loyalty to Stephen F. Austin State University, his service to our country and high standards of excellence, he has set a distinguished example for others;

NOW, THEREFORE, LET IT BE RESOLVED, that the Board of Regents expresses its admiration, gratitude and high regard for the Honorable Thomas M. Reavley by naming the second floor gallery of The Art Center @ The Old Opera House located at 329 Main Street, Nacogdoches, Texas, the

Florence Wilson Reavley Gallery

Valerie E. Ertz, Chair

Joe Max Green, Secretary

APPROVAL OF MINUTES

BOARD ORDER 08-20

Upon motion by Regent Boyer, seconded by Regent Dickerson, with all members voting aye, it was ordered that the minutes of the January 28 and 29, 2008 regular meeting of the Board of Regents and the February 7, 2008 telephone meeting of the Board of Regents be approved.

PERSONNEL

BOARD ORDER 08-21

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

FACULTY APPOINTMENTS FOR 2008-2009

BUSINESS

Emiliano Giudici, Assistant Professor of Economics and Finance, M.S. (University of Texas – Pan American), at a salary of \$102,500 for 100 percent time for nine months, effective September 1, 2008, contingent upon completion of doctorate by May 31, 2009.

EDUCATION

Heather K. Olson Beal, Assistant Professor of Secondary Education and Educational Leadership, M.A. (Louisiana State University), at a salary of \$49,000 for 100 percent time for nine months, effective May 28, 2008, contingent upon completion of doctorate by May 31, 2008.

FINE ARTS

John S. Cotner, Assistant Professor of Music Theory, Ph.D. (University of Wisconsin), at a salary of \$45,000 for 100 percent time for nine months, effective September 1, 2008.

LIBERAL AND APPLIED ARTS

Courtney P. Carney, Assistant Professor of History, Ph.D. (Louisiana State University), at a salary of \$45,000 for 100 percent time for nine months, effective September 1, 2008.

Rhiannon Fante, Assistant Professor of Psychology, M.A. (Western Michigan University), at a salary of \$46,000 for 100 percent time for nine months, effective September 1, 2008, contingent upon completion of doctorate by August 31, 2008.

Daryl L. Farmer, Assistant Professor of English and Philosophy, Ph.D. (University of Nebraska-Lincoln), at a salary of \$45,000 for 100 percent time for nine months, effective September 1, 2008.

Patricia Foster, Visiting Instructor of Psychology, M.A. (Stephen F. Austin State University) at a salary of \$40,000 for 100 percent time for nine months, effective September 1, 2008.

Lora L. Jacobi, Assistant Professor of Psychology, Ph.D. (Old Dominion University), at a salary of \$46,000 for 100 percent time for nine months, effective September 1, 2008.

Jennifer K. Luse, Assistant Professor of Government, M.A. (University of Wisconsin), at a salary of \$45,000 for 100 percent time for nine months, effective September 1, 2008, contingent upon completion of doctorate by August 25, 2008.

Lee Payne, Assistant Professor of Government, M.S. (University of Houston), at a salary of \$45,000 for 100 percent time for nine months, effective September 1, 2008, contingent upon completion of doctorate by August 25, 2008.

Cindy Pressley, Assistant Professor of Government, J.D. (University of Richmond), at a salary of \$45,000 for 100 percent time for nine months, effective September 1, 2008, contingent upon completion of doctorate by August 25, 2008.

Mark Emil Sanders, Department Chair and Professor of English and Philosophy, Ph.D. (University of Nebraska-Lincoln and University of Idaho), at a salary of \$95,000 for 100 percent time for 12 months, effective July 1, 2008.

Jason Tebbe, Assistant Professor of History, Ph.D. (University of Illinois), at a salary of \$45,000 for 100 percent time for nine months, effective September 1, 2008

Ronald A. Tumelson II, Assistant Professor of English and Philosophy, Ph.D. (University of Alabama), at a salary of \$45,000 for 100 percent time for nine months, effective September 1, 2008.

SCIENCES AND MATHEMATICS

Sarah C. Canterberry, Assistant Professor of Biology, Ph.D. (Texas A&M University), at a salary of \$50,000 for 100 percent time for nine months, effective September 1, 2008.

Jason Michael Fritzler, Assistant Professor of Biology, B.S. (Texas A&M University), at a salary of \$50,000 for 100 percent time for nine months, effective September 1, 2008, contingent upon completion of doctorate by May 31, 2008.

Arlen Jeffery, Assistant Professor of Organic Chemistry, Ph.D. (University of Iowa), at a salary of \$50,000 for 100 percent time for nine months, effective September 1, 2008.

Thomas W. Judson, Associate Professor of Mathematics and Statistics, Ph.D. (University of Oregon), at a salary of \$60,000 for 100 percent time for nine months, effective September 1, 2008.

Jane Holsapple Long, Assistant Professor of Mathematics and Statistics, M.A. (Bryn Mawr College), at a salary of \$47,000 for 100 percent time for nine months, effective September 1, 2008, contingent upon completion of doctorate by August 31, 2008.

Nicholas E. Long, Assistant Professor of Mathematics and Statistics, B.S. (North Carolina State University), at a salary of \$47,000 for 100 percent time for nine months, effective September 1, 2008, contingent upon completion of doctorate by August 31, 2008.

Joseph Musser, Assistant Professor of Physics, Ph.D. (Texas A&M University), at a salary of \$50,000 for 100 percent time for nine months, effective September 1, 2008.

Odutayo Odunuga, Assistant Professor of Biochemistry, Ph.D. (Rhodes University, South Africa), at a salary of \$50,000 for 100 percent time for nine months, effective September 1, 2008.

Kevin W. Stafford, Assistant Professor of Geology, M.S. (Mississippi State University), at a salary of \$55,000 for 100 percent time for nine months, effective September 1, 2008, contingent upon completion of doctorate by August 31, 2008.

STAFF APPOINTMENTS FOR 2008-2009

ATHLETICS

George H. Van Linder, Head Coach – Soccer, at a salary of \$40,903 for 100 percent time for 10.5 months, effective February 25, 2008.

Kellian Kaiser Partridge, Assistant Coach – Soccer, at a salary of \$30,106 for 100 percent time for 10.5 months, effective March 17, 2008.

CONTROLLER

Dalyce Jean Franks, Accountant III, at a salary of \$50,000 for 100 percent time for 12 months, effective January 28, 2008.

Cathy M. Mekeel, Accountant II, at a salary of \$42,000 for 100 percent time for 12 months, effective February 25, 2008.

INFORMATION TECHNOLOGY SERVICES

Allena A. Kendall, Programmer Analyst I, at a salary of \$32,000 for 100 percent time for 12 months, effective February 18, 2008.

George P. McMillan, Programmer Analyst I, at a salary of \$32,000 for 100 percent time for 12 months, effective January 14, 2008.

Donna K. Mettier, Programmer Analyst II, at a salary of \$40,000 for 100 percent time for 12 months, effective January 28, 2008.

INSTRUCTIONAL TECHNOLOGY

William M. Croft, Administrator Instructional Systems, at a salary of \$38,007 for 100 percent time for 12 months, effective January 28, 2008.

PUBLIC AFFAIRS

Sarah F. Cutler, Marketing Communications Specialist, at a salary of \$36,000 for 100 percent time for 12 months, effective March 24, 2008.

PURCHASING AND INVENTORY

Manuel G. Guerrero, Assistant HUB (Historically Underutilized Business) Coordinator/System Specialist, at a salary of \$35,000 for 100 percent time for 12 months, effective February 25, 2008.

CHANGES OF STATUS FOR 2008-2009

ACADEMIC AFFAIRS

Mary Nelle Brunson, from Interim Assistant Provost and Assistant Chair of Elementary Education at a salary of \$100,000 for 100 percent time for 12 months, to Associate Vice President for Academic Affairs at a salary of \$120,000 for 100 percent time for 12 months, effective June 1, 2008.

ALUMNI

Jeff Davis, from Interim Executive Director for Alumni Affairs, at a salary of \$80,393 for 100 percent time for 12 months, to Executive Director for Alumni Affairs, at a salary of \$90,000 for 100 percent time for 12 months, effective April 22, 2008.

CONTROLLER

Mary Susan Ferris, from Accountant I at a salary of \$30,900 for 100 percent time for 12 months, to Accountant III at a salary of \$50,000 for 100 percent time for 12 months, effective January 3, 2008.

Letitia G. Hamilton, from Accountant II at a salary of \$35,000 for 100 percent time for 12 months, to Accountant II, with additional duties and responsibilities assigned, at a salary of \$42,000 for 100 percent time for 12 months, effective March 31, 2008.

COUNSELING AND CAREER SERVICES

Jennifer L. Davis, from Outreach Coordinator of Career Services at a salary of \$30,000 for 100 percent time for 12 months, to Assistant Director of Career Services at a salary of \$38,000 for 100 percent time for 12 months, effective February 1, 2008.

DEVELOPMENT

Jill Still, from Director of Development at a salary of \$53,837 for 100 percent time for 12 months, to Executive Director of Development at a salary of \$100,000 for 100 percent time for 12 months, effective April 22, 2008.

EDUCATION

Debra A. Brown, from Adjunct Faculty at a salary of \$1,128 per month for 100 percent time for two months, to Clinical Instructor of Human Services at an annual salary of \$47,000 for 100 percent time for nine months, effective January 14, 2008.

FORESTRY AND AGRICULTURE

Adam J. Miller, from Casual Employee at a salary of \$21.63 per hour for 45 days, to Research Associate, at a salary of \$45,000 for 100 percent time for 12 months, effective February 16, 2008.

INFORMATION TECHNOLOGY SERVICES

Arthur C. Humphrey, from Specialist Technical Support II at a salary of \$29,000 for 100 percent time for 12 months, to Systems Programmer I at a salary of \$40,000 for 100 percent time for 12 months, effective January 14, 2008.

Mark R. Ludorf, from Professor of Psychology at a salary of \$63,085 for 100 percent time for nine months, to Project Director for Axxess (Banner) at a salary of \$50,000 for six months, effective January 1, 2008, with an additional stipend of \$5,000 for the Axxess project work completed in Fall 2007.

LIBERAL AND APPLIED ARTS

Archie McDonald, from Professor of History at a salary of \$45,087 for 47 percent time for 10.5 months, to community liaison at a salary of \$45,087 for 47 percent time for 10.5 months, effective September 1, 2008.

Michael Tkacik, from Associate Professor of Political Science at a salary of \$57,500 for 100 percent time for nine months, to Director of School of Honors and Associate Professor of Political Science at a salary of \$83,000 for 100 percent time for 12 months, effective September 1, 2008.

SCIENCES AND MATHEMATICS

Angela K. Distefano, from Graduate Teaching Assistant at a salary of \$10,763 for 50 percent time for nine months, to Lab Coordinator – Biology at a salary of \$34,257 for 100 percent time for 10 months, effective August 25, 2008.

STUDENT FINANCIAL AID

Irish N. Beason, from Financial Aid Records Supervisor at a salary of \$28,140 for 100 percent time for 12 months, to Financial Aid Officer at a salary of \$29,409 for 100 percent time for 12 months, effective March 1, 2008.

RETIREMENTS

Roy D. Alston, Associate Professor of Mathematics and Statistics, effective May 31, 2008.

Roy S. Beasley, Dean of the College of Forestry and Agriculture, effective December 31, 2008.

George A. Carpenter, Assistant Professor of Education, effective August 30, 2008.

Clarke W. Proctor, Professor of Mathematics and Statistics, effective August 31, 2008.

Allen M. Richman, Regents Professor of History, Associate Dean of the College of Liberal and Applied Arts, and Director of School of Honors, effective August 31, 2008.

M. Aileen Smith, Professor of Accounting, effective August 31, 2008.

PROMOTIONS

The following individuals were granted promotion to the academic rank indicated, effective fall semester, 2008.

To Assistant Professor:

Dr. Dorothy Gottshall	Elementary Education
Ms. Linda Bond	Communication (contingent upon completion of doctorate by May 31, 2008)

To Associate Professor:

Dr. Robert Crocker	Management, Marketing & International Business
Dr. Philip Stetz	Management, Marketing & International Business
Dr. Wendy Killam	Human Services
Dr. Carl Pfaffenberg	Human Sciences
Dr. Scott Whitney	Human Services
Dr. Brian Utley	Music
Dr. Theresa Coble	Forestry
Dr. Joyce Johnston	Modern Language
Dr. Clint Richardson	Mathematics & Statistics
Dr. Alexandra Van Kley	Biology

To Professor:

Dr. Wynter Chauvin	Elementary Education
Dr. Charles Abel	Government
Dr. Steve Taafe	History
Dr. Gregory Miller	Mathematics & Statistics
Dr. Dan Bruton	Physics

To Professor Emeritus:

Dr. David Shows	Kinesiology
Dr. Clarence Bahs	Theatre
Dr. David Creech	Agriculture
Dr. Robert Mathis	History
Dr. Thomas Atchison	Mathematics & Statistics
Dr. Ernest Ledger	Geology

To Librarian IV:

Ms. Carol Scamman	Library
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TENURE

Academic tenure was awarded to the following individuals, effective fall semester, 2008.

Dr. Robert Crocker	Management, Marketing & International Business
Dr. Philip Stetz	Management, Marketing & International Business
Dr. Linda Bobo	Kinesiology
Dr. Wendy Killam	Human Services
Dr. Jeffrey Gergley	Kinesiology
Dr. Dorothy Gottshall	Elementary Education
Dr. Jay Lee	Kinesiology
Dr. John Leonard	Secondary Education
Dr. Carl Pfaffenberg	Human Sciences
Dr. Scott Whitney	Human Services
Dr. Theresa Coble	Forestry
Ms. Linda Bond	Communication (contingent upon completion of doctorate by May 31, 2008)
Dr. Joyce Johnston	Modern Language
Dr. Clint Richardson	Mathematics & Statistics
Dr. Alexandra Van Kley	Biology

FACULTY DEVELOPMENT LEAVE FOR 2008-2009

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

Fall 2008

Dr. Peter Simbi	Social Work
Dr. David Lewis	Art
Dr. Randi Cox	History

Spring 2009

Dr. Robert Allen	History
Dr. Robert Culpepper	Management, Marketing & International Business

REGENTS PROFESSORSHIP FOR 2008-2009

Dr. John Moore, Professor of Chemistry, was awarded a Regents Professorship for the academic year 2008-2009.

LEAVE OF ABSENCE WITH PAY

Dr. Tim Cherry, Professor of Agriculture, was granted leave of absence with pay, effective June 1, 2008 through December 31, 2008.

ACADEMIC AND STUDENT AFFAIRS

Board Order 08-22

Upon motion by Regent Boyer, seconded by Regent Dickerson, with all members voting aye, the following academic and student affairs items were approved:

CURRICULUM CHANGES

The board of regents approved the undergraduate and graduate curriculum changes listed in Appendix 1.

SMALL-SIZE CLASSES SPRING 2008

The spring 2008 small-size class list in Appendix 2 was approved.

APPROVAL OF UNIVERSITY MISSION STATEMENT

Approval was given to issue this university mission statement as part of the new Strategic Plan.

Stephen F. Austin State University is a comprehensive institution dedicated to excellence in teaching, research, scholarship, creative work, and service. Through the personal attention of our faculty and staff, we engage our students in a learner-centered environment and offer opportunities to prepare for the challenges of living in the global community.

NURSING PROGRAM IN RUSK, TEXAS

WHEREAS, the following was considered by the board of regents: In response to a 2007 request from community leaders and officials from Rusk, Texas, the School of Nursing conducted a study on the feasibility of offering the upper two years of our program leading to a Bachelor of Science in Nursing degree and the R.N. in Rusk. It was determined that such a program appeared to be feasible, financially and demographically.

THEREFORE, the administration was authorized to establish a center in Rusk, Texas, for delivery of the program leading to the Bachelor of Science in Nursing and the R.N. The program will begin no later than spring semester, 2009, pursuant to approval of the Texas Higher Education Coordinating Board and the Southern Association of College and Schools - Commission on Colleges.

FINANCIAL AFFAIRS

BOARD ORDER 08-23

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

ADOPTION OF 2008 SUMMER BUDGET

WHEREAS, the following was considered by the board of regents: The fiscal year 2007-08 summer budget contains two regular summer semesters and a new mini-semester. The 2007-08 annual budget includes \$4,211,700 that is available to support summer school academic salaries and benefits. An additional \$589,079 is added from E&G salary savings within the current FY 08 budget to fund summer school salaries. Additional faculty salaries, professional salaries, student wages and benefits totaling \$54,413 are supported from budgeted designated funds. Summer salaries and benefits of \$199,241 are funded from restricted contract and grant funds.

THEREFORE, the 2007-08 summer budget totaling \$5,054,433 was approved.

BOARD ORDER 08-24

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

PROPERTY, BOILER & MACHINERY, AND INLAND MARINE INSURANCE

WHEREAS, the following was considered by the board of regents: Pursuant to state of Texas requirements, the university utilizes the Statewide Property Insurance Program provided by the State Office of Risk Management (SORM) for property, boiler and machinery, and inland marine insurance. The Statewide Property Insurance Program's insurance agent is Wachovia Insurance Services with AIG as the insurer. The insurance policy period extends from May 1st through April 30th of each year. The university's current insurance contract with SORM began October 1, 2007 and ends April 30, 2008. The State Office of Risk Management is currently negotiating rates with insurance carriers. The annual policy is expected to cost no more than \$350,000.

THEREFORE, the university was authorized to continue coverage under the Statewide Property Insurance program through the State Office of Risk Management (SORM). The new policy period will extend from May 1, 2008 through April 30, 2009. The president was authorized to sign the contract.

BOARD ORDER 08-25

Upon motion by Regent Thompson, seconded by Regent Garrett, with all members voting aye, the following item was approved:

WAIVER OF STUDENT RECREATION CENTER FEE AND STUDENT CENTER FEE FOR ONLINE STUDENTS

WHEREAS, the board of regents considered the following: there are a number of SFA students who enroll only in online courses. Many of the students are geographically dispersed and pursue specific degree programs that can be completed online. The Texas Education Code 54.218 authorizes an institution to waive fees for students who enroll in distance learning courses only.

THEREFORE, it was ordered that the university waive the recreation center and student center fees for students who enroll only in online courses. The waiver will become effective with summer 2008 enrollment.

BOARD ORDER 08-26

Upon motion by Regent Garrett, seconded by Regent White, with Regents Amaral, Dickerson, Ertz, Garrett, Green, Pond, Thompson, and White voting aye, Regent Boyer voting nay, it was ordered that the following item be approved:

DESIGNATED TUITION SEMESTER CREDIT HOUR FEE INCREASE

WHEREAS, the board considered the following: Stephen F. Austin State University currently assesses \$97 per semester credit hour in designated tuition. Designated tuition costs to a student do not increase beyond a 16 semester credit hour load.

THEREFORE, it was approved that designated tuition be increased to \$106 per semester credit hour for fiscal year 2008-09.

BOARD ORDER 08-27

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

STATUTORY CHANGES TO THE GENERAL PROPERTY DEPOSIT

WHEREAS, the board considered the following: Currently, each student enrolled in the university must make a general property deposit of \$10 to cover property loss or damage. This deposit, net of any amount owed the university, is returned to the student at the student's request upon withdrawal or graduation. Any deposit that remains without a refund request for a period of four years from the date of last attendance is forfeited and transferred to a property deposit scholarship account.

Pursuant to Texas Education Code 54.502, an institution may collect an amount not to exceed \$100 to cover property losses and damage. An institution is also allowed to apply the deposit to any amount a student owes the institution.

THEREFORE, the board of regents approved a name change from General Property Deposit to General Deposit. The deposit amount was increased to \$100 for new students,

beginning with fall 2008 registration. Previously enrolled students who have a break in enrollment of one academic year will also be responsible for the \$100 deposit. Within 180 days of student graduation or withdrawal, the university will refund the deposit. A student who does not graduate or officially withdraw from the university is eligible for a refund if it is requested within four years of the last date of attendance. All general deposit funds will be net of any amount owed the university. Any general deposit balance that remains after four years will be forfeited and transferred to a general deposit fund scholarship account.

BOARD ORDER 08-28

Upon motion by Regent White, seconded by Regent Garrett, with Regents Boyer, Dickerson, Ertz, Garrett, Green, Pond, Thompson, and White voting aye, Regent Amaral voting nay, it was ordered that the following item be approved:

APPROVAL OF COURSE FEES AND OTHER FEES FOR FALL 2008

WHEREAS, the board of regents considered the following: Course fees provide instructional departments with funds to support the actual cost of consumable supplies, service, and travel related to specific courses. Course fees are allocated to instructional departments for expenditure within the academic year for which they are collected.

THEREFORE, the board of regents adopted the schedule of course fees and other fees (additions and changes) for the 2008-2009 academic year shown in Appendix 3. This amended 2008-2009 fee schedule will be effective with registration for the fall 2008 semester.

BOARD ORDER 08-29

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

ROOM AND BOARD RATES FOR 2008-2009

WHEREAS, the board of regents considered the following: Projected housing and food service operating costs support the need to increase the room and board rates for the 2008-2009 academic year. The revised rates, as presented in Appendix 4 will become effective in the fall semester 2008.

THEREFORE, the board of regents approved a 2.7% increase in room and board rates for FY2008-2009 in accordance with the schedule presented in Appendix 4.

BOARD ORDER 08-30

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

ARAMARK FY2009 RATE AND CONTRACT ADDENDUM

WHEREAS, the following was considered by the board of regents: The contract between the university and ARAMARK requires that the two parties annually negotiate a rate for the provision of food service under the contract for the next fiscal year. Pursuant to the provisions within the contract the administration and ARAMARK have negotiated a rate increase of 4% for the provision of food service during the 2009 fiscal year. Our contract uses the percentage increase in the Food and Beverage element of the Consumer Price Index published by the Bureau of Labor Statistics, U. S. Department of Labor, for urban consumers ("CPI-U") in the South as a benchmark for the rate increase considered. This CPI element was 4.7% for last year; however, the administration negotiated an increase of 4%.

In addition, students have requested a program that would allow them to optionally add to the Dining Dollars feature of their meal plan during the term of their plan. The administration has negotiated with ARAMARK to add a provision to our contract allowing students to optionally purchase additions to their Dining Dollars feature at a discounted rate during the term of their plan.

THEREFORE, the board of regents approved the 4% negotiated rate increase to ARAMARK for the provision of food service during the FY2009 year, along with the contract addendum providing optional purchase of additional Dining Dollars. The president was authorized to sign the contract addendum.

UNIVERSITY POLICIES AND PROCEDURES

BOARD ORDER 08-31

Upon motion by Regent Garrett, seconded by Regent Dickerson, with all members voting aye, the board of regents adopted the policy revisions as presented in Appendix 5, with the exception of the proposed revision to Tenure (E-50A), which was tabled for consideration at a future meeting.

REPORTS

The president offered a report on the following topics:

- SFA: the Yale of College of Cheerleading
- May 9 Called Board Meeting
- Art Center Naming Ceremony
- May 10 Commencement
- August 9 Commencement

The president acknowledged Kent Willis, SGA president; Stephanie Tracy, outgoing student regent; and Valerie Ertz, outgoing board chair.

The director of audit services presented a report on the annual audit plan, including the following topics:

- Payroll Audit
- SAO Report 08-35
- Course and Incidental Fee Audit Follow up

The chair of the faculty senate presented a set of handmade books being donated to Steen Library in honor of the president and the board of regents.

The president of student government offered a report on his year of service and expectation for his second term, acknowledging the board for their conscientious approach to issues affecting students.

REPORT FROM BOARD NOMINATING COMMITTEE AND ELECTION OF OFFICERS

Melvin White, chair of the Nominating Committee, reported from the committee that it offered the following slate of board officers for 2008-09:

Joe Max Green, Chair
James Thompson, Vice Chair
Melvin White, Secretary

There were no nominations from the floor.

BOARD ORDER 08-32

Upon motion by Regent White, seconded by Regent Amaral, with all members voting aye, the slate was elected.

Vice Chair James Thompson and newly-elected Chair Joe Max Green, on behalf of the board, acknowledged the leadership and service of Valerie Ertz, board chair for the past two years.

Chair Green adjourned the meeting at 11:15 a.m.

Undergraduate New Course Proposals

Course Number	Course Title	Change Requested	Action Taken
COLLEGE OF BUSINESS			
ACC 457	Controls and Internal Auditing	New Course	Approved
MGT 100	Overview of Management	New Course	Approved
MKT 100	Overview of Marketing	New Course	Approved
COLLEGE OF EDUCATION			
SED 460L	Learner-Centered Classroom Lab	New Course	Approved
KIN 450	Personal Training Cert Prep	New Course	Approved
KIN 450L	Personal Training Cert Prep Lab	New Course	Approved
HMS 406	Cruise Line Industry	New Course	Approved
KIN 425	Psychosocial Aspects of Sport & Physical Activity	New Course	Approved
HMS 253	Administration & Promotion of Beverages in the Hospitality Industry	New Course	Approved
HMS 390	Destination Management in Tourism	New Course	Approved
HMS 485	Management of the Diverse Hospitality Workforce	New Course	Approved
ELE 451	Teaching Non-Western Cultures	New Course	Approved
ELE 452	Skills in Teaching EFL	New Course	Approved
ELE 453	International Teaching	New Course	Approved
ELE 454	EFL Classroom Applications	New Course	Approved
COLLEGE OF FINE ARTS			
ART 496	B.F.A. Exhibition	New Course	Approved
MUT 220	Introduction to Audio Technology	New Course	Approved
MUT 221	Music Industry	New Course	Approved
MUT 315	Music Recording & Production I	New Course	Approved
MUT 316	Sound Editing Techniques I	New Course	Approved
MUT 317	Music Recording & Production II	New Course	Approved
MUT 318	Sound Editing Techniques II	New Course	Approved
MUT 417	Music Recording & Production III	New Course	Approved
MUT 420	Sound Record Tech Internship	New Course	Approved
COLLEGE OF FORESTRY & AGRICULTURE			
ENV 450	Air Quality Assessment	New Course	Approved
FOR 251	Introduction to Recreation and Human Dimensions	New Course	Approved
FOR 423	Advanced Surveying	New Course	Approved
FOR 423L	Lab: Advanced Surveying	New Course	Approved
FOR 446	Fire Ecology and Management	New Course	Approved
FOR 470	Forest Consulting	New Course	Approved
FOR 475	GIS Applications in Wildlife Management	New Course	Approved
FOR 475L	Lab: GIS Applications in Wildlife Management	New Course	Approved
GIS 395	GIS Database Management	New Course	Approved
GIS 395L	Lab: GIS Database Management	New Course	Approved
GIS 400	GIS Programming	New Course	Approved
GIS 400L	Lab: GIS Programming	New Course	Approved
GIS 405	Remote Sensing Applications	New Course	Approved

GIS 405L	Lab: Remote Sensing Applications	New Course	Approved
GIS 410	Landscape Modeling	New Course	Approved
GIS 410L	Lab: Landscape Modeling	New Course	Approved
GIS 411	Emergency Management GIS	New Course	Approved
GIS 411L	Lab: Emergency Management GIS	New Course	Approved
GIS 415	Spatial Analysis	New Course	Approved
GIS 415L	Lab: Spatial Analysis	New Course	Approved
GIS 420	Ecological Planning	New Course	Approved
GIS 420L	Lab: Ecological Planning	New Course	Approved
COLLEGE OF LIBERAL & APPLIED ARTS			
ANT 450	Culture of Health & Medicine	New Course	Approved
ANT 466	Magic, Cults, & the Supernatural	New Course	Approved
COM 375	Organizational Comm Theory	New Course	Approved
COM 475	Advanced Topics in Org. Comm.	New Course	Approved
IDS 300	Intro. To Gender Studies	New Course	Approved
IDS 450	Seminar in Gender Studies	New Course	Approved
IDS 475	Independent Study	New Course	Approved
SPA 430	History of the Spanish Language	New Course	Approved
PBA 470	Internship in Public Administration	New Course	Approved
PBA 415	Public Budgeting & Financial Administration	New Course	Approved
PBA 410	Topics in Public Administration	New Course	Approved
PBA 405	Policy Analysis	New Course	Approved
PBA 400	Public Organizations & Management	New Course	Approved
PBA 310	Public Personnel Administration	New Course	Approved
PBA 305	American Public Policy	New Course	Approved
PBA 300	Introduction to Public Administration	New Course	Approved
AMS 300	Intro. To American Studies	New Course	Approved
ANT 400	Internship in Anthropology	New Course	Approved
ANT 475	Independent Studies: Anthropology	New Course	Approved
PSY 198	Learning and Study Skills	New Course	Approved
PSC 339	The European Union	New Course	Approved
HIS 330	European Popular Culture, 1500-1800	New Course	Approved
HIS 437	American Environmental History	New Course	Approved
HIS 449	United States in World War Two	New Course	Approved
HIS 326	Age of Nationalism, 1815-1914	New Course	Approved
HIS 347	The Old South	New Course	Approved
HIS 348	The New South	New Course	Approved
HIS 452	Vietnam War	New Course	Approved
HIS 324	Renaissance and Reformation, 1350-1648	New Course	Approved
HIS 325	Age of Absolutism, 1648-1789	New Course	Approved
HIS 343	Colonial America	New Course	Approved
HIS 328	Contemporary Europe	New Course	Approved
LAS 315	Culture & Tradition in Latin America	New Course	Approved
LAS 475	Advanced Independent Studies in LAS	New Course	Approved
GER 131	Elementary German I	New Course	Approved
GER 132	Elementary German II	New Course	Approved

PBA 475	Independent Study in Public Administration	New Course	Approved
ENG 319	Modern & Contemporary British Literature	New Course	Approved
COLLEGE OF SCIENCES & MATHEMATICS			
BIO 403	Terrestrial Plant Ecology	New Course	Approved
BIO 403L	Terrestrial Plant Ecology Laboratory	New Course	Approved
NUR 304	Pathophysiology	New Course	Approved
NUR 305	Introduction to Nursing	New Course	Approved
NUR 306	Basic Care of Adult Clients	New Course	Approved
NUR 306L	Basic Care of Adult Clients	New Course	Approved
NUR 307	Assessment Across the Lifespan	New Course	Approved
NUR 307L	Assessment Across the Lifespan	New Course	Approved
NUR 308	Pharmacology Across the Lifespan	New Course	Approved
NUR 330	Nsg Care Young Adult to Elderly	New Course	Approved
NUR 330L	Nsg Care Young Adult to Elderly	New Course	Approved
NUR 331	Nursing Care Women & Children I	New Course	Approved
NUR 331L	Nursing Care Women & Children I	New Course	Approved
NUR 332	Nsg Care Promotion Mental Well	New Course	Approved
NUR 332L	Nsg Care Promotion Mental Well	New Course	Approved
NUR 406	Nsg Care of Complex Health Needs	New Course	Approved
NUR 406L	Nsg Care of Complex Health Needs	New Course	Approved
NUR 407	Nursing Care Women & Children II	New Course	Approved
NUR 407L	Nursing Care Women & Children II	New Course	Approved
NUR 408	Nsg Care Clients Comp MH Needs	New Course	Approved
NUR 408L	Nsg Care Clients Comp MH Needs	New Course	Approved
NUR 430	Nursing Research and Application	New Course	Approved
NUR 430L	Nursing Research and Application	New Course	Approved
NUR 431	Nursing Care of Community Populations	New Course	Approved
NUR 431L	Nursing Care of Community Populations	New Course	Approved
NUR 432	Leadership/Coordination of Nsg	New Course	Approved
NUR 432L	Leadership/Coordination of Nsg	New Course	Approved
NUR 433	Nursing Capstone	New Course	Approved
NUR 434	Professional Transition: I	New Course	Approved
NUR 435	Professional Transition: II	New Course	Approved
NUR 439	RN-BSN Research and Application	New Course	Approved
NUR 439L	RN-BSN Research and Application	New Course	Approved
NUR 440	RN-BSN Care of Community Populations	New Course	Approved
NUR 440L	RN-BSN Care of Community Populations	New Course	Approved
NUR 441	RN-BSN Leadership	New Course	Approved
NUR 441L	RN-BSN Leadership	New Course	Approved
NUR 340	Communication in Health Care	New Course	Approved
NUR 343	Women's Health Issues	New Course	Approved
NUR 350	History of the Nursing Profession	New Course	Approved
NUR 351	Current Issues and Trends in Nursing	New Course	Approved
NUR 352	Ethics and Nursing	New Course	Approved
NUR 353	Complimentary - Alt Therapies (CAT)	New Course	Approved

NUR 354	Healthy Aging	New Course	Approved
NUR 436	RN-BSN Pharmacology	New Course	Approved
NUR 437	RN-BSN Assessment	New Course	Approved
NUR 437L	RN-BSN Assessment	New Course	Approved
NUR 438	RN-BSN Pathophysiology	New Course	Approved
NUR 451	Violence in Families	New Course	Approved
NUR 452	Perioperative Nursing	New Course	Approved

Undergraduate Course Change Proposals

Course Number	Course Title	Change Requested	Action Taken
COLLEGE OF BUSINESS			
CSC 241	Data Structures	Change course description	Approved
CSC 421	Applied Operations Research	Change course description	Approved
CSC 435	Teleprocessing and Data Communications	Change course description	Approved
CSC 445	Computer Graphics	Change course description	Approved
FIN 361	General Insurance	Change course title & description	Approved
COLLEGE OF EDUCATION			
SED 370	Introduction to Pedagogy and Active Learning	Change course description	Approved
SED 371	Learner-Centered Curriculum Instruction & Assessment	Change course title, description, and prerequisites	Approved
SED 443	The Professional Educator	Change course title & description	Approved
SED 450	Diversity in a Learner-Centered	Change course title, description, outline, and credit hours	Approved
SED 450L	Diverse Classroom Lab	Change course title, description, grade type, credit hours, and contact hours	Approved
SED 460	Managing a Learner-Centered Classroom	Change course title, description, credit hours, and contact hours	Approved
HMS 339	Nutrition	Change course description and prerequisites	Approved
HMS 439	Advanced Human Nutrition	Change in prerequisites	Approved
HMS 449	Nutrition and Disease	Change course description and prerequisites	Approved
HMS 475	Special Problems	Change credit hours	Approved
HMS 479	Medical Nutrition Therapy	Change course description and prerequisites	Approved
COLLEGE OF FINE ARTS			
ART 110	2D Design	Change course title	Approved
THR 150	Production Lab I	Change course title and description	Approved
THR 350	Production Lab II	Change in course description and prerequisites	Approved
COLLEGE OF FORESTRY AND AGRICULTURE			
AGM 326	Design Applications Software II (CAD)	Change prerequisites	Approved
AGM 326L	Design Applications Software II (CAD)	Change prerequisites	Approved
HRT 326	Design Applications Software II (CAD)	Change prerequisites	Approved
HRT 326L	Design Applications Software II (CAD)	Change prerequisites	Approved
FOR 240	Wood Science	Change course description, credit hours, and contact hours	Approved
FOR 443	Weather and Climate	Change course title	Approved
COLLEGE OF LIBERAL AND APPLIED ARTS			
HIS 426	French Revolution & Napoleon	Modify Course	Approved
HIS 210	The Craft of History	Change course title & description	Approved

HIS 310	Topics in U.S. History	Change course description	Approved
HIS 312	Topics in European History	Change course title & description	Approved
HIS 321	World History	Change course title & description	Approved
HIS 345	American West	Change course title	Approved
HIS 416	Studies in World History	Change course title & description	Approved
HIS 448	Gilded Age & Progressivism	Change course title, description, & outline	Approved
HIS 450	American Between the World Wars	Change course title, description, & outline	Approved
HIS 451	America Since 1945	Change course title	Approved
LAS 450	LAS 450 Capstone Seminar in LAS	Change instruction type	Approved
CJS 431	Penology	Drop prerequisites	Approved
CJS 351	Criminal Deviance	Drop prerequisites	Approved
COLLEGE OF SCIENCES AND MATHEMATICS			
PHY 470	Undergrad Research & Tech Pres	Change course title, description, & credit hours	Approved

Undergraduate Course Deletions

Course Number	Course Title	Change Requested	Action Taken
COLLEGE OF FORESTRY & AGRICULTURE			
FOR 151	Introduction Outdoor Recreation	Delete Course	Approved
FOR 151L	Lab: Introduction Outdoor Recreation	Delete Course	Approved
COLLEGE OF LIBERAL & APPLIED ARTS			
PSC 470	Public Budgeting & Financial Administration	Delete Course	Approved
PSC 446	Topics in Public Administration	Delete Course	Approved
PSC 445	Policy Analysis	Delete Course	Approved
PSC 444	Public Organizations & Management	Delete Course	Approved
PSC 346	Public Personnel Administration	Delete Course	Approved
PSC 345	American Public Policy	Delete Course	Approved
PSC 344	Introduction to Public Administration	Delete Course	Approved
SFA 198	Learning and Study Skills	Delete Course	Approved
HIS 305	Science & Society in America	Delete Course	Approved
HIS 309	Topics/American Political & Economic History	Delete Course	Approved
HIS 337	American Life & Society	Delete Course	Approved
HIS 413	Studies in British History	Delete Course	Approved
HIS 469	Great Americans	Delete Course	Approved
HIS 470	Senior Seminar	Delete Course	Approved
HIS 427	The American South	Delete Course	Approved
HIS 306	U.S. in Vietnam	Delete Course	Approved
HIS 424	Renaissance and Reformation	Delete Course	Approved
HIS 425	Age of Louis XIV, 1648-1798	Delete Course	Approved
HIS 438	Colonial America	Delete Course	Approved
HIS 461	Contemporary Europe	Delete Course	Approved
COLLEGE OF SCIENCES & MATHEMATICS			
MTH 334	Calculus IV	Delete Course	Approved

Undergraduate Program Change Proposals

Course Number	Program Title	Change Requested	Action Taken
COLLEGE OF BUSINESS			
Program	Accounting Major	Changes to accounting major	Approved
Program	MPA Degree Program	Changes to MPA degree	Approved
Program	Certificate in Petroleum Land Management	New certificate program in Petroleum Land Management	Approved
Program	BBA in International Business	Changes to the BBA in International Business	Approved
COLLEGE OF EDUCATION			
Program	Special Education Non-teaching Minor	New Minor	Approved
Program	Minor in Secondary Education	New Minor	Approved
Program	Bachelor of Science degree in Foods, Nutrition and Dietetics	New Major	Approved
Program	International Teaching Certificate	New Post Baccalaureate International Teaching Certificate	Approved
FINE ARTS			
Program	Sound Recording Technology	New Track in Sound Recording Technology for the Bachelor of Music Degree	Approved
COLLEGE OF FORESTRY & AGRICULTURE			
Program	BS in Spatial Science	New major	Approved
	LIBERAL & APPLIED ARTS		
Program	Gender Studies Minor	Revise Minor	Approved
Program	Revisions in French & Spanish	Program Changes	Approved
Program	Revisions to Political Science degree	Inclusion of Public Administration classes	Approved
Program	Revisions to Political Science degree	Remove Geography 365 from degree	Approved
Program	American Studies Minor Revision	Revise Minor	Approved
Program	Collateral Course Change	Replace CSC 340/GBU 310 with PBA 300	Approved
Program	Collateral Course Change	Replace CSC 121 with CJS 101	Approved
Program	Collateral Course Change	Replace ACT 231 with PBA 415	Approved
Program	BA in Liberal Studies	Revision of BA in Liberal Studies	Approved
Program	Communication Studies	New organizational Communication concentration	Approved
COLLEGE OF SCIENCES & MATHEMATICS			
Program	Geology Curriculum Changes	Curriculum changes to General Geology & Environmental Geology	Approved
Program	BS Biology	Changes to the BS in Biology degree	Approved
Program	Biology Minor	Changes to Biology Minor	Approved
Program	Nursing Program	Changes to Nursing Program	Approved

GRADUATE COURSE PROPOSALS, CHANGES & DELETIONS SPRING 2008

Course	Title	Action Taken	Recommendation
COLLEGE OF BUSINESS			
CSC 435 (change to CSC 560)	Teleprocessing and Data Communications	Modify Course	Approved
CSC 445 (change to CSC 550)	Computer Graphics	Modify Course	Approved
CSC 521	Artificial Intelligence & Expert Systems	Modify Course	Approved
CSC 555	Artificial Intelligence and Expert Systems	Modify Course	Approved
ACC 585	Internship in Accounting	Modify Course	Approved
BLW 525	Environmental Law	New Course	Approved
BLW 537	Seminar in Legal Studies in Business	Modify Course	Approved
COLLEGE OF EDUCATION			
ELE 516	Teaching Elementary Education	New Course	Approved
ELE 517	Energy, Economic and the Environment	New Course	Approved
ELE 551	Teaching Non-Western Cultures	New Course	Approved
ELE 552	Skills in Teaching EFL	New Course	Approved
ELE 553	International Teaching	New Course	Approved
ELE 554	EFL Classroom Applications	New Course	Approved
AED 554	Internship for the School Principal	New Course	Approved
KIN 563	Motor Development	New Course	Approved
KIN 569	Exercise Psychology	New Course	Approved
SPE 571	The Educational Diagnostician	Modify Course	Approved
HMS 506	Cruise Line Industry	New Course	Approved
HMS 575	Special Problems	New Course	Approved
Proposed Post Baccalaureate International Teaching Certificate		Add Teaching Certificate	Approved
COLLEGE OF FINE ARTS			
ART 513	Feature Production I	New Course	Approved
ART 514	Feature Production II	New Course	Approved
ART 591	M.F.A. Exhibition	Modify Course	Approved
COLLEGE OF LIBERAL & APPLIED ARTS			
ANT 575	Graduate Study Anthropology	New Course	Approved
COM 502	Media Ethics	Modify Course	Approved
COM 504	Topics in Communications	New Course	Approved
COM 573	Advanced Topic in Org. Comm.	New Course	Approved
CJS 510	Management of Criminal Justice Agencies	Modify Course	Approved
PBA 535	Leadership in Public Administration	New Course	Approved
HIS 589	Thesis Research	Delete Course	Approved
HIS 590	Thesis Writing	Modify Course	Approved
SWK 539	Field Seminar III	Modify Course	Approved
SWK540	Field Instruction IV	Modify Course	Approved
SWK 541	Field Instruction V	Modify Course	Approved
COLLEGE OF FORESTRY & AGRICULTURE			
AGR 590	Thesis Writing	Modify Course	Approved
FOR 590	Thesis	Modify Course	Approved
Modify FOR 699	Dissertation	Modify Course	Approved
ENV 550	Air Quality Assessment	New Course	Approved
FOR 443 (change to 543)	Weather and Climate	New Course	Approved
FOR 470 (change to 501)	Forest Consulting	New Course	Approved

FOR 475 (change to 507)	GIS Applications in Wildlife Management	New Course	Approved
FOR 475L (change to 507L)	Lab: GIS Applications in Wildlife Management	New Course	Approved
GIS 400 (change to 500)	GIS Programming	New Course	Approved
GIS 400L (change to 500L)	Lab: GIS Programming	New Course	Approved
GIS 405 (change to 505)	Remote Sensing Applications	New Course	Approved
GIS 405L (change to 505L)	Lab: Remote Sensing Applications	New Course	Approved
GIS 410 (change to 510)	Landscape Modeling	New Course	Approved
GIS 410L (change to 510L)	Lab: Landscape Modeling	New Course	Approved
GIS 411 (change to 511)	Emergency Management GIS	New Course	Approved
GIS 411L (change to 511L)	Lab: Emergency Management GIS	New Course	Approved
GIS 415 (change to 515)	Spatial Analysis	New Course	Approved
New GIS 415L (change to 515L)	Lab: Spatial Analysis	New Course	Approved
New GIS 420 (change to 520)	Ecological Planning	New Course	Approved
New GIS 420L Change to 520L)	Lab: Ecological Planning	New Course	Approved
ANS502	Physiology of Growth and Stress in Livestock	New Course	Approved
FOR 578	Cultural and Heritage Interpretation	New Course	Approved
FOR 579	Principles and Policies in Resource Interpretation	New Course	Approved
FOR 588	Problem Analysis in Resource Interpretation	New Course	Approved
COLLEGE OF SCIENCES & MATHEMATICS			
GOL 518	Advanced Structural Geology	New Course	Approved
MTH 546	Survey of Mathematics Literature	Delete Course	Approved
MTH 547	Mathematics Media	Delete Course	Approved
MTH 548	Seminar in Teaching Secondary School Mathematics	Delete Course	Approved
CHE 503	Introduction to Biotechnology	Delete Course	Approved
CHE 557	Advanced Metabolism	Delete Course	Approved
CHE 558	Biophysical Chemistry	Delete Course	Approved
CHE 559	Advanced Biotechniques	Delete Course	Approved
CHE 561	Biotechnology I	Delete Course	Approved
CHE 562	Biotechnology II	Delete Course	Approved
Program Change Biotechnology	(Streamlining)	Modify Course	Approved
Program Request For a Non Thesis	Biotechnology	Modify Course	Approved
BTC 513	Fund of Biomedical Research	New Course	Approved
BTC 554	Critical Reading II	Modify Course	Approved
BTC 555	Proteins and Nucleic Acids	Modify Course	Approved
BTC 555L	Proteins and Nucleic Acids Lab	Modify Course	Approved
BTC 557	Advanced Metabolism	Modify Course	Approved
BTC 557 L	Advanced Metabolism Lab	Modify Course	Approved
BTC 558	Biophysical Chemistry	Modify Course	Approved
BTC 558L	Biophysical Chemistry Lab	Modify Course	Approved
BTC 560	Advanced Biochemistry	Delete Course	Approved
BTC 560L	Advanced Biochemistry Lab	Delete Course	Approved
BTC 561	Adv Tech in Molecular Biology	Modify Course	Approved
BTC 562	Adv Tech in Protein Chemistry	Modify Course	Approved

Texas Higher Education Coordinating Board Rules Currently In Effect (9-2006)

Chapter 5. Rules Applying to Public Universities and/or Health-Related Institutions of Higher Education in Texas
Subchapter 8. Role and Mission, Tables of Programs, Course Inventory

§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

SMALL CLASSES Spring 2008

Course Information					
Section Id.	Title	Number Enrolled	Credit Hour Value	Total Credit Hours	Texas Education Code Offering Compliance
ACC 232 022	FINANCIAL ACCOUNTING	9	3	27	§51.403(d.3)
CSC 321 001	PROG METH/FILE STRUCTURES	6	3	18	§51.403(d.2)
CSC 412 001	CSC PRACTICUM	7	3	21	§51.403(d.2)
CSC 426 001	REQ ENGRG & SYS MODELING	7	3	21	§51.403(d.2)
MKT 455 002	MKT RESEARCH	8	3	24	§51.403(d.2, d.3)
HMS 137 201	PRINCIPLES OF FOOD SCIENCE	1	1	1	§51.403(d.1)
HMS 440 201	CONSUMER PROBLEMS	2	3	6	§51.403(d.1)
HMS 353 301	PARENTING	4	3	12	§51.403(d.1)
COU 526 020	MEDICAL ORIEN COUNSELING	4	3	12	§51.403(d.2)
RHB 325 001	PROG & SERVICES FOR VIS IMP	9	3	27	§51.403(d.9)
ART 230 001	SCULPTURE I	8	3	24	§51.403(d.2, d.3)
ENV 420 001	PRIN LANDSCAPE ECOLOGY	9	3	27	§51.403(d.2)
FOR 458 001	FOR RESOURCE MGMT	8	4	32	§51.403(d.2)
ENG 212 497	WORLD LIT-REN-PRE	9	3	27	§51.403(d.1)
LAT 232 001	INTERMED.LATIN II	9	3	27	§51.403(d.3)
ILA 212 001	INTERMEDIATE LANGUAGE COURS	4	3	12	§51.403(d.9)
ILA 112 070	ELEMENTARY LANGUAGE CRS.II	5	3	15	§51.403(d.9)
PSY 507 020	EXPERIMENTAL DESIGN	4	4	16	§51.403(d.2)
BIO 410 001	FUNDAMENTALS OF IMMUNOLOGY	6	4	24	§51.403(d.9)
BTC 551 451	DNA FORENSICS	2	3	6	§51.403(d.1, d.9)
BTC 551 851	DNA FORENSICS	2	3	6	§51.403(d.1, d.9)
BTC 553 451	CRITICAL READING I	2	1	2	§51.403(d.1, d.9)
CHE 454 001	BIOCHEMICAL TECHNIQUES	2	3	6	§51.403(d.2, d.3, d.4)
CHE 546 001	TOPICS IN PHYSICAL CHEMISTR	2	3	6	§51.403(d.2, d.3)
CHE 526 001	TOPICS IN ANALYTICAL CHEMIS	3	3	9	§51.403(d.2, d.3)
CHE 453 001	COMPREHENSIVE BIOCHEMISTRY	5	3	15	§51.403(d.2, d.3, d.4)
MTH 284 001	CALCULUS I LAB	1	1	1	§51.403(d.2, d.9)
STA 522 001	REGRESSION ANALYSIS	3	3	9	§51.403(d.2, d.3)
MTH 540 001	REAL ANALYSIS II	4	3	12	§51.403(d.2, d.3)
STA 321 001	NONPARAMETRIC STATISTICS	8	3	24	§51.403(d.2, d.3)
NUR 416 501	SYSTEMS HEALTH PROMOTION	8	3	24	§51.403(d.2, d.3)
NUR 415 501	LEADERSHIP IN NURSING	9	5	45	§51.403(d.2, d.3)
PHY 470 001	INDIV INST IN TECH PRES	2	2	4	§51.403(d.2, d.3)
PHY 551 001	ADV QUANTUM MECHAN	4	4	16	§51.403(d.2, d.3)

Total Estimated Credit Hours in Small Classes
Total Estimated SFA Credit Hours Spring 2008
Estimated Small Class Credit Hours as a Percentage of SFA Total Credit Hours

558
131,598
.42%

Date: _____ Approval: _____

PROPOSED COURSE FEES FOR FY09

College	Department	Course #	Course Name	Present	Proposed
BUS	General Business	GBU557	Negotiation & Dispute Resolution	\$ 30.00	\$ 40.00
BUS	General Business	GBU400	Negotiation & Alternate Dispute Resolution	\$ 20.00	\$ 40.00
BUS	Mgt, Mkt, & Int'l Bus	MGT 463	Business Policy & Strategy	\$ -	\$ 20.00
EDU	Elementary Ed	ELE 516	Teaching Environmental Sciences	\$ -	\$ 100.00
EDU	Elementary Ed	ELE 517	Energy, Economics, and the Environment	\$ -	\$ 100.00
EDU	Elementary Ed	RDG 416	Readings as a Language Process	\$ 12.00	\$ -
EDU	Human Sciences	HMS 300	Leadership in Human Sciences	\$ -	\$ 18.00
EDU	Human Sciences	HMS 332	Communicating Human Sciences	\$ -	\$ 20.00
EDU	Kinesiology/Health Sci	HSC 480	Internship	\$ -	\$ 15.00
EDU	Kinesiology/Health Sci	KIN 512	Protective Methods in Athletic Training	\$ 24.00	\$ 30.00
EDU	Sec Ed/Ed Leadership	AED Sections 020-029	All Ed Adm Crs in Prin, Supt., Doct. Program	\$ 10.00	\$ -
EDU	Sec Ed/Ed Leadership	SEC Sections 001-010	All Sec Ed Crs in Undergrad/Master of Sec Ed Prog	\$ 10.00	\$ -
FA	School of Theatre	THR 371	History of the Cinema II	\$ -	\$ 9.00
FA	School of Theatre	THR 450	Topics in the Theatre and Drama	\$ -	\$ 9.00
FA	School of Theatre	THR 462	Advanced Play Analysis	\$ -	\$ 9.00
FA	School of Theatre	THR 471	Topics in the Theatre and Drama	\$ -	\$ 9.00
FOR	Agriculture	AGD 481/581	Meth of Teaching Ag Sci & Tech in Sec Schools	\$ -	\$ 20.00
FOR	Agriculture	AGM 236	Welding and Metals	\$ -	\$ 35.00
FOR	Agriculture	AGM 383	Agriculture Machinery Design and Structure	\$ -	\$ 50.00
FOR	Agriculture	AGM/HRT 325	Design Application Software (CAD I)	\$ -	\$ 35.00
FOR	Agriculture	AGM/HRT 326	Design Application Software (CAD II)	\$ -	\$ 35.00
FOR	Agriculture	AGN 462	Forages	\$ -	\$ 10.00
FOR	Agriculture	HRT 315	Turfgrass Science I	\$ -	\$ 10.00
FOR	Agriculture	HRT 322	Floriculture	\$ -	\$ 100.00
FOR	Agriculture	PLS 252	Poultry Selection and Evaluation	\$ -	\$ 15.00
FOR	Agriculture	PLS 465	Agriculture Products Processing	\$ -	\$ 50.00
FOR	Forestry	FOR 209	Forest Ecology	\$ 15.00	\$ 21.00
FOR	Forestry	FOR 310	Field Silviculture	\$ 170.00	\$ 175.00
FOR	Forestry	FOR 323	Land Measurement	\$ 170.00	\$ 175.00
FOR	Forestry	FOR 325	Timber Cruising	\$ 170.00	\$ 175.00
FOR	Forestry	FOR 329	Harvesting and Processing	\$ 170.00	\$ 175.00
FOR	Forestry	FOR 335	Non-timber Resources Management	\$ 340.00	\$ 175.00
FOR	Forestry	FOR 336	Field Wildlife Techniques	\$ -	\$ 175.00
FOR	Forestry	FOR 406	Wildlife Population Ecology	\$ -	\$ 5.00
FOR	Forestry	FOR 411	Timber Management	\$ -	\$ 5.00
FOR	Forestry	FOR 448	Range Management	\$ 5.00	\$ 10.00
FOR	Forestry	FOR 455	Wetland Wildlife Management	\$ -	\$ 5.00
FOR	Forestry	GIS 201	Introduction to Geographic Information Systems	\$ -	\$ 25.00
FOR	Forestry	GIS 224	Introduction to Spatial Science	\$ -	\$ 25.00
FOR	Forestry	GIS 301	GIS Applications	\$ -	\$ 25.00
FOR	Forestry	GIS 390	Geographic Information Systems	\$ -	\$ 25.00
LAA	Military Science	MSC 407	Advanced Leadership Laboratory	\$ -	\$ 15.00
LAA	English & Philosophy	ENG 099	Developmental English	\$ 10.00	\$ -
LAA	English & Philosophy	ENG 131	Composition: Rhetoric and Argument	\$ 10.00	\$ -
LAA	English & Philosophy	ENG 132	Composition: Critical and Analytical	\$ 10.00	\$ -
LAA	English & Philosophy	ENG 133	Composition and Rhetoric: Expo & Arg	\$ 10.00	\$ -
LAA	English & Philosophy	ENG 273	Technical and Scientific Writing	\$ 10.00	\$ -
LAA	English & Philosophy	ENG 346	Studies in Film and Literature	\$ 10.00	\$ -
LAA	English & Philosophy	ENG 381	Writing About Literature	\$ 10.00	\$ -
LAA	English & Philosophy	ENG 382	Reasoning and Writing	\$ 10.00	\$ -
LAA	English & Philosophy	ENG 446	Advanced Topics in Film	\$ 10.00	\$ -
LAA	English & Philosophy	ENG 473	Advanced Technical Writing	\$ 10.00	\$ -
LAA	English & Philosophy	ENG 481	Advanced Composition	\$ 10.00	\$ -
LAA	English & Philosophy	ENG 580	Teaching First-Year Composition	\$ 10.00	\$ -
LAA	English & Philosophy	ENG 582	Bibliography and Research Methods	\$ 10.00	\$ -

SCM	Geology	GOL 471 .001/.002/.003	Llano Field Trip	\$ 125.00	\$ 130.00
SCM	Geology	GOL 471 .004/.005	Galveston Field Trip	\$ 73.00	\$ 80.00
SCM	Geology	GOL 471 .007	Ark./Minerals Field Trip	\$ 118.00	\$ 125.00
SCM	School of Nursing	NUR 302	Nursing Fundamentals	\$ 44.00	\$ 35.00
SCM	School of Nursing	NUR 316	Health Assessments	\$ -	\$ 35.00
SCM	School of Nursing	NUR 317	Individuals in Situational Crisis	\$ 44.00	\$ 35.00
SCM	School of Nursing	NUR 320	Individuals in Developmental Crisis	\$ 35.00	\$ 70.00
SCM	School of Nursing	NUR 414	Families in Crisis	\$ 44.00	\$ 35.00
SCM	School of Nursing	NUR 415	Leadership in Nursing	\$ 63.00	\$ 35.00
SCM	School of Nursing	NUR 415	Leadership in Nursing	\$ 63.00	\$ 35.00
SCM	School of Nursing	NUR 416	Systems Health Promotion	\$ 40.00	\$ 14.00
SCM	School of Nursing	NUR 417	Family Self-Care Situational Crisis	\$ 44.00	\$ 35.00
SCM	School of Nursing	NUR 421	Pharmacology	\$ 20.00	\$ 35.00
SCM	School of Nursing	NUR 423	Nursing Process Practicum	\$ 56.00	\$ 72.00

PROPOSED LAB FEE CHANGES FOR FY09

College	Department	Course #	Course Name	Present	Proposed
FOR	Agriculture	AGM 236	Welding and Metals	\$ 30.00	\$ -
FOR	Agriculture	AGM 383	Agriculture Machinery Design and Structure	\$ 20.00	\$ -
FOR	Agriculture	AGM/HRT 325	Design Application Software (CAD I)	\$ 10.00	\$ -
FOR	Agriculture	AGM/HRT 326	Design Application Software (CAD II)	\$ 10.00	\$ -
FOR	Agriculture	HRT 322	Floriculture	\$ 20.00	\$ -
FOR	Agriculture	PLS 252	Poultry Selection and Evaluation	\$ 10.00	\$ -
FOR	Agriculture	PLS 465	Agriculture Products Processing	\$ 10.00	\$ -

Stephen F. Austin State University
Room and Board Rates for 2008-2009

Residence Hall	Fall and Spring Semester			Summer Semesters	
	w/7 Day 14 Meals	w/7 Day 20 Meals	w/210 Block	w/7 Day 14 Meals	w/7 Day 20 Meals
5 Wisely Hall	\$3,119	\$3,119	\$3,119		
7 Todd Hall	\$2,939	\$2,939	\$2,939		
9 North Hall	\$3,109	\$3,109	\$3,109		
10 Hall 10	\$2,959	\$2,959	\$2,959		
11 Mays Hall	\$2,959	\$2,959	\$2,959		
12 South Hall	\$3,109	\$3,109	\$3,109		
14 Hall 14	\$2,939	\$2,939	\$2,939	\$455	\$606
15 Griffith Hall	\$2,939	\$2,939	\$2,939		
16 Hall 16	\$2,939	\$2,939	\$2,939		
17 Steen Hall	\$3,309	\$3,309	\$3,309		
18 Kerr Hall	\$2,939	\$2,939	\$2,939		
20 Hall 20	\$3,362	\$3,362	\$3,362		
Lodge 4br	\$4,329	\$4,329	\$4,329		
Lodge 2br	\$4,537	\$4,537	\$4,537		
Village A	\$4,537	\$4,537	\$4,537		

Rates above include sales tax for Board

Apartments	Number	Rent	
Garner Apts. 9 mo contract	1 - 134	\$2,614	per semester
Garner Apts. 12 mo contract	1 - 134	\$3,485	per semester
University Woods 12 mo contract	1 BR	\$3,173	per semester
University Woods 12 mo contract	2 BR	\$3,860	per semester

* - Includes Utilities, Cable Television and Telephone
** - Includes Cable Television and Telephone

For Accounting Purposes Only:

Rooms	Fall or Spring Rate	Summer I or II Rate	Additional Fee for Private Room Fall/Spring
Hall 5	\$1,705		\$600
Hall 9	\$1,695		\$600
Hall 17	\$1,895		\$600
Hall 20	\$1,948		\$600
Hall 7, 14, 15, 16, 18	\$1,525		\$500
Enrichment Halls 10 and 11	\$1,545	\$603	\$186
Hall 12	\$1,695		\$600
Lumberjack Lodge 4 br	\$2,915		
Lumberjack Lodge 2 br	\$3,123		
Lumberjack Village A	\$3,123		
Lumberjack Village B	\$3,435		

Meal plans	Campus Resident	7/14 w/\$125 \$1,414	7/20 w/\$50 \$1,414	210 Block w/\$75 \$1,414	Sum 7/14 \$455	Sum 7/20 \$606
	Commuter	5/5 w/\$50 \$556	50 Block w/\$50 \$354	25 Block w/\$100 \$253		

**Policies for Board Review
April 22, 2008**

Policy Name	Policy Number	Action/Change	Page Number
Academic Probation, Suspension and Reinstatement for Undergraduates	A-3	Clarified academic probation consequences.	3
Animals on University Property	D-3	Leash required unless it restricts animals ability to function. Included avenue for inquiries and appeals.	5
Assessment of University Effectiveness	D-50	Major rewrite.	8
At-Will Employment	E-66	Charter school teachers included as at-will employees.	9
Central Receiving	F-6	Minor wording changes.	11
Certificate Programs	A-69	New policy.	13
Course Incidental Fees	A-12.1	All fees will be reviewed annually by departments. Clarified statutory reference.	15
Digital Millennium Copyright	D-42	Statutory references updated.	16
Discrimination Complaints/Sexual Harassment	E-46	Verbal complaints should be reported for investigation.	20
Drug and Alcohol Testing	E-61	Employees who maintain informational infrastructure are subject to drug and alcohol testing.	28
Gifts, Prizes and Awards	C-58	New policy.	35
Graduate Assistantships	A-20	Minimum requirements reduced from nine hours of course work to six hours. Removed budget director from approval process. Total length limited to four semesters and two summers.	41
Insurance and Other Benefits	E-28	Short term disability benefit increased. Social Security contributions updated. Other minor wording changes.	42
Laboratory Fees	A-24	All fees will be reviewed annually by departments. Statutory reference clarified.	50
Longevity Pay/Hazardous Duty Pay	E-32N	SFA Charter school employees excluded.	51
Moving Expenses	C-21	Departments may pay from non-appropriated funds within their budget.	52

Policy Name	Policy Number	Action/Change	Page Number
Parking and Traffic Regulations	D-24	Aikman Garage opened to Housing Permit and All Permit parking. Motorcycles may park in any legal space. Fee for Student Center Garage parking increased to \$225/semester.	54
Purchase of Used Equipment or Supplies	C-29	Phone POs not given.	73
Purchases from Employees	C-27	Sole source purchases from employee must be approved. Contracting for services with employee is prohibited unless approved.	75
Receipts and Deposits	C-5	University center business office and housing operations must hand-deliver deposits to UBO.	76
Selective Service Registration	E-60	Only candidates selected for employment required to provide proof of registration.	78
Sick Leave	E-47	Employees of SFA Charter school will follow sick leave policy of school.	80
Student Employment Center	F-26	Major rewrite.	83
Tenure	E-50A	Major rewrite.	89
Tuition Rebate	C-50	Major rewrite.	104
Vacation Leave	E-53	SFA Charter school employees excluded. Alternate leave benefits may be negotiated for an employee in a contract agreement.	107

Academic Probation, Suspension and Reinstatement for Undergraduates (A-3)

Original Implementation: January 30, 1981

Last Revision: ~~October 30, 2007~~ April 22, 2008

Good Standing

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

Probation

A student is placed on academic probation after the first regular semester in which the cumulative grade point average (G.P.A.) fails to meet the minimum of 2.0 standard. Probation students whose semester grade point average is 2.0 or higher *in a given semester* will be *allowed to continue on academic probation* ~~placed on "extended academic probation"~~ until the cumulative grade point average is 2.0 or higher. Academic probation will continue until the student achieves good standing or is suspended from the university. *Academic probation students whose semester grade point average for a given semester falls below the minimum 2.0 G.P.A. standard are placed on suspension.*

Suspension

A student is placed on academic suspension after a regular semester that immediately follows a semester of probation if the student's semester grade point average falls below 2.0.

Reinstatement

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

1. Following the student's first suspension, attend summer school at Stephen F. Austin State University and:
 - a. Raise his/her grade point average to the minimum university standard as specified in the General Bulletin, or
 - b. Pass with a C average or better at least 9 semester credit hours as specified by his/her dean.
2. Following the student's first suspension be reinstated on probation automatically after one regular semester's absence from the university. Following the student's second or subsequent suspension, be reinstated on probation automatically after an absence from the university of two regular semesters. Summer terms are exempted from periods of academic suspension.
3. Follow procedures established by his/her dean.

Change of Major

| Students on academic probation, ~~extended academic probation~~, or students returning after serving a suspension may change majors upon approval from their current and receiving deans.

Cross Reference: General Bulletin, Faculty Handbook, 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

Animals on University Property (D-3)

Original Implementation: Unpublished

Last Revision: ~~April 24, 2007~~ April 22, 2008

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:

- is used by a person with a disability who has completed a training program, and
- 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 where 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 *unless it restricts the service animal's ability to function appropriately*.
 - Observe housing and food service establishment guidelines.
 - Animal's Health/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 *or unless it restricts the service animal's ability to function appropriately.*
- 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.

Inquiries and Appeals:

Questions and concerns regarding the use of service animals on university property should be directed to the ADA Coordinator who serves as an advisor for procedures and access to programs and services.

Cross Reference: Accessibility for Persons with Disabilities F-16, Appeal Procedure Relating to the Provision of Accommodations for Students with Disabilities F-34, Discrimination Complaints/ Sexual Harassment E-46.

Responsible for Implementation: Vice President for University Affairs

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

Forms: None

Assessment of Institutional Effectiveness (D-50)

Original Implementation: Unpublished

Last Revision: April 28, 2005 April 22, 2008

~~It is the policy of Stephen F. Austin State University to will demonstrate institutional effectiveness through engage in systematic ongoing, integrated, and institution-wide, research-based broad-based, interrelated, and appropriate planning for and evaluation. The institutional effectiveness process will document the achievement of the university mission and goals. Each of its educational activities program and of its administrative and educational support service unit s. Annually, each unit of the institution will electronically submit two institutional effectiveness documents as scheduled.~~

The institutional effectiveness documents will identify expected outcomes, report outcomes assessments and indicate how assessment results will be used to improve the unit or program.

- ~~1. A plan for the year to come specifying the unit's goals and objectives for that year, and describing how achievement of objectives is to be measured or assessed. The goals of the unit must be consistent with the University's mission and with the unit's own mission.~~
- ~~2. A report covering the preceding year specifying the results of assessment of the unit's stated objectives for that year and detailing what changes and improvements have resulted from that assessment activity.~~
- ~~3. The institutional effectiveness documents should be sent to the appropriate Vice President/Provost or President. Each unit will forward final electronic copies to the Office of Institutional Research.~~

The format of these documents may be determined by accreditation requirements.

Source of Authority: President

Cross Reference: None

Responsible for Implementation: President

Contact for Revision: President

Forms: None

At-Will Employment (E-66)

Original Implementation: July 15, 2003

Last Revision: ~~January 19, 2006~~ April 22, 2008

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

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

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

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

Any decision to terminate an at-will employee must be reviewed by the general counsel and/or director of human resources for legal considerations. Termination of at-will employees below the vice president level must be approved by the appropriate vice president and reported to the president and board of regents. The board of regents must approve termination of at-will employees at the vice president level or above. All such employees will be given an opportunity to resign in lieu of at-will termination, unless the termination is clearly for cause. The terms of resignation must be approved by the same process outlined for termination above, including legal review by the general counsel and/or director of human resources.

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

Any agreements that in any way modify this policy must be made in writing and must contain the signature of the president, appropriate vice president, and the university board of regents.

Source of Authority: Board of Regents

Cross Reference: None

Responsible for Implementation: *President*

Contact For Revision: General Counsel

Forms: None

Central Receiving (F-6)

Original Implementation: Unpublished

Last Revision: ~~April 28, 2005~~ April 22, 2008

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

1. items being delivered under delegated purchase authority to the Library, Stone Fort Museum, or departments using LPAs, ~~P-rc~~ Cards or Phone POs;
2. items ~~which~~ *that* require installation by the contractor;
3. items specifically authorized by the Purchasing and Inventory Department.

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

Vehicle Delivery

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

Other Delivery Services

Upon receipt of goods, Central Receiving will:

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

4. affix property inventory tags ~~when~~*if* needed.

Upon receipt of goods from Central Receiving, the Department will:

1. check contents of shipment against original purchase order; and enter line item receiving information into the FRS Purchasing System.
2. notify Purchasing within three working days of any damages or shortages *that could* not identified by Central Receiving.

Upon receipt of goods or services directly from the Vendor, the Department will:

1. count and examine all cartons for visible damage and note any discrepancies on the Bill of Lading
2. check contents of shipment against original purchase order and enter line item receiving information into the FRS Purchasing System.
3. notify Purchasing within three working days of any damages or shortages

Failure to promptly update on-line receiving information or notify Purchasing of damages or shortages may result in delays in *1) the inability to return goods, 2) higher restocking fees, or 3) payment for the goods or services and a liability for late payment penalties.* The payment of any such penalties will be made from the account(s) that funded the original purchase.

Outgoing Freight

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

Source Of Authority: ~~Vice President for Business Affairs~~

Cross Reference: None

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

Contact for Revision: Director of Purchasing and Inventory

Forms: None

Certificate Programs (A-69) NEW

Original Implementation: April 22, 2008

Last Revision: None

The purpose for offering an undergraduate or graduate certificate program is to meet the supplemental education needs of professionals. As jobs and job-related responsibilities change, individuals often need additional training. Providing certificates for workforce development and job enhancement is a high priority for the Texas Higher Education Coordinating Board.

A certificate program is a set of courses that provides in-depth knowledge and skill development in a content or professional area. The content contained in a set of courses for a certificate program should provide a coherent knowledge and skill base. Selected courses may come from one or more academic areas. A set of courses for a certificate program may be practice/skill oriented or academic in nature.

Process for Developing an Undergraduate or Graduate Certificate

1. Faculty members recognize a need for an undergraduate or graduate certificate program. They document the need and prepare an application.
2. The department, through its curriculum process, approves the application.
3. The department sends the certificate program application to the college for its review and approval--adhering to the curriculum approval process established in the college.
4. If approved at the college level, the certificate application is forwarded to either the Undergraduate Curriculum Committee or the Graduate Council for consideration. If approved the certificate program is presented to the Dean's Council for its approval and to the Provost and Vice President for Academic Affairs.

Texas Higher Education Coordinating Board (THECB) Approval

Certificate programs that do not require THECB approval or notification are: 1) Those certificate programs for which no collegiate academic credit is given. 2) Certificate programs (A) at the undergraduate level of 20 semester credit hours or less, and (B) at the graduate and professional level of 15 semester credit hours or less.

Certificate programs that require THECB Board notification and are automatically approved, subject to review are 1) upper-level undergraduate certificates of 21-36 hours in disciplinary areas where the institution already offers an undergraduate degree program. 2) graduate-level and professional certificates of 16 - 29 hours in disciplinary areas where the institution already offers a graduate program at the same level as the certificate.

Responsibility for Certificate Programs

It is the responsibility of the academic unit offering certificate programs to establish a process for awarding and tracking certificates. Certificate records must be kept indefinitely within the academic unit.

Cross Reference: Chapter 5. Rules Applying to Public Universities and/or Health-Related Institutions of Higher Education in Texas, §5.48 Criteria for Certificate Programs at Universities and Health-Related Institutions.

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: None

Course Incidental Fees (A-12.1)

Original Implementation: April 30, 2001

Last Revision: ~~January 19, 2006~~ April 22, 2008

Each course other than a laboratory class that is offered by the university may charge a course incidental fee. The course incidental fee charged must reasonably reflect the actual cost to the university of the materials and services for which the fee is collected. These funds will be used to cover the cost of materials, supplies, and/or services which result in a direct educational benefit in the classroom, including such things as guest lecturers or travel expenses to off-campus locations.

Laboratory classes charge a fee for the purpose of providing materials and supplies in the laboratory (See Policy A-24, Laboratory Fees); therefore, the course incidental fee will not be charged for a laboratory class.

Course incidental fees recommended by the department chair/director must be approved by the dean of the college and the provost and vice president for academic affairs. ~~New and changed fees will be reviewed and approved annually by the Board of Regents.~~ *All fees will be reviewed annually at the department level for appropriateness and accuracy. New and changed fees will be submitted to the board of regents for approval.* All course incidental fees will be published in the appropriate media and will be collected by the controller's office through student billings.

Source of Authority: ~~Texas Education Code, Sec. 54.501 and 54.504, VTCA, Board of Regents, President, Provost and Vice President for Academic Affairs~~

Cross Reference: *Texas Education Code, Section 54.504, VTCA*

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

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: Lab and Course Incidental Fee

Digital Millenium Copyright (D-42)

Original Implementation: July 27, 1999

Last Revision: ~~April 28, 2005~~ April 22, 2008

1. Summary

The Digital Millennium Copyright Act (DMCA) creates a liability limitation for Internet service providers (ISP) for certain copyright infringements created on-line. The university serves as an ISP for faculty, staff, and students. The DMCA establishes procedures whereby, upon receipt of proper complaints, the university will block access to or take down allegedly infringing material and notify the web page owner of the complaint. The alleged infringer may issue a properly executed counter-notice, upon receipt of which, the university shall re-post the material in 10-14 days (unless there is court action), and immediately forward such counter-notice to the original complainant. Repeat infringers will be subject to termination of Internet service by the university. It is the policy of the university to comply with these safe haven procedures created by the DMCA.

2. Registered Agent

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

3. Official Complaints

The following elements are required for DMCA complaints:

1. Must be signed or contain a digital signature by the owner of the copyright or the authorized agent.
2. Description of works claimed to be infringed.
3. Description of location for alleged infringing works.
4. Sufficient information to contact the complainer.
5. Statement of good faith belief that the use is not authorized by the owner/agent.
6. Statement that the information in the notice is accurate and, under penalty of perjury, the complainer is authorized to act on behalf of the owner.

4. University as Content Provider

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

5. Faculty/Graduate Students

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

1. Such faculty members' or graduate students' infringing activities do not involve the provision of on-line access to instructional materials that are or were required or recommended, within the preceding three-year period, for a course taught at the institution by such faculty member or graduate student;
2. The institution has not, within the preceding three-year period, received more than two official DMCA complaints about the alleged infringer; and
3. The institution provides to all users of its system or network informational or network informational materials that accurately describe, and promote compliance with, the laws of the U.S. relating to copyright. See University Policy on Copyrighted Works Reproduction A-12.

6. Take Down Procedures

If the university is acting as an ISP, take down procedures will be automatically initiated once an official complaint is received. The complaint resolution team will notify the person responsible for the server to specifically locate the alleged infringing materials. The dean or director for the area involved will also be immediately notified of the official complaint. The dean or director shall

immediately confer with the alleged infringer and attempt to secure a voluntary take down of the alleged infringing material. Such voluntary take down must be confirmed by the dean or director. If these procedures cannot be completed within a reasonably quick time or voluntary take down cannot be secured, then the dean or director shall immediately coordinate with the person responsible for the server to take down the alleged infringing materials. The General Counsel should be notified when the alleged infringing materials have been removed.

7. Counter-Notices

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

1. Must contain a physical or electronic signature of the alleged infringer;
2. Identification of the removed material and the location at which it appeared;
3. A statement under penalty of perjury that the alleged infringer has a good faith belief that the material was removed because of mistake or misidentification; and
4. The alleged infringer's name, address, telephone number, consent to the jurisdiction of the Federal Court in which their address is located, and that they will accept service of process from the official complainant.

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

8. Repeat Infringers

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

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

Cross Reference: *Digital Millennium Copyright Act, Pub.L.No. 105-304, 112 Stat. 2860 (October 28, 1998); 17 U.S.C 101 Note; ~~University Policies, Policy A-12, Copyrighted Works Reproduction-A-12;; Policy D-8.1, Computer and Network Security-D-8.1~~*

Responsible for Implementation: *General Counsel*

Contact for Revision: General Counsel

Forms: ~~Official Complaint Notice (Form available from General Counsel.)~~ *None.*

Discrimination Complaints/Sexual Harassment (E-46)

Original Implementation: September 1990/February 2, 1982

Last Revision: ~~July 10, 2007~~ April 22, 2008

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.~~ *Texas Labor Code 21.001, et seq.* 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:
 3. 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
 4. 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
 5. 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 Judicial Office.
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. *Those complaints that are received verbally, but not in writing should still be communicated to the Director of Human Resources for possible informal investigation.*

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.

Cross Reference: Faculty Handbook, Non-Academic Employee Handbook; 42 U.S.C. 2000e; 42 U.S.C. 1981; 20 U.S.C. 1681-1688; 42 U.S.C. 12101; 29 U.S.C. 621 et seq.;

29 U.S.C. 794 et seq.; 29 U.S.C. 206(d); 8 U.S.C. 1101; Texas Labor Code Sec. 21.101 et seq.; Texas Penal Code, Sec. 39.02; *Pub. L. 88-352 (Title VII)*; *Pub. L. 102-166*

Responsible for Implementation: President

Contact for Revision: Director of Human Resources and General Counsel

Forms: None

Drug and Alcohol Testing (E-61)

Original Implementation: July 14, 1998

Last Revision: ~~April 28, 2005~~ April 22, 2008

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

General Policy

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

1. Reasonable Suspicion:
 - a. Direct observation of drug or alcohol use or possession and/or demonstration of physical symptoms of the influence of a drug or alcohol as related to work activities,
 - b. A pattern of abnormal or erratic behavior, consistent with alcohol or drug abuse,
 - c. Arrest or ~~confiction~~ conviction of a drug or alcohol related offense as the focus of a criminal investigation into illicit drug use, possession, or trafficking,
 - d. Information provided by reliable or credible sources,
 - e. Information, which is independently corroborated,
 - f. Evidence that an ~~employee~~ employee or student worker has tampered with a previous drug or alcohol test, or
 - g. Possession of drug paraphernalia.

Individuals having reasonable suspicion of an employee in a safety sensitive position, based on the above criteria, must contact the Director of Human

Resources and/or the Director of Environmental Health, Safety, and Risk Management. When feasible, the Office of the General Counsel will be contacted to confirm whether a given circumstance is sufficient to conduct a test.

Reporting personnel shall document the exact reasons why they suspect that a certain employee in a safety sensitive position has violated the drug and/or alcohol policy to include: the symptoms exhibited by the employee; the actions of the administrator, faculty, employee or student worker; if at all possible, corroborating statements from other administrators, faculty, employees or student workers; and other evidence which tends to establish a reasonable suspicion of illicit drug or unauthorized alcohol use. *Statements by the reporting personnel should document specific facts, not speculation, about an employee's behavior or appearance which would*~~In the statement, colloquial expressions or conclusions about a person's appearance such as "he looks stoned" or "she was drunk" should be avoided. Instead, reporting personnel should make every effort to document the specific facts about an employee's behavior, which could lead a reasonable person to the conclusion that the employee was using or in possession of illicit drugs or unauthorized alcohol.~~ The emphasis should be placed on how the behavior of the employee is affecting his/her performance.

2. Post-accident:

Each employee in a safety sensitive position who is involved in an accident that occurs during the course and scope of employment shall be required to submit to a drug/alcohol test. (A drug or alcohol test will also be requested if damage has occurred to university property as a direct result of the employee's behavior.)

3. Post University:

~~Referred Rehabilitation Monitoring:~~

As a condition of continued employment, any employee in a safety sensitive position who is participating in a substance abuse treatment program or who has a rehabilitation agreement with the university following an incident involving substance abuse may be required to submit to additional drug testing. This section shall not apply to employees in safety sensitive positions who have successfully completed a drug and or alcohol rehabilitation program prior to employment with the university.

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

Prohibited Employee Conduct

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

Refusal to Submit Test

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

Refusal to submit includes:

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

Positive Test

| An employee in a safety sensitive position with a positive tests will be removed from performing his or her safety sensitive functions. Their supervisor and the Director of

Human Resources will meet with each employee who tests positive and inform the employee of the test result.

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

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

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

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

Employees Subject to Drug and Alcohol Testing

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

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

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

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

Facilities for Testing

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

Test Results

Drug and alcohol screen test results will be reviewed by an independent *Medical Review Officer* (MRO) after receipt of the specimen by the laboratory.

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

confirmation report verifying test results. The MRO's confirmation report and the results therein shall be deemed conclusive.

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

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

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

Records

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

Appeal and Retesting

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

Training

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

Notice

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

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

Cross-reference: Alcohol and Drug Free Workplace (Policy E-5); Discipline and Discharge (Policy E-11); Illicit Drug and Alcohol Abuse (Policy D-19); *49 CFR 382 & 40*

Responsible for Implementation: *President*

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

Forms: Notice and Acknowledgement of Policy Receipt

Gifts, Prizes and Awards (C-58) NEW

Original Implementation: April 22, 2008

Revisions: None

This policy provides guidance regarding gifts, prizes and awards that can be given, the manner in which they can be given, and reporting requirements. State and federal regulations restrict the use of university assets to provide occasional gifts, prizes and awards to employees, students and others in the university community. In addition, different IRS regulations apply to the federal reporting of gifts, prizes and awards given to employees versus non-employees.

Raffles that include the purchase of a chance or ticket may not be conducted by the university. Outside organizations authorized to conduct raffles may do so only in accordance with Policy D-33, Solicitation on Campus, and state law.

Financial aid awards and grants are not considered gifts, prizes or awards for purposes of this policy. Most awards to students that are related to academic performance are considered financial aid, and as such are not subject to the provisions of this policy. Financial aid awarded to students must be processed through the business office, recorded on the student's account, and reflected on the student's bill.

Marketing and promotional items bearing the SFA name or logo are not considered gifts as long as they are not excessive in nature. An example of a marketing or promotional item is a shirt with an SFA department name provided to an SFA employee or representative. In addition, tickets provided to a representative of SFA for sporting events, fine arts events, recognition banquets, etc, are not considered gifts when attendance at the event is to promote the university in the representative's official capacity.

All definitions and reporting requirements of this policy apply to any university funds, and remain the same even if the funds originate as a gift to the university from a third party.

No gifts, prizes or awards of any kind should be charged to university education and general (state) funds, designated accounts funded by course fees or other fees, or restricted federal and state funds as outlined below.

Use of Restricted Federal and State Funds: Funds from federal and state grants, contracts, or other sponsored agreements cannot be used to pay for items that are or appear to be gifts or marketing or promotional items, such as t-shirts, key chains, tote bags, caps, and other souvenirs or memorabilia, unless specifically provided for in an award document. Use of these funds to pay for awards for participation in grant-funded activities is generally allowable when both reasonable in cost and necessary to

accomplish program objectives. Acceptable awards include plaques, small trophies, ribbons, certificates, and pens/pencils and similar items.

For purposes of this policy the following definitions are understood:

Employee: An individual receiving compensation as a full-time or part-time employee, including casual employees, student employees and graduate assistants.

Non-Employee: An individual receiving no employment compensation of any kind or in any amount, including students who are not employed by any department of the university.

Gifts: A voluntary conveyance of something of value as a gesture of good will or appreciation. Marketing and promotional items are excluded as gifts as noted above.

Award: Something of value conveyed as a result of competition, merit or in recognition of service to the university on the part of the recipient.

Prize: Something of value conveyed as a result of chance, generally for promotional purposes, to one or more participants in an event sponsored by a university department or organization.

EMPLOYEE as the recipient of a Gift, Prize or Award

Gifts

Gifts of cash, including gift cards and gift certificates, to employees are not allowed using university funds.

Gifts, including those for birthdays, weddings, showers, retirements and other personal events, are usually not allowable expenditures of university funds. At their discretion, co-workers may contribute personal funds for this purpose.

Gifts other than cash, gift cards or gift certificates, and personal in nature such as those described in the previous paragraph may be allowed upon approval by the President or Vice-President when such gifts are for the purpose of showing support, respect, recognition, or good will, and are within IRS guidelines. If approved, the department must report the following information to the Controller's Office: recipient name, social security number, address and value of the gift.

Non-cash gifts for employees of nominal value, such as t-shirts, cups, mugs, etc. can be purchased with appropriate funds. Marketing or promotional items bearing SFA name or logo as discussed above are not considered gifts. Non-cash gifts must be valued at \$100 or less, unless a larger amount is approved by the President or Vice President. The

department must report the following information to the Controller's Office: recipient name, social security number, address and value of the gift.

Prizes & Awards

Cash awards may be given to employees for meritorious performance or other reasons connected with employment ONLY as part of an established campus-wide program. See Policy A-66 "University Award Programs." Such cash awards cannot be given in the form of gift certificates or gifts cards, but must be paid through payroll and submitted on a stipend authorization form.

Non-cash awards given to employees as length of service awards are acceptable as long as they are valued at less than \$400 per year per employee. These awards may ONLY be administered by Human Resources.

Any non-cash award given for meritorious performance, or other reasons connected with employment, must be of nominal value. For purposes of this policy, nominal value is defined as \$50 or less.

An employee may accept a cash or non-cash prize or award of any amount where the individual's employment is incidental to the basis on which the prize or award is given. For example, a university employee would be eligible to win a door prize given at random or an essay-writing contest.

The department or organization sponsoring the contest, game of chance, etc., without the purchase of a chance or ticket must report the following information to the Controller's Office: recipient name, social security number, address, and value of the prize or award.

NON-EMPLOYEE as the recipient of a Gift, Prize or Award

Gifts

Gifts of cash to non-employees are not allowed.

Gift certificates, gift cards or tangible commodities are allowed as long as the gift is given for a valid business reason.

For any gift greater than \$100 in value, the department must report the following information to the Controller's Office: recipient name, social security number, address, value of the gift and reason for the gift.

Development Gifts to donors or other individuals serving development interests, or for alumni relations purposes using university funds or property cannot exceed \$100 in value unless approved by the President. The department must report the following information to the Controller's Office: recipient name, social security number, address and value of the gift.

Institutional Gifts – When university officials are visiting abroad or are hosting visitors from other institutions, appropriate university funds may be used to give such visitors a gift valued at \$100 or less, as a sign of appreciation or recognition. Any gift valued greater than \$100 must be approved by the President. Marketing and promotional items with the SFA name or logo are not considered gifts as discussed above. The department must report the following information to the Controller's Office: recipient name, social security number, address and value of the gift.

Gifts to Public Officials - Federal and state laws severely restrict the nature and value of gifts that may be made to public officials, and those restrictions may vary depending on the type of gift as well as the office held by the official. Gifts to municipal officials may also be restricted. In general, university policy prohibits all gifts to public officials, with the exception of token gifts valued at less than \$50 as long as they are not provided in exchange for his/her decision, opinion, recommendation, vote, or other exercise of discretion as a state employee. Any exception to this limit should be discussed in advance with General Counsel in order to make certain it is allowed under the specific governing conditions. There may be restrictions on paying honoraria to public officials and questions should be directed to the General Counsel.

Prizes & Awards

Cash (including gift certificates or gift cards) or non-cash items may be given as prizes and awards as long as they are reported as required herein. Prizes and awards to non-employees must be for a valid business reason, which may include a contest, door prize, etc. without the purchase of a chance or ticket.

Regardless of the value of the prize or award, the department must submit the following information to the Controller's Office: recipient name, social security number, address, value of the prize or award, and the reason for the prize or award.

NON-RESIDENT ALIENS as the Recipient of a Gift, Prize or Award

Cash and non-cash gifts, prizes and awards to nonresident aliens are generally subject to 30% withholding and reported on an IRS Form 1042-S. The department or organization must contact the Controller's Office before processing gifts, prizes and awards to persons who are not U. S. citizens or Legal Permanent Residents, regardless of the value of the gift, prize or award.

The following information must be reported to the Controller's Office: recipient name, social security number, address, value of the prize or award, and the reason for the prize or award

SUMMARY

Type	CASH		NON-CASH	
	EMPLOYEE	NON-EMPLOYEE	EMPLOYEE	NON-EMPLOYEE
Gifts	NOT ALLOWED No gift cards or gift certificates.	NOT ALLOWED Gift cards or gift certificates <= \$100 allowed for a valid business reason Gift cards or gift certificates > \$100 allowed for a valid business reason and MUST be reported to the Controller's Office.	Personal gifts for the purpose of showing support, respect, recognition or good will with President or Vice-President approval only and MUST be reported to the Controller's Office <=\$100 such as t-shirts, cups, mugs, etc. allowed with appropriate funds >\$100 such as t-shirts, cups, mugs, etc. allowed with President or Vice-President approval, appropriate funds and MUST be reported to the Controller's Office.	<=\$100 allowed for a valid business reason >\$100 allowed for a valid business reason and MUST be reported to Controller's Office. <u>See details within the policy regarding:</u> -Development Gifts -Institutional Gifts -Gifts to Public Officials
	NON-RESIDENT ALIEN (legal permanent resident or not a U.S. citizen) Allowed as noted above, EXCEPT report ALL amounts to the Controller's Office			

Prizes and Awards (without the purchase of ticket or chance)	<p>NOT ALLOWED for meritorious performance or other reasons connected with employment EXCEPT as part of a campus-wide program.</p> <p>Any amount allowed so long as the individual's employment is incidental to the basis on which the prize or award is given; i.e., contest, door prize, etc. and MUST be reported to the Controller's Office.</p>	<p>ALLOWED, including gift cards or gift certificates</p> <p>Must be for a valid business reason.</p> <p>MUST be reported to the Controller's Office.</p>	<p><=\$50 for meritorious performance or other reasons connected with employment, EXCEPT length of service.</p> <p>Length of service awards are allowed, but may only be given by the Human Resources Office.</p> <p>Any amount allowed so long as the individual's employment is incidental to the basis on which the prize or award is given; i.e., contest, door prize, etc. and MUST be reported to the Controller's Office.</p>	<p>ALLOWED</p> <p>Must be for a valid business reason.</p> <p>MUST be reported to the Controller's Office.</p>
	<p>NON-RESIDENT ALIEN (legal permanent resident or not a U.S. citizen) Allowed as noted above, EXCEPT report ALL amounts to the Controller's Office</p>			

Cross Reference: IRS Regulations, Policy D-33, Solicitation on Campus; Texas Penal Code §36.02; Policy A-66, University Award Programs.

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Controller, Director of Purchasing and Inventory/HUB Coordinator

Forms: Purchase Requisition

Graduate Assistantships (A-20)

Original Implementation: Unpublished

Last Revision: ~~January 30, 2007~~ April 22, 2008

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

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

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

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

Cross Reference: Graduate Bulletin

Responsible for Implementation: Provost and Vice President for Academic Affairs

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

Forms: Application Form for Graduate Assistantships (available from the office of the Chair/Director of the academic department)

Insurance and Other Benefits (E-28)

Original Implementation: Unpublished

Last Revision: ~~April 13, 2006~~ April 22, 2008

Employee insurance and benefits include the following: Benefits eligible employees are offered a basic insurance plan, which is fully funded by the State for full time employees and is funded at one-half of the premium for part-time employees. The basic plan includes hospitalization insurance, \$5,000 term life insurance and \$5,000 accidental death and dismemberment insurance. Enrollment in health insurance coverage may be subject to a 90-day waiting period for employees hired on or after September 1, 2003. The 90-day health coverage waiting period does not apply to:

1. Employees enrolled in COBRA health coverage under the Texas Employee's Group Benefit Program at the time they are hired, if there is no break in coverage.
2. Enrollment in the optional coverage during the first 30 days of employment, including Tex Flex accounts.
3. Direct transfers from one agency to another (employees rehired without a break in coverage), including direct transfers from UT or Texas A&M, if there is no break in coverage.
4. An employee, who has health insurance as a dependent of another Group Benefit Plan member when hired.

Each employee must elect to enroll or waive this plan within the first 31 days of employment. If a Multipurpose Form is not completed, the full-time employee will be enrolled in the basic plan, and may be subject to the 90-day waiting period. Part-time employees and graduate assistants are not eligible for automatic enrollment. These employees must complete the Multipurpose Form within thirty-one (31) days of the first active duty date.

An employee does not have to participate in the basic plan to apply for optional coverage(s). There is not waiting period for optional coverage.

Group Hospitalization Insurance

1. A major medical health/hospitalization plan is provided, based on residency or work zip code, and/or a choice of HMO, (when available).

Employees may select from hospitalization categories shown below:

Coverage Category

Employee

Employee & Child/Children

Employee & Spouse

Employee & Family

Details on coverage and rates are available from the Benefits Office in Human Resources (HR) or at the web site: www.ers.state.tx.us.

2. Application for coverage for employees and their dependents must be made in the first 31 days of employment. Employees may change their health coverage selection at any time during the 90-day waiting period.

3. Continuation of coverage upon termination of employment is allowed by federal law with specific limitations. All separating employees will be informed of their right to continue coverage during their exit interview in *Human Resources*. C.O.B.R.A. forms will be mailed by the Employee Retirement System of Texas to the home address of the terminating employee and/or covered dependents for completion. Covered dependents are also eligible for continued coverage following certain qualifying events such as divorce, death of the employee, attainment of maximum age of coverage for children, etc. An employee or the covered dependent must notify the Benefits Office within thirty (30) days of the qualifying event date. Questions concerning procedure and benefits should be directed to the Benefits Office in *Human Resources*.

Group Term Life Insurance

1. Optional Term Life Insurance. Coverage of up to twice the annual salary may be selected within thirty-one (31) days of employment. Evidence of Insurability must be provided for Election III or Election IV.

Coverage Amount:

Election I - 1 times annual salary

Election II - 2 times annual salary

Election III - 3 times annual salary

Election IV - 4 times annual salary

Coverage is reduced at age 70 for active employees based on the carrier's standard reduction schedule.

Monthly Premium Cost. The monthly premium cost is based on age and salary on September 1 of the current fiscal year.

2. Dependent Life Insurance. Coverage is available to all employees insured under the Texas Employee's Group Benefit Program. Coverage includes the spouse of the employee and each unmarried child from the age of 14 days to 25 years in the amount of \$5,000 life and \$5,000 AD&D. Application for coverage must be made within thirty-one (31) days from the date of employment, or dependent's eligibility date; otherwise evidence of insurability is required.

Long-Term Disability

Long-Term Disability insurance is available to benefits eligible employees. This benefit will pay 60% of the employee's monthly salary (maximum salary \$10,000) after a 90-day waiting period in the event the employee is disabled because of injury or illness. The monthly benefit will be integrated with Workers Compensation, Social Security Disability, Teacher Retirement Disability, and/or any disability benefit. Maximum benefit, if integration is used, is 70% of insured monthly salary. Minimum benefit, if integration is used, is 10% of monthly salary for one year. The following age and time limits apply:

<u>Age When Disability Starts</u>	<u>Maximum: Duration of Benefits</u>
Under age 60	To a Age 65
Age 60, but less than age 64	60 months
Age 65 - 69	To a Age 70 or 12 mos. (the greater)

Monthly Premium Cost. The premium is based on current rate per \$100 of monthly salary.

Application for this coverage must be made within thirty-one (31) days of employment, otherwise evidence of insurability is required and forms must be completed during the Summer Enrollment period.

Short-Term Disability

Short-Term Disability is available to benefits eligible employees. This benefit will pay ~~66~~66% of the employee's monthly salary (maximum salary \$310,000) after a thirty (30) day waiting period, for up to five months in the event the employee is disabled because of injury or illness. The monthly premium cost is based on the current rate per \$100 of monthly salary. Application for this coverage must be made within thirty-one (31) days of employment; otherwise evidence of insurability is required during Summer Enrollment.

Accidental Death and Dismemberment Benefits

Benefits eligible employees have the option of participating in the AD&D program. This coverage is available starting at \$10,000 in increments of \$5,000 up to \$200,000. After age 70, minimums and maximums are reduced. Double coverage of dependent children will be allowed, if both parents are Group Benefit Plan employees. The monthly premium is based on current rate per \$1,000 of coverage. Application for this coverage must be made within thirty-one (31) days of employment or could be added during the summer enrollment period.

Dental Insurance

Benefits eligible employees may elect to participate in either of the two group dental insurance programs. If application for coverage is not made within thirty-one (31) days of employment, dental plan benefits cannot be acquired until the beginning of the next plan year and enrollment forms must be completed during the summer enrollment period.

Cancer Care

Benefits eligible employees may elect to participate in cancer care coverage. Employees should contact the insurance company representative to make an application.

Long Term Care

A Long Term Care Plan is offered by Employees Retirement System of Texas to active employees and their families through CNA Insurance. The active employee may enroll at the time of employment or (within 31 days), without evidence of insurability. However, any family members must go through evidence of insurability to enroll in the plan. For information, or to sign up, go to www.ers.state.tx.us/links or call CNA at (877) 895-6762.

Retiree Insurance Coverage

University employees may continue their health insurance coverage providing they have ten or more years of creditable service, have been covered under the Texas Employee's Group Benefit Program, for at least three years prior to September 1, 2001, or ten years, after September 1, 2001, and meet the criteria for retirement benefits. Beginning September 1, 2003, the qualification for retiree insurance is age 65 or age plus years of service equals 80. Those who become totally disabled are entitled to participate in retiree insurance coverage, if they meet the criteria (age 65 or age plus years of service equals 80). The State will continue to fund the amount funded prior to retirement toward retiree and dependent coverage. A thirty-one- (31) day enrollment period is provided for persons retiring or qualifying for retiree insurance coverage. If employed at the time of retirement, and eligible for insurance benefits, there will be no waiting period for enrollment in the health plan. However, if the retiring member is not in an active status at the time of reaching eligibility for retiree insurance, (age 65 or age plus years of service equal to 80), there will be a ninety-day (90) waiting period for participation in the health plan.

Complete information will be made available to all qualified retirees by *Human Resources* prior to their date of retirement.

Social Security

All employees of the university are covered by the Federal Insurance Contribution Act (FICA). Currently, the employee contributions are broken down as follows:

6.20% of base salary of \$94,200/97,500 for Old Age and Survivor's and Disability Insurance (OASDI);

1.45% of base salary for Medicare (~~HIM~~QFE).

This information is based on the Year ~~2006~~-2007 rates and limits.

Flexible Benefit Plan

Benefits eligible employees may participate in the Flexible Benefit Plan established in accordance with Section 125 of the Internal Revenue Code. The plan permits employees to pay for certain eligible expenses with pre-tax money.

Through this plan, participants are automatically enrolled in Redirection of Insurance Premiums. Allowable insurance premiums will be paid with pre-tax money, with the exception of Short-Term Disability, Long-Term Disability and Dependent Life.

Through this plan, the employee may choose to participate in one or both of Reimbursement Accounts:

1. Medical Reimbursement Account - The participant may specify an amount of pre-tax money to be deposited in a medical reimbursement account. The participant can then apply for reimbursement when certain allowable out-of-pocket health care expenses are incurred.
2. Dependent Care Reimbursement Account - The participant may specify an amount of pre-tax money to be deposited in a dependent care reimbursement account. The participant can then apply for reimbursement when dependent care expenses are incurred.

Substantial tax savings may be realized through the Flexible Benefit Plan. However, several restrictions are important to keep in mind when enrolling in one or both of the reimbursement accounts.

1. Amounts designated to be tax sheltered cannot be changed during a plan year unless there is a change in family status. Forms must be completed within thirty (30) days of the *qualifying life event date*, otherwise no changes may be made until the next summer enrollment period.
2. Reimbursement accounts are on a use-it-or-lose-it basis. During a plan year, expenses should be incurred for all tax sheltered money because any amount not reimbursed to the participant reverts to the insurer.

Eligible employees may enroll at the time of employment or during the Summer Enrollment period prior to the next Plan year. To continue to participate, employees ~~must re-enroll each year~~ *may make changes or stop participating each year* during the Summer Enrollment period.

State of Texas Deferred Compensation Plan/TEXAS\$AVER

This plan is available to all employees. This plan allows employees to allocate a specified amount of their earnings to a tax-sheltered plan purchased by the State of Texas. Employees interested in learning more about this plan should contact the Benefits Office in *Human Resources* or the web site at www.ers.state.tx.us.

Tax Sheltered Annuities

All faculty and staff members are eligible to purchase a supplemental tax sheltered annuity.

Individuals electing to participate in the Tax Sheltered Annuity Plan should contact an authorized company for information and request to complete the proper forms. The employee must complete a written agreement authorizing the deduction from their monthly salary.

The authorization initiating a tax sheltered annuity should be executed before the 20th 25th of the month to be effective the next pay period. This agreement will remain in effect until the employee initiates a change of authorization or the maximum amount has been contributed.

Changes to the salary reduction authorization are permitted. Employees may change carriers at any time. An employee may terminate an authorized reduction in salary by completing the proper forms in Human Resources.

Once an annuity contract has been purchased for an employee, any questions concerning the contract's relation to the income tax laws are strictly between the faculty or staff member and the Internal Revenue Service.

Information on Tax Sheltered Annuities may be obtained from the Benefits Office in Human Resources.

U.S. Savings Bonds

Employees may purchase savings bonds starting in increments of \$100/month (cost of \$50 for a \$100 bond.)

Source of Authority: ~~Texas Constitution, art. 16, sec. 67; V.T.C.S., Title 110B, secs. 31.001 to 36.204; V.T.C.S., art. 695h; Texas Insurance Code, secs. 3.50-3, 3.51-4A, 3.51-5; Internal Revenue Code, secs. 102 and 106; 29 U. S. C., sec. 1001 et seq.; Texas Higher Education Coordinating Board; Board of Regents; President; Vice President for Finance and Administration.~~

Cross Reference: Non-Academic Employee Handbook; *Texas Constitution, art. 16, sec. 67; Texas Government Code Chapters 821 through 830; Texas Government Code Chapter 606; Texas Insurance Code, Chapter 1601, Chapter 1131, Texas Insurance Code (not-codified), 3.51-5; Internal Revenue Code, secs. 102 and 106; 29 U.S.C., sec. 1001 et seq.*

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

Contact for Revision: Director of Human Resources

Forms: None

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Laboratory Fees (A-24)

Original Implementation: June 29, 1981

Last Revision: ~~January 19, 2006~~ April 22, 2008

Laboratory fees shall be assessed in an amount sufficient to cover in general the cost of laboratory materials and supplies used by a student. A department division or school may choose to average the costs over its total laboratory program and set an appropriate uniform fee. The basic fee is \$10. For those classes where it can clearly be demonstrated that the value of expendable supplies is well beyond \$10, a reasonable laboratory fee, not to exceed \$30 may be charged.

Laboratory fees will be recommended by the department chair/director and approved by the dean of the college and the provost and vice president for academic affairs and published in the appropriate media. *All fees will be reviewed annually at the department level for appropriateness and accuracy. New and changed fees will be submitted to the board of regents for approval.* ~~Fees will be reviewed annually in conjunction with the April meeting of the Board of Regents.~~

Source of Authority: ~~Texas Education Code, Sec 54.501 and 54.504, VTCA, Board of Regents, President, Provost and Vice President for Academic Affairs~~

Cross Reference: ~~None~~ *Texas Education Code, Section 54.501, VTCA*

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

Contact For Revision: Provost and Vice President for Academic Affairs

Forms: None

Longevity Pay/Hazardous Duty Pay (E-32N)

Original Implementation: Unpublished

Last Revision: ~~July 13, 2006~~ April 22, 2008

Non-academic, full-time employees, working at least 40 hours a week in one position, are entitled to longevity pay in the amount of \$20 per month for each 2 years of state service. *SFA Charter School Teachers are excluded from this policy.* Longevity pay is capped at \$420 per month. At the time of initial employment, employees are required to report prior employment with other state of Texas agencies or institutions of higher education. The employing department must record this information in the appropriate section of the "Personnel Action Request" form. Prior state employment is verified by Human Resources. Commissioned law officers are entitled to hazardous duty pay in lieu of longevity pay.

Source of Authority: ~~V.T.C.A., Government Code Sections 659.042-659.047; President; Vice President for Finance and Administration~~

Cross Reference: Non-Academic Employee Handbook; *V.T.C.A., Government Code Sections 659.042, 659.047*

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

Contact For Revision: Director of Human Resources, Payroll Manager

Forms: Personnel Action Request, (available online)

Moving Expenses (C-21)

Original Implementation: December, 1988

Last Revision: ~~April 28, 2005~~ April 22, 2008

The university may pay reasonable moving expenses for a newly hired faculty or staff member. ~~Payment for actual moving expenses of newly hired employees may be made from non-appropriated funds.~~ However, payment of moving expenses is not an entitlement. It is an option, with terms to be agreed upon between the university and the prospective employee in advance. Prior approval of the university president is required.

Departments may negotiate with the new employee to pay full or partial moving expenses. Payments must be made from non-appropriated funds, provided the funds are available in their budget. ~~Prior approval of the University President is required.~~

Moving expenses can be paid by either of two methods:

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

~~The Payroll Controller's Office will coordinate all payments for moving expenses, regardless of which method of payment is used. The Personnel Action Request (PAR) Payroll forms and the Moving Expenses Payment/Reimbursement Form (available online) at http://apache.sfasu.edu/sfa_forms/fill_in_forms.shtml) must be completed before any moving expense can be processed for payment. The taxability of any reimbursed moving expense will be determined by Internal Revenue Service guidelines.~~

Direct payment to vendors, such as to professional moving companies, are not subject to Federal income tax and FICA (social security) withholding. Direct payments to vendors also requires an approved purchase order and invoice.

Source of Authority: President

Cross Reference: ~~None~~ Personnel Action Request (Policy E-39)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Controller

Forms: Moving Expenses Payment/Reimbursement Form (available at http://apache.sfasu.edu/sfa_forms/fill_in_forms.shtml online)

Parking and Traffic Regulations (D-24)

Original Implementation: September 1, 1961

| Last Revision: ~~April 24, 2007~~ April 22, 2008

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 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 when 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~~ cannot normally be registered in the name of a faculty or staff member, *unless approved by the Chief of Police or his designee.*
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 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 \$19,999.99 And Under	Salary \$20,000 - \$39,999.99	Salary \$40,000 - \$59,999.99	Salary \$60,000 - \$79,999.99	Salary \$80,000 - \$99,999.99	Salary \$100,000 - \$119,999.99	Salary \$120,000 And Above
\$36 / year	\$60 / year	\$84 / year	\$108 / year	\$132 / year	\$156 / year	\$180 / year

The cost of the Faculty/Staff permit can be purchased by paying 100% 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
	Second Vehicle	\$32
(2) After Jan. 1	First Vehicle	\$32
	Second Vehicle	\$24
(3) Summer		\$16

c. Commuters (Off-campus Residents) and Motorcycles

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

d. Trailers

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

e. Vendors

(1) Full Year	First Vehicle	\$0
	Second Vehicle	\$80
(2) After Jan. 1	First Vehicle	\$0
	Second Vehicle	\$40
(3) Summer	First Vehicle	\$0
	Second Vehicle	\$24

f. Employees of Private Contractors

\$48 per vehicle per semester (Fall, Spring, and Summer)

(The Summer semester will incorporate both Summer I and Summer II sessions.)

g. Occupied Recreational Vehicle

(1) After four days	Per Night	\$32
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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.

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

First 30 Minutes	No Charge
First Hour	\$2
Each Hour Thereafter	\$1 Each Hour
Maximum Daily Charge	\$8 Daily Maximum
Contractual Space per Semester	\$200 225 per Semester

- 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~~225 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 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 *on Levels 1 and 2, and* Housing Permit holders as indicated in this policy, Parking Regulations, *on Level 3, and All Permit Parking on Level 4.* 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, *and which area is designated All Permit Parking.*

14. ~~Carolyn St.~~ Village Parking Garage

~~The Carolyn St.~~ Village 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 *for a Lost or Stolen Permit*.
 - (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 *or any legal parking space*. 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~~ *HPE Complex*) 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 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, *Visitor spaces*, and VIP Parking *Spaces* 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, 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 *directional* 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, and 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 75962-3053

| 4. Impoundment in Place (*Wheel Lock*)

- 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 an *Impound 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 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.
- 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 (to be determined by competitive bid and posted at the University Police Department) and storage charges (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 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 *Government Association's* 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.

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; 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.

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

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Purchase of Used Equipment or Supplies (C-29)

Original Implementation: June 1, 1983

Last Revision: ~~April 28, 2005~~ April 22, 2008

It may occasionally be necessary or advantageous to purchase used or demonstrator equipment and supplies. A requisition must be submitted to initiate the purchase of used or demonstrator equipment. The buyer will work closely with the department to secure the required documentation:

For Orders \$5000 or Less:

Phone POs may not be given to the department. The Purchaser must include the following statement on the purchase order and insure that the vendor receives a copy of the purchase order:

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

For Orders Greater than \$5000:

1. *The Purchaser must complete a Best Value solicitation in accordance with the appropriate procurement rules, or;*
2. *The department must submit aA Sole Product/Sole Source Justification form, if available from only one source;*
3. *The Purchaser or department must secure aA letter or signed statement from the vendor guaranteeing the quality and condition of the goods;*

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

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

Cross Reference: *Texas Education Code, Chapters 51.9335 (a) – (f), Purchase Requisition Policy C-30, Proprietary Purchases Policy C-26 Purchase Requisition Policy C-30, Proprietary Purchases Policy C-26*

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

Contact for Revision: Director of Purchasing and Inventory

Forms: Purchase Requisition; Sole Product/Sole Source Justification Form (available on the ITS Forms Server)

Purchases From Employees (C-27)

Original Implementation: Unpublished

Last Revision: ~~April 28, 2005~~ April 22, 2008

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

Solicitation ~~D~~documentation showing ~~comparative or bid~~ pricing from a minimum of two other sources is required on any Procurement Card purchase, ~~LPA~~, Purchase Order, or voucher submitted for payment to an employee of the state of Texas or any of its agencies. *A sole source purchase from an employee may be acceptable, but only with approval of the Director of Purchasing and Inventory.*

Contracting for SERVICES with a university employee is prohibited unless approved by the Director of Purchasing and Inventory in consultation with General Counsel. A request to purchase SERVICES from any officer or employee of Stephen F. Austin State University must be initiated by submitting an additional compensation form to Human Resources. The request will not be considered unless the service being performed is significantly different from the employee's regular duties. See Policy E-9 Compensation in Excess of Base Salary.

Source of Authority: Vice President for Business Affairs

Cross Reference: ~~Policy E-9 Compensation In Excess of Base Salary~~ Policy E-9 Salary Supplements, Stipends and Additional Compensation; Policy C-33 Purchasing Ethics and Confidentiality

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Purchasing and Inventory

Forms: None

Receipts and Deposits (C-5)

Original Implementation: Unpublished

Last Revision: ~~April 28, 2005~~ April 22, 2008

Receipts

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

Cash registers *or other electronic devices* used for recording sales must be equipped to issue numbered sales receipts showing the amount and description of the sale.

Departments authorized by the vice president for ~~Business Affairs~~ *finance and administration* to collect funds, but which do not have cash registers, will use an official receipt book issued by the University Business Office. These receipts are to be handwritten in ink by an authorized employee. The employee issuing the receipt must:

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

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

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

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

Sales Tax

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

Deposits

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

are: University Business Office, Ticket Office, ~~University Center, Business Office, Housing Operations,~~ and Athletics. All other departments will hand-deliver their deposits to the University Business Office, which will then incorporate the funds into the university's main daily deposit.

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

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

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

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

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

Cross Reference: None

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

Contact for Revision: Controller

Forms-: ~~www.sfasu.edu/controller/sfa_idt.html~~ None

Selective Service Registration (E-60)

Original Implementation: October 26, 1999

Last Revision: ~~April 28, 2005~~ April 22, 2008

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

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

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

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

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

The following guidelines should be followed for the employment process:

1. The completed SFA Selective Service Registration Form and the attached documentation are to be added to the individual's personnel file.
2. Any offer of employment to a male candidate 18 years up to the 26th year of age is to be considered conditional until he has provided proof of registration with the Selective Service or documented his exemption from the requirement to register.
3. The registration verification form is to be completed only for the finalist candidate. This verification is not to be asked of all applicants.
4. In the event that a candidate with a conditional offer of employment actually works, he must immediately provide proof of employment or be denied additional employment until such time as he has provided the required verification of registration. Should the candidate be unable or unwilling to provide the required verification of registration, he must be considered as ineligible for state employment and not permitted to continue to work, in any capacity.

Source of Authority : ~~Government Code, 670.002 and 670.003, House Bill 558 passed into law during 76th Legislative Session.~~

Cross Reference: ~~None~~ *Texas Government Code, 651.00*

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

Contact for Revision: Director of Human Resources

Forms: SFA Selective Service Registration Verification Form

Sick Leave (E-47)

Original Implementation: Unpublished

Last Revision: ~~January 19, 2006~~ April 22, 2008

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

Employees of the SFA Charter School will earn sick leave according to Charter School policy.

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

Employees of the university who separate from employment under a formal reduction in force are entitled to have their sick leave balances restored if they are re-employed by the State within 12 months. Employees separated from the university for reasons other than a formal reduction in force and re-employed by SFA may have their sick leave balances restored only if:

1. The employee is re-employed by the university within 12 months after the end of the month in which the employee separates from employment, but only if there has been a break in employment from the university of at least 30 calendar days; or
2. The employee is re-employed by a different state agency or institution of higher education within 12 months after the end of the month in which the employee separated from the university.

The university has no authority to pay out an employee's accrued but unused sick leave balance upon termination. An employee who is restored to employment at the university following military service is entitled to have his or her sick leave balance restored. Employee Retirement System (ERS) retirees who return to state employment will not have their sick leave balances restored.

Sick leave with pay may be taken when sickness, injury, or pregnancy and confinement prevent the employee's performance of duty or when a member of the employee's

immediate family is actually ill. For purposes relating to regular sick leave, immediate family is defined as those individuals related by kinship, adoption or marriage who are living in the same household or if not in the same household are totally dependent upon the employee for personal care or services on a continuing basis. An employee who is the legal guardian of a child by court appointment may use sick leave to care for the child. Sick leave may be used for the adoption of a child under the age of three. An employee who must be absent from duty because of illness shall notify their supervisor or cause the supervisor to be notified of that fact at the earliest practical time.

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

1. Upon returning to duty after sick leave, an employee shall immediately complete a "Request for Vacation, Compensatory Time, Sick Leave Taken" form.
2. Funds appropriated for salaries and wages may be paid for all of the employee's accumulated vacation leave and for one-half of his/her accumulated sick leave, or for 336 hours of sick leave (whichever is less), to the estate of an employee when said employee dies while employed by the university. The employee must have had continuous employment with the university for at least 6 months at the time of death. The payment shall be calculated at the rate of compensation being paid the employee at the time of death.
3. An employee may use sick leave while he or she is on annual leave.
4. Employees employed by multiple agencies cannot accrue sick leave at a rate that exceeds that of a full-time, 40-hour-per-week employee.
5. Participation by any employee in an organized work stoppage has been declared to be against the public policy of the state of Texas (Art. 5154C, Vernon Civil Statutes). In any case when there is substantial evidence to indicate that an organized work stoppage exists in any division or department of the university, an employee reporting ill shall send to the administrative head of his/her department or division a doctor's certificate showing the cause or nature of the illness to be entitled to sick leave.
6. Extension of Sick Leave: Pursuant to the Texas Government Code section 661.202 (i) and (j), an extension of sick leave may be granted through the university policies of Sick Leave Pool, Family Medical Leave, or Leave of Absence. (See Sick Leave Pool, Family Medical Leave, and Leave of Absence Policies.)

7. An employee may use up to eight (8) hours of sick leave each calendar year to attend parent-teacher conference sessions for the employee's children who are in pre-kindergarten through 12th grade.

Source of Authority: ~~General Appropriations Act, Board of Regents, President, Vice President for Finance and Administration.~~

Cross Reference: *Texas Government Code Chapter 661; Non-Academic Employee Handbook*

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

Contact for Revision: Director of Human Resources

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

Student Employment Center (F-26)

Original Implementation: June 18, 1987

Last Revision: ~~October 19, 2006~~ ~~February 22, 2008~~ April 22, 2008

4.1. Students seeking on-campus employment may visit the Student Employment Center (SEC) in the Counseling and Career Services Office or view on-line jobs located on the SEC (<http://www.sfasu.edu/ccs/studentemp/findjob.htm>) web site. Students need to contact the employing department to apply for each position.

2. All students employed by the university are required to report to the SEC for verification of employment eligibility and payroll processing ~~within seventy-two (72) hours~~ *on or before the first day of employment*. It is the employing department's responsibility to instruct all *new* student workers to report to the ~~Student Employment Center within the stated time period~~ *SEC for paperwork processing. Once the necessary employment forms (Student Employment Information Sheet, I-9 and W-4) have been completed the student may be authorized to work on campus.* Students working College Work-Study positions must obtain a "College Work Study Permit" from the Financial Aid office **each** semester they intend to work.

~~Once the necessary employment forms have been completed the student will authorized to work on campus.~~

6.3. The hiring department will complete job assignments in the Oracle-based on-line student card system for all new hires. Rate changes and new account assignments can be completed within the on-line system as well. The check of approval levels 1 & 2 in the on-line student card system verifies that the supervisor or department head has determined that sufficient funds are available for payment of wages. Terminations are made using the "Disable Administrative Account Request" form at URL ~~<https://apache.sfasu.edu/par/>~~ <http://apache.sfasu.edu>.

Any department still using the physical card system should contact Student Employment for conversion and training.

7.4. In the fall and spring semesters, student employees of the university will be restricted to no more than twenty (20) hours of work per week, unless approved by the Provost and Vice President for Academic Affairs or his/her designee, as indicated on the "Departmental Approval to Work More That 20 Hours" form. This

form may be obtained from the SEC office or website. To be eligible for ~~employment on-campus~~ *employment during the fall or spring semesters as a student worker (either a student assistant or work study)* ~~as student assistants, college work study employees, or for any other employment, students~~ *a student must be required to carry a course load of at least six (6) or more semester hours during the time which the student is working.* It is the employing department's responsibility to insure that student employees are enrolled for the required number of semester hours.

- 8.5. During the summer, students *employed as either student assistants or work study, who are enrolled for three (3) or more hours of coursework, may not work more than twenty (20) hours per week, unless they receive proper authorization as instructed in* ~~can be employed for no more than twenty (20) hours per week. If needing to work more than 20 hours, follow the instructions above in section 4 to get proper authorization.~~ *It is the employing department's responsibility to insure that student employees are enrolled for the required number of semester hours.*

Those students who do not attend school in the summer but have a reasonable expectation of being enrolled as SFASU students in the *upcoming* fall semester are eligible for *student assistant* employment up to forty (40) hours per week in the summer. Reasonable expectation for a new student would include being accepted by the Office of Admissions.

- 9.6. Departments ~~must~~ *may* determine CWS/Student Assistant pay rates according to the following five position grades. Pay ~~seals~~ *ranges* are determined by the student's level of experience and skill. *Students must always be paid at or above the federal minimum wage rate. Use the pay grade guide below to determine what amount to pay your student worker and also see our Suggested Pay Range.*

- 1.A. ~~Pay scale~~ Grade 1. Student work requiring no previous training or experience; duties can be learned readily under proper supervision; work may relate directly to the academic program of the University or to the maintenance of facilities and services. (Example: office clerks, sales clerks, service personnel).

Pay-step	1	2	3
Hourly Rate	\$5.15	\$5.40	\$5.94

- 2.B. ~~Pay scale~~ Grade 2. Student work requiring some college course work, related experience and/or technical training; continuing supervision not

required; positions concerned directly with the academic program of the University requiring completion of some academic work for the position. (Example: typists, stenographers, student craftsmen, student graders)

Pay Step	1	2	3
Hourly Rate	\$5.65	\$5.95	\$6.55

- 3.C. ~~Pay scale~~ Grade 3. Student work requiring the supervision or counseling of other students; ordinarily requiring the skills, training, and judgment essential for the adequate supervision of others working in the maintenance or academic functions of the University. (Example: full supervision of student work, supervisors of facilities, services, or personnel)

Pay Step	1	2	3
Hourly Rate	\$6.20	\$6.50	\$7.15

- 4.D. ~~Pay scale~~ Grade 4. Student work requiring such professional or technical skills that only advanced students may perform such duties. Position Grade 4 work cannot be performed by students in other position grade classifications.

Pay Step	1	2	3
Hourly Rate	\$7.75	\$8.50	\$9.35

- 5.E. ~~Pay scale~~ Grade 5. For student employment not meeting the above four pay grade specifications the department should contact the Student Employment Center.

10.7. Job openings requiring services of Stephen F. Austin State University students ~~must~~ should be placed with the SEC Student Employment Center through the Jobs4Jacks website (<http://www.sfasu.edu/ccs/careerservices/jobs4jacks.asp>) -and/or the employing department for at least three (3) business days before the employing department recommends appointment of a candidate to fill the opening. *Departments may choose to place job postings on their departmental bulletin board as well. Note that this posting would be in addition to the initial/original posting with SEC.* It is the employing department's responsibility to insure that student job openings are listed for the required number of business days. *It is also the employing department's responsibility to notify the SEC immediately when the job is filled.*

If an employment emergency occurs requiring the immediate services of a student worker, the three-day posting requirement can be waived. The employing department must contact the ~~Student Employment Center~~ SEC the next business day after the emergency occurred and provide documentation justifying the emergency. Lack of planning is not justifiable cause for an exception to the three-day posting requirement.

~~Departments may choose to place job postings on their departmental bulletin board as well. Note that this posting would be in addition to the initial/original posting with the SEC.~~

8. College Work-Study (CWS) is a federally-funded program designed to provide financial aid to those students choosing to earn a portion of their educational expenses. The Student Financial Aid Office determines the student's eligibility for CWS employment in accordance with established federal guidelines. Departments' allocated CWS funds should be aware of the following procedures.
 - ~~1.A.~~ The College Work-Study Program is a form of student employment and is therefore subject to the conditions outlined above.
 - ~~2.B.~~ To be eligible for the CWS program, the student must first complete the financial aid application for need-based aid by the established deadline. If the results of the need analysis indicate the student is eligible for CWS, and the student expresses an interest in the program, the Financial Aid Office will make the award accordingly.
 - ~~3.C.~~ The student must reapply for CWS each academic year. If the student wishes to be employed through the CWS program in the summer, he/she must request that the Financial Aid Office review his/her file for eligibility in the preceding spring semester.
 - ~~4.D.~~ Before beginning employment, each student must present to the employing department a "Work-Study Permit" secured from the Financial Aid Office. The permit will indicate the maximum amount of money the student may earn for a given period of employment by the university on a college work-study account. It is important to note that this amount is the maximum amount that can be paid from a CWS budget. It is the employing department's responsibility to control the hours worked by the CWS personnel to be absolutely certain that the student does not earn more than the amount of money allowed from CWS funds.

Once the student has earned the amount of his/her CWS award, the department must terminate the student from their CWS account. *At that time the department may choose to either pay the student worker out of their departmental account as a "student assistant" or terminate the student worker.* ~~If the student exceeds his/her eligibility amount, the excess must be considered an "over-award" for financial aid purposes. An over-award means that the student's current financial aid package will be adjusted to compensate for the over-award and/or his/her future financial aid package will be adjusted accordingly. After the student has been terminated from CWS employment, the department may re-employ the student on their departmental account.~~

It is recommended that departments do not employ CWS students on their CWS and department accounts simultaneously. They should first exhaust their CWS allotment funds and then appoint the student to their departmental account.

- 5.E. A fall "Work-Study Permit" allows the student to work from August through December. A spring "Work-Study Permit" allows the student to work from January through May. A summer "Work-Study Permit" allows the student to work from May through August. (The division between the summer sessions is determined by the university's summer calendar.) Exact dates vary from year to year *and are determined by the Student Financial Aid Office.*
- 6.F. All time sheets for CWS employees must be signed by the student and the employing department head *or authorized personnel.* ~~The department head is the only official authorized to verify the time worked by the student.~~
- 7.G. If questions arise concerning the College Work-Study Program, call the Financial Aid Office at 936-468-2403.

Foreign Students:

~~If questions arise, call the Student Employment Center, 468-3305. In general, the~~ *The Department of Homeland Security permits foreign students to be employed under the same regulations as other students who are US citizens. Questions about documentation and identification requirements can be answered through the SEC at 936-468-6637.*

Graduate Assistantships:

Employment authorization and processing goes through the Human Resources office.

Nepotism:

University policy regarding nepotism applies to student employment. (See Nepotism policy.)

Source of Authority: Immigration Reform and Control Act of 1986 8 U.S.C. sec. 1101 et seq., 42 U.S.C. sec. 2751 et seq.; President; Vice President for University Affairs

Cross Reference: Nepotism, *Policy E-33*;

Contact for Revision: Director of Counseling and Career Services

Forms: *Oracle On-line Student Employment Authorization Form* (issued by the ~~Student Employment Center~~SEC), *College Work Study Permit* (issued by Financial Aid), *Departmental Approval To Work More Than 20 Hours* (issued by the ~~Student Employment Center~~SEC), *Student Employment Information Sheet* (issued by the SEC), *I-9 Form* (issued by the SEC), *W-4 Form* (issued by the SEC).:-

Tenure (E-50A)

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

Last Revision: ~~July 8, 2004~~ April 22, 2008

I. General Provisions

A. For purposes of this policy:

1. "Tenure" means the entitlement of ~~a faculty members~~[†] *who hold with the academic rank as defined in policy E-1A, Academic Appointments and Titles of instructor or above to and continue in his/her* their academic position unless dismissed for good cause. ~~It ensures academic freedom and protects faculty from retribution.~~
2. "Department/School" (*referred hereafter as department*) is a subdivision of ~~the a college/library (hereafter referred to as college). A college that is not further subdivided is referred to as a department, e.g. the College of Forestry and Steen Library.~~
3. "Academic Chair/Director of the Department" (*referred hereafter as department chair*) is the academic administrator immediately responsible for the department.
4. "Tenure Review ~~Dossier~~Portfolio" (*referred to hereafter as dossier/portfolio*) as used in this policy shall be defined as a set of verifiable materials showing evidence of ~~the a~~ candidate's fitness for tenure. The ~~dossier should~~ *portfolio should* contain a succinct, substantive, ~~and cumulative and relevant~~ record of ~~the a~~ candidate's performance during the probationary review period. (~~see IV.A.2, of this policy~~). ~~Any material generated during the review process will become an integral part of the dossier.~~

~~A.B.~~ Tenure is awarded by the institution according to established procedures after an appropriate probationary period on the basis of meritorious performance in teaching, research and/or *scholarly/creative* accomplishment and service. Faculty members who have not been granted tenure by the Board of Regents shall not be entitled to tenure by virtue of being employed at the university past the probationary period. Tenure shall normally be restricted to full-time faculty *members* who have earned the highest academic degree customarily awarded in their field of study; exceptions to this rule may be granted by the Provost and Vice President for Academic Affairs (VPAA).

~~B.C.~~ ~~The Stephen F. Austin State University Policy Manual~~ *This tenure policy* establishes a ~~uniform~~ system of procedures to be used for tenure in all academic units of the university. Each college and *its* departments of the university shall also establish its own written ~~policy/policies~~ governing its tenure decision-making ~~guidelines/procedures which are consistent with this policy, to direct departments where circumstances require or permit~~

~~flexibility or variation. Each policy must conform to University Policy E-50A and contribute to the mission of the department, college, and the University.~~

~~C.D.~~ The university tenure policy relies upon several principles:

1. Recommendations for granting or denying tenure shall be based on a verifiable record of performance.
2. The required content of the ~~dossier~~*portfolio* and the departmental criteria shall be known by the candidate and the reviewers.
3. While variation related to the nature of the candidate's activity is expected, the content of the ~~dossier~~*portfolio* should conform to the same criteria for all candidates in the same department.
- ~~4. The governing procedures shall be the same for all candidates across the University, except where conditions or academic cultures justify variation among colleges or among departments within a college.~~
- ~~5.4.~~ Tenure procedures must be applied consistently to all candidates *within a college*.
- ~~6.5.~~ Each person in the review process has a professional responsibility to treat information that evaluates another's work as confidential unless otherwise required by law.
- ~~8.6.~~ Unconfirmed allegations of misconduct made against a candidate during the *tenure* review process shall not be considered by the reviewers; confirmed *professional* misconduct that occurred during the probationary period is a valid consideration for reviewers.

~~I.II.~~ Appointments²

- A. With the exception of special appointments clearly limited to a brief association with the university and reappointments of retired faculty members on special conditions, all full-time appointments³ to the rank of instructor or above are of two kinds: probationary or tenured.
 1. Appointments with tenure require that prior to the appointment, the appointee *successfully* complete the procedure for ~~acquiring~~ granting tenure at this ~~institution~~*university*. *A probationary faculty member's tenure status and years of credit for probationary service will be specified in the initial appointment letter along with any conditions.*
 2. Probationary appointments are subject to annual renewal.
 - a. Beginning with full-time appointment to the rank of instructor or above, the probationary period for a faculty member shall not exceed six years at this ~~institution~~*university*, including within this period credit granted for appropriate full-time service in all institutions of higher education.

- ~~a.b.~~ The ~~dossier~~portfolio must be submitted in the fall semester of the ~~sixth~~final year of probationary service unless permission is granted by the Provost and VPAA for earlier submission.
- ~~b.c.~~ At the discretion of the university, prior full-time service at another university of normally no more than two years, but a maximum of three years, may be counted toward fulfillment of the required probationary period for tenure, ~~and. A written agreement, mutually satisfactory to the candidate and the department, college, and University, to include or to exclude previous years of full-time service for time credited toward the probationary period,~~ must be made *determined* at the time of initial appointment to a tenure-track position.
- ~~e.d.~~ Scholarly leave of absence (those related to reasons 1, 2, 3, and 4 of ~~p~~Policy E-29A, *Leave of Absence [Faculty]*) will count as part of the probationary period unless the candidate and the institution agree in writing to an exception to this provision at the time the leave is granted.
- ~~d.e.~~ Periods during which a faculty member is on leave of absence for one semester or more due to health related issues (~~see reason 5 of Policy E-29A and the description of Family Medical Leave and Organ or Bone Marrow Donors in Policy E-29A~~) or national guard service (~~see Authorized Training for Duty, Call to National Guard Active Duty by the Governor, and Call to National Duty in Policy E-29A~~) (*see policy E-29A, Leave of Absence [Faculty]*) shall not be counted toward fulfillment of the required probationary period unless the candidate and the institution agree in writing to an exception to this provision at the time the leave is granted.
- ~~e.f.~~ For purposes of calculating the period of probationary service, an "academic year" shall be the ~~approximate~~regular nine-month period from September through May. If a faculty member begins service during an academic year, the period of service from the date of appointment until beginning of the following academic year shall not be counted as academic service toward fulfillment of the maximum probationary period.
- ~~f.g.~~ Unusual ~~e~~Circumstances may justify adjustment of the probationary period. It is the responsibility of the faculty member to provide appropriate documentation to demonstrate sufficiently why the request should be granted. This documentation must be submitted to *and approved by*

the Provost *and* VPAA through the candidate's department chair and dean.

- B. *Notice of reappointment will be in writing and will specify the probationary faculty member's tenure status, years of credit for probationary service, and any special conditions.*
- C. Notice of non-reappointment, or of intention not to reappoint a faculty member, will be given in writing in accord with the following schedule:
 1. not later than March 1 of the first year of probationary service at Stephen F. Austin State University (SFASU),
 2. not later than December 15 of the second year of probationary service at ~~Stephen F. Austin State University~~ SFASU,
 3. or during a subsequent academic year of a probationary appointment, when the faculty member will be notified that a terminal contract is expected to be offered for the next academic year. Such notice must provide for an academic year (nine month) terminal contract.
- ~~C. A probationary faculty member's tenure status and years of credit for probationary service will be specified in the initial appointment letter, along with any conditions other than those relating to performance evaluation and an assessment of the department's programmatic needs which will affect consideration for reappointment or tenure. Notice of reappointment will be in writing and will specify the probationary faculty member's tenure status, years of credit for probationary service, any special conditions, and a current assessment of the programmatic needs of the department.~~

~~H.III.~~ Pre-tenure Reviews

- A. *Each college and its departments shall establish a pre-tenure review process that is approved by the dean and the Provost and VPAA which ~~academic unit at the department level~~ shall formally reviews the progress of each of its faculty members toward the award of tenure at least ~~twice~~ once during a faculty member's probationary period. A copy of all college/department pre-tenure review policies must be filed in the offices of the Provost and VPAA and General Counsel. The pre-tenure review process must allow for review of probationary faculty by all tenured faculty members at the department level, the department chair, elected tenured faculty (one from each department) at the college level and the dean. Written feedback should be provided to candidates being reviewed highlighting strengths and weakness (with recommendations for addressing any weaknesses) along with a statement indicating the candidate is or is not progressing satisfactorily toward tenure and a recommendation concerning the continuation of the probationary candidate being reviewed. While annual reviews are encouraged, at a minimum pre-tenure reviews must be conducted according to the following schedule.*

1. Faculty fulfilling a six-year *or five-year* probationary period (~~faculty hired with no time toward tenure~~) must be reviewed in the fall semesters of the third and fifth years of probationary service.
2. ~~Faculty fulfilling a five-year probationary period (faculty granted one year of credit toward tenure) must be reviewed in the fall semesters of the second and fourth years of probationary service.~~
3. 2. Faculty fulfilling a four-year *or three-year* probationary period (~~faculty granted two years of credit toward tenure~~) must be ~~completed~~ reviewed in the fall semester of the second year of probationary service.
4. ~~Faculty fulfilling a three-year probationary period (faculty granted three years of credit toward tenure) must be completed in the fall semester of the second year of probationary service.~~

~~B. These reviews allow the chair, the tenured faculty, and the dean to provide indication of the faculty member's progress toward tenure and make recommendations concerning the continuation of the probationary faculty member.~~

~~C. The academic unit at the department level is responsible for defining a process, subject to approval by the dean and by the Provost, for performing these reviews. The process must allow for:~~

1. ~~review of the probationary faculty member's performance by tenured departmental faculty;~~
2. ~~review by the department chair;~~
3. ~~review by the dean;~~
4. ~~review by the Provost;~~
5. ~~feedback in writing to the faculty member under review from each review level that highlights strengths and weaknesses (with recommendations for addressing weaknesses);~~
6. ~~establishment of a professional development plan if necessary; and~~
7. ~~opportunity for the faculty member to respond in writing at each level of review.~~

~~C.B. A college and its departments are encouraged may elect to develop a mentoring systems to assist probationary faculty in their professional development.~~

~~III.~~ IV. Tenure Awards

A. *Each college and its departments shall establish a tenure review process that is approved by the dean and the Provost and VPAA. A copy of all college/department tenure review policies must be filed in the offices of the Provost and VPAA and General Counsel. The tenure review process must allow for review of faculty being considered for tenure by all tenured faculty members at the department level, the department chair, elected*

tenured faculty (one from each department) at the college level and the dean. The department, with the dean's and Provost and Vice President for Academic Affairs approval, shall establish the tenure criteria in teaching effectiveness, scholarly/creative accomplishments, and rendered service.

- B. During the ~~fifth~~ year of probationary service *prior to the year of the final tenure review, (see II.A.1.b, of this policy) the department chair of the department will meet with the candidate and to discuss the application tenure review process and openly examine administrative and faculty concerns related to the process. Additionally, the chair will discuss the including the requirements for preparation of the dossier portfolio. The portfolio which is due the following fall semester.*
 1. A faculty member may apply for tenure or be nominated by a tenured faculty member, the department chair, or other appropriate administrative officer of the university.
 2. ~~The~~ Candidates, in consultation with the department chair, *are responsible for shall developing a dossier succinct portfolio consisting of relevant supporting materials, including a table of contents, current vita, all annual faculty activity reports, all pre-tenure reviews, all administrative evaluations and other written evaluations material that may be required by the department. An inventory of all contents must be attached to the dossier.*
 3. *In the portfolio, candidates must clearly address how they meet or exceed each of the departmental tenure criteria. The dossier must address the criteria for tenure established by departmental tenured faculty. Such criteria must include details of departmental expectations in each of the following areas:*
 - a. ~~Evidence of teaching effectiveness.~~
 - b. ~~Research and/or creative accomplishments.~~
 - b.a. ~~Service.~~
 4. ~~3.~~ *A faculty member who occupies an administrative position will submit his/her/their dossier portfolio to his/her/their immediate administrative supervisor. The administrative supervisor alone will receive the recommendations and supporting comments from the tenured faculty reviews at the department and college levels of the department tenure committee and the college tenure committee. In all other respects the review process for faculty in administrative positions will be consistent with the approved faculty review process for their college described below.*
 5. ~~4.~~ *Faculty members with concurrent appointments in two departments and/or two colleges will be evaluated by both departments and/or colleges.*
 5. *After the college has completed its tenure review, the portfolio along with department and college recommendations and*

supporting comments are submitted to the Provost and VPAA for review. Prior to submitting a recommendation to the President, the Provost and VPAA will advise in writing the faculty member being considered for tenure of the tenure recommendations and supporting comments made during the review process. Within six business days of receiving notification, the faculty member may submit a letter to the Provost and VPAA disputing only factual errors (not any tenure recommendations) that may have been made during the review process. A faculty member shall be advised of the recommendation for or against tenure at each level of review.

~~B. Each dossier will be evaluated by all tenured faculty from the candidate's department with regard to the candidate's credentials, performance as a faculty member, and the programmatic needs of the department.~~

- ~~1. The chair will make the dossier available for review by the tenured faculty in the department.~~
- ~~2. After the tenured faculty have reviewed the dossier, the chair of the department will schedule a meeting of the department tenure committee, which will consist of all tenured faculty from the candidate's department. The department tenure committee will meet and elect a member of the group to chair the committee; and carefully consider the candidate's application in reference to department, college, and university criteria for awarding tenure. The committee's considerations must be limited to the criteria for awarding tenure.~~
- ~~3. Administrators who are not involved in the tenure recommendation process at another level are eligible to serve on tenure committees.~~
- ~~4. In departments with two or fewer tenured faculty, the chair of the department and each candidate shall submit separately to the dean of the college a list of three names of tenured faculty members from other departments in the college. The dean shall appoint members from these lists until there are at least three members of the departmental tenure committee.~~
- ~~5. Following this discussion, each tenured faculty member shall submit a written recommendation and supporting comments to the chair of the committee clearly indicating that the candidate be granted or not granted tenure.~~
- ~~6. The chair of the department tenure committee will collect and transfer to the chair of the department the recommendations and supporting comments of the committee members. The chair of the department tenure committee will also report in writing to the department chair the recommendation of the committee along with supporting comments in summary form. The written recommendation must be endorsed by members of the committee. Dissenting comments may be attached.~~

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

- ~~1. Within six (6) class days of completion of the evaluation by the tenured faculty from the candidate's department and the chair of the candidate's department, each candidate will be notified in writing by the chair of the department of the status of his/her application for tenure and the recommendation from the tenured faculty and chair.~~
- ~~2. Within six (6) class days of being allowed to review the written recommendations and supporting comments the candidate may attach a letter of response addressing factual errors. Such a letter and any subsequent response will become part of the dossier~~
- ~~3. The chair's recommendation and supporting comments will be submitted to the College Committee, along with the dossier, the recommendations generated at each preceding stage of the evaluation and the candidate's response(s) if any.~~

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

- ~~1. This committee will consist of one elected representative of each department in the college and may include an external representative in accordance with college policy.~~
- ~~2. Members shall be elected from and by the tenured faculty of each department/school in the college in an election conducted by the chair of each department.~~
- ~~3. Administrators who are not involved in the tenure recommendation process at another level are eligible to serve on tenure committees.~~
- ~~4. Each committee member will review the dossier.~~
- ~~5. After the committee members have reviewed the dossier, the dean will schedule a meeting of the committee.~~
- ~~6. The college tenure committee will meet and elect a member to chair the committee; and carefully discuss and consider the dossier. The committee's discussion must be limited to the department, college and university criteria for awarding tenure.~~
- ~~7. Following this discussion, each committee member will submit a written recommendation and supporting comments to the chair of the college tenure committee clearly indicating that the candidate be granted or not granted tenure.~~

8. ~~The chair of the college tenure committee will collect and transfer to the dean the recommendations and supporting comments of the committee members. The chair of the college tenure committee will also report in writing to the dean the recommendation of the committee along with supporting comments in summary form. The written recommendation must be endorsed by members of the committee. Dissenting comments may be attached.~~

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

1. ~~Within six (6) class days of completion of the evaluation by the college tenure committee and the dean each candidate will be notified in writing by the dean of the status of his/her application for tenure and the recommendation from the tenure committee and dean.~~

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

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

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

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

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

I.E. ~~Tenure is awarded by action of the Board of Regents of Stephen F. Austin State University SFASU.~~

J.F. Within the next class day following the action of the Board of Regents each candidate will be notified in writing by the Provost *and VPAA* of the action of the Board.

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

A. Tenured Faculty and Probationary Faculty with an Unexpired Appointment Extending Beyond the Date of Proposed Dismissal¹⁴

1. Good cause for the dismissal of a faculty member with tenure or a probationary faculty member whose specified term of employment has not expired includes, but is not limited to, the following: moral turpitude; conviction by a trial court of any felony; professional incompetence; substantial neglect of professional responsibilities; bona fide financial exigency or phasing out of programs requiring faculty reduction; and physical or mental disability of a continuing nature rendering the faculty member unable to perform his/her professional responsibilities.
2. The burden of proof that good cause exists for dismissal rests with the university. The burden of proof shall be by preponderance of the evidence.
3. Dismissal of a faculty member with tenure or a probationary faculty member whose specified term of employment has not expired will be preceded by:
 - a. discussion between the faculty member and appropriate administrative officers of the university, and
 - b. if the conferences fail to achieve a mutual settlement, a written statement of specific charges will be prepared by the President or the President's delegate.
4. If an official statement of charges against a faculty member is issued, the faculty member will have the right to a hearing by a Hearing Committee of the ~~University~~ Grievance Panel (*see Academic Committees*). Service of notice of hearing with specific charges in writing will be made at least twenty days prior to the hearing. Hearings must be completed by the end of the semester in which the faculty member has been served with the notice of hearing and specific charges or by the end of the fall semester if notice is served during the summer.
 - a. ~~The University Grievance Panel will be an Ad hoc panel composed of twenty three elected and tenured faculty members, three from each academic college and two from the library. Election will be by the tenure/tenure-track faculty members of a college. Elections will be structured so that all tenured faculty members are eligible to become candidates and so that those faculty members who are~~

~~elected will receive the votes of at least a majority of the faculty members participating in their election.~~

- a. The Hearing Committee, *a subcommittee of the Grievance Panel convened to hear a grievance* will be composed of seven members, *is* selected as follows from the University Grievance Panel: three selected by the aggrieved faculty member, three by the president's delegate, and one by lot. Each party will have a maximum of two challenges without stated cause.
 - b. Once constituted, the Hearing Committee will organize itself to carry out its responsibilities and establish its procedures.
5. At the faculty member's option, the hearing may be open or closed.
 6. The Hearing Committee will not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved.
 7. The Hearing Committee's finding of fact and decision will be based solely upon the hearing record.
 8. The Hearing Committee's decision and the basis for it will be communicated in writing to the faculty member and the President. It will be accompanied by a verbatim ~~typewritten~~ record and ~~audiotape~~ audio recording of the hearing.
 9. If the Hearing Committee concludes that good cause for dismissal has not been established by the evidence in the record and the President rejects the Committee's conclusion, he will state his reason(s) for doing so in writing to the Committee and the faculty member. The President will provide a reasonable time for response before transmitting the case to the Board of Regents.
 10. When it is the President's final judgment to recommend dismissal, he will transmit to the Board of Regents a verbatim ~~typewritten~~ copy of the record of the hearing, the report of the Hearing Committee, and his/her recommendation regarding dismissal. If the recommendation of the President for termination conflicts with the recommendation of the Hearing Committee, the Board of Regents will review the case based on the record of the hearing with opportunity for argument by the principals or their representatives. If the recommendations of the President and the Hearing Committee are in accord, the Board of Regents may choose to limit its review to a review of the record of the hearing. Following the Board's decision, the ~~chairman~~ will communicate the decision in writing through the president of the University to the ~~chairman~~ of the Hearing Committee and the faculty member.

11. Pending action by the Board of Regents, the faculty member may be suspended without pay and immediately removed from the University, or assigned to other duties with pay, if he/she (1) poses a continuing danger to persons or property; (2) disrupts the orderly operation of the university; (3) endangers the education of students; (4) has been convicted by a trial court of any felony or a crime of moral turpitude. In such cases, the President shall set a hearing before the appropriate administrator or committee on the faculty member's case as soon thereafter as is practical unless otherwise waived by the faculty member.

A.B. Probationary Faculty Whose Contract is Not Renewed

1. A probationary faculty member who has been notified of non-reappointment according to the schedule set forth in *this policy* ~~Section II. B.~~ may appeal non-reappointment only on presentation of a prima facie case that constitutional guarantees or academic freedom were violated. Appeals must follow the following schedule:
 - a. Appeal of non-reappointment on or before March 1 for the first year of probationary service at ~~Stephen F. Austin State University~~ *SFASU* must be filed within 30 days of non-reappointment.
 - ~~a.b.~~ Appeal of non-reappointment on or before December 15 for the second year of probationary service at ~~Stephen F. Austin State University~~ *SFASU* must be filed within 60 days of non-reappointment.
 - ~~b.c.~~ Appeal of non-reappointment during a subsequent academic year of a probationary appointment or of a tenure decision must be filed within 30 days after the beginning of the next immediate fall term.
2. The burden of proof of allegations of abridgement of constitutional guarantees or academic freedom is upon the probationary faculty member. The burden of proof shall be by the preponderance of the evidence.
3. A faculty member who alleges abridgement of constitutional guarantees or academic freedom will present evidence to a committee of the ~~University~~ Grievance Panel.
 - a. An Advisory Committee to hear the evidence will be composed of five members selected as follows from the ~~University~~ Grievance Panel: two members selected by the faculty member, two by the President or the President's delegate, and one by lot. Each party will have one challenge without stated cause.

~~a-b.~~ Once constituted, the Advisory Committee will organize itself to carry out its responsibilities and establish its procedures.

~~b-c.~~ Hearings must be completed by the end of the semester in which the appeal is filed or by the end of the fall semester if an appeal is filed during the summer.

4. If the Advisory Committee finds probable cause that there was an abridgement of constitutional guarantees or academic freedom, conferences between the faculty member and appropriate administrative officers of the university will be scheduled. If the conferences fail to achieve a mutual settlement, the faculty member's institutional due process is completed.
5. If the Advisory Committee finds no probable cause that there was an abridgement of constitutional guarantees or academic freedom, the faculty member's institutional due process is completed and a written report of the Advisory Committee's finding will be sent to the President and to the faculty member.

~~B-C.~~ Financial Exigency

1. Termination of an appointment with tenure, or of a probationary or special appointment, before the end of the specified term may occur under extraordinary circumstances because of bona fide financial exigency; i.e., an imminent financial crisis, which threatens the continuation of a strong academic program and which cannot be alleviated by less stringent means. The responsibility for demonstrating the existence and extent of the financial exigency will rest with the administration.
2. If the institution, because of financial exigency, terminates appointments with tenure, or probationary or special appointments before the end of the specified term, it will not at the same time make new appointments except in extraordinary circumstances where a serious distortion in the academic program would otherwise result. Employment of a faculty member with tenure will not be terminated in favor of retaining a faculty member without tenure, except in extraordinary circumstances through which a serious distortion of the academic program would otherwise result.
3. Before terminating an appointment because of financial exigency, the appropriate university administrator, with faculty participation, will make every reasonable effort to place the faculty member concerned in another position within the University for which he/she is professionally qualified.
4. In each case of termination of appointment because of financial exigency, probationary faculty members concerned will be given notice not less than as prescribed in ~~Section II-B~~ *this policy*.

Tenured faculty members will be given notice at least twelve months prior to termination of appointment.

5. In each case of termination of an appointment with tenure because of financial exigency, the place of the faculty member concerned will not be filled by a replacement within a period of two calendar years, unless the released faculty member has been offered reinstatement and at least sixty days in which to accept or decline it.
6. A faculty member who alleges abridgement of constitutional guarantees or academic freedom in such an emergency will be afforded due process in accord with ~~Section V. B. 3 through B. 5~~*this policy*.

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

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

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

See also Faculty Evaluation, Merit Pay, Promotion and Tenure Policy E-20A.

¹~~Faculty member includes professional librarians.~~

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

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

⁴~~The~~¹The university has a uniform procedure by which charges of discrimination made by employees or students are considered.

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

Cross Reference: ~~None~~ *Policy E-1A, Academic Appointments and Titles; Policy E-29A, Leave of Absence (Faculty)*

Responsible for Implementation: *President*

Contact for Revision: President

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

Tuition Rebate (C-50)

Original Implementation: January 30, 2001

Last Revision: ~~April 28, 2005~~ April 22, 2008

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

To be eligible for a rebate under this program, a student must:

- (1) have enrolled for the first time in an institution of higher education in the fall 1997 semester or later;*
- (2) request a rebate for coursework related to a first baccalaureate degree received from a general academic teaching institution;*
- (3) have been a resident of Texas as set forth under rules established by the Texas Higher Education Coordinating Board and have been entitled to pay resident tuition at all times while pursuing the degree;*
- (4) if enrolled for the first time in fall 2005 or later, graduate within four calendar years for a four-year degree or within five calendar years for a five-year degree if the degree is in architecture, engineering, or any other program determined by the Board to require more than four years to complete; and*
- (5) have attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree under the catalog under which the student graduated. Hours attempted include transfer credits, course credit earned exclusively by examination (except that, for the purposes of this program, only the number of semester credit hours earned exclusively by examination in excess of nine semester credit hours is treated as hours attempted), courses dropped after the official census date, for-credit developmental courses, optional internship and cooperative education courses, and repeated courses. Courses dropped for reasons that are determined by the institution to be totally beyond the control of the student shall not be counted. For students concurrently earning a baccalaureate degree and a Texas teaching certificate, required teacher education courses shall not be counted to the extent that they are over and above the free electives allowed in the baccalaureate degree program.*

~~6. they must have enrolled for the first time in an institution of higher education in the fall 1997 semester or later;~~

~~7. they must be requesting a rebate for work related to a first baccalaureate degree received from a Texas public university;~~

~~8. they must have been a resident of Texas and have been entitled to pay resident tuition at all times while pursuing the degree; and~~

~~9. they must have attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree under the General Bulletin under which they graduated. Hours attempted include transfer credits, course credit earned exclusively by examination, (except that, for the purposes of this program, only the number of semester credit hours earned exclusively by examination in excess of nine semester credit hours is treated as hours attempted), courses dropped after the official census date, for credit developmental courses, optional internship and cooperative education courses, and repeated courses. Courses dropped for reasons that are determined by the institution to be totally beyond the control of the student shall not be counted. For students concurrently earning a baccalaureate degree and a Texas teaching certificate, required teacher education courses shall not be counted to the extent that they are over and above the free electives allowed in the baccalaureate degree program.~~

~~*Beginning with students admitted for the first time in fall 2005, a student must also graduate in a timely manner currently defined as within four calendar years for a four-year degree or within five calendar years for a five-year degree to earn the tuition rebate.*~~

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

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

The Registrar's Office will evaluate all applications and make a determination of rebate eligibility, based on number of hours attempted as posted on the student's academic record. The Registrar's Office will provide the Vice President for *Finance and Administration* ~~Business Affairs~~ with the names, addresses and social security numbers of all applicants eligible for tuition rebates. Within 60 days after graduation, the Vice President for ~~Business Affairs~~ *Finance and Administration* will mail rebate checks to eligible students and the Registrar's Office will mail denial notices to ineligible students.

Each notice will include the reason for denial. A student may appeal a denial decision to the ~~Tuition Rebate~~*Fiscal Appeals Committee*. Information on the appeal process is available in the Registrar's Office. All appeals must be filed within 30 days of the university's written notification of denial.

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

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

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

Contact For Revision: ~~Vice President for Business Affairs~~*Controller, Registrar*

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

Vacation Leave (E-53)

Original Implementation: Unpublished

Last Revision: ~~April 13, 2006~~ April 22, 2008

Employees of the university, other than faculty with appointments of less than twelve months, shall, without deduction in salary, be entitled to a vacation in each fiscal year. *SFA Charter School Teachers are excluded from this policy. Additionally, this policy will not apply if alternative leave benefits were negotiated in a contract agreement with an employee.* An employee will earn vacation entitlement beginning on the first day of employment with the state and terminating on the last day. Vacation with pay may not be granted until the employee has had continuous employment with the state for six (6) months, although credit will be accrued during that period. Such entitlement shall be earned as listed below:

Employees with Total State Employment of:	Hours Accrued Per Month	Maximum Hours to Carry Forward from One Fiscal Year to Next Fiscal Year
0 but less than 2 years	8	180
2 but less than 5 years	9	244
5 but less than 10 years	10	268
10 but less than 15 years	11	292
15 but less than 20 years	13	340
20 but less than 25 years	15	388
25 but less than 30 years	17	436
30 but less than 35 years	19	484
35 and over years	21	532

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

Part-time employees are also eligible for annual leave, but their accrual rate and maximum annual leave carryover amounts are proportionate to the number of hours they work. For example, half-time employees earn and carry over annual leave at one-half and rate authorized for full-time employees.

The annual leave hours in excess of the maximum allowable carryover left at the end of a fiscal year shall be credited to the employee's sick leave balance. If the employee is on

any type paid leave that extends into the following month, the accrual will not be posted until the employee returns to duty. An employee forfeits this accrual if he or she fails to return to duty.

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

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

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

Source of Authority: ~~General Appropriations Act~~

Cross Reference: *Texas Government Code Section 661.152; Non-Academic Employee Handbook*

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

Contact for Revision: Director of Human Resources

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