

# **Stephen F. Austin State University**

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



**Nacogdoches, Texas**

**April 20 and 21, 2009 (Volume 251)**

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**Meeting 251**

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**Stephen F. Austin State University  
Minutes of the Meeting of the  
Board of Regents  
Nacogdoches, Texas  
April 20 and 21, 2009  
Austin Building 307  
Meeting 251**

**Monday, April 20, 2009**

The regular meeting of the Board of Regents was called to order in open session at 8:00 a.m., Monday, April 20, 2009, by Chair James Thompson.

**PRESENT:**

Board Members:     Mr. James Thompson, Chair  
                             Mr. Carlos Amaral  
                             Mr. Richard Boyer  
                             Dr. Scott Coleman  
                             Ms. Lacey Claver  
                             Mr. James Dickerson  
                             Ms. Valerie Ertz  
                             Mr. Bob Garrett  
                             Mr. Steve McCarty  
                             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 3:15 p.m.  
The Finance/Audit Committee convened at 3:15 p.m. and adjourned at 4:35 p.m. The  
Academic and Student Affairs Committee convened at 4:48 p.m. and adjourned at 5:12  
p.m.*

The chair called for an executive session at 5:20 p.m. to consider the following items:

Consultation with Attorney Regarding Legal Advice or Pending and/or Contemplated Litigation or Settlement Offers, including but not limited to, Watkins Trust and CampusPartners.(Texas Government Code, Section 551.071)

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

Deliberations Regarding the Deployment, or Special Occasions for Implementation, of Security Personnel or Devices (Texas Government Code, Section 551.076)

- Receipts Audit

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 physical plant personnel, basketball coaches, deans, coordinator of special projects, vice presidents and president (Texas Government Code, Section 551.074)

The executive session ended at 6:25 p.m. and the board meeting was recessed for the evening with no further action.

**Tuesday, January 26, 2009**

The chair reconvened the board meeting in open session at 9:00 a.m. on Tuesday, April 21, 2009.

**PRESENT:**

Board Members:      Mr. James Thompson, Chair  
                             Mr. Carlos Amaral  
                             Mr. Richard Boyer  
                             Dr. Scott Coleman  
                             Ms. Lacey Claver  
                             Mr. James Dickerson  
                             Ms. Valerie Ertz  
                             Mr. Bob Garrett  
                             Mr. Steve McCarty  
                             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

Regent White led the pledge to the flags and provided the invocation.

## **RECOGNITIONS**

Chair Thompson and President Pattillo recognized outgoing regent Paul Pond and his family. Regent Pond was presented with a portrait and a commemorative Lumberjack Axe with thanks for his service on the Board of Regents.

Athletic Director Robert Hill introduced the coaches and players of the Southland Conference Champion Lumberjack Basketball Team and the Ladyjack Track and Field Team. Director of Student Life Michael Preston introduced the National Champion Small Co-Ed Cheerleading Squad and Pom Squad. Steve Westbrook recognized Pat Spence, who recently was named TIPA State Adviser of the Year. Baker Pattillo introduced Bob Wright, newly named the executive director of marketing and public affairs. Michael Stroup was introduced as the interim dean of the Rusche College of Business. Ric Berry introduced the group of newly promoted full professors and the Regents Professor of 2009-2010, Dr. Tom Segady.

The Honorable Campbell Cox II, Judge of the 145<sup>th</sup> District Court, was introduced to swear in the newly appointed regents Dr. Scott Coleman and Mr. Steve McCarty and the reappointed regent Ms. Valerie Ertz.

## **APPROVAL OF MINUTES**

### **BOARD ORDER 09-18**

Upon motion by Regent Amaral, seconded by Regent Dickerson, with all members voting aye, the minutes of the January 26 and 27, 2009 board meeting were approved.

## **PERSONNEL**

### **BOARD ORDER 09-19**

Upon motion by Regent Garrett, seconded by Regent White, with all members voting aye, the following personnel items were approved:

### **FACULTY APPOINTMENTS FOR 2009 – 2010**

#### **EDUCATION**

Hope Elisabeth Wilson, Assistant Professor of Elementary Education, M.Ed. (Hardin Simmons University), at an academic year salary of \$49,000 for 100 percent time, effective September 1, 2009, contingent upon completion of doctorate by August 31, 2009.

Christine Bergan, Assistant Professor of Human Services, Ph.D. (University of Iowa) at an academic year salary of \$60,000 for 100 percent time, effective September 1, 2009.

#### FINE ARTS

Kevin Kelleher, Instructor of Sound Recording Technology, M.M.E (Old Dominion University) at an academic year salary of \$45,000 for 100 percent time, effective September 1, 2009.

#### FORESTRY AND AGRICULTURE

Steven H. Bullard, Dean of Arthur Temple College of Forestry and Agriculture, Ph.D. (Virginia Polytechnic Institute), at an annual salary of \$151,000 for 100 percent time, effective July 1, 2009.

#### LIBERAL AND APPLIED ARTS

Charles Patterson, Assistant Professor of Modern Languages, M.A. (University of New Mexico), at an academic year salary of \$46,000 for 100 percent time, effective September 1, 2009, contingent upon completion of doctorate by August 31, 2009.

Jessica A. Sams, Assistant Professor of English, Ph.D. (University of Colorado), at an academic year salary of \$46,000 for 100 percent time, effective September 1, 2009.

Paul J. P. Sandul, Assistant Professor of History, M.A. (California State University), at an academic year salary of \$45,000 for 100 percent time, effective September 1, 2009, contingent upon completion of doctorate by August 31, 2009.

Bob Schaller, Assistant Professor of Communication, M.A. (University of Wyoming) at an academic year salary of \$45,000 for 100 percent time, effective September 1, 2009, contingent upon completion of doctorate by August 1, 2009.

#### STAFF APPOINTMENTS FOR 2009 – 2010

##### ADMISSIONS

Victoria N. Colla, Admissions Counselor, at an annual salary of \$30,160 for 100 percent time, effective January 12, 2009.

##### ATHLETICS

Kurt Corbin, Assistant Football Coach, at a 10.5 month salary of \$44,000 for 100 percent time, effective March 2, 2009.

Bruce Erik Slaughter, Assistant Football Coach, at a 10.5 month salary of \$44,000 for 100 percent time, effective March 2, 2009.

#### FORESTRY AND AGRICULTURE

Joshua E. Trammell, Research Specialist-Temple, at an annual salary of \$35,000 for 100 percent time, effective January 5, 2009.

#### HUMAN RESOURCES

Jamie Nelson Derrick, Senior Human Resources Representative, at an annual salary of \$50,000 for 100 percent time, effective January 19, 2009.

#### PUBLIC AFFAIRS

Robert E. Wright, Executive Director of Public Affairs and Marketing, at an annual salary of \$107,000 for 100 percent time, effective February 9, 2009.

### CHANGES OF STATUS FOR 2009 – 2010

#### ATHLETICS

Aaron Delatorre, from Assistant Football Coach at a 10.5 month salary of \$24,720 for 100 percent time, to Assistant Football Coach at a 10.5 month salary of \$30,340 for 100 percent time, effective March 2, 2009.

#### BUSINESS

Violet Rogers, from Dean of College of Business at an annual salary of \$134,750 for 100 percent time, to Professor of Accounting at an academic year salary of \$102,000 for 100 percent time, effective June 1, 2009.

Michael Stroup, from Associate Dean of College of Business at an annual salary of \$109,817 for 100 percent time, to Interim Dean of College of Business at an annual salary of \$125,000 for 100 percent time, effective June 1, 2009.

#### EDUCATION

Elizabeth A. Gound, from adjunct faculty in Secondary Education at a five month salary of \$5,000 for 50 percent time, to Visiting Instructor of Secondary Education at a five month salary of \$20,000 for 100 percent time, effective January 20, 2009.

#### GRADUATE STUDIES

James O. Standley, from Professor of Sociology at an academic year salary of \$78,816 for 100 percent time, to Dean of Graduate Studies and Professor of Sociology at an annual salary of \$114,000 for 100 percent time, effective April 22, 2009.

#### LIBERAL AND APPLIED ARTS

Jeana Paul-Urena, from Associate Professor of Modern Languages at an academic year salary of \$54,497 for 100 percent time, to Chair and Associate Professor of Modern Languages at an annual salary of \$95,000 for 100 percent time, effective August 1, 2009.

Lee W. Payne, from Instructor of Government at an academic year salary of \$40,000 for 100 percent time, to Assistant Professor of Government at an academic year salary of \$45,000 for 100 percent time, effective January 1, 2009.

#### LIBRARY

Marty Prince, from Adjunct Faculty in Fine Arts at a five month salary of \$13,500 for 50 percent time, to Digital Project Specialist at an annual salary of \$34,400 for 100 percent time, effective March 23, 2009.

#### PHYSICAL PLANT

Dewain Ray Robberson, from Leadperson Electrical at an annual salary of \$43,843 for 100 percent time, to Supervisor Mechanical Maintenance at an annual salary of \$60,000 for 100 percent time, effective March 1, 2009.

#### PUBLIC AFFAIRS

Shirley Luna, from Interim Executive Director of Marketing at an annual salary of \$81,500 for 100 percent time, to Associate Director of Media Relations at an annual salary of \$59,225 for 100 percent time, effective February 9, 2009.

#### SCIENCES AND MATHEMATICS

Petra B. Collyer, D.V.M. (University of Berne, Switzerland), from Adjunct Faculty in Biology at an academic year salary of \$22,500 for 100 percent time, to Assistant Professor of Biology at an academic year salary of \$50,000 for 100 percent time, effective September 1, 2009.

#### UNIVERSITY AFFAIRS

Christina Moreno, from Orientation Assistant at an annual salary of \$14,008 for 75 percent time, to Assistant Director of Orientation at an annual salary of \$36,000 for 100 percent time, effective February 1, 2009.

#### RETIREMENTS

Joyce Hoffman, Associate Professor of Management, Marketing and International Business, effective December 31, 2008.

Thomas Martin Matthys, Associate Professor of Theatre, effective August 31, 2009.

Craig A. Wood, Chair and Professor of Computer Science, effective August 31, 2009.

## PROMOTIONS

The following individuals were granted promotion to the academic rank indicated, effective fall semester, 2009.

### To Associate Professor:

Dr. Ann Wilson	General Business
Dr. Mikhail Kouliavtsev	Economics and Finance
Dr. Darla Daniel O'Dwyer	Human Sciences
Dr. Amanda Rudolph	Secondary Education
Dr. Elizabeth Witherspoon	Elementary Education
Dr. Jeffery Gergley	Kinesiology
Dr. Mary Nelle Brunson	Elementary Education
Dr. Jennifer Dalmas	Music
Dr. Scott Harris	Music
Dr. I-Kuai Hung	Forestry
Dr. Michael Given	English and Philosophy
Dr. Kenneth Untiedt	English and Philosophy
Dr. Kathleen Belanger	Social Work
Dr. Kevin Langford	Biology
Dr. Cynthia McCarley	Nursing
Dr. Donald Pratt	Biology

### To Professor:

Dr. T. Parker Ballinger	Economics and Finance
Dr. Susan Jennings	General Business
Dr. Alan Sowards	Elementary Education
Dr. Jerry Williams	Sociology
Dr. Sharon Templeman	Social Work
Dr. Michael Tkacik	Government
Dr. Josephine Taylor	Biology
Dr. Stephen Wagner	Biology

### To Professor Emeritus:

Dr. Craig Wood	Computer Science
Dr. Michael Legg	Forestry
Dr. Scott Beasley	Forestry
Dr. Allen Richman	History
Dr. Ann Doyle-Anderson	Modern Language

To Librarian II:  
Ms. Christine Hennessey      Library

To Librarian III:  
Ms. Linda Reynolds      Library

## TENURE

Academic tenure was awarded to the following individuals, effective fall semester, 2009.

Dr. Ann Wilson	General Business
Dr. Deborah Buswell	Kinesiology
Dr. Darla Daniel O'Dwyer	Human Sciences
Dr. Amanda Rudolph	Secondary Education
Dr. Jennifer Dalmas	Music
Dr. Scott LaGraff	Music
Dr. Steven H. Bullard	Forestry
Dr. I-Kuai Hung	Forestry
Dr. Michael Given	English and Philosophy
Dr. Kenneth Untiedt	English and Philosophy
Dr. Kevin Langford	Biology
Dr. Donald Pratt	Biology
Dr. Cynthia McCarley	Nursing
Ms. Linda Reynolds	Library

## FACULTY DEVELOPMENT LEAVE FOR 2009 – 2010

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

### Fall 2009

Piero Fenci	Art
Steve Taaffe	History

### Spring 2010

Theresa Coble	Forestry
Dean Coble	Forestry
Norjuan Austin	English

## REGENTS PROFESSORSHIP FOR 2009 – 2010

Dr. Tom Segady, Professor of Sociology, was awarded a Regents Professorship for the academic year 2009-2010.



## **ACADEMIC AND STUDENT AFFAIRS**

### **BOARD ORDER 09-20**

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

#### **SMALL-SIZE CLASSES SPRING 2009**

WHEREAS, the board considered the following: Texas Higher Education Coordinating Board rules require that all regular organized undergraduate classes with fewer than ten students enrolled and regular graduate classes with fewer than five students enrolled be approved by the Board of Regents. Under policies established by the board, such classes can only be taught for specific reasons, such as the course being needed for students to meet graduation requirements, etc. Courses for Spring 2009 are listed in Appendix 1.

THEREFORE, the Spring 2009 small-size class list in Appendix 1 was approved.

#### **CURRICULUM CHANGES**

WHEREAS, the board considered the following: Changes in curriculum originate in the department and are reviewed by the college and university curriculum committees, the graduate council, the appropriate dean and the provost/vice president for academic affairs. After approval by the Board of Regents, curriculum changes are submitted to the Texas Higher Education Coordinating Board.

THEREFORE, the Board of Regents approved the undergraduate and graduate curriculum changes listed in Appendix 2.

#### **NAME CHANGE FOR DEPARTMENT OF SOCIOLOGY, ANTHROPOLOGY AND GERONTOLOGY**

WHEREAS, the board considered the following: The Department of Sociology, Anthropology and Gerontology is requesting a name change to the Department of Social and Cultural Analysis. This will reflect the current disciplinary alignment, due to two significant alterations:

- The gerontology program has been absorbed into sociology.
- The geography program was added several years ago.

Thus the current name no longer describes the mix of disciplines contained in the unit.

THEREFORE, the Department of Sociology, Anthropology and Gerontology was renamed the Department of Social and Cultural Analysis.

## **BUILDING AND GROUNDS**

### **BOARD ORDER 09-21**

Upon motion by Regent Garrett, seconded by Regent McCarty, with all members voting aye, the following building and grounds items were approved.

#### **MORGAN, HILL, SUTTON AND MITCHELL ARCHITECTURAL SERVICES**

WHEREAS, the board considered the following: Government Code 2254 requires that architectural services be procured through the selection of the most highly qualified provider based on demonstrated competence and qualifications. The architectural firm of Morgan, Hill, Sutton and Mitchell has worked on various university projects using an hourly fee arrangement for many years.

THEREFORE, based on the firm's knowledge of SFA and past performance at the university, it was approved for the university to sign a five year contract that includes annual rate negotiation with Morgan, Hill, Sutton and Mitchell to provide architectural services on an hourly basis as needed for various projects.

#### **RENOVATION OF PINEY WOODS CONSERVATION CENTER SEWER SYSTEM**

WHEREAS, the board considered the following: The university operates an on-site sewer collection and treatment system at the Piney Woods Conservation Center. Inspections of the system components that are visible during operation revealed significant corrosion that needed to be repaired to properly maintain the system. A plan was developed for repair and recoating of the wastewater treatment plant to maintain compliance with guidelines of the Texas Commission on Environmental Quality. Request for proposals were issued and the bid was awarded to Pennington Utility in the amount of \$64,468.12.

The original contract required the contractor to only pump out approximately two feet of liquids in the aeration basin for refurbishing. Drainage of the reservoir revealed extensive corrosion and deterioration of the plant structure. While the reservoir was drained, necessary repairs were made to restore the structural integrity of the reservoir. Unanticipated restoration costs added \$41,355.48 to bring the total cost of the contract to \$105,823.60.

THEREFORE, the Board of Regents ratified the total amount of \$105,823.60 paid to Pennington Utility.

#### **APPROVAL OF THE NORTH STREET AND EAST COLLEGE STREET CORNER CONCEPT**

WHEREAS, the board considered the following: At the January 27, 2009 meeting, the Board of Regents authorized the site development of the North Street and East College Street corner. Concepts were to be prepared and presented to the Board of Regents for

approval. The Building and Grounds Committee considered the proposed concepts at its meeting on April 20, 2009, and recommended the design incorporating a water feature and adding an adequate lighting design by SFA staff.

THEREFORE, approval was given to the site development concept incorporating a water feature and lighting design, and the president was authorized to sign associated contracts and purchase orders at a cost not to exceed \$200,000. The fund source is the capital reserve.

#### SELECTION OF AN ARCHITECT FOR THE FRESHMAN RESIDENCE HALL AND PARKING GARAGE

WHEREAS, the board considered the following: At the January 27, 2009 meeting the Stephen F. Austin State University Board of Regents authorized the administration to issue a Request for Qualification (RFQ) for an architect to design the Freshman Residence Hall and Parking Garage. A committee reviewed and ranked the responses of the top six finalists to be presented to the Building and Grounds Committee. The Building and Grounds Committee met by telephone conference on March 27, 2009 and voted to recommend that the top three finalists make presentations: Kirksey from Houston, Perkins + Will from Dallas, and Randal Scott Associates, Inc. from Dallas. The Building and Grounds Committee at its meeting on April 20, 2009, selected Kirksey as the most qualified architect for this project, with Randall Scott selected as the second most qualified architect for the project. Major discussion issues in the selection of an architect for the Freshman Residence Hall included:

- creativity and flexibility for the project as demonstrated in the presentation
- connection with the university's campus and architecture

#### Recommendation:

THEREFORE, the Board of Regents selected Kirksey as the most qualified architect for the Freshman Residence Hall and Parking Garage from the three finalists and authorized the administration to open negotiations with the firm for design services. If negotiations are unsuccessful, the board authorized negotiations with Randall Scott, named as the second most qualified architect for the project. The board further authorized the president to sign the negotiated contract.

#### SELECTION OF A CONSTRUCTION MANAGER AT RISK FOR THE FRESHMAN RESIDENCE HALL AND PARKING GARAGE

WHEREAS, the board considered the following: At the January 27, 2009 meeting the Stephen F. Austin State University Board of Regents authorized the administration to issue a Request for Proposals (RFP) for a construction manager at risk to construct the Freshman Residence Hall and Parking Garage. A committee reviewed and ranked the responses of the top six finalists to be presented to the Building and Grounds Committee. The Building and Grounds Committee met by telephone conference on March 27, 2009 and voted to recommend that the top three finalists make presentations: J.E. Kingham

Construction Company from Nacogdoches, Spawglass from Houston, and The Whiting-Turner Contracting Company from Plano. At its April 20, 2009 meeting the Building and Grounds Committee selected J.E. Kingham Construction Company as the most qualified construction manger at risk firm, if their proposed aggregate total of the Pre-Construction fees, Construction Manager at Risk fees and General Conditions fees can be negotiated to match the proposed aggregate total of the Pre-Construction fees, Construction Manager at Risk fees and General Condition fees of Whiting-Turner; and if Kingham confirms that the project can be timely completed in 22 months. If negotiations with Kingham are unsuccessful, the Building and Grounds Committee recommended the second choice firm be The Whiting-Turner Contracting Company. Major discussion issues in the selection included:

- best value in the areas considered by the evaluation team
- estimated cost based on the fees and general conditions

THEREFORE, the Board of Regents selected J.E. Kingham Construction Company as construction manager at risk for the Freshman Residence Hall and Parking Garage if the aggregate total of the proposed Pre-Construction fees, Construction Manager at Risk fees and General Conditions fees can be negotiated to match the aggregate total of the proposed Pre-Construction fees, Construction Manager at Risk fees and General Conditions fees of The Whiting-Turner Contracting Company; and if Kingham confirms that the project can be timely completed in 22 months. If negotiations with Kingham are unsuccessful, The Whiting-Turner Contracting Company was selected as the next most qualified firm to serve as construction manger at risk for this project. The president was authorized to sign the negotiated contracts.

## **FINANCIAL AFFAIRS**

### **BOARD ORDER 09-22**

Upon motion by Regent White, seconded by Regent Amaral, with all members voting aye, the following financial affairs items were approved.

#### **INCREASE IN SFA PURPLE PROMISE PROGRAM**

WHEREAS, the board considered the following: At its January 27, 2009 meeting, the Board of Regents approved a program to cover the full costs of tuition and fees for four years for students whose family income is \$25,000 or less, as part of the university's efforts to increase enrollment and its actions to support the access and participation goals of the state's "Closing the Gaps" initiative. In the spirit of cooperation with the Texas Legislature in its endeavor to make college affordable for students and their families, the university proposes raising the income threshold for this program to students whose family income is \$30,000 or less. The "SFA Purple Promise" program will be available to all students whose families fall into this financial category, who are admitted to the university, maintain specified academic standards, and complete a specified number of credit hours per semester.

THEREFORE, the Board of Regents approved this expanded "SFA Purple Promise" program, effective for fall semester, 2009.

#### PROPERTY, BOILER & MACHINERY, AND INLAND MARINE INSURANCE

WHEREAS, the board considered the following: 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 insurance policy period extends from May 1st through April 30<sup>th</sup> of each year. The university's current insurance contract with SORM began May 1, 2008 and ends April 30, 2009. The State Office of Risk Management is currently negotiating rates with insurance carriers.

THEREFORE, it was approved that the university 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, 2009 through April 30, 2010. The president was authorized to sign the contract.

#### FURNITURE PURCHASE FOR THE EARLY CHILDHOOD RESEARCH CENTER

WHEREAS, the board considered the following: Construction of the Early Childhood Research Center is nearing completion and departments will begin moving in to the new facility during the summer. The Construction Manager at Risk (CMR) J.E. Kingham has identified project savings and has submitted a change order that lowers the CMR guaranteed maximum price of the project from \$24,862,881 to \$24,112,881.

THEREFORE, the Board of Regents approved reallocation of \$500,000 of the savings to purchase furniture for the Early Childhood Research Center. The fund source will be construction project savings.

#### DONATIONS TO THE RICHARD AND LUCILLE DEWITT SCHOOL OF NURSING PROJECT

WHEREAS, the board considered the following: The university has received \$260,000 in donations and a commitment for an additional \$500,000 for the purchase of equipment not originally included in the Richard and Lucille DeWitt School of Nursing Building project. These donations will allow the School of Nursing to purchase additional modern technology and equipment that was not originally planned. A testing center in the Nursing building will eliminate the need to return to the main campus for testing and will also provide advanced teaching equipment in the simulation center.

THEREFORE, the Board of Regents accepted the donations to be used for their intended purpose and authorized expansion of the scope of WHR, project architect, to include medical technology planning services for the additional equipment made possible by the donations. The project budget was increased from \$13,000,000 to \$13,760,000, with the additional amount of \$760,000 funded from donations, and the administration was

authorized to file an amended project budget with the Texas Higher Education Coordinating Board, if necessary. The equipment will not be purchased until the donations are secured by the university.

#### **ADOPTION OF 2009 SUMMER BUDGET**

WHEREAS, the board considered the following: The fiscal year 2008-09 summer budget contains two regular summer semesters and a mini-semester. The 2008-09 annual budget includes \$4,148,981 that is available to support summer school academic salaries and benefits. In addition, \$868,000 of actual income in excess of budget and \$210,825 from E&G salary savings are used to fund summer school salaries. Additional faculty salaries, professional salaries, student wages and benefits totaling \$54,899 are supported from budgeted designated funds. Summer salaries and benefits of \$129,927 are funded from restricted contract and grant funds.

THEREFORE, approval was given to the 2008-09 summer budget that totals \$5,412,632.

#### **BOARD ORDER 09-23**

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

#### **FY2010 ROOM AND BOARD RATES**

WHEREAS, the board considered the following: Projected housing and food service operating costs support the need to increase the room and board rates for the 2009 – 2010 academic year.

Pursuant to the provisions within the food service contract, the administration and Aramark have negotiated a rate increase of 4% for the provision of board plan food service during the 2010 fiscal year. The 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 4.9% for the past 12 months, however negotiations yielded the smaller increase.

The proposed room and board rates for FY2010 are presented on Appendix 3. The average increase in proposed room rates is 4.78% while the proposed increase in meal plan rates is 1%.

The revised rates will become effective in the fall semester of 2009.

THEREFORE, the Board of Regents approved the negotiated 4% Aramark increase and the proposed room and board rates for FY2010 in accordance with the schedule presented in Appendix 3.

#### **BOARD ORDER 09-24**

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

## CAMPUS RECREATION FEE

WHEREAS, the board considered the following: The current summer campus recreation fee is \$60 per summer semester. There is a reduced fee of \$25 for part-time summer school students, those enrolled for less than six hours. Currently, students enrolled for six hours, which is full-time status in the summer, are assessed the part-time fee. This proposed fee modification correctly aligns the fees based on enrollment status.

THEREFORE, the Board of Regents authorized that the campus recreation fee schedule be modified to assess the full-time summer semester fee of \$60 to students enrolled at full-time status of six hours or more.

### **BOARD ORDER 09-25**

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

## COURSE FEES AND OTHER FEES FOR 2009-2010

WHEREAS, the board 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 2009-2010 academic year shown in Appendix 4. This amended 2009-2010 fee schedule will be effective for the fall semester.

### **BOARD ORDER 09-26**

Upon motion by Regent White, seconded by Regent Garrett, with Regents Amaral, Coleman, Dickerson, Ertz, Garrett, McCarty and White voting aye, Regent Boyer voting nay, the following item was approved:

## DESIGNATED TUITION INCREASE FOR 2009-2010

WHEREAS, the board considered the following: Stephen F. Austin State University currently assesses \$106 per semester credit hour in designated tuition. The total amount of designated tuition charged to a student does not exceed the amount one pays with a 16 semester credit hour load. Since the 81<sup>st</sup> Texas Legislature is currently in session, our state appropriation funding is uncertain at this time. It is necessary to obtain Board of Regents approval for fiscal year 2009-10 tuition and fee increases before fall 2009 registration begins on April 28, 2009.

THEREFORE, the Board of Regents approved an increase in designated tuition of \$5 per semester credit hour. The new rate will be \$111 per semester credit hour.

### **BOARD ORDER 09-27**

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

## **LIBRARY FEE INCREASE FOR 2009-2010**

WHEREAS, the board considered the following: The university currently assesses a library fee of \$12 per semester credit hour. The revenue from the fee is used to support library operations.

THEREFORE, the Board of Regents approved an increase in the library fee from \$12 per semester credit hour to \$13 per semester credit hour in order to support library operations.

### **BOARD ORDER 09-28**

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

## **TECHNOLOGY FEE INCREASE FOR 2009-2010**

WHEREAS, the board considered the following: The university currently assesses a technology fee of \$16 per semester credit hour to support campus computer technology and networking.

THEREFORE, the Board of Regents approved that the technology fee be increased from \$16 per semester credit hour to \$20 per semester credit hour to fund technology support.

## **UNIVERSITY POLICIES AND PROCEDURES**

### **BOARD ORDER 09-29**

Upon motion by Regent White, seconded by Regent McCarty, with all members voting aye, the Board of Regents adopted the policy revisions as presented in Appendix 5.

## **REPORTS**

President Pattillo gave a report on the following topics:

- Commencement will be held on May 16. Judge Thomas Reaveley will be the commencement speaker.
- The summer board meeting will be July 20 and 21, with the grand opening of the Early Childhood Research Center on Sunday, July 19 at 2:00 p.m.
- Summer commencement will be held on August 15.
- The Pine Burrs, a group of women students from the 1950s will be on campus for a reunion this week and will be hosted by the Pattillos
- The Texas House and Senate have recently passed resolutions recognizing the Nacogdoches/SFA Day, the Lumberjack Basketball team, and the 85<sup>th</sup> anniversary of SFA.
- Institutional assessment
- A newly appointed Admissions Standards Committee will be headed by Gary Wurtz and will present a report in October.



- A presentation was made to Lacey Claver, student regent, acknowledging her contributions to the board at this last regular meeting for her. Her term ends May 31 and the new student regent will be appointed by June 1.

Gina Oglesbee made her audit services report on the university receipts audit, the bond compliance audit and the state comptroller's post payment review.

Sally Ann Swearingen, chair of the Faculty Senate, introduced Dr. Marie Saracino and Dr. Tara Newman, who reported on their online Headstart degree completer program in Child and Family Development. Ms. Swearingen also reported on the wellness for faculty.

Brian Sullivan reported as president of the Student Government Association. They had a very successful competition for the 2009 Big Idea, which was won by the student chapter of the Society of American Foresters. He introduced the 2009-2010 SGA president Courtney Harvey and the vice president Laterrious Starks. Mr. Sullivan provided a summary of activities for the spring semester.

## **ELECTION OF OFFICERS**

### **BOARD ORDER 09-30**

Regent Ertz gave the report from the Nominating Committee. Upon motion by Regent Ertz, seconded by Regent Garrett, with all members voting aye, the following officers were elected for 2009-2010:

James A. Thompson, Chair  
Melvin R. White, Vice Chair  
John R. "Bob" Garrett, Secretary

The meeting was adjourned at 11:36 a.m.

**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 B. 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 2009

Course Information					Texas Education Code Offering Compliance
Section ID	Title	Number Enrolled	Credit Hour Value	Total Credit Hours	
CSC 355 001	NETWORK ADMINISTRATION	7	3	21	§51.403(d.2)
CSC 441 001	PRIN OF SYS PROGRAMMING	7	3	21	§51.403(d.2)
CSC 241 001	DATA STRUCTURES	9	3	27	§51.403(d.2)
CSC 435 001	TELEPROC & DATA COM	9	3	27	§51.403(d.2)
ECO 311 001	MANAGERIAL ECONOMICS	6	3	18	§51.403(d.2)
ELE 560 501	TECHNOLOGY AND CURRICULUM	4	1	4	§51.403(d.3)
HMS 353 301	PARENTING	4	3	12	§51.403(d.1)
EPS 545 020	INDIVIDUAL INTELLIGENCE TES	5	3	15	§51.403(d.2)
RHB 494 001	SEMINAR IN REHABILITATION	8	3	24	§51.403(d.2)
SPH 471 020	PRACTICUM FOR DHH	9	3	27	§51.403(d.2, 3)
KIN 387 001	REHAB FOR PHYS ACTIVE	9	3	27	§51.403(d.2)
KIN 387L001	REHAB FOR PHYS ACTIVE LAB	9	1	9	§51.403(d.2)
ART 390 005	EXPLORING ART: SCOPE & SEQU	8	3	24	§51.403(d.2)
THR 360 001	PRINCIPLES OF DESIGN	9	1	9	§51.403(d.2)
HRT 417 001	ADVANCED LANDSCAPE DESIGN	6	2	12	§51.403(d.2, 3)
HRT 417L020	ADVANCED LANDSCAPE DESIGN L	6	1	6	§51.403(d.2, 3)
HRT 247 001	LANDSCAPE INSTALLATION	8	2	16	§51.403(d.3)
HRT 247L020	LANDSCAPE INSTALLATION LAB	8	1	8	§51.403(d.3)
ENV 524 451	PRIN.APPLIED TOXICOLOGY	1	3	3	§51.403(d.9)
ENV 524 851	PRIN.APPLIED TOXICOLOGY	1	3	3	§51.403(d.9)
ENV 540 451	ADV OCCUPATION & ENV HLTH	1	3	3	§51.403(d.9)
ENV 415 001	ENV ASSESSMENT & MGMT	2	4	8	§51.403(d.2)
ENV 540 851	ADV OCCUPATION & ENV HLTH	2	3	6	§51.403(d.9)
GIS 301 001	GIS APPLICATIONS	7	3	21	§51.403(d.2, 9)
FOR 457 001	ENV ATTITUDES/ISSUES	8	3	24	§51.403(d.3)
PSC 490 091	SENIOR SEMINAR	8	3	24	§51.403(d.6)
PSY 550 001	LEGAL PSYCHOLOGY	1	3	3	§51.403(d.9)
GEO 320 001	GEOGRAPHIC INFO SYSTEMS APP	2	3	6	§51.403(d.2, 9)
SWK 549 001	ADV FIELD INS III	2	5	10	§51.403(d.9)
BIO 503 001	PLANT ECOLOGY	2	3	6	§51.403(d.2, 6)
BIO 522 001	PLANT GEOGRAPHY	3	3	9	§51.403(d.3)
BIO 403 001	TERRESTRIAL PLANT ECOLOGY	6	3	18	§51.403(d.2, 6)
BTC 562 451	BIOTECHNOLOGY II	2	3	6	§51.403(d.2, 3, 9)
CHE 454 001	BIOCHEMICAL TECHNIQUES	4	3	12	§51.403(d.2, 3, 4)
CHE 521 001	ADVANCED ANALYTICAL CHEMIST	4	3	12	§51.403(d.2, 3)
CHE 541 001	ADVANCED PHYSICAL CHEMISTRY	4	3	12	§51.403(d.2, 3)
MTH 264 001	CALCULUS LAB	1	1	1	§51.403(d.2, 3, 9)
STA 522 001	REGRESSION ANALYSIS	2	3	6	§51.403(d.2)
MTH 540 001	REAL ANALYSIS II	3	3	9	§51.403(d.2)
MTH 505 001	NUM METHOD DIFFERENTIAL EQU	4	3	12	§51.403(d.2)
MTH 300 001	FOUNDATIONS OF MATHEMATICS	7	3	21	§51.403(d.2)
NUR 302 700	NURSING FUNDAMENTALS	5	8	40	§51.403(d.2, 3, 6)
NUR 316 700	HEALTH ASSESSMENTS	5	2	10	§51.403(d.2, 3, 6)
NUR 304 501	PATHOPHYSIOLOGY	7	3	21	§51.403(d.2, 3)
PHY 532 001	ELECTROMAGNETIC WAVES	2	4	8	§51.403(d.2, 3)
EGR 321 001	ENGINEER DYNAMICS	3	4	12	§51.403(d.2, 3)
PHY 441 001	OPTICS	3	4	12	§51.403(d.2)
AST 335 001	ASTROPHYSICS	6	3	18	§51.403(d.2)
PHY 321 001	ENGINEER DYNAMICS	6	4	24	§51.403(d.2, 3)
PHY 440 001	INTRO ELECT & MAG	9	3	27	§51.403(d.2, 3)

Total Estimated Credit Hours in Small Classes 714  
 Total Estimated SFA Credit Hours Spring 2009 137,430  
 Estimated Small Class Credit Hours as a Percentage of SFA Total Credit Hours .52%

## Undergraduate New Course Proposals

Course Number	Course Title	Change Requested
<b>COLLEGE OF BUSINESS</b>		
MKT362	Sports Promotion	New Course
MKT major emphasis	Sports Marketing	New Course
MKT minor	Sports Marketing	New Course
<b>COLLEGE OF EDUCATION</b>		
HMS426	Field Experience in Human Sciences	New Course
HMS442	Visual Merchandising Display II	New Course
HMS404L	Quantity Food Production & Service Lab	New Course
HMS407	Understanding customer relationships	New Course
HMS407L	Customer relations for hospitality industries lab	New Course
<b>COLLEGE OF FINE ARTS</b>		
ART317	Digital Photography	New Course
ART419	Alternative Process Photography	New Course
ART431	Advanced Sculpture: Casting	New Course
ART432	Advanced Sculpture: Installation	New Course
ART463	Digital Media: Motion Graphics	New Course
ART464	Digital Media: Time Based Media	New Course
ART478	Art Advertising Practicum	New Course
<b>COLLEGE OF FORESTRY &amp; AGRICULTURE</b>		
FOR252	Environmental Interpretation Methods	New Course
FOR441	Ecology, Management & Harvesting of White-tailed Deer	New Course
FOR441L	ECO/MGMT/HARVEST WHITE-TL Deer	New Course
ENV407	Water Resources Management	New Course
HRT420	Plant Nutrient Management	New Course
<b>COLLEGE OF LIBERAL &amp; APPLIED ARTS</b>		
COM 202	Communication Research Methods	New Course
COM 300	Intro to Media Studies	New Course
COM 400	Adv. Topics in Media Studies	New Course
COM 402	Mass media and Society	New Course
ENG 373	Technical & Professional Editing	New Course
ENG 460	Literary Publishing Internship	New Course
ENG 465	Topics in Creative Writing	New Course
GEO 220L	Introduction to GIS Lab	New Course
GER 131L	Elementary German Lab	New Course
GER 132L	Elementary German Lab	New Course
GER 231	Intermediate German I	New Course
GER 232	Intermediate German II	New Course
HIS 349	African American History	New Course
PHI 480	Phosophy in Media	New Course
PHI 482	Ethics, Tehcnology & Society	New Course
PSC 305	Appellate Advocacy I	New Course
PSC 328	International Terrorism	New Course
PSC 340	International Conflict & Peace	New Course
PSC 405	Appellate Advocacy II	New Course
PSC 442	Readings in Public Law	New Course
PSC 498	Intern Seminar	New Course
PSY 200	Scientific Literacy in Psychology	New Course
PSY 311	Social Psychology	New Course
PSY 351	Sensation & Perception	New Course
PSY 360	Cognitive Psychology	New Course

PSY 376	Lifespan Development	New Course
PSY 410	Performance Management	New Course
PSY 425	Psychology & Law	New Course
PSY 428	Comparative Psychology	New Course
SOC 310	Professional Seminar Level I	New Course
SOC 311	Professional Seminar Level II	New Course
SOC 312	Professional Seminar Level III	New Course
SPA 241	Spanish for Heritage speakers I	New Course
SPA 242	Spanish for Heritage speakers II	New Course
SPA 335	Intermediate Spanish Conversation	New Course
MCM 101	Introduction to Mass Media	New Course
MCM 103	News writing lab	New Course
MCM 103L	news writing lab	New Course
MCM 112	Introduction to Radio-Television	New Course
MCM 200	Basic Digital Photography	New Course
MCM 201	Intermediate Digital Photography	New Course
MCM 203	New Gathering & Writing II	New Course
MCM 212	Audio Production Techniques	New Course
MCM 212L	Audio Production Techniques lab	New Course
MCM 301	Copy Editing & Headline Writing	New Course
MCM 302	Television Production	New Course
MCM 302L	Television Production Lab	New Course
MCM 303	Advanced Digital Photography	New Course
MCM 304	Television News Techniques	New Course
MCM 304L	Television News Techniques Lab	New Course
MCM 306	Communication Law	New Course
MCM 307	Advertising Tehcniques	New Course
MCM 308	Advertising Cases & Campaigns	New Course
MCM 309	Feature Writing for Publications	New Course
MCM 319	Communication Practicum	New Course
MCM 376	Radio-Television Announcing	New Course
MCM 380	Public Relations	New Course
MCM 381	Public Relations Writing	New Course
MCM 401	Topics in Media	New Course
MCM 403	Publication Layout & Design	New Course
MCM 404	Media Graphics	New Course
MCM 405	Photojournalism	New Course
MCM 409	Broadcast Sales	New Course
MCM 413	Column and Editorial Writing	New Course
MCM 421	Writing for R/TV	New Course
MCM 430	New Media	New Course
MCM 442	Radio-Television Programming	New Course
MCM 456	Advanced Television Production	New Course
MCM 456L	Advanced Television Production Lab	New Course
MCM 480	Media Internship	New Course
MCM 490	Student Publication Workshop	New Course
MCM 495	Special Problems in Media	New Course

<b>COLLEGE OF SCIENCES &amp; MATHEMATICS</b>		
BIO342	Comparative Vertebrate Zoology	New Course
BIO342L	Comparative Vertebrate Zoology Lab	New Course
BIO350	Economic Botany	New Course
BIO351	Plant Kingdom	New Course
BIO351L	Plant Kingdom Lab	New Course
GOL451	Hydrogeology Field Techniques	New Course
GOL450	Cave & Karst Systems	New Course

<b>Undergraduate Course Change Proposals</b>		
<b>Course Number</b>	<b>Course Title</b>	<b>Change Requested</b>
<b>COLLEGE OF BUSINESS</b>		
FIN369	Personal Finance	Change course number
FIN415	Personal Financial Planning	change course description
GBU485	Internship in General Business	change in course description
BLW437	Regulation of Business by National Government	change in title & description
MGT463	Business Policy & Strategy-Formulation	change in pre-requisites
<b>COLLEGE OF EDUCATION</b>		
HMS414L	Commercial Design II	Modification
RDG320	Literacy Dev in Middle Childhood	Modify Course
SED460	Managing a Learner-Centered Classroom	Modify Course
ECH331	Child-Centered En	Modify Course
RDG314	Text-based RDG Tech & procedures	Modify Course
ECH432	Professional Roles & Responsibilities	Modify Course
HMS204	Aesthetics	Modify Course
HMS214	Accessories in Interiors	Modify Course
HMS314	Building Construction Systems	Modify Course
HMS355	Nutrition for Healthcare	Modify Course
HMS404	Quantity Food Production & Service	Modify Course
HMS414	Commercial Design II	Modify Course
<b>COLLEGE OF FINE ARTS</b>		
THR460	History of the Theatre I	Modify Course
THR461	History of the Theatre II	Modify Course
THR471	Topics in the Theatre & Drama	Modify Course
ART479	Ad Campaign	Modify Course
<b>COLLEGE OF FORESTRY &amp; AGRICULTURE</b>		
AGN367	Weed Science	Modify Course
<b>COLLEGE OF LIBERAL &amp; APPLIED ARTS</b>		
CJS 413	Legal Research Writing	Modification
COM 102	Intro. To Communication Theory	Modification
GRK 131	Elementary Classical Greek I	Modification
GRK 132	Elementary Classical Greek II	Modification
LAS 300	Intro to Latin American Studies	Modification
LBA 398	Advanced Liberal Studies	Modification
PSC 403	Constitutional Law: Individual and His.	Modification
PSC 499	Internship in Political Science & Public	Modification
PSY 198	Learning & Study Skills	Modification
PSY 310	Industrial/Organizational Psychology	Modification
PSY 330	Psychological Statistics	Modification
PSY 341	Research Design in Psychology	Modification
PSY 350	Biopsychology	Modification
PSY 361	Learning & Conditioning	Modification
PSY 375	Abnormal Psychology	Modification
PSY 385	Psychology of Aggression	Modification
PSY 400	Positive Psychology	Modification
PSY 420	History & Systems of Psychology	Modification
PSY 475	Special Problems	Modification
PSY 497	Research Seminar	Modification
PSY 498	Topics in Psychology	Modification
ANT 382	Area Studies in Anthropology	Modification

ANT 477	Special Topics in Anthropology	Modification
SPA 235	Intermediate Spanish Conversation	Modification
SPA 303	Advanced Grammar and Composition	Modification
SPA 304	Introduction to Hispanic Literacy	Modification
SPA 310	Spanish Phonetics	Modification
SPA 330	History of Hispanic American Culture I	Modification
SPA 340	History of Spanish Culture I	Modification
<b>COLLEGE OF SCIENCES &amp; MATHEMATICS</b>		
MTH138	College Algebra	Modify Course
MTH439	Advanced Calculus I	Modify Course
MTH440	Advanced Calculus II	Modify Course
BIO313	General Ecology	Modify Course
BIO313L	General Ecology Lab	Modify Course



Undergraduate Course Deletions		
Course Number	Course Title	Change Requested
<b>COLLEGE OF BUSINESS</b>		
ACC431	Government Accounting	Delete Course
ACC432	Legal Prin Related to Accounting	Delete Course
ACC433	Mgmt Acct Information System I	Delete Course
ACC434	Mgmt Acct Information System II	Delete Course
ACC443	Taxation on Business	Delete Course
ACC451	Introduction to Oil & Gas Acc"t	Delete Course
ACC463	Accounting Theory	Delete Course
<b>COLLEGE OF EDUCATION</b>		
HSC483	Driver & Traffic Safety Ed I	Delete Course
HSC484	Driver & Traffic Safety Ed II	Delete Course
KIN107	Gymnastics	Delete Course
KIN125	Emergency Care	Delete Course
KIN207	Gymnastics	Delete Course
KIN220	Body Mechanics	Delete Course
KIN331	Activities/Games/Sport Children	Delete Course
SED445	Practicum	Delete Course
<b>COLLEGE OF FORESTRY &amp; AGRICULTURE</b>		
FOR452	Envrionmental Interpretation Methods	Delete Course
AGN442	Senior Seminar	Delete Course
AGN267	World Crops	Delete Course
AGN345	Soil & Water Conservation	Delete Course
AGN345L	Soil & Water Conservation Lab	Delete Course
ENV223	GIS & Mapping Environmental Resources	Delete Course
ENV223L	Lab: GIS & Mapping Environmental Resources	Delete Course
FOR105	Engineering Drawing	Delete Course
FOR105L	Lab: Engineering Drawing	Delete Course
FOR241	Wood Properties	Delete Course
FOR241L	Lab: Wood Properties	Delete Course
FOR312	Tree Growth/Wood Quality Relationships	Delete Course
FOR402	Field Ecology	Delete Course
FOR402L	Lab: Field Ecology	Delete Course
FOR405L	Environmental Communication Interpretation Lab	Delete Course
FOR434	Soil Fertility	Delete Course
FOR434L	Soil Fertility Lab	Delete Course
FOR454L	Non-game Wildlife Ecology Lab	Delete Course
FOR465L	Range Development & Evaluation Lab	Delete Course
HRT418	Landscape Plant Materials II	Delete Course
HRT418L	Landscape Plant Materials II Lab	Delete Course
PLS433	Introduction to Agricultural Data Analysis	Delete Course
<b>COLLEGE OF LIBERAL &amp; APPLIED ARTS</b>		
CJS 414	Appeals & Briefs	Delete Course
ENG 220	Reading in British Literature	Delete Course
ENG 386	Literary Theory	Delete Course
HIS 235	Introduction to Public History	Delete Course
PSC 402	American Consitutional Law: Structure	Delete Course
PSY 210	Developmental Psychology	Delete Course
PSY 240	Human Consciousness	Delete Course
PSY 250	Computer Applications in Psychology	Delete Course
PSY 290	Experimental Social Psychology	Delete Course

PSY 390	Psychology of Aging	Delete Course
PSY 476	Special Problems	Delete Course
PSY 490	Human Assessment	Delete Course
PSY 495	Psychopathology	Delete Course
PSY 499	Undergrad. Practicum in Communications.	Delete Course
SOC 432	Sociology in Art	Delete Course
<b>COLLEGE OF SCIENCES &amp; MATHEMATICS</b>		
NUR327	Holistic Nursing	Delete Course
BIO241	Comparative Vertebrate Zoology	Delete Course
BIO241L	Comparative Vertebrate Zoology Lab	Delete Course
BIO250	Economic Botany	Delete Course
BIO251	Plant Kingdom	Delete Course
BIO251L	Plant Kingdom Lab	Delete Course
BIO411	Phylogenetics	Delete Course

### Undergraduate Program Change Proposals

Program Title	Change Requested
<b>COLLEGE OF BUSINESS</b>	
FIN Major	change in options with major
FIN emphasis	financial planning emphasis
GBUS minor	change to reflect FIN269 to FIN369
INTB major	change in options in part B
MKT major emphasis	Promotion Emphasis
Sales Minor	New minor
<b>COLLEGE OF EDUCATION</b>	
HMS 478 Interior Design	Modify degree plan
BS Human Sciences with emphasis in Hospitality Admin.	Modify Program
Online Head Start Completer Program	Modify Program
Certificate for Construction Management	New Program
Certificate in Hospitality Administration	New Program
Special Education EC12 Completer Program-Human Services	New Program
BS HS with emphasis in Interior Merchandising	Modify Program
<b>COLLEGE OF FINE ARTS</b>	
Choral/Instrumental/Elementary	New pre-certification tracks
Piano Pedagogy Minor	Modify Minor
Museum Studies Certificate	New Program
<b>COLLEGE OF LIBERAL &amp; APPLIED ARTS</b>	
COMS	Program Changes
PSYC	Program Changes
SOCI	Program Changes
SPAN	Program Changes
MCM	Program Changes
<b>COLLEGE OF SCIENCES &amp; MATHEMATICS</b>	
Combined Sciences Minor	New Program Request Form

<b>GRADUATE COURSE &amp; PROGRAM PROPOSALS, CHANGES &amp; DELETIONS</b>		
<b>SPRING 2009</b>		
<b>Course</b>	<b>Title</b>	<b>Action Taken</b>
<b>COLLEGE OF BUSINESS</b>		
CSC 425G		CSC 520, cross list with CSC 425—Differentiation Bachelors vs. Masters
CSC 431G		CSC 530, cross list with CSC 431—Differentiation Bachelors vs. Masters
CSC 435G		CSC 560, cross list with CSC 435—Differentiation Bachelors vs. Masters
CSC 441G		CSC 540, cross list with CSC 441—Differentiation Bachelors vs. Masters
CSC445G		CSC 550, cross list with CSC 445—Differentiation Bachelors vs. Masters
CSC 511	Programming Languages	Change prerequisite to include CSC 540
CSC 524	Database Management Systems – Architecture and Management	Change prerequisite to include CSC 520
CSC 541	Compiler Principles and Techniques	Change prerequisite to include CSC 540
CSC 542	Operating Systems Concepts	Change prerequisite to include CSC 540
CSC 563	Computer Networks and Distributed Systems	Change prerequisite to include CSC 560
BLW 547	International Legal Environment of Business	Modify Course
BCM 520	Managerial Communication	New Course
ACC 557	Seminar in Internal Auditing	Modify Course
<b>COLLEGE OF EDUCATION</b>		
Master of Arts Degree in Student Affairs and Higher Education degree	New program	New Program
COU 543	The Contemporary College Student	New Course
COU 544	Student Affairs Legal Organization and Practice	New Course
COU 545	Leadership and Administration in Student Affairs	New Course
COU 546	Advanced Seminar in College Student Development	New Course
COU 581	Interviewing and Helping Skills	New Course
COU 596	Student Affairs Practicum	New Course
*SPE 561	Medical and Educational Aspects	Modify Course
COU 534	School Counseling Programs	Degree Plan change
Master Mathematics Teacher EC-4 Certificate	New certificate program	New Program
ELE 556	Mathematics Curriculum and Content Development	New Course
ELE 557	Early Childhood Mathematical Processes and Instruction	New Course
*ELE 558	Assessment and Diagnostics in Mathematics Education	New Course
*ELE 559	The Master Mathematics Teacher as a Professional	New Course
SPE 532	Educational Appraisal of Exceptional Children	Degree plan change
*HMS 512	Design of Long-Term Care and Senior Living Facilities	New Course
HMS 511	Introductory Dietetics Practice	New Course
HMS 565	Pediatric Nutrition	New Course
ELE 542	PBIC Field Internship	Modify Course

HMS 531	Supervised Practice I	Modify Course
*KIN 551	Athletic Training Clinical V	Modify Course
COU 510	Survey of Abnormalities	New Course
COU 590	Supervision in School Counseling	New Course
*KIN 521	Athletic Training Clinical I	Modify Course
*KIN 522	Athletic Training Clinical II	Modify Course
*KIN 541	Athletic Training Clinical III	Modify Course
HMS 526	Field Experience in Human Sciences	New Course
*SED 553	Teacher Leadership and Mentoring	New Course
SED 541	PBIC Internship/First Semester	New Course
HMS 520	Advanced Practicum	New Course
SED 561	Classroom Management	Delete Course
SED 580	Assessment and Evaluation	Delete Course
SED 545	PBIC Internship Distant	Delete Course
SED 544	PBIC Internship	Delete Course
SED 526	Field Based Professional Learning	Delete Course
ELE 543	PBIC Internship – Distance	Modify Course
SED 542	PBIC Student Internship	Modify Course
COU 523	Legal Ethical Issues in Counseling	Degree plan change
COU 521	Seminar: Alcohol and Drug Abuse	New Course
COU 541	Seminar in Rehabilitation	Modify Course
*SED 595	Graduate Seminar	New Course
HMS 514	Interior Design Studio I	New Course
KIN 565	The Role of Sports in Society	Modify Course
KIN 560	Biomechanics	Modify Course
KIN 562	Motor Learning	Modify Course
COU 534	School Counseling Programs	New Course
*KIN 542	Athletic Training Clinical IV	Modify Course
KIN 515	Adapted Physical Education	Modify course
KIN 553	Physiology of Exercise	Modify Course
KIN 545	Current Trends and Issues in Physical Ed	Modify course
KIN 525	Curr Construction in Physics Ed	Modify Course
Graduate Hospitality Certificate		New Certificate
Graduate Distance Online Superintendent Certification		New Certificate
Graduate Off Campus Face to Face Program. MED with Principal Certification		New Certificate
Graduate Off Campus Face to Face Program. MA School of Counseling		New Program
Graduate off Campus Face to Face Program. Endorsement in Visual Impairment		New Program
<b>COLLEGE OF FINE ARTS</b>		
ART 419/ART 519		Modify Course
ART 431/ART 534		Modify Course
ART 432/ART 535		Modify Course
ART463/ART 563		Modify Course
ART 464/ART 564		Modify Course
ART 479/ART 579		Modify Course

ART 478/ART 578	Art/Advertising Practicum	New Course
Graduate Certificate in Museum Studies	Art	New Certificate Program
ART 505	Proseminar in Art Museum Studies	New Course
Masters of Art in Art Education	Art	New Degree
ART 506	Seminar in Art Museum Education	New Course
ART 508	Practicum in Artistic Creativity	New Course
ART 509	Readings and Research in Museum Studies	New Course
MHL 574	Studies in Music Literature	New Course
<b>COLLEGE OF LIBERAL &amp; APPLIED ARTS</b>		
HIS 553	Recent American History	New Course
HIS 557		Delete Course
COM 505	Adv. Topics in Media Studies	New Course
COM 525	Psychology of Speech Communication	New Course
COM 542	Radio-Television Programming	New Course
ENG 524	Great Texts to 1650	New Course
ENG 525	Great Texts after 1650	New Course
*ENG 565	Poetics and Prosody	New Course
ENG 583	Special Topics	Modify Course
PBA 505	Public Administration Methods	Modify Course
PBA 510	Public Personnel Administration	Modify Course
PBA 515	Public Budgeting and Finance Management	Modify Course
PBA 520	Policy System and Evaluation	Modify Course
PBA 525	Public Organization and Manage	Modify Course
PBA 530	Topics in Public Affairs	Modify Course
PBA 535	Leadership in Public Administration	Modify Course
PBA 540	Administrative Law and Procedure	New Course
PBA 575	Spec Res Pro Public Adm I	Modify Course
PBA 576	Spec Res Pro Public Adm II	Modify Course
PBA 545	Ethics in Public Administration	New Course
PBA 599	Public Administration Internship	Modify Course
PSY 501	Psychological Statistics	Modify Course
PSY 507	Experimental Design	Modify Course
PSY 505	Adv Developmental Psychology	Delete Course
PSY 520	Adv Professional Practicum	Delete Course
PSY 521	Positive Psychology	Delete Course
PSY 524	Adv Applied Psychology	Delete Course
PSY 527	Advising/Technology	Delete Course
PSY 530	History and Systems	Delete Course
PSY 540	Human Assessment	Delete Course
PSY 576	Adv Graduate Studies	Delete Course
SWK 518	Child Welfare Services	Modify Course
SWK 528	Social Work in Mental Health	Modify Course
International Certificate in Community Development	Certificate Program in Social Work	New Certificate Program
SWK 531	International Social Work	New Course
SWK 532	Sustainable Community Development	New Course
SWK 533	Diversity Appreciation	New Course
SWK 538	Social Work with the Aged	Modify Course
SWK 549	Advanced Field Instruction	Modify Course

COLLEGE OF FORESTRY & AGRICULTURE		
FOR 587	Seminar	Modify Course
FOR 503	Remediation/Reclamation of Disturbed Land	Delete Course
FOR 503L	Lab: Remediation/Reclamation of Disturbed Land	Delete Course
FOR 514	Wetland Delineation and Functional Assessment	Delete Course
FOR 514L	Lab: Wetland Delineation and Functional Assessment	Delete Course
ENV 503	Remediation/Reclamation of Disturbed Land	New Course
ENV 503L	Lab: Remediation/Reclamation of Disturbed Land	New Course
ENV 507	Water Resources Management	New Course
ENV 512	Environmental Hydrology	New Course
ENV 512L	Lab: Environmental Hydrology	New Course
ENV 514	Wetland Delineation and Functional Assessment	New Course
ENV 514L	Lab: Wetland Delineation and Functional Assessment	New Course
ENV 515	Environmental Assessment and Management	New Course
ENV 515L	Lab: Environmental Assessment and Management	New Course
FOR 509	Forest Hydrology	New Course
FOR 509L	Lab: Forest Hydrology	New Course
FOR 512	Timber Management	New Course
FOR 525	Forest Economics	New Course
FOR 528	Regional Silviculture	New Course
FOR 548	Range Management	New Course
FOR 551	Management of Outdoor Recreation Areas	New Course
FOR 551L	Lab: Management of Outdoor Recreation Areas	New Course
FOR 554	Non-game Wildlife Ecology	New Course
FOR 555	Environmental Communication /Interpretation	New Course
FOR 556	Environmental Attitudes and Issues	New Course
FOR 565	Range Development and Evaluation	New Course
ANS 552	Equine Law Studies	New Course
AGN 548	Range Management	New Course
AGN 569	Plant Protection	New Course
PLS 520Lab	Agricultural Waste Management Lab	New Course
HRT 520	Plant Nutrient Management	New Course
AGR 507	Advanced Soils	Delete Course
HRT 515	Public Garden Management	Delete Course
ENV 500L	Survey Environmental Toxicology Lab	Delete Course
ENV 502L	Environmental Waste Management Lab	Delete Course
ENV 504L	Occupational and Environmental Health Lab	Delete Course
ENV 508	Microbial Ecology	Delete Course
ENV 508L	Microbial Ecology Lab	Delete Course
ENV 520L	Fund.Industrial Hygiene Lab	Delete Course
ENV 524L	Principles Applied Toxicology Lab	Delete Course
ENV 526	Industrial Hygiene Intern	Delete Course
ENV 526L	Industrial Hygiene Lab	Delete Course
ENV 540L	Advanced Occupational and Environmental Health Lab	Delete Course
ENV 542L	General Principles Epidemiology Lab	Delete Course
ENV 544L	Social/Behavioral Aspects Community Health Lab	Delete Course
ENV 546L	Admin Health Service Org Lab	Delete Course
FOR 502	Advanced Field Ecology	Delete Course
FOR 502L	Lab: Advanced Field Ecology	Delete Course
FOR 511L	Lab: Conservation Natural Resources	Delete Course
FOR 557	Ecological Field Methods	Delete Course
FOR 557L	Lab: Ecological Field Methods	Delete Course
FOR 558	Resource Management Planning	Delete Course
Spatial Analysis	Certificate Program in Forestry	New Certificate Program

COLLEGE OF SCIENCES & MATHEMATICS		
SCE 501	Foundations of Science	New Course
SCE 564	Concepts in Life Science	New Course
SCE 565	Topics in Chemistry Education	New Course
SCE 566	Concepts in Physics	New Course
SCE 567	Concepts in Earth and Space Science	New Course
SCE 571	Special Topics in Science Education	New Course
SCE 572	Special Topics in Science Education	New Course
SCE 575	Advanced Graduate Studies in Science Education	New Course
SCE 576	Advanced Graduate Studies in Science Education	New Course
MTH 513	Complex Analysis I	Modify Course
MTH 514	Complex Analysis II	Modify Course
MTH 539	Real Variables I	Modify Course
MTH 540	Real Variables II	Modify Course
CHE 503L	Intro Biotechnology Lab	Delete Course
CHE 512	Coordination Chemistry	Delete Course
CHE 557L	Advanced Metabolism Lab	Delete Course
CHE 558L	Biophysical Chem Lab	Delete Course
CHE 570	Environmental Inst Analysis	Delete Course
CHE 570L	Environmental Inst Analysis Lab	Delete Course
CHE 571	Chemical Toxicology	Delete Course
CHE 571L	Chemical Toxicology Lab	Delete Course
CHE 573	Advanced Environmental Chem	Delete Course
CHE 573L	Advanced Environmental Chem Lab	Delete Course
CHE 571	Advanced Special Topics	New Course
CHE 581	Supervised Instruction of Laboratory Courses	Modify Course
BIO 516	Advanced Plant Anatomy	New Course
BIO 516L	Advanced Plant Anatomy Lab	New Course
BIO 526	Advanced Pathogenic Bacteriology	New Course
BIO 526L	Advanced Pathogenic Bact Lab	New Course
BIO 527	Advanced Immunology	New Course
BIO 527L	Advanced Immunology Lab	New Course
BIO 528	Advanced Virology	New Course
BIO 528L	Advanced Virology Lab	New Course
BIO 539	Advanced Parasitology	New Course
BIO 539L	Advanced Parasitology Lab	New Course
PHY 530	Thermodynamics	New Course
PHY 541	Optics	New Course
PHY 541L	Optics Lab	New Course
PHY 550	Introductory Quantum Mechanics	New Course
GOL 551 & 551L	Hydrogeology Field Techniques	New Course
GOL 550	Cave and Karst Systems	New Course
Master Science Teacher Certificate	Certificate Program in Science	New Program



Stephen F. Austin State University  
Room and Board Rates for 2009-2010

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	\$3,228	\$3,228	\$3,228		
7 Todd Hall	\$3,028	\$3,028	\$3,028		
9 North Hall	\$3,228	\$3,228	\$3,228		
10 Hall 10	\$3,028	\$3,028	\$3,028	\$1,087	\$1,239
11 Mays Hall	\$3,028	\$3,028	\$3,028	\$1,087	\$1,239
12 South Hall	\$3,228	\$3,228	\$3,228		
14 Hall 14	\$3,028	\$3,028	\$3,028		
15 Griffith Hall	\$3,028	\$3,028	\$3,028		
16 Hall 16	\$3,028	\$3,028	\$3,028		
17 Steen Hall	\$3,399	\$3,399	\$3,399		
18 Kerr Hall	\$3,028	\$3,028	\$3,028		
20 Hall 20	\$3,473	\$3,473	\$3,473		
Lodge 4br	\$4,488	\$4,488	\$4,488		
Lodge 2br	\$4,676	\$4,676	\$4,676		
Village A	\$4,676	\$4,676	\$4,676		

Rates above include sales tax for Board

Apartments	Number	Rent	
University Woods 12 mo contract	1 BR	\$3,332	per semester ** - Includes Cable Television and Telephone
University Woods 12 mo contract	2 BR	\$4,053	per semester ** - 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, 9, 12		\$1,800			\$600	
Hall 17		\$1,971			\$600	
Hall 20		\$2,045			\$600	
Hall 7, 10, 11, 14, 15, 16, 18		\$1,600	\$627	\$186	\$500	
Lumberjack Lodge 4 br		\$3,060				
Lumberjack Lodge 2 br		\$3,248				
Lumberjack Village A		\$3,248				
Lumberjack Village A 1 br		\$4,000				
Lumberjack Village B		\$3,607				
Lumberjack Village B 1 br		\$4,300				
Garner		\$1,400				
University Woods 1 br		\$2,895				
University Woods 2 br		\$2,380				
Meal plans	Campus Resident	7/14 w/\$125 \$1,428	7/20 w/\$50 \$1,428	210 Block w/\$75 \$1,428	Sum 7/14 \$460	Sum 7/20 \$612
	Commuter	5/5 w/\$50 \$562	50 Block w/\$50 \$358		25 Block w/\$100 \$256	

PROPOSED COURSE FEES (FY10)					
College	Department	Course #	Course Name	Course Fees	
				Present	Proposed
BUS	General Business	GBU 485	Internship in General Business	\$ -	\$ 30.00
BUS	General Business	GBU 557	Negotiation and Dispute Resolution	\$ 30.00	\$ 40.00
BUS	MMIB	MGT 463	Business Policy & Strategy	\$ 20.00	\$ 30.00
BUS	MMIB	MGT 517	Strategic Management	\$ -	\$ 35.00
BUS	MMIB	MKT 358	Sports Marketing	\$ -	\$ 45.00
BUS	MMIB	MKT 478	Advertising Campaign I	\$ -	\$ 75.00
BUS	MMIB	MKT 479	Advertising Campaign II	\$ -	\$ 75.00
EDU	Human Services	COU 524	School Counseling	\$ -	\$ 200.00
EDU	Human Services	COU 533	Counseling Skills	\$ -	\$ 200.00
EDU	Human Services	COU 534	School Counseling Programs	\$ -	\$ 200.00
EDU	Human Services	COU 535	Multicultural Counseling	\$ -	\$ 200.00
EDU	Human Services	COU 541	Seminar in Rehabilitation	\$ -	\$ 200.00
EDU	Human Services	COU 594	Practicum in Counseling	\$ -	\$ 200.00
EDU	Human Services	COU 595	Internship in Counseling	\$ -	\$ 200.00
EDU	Human Services	SPE 532 .501	Educational Appraisal of Exceptional Children	\$ -	\$ 15.00
EDU	Human Services	SPE 564 .501	Early Childhood Special Education	\$ -	\$ 15.00
EDU	Human Services	SPH 471.02	Practicum -Deaf and Hard of Hearing	\$ -	\$ 150.00
EDU	Elementary Ed.	ECH 328	Psychosocial Development	\$ -	\$ 20.00
EDU	Elementary Ed.	ECH 586	Evaluation in Early Childhood Education	\$ 12.00	\$ -
EDU	Elementary Ed.	MLG 401	The Middle Level Learning Community	\$ 30.00	\$ 40.00
EDU	Elementary Ed.	RDG 501	Early Literacy of Young Child	\$15.00	\$ -
EDU	Elementary Ed.	RDG 518	Reading Methods for EC	\$15.00	\$ -
EDU	Human Sciences	HMS 407	Customer Relations for the Service Industries	\$ -	\$ 55.00
EDU	Human Sciences	HMS 414	Commercial Design I	\$ 95.00	\$ 110.00
EDU	Elementary Ed.	ECH 328 L	Psycho-Social Development Lab	\$ 12.00	\$ 20.00
EDU	Elementary Ed.	ECH 328 L sec. 500-699	Psychosocial Development Lab	\$ 12.00	\$ 30.00
EDU	Elementary Ed.	ECH 331 L	Child-Centered Environments Lab	\$ 12.00	\$ 20.00
EDU	Elementary Ed.	ECH 331L sec. 500-699	Child-Centered Environments Lab	\$ 10.00	\$ 20.00
EDU	Elementary Ed.	MLG 401L sec. 500-699	The Middle Level Learning Community Lab	\$ -	\$ 30.00
FA	Art	ART 312	Photographic Lighting	\$ 26.00	\$ 85.00
FA	Art	ART 315 .001	Color	\$ -	\$ 80.00
FA	Art	ART 317	Digital Photography	\$ -	\$ 85.00
FA	Art	ART 462/ART 562	Digital Media: Interactive Arts	\$ -	\$ 85.00
FA	Art	ART 463/ART 563	Digital Media: Motion Graphics (New)	\$ -	\$ 85.00
FA	Art	ART 464/ART 564	Digital Media: Time Based Media (New)	\$ -	\$ 85.00
FA	Art	ART 505	Proseminar in Art Museum Studies	\$ -	\$ 100.00
FA	Art	ART 506	Seminar in Art Museum Education	\$ -	\$ 20.00
FA	Art	ART 507	Practicum in Art Museum Studies	\$ -	\$ 100.00
FA	Art	ART 508	Practicum in Artistic Creativity	\$ -	\$ 70.00
FA	Art	ART 518/ART 418	Color Photography	\$ -	\$ 100.00
FA	Art	ART 519/ART 419	Alternative Photographic Processes	\$ -	\$ 85.00
FA	Art	ART 534/ART 431	Graduate Sculpture, Casting	\$ -	\$ 135.00
FA	Art	ART 535/ART 432	Graduate Sculpture, Installation	\$ -	\$ 100.00
FA	Music	MUT 417	Music Recording and Production III	\$ -	\$ 130.00
FOR	Agriculture	AGM 383	Agriculture Machinery Design and Structure	\$ -	\$ 50.00
FOR	EVSC	ENV 209	Forest Ecology	\$ 21.00	\$ 35.00
FOR	EVSC	ENV 450	Air Quality Assessment	\$ -	\$ 20.00
FOR	EVSC	ENV 503	Remediation & Reclamation of Disturbed Land	\$ -	\$ 20.00
FOR	EVSC	ENV 505	Environmental Communication/ Interpretation	\$ -	\$ 5.00
FOR	EVSC	ENV 512	Environmental Hydrology	\$ -	\$ 10.00
FOR	EVSC	ENV 515	Environmental Impact Statements	\$ -	\$ 25.00
FOR	EVSC	ENV 521	Landscape Ecology	\$ -	\$ 55.00
FOR	EVSC	ENV 550	Air Quality Assessment	\$ -	\$ 20.00
FOR	Forestry	ENV 210	Environmental Measurement	\$ 15.00	\$ 20.00
FOR	Forestry	ENV 349	Environmental Soil Science	\$ 20.00	\$ 25.00

## Appendix 4

FOR	Forestry	FOR 111	Introduction to Forestry	\$ 35.00	\$ 40.00
FOR	Forestry	FOR 205	Forest Biometrics I	\$ 25.00	\$ 27.00
FOR	Forestry	FOR 209	Forest Ecology	\$ 21.00	\$ 35.00
FOR	Forestry	FOR 305	Wildlife Techniques	\$ 75.00	\$ 85.00
FOR	Forestry	FOR 310	Field Silviculture	\$ 175.00	\$ 190.00
FOR	Forestry	FOR 323	Land Measurement	\$ 175.00	\$ 190.00
FOR	Forestry	FOR 325	Timber Cruising	\$ 175.00	\$ 190.00
FOR	Forestry	FOR 329	Harvesting and Processing	\$ 175.00	\$ 190.00
FOR	Forestry	FOR 335	Non-timber Resources Management	\$ 170.00	\$ 190.00
FOR	Forestry	FOR 336	Field Wildlife Techniques	\$ 175.00	\$ 190.00
FOR	Forestry	FOR 349	Principles of Forest Soils	\$ 20.00	\$ 25.00
FOR	Forestry	FOR 404	Urban Forestry	\$ 25.00	\$ 15.00
FOR	Forestry	FOR 411	Timber Management	\$ -	\$ 5.00
FOR	Forestry	FOR 428	Intensive Silviculture	\$ 45.00	\$ 50.00
FOR	Forestry	FOR 441	Ecology, Management, and Harvesting of White-tailed Deer	\$ -	\$ 85.00
FOR	Forestry	FOR 448	Range Management	\$ 5.00	\$ 10.00
FOR	Forestry	FOR 450	Forest Wildlife Habitat Management	\$ 75.00	\$ 85.00
FOR	Forestry	FOR 454	Non-game Wildlife Ecology	\$ 35.00	\$ 40.00
FOR	Forestry	FOR 475	GIS Applications in Wildlife Management	\$ -	\$ 25.00
FOR	Forestry	FOR 505/FOR 455	Wetland Wildlife Management	\$ -	\$ 5.00
FOR	Forestry	FOR 506/FOR 406	Wildlife Population Ecology	\$ -	\$ 5.00
FOR	Forestry	FOR 507	GIS Applications in Wildlife Management	\$ -	\$ 25.00
FOR	Forestry	FOR 509	Forest Hydrology-originally approved for FOR 409	\$ -	\$ 25.00
FOR	Forestry	FOR 527	Advanced Intensive Silviculture	\$ 45.00	\$ 50.00
FOR	Forestry	FOR 528	Regional Silviculture-equivalent FOR 427	\$ -	\$ 5.00
FOR	Forestry	FOR 541	Ecology, Management, and Harvesting of White-tailed Deer	\$ 75.00	\$ 85.00
FOR	Forestry	FOR 544	Urban Forestry-equivalent course FOR 404	\$ -	\$ 15.00
FOR	Forestry	FOR 550	Forest Wildlife Habitat Management	\$ 75.00	\$ 85.00
FOR	Forestry	FOR 554	Non-game Wildlife Ecology	\$ -	\$ 40.00
FOR	Forestry	GIS 395	GIS Database Management	\$ -	\$ 25.00
FOR	Forestry	GIS 400	GIS Programming	\$ -	\$ 25.00
FOR	Forestry	GIS 405	Remote Sensing Applications	\$ -	\$ 25.00
FOR	Forestry	GIS 410	Landscape Modeling	\$ -	\$ 25.00
FOR	Forestry	GIS 411	Emergency Management GIS	\$ -	\$ 25.00
FOR	Forestry	GIS 415	Spatial Analysis	\$ -	\$ 25.00
FOR	Forestry	GIS 420	Ecological Planning	\$ -	\$ 25.00
FOR	Forestry	GIS 500	GIS Programming	\$ -	\$ 25.00
FOR	Forestry	GIS 505	Remote Sensing Applications	\$ -	\$ 25.00
FOR	Forestry	GIS 510	Landscape Modeling	\$ -	\$ 25.00
FOR	Forestry	GIS 511	Emergency Management GIS	\$ -	\$ 25.00
FOR	Forestry	GIS 515	Spatial Analysis	\$ -	\$ 25.00
FOR	Forestry	GIS 520	Ecological Planning	\$ -	\$ 25.00
LAA	Sociology	ANT 477	Special Topics	\$ 40.00	\$ -
LAA	Sociology	SOC 379	Data Analysis	\$ 20.00	\$ -
LAA	Social Work	539	Field Seminar III	\$ 125.00	\$ -
SCM	Biology	BIO 403	Plant Ecology Laboratory	\$ -	\$ 30.00
SCM	Biology	BIO 438	Ichthyology	\$ 10.00	\$ -
SCM	Biology	BIO 450	Limnology	\$ 15.00	\$ 30.00
SCM	Biology	BIO 503	Plant Ecology	\$ 15.00	\$ 30.00
SCM	Biology	BIO 550	Limnology	\$ 15.00	\$ 30.00
SCM	Geology	GOL 471 .012	Cave & Karst Field Trip	\$ -	\$ 175.00
SCM	Mathematics	MTH 439	Advanced Calculus I	\$ -	\$ 45.00
SCM	Nursing	NUR 302/NUR 306	Nursing Fundamentals changing to Basic Nursing Care of Adult Clients	\$ 35.00	\$ 131.00
SCM	Nursing	NUR 316/NUR 307	Health Assessment changing to Assessment Across the Lifespan	\$ 35.00	\$ 120.00
SCM	Nursing	NUR 317/NUR 330	Individuals in Situational Crisis changing to Nursing Case of Young Adults to Elderly	\$ 35.00	\$ 109.00

## Appendix 4

SCM	Nursing	NUR 320	Individuals in Developmental Crisis (Psych)	\$ 70.00	\$ 35.00
SCM	Nursing	NUR 332	Nursing Care in Promotion of Mental Wellness	\$ -	\$ 10.00
SCM	Nursing	NUR 414/NUR 331	Families in Crisis changing to Nursing Care of Women and Children I	\$ 35.00	\$ 35.00
SCM	Nursing	NUR 417/NUR 407	Family Self-Care in Situational Crisis changing to Nursing Care of Women and Children II	\$ 35.00	\$ 50.00
SCM	Nursing	NUR 421/NUR 308	Pharmacology changing to Pharmacology Across The Lifespan	\$ 35.00	\$ 20.00
SCM	Nursing	NUR 423	Nursing Process Practicum	\$ 72.00	\$ 90.00
<b>PROPOSED LAB FEES (FY10)</b>					
SCM	Biology	BIO 526 L	Advanced Pathogenic Bacteriology	\$ -	\$ 30.00
SCM	Biology	BIO 527 L	Advanced Immunology	\$ -	\$ 30.00
SCM	Biology	BIO 528 L	Advanced Virology	\$ -	\$ 30.00
SCM	Biology	BIO 538 L	Ichthyology	\$ 10.00	\$ 20.00
SCM	Biology	BIO 539 L	Advanced Parasitology	\$ -	\$ 30.00
SCM	Biotechnology	BTC 555 L	Proteins and Nucleic Acids Laboratory	\$ 10.00	\$ 30.00
SCM	Biotechnology	BTC 557 L	Advanced Metabolism Laboratory	\$ 10.00	\$ 30.00
SCM	Biotechnology	BTC 558 L	Biophysical Chemistry Laboratory	\$ 10.00	\$ 30.00
SCM	Biotechnology	BTC 559 L	Advanced Biotechniques Laboratory	\$ 10.00	\$ 30.00
SCM	Biotechnology	BTC 561 L	Advanced Techniques in Molecular Biology	\$ 10.00	\$ 30.00
SCM	Biotechnology	BTC 562 L	Advanced Techniques in Protein Chemistry	\$ 10.00	\$ 30.00

**Policies for Board Review**  
**April 21, 2009**

<b>Policy Name</b>	<b>Policy Number</b>	<b>Action/Change</b>	<b>Page Number</b>
Academic Accommodation of Students with Disabilities	F-33	Minor word changes.	P-4
Awarding Academic Credit for Noncollegiate Sponsored Instruction	A-52	Policy title changed. Major rewrite.	P-8
Building Security/Special Events	F-5	Wording clarifications.	P-13
Cellular Telephones and Wireless Communication Devices	F-42	Cellular services will be acquired from two preferred vendors. The cell phone allowance is not included in base pay.	P-14
Dead Week	A-15	Expanded list of student groups affected by policy.	P-17
Departmental Accounting Responsibilities	C-11	Policy title changed. Added form for external grant budget revision requests.	P-18
Emeritus	E-14A	Major rewrite.	P-20
Employee Scholarship Program	E-65	Updated captions.	P-23
Employment of Persons with Criminal History	E-19	Updated captions	P-24
Establishing Centers, Institutes, and Specialized Testing or Service Laboratories	A-71 NEW	New policy.	P-25
Ethics	E-56	Major rewrite.	P-27
Expenditure Authority for Financial Transactions	C-53	Updated captions.	P-38
Faculty Workload	A-18	Major rewrite.	P-39
Financial Aid Code of Conduct	D-53 NEW	New policy.	P-47
Gramm Leach Bliley Act Required Information Security	D-54 NEW	New policy.	P-53
Hall 20 Guest Rooms	B-11	Policy title changed. Minor wording changes. Updated captions.	P-56
Historically Underutilized Businesses	C-16.5	Updated names and titles.	P-58
Identity Theft Prevention	C-60 NEW	New policy.	P-64
Indirect Cost Recovery, Distribution and Use	A-51	Minor wording changed.	P-67

<b>Policy Name</b>	<b>Policy Number</b>	<b>Action/Change</b>	<b>Page Number</b>
Kennedy Auditorium	B-16	Minor word changes. Updated captions.	P-69
Leave of Absence (Faculty)	E-29A	Minor word changes. Updated captions.	P-70
Leave of Absence (Non-Academic)	E-30N	Minor word changes. Updated captions.	P-76
Overtime and Additional Compensation	E-36	Updated captions.	P-83
Parking and Traffic Regulations	D-24	Increase in fee for space in Student Center parking garage. Refunds limited to 5 days after purchase.	P-86
Personnel Action Request	E-39	PARs not required for family medical leave, sick leave, bereavement or administrative leave, leave with pay, injury, military duty, or jury duty.	P-105
Probationary Period of Employment	E-40N	Updated captions.	P-107
Radioactive or Radiation Producing Materials or Equipment	D-27	Major rewrite.	P-108
Research Development Program	A-65	Major rewrite.	P-113
Research Enhancement Program	A-39	Major rewrite.	P-116
Salary Supplements, Stipends, and Additional Compensation	E-9	Minor word changes.	P-120
Smoking and Use of Tobacco Products	E-35.5	Updated captions.	P-127
Solicitation on Campus	D-33	Minor word changes. Updated names, titles, and captions.	P-128
Staff Development	E-47.2	Updated captions.	P-132
Student Discipline	D-34	Minor word changes.	P-133
Student Employment Center	F-26	Students enrolled for less than 6 academic hours may apply for employment eligibility.	P-152
The Ed and Gwen Cole Art Center and the Griffith Gallery	B-36 NEW	New policy.	P-156
Time Sheets	E-52N	Deleted time sheet procedures.	P-158
University Vehicles (Rental & 15 Passenger Vans)	B-30	Drivers involved in accidents must submit to drug screening.	P-162
Use of Amplified Sound on Campus Grounds	D-21	Updated captions.	P-168

<b>Policy Name</b>	<b>Policy Number</b>	<b>Action/Change</b>	<b>Page Number</b>
Wireless Networking	D-49	Major rewrite.	P-169

## **Academic Accommodation of Students with Disabilities (F-33)**

**Original Implementation:** July 14, 1998

**Last Revision:** ~~April 24, 2007~~ *April 21, 2009*

### **The Law:**

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

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

and

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

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

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

Should a university deny a requested accommodation it must be prepared to show very clearly that complying with the request would constitute a fundamental alteration; the unsubstantiated opinion of a faculty member or administrator may not be sufficient for



that purpose. Moreover, the cost of the proposed modification is not usually sufficient reason for denying a requested accommodation.

The following accommodations are very widely accepted in higher education:

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

### **Who must be accommodated?**

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

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

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

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

### **What accommodations must be provided?**

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

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

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

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

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

**Who must provide approved accommodations in a particular course?**

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

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

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

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

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

### **How are disagreements to be resolved?**

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

**Cross Reference:** Section 504 of the Rehabilitation Act of 1973, Public Law 93-112, Title 29 U.S.C. 794 et seq.; and the Americans with Disabilities Act of 1990, Public Law 101-336, 42 U.S.C. 12101 et seq.; Appeal Procedure Relating to the Provision of Accommodations for Students with Disabilities F-34; Accessibility for Persons with Disabilities F-16, Animals on University Property D-3

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

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

**Forms:** None

## Awarding Academic Credit for Noncollegiate Sponsored Instruction *for the BAAS Degree (A-52)*

**Original Implementation:** October 26, 1999

**Last Revision:** ~~July 25, 2002~~ April 21, 2009

### Role and Scope

The purpose of this policy ~~statement~~ is to provide an approved methodology and procedures for students wishing to be awarded ~~academic~~ credit for extrainstitutional learning experiences ~~on~~ *in* the Bachelor of Applied Arts and Sciences (*BAAS*) degree. Further, ~~this~~ policy provides a rationale for the credit awarded and definitions of the significant elements of the process; ~~it also~~ establishes guidelines for developing the life-experience portfolio, and provides a means for monitoring the policy.

### Review

It is the responsibility of the Dean of *Liberal and Applied Arts and Sciences* ~~and Sciences~~ to review and implement this policy.

### Rationale

~~The a~~ Awarding of ~~academic~~ *degree* credit for noncollegiate sponsored instruction is based on the *higher education practice* position that it is ~~reasonable educational practice to grant of granting~~ academic credit for ~~high quality educational attainment comparable to the college level.~~ *programs.* This means of allowing ~~The granting of credit is carried out in a variety of ways including, but not limited to, credit by examination, Advanced Placement (AP) credit, College Level Examination Program (CLEP) credit, portfolio review, and SFASU departmental examination. sound when these programs of study and life experiences overseen by noncollegiate organizations are determined to be at the college level. Further, to be awarded toward the baccalaureate degree the credit must be appropriate to an individual's degree program. The experiences of educational institutions who engage in this practice have shown that the awarding of credit for prior learning often motivates students to enroll and complete the full academic degree process, thus enriching their lives and career opportunities. The credit awarded must be appropriate to an individual's BAAS degree program.~~

### Authority and Oversight and Authority

*The authority granted to SFASU by the Texas Higher Education Coordinating Board (THECB) (July 16, 1974) to offer the BAAS degree contains the following feature: ~~Stephen F. Austin State University was granted authority on July 16, 1974, by the Texas Higher Education Coordinating Board to offer the Bachelor of Applied Arts and Sciences Degree. The proposal submitted to and approved by the THECB for the Bachelor of Applied Arts and Sciences Degree included in Section 1.0 the following special feature which is the focus of this policy statement:~~*

*"Semester hour credit for experience and/or exhibited competency is permissible in both Academic Foundations (up to 12 hours) and Academic Specialization (up to 24 hours)-. An expanded innovative program of advising and counseling will be necessary to administer the program."*

*The College of Liberal and Applied Arts shall maintain oversight of the BAAS degree and ~~Oversight for the degree and authority to administer the life-experience credit program. has been placed with the College of Liberal and Applied Arts. The Dean of the College is charged with~~ shall developing procedures for the to implementation of all features aspects of the ~~Bachelor of Applied Arts and Sciences BAAS Ddegree.~~*

### Definitions

**B.A.A.S. Degree** - The Bachelor of Applied Arts and Sciences ~~D~~degree is designed to offer students with ~~vocational~~occupational-technical training and work experience in a given ~~occupational field~~ the opportunity to obtain a baccalaureate degree without *credit given for life experiences* the usual significant loss of credits that occurs in pursuing a traditional degree. The degree is designed to provide both academic and professional depth to individuals who possess recognized competency in occupational or technical fields.

**Extrainstitutional Learning** - Documented learning experience that accrues to the student outside the sponsorship of an accredited institution of higher education.

**Noncollegiate Sponsored Instruction** - A form of extrainstitutional learning sponsored by non-accredited associations, business, industry, or military units to develop knowledge, skills, and values.

~~**Extrainstitutional Learning** - Any Documented learning experience that accrues to the student outside the sponsorship of an accredited institution of higher education.~~

**Occupational Portfolio** - *A compilation of pertinent documents and third party verification that develops a history and basis for the levels of competency submitted for evaluation. Documentation shall verify that skill levels and occupational competencies are equivalent to college work.*

**Work/Life Experience** - A form of noncollegiate sponsored learning that develops knowledge, skills, and values as a result of sponsored experiences documented through the occupational portfolio.

~~**Occupational Portfolio**—A compilation of pertinent documents and third party verification that develops a history and basis for the levels of competency submitted for evaluation. Documentation should focus on establishing verify that skill levels and occupational competence are equivalent to college work.~~

#### Oversight and Authority

~~Stephen F. Austin State University was granted authority on July 16, 1974, by the Texas Higher Education Coordinating Board to offer the Bachelor of Applied Arts and Sciences Degree. The proposal submitted to and approved by the THECB for the Bachelor of Applied Arts and Sciences Degree included in Section 1.0 the following special feature which is the focus of this policy statement:~~

~~"Semester hour credit for experience and/or exhibited competency is permissible in both Academic Foundations (up to 12 hours) and Academic Specialization (up to 24 hours). An expanded innovative program of advising and counseling will be necessary to administer the program."~~

~~Oversight for the degree and authority to administer the life experience credit program has been placed with the College of Applied Arts and Sciences. The Dean of the College is charged with developing procedures for the implementation of all features of the Bachelor of Applied Arts and Sciences Degree.~~

#### Procedure for Credit Awards

~~Credit for documented life experience is awarded based on the principle that valid learning experiences at the college/university level can occur outside of a direct higher education environment. These learning experiences can be derived through various extrainstitutional encounters such as continuing education, professional development instruction, the process of licensure, in-service training, military training, and direct supervision.~~

The evaluation of noncollegiate credit is dependent upon an examination process ~~that is designed to ascertain whether the life experiences have been of the nature and extent that they are equal to college level instruction.~~ The measure of equivalency ~~(to college level instruction)~~ is determined ~~at by~~ three ~~levels~~ factors:

**1. The Curriculum of the Learning Experience**

~~The course of study being reviewed~~ *work/life experience meets will meet* the standard of currency and relevance *of contemporary institutions of higher education.* That is, it will be equivalent to a course of study that is included in the curriculum of a contemporary institution of higher education.

**2. The Qualifications of the ~~Instructor~~ *Work/Life Evaluator***

~~Supervision~~ *Instruction* for the course must be ~~delivered/supervised~~ *provided* by an individual or individuals whose credentials have been reviewed and accepted by ~~duly~~ authorized peers, ~~or an appropriate sponsoring professional organization or corporation, or an institution of higher education.~~

**3. ~~The Evaluation of the Student~~ *Progress Achievement***

~~Each course of study receiving an award of credit must use a means of evaluating the learner's progress that is appropriate to the subject matter and the manner of instruction.~~ *The evaluation-validation process must use a means of evaluating the learning process that is appropriate to the subject matter and the manner of transmission. must be valid and documented.*

All applications for credit through noncollegiate sponsored learning experiences must be submitted by the students to ~~his/her~~ *their* adviser at the time a degree plan is ~~offered~~ *submitted* to the Dean of Liberal and Applied Arts, ~~and Sciences or his/her~~ *a designee*, for approval. The request for credit must be submitted as an occupational portfolio accompanied by all pertinent documentation. *The Dean of Liberal and Applied Arts, or a designee, shall review all credit recommendations and make a final determination as to the amount of credit to be awarded. Credit awarded shall be submitted to the Office of the Registrar.* ~~Should any credit be awarded for noncollegiate sponsored instruction it will be applied only to the Bachelor of Applied Arts and Sciences Degree.~~

~~The Dean of Liberal and Applied Arts and Sciences or his/her designee will review all credit recommendations and make a final determination as to the amount of credit to be awarded.~~

~~Credit awarded will be submitted to the Office of the Registrar on Form AAS-Ex for posting on the student's transcript.~~

Appeals

Appeals of credit awards ~~may~~*shall* be made in writing to the ~~Academic~~ College Council of the College of *Liberal and Applied Arts and Sciences* for resolution. The Council may either affirm the decision of the ~~d~~Dean or make its own credit recommendation *to the dDean*.

~~In all cases the decision of the Council will be final.~~

#### References

~~Evaluation of the application for credit will be made using the:~~

~~Directory of the National Program on Noncollegiate Sponsored Instruction  
National Guide to Credit Recommendations for Noncollegiate courses  
Guide to the Evaluation of Educational Experiences in the Armed Services  
Aviation Education Review Organization College Credit Standards Guide,~~

~~And *and* other means and resource materials as appropriate and recognized.~~

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

**~~Cross Reference:~~** ~~None~~ *SFA General Bulletin/Advanced Placement & Credit by Examination*

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

**~~Contact for Revision:~~** Dean of *Liberal and Applied Arts and Sciences*

**Forms:** AAS-Ex



## Building Security/Special Events (F-5)

**Original Implementation:** Unpublished

**Last Revision:** ~~April 13, 2006~~ April 21, 2009

It is the responsibility of the University Police Department to open university buildings at ~~6:00 a.m.~~ *at the beginning of each business day* (Monday through Friday) and to secure all buildings after the end of the business day. *Police officers will check all buildings at designated hours during each night shift.*

*When a special event is scheduled in a university building after normal business hours it is the responsibility of all the sponsoring departments to contact the University Police Department when a special event will be held in a University building after normal business hours so the building can remain open. - Buildings will be left open and secured by uUniversity police officers at the appropriate time. At designated hours during each night shift police officers check all buildings.*

*If a special event will include visitors to campus it is the responsibility of all the sponsoring departments to contact the University Police Department at least 48 hours prior to the event within a reasonable amount of time or within 48 hours when a special event will be held at anytime on the University campus. This is so that any special parking arrangements needed can be made to accommodate the visitors to the campus.*

-

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

**Cross Reference:** None

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

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

**Forms:** None

## **Cellular Telephones and Wireless Communication Devices (F-42)**

**Original Implementation:** October 30, 2007

**Last Revision:** ~~January 29, 2008~~ April 21, 2009

### **OVERVIEW**

The university recognizes that certain positions require the use of a cellular telephone (cell phone) or wireless communication device (including personal digital assistants (PDA's) or smartphones) to conduct official business. This policy provides specific guidelines regarding the use of cell phones and/or wireless communication devices.

### **DEFINITIONS**

Wireless Communications Device – cellular telephones, telephone/PDA combinations, and smartphones. For purposes of this policy, laptops and personal computers are not considered wireless communications devices.

### **ELIGIBILITY**

Each department is responsible for establishing whether a specific employee needs a cell phone or wireless communication device service. Criteria for establishing this need include:

1. Requirement to travel frequently on university business.
2. Large amounts of time spent away from the office.
3. A need to contact the individual after normal business hours on a frequent basis.
4. A need for others to be in constant communication with the individual.
5. Safety considerations.

If an employee meets one or more of these criteria, a department head/director may approve a request to provide either a university cell phone or wireless communication device or a communication allowance through one of the following options.

1. **University provided cell phones or wireless communication device:**

If a department chooses this option, the entire amount of the university provided cell phone or wireless communication device is considered as a taxable fringe benefit to the employee. The employee is not required to document personal or business usage. However, the department must require that an employee reimburse the department for calls that exceed the monthly plan amount unless they provide

documentation that the excess use is attributed solely to business related calls. *The Telecommunications Department will determine two preferred vendors from which the university will contract cellular services. All university provided cell phones and plans will be acquired from one of the preferred vendors.*

Departments electing this option must submit a “Cellular Telephone Request and Justification Form” to the assistant director of telecommunications and networking for each employee, as required in policy F-29, Communications Services. The assistant director of telecommunications and networking will communicate the taxable value of the university provided cell phone and wireless communication device to the Payroll Office.

2. **Communication Allowance:**

The department may elect to provide a communication allowance to reimburse the employee for the projected cost of business related charges. The dollar amount of the cell phone allowance should cover the estimated business-related calls and a pro-rata portion of the monthly cost of the phone plan. Determination of the dollar amount of the allowance is made at the departmental level, but will be within guidelines and dollar limits established by the assistant director of telecommunications and networking. These levels are defined on the Communication Allowance Request Form. The communication allowance will be paid through payroll and will be considered taxable income. *The allowance does not constitute an increase to base pay and will not be included for percentage based pay increases or for retirement (TRS or ORP) calculations.*

The communication allowance is established by submitting a completed “Communication Allowance Request Form” to the Payroll Office. Departments should also keep a copy of the form on file for each approved allowance.

The employee is responsible for communicating the telephone number to the department. The employee may, at his or her own expense, add extra services or equipment features as desired.

3. **Intermittent Use of Cell Phones for Business Purposes:**

Some departments may provide cell phones on an intermittent basis to their employees. Intermittent basis is defined as more than one employee assigned use of the phone during the month. In these instances, NO personal use is permitted. Employees using these cell phones will be responsible for documenting all calls as business related. Employees must submit the documentation (phone logs) to the department. Supervisors will be responsible for reviewing the documentation and insuring that employees reimburse the university for any personal calls made inadvertently. Reimbursements must be based on a pro-rata share of the monthly phone bill and made within 30 days of receipt of the telephone bills. These phone

logs must be retained by the department and will be subject to audit. The controller's office must be notified when employees do not submit proper documentation. In these instances, the employee will be responsible for any tax liability associated with phone usage.

**4. Infrequent Use of Cell Phones for Business Purposes:**

If infrequent business calls are made by an employee who does not receive a communication allowance or university-provided phone, departmental approval can be given to reimburse the employee for business calls that exceed personal wireless plan minutes.

Reimbursement of these calls will be made through accounts payable through normal procedures for reimbursement of business related expenses. Appropriate documentation, such as a copy of the wireless plan billing statement and the stated business purpose of the call, should be submitted to support the reimbursement. Any reimbursement of business related calls will not be taxable to the employee.

**Cross Reference:** Communication Services (F-29)

**Responsible for Implementation:** ~~Vice President for Finance and Administration~~ *Provost and Vice President for Academic Affairs*

**Contact for Revision:** Controller, Assistant Director of Telecommunications and Networking

**Forms:** Communications Allowance Request Form, Cellular Telephone Request and Justification Form

## Dead Week (A-15)

**Original Implementation:** June 16, 1982

**Last Revision:** ~~April 24, 2007~~ April 21, 2009

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

The Division of University Affairs and major student groups of the university, including ~~(SGA, RHA, IFC)~~ *Student Government Association (SGA), Student Activities Association (SAA), Residence Hall Association (RHA), SFA Panhellenic Association (SFAPA), National Pan-Hellenic Council (NPHC), Interfraternity Council (IFC) and Multicultural Greek Council (MGC)*, shall observe dead week by refraining from sponsoring on-campus student social activities (parties, dances, films, concerts, banquets). On-campus advertising for any social activity sponsored off-campus by a student group during dead week will not be approved.

**Cross Reference:** Faculty Handbook

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

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

**Forms:** None

## Departmental *Budgeting and Accounting Responsibilities* (C-11)

**Original Implementation:** September 1, 1987

**Last Revision:** ~~April 13, 2006~~ April 21, 2009

It is the responsibility of each department head to exercise budgetary control over and account for the funds and property of his/her department. For that reason all accounts are assigned to an account manager. It is the responsibility of each account manager to maintain records of sales and other revenues, expenditures and encumbrances including salaries and wages, and other charges which support and supplement the controller's office's records.

It is the account manager's responsibility to ensure that each account under his/her control does not exceed budget limitations. In accounts where both revenues and expenditures are projected (i.e. Designated Fund, Restricted Fund and Plant Fund accounts), if actual revenues do not meet budgeted revenues, it is the account manager's responsibility to reduce expenditures accordingly. All deficits are to be thoroughly investigated and resolved in a timely manner. Complete and accurate records of financial transactions are to be maintained by the controller's office and made available to account managers who are responsible for comparing their records with those of the controller's office and reporting any differences promptly to the controller's office. The original approved budgets and all authorized budget revisions for non-~~Restricted~~-*restricted* accounts are maintained by the *budget director of Financial Services*. The original approved budgets and all authorized budget revisions for restricted grants and contracts and gift accounts are maintained by the controller's office. Budget revisions for non-~~Restricted~~-*restricted* accounts *and restricted gift accounts* under the account manager's control can be initiated with the Budget Change and Additional Appropriation Form. *Budget revisions for restricted grants and contract accounts can be initiated with the External Grant Budget Revision Request Form.*

Account access designations can be made on the Administrative Account Request form. Each account manager may designate one or more additional individuals in the department to approve *timesheets*, vouchers, requisitions, and similar documents in his/her absence. The ~~Purchasing Department~~ *Procurement and Property Services Department*, the ~~controller's office~~ *Office of the Controller*, Printing Services, Post Office, Physical Plant and Information Technology Services (Telecommunications and Networking) and other offices initiating billing charges through interdepartmental transfers must be informed of these designations. These designations shall be periodically reviewed and updated.

**Source of Authority:** ~~Vice President for Finance and Administration~~

**Cross Reference:** University policies C-4, Budget Change and Additional Appropriation and C-19, Interdepartmental Transfer (IDT)

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

**Contact for Revision:** ~~Vice President for Finance and Administration~~, Controller,  
*Budget Director*

**Forms:** Budget Change and Additional Appropriation Form, *External Grant Budget Revision Request Form*, Administrative Account Request.

## **Emeritus (E-14A)**

**Original Implementation:** Unpublished

**Last Revision:** ~~July 14, 2005~~ April 21, 2009

~~The rank-title of Emeritus professor is a position of great honor and should be conferred only on those retirees who have a record of distinguished service to the Stephen F. Austin State University (SFASU). The rank-title is not automatic upon retirement, and not all retiring persons should be considered deserving of the position. The rank of emeritus should be the culmination of a career of outstanding service to the university. should Ordinarily be bestowed on an individual the applicant should have who has received at least one of the following honors during his or her career: Regents Professor, SFASU Alumni Distinguished Professor Award, SFASU Foundation Faculty Achievement Award, or SFASU Teaching Excellence Award, or comparable state-wide and/or national professional recognition.~~

### **A. Faculty/Librarian Eligibility**

*To be eligible for an appointment as emeritus, an individual shall meet the following requirements:*

1. *Provide prior service to SFASU for 15 years and hold the rank of professor or librarian IV for the last 10 years;*
2. *Demonstrate professional excellence in teaching, research/scholarly/creative accomplishments, and service to the university.*

### **B. Procedure**

*A nomination for the title of emeritus professor may be submitted by any SFASU tenured faculty member in the nominee's department following the normal promotion timetable. The application shall be reviewed according to the procedures for full professor/librarian IV in the candidate's department and college. The appropriate dean shall forward a recommendation to the provost and vice president for academic affairs (VPAA) who shall, in turn, submit a recommendation to the university's president. A formal appointment as emeritus shall be conferred by the Board of Regents.*

~~The Board of Regents may confer the rank of Emeritus upon the recommendation of the appropriate department, college, Provost and Vice President of Academic Affairs, and the President. An individual on modified service who continues to teach on a part-time basis cannot be recommended for emeritus status while still teaching.~~

### **FACULTY/LIBRARIAN ELIGIBILITY:**

~~To be eligible for such appointment the person must:~~



1. Ordinarily have served SFA University for 15 years and held the rank of professor for the last 10 years.
2. Demonstrate excellence in teaching; evidence of active campus involvement by citing membership on committees; grants and contracts received while at SFA; citing publications while at SFA including performances or exhibitions in music, theater and art; citing involvement in the graduate program at SFA; and by detailing professional and community services. Particular attention should be given to the last five years of the retiree's career.

### **C. Privileges**

*An emeritus professor shall have the following privileges:*

1. Have a Name listed as an Emeritus in the university's *General Bulletin*;
2. Be recognized at the May commencement ceremony following the granting of the Emeritus rank.
3. A place of honor be encouraged to march, following the marshals, in any academic procession held on campus, and be accorded a place of honor in the procession.
4. Representation of the university at community or professional meetings, upon request.
5. Have the right to use the title of emeritus title in professional endeavors.
6. Be encouraged to serve the University by participating on committees, service, at the as requested by of the provost and Vice President of Academic Affairs VPAA.
7. Have the opportunity to audit courses with fees waived, subject to the availability of space and with the consent of the instructor.
8. Be provided office space, laboratory space, a telephone, and a computer, subject to available space and approval of the departmental chair, the dean, and provost and Vice President of Academic Affairs VPAA.
9. Have full library, parking, and health and wellness privileges.
10. Granted e-mail privileges, be issued a faculty I.D. card, and university business cards.

### **D. APPLICATION FOR EMERITUS RANK:**

**Retiree should apply for Emeritus rank following the normal promotion time table and for the last year of employment.**

#### **Administrative Official Eligibility:**

The title "emeritus-" may be given by the president to a retired administrative official not holding faculty rank; effective upon retirement, to recognize exceptional meritorious service, upon approval of the President. Privileges and prerequisites-qualifications to that accompany the title shall be determined by the president. The conferring of this title is not automatic upon retirement.

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

**Cross Reference:** None

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

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

**Forms:** Promotion/Tenure Application

## Employee Scholarship Program (E-65)

**Original Implementation:** January 28, 2003

**Last Revision:** ~~April 13, 2006~~ April 21, 2009

Employees of the university, their spouses and dependents are eligible to participate in the Employee Scholarship Program provided eligibility requirements are met. The detailed program and eligibility requirements can be found on the Human Resources Web site. The widow or widower and dependent children of an individual who died while an employee shall also be eligible for the Employee Scholarship Program.

Participation in the program does not supersede regular work responsibilities. See Policy E-16, Employee Enrolling for Courses.

Benefits under the program are subject to the availability of specific funds in the university budget. The university shall not be required to make funds available in any given fiscal year.

**Source of Authority:** ~~Vice President for Finance and Administration~~

**Cross Reference:** Policy E-16, Employee Enrolling for Courses

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

**Contact for Revision:** Vice President for Finance and Administration

**Forms:** Employee Educational Assistance packet:  
<http://www.sfasu.edu/personnel/EducAssistPacket.pdf>.

## Employment of Persons with Criminal History (E-19)

**Original Implementation:** August 1, 1983

**Last Revision:** ~~April 13, 2006~~ April 21, 2009

No person who has been convicted of a felony or is currently on probation for a felony or convicted of a misdemeanor of moral turpitude shall be employed at the university in a security sensitive position. Exceptions to this rule may be made on the basis of three factors:

1. the immediate past employment of the applicant or employee; or
2. the job relatedness of the crime, or
3. the time elapsed since the crime.

All employees are required to disclose a felony or misdemeanor conviction involving moral turpitude whether prior to or during employment. For purposes of this policy, moral turpitude shall include, but is not limited to dishonesty, giving of a false statement, fraud, and theft. Employees should disclose the conviction to their department head who shall inform the director of human resources.

This rule is designed to assure the safety and security of the students, faculty, and staff and property at the university.

For purposes of this rule, the term "offense that constitutes a felony" shall have the same meaning as the term is used in the Texas Penal Code or any United States codes.

This rule becomes effective and shall apply to all persons applying for, or granted, employment with the university on or after August 1, 1983.

**Source of Authority:** Board of Regents

**Cross Reference:** Security Sensitive Policy E-44

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

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

**Forms:** None

## **Establishing Centers, Institutes, and Specialized Testing or Service Laboratories (A-71) NEW**

**Original Implementation:** Unpublished

**Last Revision:** April 21, 2009

Centers, institutes, and specialized testing or service laboratories (hereafter referred to as “centers”) at Stephen F. Austin State University (SFASU) engage in educational, research, scholarly, service, outreach, and/or faculty development activities. Centers at SFASU are subject to all policies and procedures of the university, as well as to applicable state and federal laws and regulations.

1. A center may be established within an academic department or division, college, or the university and may be interdisciplinary.
2. A formal proposal shall be required for the establishment and official recognition of a center. Procedures and guidelines for proposals must be approved by the provost and vice president for academic affairs and shall be published by the Office of Research and Sponsored Programs (ORSP).
3. A center proposal must include, at a minimum, a description of the mission of the center, its goals and objectives, and how the center shall be structured and funded or otherwise supported by the university.
4. Proposals shall be reviewed by the director of research and sponsored programs and recommended for approval by participating department chairs/directors, academic deans and the appropriate vice president. Recommendations for formal recognition of centers shall be forwarded to the president for approval.
5. Centers may be named by the Board of Regents for persons who have made outstanding contributions to the university.
6. Centers existing at the time of the adoption of this policy are required to submit a formal proposal, consistent with this policy’s guidelines, to remain recognized by the university.
7. A center may not participate in activities that do not, in their entirety, support the mission of the university, including the use of a center’s or the university’s name.
8. Centers shall submit annual updates to the appropriate dean and/or vice president (VP) in a format prescribed by the dean or VP.
9. A center shall be disbanded within five years, unless a request for review and continuation is approved by the authorizing dean and/or VP. The review process shall include, at a minimum, criteria that assess the effectiveness of the center in meeting its mission, goals, and objectives.

10. ORSP shall maintain an inventory of centers and their status.

**Cross Reference:** Guidelines and Procedures for Establishing Centers; Policy D-22, Naming Guidelines

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

**Contact for Revision:** Director, Office of Research and Sponsored Programs

**Forms:** Annual Report for Recognized Centers, Institutes, and Specialized Testing or Service Laboratories; Recommendation to Establish, Continue or Dissolve a Center, Institute, and Specialized Testing or Service Laboratory

## Ethics (E-56)

**Original Implementation:** August 8, 1995

**Last Revision:** ~~April 13, 2006~~ April 21, 2009

### General Policy Statement

It is the policy of Stephen F. Austin State University that all officers and employees maintain high ethical standards in the performance of their official duties. The following guidelines regarding state ethics laws for state employees are applicable to the Board of Regents, the administration, faculty and staff of the university. Other university policies that affect ethical standards include but are not limited to: Policy E-46 Discrimination Complaints/Sexual Harassment; Policy E-12 Dual Employment; Policy E-33 Nepotism; Policy C-33 Purchasing Ethics and Confidentiality; Policy C-46 Fraud; Policy E-11 Discipline and Discharge; *Policy C-27 Purchases from Employees*; *Policy D-53 Financial Aid Code of Conduct*.

### Ethics Laws for State Officers and Employees

State officers and employees owe a responsibility to the people of Texas in the performance of their official duties. See Government Code §572.001. High institutional standards and high personal standards are critical to fulfilling that responsibility. There are a variety of both civil and criminal statutes that set out the ethical responsibilities of state officers and employees. The Texas Ethics Commission is charged with interpreting, issuing advisory opinions, and enforcing certain ethics laws including Chapter 572 of the Government Code and Chapters 36 and 39 of the Penal Code. Those statutes contain provisions relating to conflicts of interest, bribery, gifts, official misconduct, and misuse of state property, among other things. Additionally, §556.004 of the Government Code contains a list of prohibited acts of agencies and individuals with regard to political activity. A variety of other Texas statutes contain specific ethics provisions applicable to state employees and officers. All employees and officers are required to abide by applicable state and federal laws and regulations regardless of whether they are specifically stated in this policy. Contact the general counsel for questions and advice.

#### 1. Conflicts of Interest, Bribery and Gifts

While the law regarding conflicts of interest may be legally complex, §572.051 of the Government Code outlines standards for state officers and employees, which if followed, should prevent most conflicts of interest from occurring. §572.051 does not provide any penalties or sanctions at law for failure to comply with the standards it sets, though in cases of egregious noncompliance a person's behavior could constitute a crime under one of the Penal Code provisions governing the conduct of state officers and employees.

The acceptance of gifts by state officers and employees is addressed in §572.051(1), which provides that a state officer or employee should not accept or

solicit any gift, favor, or service that might reasonably tend to influence the officer or employee in the discharge of official duties or that the officer or employee knows or should know is being offered with the intent to influence the officer's or employee's official conduct.

This simply means that a state officer or employee should never accept anything if it might make him do his job differently, or if he thinks the person giving it has the hope he will do his job differently. Section 572.051(5) provides, in effect, a "no tipping" rule for state officers and employees. It states that a state officer or employee should not intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the officer's or employee's official powers or performed the officer's or employee's official duties in favor of another.

For most state employees, compliance with ~~§571~~572.051(1) and (5) eliminates worry about compliance with either the Penal Code or the lobby law with respect to the acceptance of gifts.

Section 572.051(2), (3), and (4) states that state officers and employees should not engage in economic activities even on their own time that might affect decisions at their state job, or that might lead them to disclose confidential information learned on the job. Simply put, state officers and employees should not engage in business or investments that might make them want to do their state job differently.

Section 572.051(2), (3) and (4) of the Government Code specifically reads as follows:

~~(2) No state officer or state employee should accept employment or engage in any business or professional activity which might reasonably be expected to require or induce a disclosure of confidential information acquired by reason of the official position.~~

~~(3) No state officer or state employee should accept other employment or compensation that could reasonably be expected to impair independent judgment in the performance of official duties.~~

~~(4) No state officer or state employee should make personal investments that could reasonably be expected to create a substantial conflict between the officer's or employee's private interest and the public interest.~~

*572.051. STANDARDS OF CONDUCT; STATE AGENCY ETHICS POLICY.*

*(a) A state officer or employee should not:*

*(2) accept other employment or engage in a business or professional activity that the officer or employee might reasonably expect would*



*require or induce the officer or employee to disclose confidential information acquired by reason of the official position;*

*(3) accept other employment or compensation that could reasonably be expected to impair the officer's or employee's independence of judgment in the performance of the officer's or employee's official duties;*

*(4) make personal investments that could reasonably be expected to create a substantial conflict between the officer's or employee's private interest and the public interest.*

*Added by Acts 1993m 73<sup>rd</sup> Leg., ch. 268, Sec. 1, eff. Sept. 1, 1993.*

*Amended by: Acts 2007, 80<sup>th</sup> Leg. R.S., Ch. 629, Sec. 1, eff. September 1, 2007*

The Texas Penal Code also includes provisions regarding conflicts of interest, bribery and gifts. A state employee commits the offense of bribery if he solicits, offers, or accepts a "benefit" in exchange for his decision, opinion, recommendation, vote, or other exercise of discretion as a state employee. Penal Code §36.02.

Most state employees are subject to a prohibition on the acceptance of "benefits." Penal Code §36.08. For example, an employee of a regulatory agency may not accept a benefit from a person the employee "knows to be subject to regulation, inspection, or investigation by the public servant or his agency." *Id.* §36.08(a). Also, an employee of a state agency who exercises discretion in connection with contracts, purchases, payments, claims, or other pecuniary transactions may not accept a benefit from a person the employee knows is "interested in or likely to become interested in any contract, purchase, payment, claim, or transaction involving the exercise of his discretion." *Id.* §36.08-(d). These prohibitions apply regardless of whether the donor is asking for something in return.

The statutory definition of "benefit" is "anything reasonably regarded as pecuniary gain or pecuniary advantage." Penal Code §36.01(53). In advisory opinions, the Ethics Commission has stated that the following gifts may be benefits: a \$50 clock, a hotel room, a hunting trip, football tickets, a \$160 rifle, and a \$60 restaurant meal. Ethics Advisory Opinions Nos. 97, 94, 90, 69, 60 (1992). Benefits such as food, lodging, transportation, football tickets, etc., may however be permissible if accepted as a "guest." Penal Code §36.10(b). To accept something as a guest, the donor must be present.

Other advisory opinions have concluded that certain items are not benefits. A cup of coffee is not a benefit. Ethics Advisory Opinion No.118 (1993). Small amounts of perishable food delivered to government offices are generally not benefits. Ethics Advisory Opinion No. 62 (1992). Trinkets of minimal value such as coffee

mugs, key chains, and "gimme" caps are generally not benefits. Ethics Advisory Opinion No. 61 (1992). A plaque is not a benefit. Ethics Advisory Opinion No. 36 (1992). Of course, a state officer or employee may accept a gift from a person such as a friend, relative, or business associate with whom he has a relationship independent of that official status if the gift is given on account of that relationship rather than the officer's or employee's official status. Penal Code §36.10(a)(2).

Honoraria may also be considered as gifts or benefits under the Penal Code. A state officer or employee may not solicit, agree to accept, or accept an honorarium in consideration for services he would not have been asked to provide but for his official position. Penal Code §36.07. Thus, for example, the officer or employee may not take a speaker's fee for speaking in his official capacity. Although questions about honoraria come up most frequently in regard to speeches, the prohibition applies to fees or gifts for any service that the officer or employee would not have been asked to provide but for his official position. It is permissible to accept food, transportation, and lodging in connection with a speech or other service performed in an official capacity.

## **2. Official Misconduct and Misuse of State Property**

A state employee would commit an offense if, with intent to obtain a benefit or harm another, he intentionally or knowingly violated a law relating to his office or employment. Penal Code §39.0102(a)(1). This catchall prohibition applies to any violation of a law relating to the employee's state employment. This means, for example, that a violation of a rider to the Appropriations Act, done with intent to obtain a benefit or harm another, could be the basis of a criminal prosecution.

Also, an officer or employee would commit an offense if, with intent to obtain a benefit or harm another, he misapplied any thing of value belonging to the government that has come into his custody or possession by virtue of his state employment. Penal Code §39.0102(a)(2). This provision is the basis for criminal prosecutions regarding the misuse of state property for personal use or otherwise.

Under Government Code §552.352, misuse or improper distribution of confidential information is also considered a specific type of crime involving official misconduct.

In addition to criminal liability, employees may be responsible for the negligent loss, damage or destruction to university property under the Property Liability Policy B-34.

## **3. Financial Disclosure Statements**

Regents and the president must file financial disclosure statements with the Texas

Ethics Commission by April 30 of each year, or as otherwise required under the Government Code Chapter 572.

#### 4. **Prohibited Acts of Agencies and Individuals Regarding Political Activity**

The university, its officers and employees may not use state money, equipment or official authority to influence an election as prohibited by §556.004 of the Texas Government Code. Sections 556.004, 556.005, 556.0055, 556.006, 556.007, 556.008, and 556.009 of the Government Code specifically read as follows:

##### *556.004. PROHIBITED ACTS OF AGENCIES AND INDIVIDUALS.*

- a. *A state agency may not use any money under its control, including appropriated money, to finance or otherwise support the candidacy of a person for an office in the legislative, executive, or judicial branch of state government or of the government of the United States. This prohibition extends to the direct or indirect employment of a person to perform an action described by this subsection.*
- b. *A state officer or employee may not use a state-owned or state-leased motor vehicle for a purpose described by Subsection*
- c. *A state officer or employee may not use official authority or influence or permit the use of a program administered by the state agency of which the person is an officer or employee to interfere with or affect the result of an election or nomination of a candidate or to achieve any other political purpose.*
- d. *A state employee may not coerce, attempt to coerce, command, restrict, attempt to restrict, or prevent the payment, loan, or contribution of any thing of value to a person or political organization for a political purpose.*
- e. *For purposes of Subsection (c), a state officer or employee does not interfere with or affect the results of an election or nomination if the individual's conduct is permitted by a law relating to the individual's office or employment and is not otherwise unlawful.*

*Added by Acts 1993, 73rd Leg., ch. 268, 1, eff. Sept. 1, 1993.*

*Amended by Acts 1999, 76th Leg., ch. 1498, 1, eff. Sept. 1, 1999*

##### *556.005. EMPLOYMENT OF LOBBYIST.*

- a. *A state agency may not use appropriated money to employ, as a regular full-time or part-time or contract employee, a person who is required by Chapter 305 to register as a lobbyist. Except for an institution of higher education as defined by Section 61.003, Education Code, a state agency may not use any money under its control to employ or contract with an individual who is required by Chapter 305 to register as a lobbyist.*

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  - ⊖b. *A state agency may not use appropriated money to pay, on behalf of the agency or an officer or employee of the agency, membership dues to an organization that pays part or all of the salary of a person who is required by Chapter 305 to register as a lobbyist. This subsection does not apply to the payment by a state agency of membership fees under Chapter 81.*

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  - ⊖c. *A state agency that violates Subsection (a) is subject to a reduction of amounts appropriated for administration by the General Appropriations Act for the biennium following the biennium in which the violation occurs in an amount not to exceed \$100,000 for each violation.*

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  - ⊖d. *A state agency administering a statewide retirement plan may enter into a contract to receive assistance or advice regarding the qualified tax status of the plan or on other federal matters affecting the administration of the state agency or its programs if the contractor is not required by Chapter 305 to register as a lobbyist.*

*Added by Acts 1993, 73rd Leg., ch. 268, 1, eff. Sept. 1, 1993.*

*Amended by Acts 1999, 76th Leg., ch. 1498, 1, eff. Sept. 1, 1999; Acts 2003, 78th Leg., ch. 249, 4.11, eff. Sept. 1, 2003.*

#### 556.0055. RESTRICTIONS ON LOBBYING EXPENDITURES.

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  - ⊖a. *A political subdivision or private entity that receives state funds may not use the funds to pay:*

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    - ⊖1. *lobbying expenses incurred by the recipient of the funds;*

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    - ⊖2. *a person or entity that is required to register with the Texas Ethics Commission under Chapter 305;*

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    - ⊖3. *any partner, employee, employer, relative, contractor, consultant, or related entity of a person or entity described by Subdivision (2); or*

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  - |
    - ⊖4. *a person or entity that has been hired to represent associations or other entities for the purpose of affecting the outcome of legislation, agency rules, ordinances, or other government policies.*

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  - ⊖b. *A political subdivision or private entity that violates Subsection (a) is not eligible to receive additional state funds.*

*Added by Acts 1999, 76th Leg., ch. 1498, 1, eff. Sept. 1, 1999.*

#### 556.006. LEGISLATIVE LOBBYING.

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  - ⊖a. *A state agency may not use appropriated money to attempt to influence the passage or defeat of a legislative measure.*

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  - ⊖b. *This section does not prohibit a state officer or employee from using state resources to provide public information or to provide information responsive to a request.*

*Added by Acts 1997, 75th Leg., ch. 1035, 86, eff. June 19, 1997.  
Amended by Acts 1999, 76th Leg., ch. 1498, 1, eff. Sept. 1, 1999.*

**556.007. TERMINATION OF EMPLOYMENT**

*A state employee who causes an employee to be discharged, demoted, or otherwise discriminated against for providing information under Section 556.006 (b) or who violates Section 556.004 (c) or (d) is subject to immediate termination of employment.*

*Added by Acts 1999, 76th Leg., ch. 1498, 1, eff. Sept. 1, 1999.*

**556.008. COMPENSATION PROHIBITION.**

*A state agency may not use appropriated money to compensate a state officer or employee who violates Section 556.004(a), (b), or (c) or Section 556.005 or 556.006(a), or who is subject to termination under Section 556.007.*

*Added by Acts 1999, 76th Leg., ch. 1498, 1, eff. Sept. 1, 1999.*

**556.009. NOTICE OF PROHIBITIONS.**

*1-a. A state agency shall provide each officer and employee of the agency a copy of Sections 556.004, 556.005, 556.006, 556.007, and 556.008 and require a signed receipt on delivery. A new copy and receipt are required if one of those provisions is changed.*

*2-b. A state agency shall maintain receipts collected from current officers and employees under this section in a manner accessible for public inspection.*

*Added by Acts 1999, 76th Leg., ch. 1498, 1, eff. Sept. 1, 1999."*

As required by these statutory provisions, all employees shall receive and sign for (or electronically acknowledge receipt) of a copy of this policy as administered by the university's Department of Human Resources.

**5. Disclosure Statement for Employees Involved in Purchasing, Contracting, and Investments**

As required by §2262.004 of the Government Code, university personnel who make decisions or recommendations regarding the preparation of a solicitation, evaluation of a bid or proposal, who should be awarded the contract, or contract terms or conditions of a major contract award must disclose in writing to the

president on a form prescribed by the state auditor direct or indirect pecuniary interests (10% interest or \$25,000 threshold) or family relationships (nepotism) which that employee may have in the major contract award. A major contract award involves a contract of at least \$1million in value. Use the referenced disclosure form developed by the Office of the State Auditor.

Additionally, Section 2254.032 of the Texas Government Code requires officers and employees who have any financial interest in an offer to provide consulting services to the university to report that interest to the president no later than the tenth day after the date that the offer is submitted. University personnel must also report any individual related to them within the second degree by consanguinity or affinity (as determined by Section 573 of the Government Code) who has an interest in any consulting offer made to the university.

In addition to the specific reporting requirements and thresholds of §2262.004 of the Government Code, university personnel have broader reporting and ethics requirements outlined in the Purchasing Ethics and Confidentiality Policy C-33. Officers and employees also have a legal disclosure requirement to declare any interest in property that is to be acquired by the university as outlined in Government Code Chapter 553.

Investment officers responsible for the investment of public funds under the Public Funds Investment Act, Government Code Chapter 2256, must disclose personal relationships and interests involving investment transactions.

Officers and employees are encouraged to contact the general counsel if they have questions or concerns about the applicability of this disclosure form and to disclose possible indirect or direct pecuniary interests which do not meet the minimum threshold limits outlined in these statutory provisions. Disclosure of all possible pecuniary interests in major or non-major contract awards or procurements is required by the Purchasing Ethics and Confidentiality Policy C-33 to avoid other possible conflict of interest concerns. Potential transactions with relatives of employees should also be disclosed to the general counsel for advice and counsel to initiate measures that avoid any appearances of a conflict of interest.

## **6. Disclosure by Public Servant of Interest in Property**

Section 553.002 of the Government Code requires individuals who are elected, appointed, employed or designated as an officer of government and who have a legal or equitable interest in property that is to be acquired with public funds to file an affidavit with the county clerk of the county the individual resides in and the county clerk of each county in which the property is located. The affidavit must be filed within 10 days before the date on which the property is to be acquired by purchase or condemnation. The contents of the affidavit are included

in this section.

## **7. Conflicts of Interest for Officers (Regents)**

In addition to the statutory restrictions outlined above or in referenced policies, officers of the university, namely regents, are held to relatively strict standards for conflicts of interest under law. Conflicts of interest may involve indirect or direct pecuniary interests as established in Texas common law. Specific statutory exceptions have been carved out to allow regents to recuse themselves from specific actions. Section 572.058 of the Government Code permits regents to disclose a personal or private interest in a measure, proposal, or decision pending before the board and not participate in board action involving that matter. Section 51.923 of the Education Code allows the university to contract with corporations in which regents may have certain interests under the following circumstances: 1) nonprofit corporations which may have one or more regents serving on their board, 2) corporations with which a regent holds 5 % (or less) beneficial interest or stock and involve affiliation, licensing or sponsored research, or are contracts which have been subject to competitive bid or competitive sealed proposals. Regents with interests in such measures must recuse themselves from the decision on behalf of the university. Regents should contact the general counsel on possible conflict of interest matters and disclose to counsel potential direct or indirect pecuniary interests in matters pending before the Board of Regents. Potential transactions with relatives of regents should also be disclosed to the general counsel for advice and counsel to avoid any appearances of a conflict of interest.

## **8. Nepotism**

Officers and employees are reminded that hiring certain close relatives as defined in the university's Nepotism Policy E-33 and/or under state law is prohibited.

## **9. Discrimination and Sexual Harassment**

Discrimination and sexual harassment are prohibited by university policy E-46, and also under state and federal law.

## **10. Equity Ownership and Management Participation relating to Research, Development, Licensing and Exploitation of Intellectual Property**

Ownership of any equity interest in a business entity that has an agreement with the University relating to research, development, licensing, or exploitation of intellectual property created or discovered by an employee shall be disclosed to

the president or his designee. The president shall take any necessary steps to avoid injury to the university as a result of potential conflicts of interest arising out of such equity ownership.

No employee may serve as a director, officer, or employee of a business entity that has an agreement with the university relating to research, development, licensing, or exploitation of intellectual property in which the university has an ownership interest except upon request of, or prior approval by, the Board of Regents. Authorization to serve as a director, officer, or employee of such a business entity may be subject to one or more conditions established to avoid injury to the university as a result of potential conflicts of interest.

In accordance with §51.912 of the Texas Education Code, the names of all business entities that have an agreement with the university relating to the research, development, licensing, or application of intellectual property in which employees own an equity interest, or for which such persons serve as director, officer, or employee, shall be reported to the governor and legislature on an annual basis. The university may accept equity interests as partial or total compensation for rights conveyed in agreements with business entities relating to intellectual property owned by the university. The university may negotiate, but shall not be obligated to negotiate, an equity interest on behalf of any employee as a part of an agreement between the university and a business entity relating to intellectual property created, discovered, or developed by the employee and owned by the university.

#### *10.11.*      **Summary**

In this age of high ethical standards and unrelenting public scrutiny, it is imperative that all state officers and employees be aware of applicable ethics laws. Texas governmental entities are run under an open government system, and all public officers and employees are subject to review. Anyone who has questions or concerns should contact the university's general counsel. A copy of this policy shall be annually filed with the Texas Higher Education Coordinating Board as required by the General Appropriations Act.

**Source of Authority:** ~~Article III, § 26 of the General Appropriations Act as adopted by the 78th Legislature, Texas Government Code Chapter 572, Texas Government Code Chapter 573, Texas Penal Code § 36.01, et. seq., § 39.01, Texas Government Code § 552.352, Texas Government Code § 556.004 — § 556.009, Texas Government Code § 2262.004, Texas Education Code § 51.923, Texas Education Code § 51.912, Texas Government Code § 403.271(a) — § 403.278, Texas Government Code § 2203.004, Texas~~



~~Government Code Chapter 553, Texas Government Code § 2254.032, Texas Government Code § 553.002, Texas Government Code Chapter 2256 and other applicable state and federal laws, Board of Regents~~

**Cross Reference:** *Article III, § 24 of the General Appropriations Act as adopted by the 80th Legislature, Texas Government Code Chapter 572, Texas Government Code Chapter 573, Texas Penal Code § 36.01, et. seq., § 39.02, Texas Government Code § 552.352, Texas Government Code § 556.004 – § 556.009, Texas Government Code § 2262.004, Texas Education Code § 51.923, Texas Education Code § 51.912, Texas Government Code § 403.271(a) – § 403.278, Texas Government Code § 2203.004, Texas Government Code Chapter 553, Texas Government Code § 2254.032, Texas Government Code Chapter 2256 and other applicable state and federal laws, Board of Regents; Policy E-46 Discrimination Complaints/Sexual Harassment, Policy E-12 Dual Employment, Policy E-33 Nepotism, Policy C-33 Purchasing Ethics and Confidentiality, Policy C-46 Fraud, Policy E-11 Discipline and Discharge, Policy C-27 Purchases from Employees, Policy D-53 Financial Aid Code of Conduct, Policy B-34 Property Liability Policy, the Faculty Handbook*

**Responsible for Implementation:** *President*

**Contact for Revision:** General Counsel

**Forms:** Disclosure Statement for Purchasing Personnel

## Expenditure Authority for Financial Transactions (C-53)

**Original Implementation:** April 13, 2006

**Last Revision:** ~~None~~ April 21, 2009

The Stephen F. Austin State University Board of Regents authorizes the president of the university to designate individuals to approve payments on banks and financial institutions and expenditures paid through the Uniform State Accounting System (USAS). Only individuals who are properly designated by the president are allowed to approve payments of the university's expenditures. Only university employees may be designated to approve the university's expenditures.

For the purpose of this policy, this designation will apply to those persons who have the authority to sign checks, authorize wire transfers, authorize Automated Clearing House (ACH) transactions, and release expenditures in USAS.

Individuals designated to approve payments must sign and submit a signature card to the relevant state agency or financial institution with documentation showing they are properly designated to approve the university's expenditures.

The Stephen F. Austin State University Board of Regents authorizes the vice president for finance and administration to designate a USAS security coordinator and assistant security coordinator. The Office of the Vice President for Finance and Administration is responsible for removing expenditure authority when an individual is no longer authorized to approve expenditures or is terminated. The security coordinator or assistant security coordinator is responsible for removing expenditure authority in USAS when an individual is no longer authorized to approve expenditures or when an individual is terminated.

**Source of Authority:** ~~Title 34, Texas Administrative Code, Part 1, Chapter 5, Subchapter F, Rule 5.61; Security Coordinator Reference Guide~~

**Cross Reference:** ~~None~~ Title 34, Texas Administrative Code, Part 1, Chapter 5, Subchapter F, Rule 5.61; Security Coordinator Reference Guide

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

**Contact for Revision:** Vice President for Finance and Administration, Controller

**Forms:** None

## Faculty Workload (A-18)

**Original Implementation:** November 4, 1977

**Last Revision:** April 28, 2005 April 21, 2009

### **~~1.0-I. GENERAL POLICY~~ General Policy**

~~The mission of Stephen F. Austin State University (SFASU) is to provide students a foundation for success, a passion for learning and a commitment to responsible global citizenship in a community dedicated to teaching, research, creativity and service.~~

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

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

*The faculty workload policy is intended to balance student, institutional, and professional interests in an equitable manner. Stephen F. Austin State University (SFASU) is, above all, focused on teaching excellence. Individual workload responsibilities should be designed to support this priority. The workload policy applies to all full-time university personnel who hold faculty rank and whose positions are listed in the annual budget. The same calculations shall also apply to part-time instructional personnel.*

*The normal faculty workload assumes the performance of teaching, research/scholarly/creative, and service activities. The distribution of effort among these three categories is reviewed on an annual basis by the department/school/division (hereafter referred to as "department") chair/director (hereafter referred to as "chair"). In all cases, student instructional needs shall be the determining factor in arranging workload schedules. While one category of performance activity may dominate in an academic year, faculty must fulfill departmental expectations in all categories. The Provost and Vice President for Academic Affairs (VPAA) may allow departures from workload standards when in the interest of the University.*

## **II. Workload Allocations**

- A. *Faculty members are expected to perform an equivalent of eight (8) teaching units of work during the regular (Fall and Spring semesters) academic year. In general, a three credit hour course equals one teaching unit and eight teaching units correspond to an eight course teaching load. Additionally, faculty members are expected to engage in research/scholarly/creative and service activities at levels that are appropriate to their rank and departmental tenure/merit criteria. Within reasonable limits, certain supplemental instructional activities—such as independent studies, internships, advising, and thesis/dissertation supervision—are also considered part of a regular workload.*
- B. *Any work that exceeds normal expectations in the categories of research/scholarly/creative accomplishment and service constitutes an opportunity to request a course load reassignment with the department chair. Reassignment is not automatic but depends upon student and departmental needs. Each reassignment, whether for a single semester or an academic year, must be approved by the appropriate dean and the Provost and VPAA. The written request for reassignment must identify the work that shall be produced and demonstrate that an amount of work equivalent to the instruction of a three credit hour course shall be performed. A faculty member is not limited to a single reassignment request per semester if adequate justification exists.*
- C. *Section 51.402 of the Texas Education Code governs the allocation and calculation of workload assignments. Each college shall define the equivalencies for Teaching Load Credit (TLC) with teaching units in a manner that addresses its mission. Colleges shall consider the number of students, the method of the teaching/learning experience in regard to the delivery, preparation time, methods of evaluation, and level of supervision for laboratory and practicum in the determination of this formula. The appropriate dean and the Provost and VPAA must approve each college's TLC equivalency guidelines. A perfect match between TLCs and teaching units is not mandatory because normal workload patterns vary by department and college. Department/division chairs are responsible for converting TLCs and other activities into teaching units. Course contact and credit hours are derived from the faculty-to-student interaction matrix contained in the course inventory file.*
- D. *The instruction of a course overload, when at the invitation of a department/division chair, may qualify a faculty member either to additional compensation or to a teaching load reduction in a subsequent semester.*
- E. *A dean may also propose a reduction in teaching load for a faculty member in other circumstances, including:*

- *for chairing an academic department or division (Policy E-7A);*
- *for performing administrative duties in support of a department/college/university;*
- *for preparing course material during the first semester and/or year when included as part of the initial tenure-track contract.*

*All teaching load reductions must be approved by the Provost and VPAA.*

## **2.0 TEACHING LOAD STANDARDS AND EQUIVALENCIES**

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

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

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

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

Section 3.0 addresses possible exceptions from the standard teaching load.—

### **2.1 Teaching Load Credit (TLC) Equivalencies**

#### **2.1.1 Lecture, seminar and laboratory course types**

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

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

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

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

## 2.12 Practicum course types

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

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

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

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

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

## 2.13 Private lesson course types

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

## 2.14 Master's thesis and dissertation course types

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

Dissertation course TLC generation varies by discipline. Chairs and deans of doctoral programs will assign TLC based on the discipline specific needs and available resources. Master's thesis and dissertation course type credits may be granted with available funding and without adverse effect on the academic department teaching responsibilities.

## 2.15 Variable credit courses

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

## 2.16 Cross-listed or composite courses

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

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

## 2.17 Independent Study

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

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

## 2.18 Summer teaching

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

## 3.0 TEACHING LOAD EXCEPTIONS

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

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

### ~~3.1 Teaching Load Exception Types~~

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

#### ~~3.11 Administration~~

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

#### ~~3.12 New Faculty~~

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

#### ~~3.13 Other Exceptions~~

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

#### ~~3.14 Teaching Overloads~~

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

### III. Compliance

- A. Department chairs are responsible for assigning faculty workloads and for verifying the accuracy of workload reports for each faculty member in the department.*

### 4.0 COMPLIANCE

#### 4.1 Department Chair/Program Director



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

#### 4.2 Dean

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

- B. Deans monitor and approve faculty workloads under their authority and review workload reports submitted by chairs, and may require department offices to input and update faculty workload data in the University's administrative software system.*

#### 4.3 Provost

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

- C. The Provost and VPAA supervises and approves workload reports. If the department chair and dean cannot resolve a dispute over the equity of a workload issue, faculty members may appeal to the Provost and VPAA for a final decision.*

#### 4.4 President

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

- D. -The President submits the Faculty Workload Reports to the Board of Regents for its review.*

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

**Cross Reference:** *Texas Education Code §51.402; SFASU policies A-18A Summer Teaching Appointments, A-37 Overload Assignments, E-6A Chair Appointments, E-7A Chair Teaching Load, and E-9 Compensation in Excess of Base Salary*

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

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

| **Forms:** ~~Faculty Activity Report~~ *None*

## Financial Aid Code of Conduct (D-53) NEW

**Original Implementation:** April 21, 2009

**Last Revision:** None

This Code of Conduct is promulgated under the Higher Education Act (HEA) §487(a)(25), as reauthorized and amended by the Higher Education Opportunity Act, and is not intended to conflict with any Texas law involving conflict of interest and/or ethics, specifically Texas Government Code §572.051. This Code of Conduct ensures that such laws are not violated and is consistent with Stephen F. Austin State University Policy E-56: Ethics. To ensure public confidence in the financial aid system and to promote high ethical standards, provisions in this Code of Conduct may exceed the minimum limits required by law.

### I. Definitions

A. “Lending Institution” or “Lender” shall mean (i) any entity that itself, or through an affiliate, engages in the business of making loans to students, parents or others for purposes of financing higher education expenses or that securitizes such loans, or (ii) any entity, or association of entities, that guarantees education loans. “Lending institution” or “Lender” shall not include the University or the state or federal government. The Texas Guaranteed Student Loan Corporation (TG) is exempt from this definition.

B. “University” shall mean Stephen F. Austin State University and those entities who subscribe to their policies and this Code of Conduct.

C. “Compensation” shall mean anything of value including, but not limited to, money, credits, loans, discounts, payments, fees, forgiveness of principal or interest, reimbursement of expenses, charitable contributions, stock options, consulting fees, educational grants, vacations, prizes, gifts or other items of value, whether given directly or indirectly.

D. “Trade Association” shall mean any higher education, financial aid, lending or banking trade, industry or professional association that receives Compensation within the preceding 12-month period from any Lending Institution or Lender.

E. “Outside Director” shall mean a member of a Lender’s Board of Directors or Board of Trustees who receives Compensation from such Lender in connection with his or her service on the Board of Directors or Board of Trustees and who receives no other compensation from the Lender as an officer, employee, or agent of the Lender or otherwise.

F. “Agent” shall mean a person acting as a representative of and at the direction of or under the control of a University where such person’s responsibilities with respect to the University relate primarily to the University’s activities involving financial aid or the business of higher education loans.

## **II. Code of Conduct**

### **A. Prohibition of Certain Compensation to University Employees**

1. No University trustee, director, officer, or Agent, or any employee who is employed in the financial aid office of the University or who otherwise has responsibilities with respect to higher educational loans or other financial aid at the University, and no spouse or dependent children of any such persons ("Family Member"), shall accept any Compensation of more than nominal value (not to exceed \$20), directly or indirectly, during any 12-month period from or on behalf of a Lending Institution or Trade Association, except that this provision shall not be construed to prohibit any officer, trustee, director, Agent or employee of the University, or any of their Family Members, from receiving Compensation for the conduct of non-University business with any Lending Institution or Trade Association or from accepting Compensation that is offered to the general public.

2. Notwithstanding the prohibitions in subsection II.A.1 or any other provision of this Code of Conduct: (a) The University may hold membership in any nonprofit professional association; (b) A University trustee, director, officer, or employee who is not employed in the financial aid office of the University and does not have responsibilities with respect to higher educational loans or financial aid, may serve as an Outside Director of a Lending Institution or Trade Association and receive Compensation at the Lending Institution's or Trade Association's established compensation rates for Outside Directors, provided that any University trustee, director, officer or employee serving on the board of the Lending Institution or Trade Association is precluded from participating in such board's discussions or decisions that might affect the interests of the University and provided further that such University trustee, director, officer or employee complies with the University's policy on Ethics (E-56), and receives annual written notice of the requirements of both this Code of Conduct and the University's conflict of interest policy. Further, notwithstanding the prohibitions in subsection II.A.1, a trustee, director, officer or employee of a Lending Institution or Trade Association who does not have responsibilities with respect to higher education loans or financial aid shall not be prevented from serving on the Board of Directors of a University solely by virtue of his or her position with the Lending Institution or Trade Association, provided that any such person serving on the board of the University is precluded from participating in such board's discussions or decisions that might affect the interests of such Lender or Trade Association or that relate to financial aid or higher education loans.

3. The prohibitions set forth in this subsection II.A shall include, but not be limited to, a ban on any payment or reimbursement by a Lending Institution or Trade Association to a University employee or Family Member for lodging, meals, or travel to conferences or training seminars unless such payment or reimbursement is related solely to non-University business. University employees whose duties relate to financial aid may accept food or refreshments of nominal value provided or paid for by a Lender or Trade Association at a meeting, conference or seminar related to their professional development or training. University employees are not precluded from attending any

educational or training program related to financial aid or higher education loans where no registration fee is charged to any attendee because of a Lender's or Trade Association's sponsorship or support of the program, and provided that the registration fee is limited to covering the costs associated solely with the education or training component of the program.

**B. Limitations on University Employees Participating on Lender Advisory Boards**

Any person who is employed in the financial aid office of a covered educational institution, or who otherwise has responsibilities with respect to private education loans or other financial aid of the institution, and who serves on a lender advisory board, commission, or group established by a private educational lender or group of such lenders shall be prohibited from receiving anything of value from the private educational lender or group of lenders except reimbursement for reasonable expenses. An annual report will be provided to the Secretary of Education of any reasonable expenses paid. Each report shall include the amount for each specific instance of reasonable expenses paid or provided; the name of the financial aid official, other employee, or agent to whom the expenses were paid or provided, the dates of the activity for which the expenses were paid or provided, and a brief description of the activity for which the expenses were paid or provided. Lenders can obtain advice and opinions of financial aid officials on financial aid products and services through Trade Associations, industry surveys or other mechanisms that do not require service on Lender advisory boards and provided that any reimbursement for expenses be limited to reasonable expenses as defined for service on advisory boards. This provision shall not apply to participation on advisory boards that are unrelated in any way to financial aid or higher education loans. This paragraph does not apply to serving in the Texas Guaranteed Student Loan Corporation (TG).

**C. Prohibition of Certain Compensation to the University**

1. Neither the University, nor any alumni association, booster club, foundation, athletic organization, social organization, academic organization, professional organization or other organization affiliated with the University ("Affiliated Organizations"), may accept any Compensation from any Lending Institution or Trade Association in exchange for any advantage or consideration provided to the Lending Institution or Trade Association related to the Lending Institution's or Trade Association's financial aid or education loan activity. This prohibition shall include, but not be limited to (i) revenue sharing by a Lending Institution or Trade Association with the University or Affiliated Organizations, (ii) the receipt by the University or Affiliated Organizations from any Lending Institution or Trade Association of any equipment or supplies, including without limitation, computer hardware and software, for which the University pays below-market prices, and (iii) printing costs or services, provided that a University or Affiliated Organizations shall not be prohibited from accepting a Lender's or Trade Association's own standard printed brochures or informational material that does not contain the University's logo or otherwise identify the University.

2. Notwithstanding anything else in this subsection II.C., the University may accept assistance comparable to the kinds of assistance provided by the Secretary of the U.S. Department of Education to schools under or in furtherance of the Federal Direct Loan Program.

3. Nothing in this subsection shall prohibit a University from accepting endowment gifts, capital contributions, scholarship funding, or other financial support from a Lender or Trade Association, so long as the University gives no competitive advantage or preferential treatment to the Lender or Trade Association related to its education loan activity in exchange for such support.

#### **D. Preferred Lender Lists**

In the event that the University promulgates a list of preferred or recommended lenders or similar ranking or designation (“Preferred Lender List”), then:

1. Every brochure, web page or other document that sets forth a Preferred Lender List must clearly disclose, textually or by clearly designated hyperlink, the process and criteria by which the University selected Lenders for said Preferred Lender List, including but not limited to the payment of origination fees, competitive interest rates or other terms, high-quality servicing, and additional benefits beyond the standard terms;

2. Every brochure, web page or other document that sets forth a Preferred Lender List or identifies any Lender as being on said Preferred Lender List shall state in the same font and same manner as the predominant text on the document that students and their parents have the right and ability to select the education loan provider of their choice, are not required to use any of the Lenders on said Preferred Lender List, and will suffer no penalty from the University for choosing a Lender that is not on said Preferred Lender List;

3. Every brochure, web page or other document that sets forth a Preferred Lender List or identifies any Lender as being on said Preferred Lender List shall state in the same font and same manner as the predominant text any affiliations between the lenders on the Preferred Lender List; and

4. The University’s selection of Preferred Lenders and the University’s decision as to where or how prominently on the list the Lending Institution’s name appears shall be based solely on the best interests of student and parent borrowers, utilizing stated criteria that are limited to benefits provided to borrowers (such as competitive interest rates and repayment terms, quality of loan servicing, and whether loans will be sold) and the ability to work efficiently and effectively with the University to process loans, without regard to the pecuniary interest of the University or to any benefits provided by Lending Institutions to the University or any of the University’s officers, trustees, directors, Agents or employees or their Family Members. The University’s selection of any Preferred Lender shall be limited to the types of loans for which that Lender has been selected, based on the benefits to the borrower for those types of loans, and the University’s Preferred Lender list shall indicate the types of loans for which each Lender has been selected as a Preferred Lender. Nothing in this provision is intended to restrict the University’s ability to exercise its discretion in making its own,

final judgment about which lenders best meet the University's criteria and the needs of its student and parent borrowers.

5. The University shall review its Preferred Lender List at least annually;

6. The University shall require that all Preferred Lenders commit, in writing to disclose to the borrower, at the time a loan is issued: (a) whether the loan may be sold to another Lender; (b) that the loan terms and benefits will not change if the loan is sold to another Lender; and (c) that the loan benefits may change if the borrower chooses to consolidate his or her loans; and

7. The University shall ensure that any Preferred Lender list that it publishes to students contain no less than three (3) unaffiliated Lending Institutions for Federal Family Educational Loans (FFEL) and two (2) unaffiliated Lending Institutions if private loans.

**E. Prohibition of Lending Institutions' Staffing of University Financial Aid Offices**

1. No employee or other agent of a Lending Institution may staff the University financial aid offices at any time. The University shall ensure that no employee or other representative of a Lending Institution is ever identified to students or prospective students of the University or their parents as an employee or agent of the University. The foregoing prohibitions notwithstanding, if the University believes that it would benefit students, the University may allow representatives of Lenders to conduct informational sessions, such as exit interviews and presentations on loan payment and loan consolidation options, so long as: (a) student attendance is voluntary; (b) a University representative explains that other Lenders may provide similar services; (c) the affiliation of the Lender representative is disclosed at the start of the presentation; (d) the Lender representative does not promote the products or services of any Lender, and (e) the University takes reasonable steps to ensure compliance with the requirements of this paragraph.

2. In the event that the University permits a Lender to conduct information sessions or exit interviews as set forth in subsection E.1. above, the University must retain control of any interview or presentation offered by Lenders. Control may be evidenced by: (a) a University employee attending such interview or presentation; (b) the University recording or videotaping the interview or presentation; or (c) with respect to an exit interview conducted electronically via the internet, the University creating or approving in advance the content of such electronic exit interview.

**F. Proper Execution of Master Promissory Notes**

The University shall not link or otherwise direct potential borrowers to any electronic Master Promissory Note or other loan agreement unless the Master Promissory Note or agreement allows borrowers to enter the Lender code or name for any Lender offering the relevant loan or the University's link to the electronic Master Promissory Note or agreement informs borrowers of alternative means of entering into a Master Promissory Note or agreement with any Lender of the borrower's choice. Any information the University

provides to borrowers about completing a Master Promissory Note or agreement with a Preferred Lender must provide the information required in subsections II.D.1 and II.D.2 above. This paragraph shall not apply to telephone conversations in which a student merely seeks assistance in completing the Master Promissory Note and has already selected a lender.

**G. Revolving Door Prohibition**

1. In the event a University hires an employee who will be employed in the financial aid office of the University or who otherwise will have responsibilities with respect to higher educational loans or other financial aid and such employee was employed by a Lender during the 12 month period prior to the date of hire by the University, such employee shall be prohibited from having any dealings or interactions with such Lender on behalf of the University for a period of 12 months from the date such employee's employment with the Lender was terminated.

2. In the event a Lender hires an employee who was employed by the University during the 12-month period prior to the date of such employee's hire by the Lender, the University shall be prohibited from having any dealings or interactions with such employee that relate to financial aid or higher education loans for a period of 12 months from the date such employee's employment with the University was terminated.

**Cross Reference:** Higher Education Opportunity Act; Texas Government Code §572.051; Ethics (E-56)

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

**Contact for Revision:** Office of Financial Aid and General Counsel

**Forms:** None



## **Gramm Leach Bliley Act Required Information Security (D-54) NEW**

**Original Implementation:** April 21, 2009

**Last Revision:** None

### **Overview**

This policy summarizes Stephen F. Austin State University's (university) comprehensive written information security program (program) to address the Standards of Safeguarding Customer Information Safeguard Rule as mandated in 16 CFR 314 of the Gramm-Leach-Bliley Act (GLBA).

This policy defines the program as required by the GLBA to ensure ongoing compliance with federal regulations related to the program. This policy incorporates other university policies and procedures that deal with obligations to maintain the security of confidential information and those that are required by other federal and state laws and regulations.

### **Program Objectives:**

1. Ensure the security and confidentiality of customer information,
2. Protect against any anticipated threats or hazards to the security of customer information, and
3. Protect against unauthorized access or use of such data or information in ways that could result in substantial harm or inconvenience to students, faculty, staff, and the university community.

### **Definitions:**

*Customer information* means any record containing nonpublic personal information as defined in 16 CFR 313.3(n), about a customer (student, prospective student, parent, guardian, faculty, or staff), whether in paper, electronic, or other form, that is handled or maintained by or on behalf of the university.

*Information security program* means the administrative, technical, or physical safeguards the university uses to access, collect, distribute, process, protect, store, use, transmit, dispose of, or otherwise handle customer information.

*Nonpublic financial information* means any information that meets any of the following criteria:

- Information a student or other third party provides in order to obtain a financial service from the university;
- Information about a student or other third party resulting from any transaction with the university involving a financial service; or

- Information obtained about a student or other third party in connection with offering a financial service to that person.

*Offering a financial service* includes offering student loans, receiving information from a current or prospective student's parents as a part of a financial aid application, and other miscellaneous financial services as defined in 12 CFR 225.28.

*Service Provider* means any person or entity that receives, maintains, processes or otherwise is permitted access to customer information through its provision of services.

### **Scope of the Program**

The program applies to any record containing nonpublic financial information about a student or other third party who has a relationship with the university, whether in paper, electronic or other form that is handled or maintained by or on behalf of the university.

### **Elements of the Program:**

#### **Designate a Program Representative(s)**

Oversight of the program will lie with the vice president for finance and administration (VPFA). The VPFA will designate a program officer with overall responsibility for overseeing the university's information security program and may designate other representatives of the university to assist in the coordination of the program. Any questions regarding the implementation of the program or the interpretation of this document should be directed to the VPFA.

#### **Identify and Assess Risk**

The university intends, as part of the program, to undertake to identify and assess reasonably foreseeable internal and external risks to the security, confidentiality, and integrity of nonpublic financial information that could result in the unauthorized disclosure, misuse, alteration, destruction, or other compromise of such information. In implementing the program, the program officer will establish procedures for identifying, and assessing such risks in each relevant area of the university's operations including:

- Employee training and management;
- Information systems and information processing and disposal; and
- Detecting, preventing and responding to attacks.

#### **Design and Implement Safeguards**

The risk assessment and analysis described above shall apply to all methods of handling or disposing of nonpublic financial information, whether in electronic, paper or other form. The program officer will, on a regular basis, implement safeguards to control the risks identified through such assessments and to regularly test or otherwise monitor the

effectiveness of such safeguards. Such testing and monitoring may be accomplished through existing network monitoring and problem escalation procedures.

### **Overseeing Service Providers**

The university will select appropriate service providers that are given access to customer information in the normal course of business and will contract with them to provide adequate safeguards. The program officer will work with the Office of the General Counsel to develop and incorporate standard contractual protections applicable to third party service providers, which will require such providers to implement and maintain appropriate safeguards.

### **Program Review and Revision**

The program officer is responsible for evaluating and adjusting the program based on the risk assessment activities, as well as material changes in the university's operations or other circumstances that may have a material impact on the program.

**Cross Reference:** 12 CFR 225.26; 16 CFR 314; 16 CFR 313.3(n); SFASU Policy Acceptable Use of Information Resources (F-40), Computer & Network Security (D-8.1) and Student Records (D-13)

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

**Contact for Revision:** Vice President for Finance and Administration

**Forms:** None

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## **Hall 20 Guest Rooms (B-11)**

**Original Implementation:** January 21, 1986

**Last Revision:** ~~April 13, 2006~~ April 21, 2009

The provisions of the policy on the Use of University Facilities, *B-1*, govern the use of all buildings, facilities, equipment, and grounds, hereafter referred to as facilities, under the control of Stephen F. Austin State University. That policy provides that the university may establish additional procedures for the reservation and use of specific facilities; therefore, the following provisions apply to Hall 20 Guest Rooms.

Three guest rooms are available in Hall 20 for use by individuals who are engaged in university related business/activities *that are sponsored by a department/office and require overnight lodging.* ~~which require overnight lodging, or individuals who are invited to the University by the President as official guests.~~ Requests from university departments for use of these rooms for their guests will be approved/disapproved according to the two criteria listed below.

1. The guest must be one for whom the university, the sponsoring department in particular, would pay lodging expenses if the guest rooms did not exist. University departments requesting use of the rooms should do so only when lodging is a normal, reimbursable travel expense to the visitor. "Free lodging" should not be offered to individuals who are providing a service/performance for the university for a specified fee when travel expenses, in addition to the fee, were not a part of the contract or agreement.
2. The length of stay should not exceed three consecutive nights.

The guest rooms are located on the ground floor of Hall 20. Furnishings are hotel/motel style; available rooms have either a king bed or twin beds. Guests have access to ice and vending machines. Reserved parking is available in the small lot adjacent to Hall 20. University staff provides daily custodial service.

Decisions regarding eligibility for use of these accommodations and reservations for the guest rooms are made ~~throughby~~ the *Residence Life* ~~Housing~~ Department, 936-468-~~extension 6601~~. Details and responsibilities of the university department reserving guest rooms are given below.

1. The department requesting to ~~reserve~~ a room *reservation* should complete the Guest Room Reservation (Hall 20) Form on the SFA Business Forms link on the SFA web site. The following information will be needed:
  - name of university guest;
  - dates of stay;
  - name of university sponsor and the department responsible for the guest (see 2 below);
  - purpose of visit, (i.e., job interview, performance, etc.);

- name of the department who will be financially responsible for damages and/or lost keys.

2. Each guest must have a university sponsor who serves as the contact person regarding any change in arrival/departure or special needs. The sponsor is responsible for communicating such information to the *Residence Life*~~Housing~~ Department, and for the pick-up and return of room keys and the parking permit to the *Residence Life*~~Housing~~ Department.

3. Guests may check into Hall 20 after 3 p.m. and check out time is 11 a.m.

**~~Source of Authority:~~** Director of Housing

**Cross Reference:** ~~None~~ *University policy B-1, Use of University Facilities*

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

**Contact for Revision:** *Residence Life Department*~~Housing Department~~ Administrative Assistant

**Forms:** None

## Historically Underutilized Businesses (C-16.5)

**Original Implementation:** August 2, 1994

**Last Revision:** ~~April 13, 2006~~ April 21, 2009

### MISSION

The mission of the Stephen F. Austin State University Historically Underutilized Business (HUB) program is to insure that all vendors, including Historically Underutilized Businesses, receive full and equal opportunity to participate in contracting opportunities through race-, ethnic-, and gender-neutral policies.

### COMMITMENT

In accordance with Texas Government Code, ~~Title 10, Subtitle D, Chapter~~ § 2161; and 134 Texas Administrative Code §§~~111.11-111.28~~20.11-.28, Stephen F. Austin State University will make a good faith effort to utilize Historically Underutilized Businesses (HUBs) in contracts for construction, services, including professional and consulting services, and commodities contracts. The university is committed to making a good faith effort to increase business with HUBs by setting goals that recognize both underutilized and overutilized businesses identified in the State of Texas Disparity Study.

Heavy Construction other than building contracts

Underutilized Goals - 6.6% (BL, HI, AS, AI)

Overutilized Goals - 5.3% (WO)

Building Construction including general contractors and operative builders contracts

Underutilized Goals - 25.1% (BL, HI, WO)

Overutilized Goals - 1.0% (AS, AI)

Special Trade construction contracts

Underutilized Goals - 47.0% (BL, HI)

Overutilized Goals - 10.2% (AS, AI, WO)

Professional Services Contracts

Underutilized Goals - 18.1% (BL, HI, WO)

Overutilized Goals - 1.9% (AS, AI)

Other Services contracts

Underutilized Goals - 33.0% (BL, HI, AS, AI, WO)

Overutilized Goals - None

Commodities contracts

Underutilized Goals - 11.5% (BL, HI, WO)

Overutilized Goals - 1.1% (AS, AI)

AI-American Indian AS-Asian American; BL-Black American; HI-Hispanic American; WO-Woman

## ADMINISTRATION

The Director of ~~Purchasing and Inventory~~ *Procurement and Property Services* shall serve as the official HUB Coordinator, executing all responsibilities associated with the position, and ensuring full participation in the HUB program by the ~~Purchasing~~ *Procurement and Property Services* Department and that purchasing policies are written to ensure HUBs have maximum opportunity to participate in all procurement opportunities.

## GOALS

In development of a HUB plan in accordance with Texas Government Code, ~~Chapter~~ *Section* 2161.123, the university has established the following goals and specific programs.

### Goal #1

The university will ensure that best value procurement policies regarding solicitations are written to meet or exceed the State's HUB solicitation requirements.

- A. Solicitations over \$5,000, but less than \$25,000 will include a minimum of three informal solicitations, with no less than 50% being HUB's
- B. Solicitations over \$25,000 will include a minimum of five formal solicitations, with no less than 50% being HUB's.

- C. Formal solicitations will be posted to the ~~Purchasing~~*Procurement* Department web site.
- D. Solicitations exceeding \$25,000 will be posted to the Texas Marketplace.
- E. Solicitations \$100,000 and greater will require a HUB Subcontracting Plan (HSP) to be submitted as required by ~~134~~ TAC Section ~~111~~20.14. See Goal #3.
- F. Solicitations \$50,000 to \$100,000 will be reviewed for subcontracting opportunities, and if appropriate, the solicitation will require a HUB Subcontracting Plan (HSP) to be submitted in accordance with the ~~TBPCTPASS~~ HUB Subcontracting Plan requirements.
- G. Opportunities for subcontractors will be posted on the SFA ~~Purchasing~~*Procurement* web-site and on the Texas Marketplace, as required by prime contractor contracts.

## Goal #2

The university will pursue various forms of outreach to identify HUB vendors and non-certified minority and women-owned businesses with which to develop a business relationship. Non-certified minority and women-owned businesses will be advised of and/or assisted with the State's certification process.

- A. The university ~~Purchasing~~*Procurement* Department will host a vendor fair at which vendors across the state will be invited to participate. Vendors will be provided with information regarding how to do business with the university, as well as information about the HUB certification process, and other state rules and guidelines. The university campus, other state agencies, ISD's, and city and county governments will be invited to attend. HUB vendors will be clearly identified on their company label and in the program. Other state agencies will be invited to co-host and attend.
- B. The HUB Coordinator and/or ~~Purchasing Department buyers~~*Assistant HUB Coordinator* will attend and participate in economic opportunity forums in the Houston, Dallas and Austin Metroplexes and East Texas. HUB vendor information from these forums will be disseminated to all ~~Purchasing~~*Procurement* Department buyers as well as targeted end users.
- C. The university ~~Purchasing~~*Procurement* Department will utilize the HUB directory provided by ~~TBPCTPASS~~ on-line when soliciting potential suppliers and subcontractors for commodities, services, and construction contracts.
- D. The HUB Coordinator *and/or Assistant HUB Coordinator* will work with the local chamber and other minority chambers and/or business organizations to present upon request a seminar on how to do business with the university. The seminar will include the university's HUB program and information about the HUB certification process.



- E. The university ~~Purchasing~~ *Procurement* Department will send a mail piece to all new Texas vendors added to the university's vendor database advising them of the State's HUB certification process.
- F. The university will host ~~at least four (4) HUB vendors per year at a HUB forum(s)~~ *quarterly Supplier Showcases* at which the HUB vendor(s) will be invited to present their business to appropriate ~~procurement~~ personnel from the ~~Purchasing~~ *Procurement* Office as well as end users with delegated purchasing authority. When appropriate, contracted construction managers or architect/engineers will be invited to attend.
- G. The university will work with prime contractors assisting them in identifying HUBs, providing lists of potential subcontractors from the ~~TBPCTPASS~~ Centralized Master Bidder's Lists, and posting subcontracting opportunities on the SFA web-site.

### Goal #3

Stephen F. Austin State University will seek to contract with HUBs indirectly through subcontracting opportunities in accordance with Texas Government Code, Chapter 2161, Subchapter F and Commission HUB Rules, ~~434~~ TAC Section ~~444~~20.14.

- A. Solicitations \$100,000 or greater will include the ~~TBPCTPASS~~ HUB Subcontracting Plan (HSP) requirements. Respondents will be required to submit a HUB Subcontracting Plan (HSP) as required by the solicitation documents in order for the response to receive consideration.
- B. Cooperative and emergency procurements completed without a solicitation and valued at \$100,000 or greater will include HUB Subcontracting Plan (HSP) requirements.
- C. Contractors will be provided information about the university's mentor-protégé program at pre-bid conferences and/or at the time of award of contracts valued at \$100,000 or greater.
- D. Construction contracts will require the prime contractor to provide subcontractor bid opportunities to the HUB Coordinator for posting on the SFA ~~Purchasing~~ *Procurement* web-site and on the Texas Marketplace.

### Goal #4

The university will establish educational training for personnel making procurement decisions to assure compliance with stated objectives

- A. The university ~~Purchasing~~ *Procurement* Department will conduct training seminars for all campus departments advising them of all current purchasing policies and procedures, including HUB good faith effort requirements.

- B. ProCard training will include an emphasis on the need to make small purchases from HUBs.
- C. The ~~Purchasing~~ *Procurement* Department will use the ~~TBPCTPASS~~ listing to provide HUB resources for SFA departments.

#### Goal #5

The university will gather HUB data to comply with state reporting requirements.

- A. Semi-annual and annual report data will be submitted within the timeframe and in the format required by ~~TBPCTPASS~~.
- B. Semi-annual and annual reports will be scrutinized closely for correct vendor number data.
- C. HUB Subcontracting information will be compiled on a monthly basis and reported semi-annually and annually.
- D. Monthly HUB reports will be submitted to the president of the university providing HUB expenditure data for each vice presidential division and including individual department contributions to the university's overall HUB percentage.

#### Goal #6

The university will maintain a program to foster long-term relationships between leaders of mature established companies and emerging minority and women owned companies (that are HUB certified or eligible to be HUB certified) in order for the latter to benefit from the knowledge and experience of the established firm.

- A. The university offers a Mentor-Protege program patterned after the ~~TBPCTPASS~~ program and in accordance with Government Code § 2161.065.
- B. The university will sign Memorandums of Understanding with organizations such as SCORE and the Angelina Procurement Assistance Center to assist in developing the mentor-protégé agreement and analyzing the protégé's business plan.
- C. The university's Mentor-Protégé program will be advertised at all HUB Economic Opportunity Forums attended.
- D. Vendors with whom expenditures of \$100,000 or more are recorded annually will receive an annual mailing with information about the university's mentor-protégé program requesting that they consider participating.

~~Source of Authority: Board of Regents, President, Vice President for Finance and Administration~~

**Cross Reference:** Texas Government Code, ~~Title 10, Subtitle D, Chapter 2161~~ § 2161; and Texas Administrative Code, ~~sections 111.11 through 111.28~~ §§ 20.11-.28; Policy C-7, Best Value Procurement

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

**Contact for Revision:** Director of ~~Purchasing and Inventory~~ *Procurement and Property Services*/HUB Coordinator

**Forms:** None

## Identity Theft Prevention (C-60) NEW

**Original Implementation:** April 21, 2009

**Last Revision:** None

### Purpose

The purpose of this policy is to establish an Identity Theft Program (“Program”) designed to detect, prevent and mitigate identity theft in connection with covered accounts and to provide continued administration of the program in compliance with applicable regulations. The program will include reasonable policies and procedures to:

1. Identify risks that signify potentially fraudulent activity within new or existing covered accounts;
2. Detect risks when they occur in covered accounts;
3. Respond to risks if fraudulent activity has occurred and act if fraud has been attempted or committed; and
4. Update the program periodically to reflect changes in risks to students, covered accounts and previous experience with identity theft.

This policy is in addition to any other information security policies currently at Stephen F. Austin State University.

### Definitions

**Identity Theft** means fraud committed or attempted using the identifying information of another person without authority.

**Covered account** means:

1. An account that a financial institution or creditor offers or maintains, primarily for personal, family, or household purposes, that involves or is designed to permit multiple payments or transactions; and
2. Any other account that the financial institution or creditor offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of the financial institution or creditor from identity theft, including financial, operational, compliance, reputation, or litigation risks.

**Creditor** means any person who regularly extends, renews, or continues credit; any person who regularly arranges for the extension, renewal, or continuation of credit; or any assignee of an original creditor who participates in the decision to extend, renew, or continue credit

**Red Flag** means a pattern, practice or specific activity that indicates the possible existence of identity theft.

**Red Flag Rules** are rules issued by the Federal Trade Commission (FTC) on November 7, 2007 regarding identity theft. These rules implement Sections 114 and 115 of the Fair and Accurate Credit Transactions Act and require certain policies and procedures be developed that are designed to detect, prevent and mitigate identity theft.

**Service Provider** means a person that provides a service directly to the financial institution or creditor.

## **Elements of the Program**

### **Identification of Red Flags**

The program includes relevant red flags from the following categories as appropriate:

1. Alerts, notifications or warnings from a credit reporting agencies;
2. The presentation of suspicious documents;
3. The presentation of suspicious personal identifying information;
4. Unusual use of, or suspicious activity related to, the covered account.

### **Detecting Red Flags**

The program addresses the detection of red flags in connection with the opening of covered accounts and existing covered accounts by:

1. Obtaining identifying information about, and verifying the identity of, a person opening a covered account; and
2. Authenticating customers, monitoring transactions, and verifying the validity of change of address requests in the case of existing covered accounts.

### **Responding to Fraudulent Activity**

Once potentially fraudulent activity is detected, an employee must act quickly, as a rapid appropriate response can protect employees, students and the University from damages and loss.

1. The employee will gather all related documentation and present this information to the designated authority for determination.
2. The designated authority will complete additional authentication to determine whether the attempted transaction was fraudulent or authentic and will respond appropriately.
3. If the activity is deemed fraudulent, procedures as outlined in the university Fraud Policy (C-46) will be followed.

### **Periodic Updates to Program**

At periodic intervals established in the program, or as required, the program will be re-evaluated to determine whether all aspects of the program are up to date and applicable in the current business environment. Periodic reviews will include, at a minimum, an assessment of:

1. The types of covered accounts offered or maintained;
2. The methods provided to open covered accounts;
3. The methods provided to access covered accounts;
4. Previous experience with identity theft;
5. Red flags as identified above and the need to define new red flags; and
6. Response procedures defined above and their efficacy to reduce damage to the university and its customers.

**Program Administration****Oversight of the Program**

Oversight of the program will lie with the vice president of finance and administration (VPFA). The VPFA will be responsible for appointing a program officer with the specific responsibility for the program's development, implementation and administration; reviewing reports prepared by staff regarding compliance with Red Flag rules; and approving material changes to the program as necessary to address changing identity theft risks.

**Reports**

University staff responsible for the development, implementation, and administration of the program should report to the program administrator at least annually, on compliance with the program. The report should address such issues as: the effectiveness of the policy and procedures in addressing the risk of identity theft in connection with covered accounts; service provider arrangements; significant incidents involving identity theft and management's response and recommendations for material changes to the program.

**Staff Training**

Staff training in all elements of this program shall be conducted at least annually for those employees, officials and contractors for whom it is reasonably foreseeable may come into contact with covered accounts or personally identifiable information that may constitute a risk to the university or its customers.

**Oversight of Service Provider Arrangements**

It is the responsibility of the university to ensure that the activities of all service providers are conducted in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft. Contractual arrangements with service providers should specifically require the service provider to maintain its own identity theft prevention program consistent with the guidance of the red flag rules.

**Cross Reference:** Fair and Accurate Transaction Act of 2003; 16 CFR Part 681; and 16 CFR Part 681 Appendix J; Fraud Policy (C-46)

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

**Contact for Revision:** Vice President for Finance and Administration

**Forms:** None

## Indirect Cost Recovery, Distribution, and Use (A-51)

**Original Implementation:** October 26, 1999

**Last Revision:** ~~January 30, 2007~~ April 21, 2009

Indirect costs are those incurred for a common or joint purpose ~~which~~ *that* benefit more than one university ~~department/unit~~/activity; and which are not readily assignable to a specific ~~department/unit~~/activity. They also are known as Facilities and Administrative (F&A) or overhead costs. In most instances, grantors and funding entities agree to reimburse the university for ~~the~~ overhead expenses of conducting research, education, and service projects. This policy establishes guidelines for the recovery, distribution, and use of such reimbursements from externally funded grants, contracts, and cooperative agreements.

### Indirect Cost Recovery

The Principal Investigator or Project Director must include indirect costs in the proposed budget for all grants, contracts, and cooperative agreements at the maximum rate allowed by the sponsor. Only the *director of the Office of Research and Sponsored Programs (ORSP)* ~~Associate Vice President for Graduate Studies and Research~~ or his/~~her~~*the Director's* designee, ~~in consultation with the President,~~ is authorized to negotiate ~~alternate~~ *alternative* indirect cost rates with sponsors, *which are then recommended to the president for approval.*

### Indirect Cost Distribution and Use

The Texas Education Code, Section 145.001, provides that recovered indirect costs can be retained by State universities to support and encourage further research. The revenue from indirect cost reimbursements to ~~Stephen F. Austin State University-SFASU~~ *SFASU* ~~will be~~ *is* ~~shall be~~ *allocated annually as follows:*

1. ~~To the Office of Research and Sponsored Programs (ORSP)~~ *shall receive* an amount sufficient to cover the total actual costs of operations as approved ~~through the Academic Affairs budget process~~ *by the provost and vice president for academic affairs (VPAA).*
2. *The academic units that generated the recovered indirect costs shall receive Fifty percent (50%) of any remaining revenue (after Step 1) up to \$100,000 and one hundred percent (100%) of any remaining revenue in excess of \$100,000 to be distributed to academic units that generated the recovered indirect costs. Such units shall expend the funds for projects encouraging further research, including:*
  - a. *conducting pre-grant feasibility studies;*

- b. preparing competitive proposals for sponsored programs;
- c. providing carryover funding for research to provide continuity between externally funded projects;
- d. supporting new researchers pending external funding;
- e. purchasing capital equipment directly related to expanding the research capability of the institution; and
- f. *providing* research or project administrative costs not covered by the funding entity.

~~3.~~ All funds shall be expended to support research and sponsored programs at ~~Stephen F. Austin State University~~ *SFASU* according to the provisions of the Texas Education Code, Section 145.001. Additionally, the university shall report the actual amounts of money retained and expended under this policy and the estimated amounts for the next biennium in its report to the Legislative Budget Board as part of the biennial budget reporting process.

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

**Cross Reference:** ~~None~~ *Texas Education Code § 145.001*

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

**Contact for Revision:** ~~Associate Vice President for Graduate Studies and Research~~  
*Director, Office of Research and Sponsored Programs*

**Forms:** None



## Kennedy Auditorium (B-16)

**Original Implementation:** September 1, 1975

**Last Revision:** ~~October 20, 2005~~ April 21, 2009

~~The provisions of University Policy B-1, Use of University Facilities, govern the use of all buildings, facilities, equipment and grounds, hereinafter referred to as facilities, under the control of Stephen F. Austin State University. That policy provides that the University may establish additional procedures for the reservation and use of specific facilities; therefore, the following provisions apply to the Kennedy Auditorium.~~

Reservations for ~~the~~ Kennedy Auditorium ~~must~~ *shall* be made with the dean of the College of Sciences and Mathematics.

1. ~~No admission fees shall be charged. A Facility Reservation Agreement form must be completed and approved by the dean. event is scheduled for which an admission fee is charged.~~
2. ~~Verification is~~ *shall be* required ~~from the University Center~~ that no space is available in the Baker Pattillo University Student Center ~~is available~~ prior to a student organization requesting ~~allowing student organizations to use of~~ the Kennedy Auditorium.
3. The university ~~is~~ *shall* not be responsible for items left in the auditorium.
4. ~~It is the responsibility of~~ The person making the reservation *shall be responsible for* ~~to~~ obtaining any needed equipment, such as a podium, projector, public address system, etc.
5. ~~The~~ *Persons* reserving the auditorium ~~will~~ *shall* be responsible for keeping the facility clean and for repairing any damage.
6. No materials ~~are~~ *shall* ~~to~~ be taped or in any way affixed to the walls, doors (interior or exterior), chalkboards or screens without prior written approval *of the dean*.

Violation of the above regulations ~~will~~ *shall* result in denial of future use.

**Source of Authority:** ~~Board of Regents, President, Vice President for Finance and Administration~~

**Cross Reference:** *Policy B-1, Use of University Facilities*

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

**Contact for Revision:** Dean of the College of Sciences and Mathematics

**Forms:** None

## Leave of Absence (Faculty) (E-29A)

**Original Implementation:** September 1, 1981

**Last Revision:** ~~April 13, 2006~~ April 21, 2009

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

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

Leaves may be granted with the following conditions:

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

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

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

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

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

**Parental Leave** - Employees who do not qualify for FML are entitled to parental leave for the birth of a child or the adoption or foster care placement of a child under the age of three. Parental leave cannot exceed 12 weeks. The employee must first use all available and appropriate sick leave while taking the leave and the remainder of the leave is unpaid. Such parental leave may only be taken for the birth of a natural child or the adoption or foster care placement with the employee of a child under 3 years of age. The leave period begins with the date of birth or the adoption or foster care placement.

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

### **Emergency Leave**

1. Bereavement Leave: Regular employees will be granted bereavement leave without a loss in pay when a death occurs in their family. For the purposes of bereavement leave,

family is defined as the employee's spouse, or the employee's and spouse's parents, children, brothers, sisters, grandparents and grandchildren.

The amount of time granted for bereavement leave shall not exceed three days. A full three days is not automatically granted since it is intended that such leave be limited to the reasonable amount of time necessary for travel, funeral arrangements, and funeral services.

Requests for bereavement leave should be submitted to the department official who has the authority to approve leave. Requests for bereavement leave for family members not mentioned above, or for leaves greater than three days are subject to the approval of the director of human resources, the divisional vice president, and the university president. Employees requesting bereavement leave may be required to provide documentary evidence of the relative's death to qualify for paid leave.

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

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

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

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

Requests for emergency/administrative leave will not be approved unless authorized by the employee's immediate supervisor and department head, the director of human resources, the divisional vice president, and the university president. All requests for emergency leave should be routed to the employee's supervisor on the "Emergency Leave Request" form.

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

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

## **Military Leave**

State employees are eligible for leave to accommodate:

- Authorized training or duty for the state's military forces and members of any reserve branch of the U.S. Armed Forces.
- Activation of the state's National Guard by the governor.
- National emergency activation for members of a reserve branch of the U.S. Armed Forces.

**Adjusted Work Schedule for Military Leave-** This agency will adjust the work schedule of a military member so that two of the employee's days off each month coincide with two days of military duty.

**Authorized Training for Duty-** A state employee who is called to active duty or authorized training is entitled to a leave of absence of 15 days in each federal fiscal year (October 1 - September 30) without loss of pay or benefits. The 15 days need not be consecutive. In addition, these days are "working" days, not "calendar" days. After exhausting the 15 days, the employee may use accrued vacation or be placed in a leave without pay status (or combination of the two) for the remainder of the active duty period.

**Call to National Guard Active Duty by the Governor :** A member of the National Guard called to active duty by the governor because of a state emergency is entitled to receive emergency leave without loss of military or annual leave. This leave is not limited and will be provided with full pay.

**Certain Benefits and Service for State Employees-** A member of the state military forces who is ordered to active state duty by the governor or by other proper authority under the law of this state is entitled to the same benefits and protections provided:

- To persons performing service in the uniformed services by 38 U.S.C. Sections 4301-4313 and 4316-4319, as that law existed on April 1, 2003; and
- To persons in the military service of the United States by 50 App. U.S.C. Sections 501-536, 560, and 580-594, as that law existed on April 1, 2003.

This applies only to persons serving on active state duty on or after the effective date of this statute without regard to the date on which the person was initially ordered to active state duty.

**Call to National Duty:-** A member of the National Guard or any reserve branch of the U.S. Armed Forces called to federal active duty during a national emergency is entitled to an unpaid leave of absence after exhausting the 15 days of paid military leave. The employee retains any accrued sick or vacation leave. The employee does not earn sick or annual leave during this period; however, he or she does accrue state service credit. The employee may use any accrued annual leave, compensatory time, or overtime leave to maintain benefits for the employee or the employee's dependents while on military duty. Before the employee departs for military service, the agency shall review with the employee any issues relating to maintaining health insurance coverage. Additionally, the employee may continue to accrue service credit with ERS by receiving at least one hour of state pay during each month of active military service. The employee may use any combination of paid leave to qualify for state pay.

**Differential Pay:** The agency shall grant sufficient emergency leave to provide a pay differential if the employee's military gross pay is less than the employee's state gross pay. The combination of gross military pay and emergency leave may not exceed the employee's actual state gross pay.

**Restoration of Employment:-** To be eligible for restoration of employment at the conclusion of military service, the employee must be honorably discharged no later than five years after induction, enlistment, or call to duty and must be physically and mentally qualified to perform the duties of the job.

**Certified Red Cross Activities Leave** - Employees who are certified disaster service volunteers of the American Red Cross or are in training to become such a volunteer are entitled to a leave of absence not to exceed 10 days each fiscal year. The employee must have the approval of his or her supervisor and a formal request from the Red Cross. In addition, the approval of the governor's office is required. An employee on such leave will not lose pay, vacation time, sick leave, earned overtime, and/or compensatory time during this leave. The pool of certified disaster volunteers must not exceed 350 participants at any one time.

**Volunteer Firefighters/Emergency Medical Services Training Leave** - Volunteer firefighters and emergency medical services volunteers will be granted a paid leave of absence not to exceed five working days each fiscal year for attending training schools conducted by state agencies.

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

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

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

All requests for leave *without pay* must be accompanied by a "Personnel Action Request" form.

**Source of Authority:** ~~General Appropriations Act, art. V, secs. 2 and 8; President;~~  
Director of Human Resources

**Cross Reference:** Non-Academic Employee Handbook; *Family and Medical Leave Act*, 5 U.S.C. §§ 6381-6387

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

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

**Forms:** Personnel Action Request, see Index E-39; Emergency/ Bereavement Leave Request ([http://apache.sfasu.edu/sfa\\_forms/EMERGLEAVEREQUEST.shtml](http://apache.sfasu.edu/sfa_forms/EMERGLEAVEREQUEST.shtml)); Administrative Leave ([http://apache.sfasu.edu/sfa\\_forms/EMERGLEAVEREQUESTadmin.shtml](http://apache.sfasu.edu/sfa_forms/EMERGLEAVEREQUESTadmin.shtml))

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

**Original Implementation:** September 1, 1981

**Last Revision:** ~~April 13, 2006~~ April 21, 2009

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

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

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



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

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

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

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

**Parental Leave** - Employees who do not qualify for FML are entitled to parental leave for the birth of a child or the adoption or foster care placement of a child under the age of three. Parental leave cannot exceed 12 weeks. The employee must first use all available and appropriate paid vacation and sick leave while taking the leave and the remainder of the leave is unpaid. Such parental leave may only be taken for the birth of a natural child or the adoption or foster care placement with the employee of a child under 3 years of age. The leave period begins with the date of birth or the adoption or foster care placement.

**Foster Parent Leave** - An employee, who is a foster parent to a child under the protection of the Department of Family and Protective Services (DFPS), is entitled to a

leave of absence with full pay for the purpose of attending staffing meetings held by the DFPS regarding the employee's foster child. In addition, the employee may attend, with a paid leave of absence, the Admission, Review, and Dismissal (ARD) meeting held by a school district regarding the child under the foster care of the employee.

### **Emergency Leave**

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

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

Requests for bereavement leave should be submitted to the department official who has the authority to approve leave. Requests for bereavement leave for family members not mentioned above, or for leaves greater than three days are subject to the approval of the director of human resources, the divisional vice president, and the university president. Employees requesting bereavement leave may be required to provide documentary evidence of the relative's death to qualify for paid leave.

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

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

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

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

Requests for emergency/administrative leave will not be approved unless authorized by the employee's immediate supervisor and department head, the director of human resources, the divisional vice president, and the university president. All requests for emergency leave should be routed to the employee's supervisor on the "Emergency Leave Request" form.

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

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

### **Military Leave**

State employees are eligible for leave to accommodate:

- Authorized training or duty for the state's military forces and members of any reserve branch of the U.S. Armed Forces.
- Activation of the state's National Guard by the governor.
- National emergency activation for members of a reserve branch of the U.S. Armed Forces.

**Adjusted Work Schedule for Military Leave:** The university will adjust the work schedule of a military member so that two of the employee's days off each month coincide with two days of military duty.

**Authorized Training for Duty:** A state employee who is called to active duty or authorized training is entitled to a leave of absence of 15 days in each federal fiscal year without loss of pay or benefits. The 15 days need not be consecutive. In addition, these days are "working" days, not "calendar" days. After exhausting the 15 days, the employee may use accrued vacation or be placed in a leave without pay status (or combination of the two) for the remainder of the active duty period.

**Call to National Guard Active Duty by the governor:** A member of the National Guard called to active duty by the governor because of a state emergency is entitled to receive emergency leave without loss of military or annual leave. This leave is not limited and will be provided with full pay.

**Certain Benefits and Protections for State Service:** A member of the state military forces who is ordered to active state duty by the governor or by other proper authority under the law of this state is entitled to the same benefits and protections provided:

- To persons performing service in the uniformed services by 38 U.S.C. Sections 4301-4313 and 4316-4319, as that law existed on April 1, 2003; and
- To persons in the military service of the United States by 50 App. U.S.C. Sections 501-536, 560, and 580-594, as that law existed on April 1, 2003.

This applies only to persons serving on active state duty on or after the effective date of this statute without regard to the date on which the person was initially ordered to active state duty.

**Call to National Duty:** A member of the National Guard or any reserve branch of the U.S. Armed Forces called to federal active duty during a national emergency is entitled to an unpaid leave of absence after exhausting the 15 days of paid military leave. The employee retains any accrued sick or vacation leave. The employee does not earn sick or annual leave during this period; however, he or she does accrue state service credit. The employee may use any accrued annual leave, compensatory time, or overtime leave to maintain benefits for the employee or the employee's dependents while on military duty. Before the employee departs for military service, the agency shall review with the employee any issues relating to maintaining health insurance coverage. Additionally, the employee may continue to accrue service credit with ERS by receiving at least one hour of state pay during each month of active military service. The employee may use any combination of paid leave to qualify for state pay.

**Differential Pay:** The agency shall grant sufficient emergency leave to provide a pay differential if the employee's military gross pay is less than the employee's state gross pay. The combination of gross military pay and emergency leave may not exceed the employee's actual state gross pay.

**Restoration of Employment:** To be eligible for restoration of employment at the conclusion of military service the employee must be honorably discharged no later than five years after induction, enlistment, or call to duty and must be physically and mentally qualified to perform the duties of the job.

**Certified Red Cross Activities Leave** - Employees who are certified disaster service volunteers of the American Red Cross or are in training to become such a volunteer are entitled to a leave of absence not to exceed 10 days each fiscal year. The employee must have the approval of his or her supervisor and a formal request from the Red Cross. In addition, the approval of the governor's office is required. An employee on such leave

will not lose pay, vacation time, sick leave, earned overtime, and/or compensatory time during this leave. The pool of certified disaster volunteers must not exceed 350 participants at any one time.

**Volunteer Firefighters/Emergency Medical Services Training Leave** - Volunteer firefighters and emergency medical services volunteers will be granted a paid leave of absence not to exceed five working days each fiscal year for attending training schools conducted by state agencies.

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

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

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

All requests for leave *without pay* must be accompanied by a "Personnel Action Request" form.

**Source of Authority:** ~~General Appropriations Act, art. V, secs. 2 and 8; President;~~  
Director of Human Resources

**Cross Reference:** Non-Academic Employee Handbook; *Family and Medical Leave Act*, 5 U.S.C. §§ 6381-6387

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

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

**Forms:** Personnel Action Request, see Index E-39; Emergency Leave Request; Bereavement Leave/Emergency Leave Request ([http://apache.sfasu.edu/sfa\\_forms/EMERGLEAVEREQUEST.shtml](http://apache.sfasu.edu/sfa_forms/EMERGLEAVEREQUEST.shtml)); Administrative Leave ([http://apache.sfasu.edu/sfa\\_forms/EMERGLEAVEREQUESTadmin.shtml](http://apache.sfasu.edu/sfa_forms/EMERGLEAVEREQUESTadmin.shtml))

## Overtime and Additional Compensation (E-36)

**Original Implementation:** Unpublished

**Last Revision:** ~~April 13, 2006~~ April 21, 2009

This policy applies only to non-academic employees.

### **Non-Exempt (Classified) Employees:**

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

1. The employee should be allowed (or required) to take compensatory time off within twelve (12) months following the end of the workweek in which the overtime occurred at the rate of 1-1/2 hours off for each hour of overtime. Time that is to be taken is at the discretion of the supervisor and must be authorized in advance.

2. When granting compensatory time off is impractical, the employee receives pay for the overtime at the rate of 1-1/2 times the employee's regular rate of pay. Payment must be made for all overtime in excess of 240 hours, which is 160 straight time hours.

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

*Employees subject to the FLSA may not accrue straight time compensatory time for work performed at any location other than the employee's regular or temporarily assigned place of employment. For compensatory time purposes, the employee's personal residence may not be considered to be their regular or temporarily assigned place of employment.*

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

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

**To receive overtime pay:**

1. Hourly employees record overtime on the "Semi-Monthly Time Record" in the section designated for overtime. This overtime is then recorded on the semi-monthly time sheet (computer print-out) which is provided by Payroll Services.

2. Monthly employees must obtain approval from the department head to receive overtime pay in lieu of compensatory time off. Overtime hours are to be recorded on the "Monthly Time Record" which is kept in the departmental office. If the employee is to be paid for overtime on a recurring basis, the employee's name and social security number only are to be written on the semi-monthly time sheet (computer print-out). Payroll Services will add that employee's name permanently to the list.

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

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

**Exempt (Non-Classified) Employees:**

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

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

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



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

*Employees not subject to the FLSA may not accrue compensatory time for work performed at any location other than the employee's regular or temporarily assigned place of employment. For compensatory time purposes, the employee's personal residence may not be considered to be their regular or temporarily assigned place of employment.*

**All Employees:**

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

**Source of Authority:** ~~29 U.S.C., sec. 201 et seq.; General Appropriations Act; President; Vice President for Finance and Administration; Director of Human Resources~~

**Cross Reference:** Non-Academic Employee Handbook; *Fair Labor Standards Act* 29 U.S.C. § 201 et seq.; *Texas Government Code* §§ 659.015-.016, .018, .022-.023.

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

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

**Forms:** Semi-Monthly Time Record, Monthly Time Record, Request for Vacation (*both available in Human Resources and Payroll Services*), Comp Time, Sick Leave Taken Form (*available on-line at mysfa under myServices*) (~~all available in University Printing Services~~)

## Parking and Traffic Regulations (D-24)

Original Implementation: September 1, 1961

Last Revision: ~~April 22, 2008~~ April 21, 2009

### 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 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 2<sup>nd</sup> floor of the Austin Building or by paying a percentage per month through payroll deduction in association with the employee's contract or regular job assignment if less than 12 months. Only faculty/staff permits can be purchased through payroll deduction.

b. Campus Resident Parking

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

c. Commuters (Off-campus Residents) and Motorcycles

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

## d. Trailers

(1) Full Year	\$32
(2) After 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	\$225-250 per Semester
<i>Annual Contract Space (12 months)</i>	<i>\$600 Annually</i>
<i>Lost Parking Ticket</i>	<i>\$8</i>
<i>Lost Contract Space Card</i>	<i>\$25</i>

- 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 \$225-250 per semester (*Fall, Spring, or Summer*; Summer I and Summer II are combined for a contractual space) or for \$600 for an Annual (12 month) 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. *Those persons requesting a refund for a contract space may only do so within the first five (5) days after purchase. After the fifth day from purchase, there will be no refund made for a contract space.*
- 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, 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, which area is housing parking, and which area is designated all permit parking.

#### 14. Village Parking Garage

The 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 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/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.
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 *appealing* to obtain the date and time ~~that the~~ 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

## Personnel Action Request (E-39)

**Original Implementation:** Unpublished

**Last Revision:** ~~April 13, 2006~~ April 21, 2009

The Personnel Action Request (PAR) form is used to obtain administrative approval and to notify Payroll/Human Resources (HR) of changes in employment status for all employees, including graduate students, but not undergraduate students. Detailed instructions for the completion of the PAR are available from HR. ~~or on the HR website at: <http://www.sfasu.edu/personnel/documents/NewPARInstructions.pdf>.~~ The PAR is a six-part carbonless form and all items on the form are to be completed as explained in the procedures described on the HR Web site. Most of the required information is easily accessible.

PARs should be prepared for the following reasons:

1. Employment of a classified or non-classified position including graduate students, but excluding undergraduate students.
2. A change in the employee's title, salary (*outside of the annual budget process*), FTE percentage, account number or department or if an employee is being reappointed, ~~or has an overload, or is receiving a stipend~~ salary supplement.
3. Whenever an employee is going on leave ~~or returning from leave, including family medical leave, sick leave of more than three days, bereavement or administrative leave, leave with pay, leave without pay, worker's compensation injury, military training or duty leave~~ a return to work, or a faculty development leave, ~~or jury duty~~.
4. Whenever an employee is separating from employment with the university including retirements, voluntary and involuntary terminations, and at the end of an assignment when the employee will not be returning the next semester.

PARs should be completed, *signed*, and routed to Human Resources ~~within 14 days of the event that triggers the need for the PAR. If you know that a triggering event is going to take place, you can submit the PAR before the event happens~~ before the employee starts to work, immediately at the time of the change of status, or immediately at the end of the assignment. ~~If you have~~ An employee who has questions regarding the procedures, you should ~~may~~ contact Human Resources and ask for assistance.

**Source of Authority:** Director of Human Resources

**Cross Reference:** None

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

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

**Forms:** Personnel Action Request (Available on-line through MySFA under myServices.  
NCR paper is available in University Printing Services.)

## Probationary Period of Employment (E-40N)

**Original Implementation:** Unpublished

**Last Revision:** ~~April 13, 2006~~ April 21, 2009

The first 180 calendar days of employment are a probationary period for all non-academic employees. Additionally, employees who apply for a posted, vacant position and who transfer to the new position will begin a new probationary period of 180 calendar days. This does not apply to employees who are reclassified or promoted during the reclassification process.

Human resources will mail a Probationary Employee 180-Day Evaluation Form to supervisors prior to the completion of the 180-day period. Supervisors will use the form to objectively indicate if employment should be continued or terminated before the 180-day period has expired. The employee should be notified immediately of the supervisor's decision.

The evaluation form is returned to human resources and a copy retained in the department file. Before termination can be determined, the director of human resources must review the information and approve the termination. (See Discipline and Discharge Policy E-11). If employment is to be terminated, the evaluation form should be returned to human resources accompanied by a "Personnel Action Request" form. (See Personnel Action Request procedure.)

During a probationary period the university is free to terminate an employee at any time with the approval from the director of human resources.

**Source of Authority:** ~~Director of Human Resources~~

**Cross Reference:** Non-Academic Employee Handbook; *Policy E-11, Discipline and Discharge*

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

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

**Forms:** Personnel Action Request, see Index E-39 (available in ~~University Printing Services~~ on-line through MySFA under myServices)

## Radioactive or Radiation Producing Materials or Equipment (D-27)

**Original Implementation:** September 1, 1974

**Last Revision:** ~~February 16, 2009~~ April 21, 2009

The purchase, receipt and storage of radioactive or radiation producing materials or equipment is ~~closely monitored and controlled supervised through by~~ the university's Radiation Safety Officer (RSO) ~~or the authorized designee~~.

~~Individuals of various departments ordering radioactive or radiation producing materials or equipment should follow the procedures outlined below with the assistance of the Radiation Safety Officer.~~

### A. Purchase of Radioactive Material/Radiation Producing Equipment

#### 1. Radioactive Materials

No person may order radioactive materials unless authorized as a designated user on the special or general license issued to Stephen F. Austin State University (SFASU). *A Requisition Type 'DR' shall be completed prior to any purchase of radioactive material. The RSO shall be notified of the requisition's submission and must either approve or deny the purchase.*

~~pursuant to part 41 of the Texas Regulations for Control of Radiation, Radioactive Materials License #L05191.~~

Prior to ordering radioactive material, it shall be the responsibility of the licensee or authorized user to assure that appropriate storage facilities ~~are shall be~~ available and ~~that~~ radioactive waste disposal procedures ~~shall be~~ implemented. ~~Radioactive material cannot arrive on campus Such facilities and the procedures for disposal of any radioactive wastes must have without the~~ -written approval from of the University Radiation Safety Officer RSO. ~~The RSO shall prescribe the location of delivery, to insure compliance with the Texas Regulations for the Control of Radiation, prior to the arrival of the radioactive material on campus, shall receive the material, and shall notify the authorized user of its arrival within eighteen (18) hours of receipt.~~

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

~~The 'DR' Requisition Type will drive the requisition to the University Radiation Safety Officer for electronic approval to assure compliance with license conditions before processing by the Purchasing Department. The department will be responsible to contact~~



~~the University Radiation Safety Officer by phone or email and advise of the requisition number that needs approval.~~

Shipment of radioactive materials must be delivered to:

~~eo RSO~~ and attn: your name, Science Research Center, Building A, 7308 Hwy 59 North,  
Nacogdoches, TX 75965

~~The Radiation Safety Officer will receive material and notify the authorized user of such materials within eighteen (18) hours of receipt.~~

## 2. Radiation-Producing Equipment:

*University personnel* ~~No person may shall not~~ order radiation generating equipment unless ~~he is~~ authorized as a designated user on the special or general license issued pursuant to part 41 of the Texas Regulations for Control of Radiation, Registrations #R003844 and #Z00247L.

Prior to ordering radiation-generating equipment, *the licensee or authorized user shall* ~~it shall be the responsibility of the licensee or authorized user to~~ assure that adequate facilities ~~have been provided~~ *are available and that written approval from the RSO has been received in order* Such facilities and the procedures for use of the equipment and training for the users must have written approval from the University Radiation Safety Officer, to ensure compliance with the Texas Regulations for the Control of Radiation, prior to the arrival of the radiation generating equipment on campus.

"Purchase Requisitions" for any equipment ~~which that~~ produces ionizing radiation *shall be identified by completing Requisition Type 'DR'.* ~~This equipment including~~es, but is not limited to, lasers, microwave generators, and x-ray generators of all types ~~including~~ (e.g., diffraction, fluorescence, medical, industrial, atomic absorption, etc.); *The RSO shall be notified of the requisition's submission and must either approve or deny the purchase. The RSO shall be notified of the receipt of the material and shall notify the authorized user of the material's arrival within eighteen (18) hours of receipt.*

~~must be identified by completing the on-line purchase requisition with Requisition Type 'DR'. The 'DR' Requisition Type will drive the requisition to the University Radiation Safety Officer for electronic approval to assure compliance with license requirements prior to processing by the Purchasing Department. The department will be responsible to contact the University Radiation Safety Officer by phone or email and advise of the requisition number that needs approval.~~

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

## **B. Receipt, Transportation, and Storage of Radioactive Materials**

### **1. Receiving Radioactive Materials**

- a. *Only a person authorized by the RSO may pick up and receive radioactive materials.*
- b. *Radioactive material shall be received under the following guidelines:*
  1. *No package shall be delivered to Central Receiving by the carrier. All radioactive material other than equipment shall be delivered to a location determined by the RSO.*
  2. *Prior approval of the RSO shall be required if the package is to be delivered outside normal working hours.*
- c. *Each authorized user, upon receipt of a package of radioactive material, shall survey the external surfaces of the package for radioactive contamination caused by leakage. The monitoring shall be performed as soon as practical after receipt of the material, but no later than three (3) hours after the package is received during the licensee's normal working hours, or eighteen (18) hours if received after normal working hours. The RSO shall be notified within eighteen (18) hours of receipt of radioactive material through a "Radioactive Material Receiving Survey" form.*
- d. *If contamination is found on the external surface of the package, the RSO and the University Police Department (UPD) shall be notified immediately. UPD shall be responsible for contacting the appropriate authorities.*

### **2. Transporting Radioactive Material**

- a. *Only a person authorized by the RSO may pick up radioactive materials.*
- b. *Prior approval of the RSO shall be required to pick up a package at the carrier's terminal and render a receiving report to the Procurement and Property Services Department in an expeditious manner.*

### **3. Storage of Sources of Radiation-**

- a. *Sources of ionizing radiation ~~must~~ shall be secured against unauthorized removal from an authorized place of storage at all times during receipt, delivery, and use on campus.*
- b. *Each designated user ~~is~~ shall be responsible for compliance with the SFASU RSO radiation safety policies and with the Texas Regulations for Control of Radiation (25 TAC §289).*
- c. *~~See the University Radiation Safety Manual and the Texas Radioactive Materials License, available from the University Radiation Safety Officer, for details. The~~ authorized users of radioactive materials and radiation generators ~~are~~ shall be designated on the Radioactive Materials License and registrations.*

~~#L05191 and Registrations #R03844 and #Z00247L.~~

## **2. Procedures for Picking Up, Receiving and Opening Packages:**

- a. Only a person authorized by the RSO may pick up and receive radioactive materials.
- b. Each authorized user expecting to receive a package containing radioactive material must conform to the following procedures:
  - 1. No package is to be delivered to Central Receiving by the carrier. All radioactive material other than equipment must be delivered to the Science Research Center as described in above section 1 under Radioactive Materials.
  - 2. With prior approval of the RSO, if the package is to be picked up by an authorized user at the carrier's terminal; make arrangements to receive notification of arrival. In such cases the authorized user must promptly render a receiving report to the Purchasing Department.
  - 3. With prior approval of the RSO, if the package is to be delivered outside of normal working hours, the authorized user must make arrangements to take delivery and survey the integrity of the package on receipt.
- c. Each authorized user who picks up a package of radioactive material from a carrier's terminal must pick up the package expeditiously upon notification from the carrier.
- d. Each authorized user, upon receipt of a package of radioactive material, must survey the external surfaces of the package for radioactive contamination caused by leakage of the radioactive contents. The monitoring must be performed as soon as practical after receipt, but no later than three (3) hours after the package is received during the licensee's normal working hours, or eighteen (18) hours if received after normal working hours. Notice that the radioactive material has been received by the user must be sent to the University Radiation Safety Officer accompanied by a completed "Radioactive Material Receiving Survey" form within eighteen (18) hours of receipt.
- e. If contamination is found on the external surface of the package, the University Radiation Safety Officer shall be notified immediately at 468-6908 or leave a message at 468-6900 or contact the University Police Department at 468-2608. UPD maintains a list of radiation users to call in case of emergency and will be responsible for contacting those persons.

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

**Cross Reference:** *Tex. Health & Safety* § 401; 25 TAC § 289; Purchase Requisition, Policy C-30; Special Purchases, Policy C-36

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

**Contact For Revision:** Radiation Safety Officer

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

## Research Development Program (A-65)

**Original Implementation:** January 19, 2006

**Last Revision:** ~~None~~ April 21, 2009

Research Development Program Funds are intended to ~~provide funding to~~ promote increased research capacity at eligible general academic teaching institutions (Texas Education Code, Chapter 62).

The Research Development Program at Stephen F. Austin State University (SFASU) ~~uses these funds to provide~~ support for ~~building research capacity~~, collaborative research, ~~and/or~~ activities that *directly support the university's research agenda and have the potential to will* increase competitiveness in the acquisition of external funds for research and development. :

The ~~director of the Office of Research and Sponsored Programs (ORSP) Associate Vice President for Graduate Studies and Research (AVP)~~ will evaluate requests for Research Development Program grant proposals and makes awards ~~funding~~ based upon criteria established by the ~~AVP-director~~ and approved by the University Research Council and the provost and vice president for academic affairs (VPAA). For proposals that request awards of \$50,000 or greater ~~more in Research Development Program funds~~, the ~~director AVP~~ will make recommendations for funding to the provost and Vice President for Academic Affairs (VPAA).

~~According to the Texas Higher Education Coordinating Board (THECB), Ff~~ Funding is limited to research and development activities on the basis of the following guidelines (THECB, Chapter 13. Financial Planning, Subchapter G. Research Development Fund):

- Research means "a systematic study directed toward fuller scientific knowledge or understanding of the subject studied and the training of individuals in research techniques where such activities utilize the same facilities as other research and development activities."

~~Research means "a systematic study directed toward fuller scientific knowledge or understanding of the subject studied and the training of individuals in research techniques where such activities utilize the same facilities as other research and development activities."~~

Development means "the systematic use of knowledge and understanding gained from research directed toward the production of useful materials, devices, systems, or methods, including design and development of prototypes and processes."

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- Curriculum development activities are also eligible for funding when “the primary purpose of the project is to develop and test an instructional or educational model through appropriate research methodologies, such as data collection, evaluation, dissemination, and publication.”

4. ~~(Texas Higher Education Coordinating Board, Chapter 13. Financial Planning, Subchapter G. Research Development Fund)~~

~~Individuals with a full-time academic appointment in categories 1-3 as outlined in SFA policy E-1A (professor, associate professor, and assistant professor, or librarian I-IV) are eligible to request Research Development Program funds. Any faculty member of the rank of instructor or higher, research associate, or any professional librarian is eligible to apply for a research development grant, subject to the following conditions:~~

1. A research development proposal must address the purpose of the Research Development Fund (i.e., to increase the research capacity of the university); ~~and therefore, proposals-requests which that~~ would benefit or address only the research interests of a single individual ~~will-shall~~ not be considered.

~~1. Except in extraordinary circumstances, an applicant is limited to one faculty research grant award, one minigrant award, or one Research Development grant in a single year.~~

~~3.2. Research development grant funds may not be used to supplant funds for research activities or equipment supported by other sources. However, research development funds may be used for matching or cost-sharing. Researchers who have access to research funds from other sources are encouraged to exhaust all alternative funding pathways before applying-requesting for a research development funds grant.~~

~~4.3. In the expenditure of research development grant funds, a recipient is subject to all local, state, and federal regulations.~~

~~5.4. For Any research proposal-projects that would-will involve the use of human subjects, laboratory animals, or hazardous materials, the applicant must, upon notification of funding, be accompanied-by provide a memorandum of approval from the chair of the appropriate university committee. These committees are: Institutional Review Board for the Protection of Human Subjects, Institutional Animal Care and Use Committee, Environmental Safety and Health/Radiation Committee, Biosafety Committee, and Public Health Committee.~~

~~6.5. A research grant-recipient of research development funds must meet deadlines for deliverables, including periodic reports, -as outlined in-the-by the Office of Research and Sponsored Programs ORSP. approved proposal. Periodic reports are expected and are to be filed with the Office of Research and Sponsored Programs.~~

~~The final report must include a 200-word abstract of the results of the award and a statement of the increased research capacity that has resulted from the award.~~

- ~~7.6. Any p~~Publications resulting from a ~~research development~~ *Research Development Program funds* grant shall acknowledge the source of funds as ~~a the~~ Stephen F. Austin State University ~~Research dDevelopment grant~~ *Program*. Copies of the publication shall be filed with ~~the Office of Research and Sponsored Programs~~ *ORSP* and with ~~the~~ Steen Library.
- ~~8.7. Each recipient of a research development grant is subject to the provisions of, and shall be responsible for adherence to, the university policy on Intellectual Property (Policy D-20), which applies to ". . . intellectual property of all types (including any invention, discovery, trade secret, technology, scientific or technological development, computer software, conception, design, creation or other form of expression of an idea-) regardless of whether subject to protection under patent, trademark, or copyright laws or common law."~~
8. ~~In addition, e~~Each recipient is responsible for securing and disposing of all other legal claims, such as copyrights, to any publication or other original creation made or conceived in the course of research or other activity supported by a research development ~~grant~~ *funds*.

~~For information on application procedures, to request Research Development Program funds, program guidelines, submission deadlines, methods and criteria for evaluating research development proposals, contact the Office of Research and Sponsored Programs~~ *ORSP*.

~~**Source of Authority:** Texas Education Code, Ch. 62, Subchapter E; Provost and Vice President for Academic Affairs~~

~~**Cross Reference:** Texas Education Code §§ 62.091-.098; 19 Texas Administrative Code §§ 13.120-.130; University Ppolicies D-20, Intellectual Property, ; University Policy A-62, Human Research Subjects Protection, and E-1A, Academic Appointments and Titles; Research Development Fund Proposal Guidelines~~

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

~~**Contact for Revision:** Associate Vice President for Graduate Studies and Research~~ *Director, Office of Research and Sponsored Programs*

~~**Forms:** Application cover page~~ *None*

## Research Enhancement Program (A-39)

**Original Implementation:** September, 1965

**Last Revision:** ~~July 14, 2005~~ April 21, 2009

*The Research Enhancement Program at Stephen F. Austin State University (SFASU) ~~funds are~~ is intended to encourage and enhance research and creative opportunities for faculty members, and serve as support for innovative research, and provide seed monies to attract external financial support funding.*

*The Research Enhancement Program at ~~Stephen F. Austin State University~~ consists of two components: the Faculty Research Grants Program and the Minigrants Program. The Faculty Research Grants Program provides substantive support for research and scholarly creative activities. Minigrants provide an opportunity for faculty to carry out small projects or preliminary research activities ~~which~~ that will increase their competitiveness in the acquisition of Faculty Research Grants and/or external fundsing.*

*Individuals with a full-time academic appointment ~~in categories 1-5 of SFA policy E-1A~~ as professor, associate professor, assistant professor, instructor, and librarian I-IV are eligible to apply for Faculty Research Grants and Minigrants. ~~These are: professor, associate professor, assistant professor, instructor, and librarian I-IV.~~*

### *I. Faculty Research Grant Program*

- A. The University Research Council establishes guidelines for proposal development, criteria for evaluating proposals, and conditions of eligibility (published annually by the Office of Research and Sponsored Programs) that include, at a minimum, the following provisions:*

*~~Any full-time faculty member including any professional librarian is eligible to apply for a faculty research grant, subject to the following conditions:~~*

- 1. A Faculty Research Grant ~~will~~ shall not be awarded for the purpose of obtaining an advanced academic degree. Faculty Research Grants are not intended to fund master's theses or dissertations. This does not preclude the use of Faculty Research Grant (FRG) funds to hire graduate assistants to assist faculty members with their research or creative endeavors.*

*~~1.A faculty research grant will not be awarded for the purpose of obtaining an advanced academic degree.~~*



~~2. The recipient of a faculty research grant in a given year is ineligible for a grant the following year, except that, in the first year of a fiscal biennium, a project may be funded for two years under extraordinary circumstances.~~

~~3.2. Except in extraordinary circumstances, an applicant is limited to one faculty research grant~~*Faculty Research Grant* award or ~~one~~ *ma* Minigrant award(s) in a single year.

~~4.3. Faculty R~~*research G*rant funds may not be used for research activities or equipment funded by another ~~research grant~~. This does not preclude the use of these *Faculty Research Grant* funds for purposes of matching.

~~5.4. These r~~*Researchers* who have access to research funds from other sources are encouraged to exhaust all alternative funding pathways prior to applying for a ~~faculty research grant~~*Faculty Research Grant*.

~~6.5. In the expenditure of faculty research grant~~*Faculty Research Grant appropriations* funds, a recipient is subject to all local, state, and federal regulations.

~~7.6. For Any r~~*research proposal projects* that ~~would will~~ involve the use of human subjects, laboratory animals, or hazardous materials, *the applicant must, upon notification of funding, provide be accompanied by a memorandum of approval from the chair of the appropriate university committee. These committees are: Institutional Review Board for the Protection of Human Subjects, Institutional Animal Care and Use Committee, Environmental Safety and Health/Radiation Committee, Biosafety Committee, and Public Health Committee.*

~~6. A faculty research grant~~*Faculty Research Grant* recipient must ~~make such submit~~ progress and final reports about ~~his/her the~~ project as required by the Office of Research and Sponsored Programs. ~~The final report must include a 200 word abstract of the research and the findings.~~

~~7. Any p~~*Any publication, presentation, or exhibition resulting from an FRG shall acknowledge that the project was conducted under an SFASU Faculty Research Grant. Copies of publications, DVDs, or other appropriate media that constitute documentation of a published work or exhibition shall be filed by the project director with the Office of Research and Sponsored Programs and with the Steen Library.*

~~7. Publication resulting from a faculty research grant shall acknowledge that the project was conducted under a Stephen F. Austin State University faculty research grant. Copies of the publication shall be filed with the Office of Research and Sponsored Programs and with the Steen Library.~~

~~10.8.~~ Each recipient of a ~~faculty research grant~~ *Faculty Research Grant* is subject to the provisions of, and shall be responsible for adherence to, the university policy on Intellectual Property (Policy D-20), which applies to ". . . intellectual property of all types (including any invention, discovery, trade secret, technology, scientific or technological development, computer software, conception, design, creation or other form of expression of an idea-) regardless of whether subject to protection under patent, trademark, or copyright laws or common law." In addition, each recipient shall be responsible for securing and disposing of all other legal claims, such as copyrights, to any publication or other original creation made or conceived in the course of research or other activity supported by a ~~faculty research grant~~ *Faculty Research Grant*.

~~11.B.~~ *The University Research Council makes recommendations for funding to the chair of the council who then obtains approval for funding from the Provost and Vice President for Academic Affairs.*

C. *Research Enhancement Program funds remaining in a fiscal year after Faculty Research Grants have been awarded will shall be used to fund the Minigrant Program.*

## II. *Minigrant Program*

A. *The director of the Office of Research and Sponsored Programs awards Minigrants based on criteria developed by the University Research Council.*

B. *Minigrant awards criteria and application materials are published annually by the Office of Research and Sponsored Programs. For information on application procedures, program guidelines, submission deadlines, methods of evaluating faculty research proposals, and criteria for evaluating faculty research grant proposals, contact the Office of Research and Sponsored Programs.*

**Source of Authority:** ~~Texas Education Code, sec. 141.001 et seq.; 7 U.S.C., sec. 2131; 9 CFR Part 3; 17 U.S.C., sec. 101; 37 CFR Parts 203 and 204; 35 U.S.C., sec. 101; 42 U.S.C., sec. 289; 45 CFR Part 46; President; Provost and Vice President for Academic Affairs~~

**Cross Reference:** ~~University Policies~~ *University Policies* D-20, Intellectual Property and E-1A, Academic Appointments and Titles; *Texas Education Code § 141; 7 U.S.C. § 2131-2139; 9 CFR §*

3; Title 17 of U.S.C.; 37 CFR §§ 203-204; Title 35 of U.S.C.; 42 U.S.C. § 289-289g3; 45 CFR § 46.

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

**Contact for Revision:** ~~Associate Vice President for Graduate Studies and Research~~ *Director, Office of Research and Sponsored Programs*

**Forms:** None

## Salary Supplements, Stipends, and Additional Compensation (E-9)

**Original Implementation:** April 13, 1988

**Last Revision:** ~~January 29, 2008~~ April 21, 2009

### I. Purpose

This policy establishes guidelines consistent with federal and state regulations for the total allowable compensation that can be paid to faculty and staff from university-controlled funds. This policy does not apply to overtime and compensatory time for classified (non-exempt) employees or to compensatory time for professional (exempt) employees [see Overtime and Compensatory (Comp) Time, policy E-36].

### II. General

1. Each faculty and staff member (employee) is accountable to the university for 100 percent of the duties and responsibilities associated with the employee's basic appointment. The primary obligation of university employees is the full and complete execution of all assigned duties and responsibilities.
2. State regulations prohibit the appointment of university employees for more than 100 percent time for services considered to be regularly assigned duties associated with an individual's full-time responsibility.
3. Employees may be requested to provide consulting, extension, and/or other activities within the university that are considered to be in addition to their regularly assigned duties for which compensation in excess of base salary may be paid.
4. Compensation in excess of base salary is a temporary adjustment of total compensation, which must be specified and approved in writing prior to work commencing by the appropriate administrative channels, and is expressly conditioned on availability of funds.
5. Without exception, all payments to university employees will be made through Payroll Services.
6. The activities listed below are considered additional responsibilities for which an employee may receive extra compensation:
  - a. special projects assigned by approved university administrators that are in addition to an employee's normal responsibilities;
  - b. intra-university consulting or other special services conducted for a university department or area other than the employee's department;
  - c. services beyond normal duties of the position held which cannot be reimbursed by compensatory (comp) time, including effort committed to research and sponsored programs;
  - d. increases in teaching load (overload) approved by the provost/vice president for academic affairs; and

- e. duties performed by an employee not under contract at the time the duties must be performed, or those that are not considered in the base salary.
- 7. The base salary period for a full-time faculty appointment is the academic year (normally September 1 through the following May 31). Summer months and periods of time during the academic year when the university is not in session, e.g., weekends, holidays, semester breaks, are not included in the base salary period.

On occasion, regular university activities for which faculty are responsible are scheduled outside the base period, are assumed to be included in the base pay, and therefore are not eligible for extra compensation (examples include Showcase Saturday and Freshman Orientation.)

- 8. Additionally, the university may employ faculty members during the summer months for specific teaching, research, or sponsored program assignments for which they are paid a salary.
- 9. Any individual who is dually employed (rather than grant funded) with the university and with another state or federal agency must obtain prior written approval from the president and board of regents before entering into any activity for which compensation in excess of base salary is to be requested or paid (Dual Employment, Policy E-12.)

### III. **Types of Extra Compensation**

There are three types of compensation in excess of base salary: (1) salary supplements; (2) stipends; and (3) additional compensation.

#### 1. **Salary Supplements:**

"Salary supplement" means a payment that temporarily augments the base appointment salary. When the special assignment ends, the salary reverts to the base appointment salary. A salary supplement increases the base appointment salary for the purpose of calculating the maximum amount an employee may receive in additional compensation (see section 3, below).

- a. Payment of salary supplements is approved either directly by the board of regents or indirectly through board policy.
- b. Salary supplements appear on the regular monthly payroll check and are included in all benefit calculations.
- c. Salary supplements are requested on the Personnel Action Request (PAR).
- d. Salary supplements cannot be paid from research or sponsored program (4xxxxx) accounts.
- e. Examples of salary supplements may include compensation for: (1) interim appointments; (2) faculty course overloads (Policy A-37,

Overload Assignments); (3) endowed positions; and (4) mentoring students as part of a certification program.

2. Stipends:

"Stipend" means a lump-sum payment in addition to the base appointment salary that provides recognition or incentives to employees as established in university Policy. A stipend does not increase the base appointment salary for the purpose of calculating the maximum amount an employee may receive in additional compensation (see section 3, below) and is not counted as additional compensation.

- a. Payment of stipends is approved either directly by the board of regents or indirectly through board policy. Stipends must be approved by the appropriate vice president or president.
- b. Stipends are paid mid-month.
- c. Stipends are requested on the Stipend Authorization form.
- d. Stipends can be paid from designated (2xxxxx), auxiliary (3xxxxx), and gift (5xxxxx) accounts.
- e. Stipends cannot be paid from state appropriated fund accounts (1xxxxx) or research or sponsored program (4xxxxx) accounts.
- f. Examples of stipends may include: (1) the Regents Professors Award (Policy A-38); (2) the President's Staff Award; (3) teaching excellence awards; (4) the preparation of and/or teaching of online courses covered by policy A-58, Distance/Distributed Education Faculty (not paid by sponsored program funds); (5) payments for off-campus teaching assignments (Policy A-34, Off-Campus Credit Classes); and (6) incentive payments.
- g. In addition, stipends may be paid to university employees for musical or theatrical performances at university-sponsored events.

3. Additional Compensation:

"Additional compensation" means a payment in addition to the base appointment salary for work that is clearly in addition to regularly assigned duties and that must be performed outside of normal working hours or during vacation or compensatory time, as appropriate. Additional compensation does not affect the base appointment salary.

Additional compensation is subject to a cap equal to 25 percent of the base appointment salary. The cap applies to all sources of funds (See h below).

Additional compensation is paid mid-month and is included in all benefit calculations except health insurance.

- a. Requests for additional compensation (1) should be submitted in advance, before work is started, on the Authorization for Additional Compensation Services form, and (2) should be

- approved for payment after services are rendered on the Authorization for Additional Compensation Payment form.
- b. Classified employees (non-exempt employees) can be paid additional compensation only for casual, seasonal work that must be performed (1) outside their regular department, and (2) outside of normal working hours, unless vacation leave or compensatory time is used. Work done within the department outside of normal working hours is not considered additional compensation, but rather overtime or compensatory time. Overtime and compensatory time are addressed in Policy E-36, Overtime and Compensatory (Comp) Time.
  - c. A description of the extra work and documentation of the additional compensation shall be maintained by the department chair, division director or other primary administrator who initiated the request for addition compensation.
  - d. Department chairs, division directors, and all deans shall analyze carefully the total professional commitments, including outside consulting, of the employee requesting additional compensation. Additional compensation should be approved only if the employee's and the department's general functions will not be adversely affected.
  - e. If allowed by the sponsor, additional compensation may be paid from research and sponsored program funds; however, all such requests for additional compensation must be routed by the employee's dean or primary administrator to the Office of Research and Sponsored Programs for verification of sponsor approval (see IV, below).
  - f. Examples of additional compensation may include: (1) overload commitments to research or sponsored programs; (2) casual, seasonal work; and (3) teaching SFA 101.
  - g. At no time can the rate of pay of any employee compensated with state, federal, or privately funded research or sponsored program funds exceed the employee's normal monthly rate of pay.
  - h. Additional compensation is subject to the maximum salary limits described below.
    - i. Maximum Salary for 12-month Employees:

Employees on 12-month fiscal year (FY) appointments may receive up to 25 percent of their current base appointment salary in additional compensation (see example below).

12-month Employee Example: A 12-month employee with an annual base salary of \$60,000 may earn additional compensation up to \$15,000 for a maximum salary of \$75,000 in a fiscal year.

$\$60,000 \times 0.25 = \$15,000$  maximum additional compensation  
 $\$60,000 + \$15,000 = \$75,000$  maximum 12 month compensation

ii. Maximum Salary for 9-month Faculty Members:

Faculty members on 9-month academic year (AY) appointments may receive up to 25 percent of their current base appointment salary in additional compensation (plus summer salary, see (3) below).

9-month Faculty example: A faculty member with a 9-month AY base salary of \$45,000 may earn additional compensation during the nine-month appointment of up to \$11,250, for a maximum nine-month salary of \$56,250.  
 $\$45,000 \times 0.25 = \$11,250$  maximum in additional compensation  
 $\$45,000 + \$11,250 = \$56,250$  maximum 9 month compensation

iii. Maximum Summer Salary for Faculty Members:

The limit on salaries for summer assignments depends on the source of funds (see examples below)

Research and Sponsored Programs - Federal and state regulations limit the amount of salary faculty members may earn during the summer from research and sponsored programs to 3/9th of the 9-month AY teaching salary; the National Science Foundation further limits this amount to 2/9th of the AY salary.

Summer Teaching Assignments - The maximum summer salary for teaching assignments is summarized in SFA Policy E-71, Faculty Compensation Plan (see also Policy A-18A, Summer Teaching Appointments).

Summer Faculty Example: A faculty member with a 9-month AY base salary of \$45,000 that earns \$15,000 in summer salary (equal to 3/9th) may earn additional compensation during the 3-month summer of up to \$3,750, for a maximum salary of \$18,750 in a summer.  
 $\$45,000/9 \text{ mo} \times 3 = \$15,000$  maximum summer salary (3/9th)  
 $\$15,000 \times 0.25 = \$3,750$  maximum in additional compensation



\$15,000 + \$3,750 = \$18,750 maximum summer compensation

#### IV. Use of Federal and State Research and Sponsored Program Funds

1. In general, federal and state agencies discourage the use of research or sponsored program funds for additional compensation; some agencies specifically prohibit additional compensation. Intra-university consulting and contributions to a sponsored agreement conducted by another faculty member at the same institution are not eligible for additional compensation except as specified below.
2. Federal and state regulations allow additional compensation to be paid only when:
  - a. consultation is across departmental lines or involves a separate or remote operation; and/or
  - b. the work performed is in addition to the regular departmental load
3. For state and federal agencies that allow additional compensation to be paid from research and sponsored program funds, the sponsor must be informed of the intent to charge salary as extra compensation in the original budget proposal. If research or sponsored program funds are used to pay any additional compensation, the grant or contract should clearly state:
  - a. that additional compensation will be paid to university employees;
  - b. the name or position of the individuals who will be receiving the additional compensation; and
  - c. the work and services to be performed by these individuals
4. The amount of the additional compensation should be segregated from regular salary expenses and the budget justification should clearly indicate:
  - a. the total dollar amount of additional compensation requested; and
  - b. the percent of additional effort committed to the project or the hourly rate and number of hours committed to the project
5. The award document from the federal or state sponsoring agency must state that additional compensation is allowed or imply that the proposal was accepted with no alterations regarding the request for additional compensation.
6. If a request for additional compensation is for an employee who will be paid from research or sponsored program funds, the dean must first route the Authorization for Additional Compensation Services form to the Office of Research and Sponsored Programs to verify sponsor approval.

**Cross Reference:** Summer Teaching Appointments, A-18A; Off-Campus Credit Classes, A-34; Overload Assignments, A-37; Regents Professors, A-38; Grants and Contract Administration, A-56; Distance/Distributed Education Faculty, A-58; Dual Employment, E-12; Overtime and Compensatory (Comp) Time, E-36; Fair Labor Standards, E-70; Faculty Compensation Plan, E-71; *Fair Labor Standards Act*, 29 U.S.C. § 201 et.

seq.; Federal OMB Circular A-21; 2 CFR ~~§Part~~ 220; Uniform Grant Management Standards for the State of Texas; Texas Government Code §§~~See~~. 605, 658.001-.007, 659

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

**Contact for Revision:** Vice President for Finance and Administration (Director of Human Resources, Controller, Director of Research and Sponsored Programs)

**Forms:** Personnel Action Request (Available on-line through MySFA under myServices; NCR paper is available in University Printing Services.); Stipend Authorization; Authorization for Additional Compensation Services; Authorization for Additional Compensation Payment

## Smoking and Use of Tobacco Products (D-35.5)

**Original Implementation:** October 22, 1991

**Last Revision:** ~~April 13, 2006~~ April 21, 2009

Under the authority of sections 101.41 and 95.21 (b), Texas Education Code, smoking and the use of tobacco products will be prohibited in all buildings, facilities and vehicles owned or leased by Stephen F. Austin State University, except in areas so designated by the university. Smoking and the use of tobacco is further prohibited within 20 feet of any entrance to a building or facility.

The university shall attempt to maximize reductions in the costs of insurance based upon the non-use of tobacco.

The university shall develop on-going educational programs to acquaint students, faculty, and staff with the health risks associated with tobacco use.

**Source of Authority:** Board of Regents

**Cross Reference:** Texas Education Code, ~~Sections 101.41 and 95.21~~ §§ 95.21, 101.41

**Responsible for Implementation:** President

**Contact for Revision:** President

**Forms:** None

## Solicitation On Campus (D-33)

**Original Implementation:** July, 1980

**Last Revision:** ~~April 13, 2006~~ April 21, 2009

### Definitions

1. Solicitation means the sale or offer for sale of any property or service, whether for immediate or future delivery, and the receipt of or request for any gift or contribution. However, this term does not apply to an appointment between a student or employee, and another person (solicitor), if the appointment does not interfere with or disturb the normal activities of the student or employee, or the university.
2. Campus shall mean all real property over which the university has possession and control by law.
3. University group shall mean a recognized student, faculty, or staff organization.
4. Outside group shall mean any organization or group that is not included within the term "university group."
5. University agent shall mean a person acting in the course and scope of his/her employment on behalf of an academic college, department, or program, or a university council, committee, or auxiliary enterprise.
6. University function shall mean any activity directly sponsored by the university.
7. University department shall mean any academic or administrative department of the university.

### Application

1. University functions shall be governed by other policy.
2. Religious groups not affiliated with the university shall be governed by the section on religious groups of this policy.
3. Offers to buy complimentary copies of textbooks are specifically prohibited anywhere on the campus or in any building.

### Time, Place, And Manner Regulations

1. No solicitation shall be conducted in any building or structure on the campus. However, the following activities shall not be deemed to be solicitations prohibited by this section:
  - a. From the day the residence halls open through the first day of classes each semester, the sale or offer for sale of any newspaper in an area designated by the appropriate university official.
  - b. The *distribution*, sale or offer for sale of any newspaper, magazine, or other publication by means of a vending machine *or rack* in an area designated in advance by the appropriate university official.

- c. The sale or offer for sale of any food or drink item by means of a vending machine in an area designated in advance by the appropriate university official.
  - d. The sale or offer for sale of any publication of the university or of any book or other printed material to be used in the regular academic work of the university.
  - e. The operation by the university or its subcontractor of any bookstore, specialty store, laundry service, cafeteria, university center, or other service facility maintained for the convenience of the students, faculty, and staff.
  - f. The sale or offer for sale by the university or its sub-contractor of food and drink items, programs, and tickets at athletic contests.
  - g. The collection of membership fees or dues by a university group.
  - h. The collection of admission fees for the exhibition of movies or other programs that are sponsored by the university, or a university group, and are scheduled in accordance with the Use of University Facilities policy.
  - i. The posting of ads and for sale notices in newspapers or on bulletin boards designated for such purposes by the appropriate university official, provided that such ads and notices posted on bulletin boards conform to the university Signs and Exhibits policy.
  - j. University recognized groups conducting fund raising activities approved by the appropriate university official. The university requires that only members of the group approved to conduct fundraising may solicit directly. Non-members may not be used to solicit on behalf of the organization.
  - k. other solicitation activities as approved by the appropriate university official.
2. No solicitation shall be conducted on the grounds, sidewalks, and streets of the campus except by:
    - a. a university agent; or
    - b. a university group.
  3. Only university departments and the SFA Alumni Association may be approved to solicit as agents of a commercial organization.
  4. Solicitation conducted on the campus must not:
    - a. disturb or interfere with the regular academic or institutional programs of the university.
    - b. interfere with the free and unimpeded flow of pedestrian and vehicular traffic on the sidewalks and streets and at places of entry and exit to university buildings; or
    - c. harass or intimidate the person or persons being solicited.
  5. If an individual or group violates the provisions of this policy, the appropriate university official, with the approval of the vice president to whom he/she reports, may prohibit the offender from engaging in any solicitation on the university campus for a specified period of time not to exceed one (1) year. In the case of a repeated violation of these rules, the following sanctions shall apply:

- a. the appropriate university official with the approval of the vice president to whom he/she reports, may suspend or cancel the recognition status of an offending student organization.
- b. the appropriate university official, with the approval of the vice president to whom he/she reports, may suspend the use of university facilities by an offender in accordance with the Penalty and Hearing section of the Use of University Facilities policy;
- c. the university may prosecute an offender for trespass in accordance with Chapter 51 of the Texas Education Code.

### **Procedures for Conducting Raffles on Campus**

1. University groups authorized to conduct raffles under the Charitable Raffle Enabling Act (~~Art. 179 F, Vernon's Texas Civil Statutes~~ *Texas Occ. Code § 2002*) may conduct raffles on campus.
2. All proceeds from the sale of tickets must be spent for the charitable purposes of the organization.
3. The qualified university group is limited to two (2) raffles per calendar year (January 1 - December 31) and may not conduct more than one (1) raffle at a time. This will be monitored by the Office of Student Activities.
4. The sponsoring university group may not promote the raffle through television, radio, newspaper, or other medium of mass communication by the use of paid advertising, or promote or advertise statewide. The tickets for the raffle may not be sold or offered for sale statewide.
5. The university group conducting the raffle may not compensate a person directly or indirectly for organizing or conducting a raffle or for selling or offering to sell tickets to the raffle. Persons who are not members of the university group may not sell or offer tickets to the raffle.
6. The university group conducting the raffle must have the prize in its possession or post bond for the full amount of the money value of such prize before raffle tickets are sold. The prize awarded at a raffle may not be money and the value of the prize may not exceed \$25,000. The following must be printed on each raffle ticket sold or offered for sale:
  - a. The name of the university group conducting the raffle and the address of the organization or of a named officer of the organization;
  - b. the price of the ticket; and
  - c. a general description of each prize that has a value of more than \$10 and is to be awarded in the raffle.

### **Financial Policies of Student Organizations**

1. The ~~Executive Director~~ dean of student affairs may request a financial statement of any student organization at any time. The requirements of the financial statement shall be established by the ~~Executive Director~~ dean of student affairs.

2. Any registered student organization failing to comply with the provisions of this section may be subjected to sanctions provided by the Time, Place, and Manner Regulations section.

### **Additional Rules**

In addition to these rules, solicitation conducted in:

- a. residence halls must comply with the rules governing residence halls.
- b. the ~~University~~ *Baker Pattillo Student Center* must comply with the rules governing the ~~University~~ *Baker Pattillo Student Center*; and
- c. academic buildings must comply with the rules governing academic buildings.

**~~Source of Authority:~~** ~~Texas Education Code Chapter 101; United States Constitution, Amendments I and XIV; President, Vice President for University Affairs~~

**~~Cross Reference:~~** ~~Stephen F. Austin State University Web Page~~ *Texas Education Code §§ 51.204, 101; U.S. Const. amend. I; U.S. Const. amend. XIV, §1; Charitable Raffle Enabling Act, Texas Occupations Code § 2002; Policy B-1, Use of University Facilities; Policy D-31, Signs and Exhibits*

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

**~~Contact for Revision:~~** ~~Executive Director~~ *Dean of Student Affairs*

**Forms:** Fundraising Approval

## Staff Development (E-47.2)

**Original Implementation:** September, 1990

**Last Revision:** ~~April 13, 2006~~ April 21, 2009

Opportunities for staff development shall be provided on a limited basis as funds designated for this purpose are available. Projects must be related to the employee's current university responsibilities or be directly related to skills or information relevant to a specific university job or position the employee is seeking that is within his/her career path. Typical staff development projects may include formal education such as short courses, seminars or college-level courses and/or training courses or seminars related to computers or other electronic or mechanical equipment.

The following should guide the preparation and approval procedure for staff development proposals.

1. Projects may be proposed and approved for non-faculty, full-time staff members, either classified or non-classified.
2. Any eligible employee, as defined in item 1 above may submit a proposal for either himself/herself or for an employee who reports to him/her.
3. Proposals, containing a detailed description of the project/program and estimated costs, must be submitted to the employee's immediate supervisor and routed for approval through administrative channels to the appropriate vice president.
4. A copy of the proposal ~~form~~ showing the amount approved by the vice president must be attached to any travel request, voucher, etc., required for payment or reimbursement.

**Source of Authority:** President

**Cross Reference:** Faculty/Staff Educational Assistance Plan, Policy E-65

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

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

**Forms:** None



## **Student Discipline (D-34)**

**Original Implementation:** January 19, 1988

**Last Revision:** ~~July 15, 2008~~ April 21, 2009

### **Rules of Procedure in Student Disciplinary Matters**

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#### **I. Introduction**

The following Rules of Procedure in Student Disciplinary ~~m~~Matters are adopted to ensure that the university will fulfill the requirements of procedural due process in student disciplinary proceedings, that the Stephen F. Austin State University Student Conduct Code and Residence Hall Policies may be secured to all students and that the disciplinary procedures within Stephen F. Austin State University shall be definite and determinable.

These Rules of Procedure shall be followed in any disciplinary proceeding ~~commenced after the beginning of the fall semester 2008~~, subject to the authority of the Board of Regents and the authority delegated to the president of the university to exercise jurisdiction over disciplinary matters of the university.

## II. Definitions

As used in these rules, the following definitions shall apply:

**Advisor:** An individual accompanying a charged student in a hearing. The advisor may be anyone of the charged student's choice. The advisor may provide counsel to the charged student but may not participate in the hearing through questioning or making statements to any other hearing participant.

**Appeal:** The exercise of the right of review by the charged student or the individual designated as the appellate authority of the full record of a disciplinary hearing and the sanction imposed by a hearing officer or board.

**Complicity:** Being present during the planning or commission of any violation of the Student Conduct Code in such a way as to condone, support, or encourage that violation. Students who anticipate or observe a violation of the Student Conduct Code are expected to remove themselves from association or participation and are encouraged to report the violation.

**Dean of Student Affairs:** As used in these procedures, the dean of student affairs is charged, as a designee of the vice president for university affairs, with the responsibility for the administration of these disciplinary procedures.

**Hall Director:** The individual charged with the administration of a residence hall that will initiate the proceedings to be followed when a residence hall infraction has occurred.

**Judicial Board:** The panel that is authorized to conduct hearings and to impose sanctions regarding residence hall infractions committed by residence hall occupants. The board shall be composed of two (2) volunteer residence hall students, one (1) resident assistant, and one (1) hall director who serves as the chair.

**Judicial Officer:** As used in these procedures, the judicial officer is charged, as a designee of the dean of student affairs, with the daily responsibility for the administration of these disciplinary procedures. Specifically, the judicial officer conducts informal hearings for alleged conduct code violations, has appellate authority over residence hall violation hearings, presents the university's case in formal hearings before the Student Conduct Committee and serves as custodian of all Student Conduct Code disciplinary hearing records. The dean of student affairs may designate additional staff members to serve as hearing officers as the need arises.

**Provost:** As used in these procedures, the provost, or designee, is charged with the primary responsibility for the administration of these disciplinary procedures that relate to academic dishonesty in the classroom as delineated in University Policy A-9.1 Academic Integrity.

**Student:** All persons taking courses at the university, either full-time or part-time, pursuing undergraduate, graduate, or professional studies. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the university or who have been notified of their acceptance for admission are considered “students” as are persons who are living in university residence halls, although not enrolled in this institution.

**Student Conduct Code:** University Policy D34.1, which describes the types of behaviors and situations for which students and student organizations will be held accountable.

**Student Conduct Committee:** As used in these procedures, the Student Conduct Committee is that body which is authorized to conduct formal hearings and impose sanctions for alleged Student Conduct Code violations and to serve as the appellate authority over informal hearings for alleged Student Conduct Ceode violations. The committee shall be composed of one (1) faculty/staff member, one (1) student and one (1) faculty/staff chair. The chair, appointed by the president of the university, shall hold the position on a permanent basis and shall preside at all disciplinary hearings of the committee, unless another faculty/staff member is appointed to preside by the chair for reasons of scheduling or conflict of interest. The initial pool of committee members shall consist of five (5) faculty/staff members appointed by the president of the university and the student member of the committee from a pool of five (5) students appointed by the president of the Student Government Association. Each committee member shall have a vote. The VPUA, or ~~their~~ designee, may appoint student or faculty/staff members to the committee pool in situations where committee members are unavailable to serve to preserve the timeliness of the student conduct process.

**University-recognized Medium:** Any form of communication officially recognized by the university. Examples ~~include~~*include*, but are not limited to, postal mail, campus mail, hand delivery and email to a university account.

**Vice President for University Affairs (VPUA):** As used in these procedures, the vice president for university affairs is charged with the primary responsibility for the administration of these disciplinary procedures and is the appellate authority for Student Conduct Committee hearings. The vice president may appoint designees to administer disciplinary procedures *or to hear appeals*. The dean of student affairs shall serve as the primary designee of the VPUA in the administration of these procedures, with the daily responsibility for the administration of these disciplinary procedures ~~being~~ delegated to the judicial officer. The VPUA may designate additional staff members to serve as hearing officers as the need arises. All designees shall follow the same procedures as outlined for the judicial officer in this policy.

### III. **Rights of Charged Students in Disciplinary Proceedings**

Any student charged with violating Residence Hall *p*Policy or the Student Conduct Code will be notified through a university-recognized medium to contact the appropriate hearing official for a hearing on the alleged misconduct. The notice will include the date of the alleged violation and the specific provision of the policy or code in question. The rights outlined below will be accorded to any student in a formal or informal hearing for an alleged violation of the Student Conduct Code and for formal hearings for an alleged violation of Residence Hall *p*Policy. A student is not afforded the right of an advisor in an informal hearing for an alleged infraction of Residence Hall *p*Policy due to the nature of these types of offenses and the short timeframe allowed for a case to be resolved.

- a. to be present at the hearing;
- b. to have an advisor of the charged student's choice appear with the student and to consult with such advisor during the hearing, except as stated in the previous paragraph;
- c. to hear or examine evidence presented against the charged student;
- d. to make any statement in mitigation or explanation of the conduct in question;
- e. to be informed in writing of the finding and any sanction imposed;
- f. to appeal the finding and sanction to the proper authority;
- g. to waive hearing deadlines as outlined in these procedures;
- h. to have and cross-examine witnesses.

### IV. **Rights of Victims in Disciplinary Proceedings**

Some actions that violate university rules involve victimization of one or more students by a student(s). This behavior may include physical violence and other acts that endanger the safety of others in the university community. If a person is identified as a victim of a nonforcible sex offense or other violent criminal offense, that person is entitled to certain rights during the disciplinary process.

If a complaint is filed with the judicial officer, it is important to remember that the accused student is being charged with violating a university rule or regulation; therefore, the university is ultimately responsible for initiating charges, imposing sanctions if the charged student chooses to admit the violation, implementing the hearing process, and determining sanctions following a finding of responsibility. Although a victim's input may be sought during the disciplinary process, the ultimate disposition of the case rests with the university. If a victim withdraws the complaint during the course of the disciplinary proceeding, the university reserves the right to proceed with the case on the basis of evidence other than the testimony of the victim.

During the course of a disciplinary proceeding, a victim of an alleged violent criminal offense or nonforcible sex has the following rights:

- a. to meet with the judicial officer to discuss the disciplinary process.
- b. to submit a written account of the alleged incident.
- c. to be advised of the date, time and location of the disciplinary hearing, and to request rescheduling for good cause.
- d. to be present at the hearing and to be accompanied by an advisor of the victim's choosing during the hearing process, although the advisor will not be permitted to speak for the victim during the hearing.
- e. to testify as a witness during the hearing. An intercom or other remote audio or video device may be used in hearings to allow a victim to testify and respond to questions and cross-examinations without face-to-face contact with the alleged perpetrator.
- f. to decline to testify, with knowledge that such action could result in dismissal of the university's charges for lack of evidence.
- g. to make an impact statement, either in person or in writing, to the hearing officer or Student Conduct Committee for consideration during the sanctioning phase.

## **V. Evidence and Burden of Proof**

In all disciplinary proceedings, the university bears the burden of proof by a preponderance of the evidence. Preponderance of the evidence means proof which leads a reasonable person to find that the fact in issue is more probable than not. It is evidence that is of greater weight or more convincing than the evidence offered in opposition to it. The rules of evidence do not apply in any hearing nor are the proceedings to be conducted as judicial trials; however, care shall be taken to comply with the intent of the procedural safeguards provided by these rules. All hearings are closed to the public.

## VI. Confidentiality Standards

All hearings and records pertaining to such will be considered educational records and will be treated as designated by current law. This means there will be no disclosure of file contents outside of the university without the written permission of the student, unless a legal exception exists. Disclosure within the university will be limited to those employees having legitimate need of the information to conduct university business. Disclosure to victims of violent crimes and nonforcible sex offenses will be handled according to current law. Hearings will be closed to the public.

## VII. Penalties

**Admonition:** is a warning.

**Conduct Probation:** is for a specified period of time and requires that a second offense will result in disciplinary probation or suspension.

**Disciplinary Probation:** is for a specified period of time and may carry with it other conditions to be met (e.g., restriction of participation in extracurricular activities, holding student office, pledging or joining campus organizations).

**Special Action:** is a sanction designed to enhance the educational intent of the disciplinary process. Examples of sanctions include removal from university housing, payment of damages, extracurricular activity restrictions, community service, educational sanctions, counseling referrals, removal from any class or program, or restrictions on enrollment in any class or program.

**Suspension:** is a bar from attending the university for a specific period of time and carries with it the following conditions:

- a. The charged student must remain off the campus during the period of suspension, except when summoned by an administrator of the university or when an appointment with an official has been arranged in advance.
- b. A student under suspension may not live or board in university facilities.

**Expulsion:** is a permanent bar from attending the university whereby the student is not eligible for readmission to this university. An expelled student's status will also carry the following conditions:

- c. The expelled student must remain off the campus, except when summoned by an administrator of the university or when an appointment with an official has been arranged in advance.
- d. A student under expulsion may not live or board in university facilities.

**Debarment:** is equivalent to suspension from the university applied to persons not currently registered at the time the penalty is imposed.

**Interim Suspension:** The judicial officer may, with the approval of the vice president of university affairs, suspend a student for an interim period pending disciplinary proceedings when there is evidence that the continued presence of the student on the university campus poses a substantial threat of harm or bodily injury to herself/himself or to others, to property, or to the stability and continuance of normal university functions. The judicial officer may provide for the interim suspension to become immediately effective without prior notice to the student. However, *the* judicial officer shall provide notice to the student at the first reasonable opportunity.

The judicial officer shall inform the student that he/she is entitled to a hearing to be held within five (5) university business days from the effective date of the interim suspension. If the student desires, a preliminary hearing, either formal or informal, shall then be held on the following issues only:

- e. the reliability of the information concerning the student's conduct, including the matter of his/her identity;
- f. whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the university campus poses a substantial threat of harm or bodily injury to himself/herself or to others, to property, or to the stability and continuance of normal university functions.

If the judicial officer or committee finds the information concerning the charged student's conduct is unreliable or that the charged student has been misidentified, charges may be dismissed. If the judicial officer or committee finds that allowing the charged student to remain on campus poses no threat or disruption, the student may be allowed to remain on campus pending the completion of the hearing process.

### VIII. **Residence Hall Policy Violation Procedures**

The hall director shall receive the report of any alleged infraction of Residence Hall Policy and the Student Conduct Code that occurs in a residence hall. Infractions that constitute Student Conduct Code violations shall be forwarded to the judicial officer.

In the event of multiple infractions involving both Residence Hall Policy and the Student Conduct Code, each infraction shall be heard by the appropriate hearing officer. In Residence Hall Policy violation cases, the hall director shall notify, through a university-recognized medium, the charged student of a hearing to adjudicate the alleged infraction. Failure by the charged student to have his/her current local address on record with the university or to access notifications

transmitted through a university-recognized medium shall not invalidate the notice. The notice shall include the date of the alleged violation and the specific provision of the Residence Hall Policy in question. The hall hearing shall be held within five (5) working days of the infraction.

At the initial meeting with the charged student, the hall director will provide the charged student a copy of the discipline report relative to the case, which will include the name(s) of the individual(s) making the charge and potential witnesses. The charged student will also be presented with the option of having the hall director informally resolve the incident or having the case heard before the Residence Hall Judicial Board. The hall director shall also have the right to refer the case to the Residence Hall Judicial Board.

#### **A. Informal Disposition for Residence Hall Policy Violations**

##### **1. Informal Hearing Procedures for Residence Hall Policy Violations**

If the charged student selects an informal hearing, the discipline report shall serve as evidence of the infraction. The hall director shall serve as the official initiating the charge of misconduct, serve as hearing officer, make a determination and impose any sanction. In the event the charged student does not appear for the initial hearing with the hall director, the charged student shall be notified again of a new hearing within two (2) working days. If the charged student fails to appear for the newly scheduled hearing, the hall director shall refer the case to the Residence Hall Judicial Board for a hearing on the original charge and an additional charge of failure to comply with the directions of a university official.

##### **2. Right of Appeal for an Informal Hearing of Residence Hall Policy Violations**

The charged student may appeal the decision of the hall director to the judicial officer who has final authority in the matter. The appeal must be filed within three (3) working days of the hall director's decision. Grounds for an appeal are limited to procedural irregularities. The signed and dated written appeal must be filed in the judicial officer's office prior to 5 p.m. the day of the deadline and must contain the charged student's university identification number, date of the disciplinary action being appealed, the nature of the charges, the grounds which merit an appeal, and any extenuating circumstances the charged student wishes to have considered. The judicial officer shall review the full record of the case and the appeal documents and may affirm, reverse or remand the case for further proceedings and shall notify, through a



university-recognized medium, the charged student and the Residence Life Center of the decision on the appeal.

3. **Status During Appeal for an Informal Hearing of Residence Hall Policy Violations**

When an appeal is filed within the required time, the terms of the sanction are not enforced pending final determination of the appeal. In the event the sanction is upheld, any final disciplinary action imposed shall be effective from the date of the final appellate authority decision.

4. **Record of Hearing for an Informal Hearing of Residence Hall Policy Violations**

The hearing record shall be maintained by the Residence Life Center according to the university's retention schedule. For the purpose of appeal, the record shall be accessible at reasonable times and places to both the university and the student charged. The record may be stored electronically and shall include the content of the originating report of misconduct, the findings of and sanctions imposed by the hall director and any additional documentation generated through an appeal.

*A.B.* **Formal Disposition for Residence Hall Policy Violations**

1. **Formal Hearing Procedures for Residence Hall Policy Violations**

- a. If the charged student elects to have the case heard before the Judicial Board or is referred by the hall director, the chair of the Judicial Board shall notify the charged student of the hearing date to be scheduled within five (5) working days of the election or referral.
- b. The judicial board chair shall provide notice of the hearing through a university-recognized medium. Failure by the charged student to have his/her current local address on record with the university or to access notifications transmitted through a university-recognized medium shall not invalidate the notice. The notice shall set forth the date, time, and place of the alleged infraction, the conduct in question, and the date, time and place of the hearing before the Judicial Board. The charged student shall also be informed that an advisor may accompany the charged student to the hearing. If the charged student fails to appear at the scheduled time, the charged student shall be notified of a new hearing date within two (2) working days. If the charged student fails to appear for the newly scheduled

hearing, the case shall be referred to the judicial officer for a hearing on the original charge and an additional charge of violation of the Student Conduct Code for failure to comply with the directions of a university official. If the charged student has been referred to the Judicial Board because of failure to appear for informal hall director hearings, the charged student will receive no second notice and the hearing will proceed without the student being present. The findings of and any sanction imposed by the Judicial Board will be provided to the student through a university-recognized medium.

- c. The judicial board chair shall preside at the hearing, ascertain the presence or absence of the student charged with misconduct, read the notice of the hearing and the charges, and establish the presence of any advisor of the charged student. The charged student may make a statement to the board at this time. Witnesses for either the university or the charged student may be questioned by both the board members and the charged student. The student's advisor may advise the charged student, but may not participate in the hearing by questioning witnesses or addressing the board.

d. At the conclusion of the questioning, the board shall then make its findings and determinations in executive session out of the presence of the charged student. The board shall promptly consider the case on its merits, make its findings and inform the charged student and the student's hall director within two (2) working days of the findings and any sanction to be imposed.

## 2. **Right of Appeal for a Formal Hearing of Residence Hall Policy Violations**

The decision of the Judicial Board may be appealed in writing within three (3) working days to the judicial officer who has final authority over the matter. Grounds for an appeal are limited to procedural irregularities. The signed and dated written appeal must be filed in the judicial officer's office prior to 5 p.m. on the day of the deadline and must contain the charged student's university identification number, date of the disciplinary action being appealed, the nature of the charges, the grounds which merit an appeal, and any extenuating circumstances the charged student wishes to have considered. The judicial officer shall review the full record of the case and the appeal documents and may affirm, reverse or remand the case for further proceedings and shall notify, through a university-recognized medium, the charged student and the hall director of the decision on the appeal.

### 3. **Status During Appeal for a Formal Hearing of Residence Hall Policy Violations**

When an appeal is filed within the required time, the terms of the sanction are not enforced pending final determination of the appeal. In the event the sanction is upheld, any final disciplinary action imposed shall be effective from the date of the final appellate authority decision.

### 4. **Record of Hearing for a Formal Hearing of Residence Hall Policy Violations**

The hearing record shall be maintained by the Residence Life Center according to the university's retention schedule. For the purpose of appeal, the record shall be accessible at reasonable times and places to both the university and the student charged. The record may be stored electronically and shall include the content of the originating report of misconduct, the findings of and sanctions imposed by the Residence Hall Judicial Board and any additional documentation generated through an appeal.

## IX. **Student Conduct Code Violation Procedures**

The ~~judicial~~ *Judicial Officer* shall receive the report of any alleged violation of the Student Conduct Code. Reports of alleged violations may be received from any person having knowledge of the incident. The ~~judicial~~ *Judicial Officer* shall notify, through a university-recognized medium, the charged student of the necessity of a hearing to adjudicate the alleged violation. *The notice shall include the date of the alleged violation and the specific provision of the Student Conduct Code in question.*

Failure by the charged student to have his/her current local address on record with the university or to access notifications transmitted through a university-recognized medium shall not invalidate the notice.

The charged student shall contact the ~~o~~Office of the judicial officer concerning the scheduling of an appointment within five (5) working days. ~~The notice shall include the date of the alleged violation and the specific provision of the Student Conduct Code in question.~~ The charged student shall be informed that an advisor may be present to provide counsel to the charged student and if an attorney is chosen as an advisor, the student must provide this information when scheduling the initial meeting to allow the university's attorney to also be present.

At the initial meeting with the charged student, the judicial officer will provide the charged student a copy of the incident report which will include the name(s) of the individual(s) making the charge and potential witnesses.

The charged student will also be presented with the option of having the judicial officer informally resolve the incident or having the case heard before the Student Conduct Committee. The judicial officer shall also have the right to refer the case to the Student Conduct Committee. Cases where expulsion could be considered a sanction will automatically be referred to the Student Conduct Committee.

## **Informal Disposition for Student Conduct Code Violations**

### **1. Informal Hearing Procedures for Student Conduct Code Violations**

If the charged student selects an informal hearing, the incident report shall serve as evidence of the violation. The judicial officer shall serve as the official who initiates the charge of misconduct, serve as hearing officer, make a determination and impose any sanction. The charged student's advisor may advise the charged student but may not participate in the hearing by asking questions or addressing the judicial officer. In the event the charged student does not appear for the initial hearing scheduled with the judicial officer, the charged student shall be sent a second notice within two (2) working days. If the charged student does not respond to the second notice, the charged student may be suspended from the university and/or have a bar placed on all university files and accounts preventing the conduct of university business until the charged student appears before the judicial officer for disposition of the case.

### **2. Right of Appeal for an Informal Hearing of Student Conduct Code Violations**

#### **a. Sanction of suspension or expulsion**

There are two (2) appeal options for the sanction of suspension or expulsion:

#### **i. Appeal of Findings:**

The determination of the judicial officer of a student's responsibility in a case *that results in a sanction of suspension or expulsion* may be appealed to the Student Conduct Committee by requesting a formal hearing. The request must be in writing and submitted to the committee chair within five (5) working days of the judicial officer's decision. See the following section, B. Formal

Disposition for Student Conduct Code Violations,  
for formal hearing procedural details.

ii. **Appeal of Sanction:**

The charged student may accept the finding of responsibility and appeal the ~~decision of the~~ judicial officer's ~~to sanction of suspension or expulsion by suspension~~ to the vice president for university affairs within five (5) working days of the judicial officer's decision. The signed and dated written appeal must be filed in the vice president's office prior to 5 p.m. the day of the deadline and must contain: the charged student's university identification number, date of the disciplinary action being appealed, the nature of the charges, the grounds which merit an appeal, and any extenuating circumstances the charged student wishes to have considered.

The vice president may assign the appeal to the dean of student affairs. ~~In this case, the dean of student affairs will serve as the final level of appeal. for an initial hearing. Should the appeal be denied at the dean's level it will automatically be forwarded to the vice president, who has final authority in the matter, for a hearing.~~

iii. **Sanctions other than suspension or expulsion:**

The charged student may appeal the decision of the judicial officer to the Student Conduct Committee who has final authority in the matter, within five (5) working days of the judicial officer's decision. Grounds for an appeal are limited to the following: procedural irregularities severe enough to have denied the student a fair hearing; lack of clear and convincing evidence to support the hearing outcome; new information pertinent to the case that was unknown to the student at the time of the hearing; or an excessive or inappropriate sanction. The signed and dated written appeal must be filed in the office of the Student Conduct Committee chair prior to 5 p.m. the day of the deadline and must contain the charged student's university identification number, date of the disciplinary

action being appealed, the nature of the charges, the grounds which merit an appeal, and any extenuating circumstances the charged student wishes to have considered. Upon filing, the chair will provide the charged student with a list of the faculty/staff and student pool members of the Student Conduct Committee and allow the charged student to make one (1) strike of any one (1) member of the ten (10) pool members. The committee shall review the full record of the case and the appeal documents and may affirm, reverse or remand the case for further proceedings and shall notify, through a university-recognized medium, the charged student and the judicial officer of the decision on the appeal.

**3. Status During Appeal for an Informal Hearing of Student Conduct Code Violations**

In cases of suspension *or expulsion* where an appeal is filed within the required time, a charged student may petition the appropriate appeal officer, either the conduct committee chair, or the vice president ~~of~~ *for* university affairs, in writing for permission to attend classes pending final determination of the appeal. The officer may permit a charged student to continue to attend classes under such conditions as may be designated pending completion of appellate procedures, provided such continuance will not seriously disrupt the university or constitute a danger to the health, safety or welfare of the university community.

In cases of ~~other~~ sanctions *other than suspension or expulsion*, where an appeal is filed within the required time, the terms of the sanction are not enforced pending final determination of the appeal. In the event a sanction is upheld, any final disciplinary action imposed shall be effective from the date of the final appellate authority decision.

**4. Record of Hearing for an Informal Hearing of Student Conduct Code Violations**

The hearing record shall be maintained by the office of the judicial officer according to the university's retention schedule. For the purpose of appeal, the record shall be accessible at reasonable times and places to both the university and the student charged. The record may be stored electronically and shall include the content of the originating report of misconduct, the findings of and

sanctions imposed by the judicial officer and any additional documentation generated through an appeal.

**-A. Formal Disposition for Student Conduct Code Violations**

**1. Formal Hearing Procedures for Student Conduct Code Violations**

- a. If the charged student elects to have the case heard before the Student Conduct Committee, or ~~is-the case is~~ referred to ~~the Committee~~ by the judicial officer, the judicial officer will immediately provide the charged student with a list of the faculty/ staff and student pool members of the Student Conduct Committee. ~~The and allow the~~ charged student ~~will be allowed~~ to make one (1) strike of any one (1) member of the ten (10) pool members. This information will be forwarded to the chair of the committee, who shall notify the charged student of the hearing date to be scheduled within ten (10) working days of the election.
- b. The student conduct committee chair shall provide notice of the hearing, transmitted either through a university-recognized medium or personal delivery to the charged student. The notice shall set forth the date, time and place of the alleged violation, the conduct in question, and the date, time and place of the hearing before the Student Conduct Committee. The charged student shall also be informed that an adviser may accompany the charged student to the hearing and if an attorney is chosen as an advisor, the student must provide this information when scheduling the initial meeting to allow the university's attorney to also be present. Failure by the charged student to have his/her current local address on record with the university or to access notifications transmitted through a university-recognized medium shall not invalidate the notice. The notice shall be given at least five (5) consecutive calendar days prior to the hearing, unless a shorter or longer time is fixed by the chair for good cause. If the charged student fails to appear at the scheduled time, the charged student shall be informed of a new hearing date. Any request for continuance shall be made in writing to the chair, who shall have the authority to continue the hearing if it is determined the request is timely and for good cause. If a new hearing must be set for either the failure of the charged student to show or for a continuance, the chair shall notify the judicial officer and the charged student of the new date for the hearing. Failure to appear for the newly scheduled hearing will result in the case being referred back to the judicial officer who may then

suspend the charged student from the university or have a bar placed on all university files and accounts preventing the conduct of university business until the charged student appears for disposition of the case in compliance with these rules

- c. The student conduct committee chair, or designated temporary chair, shall preside at the hearing, ascertain the presence or absence of the student charged with misconduct, read the notice of the hearing and the charges and verify the receipt of notices of charges by the charged student, report any continuances requested or granted, establish the presence of any adviser or counselor of the charged student and call the attention of both the charged student and any adviser to any special or extraordinary procedures to be employed during the hearing.
- d. The judicial officer and the charged student shall make opening remarks outlining the general nature of the case and the types of evidence to be presented. The charged student's adviser may advise the charged student, but may not participate in the hearing by questioning witnesses or addressing the committee.
- e. The parties may summon and cross-examine witnesses, produce evidence, address the committee, and inspect and copy the committee's findings and determinations. Each party shall have the right to testify. However, the charged student may not be required to testify. Any person testifying shall be subject to cross-examination. The charged student shall be afforded an opportunity to obtain necessary witnesses and documentary or other evidence, and the university shall assist in securing the cooperation of witnesses and make available any necessary documents and other evidence within its control.

## 2. **Scope of the Committee**

The Student Conduct Committee may:

- a. permit a stipulation of facts by the judicial officer and the charged student involved;
- b. permit the incorporation in the record by a reference to any document, affidavit or other thing produced and desired to be incorporated in the record by the university or the charged student;
- c. question witnesses or other evidence introduced by either the university or the charged student;



- d. hear from the judicial officer about dispositions made in similar cases and any dispositions offered to the charged student appearing before the committee;
- e. call additional witnesses or require additional investigation;
- f. dismiss any action or permit informal disposition upon request of the charged student;
- g. dismiss any person from the hearing who interferes with or obstructs the hearing or fails to abide by the rulings of the chair of the committee.
- h. ~~h.~~ In cases involving more than one student, which arise out of the same transaction or occurrence, the committee may hear the cases together, but shall make separate findings and determinations for each charged student.

### 3. **Determinations and Official Report of the Student Conduct Committee**

The Student Conduct Committee shall then make its findings and determinations in executive session, out of the presence of the judicial officer and the charged student. Separate findings are to be made as to the conduct of the charged student and the recommended sanction, if any, to be imposed. No sanction shall be imposed on the charged student unless a majority of the committee present is reasonably convinced by the evidence that the charged student has committed the violation charged and should therefore be sanctioned by the university. The committee shall promptly consider the case on its merits and inform the charged student and the judicial officer within two (2) working days of the findings and any sanctions to be imposed

### 4. **Other Procedural Questions for a Formal Hearing of Student Conduct Code Violations**

Procedural questions which arise during the hearing not covered by these general rules shall be determined by the chair, whose ruling shall be final unless the chair shall present the question to the committee at the request of a member of the committee, in which event the ruling of the committee by majority vote shall be final.

### 5. **General Rules of Decorum for a Formal Hearing of Student Conduct Code Violations**

All requests to address the committee shall be addressed to the chair. The chair shall rule on all requests and may consult with the

committee's legal counselor prior to any ruling. The chair's ruling shall be final and all participants shall abide thereby, unless the chair shall present the question to the committee, in which event the ruling of the committee by majority vote shall be final.

The committee's sessions shall be conducted in a manner consistent with the ascertainment of the truth and the orderly process of justice. Each person in attendance shall therefore exhibit proper dignity, courtesy, and respect.

#### 6. **Right of Appeal for a Formal Hearing of Student Conduct Code Violations**

A charged student may appeal the decision of the Student Conduct Committee to the vice president for university affairs. The written appeal must be filed in the vice president's office within five (5) working days of the committee's notice. Grounds for an appeal are limited to the following: procedural irregularities severe enough to have denied the student a fair hearing; lack of clear and convincing evidence to support the hearing outcome; new information pertinent to the case that was unknown to the student at the time of the hearing; or an excessive or inappropriate sanction.

The signed and dated written appeal must be filed in the vice president for university affairs office prior to 5 p.m. on the day of the deadline and must contain the charged student's university identification number, date of the disciplinary action being appealed, the nature of the charges, the grounds which merit an appeal, and any extenuating circumstances the charged student wishes to have considered. The vice president shall review the full record of the case and the appeal documents and may affirm, reverse or remand the case for further proceedings and shall notify the charged student, the conduct committee chair, and the judicial officer of the decision on the appeal. *The vice president may assign the appeal to the dean of student affairs. In this case, the dean of student affairs will serve as the final level of appeal.*

~~The vice president may assign the appeal to the dean of student affairs for an initial hearing. Should the appeal be denied at the dean's level it will automatically be forwarded to the vice president, who has final authority in the matter, for a hearing.~~

#### 7. **Status During Appeal for a Formal Hearing of Student Conduct code Violations**

In cases of suspension or expulsion where an appeal is filed within the required time, a charged student may petition the vice president for university affairs in writing for permission to attend classes pending final determination of the appeal. The vice president for university affairs, or their designee, may permit a charged student to continue in school under such conditions as may be designated pending completion of appellate procedures provided such continuance will not seriously disrupt the university or constitute a danger to the health, safety or welfare of the university community. In cases of other sanctions where an appeal is filed within the required time, the terms of the sanction are not enforced pending final determination of the appeal. In the event the sanction is upheld, any final disciplinary action imposed shall be effective from the date of the final appellate authority decision.

**8.7. Record of Hearing for a Formal Hearing of Student Conduct Code Violations**

The university shall maintain a video or audio record of the hearing before the Student Conduct Committee. The hearing record shall be maintained according to the university's retention schedule. The notice, exhibits, video or audio record, the findings and sanctions of the committee shall become the hearing record and shall be filed in the office of the judicial officer. The hearing record may be stored electronically in part or in whole. For the purpose of appeal, the record shall be accessible at reasonable times and places to both the university and the student charged.

**Cross Reference:** Student Code of Conduct (Policy D-34.1)

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

**Contact for Revision:** Dean of Student Affairs

**Forms:** None

## Student Employment Center (F-26)

**Original Implementation:** June 18, 1987

**Last Revision:** ~~April 22, 2008~~ April 21, 2009

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 *and E-Verify compliance* 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 SEC for paperwork processing *before they begin work*. Once the necessary employment forms (Student Employment Information Sheet, I-9 and W-4) have been completed, *and a picture I.D. provided*, 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. *International Students must also provide Forms I-20 and I-94 as part of their student employment paperwork process.*
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/>.

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

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 Than 20 Hours" form. This form may be obtained from the SEC office or website. To be eligible for on-campus employment during the fall or spring semesters as a student worker (either a student assistant or work study), a student must carry six (6) or more semester hours. It is the employing department's responsibility to ensure that student employees are enrolled for the required number of semester hours. *SFA student workers enrolled for 1-5 academic hours must be approved by the Dean of Student Affairs, as indicated on the "Departmental Approval to Work While Enrolled for Fewer Than 6 Hours" form. This form may be obtained from the Student Employment Center website or office.*
5. During the summer, students employed as either student assistants or work study; employees, and 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 section 4. It is the employing department's responsibility to ensure 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.

6. Departments may determine CWS/Student Assistant pay rates according to the following five position grades. Pay 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.
  - A. 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).
  - B. 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)
  - C. 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)
  - D. 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.
  - E. Grade 5. For student employment not meeting the above four pay grade specifications the department should contact the Student Employment Center.
7. Job openings requiring services of Stephen F. Austin State University students should be placed with the SEC 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 in addition to the initial/original posting with SEC. It is the employing department's responsibility to ensure 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 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.

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:-

- A. The College Work-Study Program is a form of student employment and is therefore subject to the conditions outlined above.
- 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.
- 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.
- 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.

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.

- 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.
- F. All time sheets for CWS employees must be signed by the student and the employing department head or authorized personnel.
- G. If questions arise concerning the College Work-Study Program, call the Financial Aid Office at 936-468-2403.

#### Foreign Students:

The Department of Homeland Security permits foreign students to be employed under the same regulations as 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.)

**Cross Reference:** Nepotism, Policy E-33; Immigration Reform and Control Act of 1986 8 U.S.C. §see 1101 et seq., 42 U.S.C. §see: 2751 et seq.

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

**Contact for Revision:** Director of Counseling and Career Services

**Forms:** Oracle On-line Student Employment Authorization Form (issued by the SEC), College Work Study Permit (issued by Financial Aid), Departmental Approval to Work More Than 20 Hours (issued by the SEC), *Departmental Approval to Work While Enrolled for Fewer than 6 hours (issued by SEC)*, Student Employment Information Sheet (issued by the SEC), I-9 Form (issued by the SEC), W-4 Form (issued by the SEC).

## **The Ed and Gwen Cole Art Center and the Griffith Gallery (B-36) NEW**

**Original Implementation:** April 21, 2009

**Last Revision:** None

The Ed and Gwen Cole Art Center and the Griffith Gallery are exhibition spaces for the artistic programs of the School of Art in the College of Fine Arts. Scheduling and use of these facilities and their equipment is pursuant to university policy B-1, Use of University Facilities. The dean of the College of Fine Arts is the administrator of these facilities and their operating policies. Nothing contained in this policy shall be construed to prohibit or hinder the operation of the Ed and Gwen Cole Art Center or the Griffith Gallery in pursuing the university's mission as a public institution of higher education. All activities associated with that mission shall have priority in the use of these facilities.

### **Priority of Users**

Because the Cole Art Center and Griffith Gallery are academic and art exhibition facilities, their use shall be restricted. The following priorities for assignment of use shall be in effect:

**Category I - Events sponsored by the Schools of Art, Music, or Theatre and the Dance Program; and other performance and exhibition activities that are a necessary adjunct to academic programs in the College of Fine Arts.**

Category II - Events that are a part of Friends of the Visual Arts, Nacogdoches Junior Forum, Watercolor East Texas, Nacogdoches Photographic Association, and the Nacogdoches Art League.

Category III - Events sponsored by university departments or registered student, faculty, and staff organizations of both an academic and non-academic nature. Annual events cannot be scheduled on an ongoing basis.

Category IV - Events sponsored jointly by official university departments or agencies with non-university groups. Annual events cannot be scheduled on an ongoing basis.

### **Restrictions:**

- No weddings or wedding receptions shall be permitted in the Cole Art Center.
- Non-university fundraising activities shall not be permitted in the Cole Art Center.

### **Reservation Procedures**

Reservations for all functions in the Cole Art Center or Griffith Gallery shall be made through the gallery director. Scheduling shall be limited by the preexisting exhibition



schedule, and the nature of the function wishing to be scheduled. Functions that may interfere with the conservation and preservation of art being exhibited shall not be considered for rental.

The galleries should be reserved as far in advance as possible (suggested minimal time is 60 days prior to the event). Alternate dates should also be selected in the event that the date of the first choice is not available. A Facility Rental Agreement Form must be completed and signed by the person or persons who are legally and financially responsible for the event. An initial meeting with the gallery director shall be required at the time the agreement is signed and the payment of any deposits—prescribed in the Schedule of Fees maintained by the dean of fine arts—shall be submitted at this time. In addition, the user shall be required to obtain and abide by a list of general operating regulations that is available in the dean's office.

Four weeks prior to an event, a meeting with the gallery director shall be scheduled to formalize set-up procedure, equipment and personnel needs.

**Food and Beverages**

Food and beverages may be served in Griffith Gallery and the Cole Art Center, subject to approval by the gallery director. University policy D-19 prohibits the unauthorized use of intoxicating beverages on university property. The policy, however, does permit beer and wine (but not liquor) to be served at the Cole Art Center for events approved in advance by the dean of fine arts.

**Cross Reference:** Policy B-1, Use of University Facilities

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

**Contact for Revision:** Dean of Fine Arts

**Forms:** None

## Time Sheets (E-52N)

**Original Implementation:** Unpublished

**Last Revision:** ~~April 13, 2006~~ April 21, 2009

Official time records are to be maintained for all semi-monthly employees and for monthly classified employees. The work week begins at 12:01 a.m. on Saturday and ends at 12 midnight on Friday. Time should be recorded in hours and minutes. Divide the number of minutes worked by 60 to calculate the correct time to report (i.e. 15 min/60 = .25). INK must be used when ~~filling in and signing~~ *completing* the time sheet. Corrections should be made by drawing a line through the mistake, ~~and~~ writing the correct information above, below or to the side ~~and~~. *Changes* must be initialed by the department head or his designee. ~~Whiteout or~~ *Correction fluid or correction tape* should not be used on a time sheet or report. Any fraudulent time sheet ~~turned in~~ *submitted* could result in disciplinary action. *Compensatory time, vacation leave and sick leave may not be used prior to earning (or accruing) the leave.* The words "time sheet" and "time report" are used interchangeably for purposes of this policy.

### Semi-monthly Employees

Semi-monthly employees include hourly employees and student employees (work-study and student assistants). Student employees are limited to 20 hours per week on *combined* ~~all of their SFA jobs combined~~, *unless prior approval is requested* ~~obtained from the~~ *Provost/Vice-President of Academic Affairs and then may not exceed 40 hours per week under any circumstances.* *Approval form is available on line at:*  
<http://www.sfasu.edu/ccs/studentemployment/docs/Over20HourWorkRequest.pdf>.

Prior to the beginning of each pay period, Payroll Services will send the department computer generated time reports for recording time. The hours are to be indicated on a **daily** basis and must indicate what type of time has been earned/taken. Students and casual employees will only have hours worked.

~~Benefits-Eligible~~ *eligible Employees-employees* will have time earned in regular hours worked, compensatory time earned, and/or overtime earned. Time taken is vacation leave, sick leave, holiday leave and/or compensatory time taken. The employee must sign his own time report. The department head or his assigned designee must review the time report for accuracy and sign the time report. Signature stamps are not acceptable on time sheets. If the department head will be unavailable to sign the time sheet, the authorized designee *can sign it.* *The authorized designee must be on the "Authorization to Sign" form (available from Payroll Services) and then sign their own name.* The signatures certify that the time report correctly reflects all time worked and absences for the pay

period indicated. The time report must be returned to Payroll Services in the controller's office in the Austin Building by the deadline indicated on the preprinted time report. A copy must be maintained in the departmental office in accordance with the retention schedule.

### Monthly Employees

Salaried classified employees must maintain daily a "Monthly Time Record" as per the instructions provided below. The time record must be maintained in the departmental office and must be current and available for review upon request from Payroll Services, the departmental supervisor, and state or internal auditors.

### Time Sheet Instructions

Items 1-9 are self explanatory

Item No. 10 of current time record should be the same as Item No. 15 of immediate past time record or "0" for a new employee.

#### ~~10.~~Item 11

- ~~1.~~Item 11a of current time record should be the same as item 16 a of immediate past time record or "0" for a new employee.
- ~~2.~~Item 11b of current time record should be the same as Item 16b of immediate past time record or "0" for a new employee.

#### ~~11.~~Item 12

- ~~1.~~Item 12a: Record of daily time. Begin on the day the time record starts. (If the first falls on Wednesday, leave Monday & Tuesday of the first week blank.) Time other than actually worked hours should be shown as follows:

- ~~1.~~SL—Sick Leave
- ~~2.~~VL—Vacation Leave
- ~~3.~~HL—Holiday Leave
- ~~4.~~EL—Emergency Leave
- ~~5.~~CT—Compensatory Time
- ~~6.~~JD—Jury Duty

Example: An employee worked 4 hours and took 4 hours vacation, time should be shown 4/4VL.

- ~~f.~~Item 12b: Total hours for each week

- ~~g.~~Item 12c: Total actual *physically* worked hours over 40 for each week. Add Item 10 to 1st week's total. Example: 12b = 44 (all 44 were worked); 4 should appear in Item 12c.

~~h. Item 12d: Total non-worked hours over 40 for each week including paid leave time. Add Item 10 to first week total. Example: 12b = 48; Monday was a holiday, but employee *physically* worked 40 hours — 8 hours should appear in d.~~

## ~~5. Summary~~

### ~~a.a. Paid time~~

- ~~1. Paid straight time, excluding overtime and other leave, is the hours an employee actually worked that is not overtime (OT) and the employee received pay.~~
- ~~2. Emergency leave (EL), approved on a personnel action request form.~~
- ~~3. Time served on jury duty approved on a personnel action request form.~~
- ~~4. Paid holiday time~~
- ~~5. Totals a(1) through a(4)~~

### ~~b.b. Overtime~~

~~c. Overtime hours are all hours worked over 40 hours in the work week. Overtime can be paid or "banked" for compensatory time at the rate of 1.5 times each hour of overtime worked. "Banked" overtime hours can be accumulated and used during the twelve month period following the end of the work week in which overtime occurred. The balance may not exceed 240 hours. In the case an employee terminates or exceeds his/her limit, compensation is to be paid at the employee's regular rate.~~

~~d.d. Vacation (VL) taken.~~

~~e.e. Sick leave (SL) taken~~

~~f.f. CT taken — compensatory time taken.~~

~~g.g. "Equivalent" time is straight time accumulated from non-worked hours over 40. "Equivalent" compensatory time has to be taken within twelve months from the end of the work week in which it occurred. A worked holiday, sick leave, or vacation leave are examples of equivalent time.~~

~~11. If last week of a month is less than a normal week, show total of partial week. This is to be carried forward to next time record (Item #10).~~

## ~~12. Item 16~~

~~5. Total should be carried forward to next time record (Item #11a).~~

~~6. Total should be carried forward to next time record (Item #11b).~~

**Source of Authority:** Vice President for Finance and Administration

**Cross Reference:** None

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

**Contact for Revision:** Controller

**Forms:** Semi-Monthly Time Record, Monthly Time Record (both available in University  
~~Printing~~ Payroll Services and Human Resources), *Authorization to Sign form*

## University Vehicles (Rental & 15 Passenger Vans) B-30

**Original Implementation:** June 1, 1984

**Last Revision:** ~~April 13, 2006~~ April 21, 2009

The provisions of the policy on the Use of University Facilities govern the use of all buildings, facilities, equipment, and grounds, hereinafter referred to as facilities, under the control of Stephen F. Austin State University. That policy provides that the university may establish additional procedures for the reservation and use of specific facilities; therefore, the following provisions apply to university vehicles.

### **Official Use:**

University motor vehicles can only be used for the transaction of official university business.

### **~~A.~~ Reservations**

1. Vehicles will be rented exclusively to individuals or organizations that have funds budgeted by the university.
2. All vehicles, except road buses, are rented on a first-come, first-serve basis. Reservations can be made by memo to the Physical Plant Grounds and Transportation Department, P.O. Box 13031 SFA Station, by phone at 468-5107, or on the Physical Plant Web site. Reservations should be made as far in advance as possible.
3. Persons for whom reservations are made must be on the Approved Drivers List and be acting on behalf of, and within the responsibility of, the university department that he/she is employed. Must have a minimum of four passengers for vans, must have definite pick-up and return times, and must have an approved university account.
4. Cancellations should be made as far in advance as possible. Cancellations made less than 48 hours in advance will incur a \$20.00 fee.

### **~~A.B.~~ Procedure for Checking Out Vehicles**

1. Vehicles can be picked up at the Physical Plant Grounds and Transportation Department, located at Starr Avenue and University Drive, between 7:00 a.m. and 4:00 p.m. Monday through Friday.
2. Special arrangements may be made for pick-up outside normal hours.
3. When two or more users are renting the same vehicle over a weekend, the users may be required to turn in and pick up vehicles at the University Police Department.
4. Individuals picking up vehicles must present a Stephen F. Austin State University Approved Driver Certificate and a valid driver's license.

5. Personnel in the Grounds and Transportation Department, will furnish approved drivers with:

- ~~a.~~ Keys to vehicle.
- ~~a.b.~~ Copy of vehicle charges and reservation form.
- ~~b.c.~~ Credit card(s).
- ~~c.d.~~ Daily record of state-owned motor vehicle use (See Section E).
- ~~d.e.~~ Vehicle roadability report.
- ~~e.f.~~ Insurance card.

### **~~B.C.~~ Passengers**

1. Passengers in university vehicles will normally be university employees or students traveling on university business.
2. Passengers who are not university employees or students may be authorized to ride in university vehicles when their presence is consistent with university business or functions.
3. University employees and students may have guest(s), spouse or children accompany them while the university employee or student is traveling on university business provided:
  - a. The guest does not interfere with the university business of the trip or cause any additional expense to the university.
  - b. The department that sponsors the trip that the guest(s) are attending must be advised in advance of the trip that non-university passengers will be traveling in university vehicles.
  - c. If the guest is a minor child, the parent is responsible for the child's actions and is responsible for ensuring the child follows all safety policies and regulations including seat belts and child restraints.
  - d. The university bus fleet is not equipped with seat belts or child restraints and safety of the child is the responsibility of the parent. The university fleet bus driver should report behavior difficulties to the parent and sponsoring department, and may impose future restrictions on passenger privileges for those who have had behavior problems.
  - e. Non-employee passengers will not be covered by university insurance for medical treatment, unless there is legal liability, which is covered by the general liability policy for university motor vehicles. Personal claims against the driver of another vehicle (non-university) for liability in any accident will be the responsibility of the non-employee passenger or their parent. Passengers should carry personal medical insurance coverage in case of accident or emergency. The university does not assume liability for any passenger, unless otherwise imposed under law. University employees may be covered by Workers' Compensation for injuries received on-the-job;

otherwise, personal medical insurance or applicable legal liability would apply.

#### ***C.D. Use of University Road Buses***

The ~~46-passenger Eagle bus and 36-passenger Blue Bird bus~~two Prevost 52-passenger busses provide transportation for university departments and groups. The guidelines in this section have been established to provide a fair and equitable manner for the scheduling of the buses and to generate sufficient revenue to pay for their operation and maintenance.

1. Authorized Trips. Only university groups and departments whose trips have received prior approval from the department head and/or dean of school may reserve the bus. A professional driver will be provided by the Physical Plant Department. Each user must be accompanied by authorized university personnel, who shall be responsible for all travel, schedules, and arrangements. The use of the bus is limited to those destinations that may be reached by hard surfaced roads.
2. Reservations. Application for the use of the university bus shall be made to the director of Physical Plant *or his designee*. No reservation may be reassigned in whole or in part. The user may not delegate any control or responsibility to any other party without prior written approval of the director of Physical Plant. Furthermore, reservations for one trip may not be used for a different trip without the prior written approval of the director of Physical Plant.
3. Priorities for Use
  - a. Use of university buses for athletic purposes will be given the first priority.
  - b. Those departments having activities scheduled at least a year in advance that require maximum utilization of the buses shall receive second priority.
  - c. In other cases, the following shall be considered:
    - ~~i.~~ Advance Scheduling: Where feasible, the use of the buses will be approved on a first-come, first-serve basis.
    - ~~ii.~~ Distance: The distance to be traveled will be considered in determining priority.
    - ~~iii.~~ Number of Passengers: The number of passengers will be considered in determining priority.
    - ~~iv.~~ Purpose of Trip: In cases of simultaneous requests when the number of passengers and distance are approximately the same, the trip providing the most benefit to Stephen F. Austin State University shall receive priority.

#### ***D.E. Record Keeping***

Users of university vehicles are required to complete a written report on the use of such vehicles, including a list of university personnel on the trip. Reports are to be



made daily, with a separate report required for each day. Required reports are made on forms provided by the Grounds and Transportation Department when checking out a vehicle.

#### ***E.F.* Check-in**

1. If returned after 7:00 a.m. or prior to 4:00 p.m. on weekdays, the vehicle should be returned to the Grounds and Transportation Building. The vehicle charges and reservation form, the daily record use of State Owned Motor Vehicles form, keys, credit card(s), and gasoline receipts should be given to Grounds and Transportation personnel.
2. If returned at some other time, the vehicle should be parked, the doors should be locked and all the items mentioned above should be dropped into the slot in the front door of the Grounds and Transportation Building at Starr Avenue and University Drive.
3. Individuals may lose the privilege of using university vehicles if the vehicle(s) has been damaged during use, or if reports of vehicle use are incomplete.
4. Purchases, other than fuel, made with university credit cards, are at the driver's expense, subject to reimbursement. Reimbursement will be approved when the Physical Plant is furnished purchase receipts. Receipts must show vehicle license number, amount of purchase, and item(s) purchased. Failure to properly present receipts will result in non-reimbursement.
5. Purchase of fuel. Fuel is furnished as part of the rental price of the vehicle if purchased on credit cards furnished at the time of the rental. Fuel purchased not using credit cards will be at the expense of the using department. Reimbursement should be claimed on the travel voucher of the individual being reimbursed.

#### ***F.G.* Breakdowns and Accidents**

1. Instructions for proper reporting and handling of accidents and breakdowns are contained in the glove compartment of all university vehicles.
2. In all cases in which a vehicle cannot be returned to the campus, one of the following people should be contacted:
  - a. During working hours (7:00 a.m. to 4:00 p.m.) transportation manager - 936/468-5107 director, Physical Plant - 936/468-4341 3906
  - b. After working hours: University Police - 936/468-2608
3. All major repairs must be arranged by the manager of transportation.
4. A driver involved in an accident *will be required to submit to a drug screening.* Also, they must either report the accident to University Police Department or to a local police agency and notify UPD of having done so, or fill out Texas Department of Public Safety Form ST-2 (blue form) within 24 hours and turn in to University Police upon return to campus. UPD will:

- a. Forward a copy of the accident report or the blue form to the Environmental Health, Safety and Risk Management Department and,
  - b. Complete the blue form and forward it to the Texas Department of Public Safety.
5. Departments using fleet vehicles will be charged for damages as the result of accidents or from abusive use.
  6. The Environmental Health, Safety and Risk Management Department will contact the insurance adjuster, provide appropriate information, and act as general liaison in the event of an accident.
  7. The university's insurance covers a driver's liability if he/she is:
    - a. An approved university driver.
    - b. Operating the vehicle in an official capacity.

#### **G.H. Charges**

Vehicle	Capacity	Charge per Mile
Sedan	4	current state rate
Vans	<del>9 or 11</del> 8	current state rate
Shuttle Bus	40	\$ .60 + driver
Road Bus 1	4652	\$2.50
Road Bus 2	3652	\$2.50

In addition to mileage charges, the following minimum charges for the Road Buses will apply. There will be a minimum daily charge of \$50.00 per day for local use and a minimum charge of \$100.00 per day if the driver is required to be away from home base overnight. If daily mileage charges exceed \$50.00 for local or \$100.00 for away trips, the daily charge will be waived. Also all expenses (meals and lodging, *excluding meals on non-overnight trips*) for the driver(s) are the responsibility of the renting department.

#### **H.I. Special Provisions**

1. All drivers of buses must have a Class *BE*-CDL license and submit to DOT physicals and drug baseline and random testing.
2. All drivers must have a valid driver certificate issued by UPD.
3. All drivers of 15 passenger-type vans must be certified drivers with a van endorsement.
4. Buses must carry at least 1/3 of their capacity.
5. Certain buses, due to mechanical condition, are restricted to use in a 1500-mile radius.
6. Users of fleet vehicles who purchase gas, oil, and other products by cash ticket or credit card must sign tickets, including license number of vehicle and items

purchased. Purchase of gas, oil, etc on other than university credit cards furnished with the vehicle will be the responsibility of the using department.

7. Drivers may be requested from the Physical Plant Department (PPD) and, if available, will be furnished at a rate established annually by the PPD. Drivers are normally paid on a portal-to-portal basis. Special arrangements should be made for extended trips. There is a minimum charge of two hours for any called driver.
8. No alcoholic beverages will be allowed in state vehicles.
9. No smoking will be allowed in any state vehicles.

#### ***J.J. 15 Passenger Van***

1. All drivers of 15 passenger-type vans must be certified drivers with a van endorsement.
2. All back seats are to be removed from all university owned 15 passenger vans.
3. Passengers are limited to 11 without cargo/luggage or 9 with cargo/luggage. All passengers must wear seat belts.
4. All cargo is prohibited on the roof. No roof racks may be installed.
5. Cargo inside the van must be stacked no higher than the top of the van seats.
6. Vehicles rented from non university fleet (*Hertz, Enterprise, etc.*) must be limited to 11 passengers and follow the limitations specified for university vans.
7. All drivers of 15 passenger-type vans must be certified drivers with a van endorsement if the vehicle is rented with university funds.
8. Passengers are limited to 11 without cargo/luggage or 9 with cargo/luggage regardless of the capacity. All passengers must wear seat belts.
9. All cargo is prohibited on the roof. No roof racks may be installed.
10. Cargo inside the van must be stacked no higher than the top of the van seats.

#### ***J.K. The university will no longer purchase 15 passenger vans.***

**Source of Authority:** ~~Board of Regents, President, Vice President for Finance and Administration~~

**Cross Reference:** None

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

**Contact for Revision:** Director of Physical Plant, Director of Environmental Health, Safety and Risk Management

**Forms:** None

## Use of Amplified Sound on Campus Grounds (D-21)

**Original Implementation:** September 17, 1982

**Last Revision:** ~~April 13, 2006~~ April 21, 2009

Application to use amplified sound on campus shall be made to the Office of Student Activities at least 24 hours in advance of the proposed use. Ordinarily, amplified sound equipment may not be used outside on campus if such use would be disruptive.

This rule does not apply to the university and its agents, servants, or employees, acting in the course and scope of their agency or employment; nor does it apply to the Stephen F. Austin State University Alumni Association or the Stephen F. Austin State University Foundation.

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

**Cross Reference:** SFA Web pages

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

**Contact for Revision:** ~~Dean Executive Director~~ of Student Affairs

**Forms:** Reservation for Campus Grounds

## Wireless Networking (D-49)

**Original Implementation:** February 3, 2005

**Last Revision:** ~~None~~ April 21, 2009

### Purpose

Stephen F. Austin State University (SFASU)'s wireless local area network (WLAN) enables mobile computing and provides *reliable and secure* network services at ~~selected~~ *in many most hotspots* locations on campus. It is a complementary system to the campus wired network.

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

### Scope

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

All SFASU WLAN policies ~~information technology policies~~ (<http://www.sfasu.edu/upp/>) ~~shall apply to comply with the use of the WLAN, as do all other applicable SFA policies and procedures and all university, federal, state, and local laws and regulations.~~

### Responsibility

Information Technology Services (ITS) ~~will~~ *shall* be ~~solely~~ responsible for implementation of WLAN technology; ~~enforcement~~ *compliance* ~~of~~ with campus network standards; and resolution of frequency interference issues. *These responsibilities include, but are not limited to, the following:*

- ~~ITS will be the sole~~ *the primary* provider of design, specification, installation, operation, maintenance, and management services for all ~~W~~ wireless ~~A~~ access points (WAPs);
- ~~ITS will~~ *the* management of all SFASU-owned wireless equipment;
- ~~the~~ *the* maintenance of a list of buildings and outdoor areas covered by the WLAN that can be viewed from the mySFA intranet portal;
- *the* service of wireless access points (i.e., the service demarcation points) and the wired network to which they are attached;
- *the* identification and authentication of all users connecting to the WLAN.

*Departments and individual students shall be responsible for all costs associated with the purchase of wireless PC devices for client computers.* ~~Students~~ *Individuals* may not

install or operate ~~WAPs~~*wireless access points* on university-owned property, including residence halls and apartments.

~~The service demarcation points will be the WAPs~~*wireless access points* themselves. ITS will be responsible for the ~~WAPs~~*wireless access points* and the wired network to which they are attached.

~~Departments and individual students will be responsible for all costs associated with the purchase, installation, operation, and support of wireless PC devices cards in for client computers. ITS will maintain a list of compatible wireless PC cards, which can be viewed from the mySFA intranet portal.~~

~~ITS will maintain a list of buildings and outdoor areas covered by the WLAN, which can be viewed from the mySFA intranet portal.~~

~~ITS will identify and authenticate all users connecting to the WLAN.~~

### **~~Policy Access~~**

All SFASU faculty, staff, and students are required to have a valid ~~mySFA~~ user ID and password to use the WLAN. *Any employee at the university can sponsor a guest on the wireless network using the self-service application in mySFA .Temporary guest accounts can be obtained from ITS.*

### **~~Security~~**

All ~~WAPs~~*wireless access points* and wireless client adapters ~~will~~*shall* use an Service Set Identification (SSID) provided by Information Technology Services to access any WLAN provided by SFASU.

SFASU ~~will~~*shall* encrypt all data while it is in transit on the wireless (i.e. radio) portion of the WLAN.

~~Since wireless transmissions are insecure by their nature, WLAN users are encouraged to use applications that provide further encryption.~~

### **~~Standard-s~~**

SFASU has adopted the ~~IEEE~~ (Institute of Electrical and Electronics Engineers, Inc.) (IEEE) standards for wireless networking for the WLAN. ~~sp;~~

Only the IP *protocol* ~~is~~*shall* be supported on the WLAN.

~~All conflicts regarding use of the unregulated frequency spectrum on the WLAN shall be resolved in the following descending priority:~~

1. ~~Administration~~
2. ~~Instruction~~
3. ~~Research~~
4. ~~Personal~~

### **Sanctions for Policy ~~v~~Violations**

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

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

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

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

**Cross Reference:** University Policies: Computer & Network Security Policy D-8.1, Acceptable Use of Information Resources F-40, Computing Software Copyright D-43, and Digital Millennium Copyright Policy D-42; Texas Information Resources Management Act; *Texas Government Code* § 2054; 1 *Texas Administrative Code* §§ 202.70-.78;; *Texas Penal Code* §§ 33.01-.05.

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

**Contact for Revision:** Director of Information Technology Services.

**Forms:** None