Stephen F. Austin State University

MINUTES OF THE BOARD OF REGENTS

Nacogdoches, Texas

April 19 and 20, 2010
Meeting 259

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MEETING 259

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Stephen F. Austin State University
Minutes of the Meeting of the Board of Regents
Nacogdoches, Texas
April 19 and 20, 2010
Austin Building 307
Meeting 259

Monday, April 19, 2010

The regular meeting of the Board of Regents was called to order in open session at 8:04 a.m., Monday, April 19, 2010, by Chair James Thompson.

PRESENT:

Board Members:	Mr. James Thompson, Chair
	Mr. Richard Boyer
	Dr. Scott Coleman
	Mr. James Dickerson
	Ms. Valerie Ertz
	Mr. Bob Garrett
	Mr. Steve McCarty
	Ms. Morgan Tomberlain
	Mr. Melvin White
President:	Dr. Baker Pattillo
Vice-Presidents:	Dr. Richard Berry
	Mr. Danny Gallant
	Mr. Steve Westbrook
General Counsel:	Mr. Damon Derrick

Other SFA administrators, staff, and visitors

The Building and Grounds Committee convened at 8:04 a.m. and adjourned at 8:18 a.m. The Finance/Audit Committee convened at 8:18 a.m. and adjourned at 9:18 a.m. The Academic and Student Affairs Committee convened at 9:35 a.m. and adjourned at 10:43 a.m.

The board reconvened into a committee of the whole at 10:45 a.m. to hear a marketing report from the executive director of marketing and public affairs and an update on Texas higher education from Dr. Raymund A. Paredes, Texas Commissioner of Higher Education.

Following a lunch break, the board reconvened at 2:00 p.m. and heard a legislative update from the university president.

The chair called for an executive session at 2:15 p.m. to consider the following items:

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

- Possible real estate purchases

Consultation with attorney regarding legal advice or pending and/or contemplated litigation or settlement offers, including but not limited to legislative actions and/or agenda, *Stephen F. Austin State University v. Sunbelt Pools, Inc., American Granby, and National Diversified Sales, Inc.*, and *Educational Loan Servicing, LLC d/b/a Campus Partners v. The Honorable Greg Abbott, Attorney General of Texas, Stephen F. Austin State University*. (Texas Government Code, Section 551.071)

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 the general counsel, the women's basketball coach, the vice presidents and the president. (Texas Government Code, Section 551.074)

The executive session ended at 4:00 p.m. and the board meeting was recessed for the evening with no further action.

<u>Tuesday, April 20, 2010</u>

The chair reconvened the board meeting in open session at 9:03 a.m. on Tuesday, April 20, 2010.

PRESENT:

Board Members:	Mr. James Thompson, Chair
	Mr. Richard Boyer
	Dr. Scott Coleman
	Mr. James Dickerson
	Ms. Valerie Ertz
	Mr. Bob Garrett
	Mr. Steve McCarty
	Ms. Morgan Tomberlain
	Mr. Melvin White
President:	Dr. Baker Pattillo
Vice-Presidents:	Dr. Richard Berry
	Mr. Danny Gallant
	Mr. Steve Westbrook

General Counsel: Mr. Damon Derrick

Other SFA administrators, staff, and visitors

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

RECOGNITIONS

Robert Hill introduced the Southland Conference Champion Ladyjack Basketball Team and the Southland Conference Indoor Track and Field Champions, the SFA Track and Field Team. Steve Westbrook introduced the National Champion SFA Cheerleaders. Dean Murphy introduced representatives from the SFASU Press, who presented books to the board members. Ric Berry introduced the director of International Programs and the faculty members who were being recommended for promotion to the rank of professor: Keaton Grubbs, Julia Ballenger, David Lewis and Stephen Lias.

Jimmy Thompson turned the gavel over to the incoming board chair, Melvin White, who assumed the chair. Chair White thanked Regent Thompson for his service to the university as board chair for the past year.

APPROVAL OF MINUTES

BOARD ORDER 10-24
Upon motion by Regent McCarty, seconded by Regent Coleman, with all members voting aye, the minutes of the January 24 and 25, 2010, and the February 26, 2010, meetings were approved.

PERSONNEL

BOARD ORDER 10-25
Upon motion by Regent Thompson, seconded by Regent Dickerson, with all members voting aye, the following personnel items were approved:

FACULTY APPOINTMENTS FOR 2010 – 2011

EDUCATION

Deborah Cady, Clinical Instructor of Human Services, M.A.T. (University of Northern Colorado), at an academic year salary of $51,000 for 100 percent time, effective September 1, 2010.

LIBERAL AND APPLIED ARTS

Luis Aguerrevere, Assistant Professor Psychology, M.A. (University of New Orleans) at an academic year salary of $46,000 for 100 percent time, effective

September 1, 2010, contingent upon completion of doctorate by September 1, 2010.

Frances Bontempo Anson, Assistant Professor of Psychology, Ph.D. (Ohio State University), at an academic year salary of $46,000 for 100 percent time, effective September 1, 2010.

Andrew Brininstool, Assistant Professor of English, MFA (University of Houston) at an academic year salary of $46,000 for 100 percent time, effective September 1, 2010.

Carrie Butler, Assistant Professor of Social Work, Ph.D. (University of Texas), at an academic year salary of $46,000 for 100 percent time, effective September 1, 2010.

Dusty Jenkins, Assistant Professor of Psychology, M.S. (Oklahoma State University) at an academic year salary of $46,000 for 100 percent time, effective September 1, 2010, contingent upon completion of doctorate by September 1, 2010.

Matthew Kaplan, Assistant Professor of English, M.A. (California State University) at an academic year salary of $46,000 for 100 percent time, effective September 1, 2010, contingent upon completion of doctorate by September 1, 2010.

Christopher Sams, Assistant Professor of English, Ph.D. (University of Buffalo), at an academic year salary of $46,000 for 100 percent time, effective September 1, 2010.

LIBRARY

Jill Crane, Librarian I, MLIS (Wayne State University), at an annual salary of $40,000 for 100 percent time, effective February 1, 2010.

STAFF APPOINTMENTS FOR 2010 – 2011

ADMISSIONS

Brittany Green, Admissions Counselor, at an annual salary of $32,000 for 100 percent time, effective March 8, 2010.

ATHLETICS

Anthony Amato, Head Soccer Coach, at a 10.5 month salary of $44,144 for 100 percent time, effective March 29, 2010.

Haley Blount, Athletic Academic Services Assistant, at an annual salary of $33,601 for 100 percent time, effective February 1, 2010.

James Fredenburg, Assistant Football Coach, at a 10.5 month salary of $24,720 for 100 percent time, effective February 1, 2010.

Brandon Schneider, Women's Head Basketball Coach, at an annual salary of $120,000 for 100 percent time, effective April 20, 2010.

Nathan Schneider, Athletic Academic Services Assistant, at an annual salary of $35,000 for 100 percent time, effective February 1, 2010.

CHARTER SCHOOL

Natalie Cardenas, Teacher, at an academic year salary of $36,500 for 100 percent time, effective January 18, 2010.

CONTROLLER

Eric Ashworth, Accountant II, at an annual salary of $42,000 for 100 percent time, effective January 25, 2010.

David Baker, Accountant III, at an annual salary of $50,000 for 100 percent time, effective January 4, 2010.

LIBRARY

Michelle Findley, Database Administrator I, at an annual salary of $33,072 for 100 percent time, effective February 15, 2010.

RESEARCH AND SPECIAL PROGRAMS

Ashley Gillespie, Grant and Contract Specialist, at an annual salary of $49,500 for 100 percent time, effective April 12, 2010.

STUDENT AFFAIRS

Brooke Rodine, Assistant Director of Orientation, at an annual salary of $37,500 for 100 percent time, effective January 25, 2010.

CHANGES OF STATUS FOR 2010 – 2011

ADMISSIONS

Brian Blackwell, from Admissions Counselor at an annual salary of $32,000 for 100 percent time, to Admission Counselor at an annual salary of $32,300 for 100 percent time, effective March 1, 2010.

Elisabeth Hollingsworth, from Admissions Counselor at an annual salary of $32,500 for 100 percent time, to Admissions Counselor at an annual salary of $32,800 for 100 percent time, effective March 1, 2010.

Ryan Horne, from Admissions Counselor at an annual salary of $36,000 for 100 percent time, to Admissions Counselor at an annual salary of $36,300 for 100 percent time, effective March 1, 2010.

Kimberly Lower, from Assistant Director of Admissions at an annual salary of $49,004 for 100 percent time, to Assistant Director of Admissions at an annual salary of $50,504 for 100 percent time, effective March 1, 2010.

Jessica Maynard, from Senior Admissions Counselor at an annual salary of $40,500 for 100 percent time, to Senior Admissions Counselor at an annual salary of $42,000 for 100 percent time, effective March 1, 2010.

Janet McLeroy, from Admissions Counselor at an annual salary of $36,000 for 100 percent time, to Admissions Counselor at an annual salary of $36,300 for 100 percent time, effective March 1, 2010.

Michael Williams, from Admissions Counselor at an annual salary of $32,000 for 100 percent time, to Admissions Counselor at an annual salary of $32,300 for 100 percent time, effective March 1, 2010.

BUSINESS

John Lewis, from Interim Vice President for Development and Professor of Business at an annual salary of $135,984 for 100 percent time, to Professor of Business at an academic year salary of $93,960 for 100 percent time, effective January 1, 2010.

CONTROLLER

Judith Kruwell, from Accountant II at an annual salary of $44,000 for 100 percent time, to Accountant III at an annual salary of $52,000 for 100 percent time, effective January 4, 2010.

EDUCATION

Carrie Baker, from Academic Advisor at an annual salary of $36,530 for 100 percent time, to Certification and Degree Planning Coordinator at an annual salary of $41,000 for 100 percent time, effective January 4, 2010.

Kathy Springfield, from Assistant Athletic Academic Services at an annual salary of $33,600, to Academic Advisor at an annual salary of $35,000 for 100 percent time, effective January 1, 2010.

FINANCIAL AID

Alicia Atkins, from Financial Aid Loan Specialist I at an annual salary of $23,175 for 100 percent time, to Financial Aid Student Loan Manager at an annual salary of $31,300 for 100 percent time, effective February 1, 2010.

FORESTRY AND AGRICULTURE

Lindsey Krebs, from Graduate Assistant at a semester salary of $4,612 for 50 percent time, to Beef Farm Supervisor at an annual salary of $38,802 for 100 percent time, effective March 15, 2010.

GENERAL COUNSEL

Damon Derrick, from Staff Attorney at an annual salary of $53,000 for 100 percent time, to Interim General Counsel at an annual salary of $53,000 for 100 percent time with a supplement of $600 per month for interim duties until the position is filled, effective March 1, 2010.

LIBERAL AND APPLIED ARTS

Patricia Foster, from Visiting Instructor of Psychology at an academic year salary of $41,000 for 100 percent time, to Assistant Professor of Psychology at an academic year salary of $46,000 for 100 percent time, effective September 1, 2010, contingent upon completion of doctorate by September 1, 2010.

LIBRARY

Jennifer Brancato, from Archivist at an annual salary of $35,963 for 100 percent time, to Archivist with additional duties at an annual salary of $40,300 for 100 percent time, effective February 1, 2010.

Rachel Galan, from Associate Director for Library Services, at an annual salary of $75,894 for 100 percent time, to Librarian II at an annual salary of $75,894 for 100 percent time, effective February 1, 2010, and at an annual salary of $53,100 for 100 percent time, effective September 1, 2010.

Christine Hennessey, from Librarian II, Head of Digital Projects, at an annual salary of $45,750 for 100 percent time, to Librarian II, Archives and Repository Librarian, at an annual salary of $45,750 for 100 percent time, effective January 31, 2010, and at an annual salary of $40,950 for 100 percent time, effective September 1, 2010.

Linda Reynolds, from Librarian III at an annual salary of $51,232 for 100 percent time, to Librarian III with additional duties at an annual salary of $60,000 for 100 percent time, effective February 1, 2010.

PUBLIC AFFAIRS

Bryan Patton, from Technology Specialist at an annual salary of $37,080 for 100 percent time, to Designer, Web Development, at an annual salary of $38,000 for 100 percent time, effective February 1, 2010.

RETIREMENTS

Connie Delaney, Lecturer, Elementary Education Department, effective July 31, 2010.

Michael S. Fountain, Professor and Associate Dean, Arthur Temple College of Forestry and Agriculture, effective August 31, 2010.

PROMOTIONS

The following individuals were granted promotion to the academic rank indicated, effective fall semester, 2010.

To Associate Professor:

Larry Chasteen	Management, Marketing & International Business
Pauline Sampson	Secondary Education
Stephanie Jevas	Kinesiology
Linda Stark Bobo	Kinesiology
Jeanie Gresham	Elementary Education
Scott La Graff	Music
Deb Scott	Music
Christopher Talbot	Art
Norjuan Austin	English
Steven Galatas	Government
Julie Harrelson-Stephens	Government
Michael Martin	English
John McDermott	English
Anne Smith	English
Owen Smith	English

To Professor:

Keaton Grubbs	General Business
Julia Ballenger	Secondary Education
David Lewis	Art
Stephen Lias	Music

To Professor Emeritus:

Michael Fountain	Forestry

TENURE

Academic tenure was awarded to the following individuals, effective fall semester, 2010.

Larry Chasteen	Management, Marketing and International Business
Pauline Sampson	Secondary Education
Jeanie Gresham	Elementary Education
Christopher Talbot	Art
Norjuan Austin	English
George Franks	Government
Steven Galatas	Government
Julie Harrelson-Stephens	Government
Michael Martin	English
John McDermott	English
Anne Smith	English
Owen Smith	English

FACULTY DEVELOPMENT LEAVE FOR 2010-2011

The faculty members listed below were awarded Faculty Development Leave for fall 2010.

Dana Cooper	History
Scott Whitney	Human Services

REGENTS PROFESSORSHIP FOR 2010-2011

Dr. Hans Williams, Professor of Forestry, was awarded a Regents Professorship for the academic year 2010-2011.

ACADEMIC AND STUDENT AFFAIRS

BOARD ORDER 10-26
Upon motion by Regent Dickerson, seconded by Regent Garrett, with all members voting aye, the following academic and student affairs item was approved:

SMALL-SIZE CLASSES SPRING 2010

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 2010 are listed in Appendix 1.

THEREFORE, the spring 2010 small-size class list in Appendix 1 was approved.

BOARD ORDER 10-27
Upon motion by Regent Dickerson, seconded by Regent McCarty, with all members voting aye, the following academic and student affairs items were 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.

ESTABLISHMENT OF THE STEPHEN F. AUSTIN STATE UNIVERSITY LIFETIME CULTURAL ACHIEVEMENT AWARD

WHEREAS, the board considered the following: The university has initiated the Archie McDonald Speaker Series as an annual event designed to bring persons of significance in American culture to campus to present a lecture, talk, or public conversation about their roles in the development of American culture and the impact of American culture on their lives. These persons are identified by the Dean of the College of Liberal and Applied Arts, recommended to the provost and vice president for academic affairs, and then to the president for approval. The administration would like to establish the Stephen F. Austin State University Lifetime Cultural Achievement Award to present to the persons who appear on this speaker series.

THEREFORE, the Board of Regents authorized the establishment of the "Stephen F. Austin State University Lifetime Cultural Achievement Award," to be presented to persons selected to appear on the Archie McDonald Speaker Series.

BUILDING AND GROUNDS

BOARD ORDER 10-28
Upon motion by Regent Garrett, seconded by Regent McCarty, with all members voting aye, the following building and grounds item was approved:

PURCHASE OF PROPERTY AT 310 AND 312 EAST STARR AVENUE (EXECUTIVE SESSION ITEM)

WHEREAS, the board members considered the following: The university has the opportunity to purchase the property located at 310 and 312 East Starr Avenue. The property was appraised on January 28, 2010 for $230,000. It is located in an area that is in accordance with the university's master plan.

THEREFORE, the Board of Regents authorized the university to purchase the property at 310 and 312 East Starr Avenue at the appraised value of $230,000 and pay any associated costs. The purchase is subject to approval by the Texas Higher Education Coordinating Board. The president or vice president for finance and administration were authorized to sign the closing documents. Designated funds and the Higher Education Fund will be used as funding sources.

BOARD ORDER 10-29
Upon motion by Regent Garrett, seconded by Regent Coleman, with all members voting aye, the following building and grounds items were approved:

J.A. CHIRENO SURVEY MINERAL LEASE

WHEREAS, the board members considered the following: The university owns the mineral interests in 1.87 acres in the J.A. Chireno Survey. The university was offered $100 and a 25 percent royalty for its mineral interests. The contract with EOG Resources, Inc. is for a period of three (3) years.

THEREFORE, the Board of Regents authorized the university to enter into a mineral lease contract with EOG Resources, Inc. for a period of three (3) years. The president was authorized to sign the contract.

JUANITA CURRY BOYNTON HOUSE CONSTRUCTION BUDGET

WHEREAS, the board members considered the following: At the December 18, 2009 meeting, the Board of Regents authorized the university to begin construction expansion and renovation of the Juanita Curry Boynton House in January. Pursuant to SFA Policy D-20.5, the expansion construction budget is presented for approval.

THEREFORE, the Juanita Curry Boynton House expansion construction budget was approved at a cost not to exceed $765,000. Funding sources will include donations,

ARAMARK contracted contributions, and designated funds. The vice president for finance and administration was authorized to sign associated purchase orders and contracts.

FINANCIAL AFFAIRS

BOARD ORDER 10-30
Upon motion by Regent Ertz, seconded by Regent Boyer, with all members voting aye, the following financial affairs items were approved:

PROPERTY, BOILER & MACHINERY, AND INLAND MARINE INSURANCE

WHEREAS, the board members 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 30th of each year. The university's current insurance contract with SORM began May 1, 2009 and ends April 30, 2010. The State Office of Risk Management is currently negotiating rates with insurance carriers.

THEREFORE, it was ordered 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, 2010 through April 30, 2011. The president was authorized to sign the contract.

ADOPTION OF 2009-10 SUMMER BUDGET

WHEREAS, the board members considered the following: The fiscal year 2009-10 summer budget contains two regular summer semesters and a mini-semester. The 2009-10 annual budget includes $4,287,162 that is available to support summer school salaries and benefits. In addition, $800,000 of actual income in excess of budget and $415,128 from E&G salary savings are used to fund summer school salaries. Additional faculty salaries, professional salaries, student wages and benefits totaling $90,074 are supported from designated funds. Summer salaries and benefits of $138,613 are funded from restricted contract and grant funds.

THEREFORE, it was ordered that the 2009-10 summer budget was approved at a total of $5,730,977.

TELEVISION PROGRAMMING SERVICES

WHEREAS, the board considered the following: On July 14, 2005, the Board of Regents authorized a five-year contract for television cable services that ends on August 31, 2010. Suddenlink Communications is the current cable provider. The university issued a Request for Proposals for television programming services and received four responses. Three vendors were selected to make presentations.

THEREFORE, it was ordered that the university negotiate a new five year contract for television programming services with Suddenlink at a cost not to exceed $1,575,000 plus fees for additional service outlets. Should negotiations fail to deliver an agreement, it was further ordered that the university invoke the automatic one-year renewal in the existing Suddenlink agreement at a cost not to exceed $355,000. Authorization was given for the president to sign the contract.

BOOKSTORE CONTRACT ADDENDUM FOR TEXTBOOK RENTAL PROGRAM

WHEREAS, the board considered the following: The expansion of textbook rental programs has become a proven way to help reduce cost to students. The university's contracted bookstore management company, Barnes & Noble, now offers textbook rental programs to their partner campuses. The addition of a rental program will offer a lower cost option to our students for the textbooks included in the program. To implement a textbook rental program at SFA, the contract between the university and Barnes & Noble College Booksellers, Inc. must be amended.

THEREFORE, the president was authorized to sign an addendum to the existing bookstore services contract with Barnes & Noble Booksellers, Inc. that includes the provisions outlined in Appendix 3.

GRANT AWARDS FOR DECEMBER 19, 2009-MARCH 31, 2010

WHEREAS, the board considered the following: Since the fiscal year 2009-10 budget was approved, the university has received grant awards that total $11,925,789. Those include multi-year awards and represent a total increase of $3,162,403 since the last report. Total grant awards allocable to fiscal year 2010 are $9,636,649. That total represents an increase of $2,946,403 since the last report. The grant awards result from extensive faculty research and service engagement across many academic disciplines. The grants include direct federal, federal pass through, state and private awards.

THEREFORE, it was ordered that the additional fiscal year 2010 grant awards detailed in Appendix 4 and totaling $2,946,403 were approved and ratified.

UNIVERSITY POLICIES AND PROCEDURES

BOARD ORDER 10-31
Upon motion by Regent Thompson, seconded by Regent Coleman, with all members voting aye, the policy revisions as presented in Appendix 5 were approved.

REPORTS

The president gave a report on the following topics:
Commencement Speaker, the Honorable Kevin P. Eltife, Texas Senator for District I
Location of Administrative Offices
Dean Searches in the Perkins College of Education and the Rusche College of Business

Important Dates:

April 24, the Purple and White Game
April 29, the McDonald Speaker Series
May 1, the African-American Homecoming
May 4, the Champions Dinner
May 7, the Big Dip
May 24, Commencement

The president and board acknowledged the student regent, Morgan Tomberlain, who was attending her final meeting.

The director of Audit Services gave the following report:

Expenditure Audit
Student Employment and Wages Audit
External Audits
Update on Audit Plan
Quality Assurance Review

The Faculty Senate chair gave a presentation on Student/Faculty Success, highlighting Brittany Tanner, '08 SFA alumna. Ken Collier will be the chair for 2010-2011.

The president of the Student Government Association gave the following report:

Presentation of SGA Presidential Candidates
Working with Sam Houston SGA to Promote a Community Service Project for the SFA v. Sam game in Houston
iPhone App Update
Watermelon Bash 2010

APPOINTMENTS

Chair Melvin White made the following board committee appointments for 2010-2011:

Academic and Student Affairs Committee: James Dickerson, chair; Carlos Amaral and Richard Boyer, members.

Building and Grounds Committee: Steve McCarty, chair; Bob Garrett and James Thompson, members.

Finance/Audit Committee: Bob Garrett, chair; Scott Coleman and Valerie Ertz, members.

Chair White announced that a search committee would be formed to fill the position of General Counsel for the university. Members appointed were: Melvin White, chair; James Dickerson, Bob Garrett and Baker Pattillo members.

The meeting was adjourned at 10:50 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*

Course Information					
Section	Title	Number Enrolled	Credit Hour Value	Total Credit Hours	Texas Education Code Offering Compliance
CSC 524 001	DBMS-ARCHITECTURE & MANAGEM	2	3	6	§51.403 (d.2)
CSC 511 001	PROGRAMMING LANGUAGES	3	3	9	§51.403 (d.2)
CSC 452 001	DATABASE APPLICATION DEVELO	6	3	18	§51.403 (d.6)
ECO 337 001	PUBLIC FINANCE	9	3	27	§51.403 (d.2)
HMS 139 201	MANAGEMENT IN MEAL PRODUCTI	1	1	1	§51.403 (d.1)
COU 526 020	MEDICAL ORIEN COUNSELING	3	3	9	§51.403 (d.3)
COU 590 401	SUPERVISION IN SCHOOL COUNS	3	1	3	§51.403 (d.9)
SPE 441 001	INST STRAT FOR VIS IMP	3	3	9	§51.403 (d.9)
COU 533 020	COUNSELING SKILLS & TECH	4	3	12	§51.403 (d.2)
SPE 445 001	BASIC ORIENTATION & MOBILIT	6	3	18	§51.403 (d.2, d.3)
RHB 493 002	WORKSHOP IN REHABILITATION	7	3	21	§51.403 (d.2)
RHB 494 001	SEMINAR IN REHABILITATION	7	3	21	§51.403 (d.2)
RHB 490 020	REHAB OF PERSONS SEVERE DIS	8	3	24	§51.403 (d.5)
RHB 325 001	PROG & SERVICES FOR VIS IMP	9	3	27	§51.403 (d.2)
RHB 220 001	INTRO TO REHAB SERVICES	10	3	30	§51.403 (d.2)
ART 390 005	EXPLORING ART: SCOPE & SEQU	8	3	24	§51.403 (d.2)
MHL 452 001	CHORAL MATERIALS	8	3	24	§51.403 (d.3)
MUP 102 003	CLASS PIANO	9	2	18	§51.403 (d.3)
MUT 316 001	SOUND EDIT TECH I	9	3	27	§51.403 (d.2)
MUT 317 001	MUS REC & PROD II	9	3	27	§51.403 (d.2)
THR 162 001	PLAY ANALYSIS & DRAMATIC LI	9	3	27	§51.403 (d.3)
THR 221 004	BEGINNING ACTING	9	3	27	§51.403 (d.3)
AEC 442 001	NATURAL RESOURCES ECONOMICS	7	3	21	§51.403 (d.2)
AGM 425 001	MOBILE HYDRAULICS	7	2	14	§51.403 (d.2)
AGM 425L020	MOBILE HYDRAULIC LAB	7	1	7	§51.403 (d.2)
HRT 413 001	NURSERY MANAGEMENT	7	2	14	§51.403 (d.2)
HRT 413L020	NURSERY MANAGEMENT LAB	7	1	7	§51.403 (d.2)
GIS 500 001	GIS PROGRAMMING	2	3	6	§51.403 (d.2)
GIS 400 001	GIS PROGRAMMING	4	3	12	§51.403 (d.2)
GIS 411 001	EMERGENCY MANAGEMENT GIS	4	3	12	§51.403 (d.4)
FOR 252 001	ENVIRONM INTERPRETATION MET	5	3	15	§51.403 (d.2)
FOR 404 001	URBAN FORESTRY	6	3	18	§51.403 (d.2)
FOR 438 001	FIRE USE IN LAND MANAGEMENT	8	3	24	§51.403 (d.2)
MCM 456 001	ADV TELEVISION PRODUCTION	9	3	27	§51.403 (d.2)
LAS 450 001	CAPSTONE SEMINAR IN LAS	5	3	15	§51.403 (d.9)
GRK 232 001	INTERMEDIATE CLASSICAL GREE	4	3	12	§51.403 (d.9)
PSC 405 001	APPELLATE ADVOCACY II	4	3	12	§51.403 (d.9)
CJS 450 090	APPEALS & BRIEFS	7	3	21	§51.403 (d.3)
SOC 430 098	SOCIAL PROBLEMS OF THE ELDE	9	3	27	§51.403 (d.2)
BIO 445 001	DEVELOPMENTAL BIOLOGY	8	3	24	§51.403 (d.2)

Course Information					
Section	Title	Number Enrolled	Credit Hour Value	Total Credit Hours	Texas Education Code Offering Compliance
CHE 571 001	COMPRENHENSIVE BIOCHEM II	3	3	9	§51.403 (d.2 & d.3)
CHE 454 001	BIOCHEMICAL TECHNIQUES	5	3	15	§51.403 (d.2 & d.3)
CHE 453 001	COMPREHENSIVE BIOCHEMISTRY	6	3	18	§51.403 (d.2 & d.3)
CHE 470 001	A,B,C,D SEMINAR	9	1	9	§51.403 (d.2 & d.3)
GOL 566 001	REGIONAL PETROLOGY	4	3	12	§51.403 (d.2)
GOL 471 009	FIELD METHODS	9	1	9	§51.403 (d.2 & d.3)
STA 521 001	STATISTICAL ANALYSIS II	2	3	6	§51.403 (d.2)
MTH 540 001	REAL ANALYSIS II	3	3	9	§51.403 (d.3)
MTH 514 001	COMPLEX VARIABLES II	4	3	12	§51.403 (d.3)
MTH 301 001	CONCEPTS OF CALCULUS	9	3	27	§51.403 (d.2)
NUR 305 004	INTRODUCTION TO NURSING	6	2	12	§51.403 (d.3)
PHY 551 001	ADV QUANTUM MECH	4	4	16	§51.403 (d.2)
PHY 440 001	INTRO ELECT & MAG	8	3	24	§51.403 (d.2)

Total Estimated Credit Hours in Small Classes	908
Total Estimated SFA Credit Hours Spring 2010	144,759
Estimated Small Class Credit Hours as a Percentage of SFA Total Credit Hours	0.63%

Date: _____ Approval: _____

UNDERGRADUATE NEW COURSE PROPOSALS

SPRING 2010

Course Number	Course/Program Title	Department	Change Requested
FIN448	Estate Planning and Taxation	Economics & Finance	New course
	Finance Major	Economics & Finance	Two new emphases for finance major
MGT466	Entrepreneurial Family Firms	MMIB	New Course
HMS110	Introduction to Construction & Facility Management	Human Sciences	New Course
RHB224	Disability Narratives	Human Sciences	New Course
ART447	Imaging the Body	Art	New course
MUT210	Introduction to Audio Technology	Music	New Course
MUT325	Music Industry	Music	New course
MUT305	Advanced Microphone Techniques	Music	New course
MUT310	Audio Production	Music	New course
MUT312	Live Audio Engineering	Music	New course
MUT350	Multimedia Sound Techniques	Music	New course
MUT205	Microphone Techniques	Music	New course
MUT360	Commercial Recording & Comp.	Music	New course
MUT320	Music Production Techniques	Music	New course
MUT499	Sound Recording Internship	Music	New Course
THR243	Sound Technology	Theatre	New course
THR464	Screenwriting	Theatre	New course
HRT323 Section 001	Env. Hort. Physiology	Agriculture	New Course
AGD482	Cooperative Extension Education	Agriculture	New Course
HRT101	Horticulture and Society	Agriculture	New Course
GIS425	Mobile and Field GIS	Forestry	New Course
FOR486	Mammalogy	Forestry	New Course
	Natural Resources Track	Forestry	New Minor
	Bachelor of Science in Multidiciplinary Studies	LAA	New Program
COM317	Performance of Literatore	CCC	New course
ENG341	Introduction to Linguisics	English	New course
ENG438	Forensic Linguistics	English	New course
ENG439	Advanced Gramar	English	New course
ENG474	Tech and Prof Writing Internship	English	New course
GEO400	Geography Internship	SCA	New course
MCM431	Advanced New Media	CCC	New course
MCM499	Senior Seminar	CCC	New course
PSY298	Special Topics in Pyschology	Psychology	New course
REL300	Intro to Religious Studies	SCA	New course
SOC338	Social Problems	SCA	New course
SPA460	Spanish Internship	Modern Languages	New course
Eng440	Advnaced Linguistic Theory	English	New course
	Linguistics	English	New Minor
	Writing Minor	English	New writing replacement
	Certificate of International Competency	Modern Languages	New certificate
CHE100	Preparation for General Chemistry	Chemistry	new course
	Minor in Human Health Perspectives	Nursing	new program
SFA 499	Multidisciplinary Capstone Project	LAA	new course
SFA 110	Introduction to Multidisciplinary Study	LAA	new course

UNDERGRADUATE COURSE CHANGE PROPOSALS

SPRING 2010

Course Number	Course/Program Title	Department	Change Requested
	COLLEGE OF BUSINESS		
ACC465	Ethics & Professional Issues Acc	Accounting	Modify course
	Finance Major	Economics & Finance	Change to acceptable advanced electives
	Entrepeneurship Minor	MMIB	Modify course
	Emphasis in small business management/entrepeneurship	MMIB	Modify course
	COLLEGE OF EDUCATION		
ELE301L	Teaching Science	Elementary Education	Modify course
ELE303	Teaching Mathematics	Elementary Education	Modify course
ELE302	Teaching Social Studies	Elementary Education	Modify course
ELE352L	Current Issues/Profession Lab	Elementary Education	Modify course
ELE351L	EC-4 Learn, Plan Inst Cr Ev Lab	Elementary Education	Modify course
ELE303L	Teaching Mathematics Lab	Elementary Education	Modify course
ELE302L	Teaching Social Studies Lab	Elementary Education	Modify course
ELE301L	Teaching Science Lab	Elementary Education	Modify course
ELE351	EC-4 Learn, Plan Inst Class	Elementary Education	Modify course
ELE352	Current Issues/Professionalism	Elementary Education	Modify course
HSC216	Introduction ot Community Health	Kinesiology	Modify course
HMS314	Building Construction Systems	Human Sciences	Modify course
	Food, Nutrition & Dietetics Degree Plan	Human Sciences	Modify Degree plan
HMS312	Residential Design	Human Sciences	Modify course
HMS131	Apparel I	Human Sciences	Modify course
	COLLEGE OF FINE ARTS		
MUP101	Class Piano for Music Majors 1	Music	Modify course
MUP102	Class Piano for Music Majors 2	Music	Modify course
MUP104	Class Piano for Non-Music Majors	Music	Modify course
MUT220	Introduction to Audio Technology	Music	Modify course
	COLLEGE OF LIBERAL & APPLIED ARTS		
ENG335	Introduction to media and visual studies	English	Modify course
ENG342	History of the English Language	English	Modify course
ENG344	Structures of English	English	Modify course
ENG424	Advanced Topics: World Cinema	English	Modify course
ENG442	Topics in Linguistics	English	Modify course
ENG446	Advanced Topics in Film Theory	English	Modify course
MCM103	News Wrightin	CCA	Modify course
MCM203	News Wrighting II	CCC	Modify course
MCM212	Audio Production Techniques	CCC	Modify course
2/	Copy Editing & Headline Writing	CCC	Modify course
MCM302	Television Production	CCC	Modify course
MCM304	Television News Techniques	CCC	Modify course
MCM309	Feature Writing	CCC	Modify course
MCM376	Radio-Television Announcing	CCC	Modify course
MCM405	Photojournalism	CCC	Modify course
MCM456	Advanced Television Production	CCC	Modify course
SOC139	Minority Relations	SCA	Modify course
SOC253	Social Psychology	SCA	Modify course
SPA350	Advanced Study Abroad	Modern Languages	Modify course
	Classical Lit Studies	English	Minor restructure
	Film Studies	English	Minor restructure
	Geography	SCA	Major amendment
	Psychology	Psychology	Minor restructure
	Leadership	CCC	Minor restructure

COLLEGE OF SCIENCES & MATHEMATICS			
	Prerequisite for all credit bearing Science courses	Sciences & Mathematics	complete all required courses with C or better
GOL471	Special Topics in Geology	Geology	modify course
	Geology Program - Environmental Option	Geology	must take MTH233 & CHE330
GOL338	StructuralGeology	Geology	modify course
GOL364	Field Geology	Geology	modify course
GOL408	Stratigraphy and sedimentation	Geology	modify course
GOL420	Geochemistry	Geology	modify course
GOL443	Optical Mineralogy	Geology	modify course
	Biology	Biology	modify program
AST105	Classical and Modern Astronomy	Physics	modify course
AST305	Observational Astonomy	Physics	modify course
AST335	Astrophysics	Physics	modify course
PHY125	Introductory Physical Science	Physics	modify course
PHY131	Mechanics & Heat	Physics	modify course
	Bachelor of Science in Nursing	Nursing	add HMS355
MTH098	Fundamental Mathematics	Mathematics	modify course
MTH099	Intermediate Algebra	Mathematics	modify course
MTH412	Introduction to Algebraic Systems	Mathematics	modify course
CHE125	Introductory Physical Science	Chemistry	modify course
	Chemistry	Chemistry	modify program

UNDERGRADUATE COURSE DELETIONS

SPRING 2010

Course Number	Course/Program Title	Department	Change Requested
MUT221	Music Industry	Music	Delete course
MUT315	Music Recording & Production I	Music	Delete course
MUT316	Sound Editing Tehcniques I	Music	Delete course
MUT317	Music Recording & Production II	Music	Delete course
MUT318	Sound Editing Techniques II	Music	Delete course
MUT417	Music Recording & Production III	Music	Delete course
MUT420	Sound Record Tech Internship	Music	Delete course
ENG235	College English for selected students	English	Delete course
ENG301	Sacred Texts and Traditions	English	Delete course
MCM103L	News Writing Lab	CCA	Delete course
MCM203L	News Writing II Lab	CCA	Delete course
MCM212L	Audio Production Techniques Lab	CCA	Delete course
MCM302L	Television Production lab	CCA	Delete course
MCM304L	Television News Techniques Lab	CCA	Delete course
MCM405L	Photojournalism Lab	CCA	Delete course
MCM456L	Adv Television Production Lab	CCA	Delete course
SOC138	Social Issues	SCA	Delete course
ENG441	Linguistic Theory	English	Delete course
Nur302		Nursing	Delete course
Nur303		Nursing	Delete course
Nur312		Nursing	Delete course
Nur316		Nursing	Delete course
Nur317		Nursing	Delete course
Nur320		Nursing	Delete course
Nur325		Nursing	Delete course
Nur421		Nursing	Delete course
Nur425		Nursing	Delete course
MTH312	Introduction to Algebraic Systems	Mathematics	Delete course

GRADUATE COURSE PROPOSALS, CHANGES, DELETIONS

SPRING 2010

Course Number	Course/Program Title	Department	Change Requested
	COLLEGE OF BUSINESS		
	Degree Plan Change: 5 Year & Stand Alone Degree	Accounting	Degree Plan change
ACC512	Seminar in Accounting Research	Accounting	Modify course
ACC537	Seminar in Auditing	Accounting	Delete course
FIN590	Advanced Student Investment Roundtable	Finance	New course
	COLLEGE OF EDUCATION		
	Degree Plan Change: Master's Educational Leadership	Educ. Leadership	Degree Plan change
AED519	Instructional Leadership	Secondary Education	Modify course
AED591	Inquirey Action Research	Secondary Education	Modify course
	Degree Plan Change: Community Counseling Program	Counseling	Degree Plan change
COU541	Seminar in Counseling Research	Counseling	Modify course
EPS580	Human Neuroscience	Educational Psyy	New course
HMS508	Sustainable Factors in Human Sciences	Human Sciences	New course
HMS525	Ambulatory Care Facilities	Human Sciences	New course
HMS578	Advansed Graduate Studies	Human Sciences	Modify course
	Masters of Arts in Teaching	Secondary Education	New Program
SED515	Current Issues in Secondary Education	Secondary Education	New course
SED543	The Professional Educator	Secondary Education	Modify course
SED545	Cross-Cultural Learning	Secondary Education	New course
SED571	Teacher as Researcher	Secondary Education	New course
SED595	Comprehensive Synthesis Seminar	Secondary Education	Modify course
SPH512	Voice Disorders	Speech & Hearing	Modify course
SPH513	Craniofacial Anomalies	Speech & Hearing	New course
EPS602	Applied Behavior Analysis	Educational Psy	New course
EPS623	Professional, Legal, and Ethical Issues in Psychology	Educational Psy	New course
EPS629	Child and Adolescent Therapy	Educational Psy	New course
EPS650	Research Methods	Educational Psy	New course
EPS651	Applied Multivariate and Neural Network Analysis	Educational Psy	New course
EPS652	Single Subject Research Methods	Educational Psy	New course
EPS653	Advanced Si ngle Subject Research Methods	Educational Psy	New course
EPS655	Practicum	Educational Psy	New course
EPS665	School Psychology	Educational Psy	New course
EPS666	Verbal Behavior	Educational Psy	New course
EPS667	Advanced Familty Therapy	Educational Psy	New course
EPS668	Child and Family Assessment	Educational Psy	New course
EPS669	Computer Language for School Psychologists	Educational Psy	New course
EPS670	Advanced Child and Adolescent Therapy	Educational Psy	New course
EPS671	Severe Developmental Disabilities and Autism	Educational Psy	New course
EPS675	Special Problemls	Educational Psy	New course
EPS685	C hild and Adolescent Psychopathology	Educational Psy	New course
EPS690	Dissertation	Educational Psy	New course
EPS695	Internship	Educational Psy	New course
	COLLEGE OF FINE ARTS		
ART519	Alternative Process Photography	Art	Modify course
ART547	Imaging the Body	Art	New course
MTC526	Stylistic Analysis	Music	Delete course
MTC561	Intro to Graduate Music Theory	Music	Modify course
MTC564	Post-Tonal Analysis	Music	New course
MTC565	Schenkerian Theory	Music	New course

COLLEGE OF FORESTRY & AGRICULTURE			
ENV589	Thesis Rearch	Environmental Science	Delete course
ENV590	Thesis	Environmental Science	Modify course
FOR586	Advanced Mammology	Forestry	New course
FOR586L	Advanced Mammology Lab	Forestry	New course
GIS525	Mobile and F ield GIS	GeoSpatial	New course
GIS525L	Mobile and F ield GIS Lab	GeoSpatial	New course
HRT545	Plant Breeding	Horticulture	New course
COLLEGE OF LIBERAL & APPLIED ARTS			
ENG545	Film Narratology	English	New course
ENG546	Topics in Film	Enlgish	New course
ENG562	Creative Narrative Workshop	English	New course
SOC550	Social Statistics	Sociology	Modify c ourse
SPA560	Spanish Graduate Intership	Modern Languages	New course
SWK559	Advanced Field Instruction III	Social Work	Modify course
COLLEGE OF SCIENCES & MATHEMATICS			
	Master of Science in the Natural Sciences	Dean Science & Math	New Program
BTC557	Advanced Metabolism	Biotechnology	Modify course
BTC557L	Advanced Metabolism Lab	Biotechnology	Modify course
BTC559L	Acanved Biotechniques Lab	Biotechnology	Modify course
BTC555	Proteins and Nucleic Acids	Biotechnology	Modify course
BTC555L	Proteins and Nucleic Acids Lab	Biotechnology	Modify course
CHE570	Seminar	Chemistry	New course
MTE552	Patterns and Reasoning	Math and Statistics	Modify course
MTE560	Concepts of Geometry and Historical Perspectives	Math and Statistics	Modify course
MTE563	Seminar in Mathematics Teaching	Math and Statistics	New course
MTE566	Differentiall Calculus	Math and Statistics	Modify course
MTE567	Integral Calculus	Math and Statistics	Modify course
SCE589	Thesis Research	Natural Sciences	New course
SCE590	Thesis Writing	Natural Sciences	New course

Barnes and Noble 2010 Proposed Addendum

The addendum to the current Barnes & Noble contract would include the following provisions:

Textbook Rental Program Start Date

The textbook rental program would commence with the fall 2010 semester.

Commission

Commission on textbook rentals – 9%.

Annual Guarantee

The annual guarantee of $350,000 will be waived for the July 16, 2010 – July 15, 2011 contract year.

Term of Addendum

One (1) year, with the option to renew annually for the duration of the primary contract upon mutual agreement.

Existing Terms

All terms of the current contract not revised by this addendum will remain in force.

Grant Awards for FY10 Awarded Between December 19, 2009 and March 31, 2009

Direct Federal Awards

***Subtotal FY 2010 Awards (this report)* = $0**
***Subtotal Direct Federal Awards (this period)* =$0**

Federal Pass-through Awards

State Fiscal Stabilization Fund Higher Education Formula Funding (ARRA Stimulus Funds)

FY 2010 Award: $1,499,875
Total Award: $1,499,875 (Formula)
Sponsor: TX Higher Education Coordinating Board (US Dept. of Education)
Term (this action): October 1, 2009 – August 31, 2011
Description: *These funds are being used to support faculty and staff salaries in various academic departments.* PI/PD: Ms. Dora Fuselier, Office of the Controller

State Fiscal Stabilization Fund Higher Education Incentive Funding (ARRA Stimulus Funds)

FY 2010 Award: $559,178
Total Award: $559,178 (Formula)
Sponsor: TX Higher Education Coordinating Board (US Dept. of Education)
Term (this action): October 1, 2009 – August 31, 2011
Description: *These funds are being used to support faculty and staff salaries in various academic departments.* PI/PD: Ms. Dora Fuselier, Office of the Controller

Community Health Worker Initiative

FY 2010 Award: $469,458
Total Award: $469,458 (Interagency Cooperation Subcontract)
Sponsor: U.T. Medical Branch – Galveston (THHS & DHHS)
Term (this action): July 31, 2009 – September 30, 2010
Description: *The purpose of this federally sponsored Social Services Block Grant Emergency Relief program subcontract is to train twenty community health workers, to develop community partnerships for case management services, and to conduct health literacy and family outreach activities.* PI/PD: Ms. Janis Ritter, AHEC - College of Science and Mathematics

Women of Color (WoC) Grant Evaluation

FY 2010 Award: $50,000
Total Award: $250,000 (Contract)
Sponsor: Special Health Resources for Texas, Inc. (SHRT) - (DHHS)
Term (this action): September 1, 2009 – August 31, 2010
Description: *This contract provides independent external evaluation services to the sponsor for the SHRT Women of Color Program to include development of an evaluation protocol to guide data collection, data analysis, and end-of-year reports.* PI/PD: Dr. Freddie Avant, Social Work

Mentor Program and Workshops for Area Child Care Providers (ARRA Stimulus Funds)

FY 2010 Award: $121,522
Total Award: $121,522 (Interlocal Agreement)
Sponsor: Workforce Solutions Deep East Texas (DHHS)
Term (this action): January 12, 2010 – December 31, 2010
Description: *Funds are provided for the conduct of a mentor teacher program to provide in-depth guidance to provider childcare classroom teachers and for the conduct of Saturday workshops for teachers on early childhood development and developmentally appropriate practice.* PI/PD: Ms. Lori Harkness, Elementary Education

The Cloning and Biochemical Characterization of the Proly-endoprotease from Eurogaster integricips (Sunn Pest)

FY 2010 Award: $23,870
Total Award: $23,870 (Individual – *continuation*)
Sponsor: ICARDA (US Agency for International Development)
Term (this action): January 1, 2010 – December 31, 2010
Description: *The purpose of this research project is to isolate and clone an enzyme that destroys gluten in wheat grain from a destructive insect pest found in the Middle East and Eastern Europe.* PI/PD: Dr. Beatrice Clack, Biotechnology

***Subtotal FY 2010 Awards (this report)* = $2,723,903**
***Subtotal Federal Pass-through Awards (this period)* =$2,923,903**

<u>State Awards</u>

Assessment of Moist-soil Management Practices on Phosphorus Retention in Treatment Wetlands

FY 2010 Award: $16,000
Total Award: $32,000 (Interagency Agreement)
Sponsor: Texas Parks and Wildlife
Term (this action): February 11, 2010 – August 31, 2010
Description: *The purpose of this research related to the treatment of Trinity River water is to determine the quantity and distribution of phosphorus (P) in soils/sediments in two constructed wetland cells, to determine if disking would increase P fixation, and to analyze existing water chemistry data sets obtained by the Tarrant Regional Water District.* PI/PD: Dr. Kenneth Farrish, Environmental Science; Waters of East Texas (WET) Center

JAMP: Joint Admissions Medical Program Pre-Med Camp FY10

FY 2010 Award: $20,000
Total Award: $20,000 (Interagency Agreement - *renewal*)
Sponsor: JAMP (U.T. Medical Branch – Galveston)
Term (this action): September 1, 2009 – August 31, 2015
Description: *Funds are provided for the conduct of a summer pre-science camp for rising high school seniors to help ensure their successful transition to a challenging pre-medical program at SFASU.* PI/PD: Dr. Kevin Langford, Biology

***Subtotal FY 2010 Awards (this report)* = $36,000**
***Subtotal State Awards (this period)* = $52,000**

Private and Local Government Awards

DETCOG 9-1-1 Mapping Revision Phase II

FY 2010 Award: $181,500
Total Award: $181,500 (Interlocal Cooperation Contract - *continuation*)
Sponsor: Deep East Texas Council of Governments (DETCOG)
Term (this action): March 5, 2010 – March 4, 2011
Description: *This is a continuation project for rural 9-1-1 addressing that focuses on edge matching the rectified road centerlines between counties and rectifying polygonal data for the 12 DETCOG counties.* PI/PD: Mr. P.R. Blackwell, Forestry; Columbia Regional Geospatial Service Center

Maxwell Lecture Series 2010: "Where the Birds Never Sing" by Jack Sacco

FY 2010 Award: $3,000
Total Award: $3,000 (Grant)
Sponsor: Albert and Ethel Herzstein Charitable Foundation
Term (this action): February 25, 2010 – March 31, 2011
Description: *Funds are designated to support a community lecture by Jack Sacco, author of "Where the Birds Never Sing: The True Story of the 92nd Signal Battalion and Liberation of Dachau."* PI/PD: Dr. Dana Cooper, History

Complementing the Texas Science Curriculum for Grades K-12 through Fine Arts: Garry Krinsky's "Toying with Science"

FY 2010 Award: $2,000
Total Award: $2,000 (Grant)
Sponsor: Union Pacific Foundation
Term (this action): September 1, 2010 – August 31, 2010
Description: *Funds are designated to support the "Toying with Science" event, which is part of the SFASU Children's Performing Arts Series.* PI/PD: Dr. A.C. (Buddy) Himes, College of Fine Arts

***Subtotal FY 2010 Awards (this report)* = $186,500**
***Subtotal Private Awards (this period)* = $186,500**

***Total FY 2010 Awards (this report)* = $2,946,403**
***Total Grant Awards (this period)* = $3,162,403**

Note:

- *Amounts are based on award notices as they are received from the funding agency, not balances in funds/accounts.*
- *Does not include non-grant financial aid or gift accounts.*

Policies for Board Review
April 20, 2010

Policy Name	Policy Number	Major Action/Change	Page Number
Academic and Professional Preparation	A-49	Title changed. Major rewrite.	P-3
Academic Freedom and Responsibility	A-2.5	Major rewrite.	P-5
Active Military Service	A-74 NEW	New policy.	P-7
Advanced Placement	A-7	Title changed. Recommendations for credit or advanced placement to be submitted to Undergraduate Council's Curriculum Committee.	P-9
At-Will Employment	E-66	Added associate and assistant directors.	P-11
Computer Equipment Purchases	C-8	Minor clarifications.	P-13
Contracting Authority	C-9	Minor clarifications.	P-14
Curation of Archaeological Collections	A-75 NEW	New policy.	P-17
Distribution of Payroll	C-12	Direct deposit form available online.	P-19
Employee Enrolling for Courses	E-16	If missed work cannot be made up, employee must use vacation or comp time.	P-20
Grade Reporting	A-41	Reference to Family Educational Rights and Privacy Act added.	P-21
Grievance and Appeals	E-25N	Minor word changes. Updated statutory references.	P-22
Honorary Degree	D-18	Reviewed with no changes.	P-28
Library Gifts	A-25	Major rewrite.	P-29
Monthly Calendar	F-19	Title changed. Calendar and events submission on the Web.	P-30
News Releases	F-20	Minor clarifications.	P-31
Out-of State Travel/Study	A-36	Title changed. Major rewrite.	P-32
Overload Assignments	A-37	Minor clarifications. Removed reference to compensation.	P-36
Parking and Traffic Regulations	D-24	Major rewrite.	P-37
Performance Management Plan	E-57	Reviewing supervisor will ensure compliance with EEO law.	P-56
Photographic Reprints	F-22	Addition of Web contacts.	P-58
Printing Services	F-23	Work order forms available on the Web.	P-59

Policy Name	Policy Number	Major Action/Change	Page Number
Reasonable Workplace Accommodation for Disabilities	E-67	Changed procedures for requesting accommodation to possibly include disability committee. Updated statutory references.	P-60
Satisfactory Academic Progress for Financial Aid Recipients	A-40	Major rewrite.	P-64
Student Media	D-44	Updated department name and other minor clarifications.	P-67
Student Organization Formation and Recognition	F-14	Updated department name. Temporary recognition lengthened to 90 days.	P-70
University Letterhead	D-37	Updated director title.	P-73
University Publications	D-39	Updated department titles and other minor word changes.	P-74
Vacation/Sick Leave Report	E-54	Standard request form is online. Department name updated.	P-76

Academic and Professional ~~Preparation~~ *Qualifications* (A-49)

Original Implementation: April 20, 1999
Last Revision: ~~October 30, 2007~~*April 20, 2010*

The selection, development, and retention of competent faculty at all academic levels are of major importance in providing ~~the~~ students an education of the highest quality. ~~Recruitment and appointment procedures for faculty are specified in policy E-24A, Faculty Search. Approved appointment titles are specified in policy E-01A, Academic Appointments and Titles.~~

~~Prior to selection, minimum standards for all faculty must be met and documented. Each f~~*F*ull-time and part-time faculty members teaching credit-*earning* courses leading toward the baccalaureate degree, other than activity courses, must *normally* have completed at least 18 graduate semester hours in the content discipline and, at a minimum, hold a master's degree *from an accredited institution*. ~~In exceptional cases, outstanding professional experience and demonstrated contributions to the content discipline may be presented in lieu of formal academic preparation. Appropriate documentation and justifications must be provided by the academic unit.~~

Each faculty member teaching courses at the master's degree level must *normally* hold a terminal degree *from an accredited institution*, usually the earned doctorate, in the content or related discipline. ~~In other areas, a~~*A* master's degree in the content discipline coupled with a doctoral degree in a related discipline *may be* ~~is considered~~ appropriate. It is the responsibility of the academic unit to justify the master's degree, or master's in the content discipline coupled with a related doctorate, as the terminal degree for faculty members teaching in those disciplines.

All faculty members teaching courses at the doctoral degree level must *normally* hold a terminal degree *from an accredited institution* in the content or related *discipline*.

Graduate teaching assistants who have primary responsibility for teaching a course for credit and for assigning final grades must have earned at least 18 graduate semester hours in the content discipline, be under the direct supervision of a faculty member experienced in the content discipline, and be evaluated periodically within the academic unit.

~~In unusual *rare* cases, graduate faculty may be utilized who have demonstrated exceptional scholarly or creative activity, or professional experience, but who may not possess the required academic credentials. Such exceptional cases must be completely justified and documented by the academic unit.~~*Outstanding professional experience and demonstrated contributions to the content discipline may be presented in lieu of formal academic qualifications. In rare cases, graduate faculty may be utilized who have demonstrated exceptional scholarly or creative activity, or professional experience, but who may not possess the required academic credentials. Appropriate documentation and justifications must be provided by the academic unit.*

~~Graduate teaching assistants who have primary responsibility for teaching a course for credit and/or for assigning final grades for such a course must have earned at least 18 graduate semester hours in their content discipline, be under the direct supervision of a faculty member experienced in the content discipline, receive regular in-service training, and be evaluated regularly.~~

~~The highest earned degree presented as the credential qualifying the faculty member to teach must be from a regionally accredited institution. If the degree is from a non-regionally accredited institution, the academic unit must show evidence that the faculty member has appropriate academic preparation and/or professional experience.~~

Appropriate documentation includes official transcripts and, if applicable for demonstrating competence, official documentation of professional and work experience, technical and performance competency, records of publications, certifications, and other qualifications. All such documentation must be kept current and on file~~. Official university files are maintained~~ in the Office of the Provost and Vice President for Academic Affairs.

Cross Reference: Faculty Handbook and Southern Association of Colleges and Schools*; Policy E-73, Terminal Degree.*

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: None

Academic Freedom and Responsibility (A-2.5)

Original Implementation: August 1, 2000
Last Revision: ~~April 24, 2007~~*April 20, 2010*

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

~~Each f~~*F*aculty members ~~is~~ *are* entitled to freedom in the classroom in discussing ~~the~~ *relevant* ~~subject~~ *topics* ~~which he/she teaches~~ ~~but~~ *and* ~~is~~ *are* expected not to introduce ~~into his or her teachings controversial~~ matters which have no relation to the classroom subject. ~~Each faculty member also serves the nation, state, and community, and when speaking, writing or acting as such, *they*~~ *Faculty members* must be free from institutional censorship or ~~discipline~~ *retribution when speaking, writing, or acting in a public capacity and, in such instances, should make it clear that they are not speaking for the institution.*~~,~~ *Even in public discourse, however, faculty members* ~~subject to~~ *should adhere to principles of* academic responsibility. ~~as hereinafter set out, and the faculty member should make it clear that he or she is not speaking for the institution.~~

~~**Academic Responsibility**~~

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

1. The fundamental responsibilities of ~~a~~ faculty members as ~~a~~ teachers and scholars include ~~maintenance of~~ *maintaining* competence in ~~his or her~~ *their* fields of specialization and ~~the exhibition of such~~ professional ~~competence~~ *behavior. These responsibilities extend to* ~~in~~ the classroom *(face-to-face and online)*, studio*,* ~~or~~ laboratory, and ~~in the~~ public arena ~~by such activities as~~ *when engaged in* discussions, lectures, consulting, publications, or participation in professional organizations and meetings.
2. ~~The exercise of professional integrity by a faculty member includes recognition that~~*Since* the public *may* ~~will~~ *shall* judge ~~his or her profession and institution~~ *the university* by ~~his or her~~ statements *made by its faculty members*~~.~~*,* ~~Therefore, the~~

~~faculty members~~ *they* should strive to be accurate, to exercise ~~proper~~ restraint, to be willing to listen to and show respect to others expressing different opinions, and to avoid creating the impression that ~~the~~ faculty members speak~~s~~ or act~~s~~ ~~for his or her~~ *on behalf of the* ~~college or~~ university when speaking or acting as ~~a~~ private persons.

3. The constitutionally protected right of ~~the~~ faculty members~~, as a citizen,~~ to freedom of expression must be balanced with the interest of the ~~S~~state~~, as an employer,~~ in promoting the efficiency of the educational services it performs ~~through its employees~~. ~~A~~*The comments of* faculty member~~'~~s ~~comments~~ are protected even though they may be *erroneous or* ~~highly~~ critical~~-~~. ~~in tone or content, or erroneous, but~~ *However,* such statements are not protected free speech if they either substantially impede the ~~faculty member's~~ performance of ~~his or her~~ *their* daily duties or materially and substantially interfere with the regular operation of the institution.
4. ~~A f~~*F*aculty members should be judicious in the use of controversial material in the classroom and should introduce such material only ~~as~~ *if* it has *a* clear relationship to ~~his or her~~ *the* subject field.
5. ~~A faculty member should be professional in his or her conduct in the classroom and in his or her relationship with students . The faculty member should maintain respect for the student and for the student's posture as a learner. The faculty member should make himself or herself appropriately available to the student for consultation on course work.~~

Cross Reference: None

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: None

Active Military Service (A-74) NEW

Original Implementation: April 20, 2010
Last Revision: None

Through the course of an academic term, a student may be called to active military service as a reservist, member of the National Guard, or otherwise. In the event of activation or mobilization, students are required to present a copy of their official orders to facilitate verification of inclusive dates. Students called to active military service have several options available to them for the treatment of their academic coursework and financial obligations.

Excused Absence for Active Military Service:

Unless a student called up for active military service chooses to withdraw, the university shall excuse the student from attending classes or engaging in other required activities. The university shall not penalize the student for that absence (including any travel associated with the service) and the student shall be allowed to complete any assignment or take any examination within one year after the completion of active service. During this time, the syllabus and a record of the coursework completed prior to activation shall be retained by the instructor or department. The student shall be able to complete the course without penalty and under the same requirements as when the student initially enrolled in the course. If the student fails to complete any coursework or examinations, the student shall receive the grade earned up to that point.

Any withdrawal from a course due to active military service shall be treated as if the student had not enrolled in that course. Excluding the final examination period, the maximum amount of time a student may be excused shall be no more than twenty-five percent (25%) of the total number of class meetings, or the contact hour equivalent.

A student's instructor may assign the appropriate grade if the student fails to complete course requirements within a reasonable time after the absence. Any dispute under this policy shall be handled under normal academic procedures

Withdrawal from University for Active Military Service:

If a student elects to withdraw from the university due to military activation, the university, at the student's request, shall:

1. Refund the tuition and fees paid by the student for the semester in which the student withdraws;
2. Petition the instructor to assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of coursework and who has demonstrated sufficient mastery of the course material. The decision shall be at the instructor's discretion; or,

3. Grant the student, who is eligible under the institution's guidelines, an incomplete grade in all courses by designating “withdrawn-military” on the student’s transcript.

Cross Reference: Tex. Educ. Code §§ 51.9111, 54.006(f); 19 Tex. Admin. Code § 4.9; Policy A-5, Add/Drop; Policy C-57, Student Fiscal Appeals; Policy A-40, Satisfactory Academic Progress for Financial Aid Recipients.

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Registrar

Forms: None

Advanced Placement *Guidelines* (A-7)

Original Implementation: September 4, 1979
Last Revision: ~~April 24, 2007~~*April 20, 2010*

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

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

Criteria governing ~~the~~ A~~dvanced Placement~~*P*~~ Program~~, ~~of the College Board and the College Level Examination Program~~*CLEP*, and ~~the~~ ~~International~~ ~~Baccalaureate~~ shall be reviewed by ~~the~~ academic *units* ~~departments with~~ *who submit* recommendations for course credit ~~submitted~~ through the dean of the college to the ~~Academic Affairs Council~~ *Undergraduate Council's Curriculum Committee* for review and approval. ~~The r~~*R*eview of the criteria ~~will~~ *shall* be initiated by the Office of Admissions on a periodic basis dependent upon the receipt of test and resource material from the College Board and the International Baccalaureate Organization.

Individual academic units have the responsibility of initiating an internal advanced placement program (i.e., a system that allows students to by-pass certain courses). The request to offer an internal advanced placement program must be submitted by the academic unit through the dean of the college to the Undergraduate Council's Curriculum Committee for review and approval. Academic units shall review and update their advanced placement programs as part of the university's general bulletin revision process.

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

Cross Reference: General Bulletin, Student Handbook and Activities Calendar

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: None

At-Will Employment (E-66)

Original Implementation: July 15, 2003
Last Revision: ~~January 25, 2010~~*April 20, 2010*

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

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

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

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

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

In regards to this policy, and the employee's completion of the 180-day probationary period, there is no contradiction. The 180-day probationary period is the designated time frame for the new employee to demonstrate their capability to perform their job tasks in a satisfactory manner. The completion of this evaluation period does not convey a

permanent status to employees listed in this policy, and it does not negate the at-will status for either employee or employer.

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

Cross Reference: None

Responsible for Implementation: President

Contact For Revision: General Counsel

Forms: None

Computer Equipment Purchases (C-8)

Original Implementation: December 8, 1987
Last Revision: ~~January 30, 2007~~*April 20, 2010*

The term "computer-related items" as used in this policy refers to computer-related hardware, software and services. Purchases of computer-related items should be approved through the appropriate administrative channels.

It is the responsibility of the department head/account manager to have sufficient knowledge of the purchasing procedures required by the university for computer-related items when initiating such purchases and to seek the assistance of the director of Information Technology Services and the director of ~~Purchasing~~*procurement* as needed. Personnel in the Information Technology Services Department are available for consultation and can help to determine the feasibility of proposed acquisitions as each relates to consistency with the university's long range computing plan and with campus computing resource capabilities, and their effective interface/function with existing campus networks.

As needed, the ~~Purchasing~~*Procurement* Department will provide the director of Information Technology Services with ~~a copy of~~*data regarding* the purchase of computer-related items. This will assist the director in the preparation of computing reports required by the state of Texas on a regular basis.

Cross Reference: ~~None~~*SFA Policy C-56, Computer Replacement Policy*

Responsible for Implementation: President

Contact for Revision: Director of Information Technology Services*/Director of Procurement and Property Services*

Forms: None

Contracting Authority (C-9)

Original Implementation: July 18, 1988
Last Revision: ~~January 30, 2007~~*April 20, 2010*

This policy governs the authority to enter and make contracts, purchases, and agreements of any character on behalf of Stephen F. Austin State University.

I. No member of the Board of Regents shall enter into the discussion, make motions, or vote on a contract, purchase, or agreement of any character in which the member directly or indirectly has pecuniary interest unless the *Office of the* General Counsel has advised that there is a legally permitted exception to this rule with the regent making the appropriate public disclosures.

II. The following items shall be submitted to the Board of Regents for approval at either a regular board meeting or a special called board meeting. Each item shall be presented to the board for consideration. The *Office of the* General Counsel shall review all contracts and agreements prior to signature.

   a. Construction contracts in the amount of $100,000 or more
      1. Architect-Engineer selections
      2. Authority to submit the proposal to the *Texas Higher Education* Coordinating Board if the estimated cost (including all cost) is at least $1,000,000 for new construction, $2,000,000 for renovation, or as otherwise required under law
      3. Construction contract awards
      4. Change orders that would increase the cost of the project beyond the amount of the approved budget

   b. Contracts, purchases, and agreements in the amount of $100,000 or more, whether the amount is income or expenditure with the exception of:
      1. Private, governmental, and foundation grants or agreements in which the donor or agency stipulates the purpose for which the funds are to be expended
      2. Materials purchased for resale in auxiliary operations and in central supply
      3. Materials purchased for normal inventory stock for the physical plant operation
      4. Materials purchased for normal inventory stock from operation and maintenance budgets previously approved by the board
      5. Maintenance service contracts on elevators, computers, office equipment, chillers, and water treatment services
      6. Library subscription services
      7. Recurring printing orders
      8. Contracts and agreements for athletic events, entertainment concerts, Fine Arts events, and other similar activities
      9. Group travel packages for resale to students, faculty and staff, and other similar activities

10. Materials or services purchased for emergencies resulting from disasters, hazards, and other exigent circumstances

c. Leases of one (1) year or more, including equipment, involving expected aggregate payments exceeding $100,000
d. Purchase, sale or exchange of real property
e. Depository contracts
f. Food services contracts or service contracts for similar university activities
g. Architect-Engineer contracts required for projects specified under Subsection 2.a.1.
h. Contracts and agreements with support or development foundations
i. Employment of administrative officers, faculty, and non-classified employees
j. Changes of position status of administrative officers, faculty, and non-classified employees
k. Dual employment of administrative officers, faculty, and non-classified employees
l. Leaves of absence for one (1) semester or more
m. Settlements, consent decrees, and similar actions in litigation (executive session only, does not require board action for approval.)
n. The president shall be delegated the responsibility and authority to enter into contracts, purchases, and agreements for sums less than $100,000, whether the amount is income or expenditure, and to enter into all grants and agreements funded by private individuals, governmental agencies, and foundations without regard to the amount, unless otherwise limited by the board. At the option of the president, contracts, purchases, and agreements for sums less than $100,000 may be submitted to the Board of Regents for approval. The *Office of the* General Counsel should review and provide legal advice on all contracts or agreements. The department responsible for originating the contract is responsible for maintaining it for the applicable period (minimum of two years).
o. The president may delegate power to contract, purchase, or enter into agreements of less than $100,000, or amounts over $100,000 to the extent authorized in Section 2.b. of this policy, to other employees of the university. The president will remain responsible for all contracts, purchases, and agreements for sums under $100,000, and for the proper administration of all grants and agreements funded by private individuals, governmental agencies, and foundations, regardless of delegation of power to contract, purchase, or enter into agreements. In the absence of the president, or at such time as the president is unavailable to sign a document by a required deadline, the following individuals are authorized to sign on his behalf : (listed in order of priority) provost and vice president for academic affairs, vice president for finance and administration, vice president for university affairs, vice president for ~~University Advancement~~*development*, associate provost. All other delegations must be specific and in writing to be effective. The *Office of*

the General Counsel should review and provide legal advice on all contracts or agreements.

p. All delegations of contracting authority to persons other than those listed above which were made by a previous president shall be void once a new president assumes office.

Cross Reference: ~~None~~ *Items Requiring Board of Regents Approval (D-20.5)*

Responsible for Implementation: President

Contact for Revision: President

Forms: None

Curation of Archaeological Collections (A-75) NEW

Original Implementation: April 20, 2010
Last Revision: None

The Anthropology and Archaeology Lab (AAL) is a scientific research facility operated by the Department of Social and Cultural Analysis. The laboratory is certified by the Texas Historical Commission and is therefore eligible to charge for the curation of held in trust (HIT) archaeological collections. If accepted for curation, collections remain the property of the state of Texas, but Stephen F. Austin State University (SFA) agrees to care for them as stipulated by Texas Historical Commission guidelines. The AAL shall maintain a Collections Management Policy as defined in Rule 29.9 of the Texas Administrative Code. Collections must be prepared, recorded, and described according to the AAL's Collections Management Policy.

Eligible Collections

To be eligible for curation, a collection must be consistent with the mission statement of the AAL as filed with the Texas Historical Commission. Specifically, collections must be either pre-historic or historic in nature and must be important to the East Texas area. The university reserves the right to refuse any collection for curation. All accepted collections shall be accompanied by an approved deed of conveyance or other appropriate agreement.

Curation Fees

The AAL will publish a schedule of curation fees and reserves the right to amend these fees based upon the unique requirements of each collection. Curation fees shall be used by the AAL to offset laboratory expenses and to fund capital expenditures. The fee schedule shall be subject to approval by the provost and vice president for academic affairs and the vice president for finance and administration.

Revenue Sharing

SFA shall negotiate and maintain a revenue sharing agreement for HIT collections housed at the annex Mission Dolores Visitors Center in San Augustine, Texas. Collections existing prior to the execution of the revenue sharing are not eligible for revenue sharing under this policy. The terms and conditions of any revenue sharing

agreement must be approved by the provost and vice president for academic affairs and signed by the president.

Cross Reference: Archaeological Repository Mission Statement; Collection Management Policy; Curation Fee Schedule; Antiquities Code of Texas, Tex. Nat. Res. §§ 191.058, .091-.092; 1 Tex. Admin. Code §§ 29.1-.9.

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Chair of the Department of Social and Cultural Analysis

Forms: None

Distribution of Payroll (C-12)

Original Implementation: Unpublished
Last Revision: ~~April 24, 2007~~*April 20, 2010*

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

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

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

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

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

Cross Reference: None

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Controller

Employee Enrolling for Courses (E-16)

Original Implementation: Unpublished
Last Revision: ~~April 24, 2007~~*April 20, 2010*

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

Approval of the employee's supervisor must be obtained in advance, and arrangements must be made with the supervisor to schedule make-up time for work missed. *If work cannot be made-up, then the employee must turn in vacation or comp time for work time missed.*

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

Cross Reference: Non-Academic Employee Handbook

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Vice President for Finance and Administration

Forms: None

Grade Reporting (A-41)

Original Implementation: January, 1983
Last Revision: ~~January 30, 2007~~*April 20, 2010*

On the first day of final examinations of each semester or summer term, the registrar ~~will~~ *shall* ~~provide~~ *make available* official grade report forms for each class to departmental/school/division offices. It is the responsibility of each instructor to record the appropriate grade for each student ~~listed on the grade sheet~~ by entering the grade into the electronic data base for student records. Faculty shall complete grade entry by the deadline established on the university calendar.

The registrar ~~will~~ *shall* provide access for electronic verification grade sheets for each class to departmental, school, ~~or~~ *and* division offices. It is the responsibility of each instructor to verify accuracy of grade entry and to notify the registrar of any discrepancies.

Grades may be posted in a designated place ~~and~~ *but* must be done in a manner that an individual student's grade can not be identified by others *and no violation of Family Educational Rights and Privacy Act (FERPA) regulations occurs*.

~~Students may use the University Web Site to obtain their grades as soon as they are added to the electronic data base.~~

Cross Reference: ~~Buckley-Pell Amendment (Pub. L. No. 93-568, 88 Stat. 1858)~~*Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g*

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact For Revision: Provost and Vice President for Academic Affairs

Forms: None

Grievance and Appeals (E-25N)

Original Implementation: Unpublished
Last Revision: ~~April 24, 2007~~*April 20, 2010*

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

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

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

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

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

1. Category I Grievances
   a. Each grievance shall be submitted in writing using the grievance form. A written grievance shall contain a clear and concise statement of the grievance which refers to the applicable policy alleged to have been violated, the date the incident took place, the issue involved and the specific relief sought by the grievant. The grievance should include any additional information to be considered in its support. Once a grievance has been submitted in writing, it

may not be changed or amended after the expiration of the ten (10) day period set out in Step One of the Grievance Procedure.

b. All matters pertaining to a grievance shall be treated as part of the official personnel file of the grievant.

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

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

e. Procedure for Category I Grievances

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

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

3. Step Three (Dean or Director). Grievances not satisfactorily resolved in Step Two may be appealed in writing to the appropriate dean or director. The appeal must be made within five (5) working days following the date of the Step Two decision. Within five (5) working days, the dean or director shall inform the grievant of the decision in writing.

Copies of the decision shall be sent to: (1) the department chair or administrative equivalent; and (2) the director of Human Resources.

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

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

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

personnel to timely respond to a grievance shall constitute authorization for the employee to process the grievance to the next step.

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

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

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

A court reporter or at least two (2) tape recording devices shall be furnished by the university to record the hearing. The party requesting a typed transcript of the proceedings shall be responsible for payment of same. The hearing shall consist of opening statements by the grievant and the institutional representative, testimony by witnesses called by the institution and the grievant, with both parties having the right to cross examine witnesses, and any relevant exhibits which either party seeks to present to the board. When the grievance

relates to a disciplinary action taken against the grievant, the institution shall have the burden of proof to demonstrate by a preponderance of the evidence that there was good cause for the discipline. In all other grievances, the grievant shall have the burden of proof. Formal rules of evidence do not apply to the hearing.

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

2. Category II Grievances

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

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

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

Cross Reference: ~~U.S. Constitution, Amendments 5 and 14~~*U.S. Const. amend. V; U.S. Const. amend. XIV*; ~~Texas Constitution, Art. I, sec. 19~~*Tex. Const. art I, § XIX*; Non-Academic Employee Handbook

Responsible for Implementation: President

Contact for Revision: General Counsel

Forms: Formal Grievance Forms are available in Human Resources

Honorary Degree (D-18)

Original Implementation: October 18, 1988
Last Revision: ~~January 30, 2007~~*April 20, 2010*

Stephen F. Austin State University may, on occasion, grant honorary degrees to individuals who have over an extended period, rendered exceptional contributions to the university or the public interest through public service, philanthropic activity, intellectual or artistic performance, or leadership roles. Honorary degrees may not be awarded to individuals officially associated with the university at the time of the award nor to individuals holding elective office unless they have achieved distinction in another field of endeavor.

Nominations for honorary degrees may be submitted to the president by faculty, staff, administration, or members of the Board of Regents of the university. Nominations will be evaluated by an advisory committee appointed by the president with representation from the faculty, staff, student body and administration. The committee will make recommendations to the president who, in turn, will make recommendations to the Board of Regents. Only the Board of Regents can authorize an honorary degree, which will be granted at a regularly-scheduled commencement.

Cross Reference: None

Responsible for Implementation: President

Contact for Revision: President

Forms: None

Library Gifts (A-25)

Original Implementation: March, 1982
Last Revision: ~~July 10, 2007~~*April 20, 2010*

The purpose of the library's gift program is to supp~~lement~~*ort the* library ~~acquisitions~~ by accepting materials and/or monetary donations ~~for the purchase of library materials~~.

Factors considered in deciding whether to accept a gift include the needs of the collection, technical processing costs, physical condition, location and space, maintenance requirements, and donor restrictions. ~~Accepting Gifts. It is the policy of the university that gifts of materials be accepted only with the understanding that upon receipt t~~*T*he library reserves the right to determine the~~ir~~ retention, cataloging treatment, and other considerations related to the~~ir~~ use or disposition *of donated materials*.

~~Factors which will be considered in deciding whether to accept a gift include the needs of the collection, technical processing costs, physical condition, location and space, maintenance requirements and accompanying restrictions.~~

~~Major Gifts.~~ The acceptance of major gifts (i.e. gifts requiring an extraordinary commitment of space or gifts accompanied by specific management requirements) ~~will~~ *shall* be negotiated and authorized by the library director and the vice president for development*, subject to approval by the provost and vice president-for academic affairs and the president*.

~~Restricted Gifts. Gifts that carry restrictions will not be accepted unless specifically authorized by the library director and the vice president for development.~~

~~Appraisals. The~~ *The* library does not appraise gifts. The cost of any~~ outside~~ appraisal is ~~borne by~~ *the responsibility of the* ~~the~~ donor.

~~Acknowledgements. The library director will acknowledge outstanding gifts and notify the vice president for development of any gifts of materials valued at $100 or more.~~

Cross Reference: None

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Library Director

Forms: None

~~Monthly~~ *University Web* Calendar (F-19)

Original Implementation: 1982
Last Revision: ~~January 30, 2007~~*April 20, 2010*

Each university department is requested to designate a contact for the Office of Public Affairs concerning items for inclusion in the ~~monthly Calendar of Events (distributed to all departments at the first of each month).~~*University Web Calendar*.

~~Calendar of Events forms are available from the Office of Public Affairs, and department contacts are requested to provide a list of scheduled activities at least ten days prior to a month's end with activities for the following month.~~ *Procedures for submitting events can be found on the calendar Web site at www.sfasu.edu/calendar.*

Cross Reference: None

Responsible for Implementation: President

Contact for Revision: Executive Director of Marketing *and Public Affairs*

Forms: Calendar of Events form available from the Office of Public Affairs

News Releases (F-20)

Original Implementation: 1950
Last Revision: ~~January 30, 2007~~*April 20, 2010*

Departments and individuals wishing media coverage concerning university activities should request assistance from the Office of Public Affairs, which will work collaboratively with the requesting party to evaluate the newsworthiness of the activity. When an activity is determined to be newsworthy, the Office of Public Affairs will prepare and market a release of information to the news media.

Departments and individuals should not contact the news media without the assistance of the Office of Public Affairs. News media receive numerous requests for coverage from a wide range of organizations and individuals. Uncoordinated coverage requests for activities that may have little or no news value for the media have the potential to diminish the effectiveness of the Office of Public Affairs when it makes requests for coverage of newsworthy activities. The Office of Public Affairs may grant exceptions to select university divisions regarding this aspect of this policy.

Upon occasion, news media may directly contact university faculty or staff to interview for comments that may be published or broadcast. Faculty and staff members are encouraged, as time permits, to share their insights on topics within their areas of scholarly study or professional expertise. Such participation has the potential to highlight the quality of university personnel, bring positive visibility to the university and provide a valuable community service. The faculty or staff member contacted by the media promptly should notify the Office of Public Affairs of the interview request. *The Office of Public Affairs can assist both sides in facilitating the interview.*

Cross Reference: None

Responsible for Implementation: President

Contact for Revision: Executive Director of Marketing *and Public Affairs*

Forms: None

Out-of-State ~~Travel/Study~~*Course Delivery* (A-36)

Original Implementation: September, 1981
Last Revision: ~~January 30, 2007~~*April 20, 2010*

Out-of-state ~~travel~~ course~~s~~ *delivery* ~~are those courses whose fundamental content is based~~ *relies up*on the use of natural or cultural resources ~~found~~ outside *of* ~~the state~~ *Texas,* and ~~*where by*~~ *the* ~~in which a~~ majority of instruction ~~is delivered out-~~ *takes place* ~~of~~ *beyond the* state*'s borders*. ~~They~~ *It* do*es* not include *a* course~~s~~ ~~delivered on campus~~ in which incidental travel to another state *occurs* for enrichment activities ~~occur~~. *Prior approval is required for any out-of-state course offering, with different routing processes for domestic and international travel.*

~~Requests for courses involving out-of-state travel within the United States must be routed, using an "Out-of-State Travel/Study Course Request Form", for approval via the instructor's department Chair, college Dean, the Associate Provost, and the Provost and Vice President for Academic Affairs.~~

~~Requests for courses involving international travel must be routed, using an "International Travel/Study Course Request Form", for approval via the instructor's department Chair, college Dean, the Director of International Studies and Programs, the Associate Provost, and the Provost and Vice President for Academic Affairs.~~

1. The approval process consists of two stages.
    a. *The first stage involves* ~~T~~*t*entative approval prior to formal arrangements and an agreement with a licensed carrier or travel agency, if required. Criteria for approval shall be those set by the Texas Higher Education Coordinating Board *(THECB)* and stated as follows:
        i. ~~No courses which offer credit primarily for travel, recreation, or pleasure may be authorized.~~ *The purpose for offering an out-of-state course must be educational, not entrepreneurial, and may not result solely in a financial gain for faculty and/or staff. Courses shall not be permitted which offer credit primarily for travel, recreation, or pleasure.*
        ii. ~~No o~~*O*ut-of-state c~~lasses~~*ourses* ~~may~~ *shall not* be offered *if-intended exclusively* to serve non-Texas residents unless they are degree candidates at Stephen F. Austin State University *(SFA).*~~and they must be charged the non- resident or foreign student tuition as established by law.~~
        ~~iii.No student may be eligible to enroll in an out-of-state class unless the student has satisfied all University and degree program admission requirements and has paid all appropriate fees.~~
        ~~iv.~~*iii.* All *out-of-state* courses must be in the approved course inventory and be applicable to a program approved by the ~~Coordinating Board~~*THECB.*

~~v.In accordance with Coordinating Board Rules: (Chapter 4, Subchapter E, Section 4.107 (c) (6), and Memorandum of Reporting Out-of-State and Out-of-Country Courses dated April 10, 2001) each~~ *Any academic unit* ~~public institution wishing such approval~~ *proposing an out-of-state course* shall submit ~~the~~ *a* course request, including itinerary and syllabus, to the ~~Coordinating Board~~*THECB through the standard course proposal procedure*.

~~vi.~~*iv*. ~~For each course or group of related courses, the institution must attach a~~*A* statement *must be included* describing in detail how the course or group of courses ~~will~~ *shall* utilize academic, cultural, *and/*or physical resources not reasonably available in Texas.

~~vi.~~*v*. The instruction in all ~~authorized~~ out-of-state c~~lasses~~*ourses* must conform to ~~all~~ *SFA's~~the~~* ~~relevant~~ academic policies ~~at SFASU, *including* . All courses must conform to the University's workload and enrollment requirements, its contact hour/credit ratio, and similar matters.~~

~~vii.~~*v*. ~~If acourse is to be taught by adjunct faculty (anyone other than regular University faculty), a statement must be attached describing the unique qualifications of personnel to be employed at the out- of-state site.~~

~~viii.~~ ~~Motivation for the offering of courses must be educational, not entrepreneurial, and may not result in improper advantage or~~ *a* ~~financial gain for participating faculty and staff. Out- of- state classes must emphasize their instructional nature. Any course advertised or marketed to create the impression that it is primarily a credit-for-travel experience will be disallowed.~~

~~ix.~~*vi*. Any *financial* ~~free tickets for travel, accommodations, or other expenses~~ *benefits* provided by travel agents, carriers, or hotels must *be remitted* ~~take the form of payments~~ to SFA and not be made as gifts to faculty members or their families. Except for funds specifically appropriated for international activities (e.g., state incentive programs, scholarships, etc.), state funds ~~will~~ *shall* not be used for faculty and student travel, meals and lodging, or other incidental expenses.

~~x.~~*vii*. Financial aid must be available to students registering for out-of-state ~~classes~~ *courses* on the same basis as ~~it would be~~ for ~~such~~ students seeking financial aid for on-campus instruction. Additional student financial aid may be furnished by the University as appropriate.

~~xi.~~*viii*. Minimum ~~class~~ *course* enrollments ~~will~~ *shall* conform to the same standards *as* applicable ~~were the class~~ to ~~be offered~~ on-campus *courses*.

The second stage involves ~~F~~*f*inal approval *for the out-of-state course. This approval shall be* based upon the *final* submission of *a* ~~a total~~ *comprehensive* itinerary, plan of study, and ~~copies of~~ *any* promotional ~~brochures~~ *materials*.~~to be used. The rationale used for final approval will~~

~~consist of a written explanation of how the course will involve cultural, intellectual, academic, or natural resources not accessible in Texas or produced via standard laboratory exercises.~~

b.

2. Deadlines for approval are as follows:
   a. Tentative approval
      i. Fall semester: Prior to February 1
      ii. Spring semester: Prior to June 1
      iii. Summer semester: Prior to November 1
   b. Final approval and submission to the ~~Coordinating Board~~*THECB*
      i. Fall semester: May 1
      ii. Spring semester: September 1
      ~~iii.~~ Summer semester: February 1
      iii.

3. *Any agreement with the travel agency, carrier or vendor shall be reviewed by the Office of the General Counsel prior to execution. The Office of the General Counsel shall review the agreement for legal issues relevant to the nature and location of the proposed course of study. This may include, but is not limited to, transportation, safety, lodging, sightseeing, food services, and any other services in connection with the itinerary.*

~~3. The agreement with the travel agency, carrier or vendor shall contain the following clause specifying that transportation, lodging, and food services are *shall be* the responsibility of the carrier and not the university:~~

~~Stephen F. Austin State University and its representatives shall assist the tour members in making arrangements for hotels, transportation, sightseeing, restaurants, or any other services in connection with the itinerary, and the university and its representatives shall exercise reasonable care in making such arrangements. The university and its representatives shall not, however, assume any liability whatsoever, for any injury, damages, loss, delay or accident to person or property due to any act or default of any hotel, carrier, restaurant, company, or person rendering any of the services included in the tour. The tickets, coupons, rules, tariffs, or contracts currently in use by any carrier, hotel, restaurant, or other contractor, rendering service, shall constitute the sole contract between such contractor and the tour member. Further, (Tour Agent) and Stephen F. Austin State University accept no responsibility for any damage or delay due to sickness, pilferage, labor dispute, machinery breakdown, quarantine, government restrictions, weather, or any cause beyond their personal control. The right is reserved to cancel or change itineraries, or substitute services without notice and to decline to accept or retain any tour member at any time. Additional expenses, if any, shall be borne by the participants. The airlines concerned and their agents or affiliates are not to be held responsible for any act, omission, or event during the time passengers are not on board the aircraft. The passenger ticket in use by said airline shall constitute, when issued, the sole contract between the airline and the purchaser of these tickets and/or for the passenger. Air fares are subject to change without notice. The services of any IATA carrier may be used for these tours, and~~

~~transportation within the USA may be provided by any member carrier of the Air Traffic Conference of America. In view of the statutory or contractual limitations which may apply to personal injury or losses or damages to property, the purchase of accident and baggage insurance is strongly recommended.~~

4. *Students must be informed in writing that* ~~The brochure that is distributed to prospective students must contain a clause which specifies that where there is a~~ *any* contract for transportation, lodging, ~~and~~ *or* food~~,~~ *is made* ~~the student's contract is~~ with the travel agency or carrier *and that* ~~. The University~~ *SFA* is responsible *only* for instruction and *academic* credit ~~only~~.

5. ~~All s~~*S*tudent deposits for ~~reservations for a course involving~~ contract travel ~~will~~ *shall* be ~~deposited~~ *made* with the *appropriate* university *office* ~~or the Office of International Studies and programs, as appropriate. After the~~ *which~~o~~ shall issue*~~deadline for reservations has passed,~~ a check ~~will be drawn~~ payable to the agency or carrier *once the deadline for reservations has passed*~~,~~. ~~or i~~*I*f ~~the~~ *a* course does not *enroll a sufficient number of students*~~make~~, refunds ~~will~~ *shall* be made to *the* students *who have paid deposits*. For ~~those~~ courses not using contract travel, deposits ~~must~~ *shall* be made immediately on receipt to the appropriate university account.

6. All purchases are subject to the state bid procedures. Trip directors must submit requests for bids or justifications for contracts with specific vendors or agents.

7. The salary *paid to* ~~of~~ the instructor ~~will~~ *shall* be ~~paid~~ *provided* in one of the following ways:
   a. The instructor's regular salary ~~will~~ *shall* be paid from the ~~department's~~ *academic unit's* budget, or
   b. The instructor's salary ~~will~~ *shall* be paid through the appropriate college (out-of-state domestic travel) or *through* the Office of International ~~Studies and~~ Programs (international travel) prorated on the basis of enrollment, not to exceed ~~his/her~~*the instructor's* regular salary.

8. There ~~will~~ *shall* be no travel allowance for the instructor unless *a* specific exception is made by the provost and vice president for academic affairs.

Cross Reference: ~~None~~*19 Tex. Admin. Code §§ 4.270-.279*

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: Out-of-State Travel/Study Course Request Form (available in the Associate Provost's office); International Travel/Study Course Request Form (available in Office of International Studies and Programs)

Overload Assignments (A-37)

Original Implementation: February 27, 1978
Last Revision: ~~October 30, 2007~~*April 20, 2010*

Overload teaching assignments may be necessary to meet the university's teaching obligations.

An individual who accepts an overload assignment ~~must certify that the overload responsibility will be~~ *shall* fulfill~~ed~~ *the responsibility* ~~above and~~ beyond the ~~standard~~ *contractual* work-week~~ for which he/she has already contracted~~.

~~Overload compensation generally is equal to an amount that is paid adjunct faculty teaching the same course.~~

Cross Reference: Faculty Handbook; ~~Compensation in Excess of Base Salary~~*Salary Supplements, Stipends, and Additional Compensation*, ~~p~~*P*olicy E-9; Faculty Workload, ~~p~~*P*olicy A-18

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: None

Parking and Traffic Regulations (D-24)

Original Implementation: September 1, 1961
Last Revision: ~~April 21, 2009~~*April 20, 2010*

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

    b. Campus Resident Parking

(1) Full Year	First Vehicle	$75~~48~~
	Second Vehicle	$52~~32~~
(2) After Jan. 1	First Vehicle	$50~~32~~
	Second Vehicle	$34~~24~~
(3) Summer		$25~~16~~

    c. Commuters (Off-campus Residents) and Motorcycles

(1) Full Year	$50~~32~~
(2) After Jan. 1	$33~~24~~
(3) Summer	$17~~6~~

d. Trailers

(1) Full Year	$*50*~~32~~
(2) After Jan. 1	$*33*~~24~~
(3) Summer	$1*7*~~6~~

e. Vendors

(1) Full Year	First Vehicle	$0
	Second Vehicle	$*100*~~80~~
(2) After Jan. 1	First Vehicle	$0
	Second Vehicle	$*75*~~40~~
(3) Summer	First Vehicle	$0
	Second Vehicle	$*36*~~24~~

f. Employees of Private Contractors
$*50*~~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	$*40*~~32~~

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	$*300*~~250~~ per Semester
Annual Contract Space (12 months)	$*7*~~6~~00 Annually

Lost Parking Ticket	$8
Lost Contract Space Card	$25

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 $*300*~~250~~ per semester (Fall, Spring, or Summer; Summer I and Summer II are combined for a contractual space) or for $*700*~~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.

~~d.~~*e. The Student Center Parking Garage may be designated as a regular permitted parking lot if needed to meet extraordinary parking demand.*

13. Aikman Drive Parking Garage

The Aikman Drive Parking Garage will *generally* 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. *Designated parking areas may be changed as needed to meet extraordinary parking demand.*

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. *This designation may change as needed to meet extraordinary parking demand.*

15. Wilson Street Parking Garage

    The Wilson Street Parking Garage will be divided into areas of parking designated by the appropriate permit. Signage will be posted on both the interior and exterior of the parking garage to designate these areas by permit holder.

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 $*40*~~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~~*50.00* 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 $*5.00*~~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 $*5.00*~~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 $*5.00*~~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: $*30*~~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: $*30*~~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: $*30*~~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: $*30*~~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: $*30*~~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: $*30*~~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: $*100*~~80~~.00 plus tow fee if vehicle is removed by tow away.

   l. Falsifying or altering vehicle registration information
      - Fee: $*100*~~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. It is the responsibility of the person appealing to obtain the date and time 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*n* $*85*.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 *or with the City of Nacogdoches Municipal Court*~~.~~

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~~ *Vehicles should always remain locked*.

Cross Reference: Parking and Traffic Regulations and Information, ~~Texas Education Code, sec. 51.201 et seq.~~*Tex. Educ. Code §§ 51.201-.211*

Responsible for Implementation: Vice President for University Affairs

Contact for Revision: Chief of University Police

Forms: None

Performance Management Plan (E-57)

Original Implementation: July 14, 1998
Last Revision: ~~October 12, 2009~~*April 20, 2010*

The purpose of the Performance Management Plan is to maximize employee work efforts to achieve university, organizational and individual objectives through the active participation in the goal-setting process; to ensure that all employees receive a timely and objective review of their job performance each year; to identify employees whose job-related performance and conduct does not meet established objectives or contribute effectively to the university; and to ensure that job performance is measured effectively for compensation purposes.

This policy applies to all non-faculty employees, excluding academic department chairs, deans, library director, charter school teachers, and all coaches at Stephen F. Austin State University. However, all categories listed in exemption above shall have some form of evaluation system, but are not governed by this policy.

Procedure

The process of job performance evaluation should include the following steps:

1. Set and communicate job expectations at the start of the review period. Use the employee's job description to review the expectations of the job. If the job description needs revision, contact Human Resources for assistance.
2. Provide ongoing coaching and counseling during the review period and document significant discussions regarding positive achievements and needed improvement in regard to job performance or conduct.
3. Conduct the annual performance review at the end of the review period.
~~3.~~*4. The reviewing supervisor must review the employee's evaluation to ensure the first line supervisor has complied with EEO law.*

Annual Performance Review

Evaluate the employee's performance for the entire review period. Determine whether or not the employee has met expectations established at the beginning of the review period and which were based on the employee's job duties.

Evaluate how the employee's performance was consistent with the appropriate performance values.

Describe any areas in which the employee needs to improve. Specific results should be addressed and documented.

Summarize and evaluate the employee's overall performance. After completion of the evaluation and the appropriate approvals, the original form should be sent to Human Resources and copies given to the employee and supervisor.

Documentation

The review plan for each employee should be free from discrimination including race, color, religion, sex, age, national origin, disability, or disabled veteran status according with Equal Employment Opportunity (EEO) law. Each supervisor will be held responsible for ensuring the review is fair, objective, accurate, and honest and discussed with the employee. Supervisors are also responsible for ensuring consistency of application within their departments. *Reviewing supervisors are responsible for ensuring compliance with EEO law.*

Compensation Actions

Merit pay increases, general pay increases, and all other compensation actions are to be consistent with the level of employee's actual job performance. Merit increases are to be withheld in whole or part for employees who are rated "needs improvement" or "unsatisfactory" and therefore are not fully effective in their job performance. The immediate and reviewing supervisor should discuss related actions with Human Resources before taking such steps to ensure appropriate documentation.

Interpretation

Questions regarding the interpretation of this policy should be referred to the director of Human Resources. The forms and format used in this process may be modified for unique circumstances upon the review and approval by the director of Human Resources.

Cross Reference: Equal Employment Opportunity Guide for Employees and Supervisors, Non-Academic Employee Handbook

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources

Forms: Performance Management Plan and Review (Available on the Internet.)

Photographic Reprints (F-22)

Original Implementation: Fall 1969
Last Revision: ~~January 30, 2007~~*April 20, 2010*

Additional prints of university activities photographed by the Office of Public Affairs are available for a fee. The photography fee must be paid prior to delivery of prints. Contact the Office of Public Affairs for a current fee schedule *or visit the Web site www.sfasu.edu/photos*.

Cross Reference: None

Responsible for Implementation: President

Contact for Revision: Executive Director of Marketing *and Public Affairs*

Forms: None

Printing Services (F-23)

Original Implementation: Unpublished
Last Revision: ~~January 30, 2007~~*April 20, 2010*

University Printing Services provides photocopying, off-set printing, typesetting, and finishing services to all university departments, offices and organizations. University faculty, staff, students and organizations may use University Printing Services so long as all work submitted relates to or is required for a university event, function or assignment. University Printing Services may accept work from outside non-profit organizations associated with the university on a cash basis as production time allows, but primary consideration is to serve the needs of the university. University Printing Services does not accept work for political campaigns, churches, businesses or for individuals or organizations not associated with the university.

Payment for services may be charged to an inter-departmental transfer (IDT) account by an authorized individual or may be rendered in cash. All IDT charges will be tax exempt, but proof of tax exempt status must be provided on cash purchases, or state tax will be charged.

A completed "Work Order" form *and sample* must accompany any job submitted to Printing Services. *Work Order forms can be acquired either at the Printing Services Department or online at the Printing Services Web site www.sfasu.edu/printingservs.*

Printing Services abides by all policies governing university publications as published by the Office of Public Affairs.

Cross Reference: None

Responsible for Implementation: President

Contact for Revision: Executive Director of Marketing *and Public Affairs*

Forms: ~~Work Order Form (available in University Printing Services)~~ *Work Order forms can be acquired either at the Printing Services Department or at the Printing Services Web site www.sfasu.edu/printingservs.*

Reasonable Workplace Accommodation for Disabilities (E-67)

Original Implementation: April 20, 2004
Last Revision: ~~April 24, 2007~~*April 20, 2010*

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

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

Definitions:

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

Procedures for requesting a reasonable workplace accommodation:

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

Any supervisor notified of a disability shall immediately report it~~, in writing,~~ to the director of Human Resources or their designee. ~~The confidential interoffice memorandum~~

~~shall state the name of the employee, the disability, the expected duration and the date it was reported, and a copy shall be provided to the employee.~~

The employee shall provide to the director of Human Resources or their designee the following within a reasonable time from the date of notification, not to exceed fourteen (14) days:

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

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

- The nature and extent of the physical or mental impairment,
- A complete medical diagnosis by a qualified professional, including the results of any tests conducted to verify the extent of the condition,
- Which, if any, of the major life functions are substantially limited as a result of the employee's condition,
- A prognosis, including the permanent or temporary nature of the condition and a list of all job functions or tasks the employee cannot perform but can perform if reasonable accommodation is provided, and
- Recommendations for appropriate accommodations based on the job description and current duties, if applicable, including the source and type of any special equipment that may be needed.

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

Before making a decision regarding the accommodation, the ~~President~~ *director of Human Resources* or their designee may submit the employee's request for accommodation, accompanying documentation and medical records to an appropriate health care professional *or a disability committee of appropriate university employees familiar with determining disability status* for evaluation and recommendations at the university's expense. All information will be kept confidential by the expert *or committee* and all documentation provided to the expert*/committee* will be returned to the university by the expert*/committee*.

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

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

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

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

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

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

Cross Reference: Non-Academic Employee Handbook; Rehabilitation Act of 1973, *Pub. L. No. 93-112, 29 U.S.C. § 793, 34 C.F.R. § 104, 41 C.F.R. § 60-741*~~, Title 29 U.S.C. 794 et seq.~~; the Americans with Disabilities Act of 1990, *Pub. L. No. 110-325, 42 U.S.C. §§*

12101-12213~~42 U.S.C. 12101 et seq.~~; and the Texas Commission on Human Rights Act, ~~Texas Labor Code Sec. 21.101 et seq.~~*Tex. Lab. Code §§ 21.051-129*

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources and General Counsel

Forms: None

Satisfactory Academic Progress for Financial Aid Recipients (A-40)

Original Implementation: September, 1985
Last Revision: ~~July 21, 2009~~*April 20, 2010*

Federal regulations mandate minimum standards of "satisfactory progress" for students receiving financial assistance. These requirements apply to the student's entire academic history, whether financial aid was received or not, and to all types of aid: grants, loans, and work-study. The standards for determining progress at the University are composed of three separate measurements: grade point average (GPA), credit hour requirements, and maximum hours allowed. ~~For students to be eligible to receive federal and state student financial assistance at Stephen F. Austin State University (SFASU), students must maintain satisfactory progress in their course of study.~~ All students must be enrolled in a degree or ~~teaching~~ certificate program. Newly enrolled undergraduate students must be admitted "in good standing."

~~**NOTE:**~~ Students who are admitted to *Stephen F. Austin State University (*SFA*)* as ~~a~~ Non-Degree, Provisional (except graduate students who will be given one semester to remove provisional status), Transient, Summer Prep, Career Interest or Self-Improvement, Audit Courses, AARC (090) tutoring, or on academic suspension shall NOT be eligible to receive financial aid. When the student is admitted to a degree program, special student status is changed, or suspension status is removed, an eligible student may then be considered for financial assistance.

GRADE POINT AVERAGE (GPA)

The grade point average is the quantitative measurement used for academic work at the university. For financial aid purposes, a student must maintain a cumulative GPA of 1.6 or better as a freshman, *1.8 or better as a sophomore*, 2.0 or better as a ~~sophomore through~~ *junior or* senior, and 3.0 or better as *a* graduate student~~s~~. Grade point averages shall be checked on an annual basis *for satisfactory progress*.

CREDIT HOUR REQUIREMENTS

The credit hour requirement is the quantitative measurement of the minimum number of hours completed each year at SFA. A year is defined as *beginning in the s*~~S~~ummer ~~I, Summer II, Fall,~~ and *running through the following* ~~S~~*s*pring session~~s~~. In order to receive financial assistance, ~~freshmen~~ *undergraduates* must complete 6~~0~~7% of the hours attempted. ~~All other students must complete at least 75% of the hours attempted.~~

Credit hours shall be considered satisfactorily completed if one of the following grades is earned: A, B, C, D, or P. Grades of F, W, WH, WF, WP, or QF are not satisfactory. If graduate students receive a WH for thesis/dissertation research or thesis/dissertation writing, the hours shall not be counted as hours attempted due to the length of time

needed to complete this degree requirement. ~~However, a t~~*T*ime limit*s* on the research and writing of a thesis/dissertation ~~is~~ *are* ~~assigned~~ *determined* by the academic department.

Students who withdraw from the university prior to the end of a ~~semester~~*session* or ~~receive~~ *do not make* ~~un~~satisfactory ~~grades~~ *progress* shall be denied ~~future~~ financial assistance *for the upcoming session*. ~~A check for unsatisfactory progress shall be done at the end of each semester.~~ Students may reapply after satisfactory progress has been achieved.

Financial aid may be awarded to students enrolled for remedial courses (098 & 099). These courses are considered attempted hours and are also counted as earned hours for determining satisfactory progress for financial aid purposes.

Repeated classes are treated the same as any other class.

MAXIMUM HOURS ALLOWED

The maximum allowable hours at each level of study a*pply to*~~re for~~ all students regardless of the number of changes in major or concentration. A student's entire academic record at SFA (including prerequisite courses) is used in calculating hours toward the maximum requirement. Course work transferred to SFA shall count toward the maximum number of allowable credit hours. Maximum hours allowed shall be checked after each semester.

~~**Enrollment Status at University Census Date**~~	~~**Maximum Number of Credit Hours by Degree Objective**~~
~~Undergraduate~~	~~180 attempted semester hours*~~
~~Post-Baccalaureate~~	~~36 attempted semester hours~~
~~Graduate: Masters~~	~~54 attempted semester hours~~
~~MFA & MBA~~	~~90 attempted semester hours~~
~~Ph.D. & Ed.D.~~	~~96 attempted semester hours~~

~~*~~ For ~~undergraduate~~ *all degree* programs ~~that exceed 120 hours~~, the maximum number of hours allowed will be set at one--and--a--half times the ~~normal~~ *minimum* program length. *For post-baccalaureate programs, the maximum numbers of attempted hours is 36.*

Students not in compliance are ineligible for assistance until they make up the credit hour deficiency from the last evaluation period and/or bring their GPA to the standard indicated. Once the deficiency is made up, students should notify the Financial Aid Office.

Students who are not making satisfactory academic progress may file a written appeal to the Financial Aid Office *within*~~. Students have~~ thirty (30) days after notification of denial of financial aid ~~to file an appeal with the Financial Aid Office~~. ~~Appeals shall be submitted to a committee for review.~~ Appeals should include all documentation that supports mitigating circumstances concerning the failure to maintain the expected level

of satisfactory progress. *If an appeal is granted, the student must meet satisfactory academic progress requirements by the end of the next evaluation period.* All decisions *on appeals* ~~made by the committee~~ are **final**. Students shall be notified ~~of the committee's decision~~ in writing *and/or email*.

Cross Reference: *20 U.S.C. 1091(a)(2), (c); 34 CFR 668.16(e), 668.32(f), 668.34;* ~~None~~*Policy A-74, Active Military Service*

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Director of Financial Aid; Provost and Vice President for Academic Affairs

Forms: None

Student Media (D-44)

Original Implementation: October 26, 1999
Last Revision: ~~April 24, 2007~~*April 20, 2010*

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

Student Publications

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

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

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

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

The Student Publications Committee shall consist of eleven members:

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

Broadcast Media

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

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

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

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

The ~~Department~~ *Division* of Communication *and Contemporary Culture* shall enforce television programming guidelines for the local cable channel which:

a. comply with any relevant and established university policies.
~~a.~~*b*. to the extent possible reflect current mainstream professional broadcast practice.
~~a.~~*c*. serve local informational, educational, and cultural needs.

Cross Reference: ~~First Amendment of the U.S. Constitution~~*U.S. Const. amend. I*

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

Contact for Revision: ~~Chair~~ *Director* of *the Division of* Communication ~~Department~~ *and Contemporary Culture* and Director of Student Publications

Forms: None

Student Organization Formation and Recognition (F-14)

Original Implementation: Unpublished
Last Revision: ~~April 24, 2007~~*April 20, 2010*

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

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

1. Have four (4) students (in good standing) to act as incorporators who will be legally responsible for the formation of the organization. One of the four must be designated as the initial Registered Agent. The Registered Agent is the legal contact and spokesperson for the group. After an organization forms, the currently registered organizational president will be considered the organization's Registered Agent.
2. Select an advisor from the faculty/administrative staff who is a benefits-eligible full-time university employee.
3. Have their officers and advisor(s) agree to and sign an anti-hazing statement.
4. Prepare and submit a constitution and statement of purpose.
5. Complete all of the required documents contained in the Student Organization Formation Packet, available in the Office of Student A*ffairs*~~ctivities~~.
6. Submit all completed documents to the Office of Student A*ffairs*~~ctivities~~.

A group seeking recognition must not:

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

Applications for recognition can be made at any time during the year. The Office of Student A*ffair*~~ctivitie~~s may grant a group temporary recognition while they are finalizing their formation paperwork *and securing an on-campus advisor. The length of temporary recognition shall be no more than 90 days*. ~~A temporary recognition will lapse 30 calendar days after it is initially granted.~~

The Director of Student A*ffairs*~~ctivities~~ will review the application for recognition when it is complete and determine whether recognition is granted.

REQUIREMENTS FOR MAINTAINING RECOGNITION

The authority of an organization to function as a student organization may cease upon:

a. the removal or resignation of the advisor, unless a qualified replacement is registered within *90*~~30~~ days.
b. violation by the organization of any rules or regulations of the university, state or federal law.
c. failure by the organization, its officers or advisor(s) to adhere to the requirements set forth by the university.
d. the organization remaining in an inactive status for three or more long semesters.
e. failure to provide acceptable documentation of affiliation with any parent organization when requested.

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

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

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

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

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

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

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

RELATIONSHIP BETWEEN THE UNIVERSITY AND STUDENT ORGANIZATIONS

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

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

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

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

Cross Reference: Stephen F. Austin State University Web Pages; *Student Organization Handbook;* ~~United States Constitution, Amendments I and XIV~~*U.S. Const. amend. I, XIV*

Responsible for Implementation: Vice President for University Affairs

Contact for Revision: Director of Student A*ffairs*~~ctivities~~

Forms: Student Organization Formation Packet

University Letterhead (D-37)

Original Implementation: May 9, 1985
Last Revision: ~~January 30, 2007~~*April 20, 2010*

University departments are required to use letterhead as designated by the president. Ordinarily, sub-units of departments use the letterhead of the parent department, especially if the unit's correspondence is primarily with students. However, if the sub-unit is of a permanent or semi-permanent nature and has a majority of its correspondence with off-campus agencies or individuals, it can be identified under the name of the parent unit on the letterhead. If a unit is independent of any department and is of a permanent or semi-permanent nature, it may have its own letterhead, consistent with the university design. Any deviation from the university letterhead design must be approved by the president.

Information in the stationery heading includes: the university name; post office box and telephone number of the department/unit; and city, state, and zip code. Below the university logo (left side of paper) is the department name, for example: Department of ~~Accounting~~*Computer Science* (for academic departments) or ~~Purchasing~~ *Physical Plant* Department (for support departments/units).

In exceptional cases, requests to deviate from the standard letterhead design may be granted. Such requests should be directed, in writing, to the executive director of marketing *and public affairs* for approval.

Cross Reference: None

Responsible for Implementation: President

Contact for Revision: Executive Director of Marketing *and Public Affairs*

Forms: None

University Publications (D-39)

Original Implementation: March 15, 1977
Last Revision: ~~January 30, 2007~~*April 20, 2010*

To assure that communication to the general public contains accurate and current information and presents, through both content and appearance, a professional image ~~which~~ *that* properly reflects the character, integrity, and accreditation status of the institution, official university publications and non-broadcast video presentations intended for off-campus distribution, or on-campus distribution to non-university individuals or groups (those not employed by or enrolled in the university), must be approved by the Office of Public Affairs prior to printing or electronic distribution. Communication intended solely for students and/or university employees is not subject to *t*his approval policy.

Examples of communication that must be submitted for approval are: academic bulletins, brochures, fliers, pamphlets, handbooks, newsletters, program announcements, advertising (newspaper, magazine, radio, television, online, billboards, posters, etc.) and publications for intercollegiate athletics (media guides, programs, newsletters, etc.).

This approval policy applies to publications printed ~~by University Printing Services,~~ *by on- or* off-campus printers, and departments using desktop publishing or video equipment. Review may include any or all of the following: writing, editing, assisting with layout and graphic design, videotaping, video editing, assessing visual and audio content, scheduling the purchase of advertising placements, preparing specifications required for competitive bidding, and coordinating production schedules and delivery with outside vendors.

Without written approval of the materials from the Office of Public Affairs, university ~~purchasing~~ *procurement* will not authorize payment for advertising or off-campus printing services (Special Purchase, C-36).

Prior to submission to the Office of Public Affairs for approval, a publication or advertisement should be reviewed and approved in writing (use “Approval for Printing” form available from University Printing Services) by the appropriate authorities within the department and division.

Allow at least ten working days for the Office of Public Affairs to review materials, but submissions are strongly encouraged to be made well in advance of publication or printing deadlines, as revisions may be required.

Upon approval by the Office of Public Affairs, the head of the originating department or his designee will work directly with University Printing Services or the ~~Purchasing~~*Procurement* Department to initiate the printing process. If an off-campus printer is used and competitive bidding is required, the ~~Purchasing~~ *Procurement* Department will develop specifications and secure bids as required by the Best Value Procurement Policy (C-7). The Office of Public Affairs may be of assistance in the negotiation for and placement of advertising.

Materials submitted to University Printing Services or ~~Purchasing~~*the Procurement Department* without proper approval will be returned to the originating department. If a department uses its own equipment to print a publication or produce radio and television advertisements or video presentations, the Office of Public Affairs must authorize printing or distribution.

The president or executive director of marketing *and public affairs* may authorize individual exemptions to the university publications policy. Such a request must be made in writing to the executive director of marketing *and public affairs*.

~~As required by Texas law, a~~*A*ll university publications must clearly reflect the date the publication is produced or initially distributed. The date must be in a conspicuous location at or near the beginning of the publication. For purposes of complying with this ~~law~~*paragraph*, a publication means printed material produced in multiple copies by the university or at the total or partial expense of the university. This includes publications sponsored by or purchased for distribution by the university or released by research firms, consulting firms or other private institutions under contract with the university. This does not include correspondence, memos or other routine forms.

Cross Reference: None

Responsible for Implementation: President

Contact for Revision: Executive Director of Marketing *and Public Affairs*

Forms: Approval for Printing (available from University Printing Services)

Vacation/Sick Leave Report (E-54)

Original Implementation: Unpublished
Last Revision: ~~April 24, 2007~~*April 20, 2010*

At the beginning of each month, a "Vacation/Sick Leave/Compensatory Time *Report*" ~~report~~ is sent to each department from *the* Payroll *Office*~~Services~~. Each employee eligible for vacation and/or sick leave and/or compensatory time must report any leave earned or taken during the month. Time taken cannot exceed the available balance. Employees requesting leave should complete a ~~"~~*Vacation/Comp Time/Sick Leave R*~~r~~equest~~"~~ form *and have it* approved by their supervisor. This form is required to be kept on file by each department and is the back-up for the *monthly Vacation/Sick Leave/Compensatory Time Report* ~~monthly report~~ submitted to *the* Payroll *Office*~~Services~~. The department head (or assigned designee) should sign the completed monthly report and return it to *the* Payroll ~~Services~~ *Office* by the due date specified on the report.

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

Cross Reference: None

Responsible for Implementation: Vice President for Finance and Administration

Contact For Revision: ~~Vice President for Finance and Administration~~*Controller*

Forms: *Vacation/Sick Leave/Compensatory Time Report, available from the Payroll Office;* ~~Request for~~ Vacation~~,~~*/* Comp~~ensatory~~ Time~~,~~*/* Sick Leave ~~Taken~~ *Request* (available ~~in University Printing Services)~~*online at http://jack.sfasu.edu:7778/wf/wf_hr.sickVacCreditialForm)*