

Stephen F. Austin State University

MINUTES OF THE BOARD OF REGENTS



**Nacogdoches, Texas
April 18 and 19, 2011
Volume 267**

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Stephen F. Austin State University
Minutes of the Meeting of the Board of Regents
Nacogdoches, Texas
April 18 and 19, 2011
Austin Building 307
Meeting 267

Monday, April 18 2011

The regular meeting of the Board of Regents was called to order in open session at 8:02 a.m. on Monday, April 18, 2011, in the Austin Building Board Room by Chair Bob Garrett.

PRESENT:

Board Members: Mr. Bob Garrett, Chair
 Mr. Carlos Amaral
 Dr. Scott Coleman
 Mr. James Dickerson
 Ms. Brigettee Henderson
 Mr. Steve McCarty
 Ms. Sydni Mitchell
 Mr. Ken Schaefer
 Mr. Ralph Todd

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 Valerie Ertz was absent.

Chair Garrett asked board members to sign a letter of thanks to LCpl. Robert Hulsey, an SFA alumnus, who is currently serving with the U.S. Marine Corps in Afghanistan. The letter will be mailed to him with a university flag, which was flown over the campus in his honor on April 12, 2011.

The Building and Grounds Committee convened at 8:05 a.m. and adjourned at 10:15 a.m. The Finance and Audit Committee convened at 10:15 a.m. and adjourned at 11:45

a.m. The Academic and Student Affairs Committee convened at 1:30 p.m. and adjourned at 2:45 p.m.

The chair called for an executive session at 3:05 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 open meetings, open records, and tenure. (Texas Government Code, Section 551.071)

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

Possible naming opportunities

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 basketball coaches, vice presidents and the president (Texas Government Code, Section 551.074)

The executive session concluded at 5:45 p.m. and the board meeting was recessed for the evening, with no further action.

Tuesday, April 19, 2011

The chair reconvened the board meeting in open session at 9:00 a.m. on Tuesday, April 19, 2011.

PRESENT:

Board Members: Mr. Bob Garrett, Chair
 Mr. Carlos Amaral
 Dr. Scott Coleman
 Mr. James Dickerson
 Ms. Brigittee Henderson
 Mr. Steve McCarty
 Ms. Sydni Mitchell
 Mr. Ken Schaefer
 Mr. Ralph Todd

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 Valerie Ertz was absent.

Regent Amaral led the pledge to the flags and Regent McCarty provided the invocation.

District Judge Campbell Cox administered the oath of office to three newly-appointed regents, Brigitte Henderson, Ken Schaefer and Ralph Todd.

RECOGNITIONS

Robert Hill introduced the Women's Cross Country Team and the Women's Indoor Track and Field Team. Steve Westbrook introduced the Large and Small Co-Ed Cheerleaders, who both won recent national championship honors. Ric Berry introduced students in the Arthur Temple College of Forestry and Agriculture who recently won a National Firewise Award. Dr. Marc Guidry, Professor Charles Jones and Ms. Kimberly Verhines made a presentation from the SFA University Press. Dr. Berry introduced those faculty members being recommended for promotion to the rank of professor during today's meeting. He also introduced Dr. Jimmie Yeiser, being nominated for Regents Professor. Mr. Piero Fenci and Ms. Maki Hajikano from the School of Art presented a sculpture to Dr. Pattillo.

APPROVAL OF MINUTES

BOARD ORDER 11-15

Upon motion by Regent Dickerson, seconded by Regent McCarty, with all members voting aye, it was ordered that the minutes of the January 24 and 25, 2011, regular meeting of the Board of Regents be approved as presented.

PERSONNEL

BOARD ORDER 11-16

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

FACULTY APPOINTMENTS FOR 2011 – 2012

LIBERAL AND APPLIED ARTS

Tiffany Bice-Wigington, Assistant Professor of Social Work, M.S.W. (Saint Ambrose University), at an academic year salary of \$50,000 for 100 percent time, effective September 1, 2011, contingent upon completion of doctorate by September 1, 2013.

Casey B. Hart, Instructor of Communication, M.S. (University of North Texas), at an academic year salary of \$43,000 for 100 percent time, effective September 1, 2011.

Tim V. Nolcox, Instructor of Communication, M.S. (Murray State University), at an academic year salary of \$43,000 for 100 percent time, effective September 1, 2011, contingent upon completion of doctorate by June 15, 2012.

SCIENCES AND MATHEMATICS

John B. Sullivan, Lecturer of Mathematics and Statistics, M.S. (Stephen F. Austin State University), at an academic year salary of \$38,500 for 100 percent time, effective September 1, 2011.

STAFF APPOINTMENTS FOR 2011 – 2012

ALUMNI AFFAIRS

Dale Allen Green, Director of Marketing and Membership, at an annual salary of \$53,000 for 100 percent time, effective January 1, 2011.

ATHLETICS

Lauren Elizabeth Adams, Assistant Coach for Volleyball, at a 10.5 month salary of \$34,000 for 100 percent time, effective February 14, 2011.

Daniel J. Kaspar, Head Men's Basketball Coach, approval of three year contract term, at an annual base salary of \$129,150 for 100 percent time, effective September 1, 2011.

EDUCATION

Cynthia P. Tillery, Officer Certification/PBIC Manager, at an annual salary of \$43,000 for 100 percent time, effective January 3, 2011.

CHANGES OF STATUS FOR 2011 – 2012

Explanation:

Changes of status include changes in appointment, percentage of time, salary or semesters. These changes are initiated by the department chair or director and routed through administrative channels for approval.

Recommendation:

It is recommended by the administration that the following changes of status be approved.

ATHLETICS

John Critzer, from Assistant Coach for Volleyball at a 10.5 month salary of \$24,462 for 100 percent time, to Assistant Coach for Volleyball at a 10.5 month salary of \$28,728 for 100 percent time, effective February 1, 2011.

EDUCATION

Julie D. Stadler, from Employment Specialist in Human Resources at an annual salary of \$29,500 for 100 percent time, to Academic Advisor in Human Sciences at an academic year salary of \$37,000 for 100 percent time, effective February 1, 2011.

PRINTING SERVICES

Rebecca S. Galatas, from Administrative Assistant at an annual salary of \$28,428 for 100 percent time, to Interim Director of Printing Services at an annual salary of \$28,428 with an additional \$400 per month for 10 months for interim duties, effective October 1, 2010.

STUDENT AFFAIRS

Hollie Gammel-Smith, from Director of Orientation at an annual salary of \$50,104 for 100 percent time, to Interim Director of Student Affairs at an annual salary of \$50,104 with an additional \$500 per month for seven months for interim duties, effective February 1, 2011.

RETIREMENTS

Bobby Bryant, Professor of Human Services, effective May 31, 2011.

Sandra Cole, Professor of Kinesiology and Health Science, effective May 31, 2011.

Carol Harrison, Associate Professor of Human Services, effective May 31, 2011.

Jack Heifner, Visiting Professor of Theatre, effective March 31, 2011.

James M. Lanagan, Graphics Shop Manager, effective February 28, 2011.

Alan W. Nielsen, Professor of Theatre, effective May 31, 2011.

Allen H. Oster, Professor of Theatre, effective May 31, 2011.

Janice S. Pattillo, Professor and Chair of Elementary Education, effective August 31, 2011.

James O. Standley, Dean of Graduate Studies, effective July 31, 2011.

Sharon Templeman, Professor of Social Work, effective December 31, 2010.

Dillard B. Tinsley, Jr., Professor of Management, Marketing and International Business, effective May 31, 2011.

Sheryl Ann Wittenbach, Associate Professor of Human Sciences, effective December 31, 2010.

PROMOTIONS

The following individuals were granted promotion to the academic rank indicated, effective fall semester 2011.

To Associate Professor:

Dr. Neill Armstrong	Secondary Education
Dr. Kenneth Austin	Secondary Education
Dr. Kwame Badu Antwi-Boasiako	Government
Dr. Jennifer Beisel	History
Dr. Sara Bishop	Nursing
Dr. Erin Brown	Agriculture
Dr. David Campo	Music
Dr. Christopher Comer	Forestry
Dr. William Forbes	Geography
Dr. Christina Guenther-Scott	Music
Dr. Maki Hajikano	Art
Dr. Keith Hubbard	Mathematics & Statistics
Dr. Kimberly Kato	Kinesiology
Dr. Stephen Kosovich	Economics and Finance
Dr. Paige Mask	Human Services
Dr. Christine McDermott	English
Dr. Craig Morton	Agriculture
Dr. Rose Marie Powell	Nursing
Dr. Mark Scanlan	Economics and Finance
Dr. Kimberly Welsh	Elementary Education
Dr. Kevin West	English

To Professor:

Dr. Troy Davis	History
Dr. Deborah Dunn	Computer Science
Dr. Richard Jones	Theatre
Dr. Gary Mayer	Communication
Dr. Jeana Paul Urena	Modern Languages
Dr. Nagalapura Viswanath	Human Services
Dr. Gary Wurtz	Music

To Professor Emeritus:

Dr. Charles Jones

Dr. Jerry Lackey

Art

Psychology

To Librarian II:

Ms. Jill Crane

Library

To Librarian III:

Ms. Susan Clarke

Ms. Tina Oswald

Library

Library

TENURE

Academic tenure was awarded to the following individuals, effective fall semester 2011.

Dr. Neill Armstrong	Secondary Education
Dr. Kenneth Austin	Secondary Education
Dr. Kwame Badu Antwi-Boasiako	Government
Dr. Jennifer Beisel	History
Dr. Sara Bishop	Nursing
Dr. Erin Brown	Agriculture
Dr. David Campo	Music
Dr. Karol Chandler-Ezell	Social & Cultural Analysis
Ms. Susan Clarke	Library
Dr. Christopher Comer	Forestry
Dr. Carolyn Conn	Theatre
Dr. William Forbes	Geography
Dr. Russell Franks	Chemistry
Dr. Christina Guenther-Scott	Music
Dr. Maki Hajikano	Art
Dr. Keith Hubbard	Mathematics & Statistics
Dr. Stephanie Jevas	Kinesiology
Dr. Thomas Judson	Mathematics & Statistics
Dr. Kimberly Kato	Kinesiology
Dr. Stephen Kosovich	Economics and Finance
Dr. Andrew Lannen	History
Dr. Paige Mask	Human Services
Dr. Christine McDermott	English
Dr. Rose Marie Powell	Nursing
Dr. Chay Runnells	Human Sciences
Dr. Mark Scanlan	Economics and Finance
Dr. Kimberly Welsh	Elementary Education
Dr. Kevin West	English

FACULTY DEVELOPMENT LEAVE FOR 2011-2012

The faculty members listed below were awarded Faculty Development Leave, one semester leave at full pay, for fall 2011.

Dr. Ken Collier	Government
Dr. Susan Jennings	General Business
Dr. Parker Ballinger	Economics and Finance

FACULTY LEAVE OF ABSENCE WITHOUT PAY

Dr. Jim Towns, Professor of Communication and Contemporary Culture, was granted leave of absence without pay effective fall 2011 for one semester, in pursuit of research and additional training.

REGENTS PROFESSORSHIP FOR 2011-2012

Dr. Jimmie Yeiser, Professor of Forestry, was awarded a Regents Professorship for the academic year 2011-2012.

ACADEMIC AND STUDENT AFFAIRS

BOARD ORDER 11-17

Upon motion by Regent Dickerson, seconded by Regent Amaral, with all members voting aye, it was ordered that the following academic and student affairs items be approved:

SMALL-SIZE CLASSES SPRING 2011

The spring 2011 small-size class list was approved as presented in Appendix 1.

CURRICULUM CHANGES

Undergraduate and graduate curriculum changes were approved as listed in Appendix 2.

APPROVAL OF PH.D. IN EDUCATIONAL LEADERSHIP

WHEREAS, the board members considered the following: The Department of Secondary Education and Educational Leadership in the James I. Perkins College of Education is proposing to offer a Doctor of Philosophy in Educational Leadership that would begin summer 2012. The Texas Higher Education Coordinating Board has given the Department of Secondary Education and Educational Leadership approval to forward the proposal. This proposal presents an alternative track to the existing Doctor of Education in Educational Leadership. The proposed Ph.D. in Educational Leadership will build on the existing Ed.D. program, but will have four courses that will differ from the Ed.D.

program. The four courses are research-based, preparing the candidates to be qualified to take positions as faculty in institutions of higher education and/or specialists in agencies engaged in research and policy. Minimum student credit hours for the Ph.D. will be 69 hours, while the Ed.D. pathway to the terminal degree requires a minimum of 66 student credit hours.

THEREFORE, the Doctor of Philosophy in Educational Leadership was approved and will be submitted to the Texas Higher Education Coordinating Board.

BOARD ORDER 11-18

Upon motion by Regent Dickerson, seconded by Regent Amaral, with all members voting aye, it was ordered that revisions to the following academic and student affairs policies, as presented in Appendix 6, be approved.

- Academic Appeals by Students (A-2)
- Academic Appointments and Titles (E-1A)
- Academic Probation, Suspension and Reinstatement for Undergraduates (A-3)
- Academic Program Review (A-64)
- Animals on University Property (D-3)
- Assessment of University Effectiveness (D-50)
- At-Will Employment (E-66)
- Certificate Programs (A-69)
- Concurrent Enrollment Programs (A-50)
- Continuing Education (A-32)
- Course Incidental Fees (A-12.1)
- Digital Millennium Copyright (D-42)
- Drug and Alcohol Testing (E-61)
- Employee Terminations and Transfers (E-18)
- Faculty Search (E-24A)
- Graduate Assistantships (A-20)
- Library Faculty (E-31A)
- Longevity Pay/Hazardous Duty Pay (E-32N)
- Moving Expenses (C-21)
- Parking and Traffic Regulations (D-24)
- Salary Supplements, Stipends and Additional Compensation (E-9)
- Selection of Academic Deans (E-59)
- Selective Service Registration (E-60)
- Tuition Rebate (C-50)
- University Logo/Seal (D-38)
- University Web Site (D-45)

BUILDING AND GROUNDS

BOARD ORDER 11-19

Upon motion by Regent McCarty, seconded by Regent Amaral, with all members voting aye, it was ordered that the following building and grounds items be approved.

PROPERTY PURCHASE AT 201 EAST STARR AVENUE (EXECUTIVE SESSION ITEM)

WHEREAS, the board members considered the following: The university has been offered the opportunity to purchase property located at 201 East Starr Avenue. The property was appraised on February 14, 2011 for \$190,000. 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 201 East Starr Avenue at the appraised value of \$190,000 and pay any associated costs, 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. The fund source is auxiliary funds.

SELECTION OF A FIRM TO UPDATE THE UNIVERSITY'S CAMPUS MASTER PLAN

WHEREAS, the board members considered the following: At the January 25, 2011, Board of Regents meeting, board members authorized the administration to issue a Request for Qualifications (RFQ) for the purpose of updating the campus master plan. A committee that included representation from academic affairs, finance and administration and student affairs reviewed the RFQ submissions and selected three finalists to make presentations to the Board of Regents: Page Southerland Page, Parsons Commercial Technology Group and Perkins+Will. Those presentations were made at the April 18, 2011 meeting of the Building and Grounds Committee.

THEREFORE, the Board of Regents selected Perkins+Will as the most qualified firm to provide an update to the university's current campus master plan. The president was authorized to sign the contract.

POLICY REVISIONS

The Board of Regents adopted the following policy revisions as presented in Appendix 6:

Piney Woods Conservation Center (B-26)

FINANCIAL AFFAIRS

BOARD ORDER 11-20

Upon recommendation by the Finance/Audit Committee, the following item was tabled for consideration at a future board meeting:

CONTRACT WITH ACADEMIC PARTNERSHIPS

Explanation:

As part of the SFA strategic plan, the university has been increasing online instructional delivery. An opportunity is available to reach additional online students through an arrangement with Academic Partnerships, a firm that specializes in matching university selected academic online programs with students who are seeking specific online degree programs.

For the programs marketed by Academic Partnerships, the university will design the course content and delivery and provide the faculty and instructional assistants for the delivery of the online courses. (SFA will also continue its current online course delivery that is designed to provide instruction for the university's traditional student population.) Academic Partnerships will provide the marketing efforts to reach students who are outside the university's traditional enrollment population. The programs marketed through Academic Partnerships will charge a minimum of applicable statutory and designated tuition; other fees will be charged as deemed necessary for the operation of the programs.

Recommendation:

The administration recommends that the president be authorized to sign a contract with Academic Partnerships to provide online class instruction for certain academic programs or courses that are determined to be appropriate for meeting targeted student needs. The administration further recommends that the president be authorized to waive or decrease any fees or other charges attached to the courses offered in collaboration with Academic Partnerships with the exception of statutory and designated tuition.

BOARD ORDER 11-21

Upon motion by Regent Coleman, seconded by Regent Schaefer, with all members voting aye, the following financial affairs items were approved:

ADOPTION OF FY2011 SUMMER BUDGET

WHEREAS, the board members considered the following: The fiscal year 2010-2011 summer budget contains two regular summer semesters and a mini-semester. The 2010-2011 annual budget includes \$2,886,131 that is available to support summer school salaries and benefits. In addition, \$1,141,934 of actual income in excess of budget and \$420,000 from E&G salary savings are used to fund summer school salaries. Additional faculty salaries, professional salaries, student wages and benefits totaling \$8,348 are supported from designated funds. Summer salaries and benefits of \$135,218 are funded from restricted contract and grant funds.

THEREFORE, it was ordered that the 2010-2011 summer budget that totals \$4,591,631 be approved.

QUALITY ENHANCEMENT PLAN BUDGET

WHEREAS, the board members considered the following: One of the important aspects of university reaffirmation of accreditation is the commitment to a Quality Enhancement Plan (QEP). The university developed a QEP, and the concept was approved by the on-site team of the Commission on Colleges of the Southern Association of Schools and Colleges (SACS). Further, the Board of Regents approved a QEP budget beginning with fiscal year 2011 in the amount of \$150,000.

As part of a recommendation from the on-site committee during the SACS re-affirmation process, SFA has been requested by the SACS on-site team to formally commit to a five year QEP plan and budget.

THEREFORE, it was ordered that QEP budgets through fiscal year 2016 be approved for a total period of five additional years. The annual budget amounts will be \$264,497 for FY2012, \$263,497 for FY2013, \$265,068 for FY2014, \$265,339 for FY2015 and \$268,612 for FY2016.

CREDIT CARD PROCESSING FEES AGREEMENT

WHEREAS, the board members considered the following: The university currently accepts Visa, MasterCard, Discover and American Express for payment of tuition, fees, and other services. Pursuant to Texas Education Code Sec. 54.5011, an institution of higher education is authorized to charge the cost of a convenience fee in association with a credit card payment of tuition, fee or other charge. Currently, credit card convenience fees on student payments are paid by the university.

In order to pass on the credit card fees to users, the university could contract with a third party vendor to process student billing credit card payments. Additionally, the third party vendor would not accept VISA credit cards for student payments unless VISA regulations change to allow a percentage-based convenience fee. The university's current web-based payment gateway vendor would assess a 2.75% convenience fee with a minimum charge of \$3.00 for student billing credit card payments.

THEREFORE, it was ordered that the university contract with a third party provider to process student credit card payments through the SFA website. The assessed credit card convenience fee will be passed on to the user. The convenience fee assessment will be effective August 1, 2011. The president was authorized to sign the contract.

LATE REGISTRATION FEE INCREASE

WHEREAS, the board members considered the following: The university requires students who register for classes during the regular registration period to make an initial payment prior to the first class day to avoid being dropped from their classes. Currently, students who register on or after the first class day pay a \$5 late registration fee.

THEREFORE, it was ordered that the late registration fee be increased to \$25. The increase is effective for students who register on or after the first class day. The change is effective for the fall 2011 semester.

COURSE AND LAB FEES

WHEREAS, the board members considered the following: Course and lab fees provide instructional departments with funds to support the actual cost of consumable supplies, service, and travel related to specific courses. Course and lab fees are allocated to instructional departments for expenditures related to course delivery.

THEREFORE, it was ordered that the schedule of course fees for the 2011-2012 fiscal year that begins with the fall 2011 semester be adopted, as shown in Appendix 3.

DESIGNATED TUITION INCREASE FOR 2011-2012

WHEREAS, the board members considered the following: Stephen F. Austin State University currently assesses \$119.85 per semester credit hour in designated tuition.

THEREFORE, it was ordered that designated tuition be increased to \$124.40 per semester credit hour for fiscal year 2011-2012.

TECHNOLOGY FEE INCREASE FOR 2011-2012

WHEREAS, the board members considered the following: Stephen F. Austin State University currently assesses \$20 per semester credit hour for university technology services. In order to support technology services, the technology fee needs to be increased by \$2 per semester credit hour.

THEREFORE, it was ordered that the technology fee be increased to \$22 per semester credit hour for fiscal year 2011-2012.

BOARD ORDER 11-22

Upon motion by Regent Coleman, seconded by Regent Schaefer, with all members voting aye except Regent Amaral who was opposed, the following item was approved.

ACADEMIC ADVISING FEE

WHEREAS, the board members considered the following: Stephen F. Austin State University has an academic advising center and various academic advising units that support student advising. In order to support academic advising, the university needs to implement an academic advising fee of \$5 per semester credit hour to become effective in the fall semester of 2011.

THEREFORE, it was ordered that an academic advising fee of \$5 per semester credit hour be approved, effective with the fiscal year 2011-2012.

BOARD ORDER 11-23

Upon motion by Regent Coleman, seconded by Regent Amaral, with all members voting aye, the following items were approved:

FY2012 ROOM AND BOARD RATES

WHEREAS, the board members considered the following: Projected housing and food service operating costs supports the need to increase room and board rates for the 2011-2012 academic year.

Pursuant to the provisions within our food service contract, the administration and Aramark have negotiated a rate increase of 1.1% for the provision of board plan food service during the 2012 fiscal year. Our contract uses the percentage increase in the Food and Beverage element of the Consumer Price Index published by the Bureau of Labor Statistics, U. S. Department of Labor, for urban consumers ("CPI-U") in the South as a benchmark for the rate increase considered.

The proposed room and board rates for FY2012 are presented in Appendix 4. The average increase in these proposed rates is 3%.

The revised rates will become effective in the fall semester of 2011.

THEREFORE, it was ordered that the negotiated 1.1% Aramark increase and the proposed room and board rates for FY2012 be approved in accordance with the schedule presented in Appendix 4.

PROPOSAL TO CHANGE THE INSTALLMENT AGREEMENTS TO THREE EQUAL PAYMENTS

WHEREAS, the board members considered the following: Texas Education Code 54.007 allows tuition and fees to be paid by installments. Past legislation specified the percentage that was due for each installment payment. The current legislation allows institutional flexibility. Currently, SFA has an installment plan for fall and spring semesters and another for summer terms as indicated:

Fall and spring semesters installment payment requirements:

50 percent due	Prior to the first class day
25 percent due	On or before the 60th day of the semester
25 percent due	On or before the 90th day of the semester

Summer terms installment payment requirements:

50 percent due	Prior to the first class day
50 percent due	On or before the 30th day of the summer term

The new Banner software student system treats summer enrollment as a single term. Therefore, the university can now establish installment payment consistency between fall, spring, and summer enrollments.

THEREFORE, it was ordered that the university change the installment plan structure to the following: three installments of approximately 1/3 each due in intervals throughout the term as established by the SFA business office. The last installment will be due prior to the end of the respective term.

PURCHASE OF D8ADVANCE X-RAY DIFFRACTION SYSTEM (CAPITAL EQUIPMENT OVER \$100,000)

WHEREAS, the board members considered the following: The Office of Research and Sponsored Programs would like to purchase an X-ray diffraction system. The D8ADVANCE is a state-of-the-art, high-quality X-ray diffraction system that is easy to use, highly accurate, and versatile to meet all needs in X-ray diffraction. This will be purchased with Research Development and College of Sciences and Mathematics departmental funds. The unit price is \$126,450 – which, with the associated sample preparation system (cost \$7,976), brings the total to \$134,426.

THEREFORE, it was ordered that the capital equipment requested be approved for purchase at a total cost \$134,426.

GRANT AWARDS

Whereas, the board members considered the following: Since the fiscal year 2010-11 budget was approved, the university has received grant awards that total \$45,332,123. Those include multi-year awards and represent a total increase of \$1,344,803 since the last report. Total grant awards allocable to fiscal year 2011 are \$17,570,103. That total represents an increase of \$355,040 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 2011 grant awards that total \$1,344,803 be approved and ratified. This includes approval of a \$9,321 increase to a subaward to the Lone Star College System (total subaward \$213,792) to coordinate statewide professional development activities for the Advanced Technical Credit project funded through the Texas Education Agency. The grant awards are detailed in Appendix 5.

POLICY REVISIONS

It was ordered that revisions to the following financial affairs policies be adopted as presented in Appendix 6:

Gifts, Prizes and Awards (C-58)
Purchase of Used Equipment or Supplies (C-29)

Returned Checks (C-35)
Vacation Leave (E-53)

REPORTS

President Pattillo reported on the following topics:

Southern Association of Colleges and Schools
Development Events at the Houston Rodeo and the McDonald Speaker Series
Upcoming Dates:

April 21 and 22 will be Easter holidays
April 30 will be the Spring Football Game
May 14 will be Spring Commencement with James I. Perkins as commencement speaker
May 30 will be conclusion of legislative session
August 13 will be Summer Commencement

Legislative Update

Gina Oglesbee gave the following report from Audit Services:

Public Funds Investment Act Compliance
State Auditor's Office Audits:
SACS Accreditation Review
Historically Underutilized Businesses
Federal Funds
Update on Audit Plan

Ken Collier presented a report from the Faculty Senate, The View from the Front of the Class

Andy Tell reported from the Student Government Association:

Archie McDonald Speaker Series
Semester Programs Overview of SFA Day in Austin and Operation Safe Break
Introduction of new SGA President and Vice President
The SFA Way

COMMITTEE APPOINTMENTS

Chair Garrett announced the appointment of Regent McCarty as chair of a special committee to study ways to increase participation in SFA athletic events. Sydni Mitchell will serve on that committee, as well as other SFA staff and community members.

Standing Committees for 2011-2012 will be as follows:

EXECUTIVE COMMITTEE
John R. "Bob" Garrett, Chair
Steve D. McCarty, Vice Chair
James H. Dickerson, Secretary

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

James Dickerson, Chair
Carlos Amaral
Brigettee Henderson
Bob Garrett, ex officio

BUILDING AND GROUNDS COMMITTEE

Steve McCarty, Chair
Carlos Amaral
Ralph Todd
Bob Garrett, ex officio

FINANCE AUDIT COMMITTEE

Scott Coleman, Chair
Valerie Ertz
Ken Schaefer
Bob Garrett, ex officio

Investment Liaison: Valerie Ertz

The meeting was adjourned at 10:55 a.m.

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

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

§5.23 Definitions

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

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

§5.26 Offering of Small Classes by Public Universities

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

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

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

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

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

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

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

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

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

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

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

SMALL CLASSES
SPRING 2011

Course Information							
Section		Title	Number Enrolled	Credit Hour Value	Total Credit Hours		
CSC	426	001	Requirements Engr & System Mod	7	3	21	§51.403 (d.2)
CSC	435	001	Teleprocessing & Data Comm	8	3	24	§51.403 (d.2)
CSC	452	001	Database App. Development	6	3	18	§51.403 (d.2 & d.4)
CSC	560	001	Teleprocessing & Data Comm	1	3	3	§51.403 (d.2)
MGT	466	022	Entrepreneurial Family Firms	10	3	30	§51.403 (d.6)
MLG	423	506	Social Studies in Mid Grades	8	3	24	§51.403 (d.2)
SPE	570	504	Special Studies in Spec Ed	3	3	9	§51.403 (d.9)
HRT	247	001	Landscape Installation	8	2	16	§51.403 (d.3)
HRT	247	020	Landscape Installation	8	1	8	§51.403 (d.3)
ENV	415	001	Env Assessment & Mgmt	5	4	20	§51.403 (d.2)
ENV	415	020	Env Assessment & Mgmt-Lab	5	4	20	§51.403 (d.2)
ENV	470	001	Senior Seminar	6	1	6	§51.403 (d.2)
GIS	410	001	Landscape Modeling	8	3	24	§51.403 (d.2)
GIS	400	001	GIS Programming	5	3	15	§51.403 (d.2)
GIS	400	020	GIS Programming-Lab	5	3	15	§51.403 (d.2)
GIS	415	001	Spatial Analysis	5	3	15	§51.403 (d.2)
GIS	415	020	Spatial Analysis-Lab	5	3	15	§51.403 (d.2)
LAS	450	001	Capstone in Seminar in LAS	4	3	12	§51.403 (d.9)
LAT	232	001	Intermediate Latin II	9	3	27	§51.403 (d.2)
CJS	450	090	Problems in Criminal Justice	6	3	18	§51.403 (d.3)
PSC	498	050	Intern Seminar	5	3	15	§51.403 (d.7)
FRE	435	090	Spec Stu/Fre Lang & Civil	9	3	27	§51.403 (d.2)
BIO	403	001	Terrestrial Plant Ecology	6	3	18	§51.403 (d.2)
BIO	403	020	Terrestrial Plant Ecology	6	3	18	§51.403 (d.2)
BIO	503	001	Plant Ecology	3	3	9	§51.403 (d.2)
BTC	549	051	Bioinformatics II	2	3	6	§51.403 (d.2)
BTC	556	051	Biotech Research Seminar	3	1	3	§51.403 (d.2)
CHE	338	001	Physical Chemistry II	4	4	16	§51.403 (d.9)
CHE	338	020	Physical Chemistry II Lab	4	4	16	§51.403 (d.9)
CHE	441	001	Advanced Inorganic Chemistry	2	3	6	§51.403 (d.9)
CHE	442	020	Adv Inorganic Chemistry Lab	4	1	4	§51.403 (d.9)
CHE	571	007	Advanced Inorganic Chemistry	1	3	3	§51.403 (d.9)
GOL	242	011	Petrology Lab	9	3	27	§51.403 (d.3)

Appendix 1

MTH	300	001	Foundations of Mathematics	9	3	27	\$51.403 (d.3)
MTH	412	001	Intro to Algebraic Systems	6	3	18	\$51.403 (d.2 & d.3)
MTH	440	001	Introduction to Analysis II	7	3	21	\$51.403 (d.2 & d.3)
MTH	540	001	Real Analysis II	3	3	9	\$51.403 (d.2 & d.3)
STA	322	001	Statistical Modeling	7	3	21	\$51.403 (d.2)
PHY	441	001	Optics	7	4	28	\$51.403 (d.2)
PHY	441	020	Optics	7	4	28	\$51.403 (d.2)
MTC	565	001	Schenkerian Theory	3	2	6	\$51.403 (d.2)
MUP	456	001	Choral Conducting	9	3	27	\$51.403 (d.2)
MUS	578	001	Choral Literature	4	3	12	\$51.403 (d.2)
MUT	312	001	Live Audio Engineering	6	2	12	\$51.403 (d.2)
MUT	320	001	Music Production Techniques	6	3	18	\$51.403 (d.2)

Total Estimated Credit Hours in Small Classes	735
Total Estimated Credit Hours Spring 2011	142,187
Estimated Small Class Credit Hours as a Percentage of SFA Total Credit Hours	0.52%

UNDERGRADUATE COURSE CHANGE PROPOSALS SPRING 2011			
Course	Course/ Program	Department	Action requested
ACC 457	Controls and Internal Auditing	Accounting	Modify prerequisites
ANS 131	Introductory Animal Science	Agriculture	Modify descrip/instruction type
ART 417	Advanced Photographic Processes	Art	Modify prerequisites
ART 418	Color Photography	Art	Modify prerequisites
ART 419	Alternative Process Photography	Art	Modify prerequisites
BIO 406	Animal Physiology	Biology	Modify prerequisites
CHE 241	Inorganic Chemistry	Chemistry	Modify prerequisites
ECO 361	Environmental Economics	Economics and Finance	modify course description
FIN 490	Student Investment Roundtable	Economics and Finance	modify instruction/grade type
FOR 255	Forest Wildlife Mgmt	Forestry	Modify title/description
FOR 406	Wildlife Populatoin Ecology	Forestry	Modify descrip/prerequisites
FOR 450	Forest Wildlife Habitat Mgmt	Forestry	Modify descrip/prerequisites
FRE 330	French Civilization	Modern Languages	modify course description
GBU 310	Word Processing	General Business	modify course description
GIS 390	Geographic Information Systems	Forestry	Modify course title
HMS 220	Convention and Club Mgmt	Human Sciences	modify title
HMS 222	Public Health and Safety Mgmt	Human Sciences	modify credit hours
HMS 314	Building Construction Systems	Human Sciences	modify contact hours/descrip
HMS 316	Interior Lighting	Human Sciences	modify course title
MCM 480	Media Internship	Communication	Modify grade type
MLG 401	Middle Level Learning Community	Elementary Education	modify prerequisites
MLG 401L	Middle Level Learning Community Lab	Elementary Education	modify prerequisites
MLG 402	Learner-Centered Middle Schools	Elementary Education	modify prerequisites
MLG 403L	Learner-Centered Middle Schools Lab	Elementary Education	modify prerequisites
MLG 422L	Science in the Middle Grades Lab	Elementary Education	modify prerequisites
MLG 423	Social Studies in the Middle Grades	Elementary Education	modify prerequisites
MTC 463	Scoring and Arranging	Music	Modify instruction type
MTH 140	Pre-calculus	Math and Statistics	Modify credit hours
MTH 351	College Geometry	Math and Statistics	Change course number
MTH 359	Probability Theory	Math and Statistics	Change course number
MTH 360	Statistical Inference	Math and Statistics	Change course number
MTH 412	Intro to Algebraic Systems	Math and Statistics	Modify prerequisites
MTH 440	Intro to Analysis II	Math and Statistics	Change of description
PHY 102	General Physics II	Physics	Modify description
PSY 310	Industrial and Organizational Psychology	Psychology	Modify prerequisites
PSY 311	Social Psychology	Psychology	Modify prerequisites
PSY 350	Biopsychology	Psychology	Modify prerequisites
PSY 351	Sensation and Perception	Psychology	Modify prerequisites
PSY 360	Cognitive Psychology	Psychology	Modify prerequisites
PSY 361	Learning and Conditioning	Psychology	Modify prerequisites
PSY 375	Abnormal Psychology	Psychology	Modify prerequisites
PSY 376	Lifespan Development	Psychology	Modify prerequisites
PSY 497	Research Seminar	Psychology	Modify prereqs/instruction type
PSY 498	Topics in Psychology	Psychology	Modify course description

SED 443	The Professional Educator	Secondary Education	Modify grade type
SOC 351	Social Class in America	Social/Cultural Analysis	Modify title/ description
SOC 357	Population and Society	Social/Cultural Analysis	Modify title/ description
SOC 362	Work in the 21st Century	Social/Cultural Analysis	Modify title/ description
SOC 379	Data Analysis	Social/Cultural Analysis	Modify title/ description
SPA 304	Intro to Hispanic Literature	Modern Languages	modification
SPA 330	History of Hispanic American Culture I	Modern Languages	modify prerequisites
SPA 331	History of Hispanic American Culture II	Modern Languages	modify prerequisites
SPA 340	History of Spanish Culture I	Modern Languages	modify prerequisites
SPA 341	History of Spanish Culture II	Modern Languages	Modify prerequisites
SPA 430	History of the Spanish Language	Modern Languages	modify prerequisites
SPA 433	Special Studies in Language & Applied Linguistics	Modern Languages	modify prerequisites
SPA 435	Special Studies Latin American Literature & Civilization	Modern Languages	modify prerequisites
SPA 445	Speical Studies in Peninsular Literature & Civilization	Modern Languages	modify prerequisites
SPA 460	Spanish Internship	Modern Languages	modify prerequisites
SPH 230	Speech Disorders	Human Services	modify prerequisites
SPH 250	Normal Speech & Language Development	Human Services	modify prerequisites
SWK 333	Generalist Social Work with small groups	Social Work	Modify prerequisites
	Bachelor of Applied Arts & Sciences	Applied Arts & Sciences	Mofify course requirements
	BS in Biology	Biology	Modify required courses
	BA Information Technology	Computer Science	modify core requirements
	BS Computer Science	Computer Science	modify core requirements
	BS Computer Science	Computer Science	modify core science requirement
	Children's Lit Minor	English	Modification of required courses
	BS in Forestry	Forestry	Modify course requirements
	Petroleum Land Management	General Business	modify certificate
	BBA General Business	General Business	Online del major requirements
	History Major	History	Modification of required courses
	BA Hospitality Administration	Human Sciences	modify required courses/credit hrs
	BS Interdisciplinary Studies	Human Services	modify required courses
	BS Speech Language Pathology	Human Services	modify required courses
	Dance Minor	Kinesiology/Health Sci	modify required courses/credit hrs
	Minor in Kinesiology and Coaching	Kinesiology/Health Sci	modify required courses
	BS in Math	Math and Statistics	Modify course numbers
	International Business Major	MMIB	modify course options
	Management Major	MMIB	modify course options
	Management Major	MMIB	modify course options
	Management (HR) Major	MMIB	modify required courses
	Physics Engineering Dual Degree	Physics	Modify bulletin description
	BA in Theater w/ certification	Theater	Modify electives w/in major
	BA in Theater	Theater	Modify electives w/in major
	BFA in Theater Acting & Directing	Theater	Modify electives w/in major
	BFA in Theater Stage Management	Theater	Modify electives w/in major
	BFA in Theater Technical & Design	Theater	Modify electives w/in major
	BA in Criminal Justice	Government	Change collateral requirements

UNDERGRADUATE COURSE DELETIONS			
SPRING 2011			
Course Number	Course/ Program	Department	Action requested
CHE 241L	Inorganic Chemistry Lab	Chemistry	Delete
ELE 492	Intro to Outdoor Education	Elementary Education	Delete
GEO 234	Conservation Geography	Social and Cultural Analysis	Delete
MTH 419	Probability Theory	Math and Statistics	Delete
MTH 420	Statistical Inference	Math and Statistics	Delete
MTH 451	College Geometry	Math and Statistics	Delete
SPA 320	Spanish for the Professions	Modern Languages	Delete
	Second major in Political Science	Government	Delete
	Second major in Criminal Justice	Government	Delete
	Second major in Public Administratin	Government	Delete
	Second major in History	History	Delete

UNDERGRADUATE NEW COURSE PROPOSALS SPRING 2011			
Course Number	Course/ Program	Department	Action requested
AAS 300	Professional Planning and Development Seminar	Applied Arts and Sciences	New Course
AAS 498	Senior Capstone Seminar	Applied Arts and Sciences	New Course
ANS 150	Intro Animal Science Practicum	Agriculture	New Course
ANS 260	Intro Livestock Anatomy & Physiology	Agriculture	New Course
ANS 303	Equine Selection and Evaluation	Agriculture	New Course
ANS 438	Training the young Horse	Agriculture	New Course
ANT 383	Box Office Archaeology	Social and Cultural Analysis	New Course
ANT 471	Archaeological Foods and Feasts	Social and Cultural Analysis	New Course
BCM 475	Special Problems	General Business	new course
BLW 475	Special Problems	General Business	new course
ECH 330	Environment of Young Children	Elementary Education	new course
ELE 450	EC-6 Practicum II	Elementary Education	new course
ENG 353	Golden Age of Children's Lit	English	New Course
ENG 354	Picture Books	English	New Course
ENG 355	Gender/Secuality in Childrens' Lit	English	New Course
FOR 447	Predator Ecology and Conservation	Forestry	New Course
FRE 340	Francophone World	Modern Languages	New course
FRE 350	Contemporary French and Francophone Culture	Modern Languages	New course
GEO 434	Conservatoin Geography	Social and Cultural Analysis	New Course
HIS 470	Senior Seminar	History	New Course
HMS 413	Interior Design Portfolio	Human Sciences	new course
ILA 215	Intro to Language Studies	Modern Languages	New course
ILA 420	Applied linguistics for Teachers	Modern Languages	New course
ILA 450	Capstone Project (says will change)	Modern Languages	New course
KIN 451	Fit Appraisal & Ex Prescription	Kinesiology/Health Sciences	New Course
MCM 478	Advanced Advertising I	Communication	New Course
MCM 479	Advanced Advertising II	Communication	New Course
MTH 463	Seminar in Mathematics	Math and Statistics	New course
NUR 355	Child Health	Nursing	New course
NUR 453	Nursing Jurisprudence	Nursing	New course
RDG 319	Foundations of Literacy	Elementary Education	new course
RDG 350	EC-6 Practicum I	Elementary Education	new course
SPA 305	Intro to Spanish Linguistics	Modern Languages	New course
SPA 360	Spanish for the Professions	Modern Languages	New course
SPH 443	Seminar in Speech/Language	Human Services	new course
SUS 101	Environment and Culture	Social and Cultural Analysis	New course
SUS 450	Seminar in Sustainable Com. Dev.	Social and Cultural Analysis	New course
SUS 495	Internship in Sustainable Com. Dev.	Social and Cultural Analysis	New course
	Financial Planning Minor	Economics and Finance	new minor
	BA in Modern Languages	Modern Languages	New Program
	Music Minor for Theater Majors	Music	New minor
	BA in Sustainable Development	Social and Cultural Analysis	New Program

GRADUATE COURSE PROPOSALS, CHANGES, DELETIONS			
SPRING 2011			
Course Number	Course/Program Title	Department	Change Requested
COLLEGE OF BUSINESS			
ACC511	Accounting for Management	Accounting	Modify Course
FIN590	Advanced Student Investment Roundtable	Economics & Finance	Modify Course
BLW575	Advanced Graduate Studies in Business Law	General Business	New Course
BCM575	Advanced Graduate Studies in Business Communication	General Business	New Course
COLLEGE OF EDUCATION			
	Master's of Science Degree in Kinesiology	Kinesiology & Health Science	New Program
	Health Promotion/ Wellness Theoretical Applications	Kinesiology & Health Science	New Concentration
	Ph.D. Educational Leadership	Secondary Ed. & Educational Leadership	New Program
AED634	Mixed Methods in Leadership	Secondary Ed. & Educational Leadership	New Course
AED635	Research Internship	Secondary Ed. & Educational Leadership	New Course
AED636	Advanced Qualitative Methods in Leadership	Secondary Ed. & Educational Leadership	New Course
AED637	Advanced Quantitative Methods in Leadership	Secondary Ed. & Educational Leadership	New Course
MLG540	Middle School Philosophy	Elementary Education	Modify course
MLG580	Developed Self-Disciplined Learning	Elementary Education	Modify course
ECH525	Instruction & Assessment	Elementary Education	Modify Course
ECH528	Intellectual Development for Young Children	Elementary Education	Modify course
ECH531	Early Childhood Curriculum & Instruction	Elementary Education	Modify course
ECH561	Practicum in Early Childhood Interaction	Elementary Education	Modify course
ECH562	Early Childhood Teaching	Elementary Education	Modify course
ELE520	Survey of Teaching	Elementary Education	Modify course
ELE521	Mathematics in the Elementary School	Elementary Education	Modify course
ELE522	Science in the Elementary School Advanced	Elementary Education	Modify course
ELE525	Instruction & Assessment	Elementary Education	Modify course
ELE537	Effective Interaction	Elementary Education	Modify course
ELE533	Laboratory for Teachers	Elementary Education	Modify course
ELE539	Culturally Responsive Teaching	Elementary Education	Modify course
RDG518	Reading Methods for Early Childhood	Elementary Education	Modify course
RDG519	Reading Methods for Middle Child	Elementary Education	Modify course
KIN530	Senior Seminar in Athletic Training	Kinesiology & Health Science	Modify course
KIN551	Athletic Training Clinical V	Kinesiology & Health Science	Modify course
KIN574	Advanced Athletic Training	Kinesiology & Health Science	Modify course
SED522	Curriculum Instruction & Assessment	Secondary Education	Modify course
SED523	Responding to Ethical & Legal Issues of Diversity	Secondary Education	Modify course
SED541	PBIC Internship/ First Semester	Secondary Education & Education Leadership	Modify course
SED542	PBIC Internship/ Second Semester	Secondary Education & Education Leadership	Modify course
SED543	The Professional Educator	Secondary Education	Modify course
SED589	Thesis Research	Secondary Education	Modify course
SED590	Thesis Writing	Secondary Education	Modify course
SED591	Practical Inquiry & Action Research I	Secondary Education	Modify course
SED592	Practical Inquiry & Action Research II	Secondary Education	Modify course
HMS521	Private Practice in Dietetics	Human Sciences	New Course
HMS523	Design of Medical Offices	Human Sciences	New Course
HMS524	Design of Acute Care Facilities	Human Sciences	New Course
HMS555	Literature Review in Human Sciences	Human Sciences	New Course
KIN543	Health Promotion/ Wellness Theoretical Applications	Kinesiology & Health Science	New Course
KIN544	Supplements & Ergogenic Aids in Society	Kinesiology & Health Science	New Course
KIN580	Field Experience	Kinesiology & Health Science	New Course
ELE594	Outdoor Education Advanced	Elementary Education	Deleted Course
COLLEGE OF FINE ARTS			
	Masters in Music Theory-Composition Degree	Music	New Program
ART569	World Traditions in Art	Art	Modify course
ART581	Problems in Teaching College Art	Art	Modify course
ART599	Art Education: Theory & Practice	Art	New course
MUE548	Intro to Music Learning Theory	Music	New course
MUP596	Major Opera Role	Music	New course

THR564	Screenwriting- Graduate Level	Theatre	New course
	Masters in Music Theory-Composition Degree	Music	Distance Educ Online Request
	Master of Music in Performance	Music	Distance Educ Online Request
	Master of Arts in Music	Music	Distance Educ Online Request
	Master of Music in Conducting	Music	Distance Educ Online Request
COLLEGE OF FORESTRY & AGRICULTURE			
GIS590	Thesis	Forestry	New Course
FOR547	Predator Ecology & Conservation	Forestry	New Course
FOR550	Forest Wildlife Habitat Management	Forestry	Modify Course
COLLEGE OF LIBERAL & APPLIED ARTS			
	Masters of Arts Degree in Hispanic Studies	Modern Languages	New Program
	Online MPA Program	Government	Distance Educ Online Request
ANT590	Thesis Research & Writing	Social & Cultural Analysis	New Course
HSP500	Seminar in Hispanic Studies	Modern Languages	New Course
HSP505	Research, Theory, & Writing	Modern Languages	New Course
HSP510	Brazilian Portuguese Language	Modern Languages	New Course
HSP515	App. Ling. & Teaching Methods	Modern Languages	New Course
HSP520	Studies in Linguistics	Modern Languages	New Course
HSP525	Studies in Latin Literature	Modern Languages	New Course
HSP530	Studies in Peninsular Literature	Modern Languages	New Course
HSP535	Studies in Brazilian Literature	Modern Languages	New Course
HSP540	Latin Am Francophone Literature	Modern Languages	New Course
HSP545	U.S. Hispanic Literature & Culture	Modern Languages	New Course
HSP550	History of Ideas in the Hispanic World	Modern Languages	New Course
HSP555	Hispanic & Brazilian Film Studies	Modern Languages	New Course
HSP557	Hispanic Theater	Modern Languages	New Course
HSP560	Internship	Modern Languages	New Course
HSP565	Topics in Hispanic Studies	Modern Languages	New Course
HSP575	Advanced Graduate Studies	Modern Languages	New Course
HSP590	Thesis Research & Writing	Modern Languages	New Course
PBA507	Applied Methods for Public Administration	Government	New Course

COURSE FEE REQUESTS FY2012						
Department	Course #	Section	Course Name	Present	Proposed	
College of Education						
Elementary Education	ECH 561		Practicum in Early Childhood Interaction	\$ 5.00	\$ -	
Elementary Education	ECH 562		Practicum in Early Childhood Teaching	\$ 11.00	\$ -	
Elementary Education	MLG 401		The Middle Level Learning Community	\$ 40.00	\$ 30.00	
Elementary Education	MLG 422		Science in the Middle Grades	\$ 21.00	\$ 20.00	
Elementary Education	RDG 314		Text-based Reading Techniques & Procedures	\$ 20.00	\$ -	
Elementary Education	RDG 390		Content Area Reading and Writing	\$ 12.00	\$ 10.00	
Human Sciences	HMS 115		Principles and Elements of Design	\$ -	\$ 20.00	
Human Sciences	HMS 312		Residential Design	\$ 50.00	\$ 80.00	
Human Sciences	HMS 314		Building Construction Systems	\$ 270.00	\$ 195.00	
Human Sciences	HMS 318		Accessories in Interiors	\$ -	\$ 75.00	
Human Sciences	HMS 411		Interior Design Portfolio Development	\$ -	\$ 120.00	
Human Sciences	HMS 412		Commercial Design I	\$ 100.00	\$ 130.00	
Human Sciences	HMS 419		Merchandising Procedures	\$ 14.00	\$ 30.00	
Human Services	EPS 555		School Psychology Practicum	\$ -	\$ 30.00	
Human Services	EPS 555		School Psychology Practicum	\$ -	\$ 30.00	
Human Services	EPS 655		School Psychology Practicum	\$ -	\$ 30.00	
Human Services	EPS 655		School Psychology Practicum	\$ -	\$ 30.00	
Human Services	RHB 400		Beginning Clinical Practicum in Orientation and Mobility	\$ -	\$ 25.00	
Human Services	RHB 401		Intermediate Clinical Practicum in Orientation and Mobility	\$ 10.00	\$ 25.00	
Human Services	RHB 402		Advanced Clinical Practicum in Orientation and Mobility	\$ -	\$ 25.00	
Human Services	RHB 495		Summer Internship I	\$ 10.00	\$ 195.00	
Human Services	RHB 496		Summer Internship 2	\$ -	\$ 195.00	
Human Services	SPE 519		Low Vision	\$ -	\$ 50.00	
Human Services	SPE 520		Teaching Literacy Skills for Students with Visual Impairment	\$ -	\$ 50.00	
Human Services	SPE 521		Teaching the Expanded Core Curriculum to Students	\$ -	\$ 50.00	
Human Services	SPE 532	501	Educational Appraisal of Exceptional Children	\$ 15.00	\$ 30.00	
Human Services	SPE 556		Infancy and Early Childhood for Individuals with Visual Impairment	\$ -	\$ 50.00	
Human Services	SPE 558		Practicum in Special Education w/Visual Impairment	\$ 50.00	\$ 300.00	
Human Services	SPE 564	501	Early Childhood Special Education	\$ 15.00	\$ 30.00	
Human Services	SPE 570		Special Studies in Special Education	\$ -	\$ 50.00	
Human Services	SPH 172		Beginning American Sign Language	\$ 10.00	\$ 35.00	
Human Services	SPH 272		Intermediate American Sign Language	\$ 20.00	\$ 35.00	
Human Services	SPH 477		American Sign Language III	\$ 20.00	\$ 35.00	
Human Services	SPH 478		Manual Communication Interpreting	\$ 20.00	\$ 75.00	
Human Services	SPH 479		American Sign Language IV	\$ 20.00	\$ 35.00	
Secondary Education	AED 599	020-021	Synthesis in Education Leadership	\$ -	\$ 11.00	
Secondary Education	AED 601	020-021	All AED Classes	\$ -	\$ 20.00	
Secondary Education	AED 602	020-021	All AED Classes	\$ -	\$ 20.00	
Secondary Education	AED 603	020-021	All AED Classes	\$ -	\$ 20.00	
Secondary Education	AED 604	020-021	All AED Classes	\$ -	\$ 20.00	
Secondary Education	AED 611	020-021	All AED Classes	\$ -	\$ 20.00	
Secondary Education	AED 612	020-021	All AED Classes	\$ -	\$ 20.00	
Secondary Education	AED 613	020-021	All AED Classes	\$ -	\$ 20.00	
Secondary Education	AED 621	020-021	All AED Classes	\$ -	\$ 20.00	
Secondary Education	AED 623	020-021	All AED Classes	\$ -	\$ 20.00	
Secondary Education	AED 633	020-021	All AED Classes	\$ -	\$ 20.00	
Secondary Education	AED 650	020-021	All AED Classes	\$ -	\$ 20.00	
Secondary Education	AED 651	020-021	All AED Classes	\$ -	\$ 20.00	
Secondary Education	AED 678	020-021	All AED Classes	\$ -	\$ 20.00	
Secondary Education	AED 682	020-021	All AED Classes	\$ -	\$ 20.00	
Secondary Education	ELE 542	100/200	PBIC Internship 1st Semester	\$ 450.00	\$ 750.00	
Secondary Education	ELE 543	100/200	PBIC Internship 2nd Semester	\$ 450.00	\$ 750.00	
Secondary Education	SED 370	001-006	Secondary Ed program	\$ -	\$ 6.00	
Secondary Education	SED 443	001-002	The Professional Educator	\$ -	\$ 11.00	
Secondary Education	SED 450	021-026	Diversity in a Learner Centered Environment	\$ -	\$ 6.00	
Secondary Education	SED 460	001-006	Sec Ed courses taught in Certification and Master's of Sec Ed program	\$ -	\$ 6.00	
Secondary Education	SED 514	001-002	Sec Ed courses taught in Certification and Master's of Sec Ed program	\$ -	\$ 6.00	

Secondary Education	SED 524	001-002	Sec Ed courses taught in Certification and Master's of Sec Ed program	\$ -	\$ 6.00
Secondary Education	SED 534	001-002	Sec Ed courses taught in Certification and Master's of Sec Ed program	\$ -	\$ 6.00
Secondary Education	SED 535	001-002	Sec Ed courses taught in Certification and Master's of Sec Ed program	\$ -	\$ 6.00
Secondary Education	SED 541	100/200	PBIC Internship 1st Semester	\$ 450.00	\$ 750.00
Secondary Education	SED 542	100/200	PBIC Internship 2nd Semester	\$ 450.00	\$ 750.00
Secondary Education	SED 550	001-002	Sec Ed courses taught in Certification and Master's of Sec Ed program	\$ -	\$ 6.00
Secondary Education	SED 560	001 -002	Sec Ed courses taught in Certification and Master's of Sec Ed program	\$ -	\$ 6.00
Secondary Education	SED 563	001-002	Sec Ed courses taught in Certification and Master's of Sec Ed program	\$ -	\$ 6.00
Secondary Education	SED 588	001-002	Sec Ed courses taught in Certification and Master's of Sec Ed program	\$ -	\$ 6.00
Secondary Education	SED 591	001-002	Sec Ed courses taught in Certification and Master's of Sec Ed program	\$ -	\$ 6.00
Secondary Education	SED 592	001-002	Sec Ed courses taught in Certification and Master's of Sec Ed program	\$ -	\$ 6.00
Secondary Education	SED371.	001-006	Sec Ed courses taught in Certification and Master's of Sec Ed program	\$ -	\$ 6.00
Secondary Education	SED450	001-006	Sec Ed courses taught in Certification and Master's of Sec Ed program	\$ -	\$ 6.00

College of Fine Arts

Art	ART 220		Printmaking I	\$ 30.00	\$ 100.00
Art	ART 420		Printmaking II	\$ 40.00	\$ 100.00
Art	ART 425		Book Arts Studies	\$ 66.00	\$ 100.00
Art	ART 520		Graduate Printmaking	\$ 46.00	\$ 100.00
Art	ART 525		Graduate Book Art Studies	\$ 66.00	\$ 100.00
Art	ART 599		Art Education Theory and Practice	\$ -	\$ 20.00
Music	MTC 107	001	Applied Composition	\$ -	\$ 30.00
Music	MUP 100	003	Recital Attendance	\$ -	\$ 15.00
Music	MUP 100	002	Recital Attendance	\$ 15.00	\$ -
Music	MUP 101		Class Piano for Music Majors	\$ -	\$ 10.00
Music	MUP 102		Class Piano for Music Majors	\$ -	\$ 10.00
Music	MUP 201		Class Piano for Music Majors	\$ -	\$ 10.00
Music	MUP 202		Class Piano for Music Majors	\$ -	\$ 10.00
Music	MUP 109	007	Applied Instruction Organ	\$ 130.00	\$ 71.00
Music	MUP 119	011	Applied Instruction Guitar	\$ 240.00	\$ 142.00
Music	MUP 129	003	Applied Instruction Piano	\$ 350.00	\$ 213.00
Music	MUP 309	011	Applied Instruction Organ	\$ 130.00	\$ 71.00
Music	MUP 319	011	Applied Instruction Guitar	\$ 240.00	\$ 142.00
Music	MUP 329	003	Applied Instruction Piano	\$ 350.00	\$ 213.00
Music	MUP 509	003	Applied Instruction Harpsichord	\$ 130.00	\$ 71.00
Music	MUP 509	006	Applied Instruction Instrumental Conducting	\$ 130.00	\$ 71.00
Music	MUP 509	007	Applied Instruction Accompanying	\$ 130.00	\$ 71.00
Music	MUP 519	003	Applied Instruction Piano	\$ 240.00	\$ 142.00
Music	MUP 529	001	Applied Instruction Piano	\$ 350.00	\$ 213.00
Music	MUP 529	003	Applied Instruction Piano	\$ 350.00	\$ 213.00
Music	MUP 529	006	Applied Instruction Instrumental Conducting	\$ 350.00	\$ 213.00
Music	MUP 529	008	Applied Instruction Instrumental Conducting	\$ 350.00	\$ 213.00
Music	MUT 210		Introduction to Audio Technology	\$ 170.00	\$ 220.00
Music	MUT 220		Essentials of Audio Technology	\$ 170.00	\$ 220.00
Music	MUT 310		Audio Production	\$ 170.00	\$ 220.00
Music	MUT 312		Live Audio Engineering	\$ -	\$ 70.00
Music	MUT 320		Music Production Techniques	\$ 130.00	\$ 180.00
Theatre	THR 243		Sound Technology	\$ -	\$ 19.00
Theatre	THR 464		Screenwriting	\$ -	\$ 9.00

College of Forestry & Agriculture

Environmental Science	ENV 450	001	Air Quality Assessment	\$ 20.00	\$ 85.00
Environmental Science	ENV 550	001	Air Quality Assessment	\$ 25.00	\$ 85.00
Forestry	FOR 310		Field Silviculture	\$ 190.00	\$ 220.00
Forestry	FOR 323		Land Measurements	\$ 190.00	\$ 220.00
Forestry	FOR 325		Timber Cruising	\$ 190.00	\$ 220.00
Forestry	FOR 329		Harvesting and Processing	\$ 190.00	\$ 220.00
Forestry	FOR 335		Non-Timber Resources Management	\$ 190.00	\$ 220.00
Forestry	FOR 336		Field Wildlife Techniques	\$ 190.00	\$ 220.00
Forestry	FOR 443	001	Weather and Climate	\$ -	\$ 20.00
Forestry	FOR 510	001	Research Methods in Forestry	\$ 5.00	\$ 15.00
Forestry	FOR 543	001	Weather and Climate	\$ -	\$ 20.00

College of Liberal & Applied Arts						
History	HIS 321	080	World History	\$ -	\$ 325.00	
History	HIS 345	080	American West History	\$ -	\$ 325.00	
College of Sciences & Mathematics						
Chemistry	CHE 271 L		Special Topics Lab	\$ -	\$ 30.00	
Chemistry	CHE 471 L		Advanced Special Topics Lab	\$ -	\$ 30.00	
Geology	GOL 471	001	Llano Field Trip	\$ 130.00	\$ 135.00	
Geology	GOL 471	002	Llano Field Trip	\$ 130.00	\$ 135.00	
Geology	GOL 471	003	Llano Field Trip	\$ 130.00	\$ 135.00	
Geology	GOL 471	013	Fossils of TX Field Trip	\$ 115.00	\$ 120.00	
Geology	GOL 471	014	Fossils of TX Field Trip	\$ 115.00	\$ 120.00	
Geology	GOL 471	007	Arkansas Field Trip	\$ 125.00	\$ 135.00	
Geology	GOL 471	010	Arkansas Field Trip	\$ 125.00	\$ 135.00	
Nursing	NUR 331		Nursing Care of Women and Children I	\$ 40.00	\$ 64.00	
Nursing	NUR 302		Basic Nursing Care of Adult Clients	\$ 131.00	\$ -	
Nursing	NUR 306		Basic Nursing Care of Adult Clients	\$ 105.00	\$ 109.00	
Nursing	NUR 316		Health Assessment	\$ 120.00	\$ -	
Nursing	NUR 317		Individuals in Situational Crisis	\$ 109.00	\$ -	
Nursing	NUR 320		Individuals in Developmental Crisis	\$ 35.00	\$ -	
Nursing	NUR 406		Nursing Care of Clients with Complex Health Needs	\$ -	\$ 115.00	
Nursing	NUR 414		Families in Crisis	\$ 35.00	\$ -	
Nursing	NUR 415		Leadership in Nursing Systems	\$ 50.00	\$ -	
Nursing	NUR 416		Systems Health Promotion	\$ 60.00	\$ -	
Nursing	NUR 417		Family Self-Care in Situational Crisis	\$ 54.00	\$ -	
Nursing	NUR 421		Pharmacology	\$ 21.00	\$ -	
Nursing	NUR 423		Nursing Process Practicum	\$ 130.00	\$ -	
Nursing	NUR 431		Care of Community Populations	\$ 60.00	\$ 115.00	
Nursing	NUR 433		Nursing Capstone Course	\$ 90.00	\$ 115.00	
Nursing	NUR 475	001	Nursing Indpendent Study	\$ -	\$ 30.00	

Stephen F. Austin State University
Room and Board Rates for 2011-2012

Appendix 4

Residence Hall Rates	Fall or Spring Rate	Summer 1 or 2 Part of Term Rate
Hall 5	\$1,909	
Hall 7	\$1,714	
Hall 9 and 12	\$1,928	
Hall 17	\$2,165	
Hall 20	\$2,276	
Hall 10,11,15,18	\$1,697	
Hall 14 and 16	\$1,760	\$675
New Freshman Hall	\$2,863	
Lumberjack Lodge 4 br	\$3,277	
Lumberjack Lodge 2 br	\$3,479	
Lumberjack Village A	\$3,479	
Lumberjack Village A 1 br	\$4,284	
Lumberjack Village B	\$3,901	
Lumberjack Village B 1 br	\$4,650	
University Woods 1 br	\$3,222	
University Woods 2 br	\$2,649	

Meal plans (rates include sales tax)

Campus Resident	7/14 w/\$125 \$1,520	7/20 w/\$50 \$1,520	210 Block w/\$75 \$1,520
Commuter	5/5 w/\$50 \$598	50 Block w/\$50 \$381	25 Block w/\$100 \$273
Summer Resident	7/14 w/\$75 \$564	7/20 w/\$50 \$702	
Summer Commuter	50 Block w/\$50 \$381	25 Block w/\$100 \$273	

Combined Room and Board

Residence Hall	Fall and Spring Semester		Summer 1 or 2 Part of Term		
	w/7 Day 14 Meals	w/7 Day 20 Meals	w/210 Block	w/7 Day 14 Meals	w/7 Day 20 Meals
5 Wisely Hall	\$3,429	\$3,429	\$3,429		
7 Todd Hall	\$3,234	\$3,234	\$3,234		
9 North Hall	\$3,448	\$3,448	\$3,448		
10 Hall 10	\$3,217	\$3,217	\$3,217		
11 Mays Hall	\$3,217	\$3,217	\$3,217		
12 South Hall	\$3,448	\$3,448	\$3,448		
14 Hall 14	\$3,280	\$3,280	\$3,280	\$1,239	\$1,377
15 Griffith Hall	\$3,217	\$3,217	\$3,217		
16 Hall 16	\$3,280	\$3,280	\$3,280		
17 Steen Hall	\$3,685	\$3,685	\$3,685		
18 Kerr Hall	\$3,217	\$3,217	\$3,217		
20 Hall 20	\$3,796	\$3,796	\$3,796		
New Freshman Hall	\$4,383	\$4,383	\$4,383		
Lodge 4br	\$4,797	\$4,797	\$4,797		
Lodge 2br	\$4,999	\$4,999	\$4,999		
Village A	\$4,999	\$4,999	\$4,999		

Students living in the halls listed above are required to have a board plan
 Rates above include sales tax for Board

Total current year awards

Subtotal direct federal	\$ 90,570
Subtotal federal pass-through	\$116,560
Subtotal state and state pass-through	\$ 5,000
Subtotal private and local government	\$142,910

Total awards (all years) for new awards (this period) **\$ 247,053****Total awards (all years) for continuing grants (this period)** **\$1,097,750****Direct Federal Awards*****Stewardship Communication Materials for Gulf of Mexico Natural Resource Topics**

FY2011 Award: \$83,077
 Total Award: \$135,000 (Cooperative Agreement)
 Sponsor: National Park Service, U.S. Dept. of the Interior
 Term (this action): December 29, 2010 – January 14, 2012
 Description: *Through this cooperative agreement, SFA faculty and staff will work with the National Park Service to develop stewardship communications materials for natural resource topics, management activities, and issues for the Gulf of Mexico Alliance in a format that is easy to digest and retrieve by the general public.*
 PI/PD: Dr. Pat Stephens-Williams, School of Forestry

***Field Testing East Texas HGM Riverine Wetland Functional Assessment Guidebook: Bois d'Arc Creek Impoundment Project**

FY2011 Award: \$7,493
 Total Award: \$7,493 (Contract)
 Sponsor: U.S. Environmental Protection Agency
 Term (this action): December 7, 2010 – May 31, 2011
 Description: *This contract provides funds to field test the recently released East Texas HGM Wetland Functional Assessment Guidebook to evaluate impacts on wetlands from the proposed Lower Bois d' Arc Creek Impoundment in Fannin County, Texas. This state-of-the-art wetland assessment protocol will allow evaluation of wetland functions, and provide for the most robust evaluation of impacts subject to regulatory protection.*
 PI/PD: Dr. Hans Williams, School of Forestry

Subtotal Current Year Awards (this report) = \$90,570
Subtotal Continuing Direct Federal Awards (total award) = \$0
Subtotal New Direct Federal Awards (total award) = \$142,493

Federal Pass-through Awards***Etiquette + Protocol = Success**

FY2011 Award: \$5,000
 Total Award: \$5,000 (Grant)
 Sponsor: Angelina College (U.S. Dept. of Education)
 Term (this action): December 8, 2010 – April 5, 2011
 Description: *This award provides funds for an intensive one day training on etiquette and professionalism as it relates to the world of work for selected students from 57 independent school districts which comprise the Deep East Texas College Tech Prep Partnership and eight adjoining school districts.* PI/PD: Dr. Michelle Jones, School of Human Sciences

Previously Described Awards***Mentor Program and Workshops for Area Child Care Providers (ARRA)***

FY 2011 Award: \$71,403 (additional award) Total Award: \$444,243
 PI/PD: Ms. Lori Harkness, Elementary Education

Advanced Technical Credit Professional Accountability System

FY 2011 Award: \$40,157 (additional award) Total Award: \$440,157
 PI/PD: Dr. Judy Abbott, James I. Perkins College of Education
Includes an additional \$9,321 as a subaward to the Lone Star College System, approved by the sponsor as part of the grant amendment (total subaward = \$213,792).

Subtotal Current Year Awards (this report) = \$116,560
Subtotal Continuing Federal Pass-through Awards (total award) = \$884,400
Subtotal New Federal Pass-through Awards (total award) = \$5,000

State and State Pass-through Awards****National Pan-Hellenic Council College Mentorship Pilot Program***

FY 2011 Award: \$5,000
 Total Award: \$5,000 (Interagency Agreement)
 Sponsor: TX Higher Education Coordinating Board
 Term (this action): December 1, 2010 – May 31, 2011
 Description: *This agreement provides funds to develop a pilot program for a National Pan-Hellenic Council College Mentorship Program which will provide role models and mentoring support for African American male freshman and/or sophomores on the SFASU campus.* PI/PD: Mr. Michael Preston, University Affairs

Subtotal Current Year Awards (this report) = \$5,000
Subtotal Continuing State/State Pass-through Awards (total award) = \$0
Subtotal New State/State Pass-through Awards (total award) = \$5,000

Private and Local Government Awards***Texas Legislative Internship Program Spring 2011**

FY2011 Award: \$35,000
 Total Award: \$35,000 (Grant)
 Sponsor: Beaumont Foundation
 Term (this action): January 1, 2011 – August 31, 2011
 Description: *This grant will be used to fund the Texas Legislative Internship Program for five (5) SFASU students during the 82nd Texas Legislative Session (\$7,000 stipend for each student).* PI/PD: Dr. Kenneth Collier, Department of Government

***State Education Certification Exam Fee Support**

FY2011 Award: \$25,000
 Total Award: \$25,000 (Grant)
 Sponsor: Ed Rachal Foundation
 Term (this action): November 15, 2010 – August 31, 2011
 Description: *This grant provides funds to assist students who have the academic background but lack the financial resources for certification testing before entering the teaching profession.* PI/PD: Dr. Lisa Mize, James I. Perkins College of Education

***Loblolly and Slash Pine Growth Response to Bedding, Ripping, Subsoiling, and Planting Combinations**

FY2011 Award: \$24,000
 Total Award: \$24,000 (Contract)
 Sponsor: The Campbell Group, LLC
 Term (this action): February 15, 2011 – December 31, 2011
 Description: *This is a contract for research consulting services designed to relate detailed soil mapping codes to actual responses from tillage and planting methods for pine seedlings.* PI/PD: Dr. Jimmie Yeiser, School of Forestry

***Comparison Study of Supplementing Hy-D in the Starter Diet Only versus All Diets in Commercial Broiler Chickens for Two Consecutive Flocks**

FY2011: \$10,000
 Total Award: \$10,000 (Contract)
 Sponsor: DSM Nutritional Products, Inc.
 Term (this action): October 22, 2010 – June 1, 2011
 Description: *This is a contract for research consulting services designed to compare performance and yield data between paired commercial broiler houses receiving the full recommended does of Hy-D in either the starter diet or all diets over two consecutive broiler flocks.* PI/PD: Dr. Joey Bray, Department of Agriculture

**Screening and Motivational Interview (SMI)*

FY2011 \$560
Total Award: \$560 (Memorandum of Understanding)
Sponsor: Texans Standing Tall Statewide Coalition
Term (this action): July 3, 2009 – February 15, 2011
Description: *Resources are provided to promote prevention of underage drinking and other drug use at institutions of higher education by allowing SFA to participate in the activities of the Texans Standing Tall Statewide Coalition.*
PI/PD: Ms. Peggy Scott, Student Rights and Responsibilities

Previously Described

Henderson Wildlife Research Initiative Support

FY2011: \$35,000 Total Award: \$185,000
PI/PD: Dr. Warren Conway, School of Forestry

AHEC Special Projects

FY2011 Award: \$13,350 (*additional award*) Total Award: \$28,350
PI/PD: Ms. Janis Ritter, Piney Woods AHEC, College of Sciences and Mathematics

Subtotal Current Year Awards (this report) = \$142,910

Subtotal Continuing Private/Local Government Awards (total award) = \$213,350

Subtotal New Private/Local Government Awards (total award) = \$94,560

Note:

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

Policies for Board Review
April 19, 2011

Policy Name	Policy Number	Action/Change	Page Number
Academic Appeals by Students	A-2	Ten days allowed between each step of appeal.	P-4
Academic Appointments and Titles	E-1A	Major rewrite.	P-6
Academic Probation, Suspension and Reinstatement for Undergraduates	A-3	Minor clarifications.	P-11
Academic Program Review	A-64	Minor clarifications.	P-13
Animals on University Property	D-3	Minor clarifications.	P-18
Assessment of Institutional Effectiveness	D-50	Revision process changed.	P-22
At-Will Employment	E-66	Grant funded positions added.	P-23
Certificate Programs	A-69	Academic units responsible for process of awarding and tracking certificates, including records.	P-25
Concurrent Enrollment Programs	A-50	Policy title changed. Differentiation of dual credit and concurrent enrollment programs. Costs described.	P-27
Continuing Education	A-32	Records of continuing education programs must be submitted and assessed on regular basis and results used to improve programs.	P-28
Course Incidental Fees	A-12.1	Policy title changed. Minor wording changes.	P-30
Digital Millennium Copyright	D-42	Minor updates.	P-31
Drug and Alcohol Testing	E-61	Minor updates.	P-34

Policy Name	Policy Number	Action/Change	Page Number
Employee Terminations and Transfers	E-18	Forms and approval system changed from PAR to EPAF.	P-41
Faculty Search	E-24A	Minor wording changes; updated references.	P-43
Gifts, Prizes and Awards	C-58	Minor wording changes and clarifications. Updated references.	P-45
Graduate Assistantships	A-20	Minor wording changes and updates.	P-53
Library Faculty	E-31A	Major rewrite.	P-55
Longevity Pay/Hazardous Duty Pay	E-32N	Minor updates.	P-62
Moving Expenses	C-21	Minor updates.	P-63
Parking and Traffic Regulations	D-24	Policy completely rewritten. Major changes highlighted.	P-65
Piney Woods Conservation Center	B-26	24 person minimum required. Reservations made with program coordinator. Payments mailed to College of Forestry.	P-90
Purchase of Used Equipment or Supplies	C-29	Minor wording changes.	P-93
Returned Checks	C-35	Policy title changed. Policy broadened to include all forms of payment.	P-95
Salary Supplements, Stipends and Additional Compensation	E-9	PAR changed to EPAF; other minor clarifications.	P-96
Selection of Academic Deans	E-59	Major rewrite.	P-103
Selective Service Registration	E-60	Minor clarifications.	P-106

Policy Name	Policy Number	Action/Change	Page Number
Tuition Rebate	C-50	Rebates will first be applied to outstanding loans or amounts owed the university; other minor clarifications.	P-108
University Logo/Seal	D-38	Major rewrite.	P-111
University Web Site	D-45	Policy title changed. Required page links described. Websites shall use Identity standards developed by public affairs. University seal reserved for use by president.	P-112
Vacation Leave	E-53	Employees excluded who work less than 20 hrs/wk for 4.5 mo. or if required to be student; other minor updates.	P-116

Academic Appeals by Students (A-2)

Original Implementation: August 31, 1981

Last Revision: ~~January 29, 2008~~ April 19, 2011

The purpose of this policy is Good communication between faculty and students will make disputes between them infrequent, but if disagreements occur, it is university policy to provide a mechanism whereby a student may formally appeal faculty decisions. When a student uses the appeals procedure, all parties should endeavor to resolve the dispute amicably at as early a stage as possible and in compliance with applicable laws, regulations and policies. The faculty member, after considering the outcome of the appeals process, shall retain complete academic freedom to make the final determination on the matter and to assign semester grades.

All materials under consideration at each step will be forwarded to the appropriate parties at the next procedural level. These steps are to be followed when making an academic complaint:

All relevant documentation materials under consideration at each step will be forwarded to the appropriate parties at the next procedural level. A student or faculty member shall have ten (10) business days from the conclusion of each step in which to appeal to the next level. These steps are to be followed when making an academic complaint appeal:

1. In the event of course-related complaints or disputes, the student must first appeal to the instructor for a resolution of the matter and must do so within thirty (30) calendar days after the first class day of the next long semester. Given extenuating circumstances, exceptions to this deadline may be granted by the academic unit chair/director.
2. If the complaint or dispute is not satisfactorily resolved, the student may appeal in writing, stating the specific issues, to the instructor's academic unit chair/director of the academic unit in which the complaint or dispute is centered. If a formal complaint is to be registered, it should be made in writing stating the specific issues. The faculty member will respond with a written statement to the academic chair/director. The academic unit chair/director shall request a written statement from the faculty member. The academic unit chair/director shall provide both parties with a written recommendation for resolution.
3. If the complaint or dispute is still unresolved after appeal to the academic unit chair/director, the student or faculty member may appeal in writing to the instructor's dean of the academic college in which the complaint or dispute is centered. The dean will notify the other party-faculty member or student of the

- continuation of the appeal and provide all parties with a written recommendation after reviewing all documentation.*
4. If the dispute is still unresolved after appeal to the dean a resolution of the matter is not reached, the dean may refer the appeal to the college council of the college in which the complaint or dispute is centered. The college council will evaluate the oral and written statements of the student and the faculty member. If the college council does not have at least one has no student members, the dean will ask the president of the Student Government Association will be asked by the dean to recommend no more than two students representatives from that college to be appointed as voting members serve for each case. The college council will review all documentation and submit its recommendation to the dean of the academic college.
 5. If a resolution of the matter is still not reached, the student or the faculty member may appeal in writing to the provost and vice president for academic affairs. The dean's written recommendation in addition to all previous materials documentation will be submitted to the provost and vice president for academic affairs. The college council of the college in which the complaint or dispute is centered may serve as an advisory body to the provost and vice president for academic affairs in the appeal process. The provost and vice president for academic affairs will evaluate all previous materials documentation and any additional oral presentations from the student and faculty member.
 - 6. After making a decision, tThe provost and vice president for academic affairs will inform the student and all persons involved in the appeal process of the final recommendation of the matter within a reasonable period of time.

A faculty member, after considering the outcome of the appeals process, shall retain complete academic freedom, including the right to assign semester grades.

Cross Reference: Faculty Handbook, Student Handbook and Activities Calendar

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact For Revision: Provost and Vice President for Academic Affairs

Forms: None

Board Committee Assignment: Academic and Student Affairs

Academic Appointments and Titles (E-1A)

Original Implementation: September 6, 1979

Last Revision: ~~July 15, 2008~~ April 19, 2011

The allocation of positions and appointments to fill positions is the responsibility of the provost and vice president for academic affairs as delegated by the president of the university. The dean of the appropriate college makes recommendations to the provost and vice president for academic affairs concerning the creation of new positions and appointments to fill existing vacancies. The faculty ~~in~~ of each ~~department~~ academic unit participates in the development of staffing plans.

All conditions of appointment ~~are~~ shall be in writing at the time of appointment.

The rank of initial appointment is based upon the qualifications of the appointee in relation to programmatic needs of the ~~appropriate~~ academic unit and the university. In order to be appointed to *a tenure track rank* ~~categories 1 through 3~~, individuals are expected to have completed the highest level course of academic study available in the discipline of ~~their~~ his/her primary responsibility. Ordinarily, that would be a doctoral degree or a master's degree that is considered to be a terminal degree in the particular field. Additionally, all teaching faculty should meet faculty qualifications as prescribed by the Southern Association of Colleges and Schools (*SACS*).

For the appointment of a *tenure-track* faculty member or librarian, ~~the appropriate category from the following list shall be used: the ranks of instructor, assistant, associate and full professor, or librarian I, II, III and IV~~

~~Categories 1 through 5~~ are used for full-time appointments for an academic year. ~~and are the only positions creditable toward tenure~~. These positions are subject to the terms and conditions of the *policy on Tenure policy* (E-50A). ~~All other categories 6 through 11~~ are used ~~only~~ for full-time or part-time appointments for a semester or a full academic year. Service in ~~these~~ non-tenure track ranks is ~~NOT~~ *not creditable* ~~applicable~~ toward tenure and ~~NOT~~ *not* subject to the terms and conditions of the tenure policy. See *Academic Promotion policy* (E-3A)

Tenure-track Ranks

Faculty

The rank of Instructor may be held by an individual without a terminal degree but with contract provisions specifying a completion date. Appointments to this rank after August 2005 are on tenure track and must go through tenure process. The minimum criterion on

appointment to the rank of instructor at Stephen F. Austin State University is a master's degree in the field in which the individual will be teaching.

*The rank of **Assistant Professor** is held by an individual who demonstrates the capability to produce research/scholarly/creative accomplishments, teach effectively and provide service to the academic and general communities.*

*The rank of **Associate Professor** is held by an individual with a proven record of research/scholarly/creative accomplishments, effective teaching and service to the academic and general communities.*

*The rank of **Professor** is held by an individual who has a record of research/scholarly/creative accomplishments, effective teaching and service to the academic and general communities and whose contributions to the profession or field are substantial and are recognized beyond the campus.*

● **Professor**

~~The rank of Professor is held by an individual who has a sustained and distinguished record of scholarly/creative accomplishments, effective teaching, and service to the academic and general communities and whose contributions to the profession or field are substantial and are recognized beyond the campus.~~

● **Associate Professor**

~~The rank of Associate Professor is held by an individual with a proven record of research/creative accomplishments, effective teaching, and service to the academic and general communities.~~

● **Assistant Professor**

~~The rank of Assistant Professor is held by an individual who demonstrates the capability to produce research/creative accomplishments, teach effectively, and provide service to the academic and general communities.~~

● **Instructor**

~~The person appointed to the rank of Instructor may be hired without a terminal degree but with contract provisions specifying completion date. Appointments to this rank after August, 2005, are on tenure track and must go through the tenure process. The minimum criterion for appointment to the rank of Instructor at the university is a master's degree in the field in which the individual will be teaching.~~

Librarian

- **Librarian I, II, III, or IV**

The minimum criterion for appointment to any rank as Librarian is a master's degree in library science from a school accredited by the American Library Association. *This degree is the minimum for appointment to the rank of Librarian I.*

~~An individual appointed to~~ The rank of **Librarian II** is held by an individual who ~~should have the has~~ demonstrated capabilities to be an effective and productive librarian and a contributing member of the academic and general communities as evidenced by substantial job accomplishments and participation in professional library organizations or professional service to the university or the community.

~~The rank of~~ **Librarian III** is held by an individual who has ~~An individual appointed to the rank of Librarian III should have~~ a proven record of effective and productive librarianship and has~~e~~ made numerous professional contributions to the academic and general communities through presentations at professional meetings, professional publications, or service to library organizations.

~~The rank of~~ **Librarian IV** is held by an individual ~~An individual promoted to the rank of Librarian IV should be a librarian whose contributions to the profession of librarianship are substantial and are recognized beyond the confines of the local campus at the state and national levels to be of high quality. The applicant's professional contributions to the academic and general communities should be significant as evidenced by exceptional records of accomplishment in the lower ranks.~~

Non-tenure Track Ranks

Service in the following ranks is not applicable toward tenure.

Archivist

The minimum criterion for appointment to any rank as archivist is a Master of Arts degree in public history with an archival studies concentration. This degree is the minimum for appointment to the rank of Archivist I.

The rank of Archivist II is held by an individual who has a proven record of effective and productive performance.

The rank of Archivist III is held by an individual who has a proven record of effective and productive performance. The individual shall also have made significant professional contributions to the academic and general communities through presentations at professional meetings, professional publications or service to library organizations.

*The rank of **Archivist IV** is held by an individual who has a proven record of substantial contributions to the profession recognized at the state and national levels. Additionally, the individual holding this rank must have successfully passed the Academy of Certified Archivist Examination.*

- **Senior Lecturer**

Other Faculty

Generally, the **Senior Lecturer** title is used for a full-time, nine-month position given to someone who has a terminal degree. ~~Service in this position is not creditable toward tenure.~~

- **Lecturer**

Generally, the **Lecturer** title is used for a full-time, nine-month position given to someone who has not completed a terminal degree. ~~Service in this position is not creditable toward tenure.~~

- **Adjunct**

Generally, the **Adjunct** title is used for a full-time or part-time position that is ~~awarded contracted~~ on a semester ~~by semester~~ basis. This category is used to fill temporary vacancies. ~~Service in this position is not creditable toward tenure.~~

- Visiting (Rank): Professor, Associate Professor, Assistant Professor, or ~~Lecturer Instructor~~

These positions are full-time, nine-month or semester appointments depending on the circumstances. The visiting instructor may hold this position at another institution and does not hold a terminal degree. The visiting assistant professor may hold the assistant position at another institution. The visiting associate and visiting full professors shall have attained the rank of associate or full professor at another institution and must hold a terminal degree. ~~Service in this rank is NOT creditable toward tenure.~~

- **Designated**

Special Designated Titles

This category is used for part-time and/or full-time appointments. Appointees in this category may carry specially designated titles (assigned by the appropriate academic dean in consultation with the provost and vice president for academic affairs). The designated title should reflect the appointee's assignment. Designations such as the following are suggested examples: clinical instructor, artist-in-residence, director of

bands; or research associate., Archivist. Service in these ranks is NOT creditable toward tenure.

- Graduate Assistant

This rank is used only for appointments of enrolled graduate students. ~~in teaching, administration or research. Service in this rank is NOT creditable toward tenure.~~

Cross Reference: Policy E-3A, Academic Promotion (E-3A); Policy E-50A, Tenure (E-50A); Library Faculty (E-31A)

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: None

Board Committee Assignment: Academic and Student Affairs

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

Original Implementation: January 30, 1981

Last Revision: April 22, 2008 April 19, 2011

Good Standing

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

Academic Probation

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

Academic Suspension

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

Reinstatement

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

1. ~~Following the student's first suspension, attend summer school at Stephen F. Austin State University and:~~
 - a. ~~Raise his/her grade point average to the minimum university standard as specified in the General Bulletin, or~~
 - b. ~~Pass with a C average or better at least 9 semester credit hours as specified by his/her dean.~~
2. ~~Following the student's first suspension, be reinstated on probation automatically after one regular semester's absence from the university. Following the student's~~

~~second or subsequent suspension, be reinstated on probation automatically after an absence from the university of two regular semesters. Summer terms are exempted from periods of academic suspension.~~

3. Follow procedures established by his/her dean.

- *Meet conditions established by the student's dean; or*
- *After the first academic suspension, be reinstated on academic probation automatically after one regular semester's absence from the university. Following a second or subsequent academic suspension, be reinstated on academic probation automatically after an absence from the university of two regular semesters. Summer terms are exempt from periods of academic suspension; or,*
- *After the first academic suspension, attend summer school at Stephen F. Austin State University and either raise the cumulative GPA to 2.0 or above or obtain a GPA of 2.0 or above for at least nine (9) semester credit hours in courses specified by the student's dean.*

Change of Major

Students on academic probation or students who have been on returning after serving a academic suspension may change majors uponwith approval from their current and receiving deans.

Cross Reference: General Bulletin, Faculty Handbook, Student Handbook and Activities Calendar

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: None

Board Committee Assignment: Academic and Student Affairs

Academic Program Review (A-64)

Original Implementation: April 28, 2005

Last Revision: ~~October 12, 2009~~ April 19, 2011

Academic Program Review (APR) is intended to enhance the quality of all academic programs and ensure the ongoing support necessary for continuation, modification and development of programs. All undergraduate and graduate degree programs fall within this policy. APR serves to encourage self-study and planning within programs and to strengthen connections among the strategic plans of the program, the college and the university. Academic program reviews provide information for curricular and budgetary planning decisions at each administrative level. In turn, resources needed for growth, continuation or modification of programs can be included in planning processes. The normal cycle for APR is every five (5) years. All academic programs in a department should be reviewed at the same time, making APR a departmental as well as degree self-study. If one program in a department is governed by an external accrediting agency, all programs in the department shall be reviewed concurrently and in the same cycle as the accredited review. *If the external professional accreditation is on a cycle of fewer than ten (10) years, that cycle will be followed. If the cycle is ten or more years, an internal program review shall be required at interim fifth year.* Departments with multiple accrediting agencies should follow the cycle of the accrediting agency most appropriate to the department.

Professional or specialized accreditation reports shall substitute for the program review report required by this policy. However, any information required by the APR appendices but not included in the professional or accreditation review must be added before the report is submitted as a program review.

The following definitions distinguish terms used throughout this document:

- An **academic program** is a structured grouping of coursework designed to meet educational objectives leading to a baccalaureate degree, post-baccalaureate degree, certificate, or teaching credential.
- A **department/division/school** (hereafter referred to as department) is an administrative unit that manages one or more academic programs.
- **Unit outcomes** are the key services provided by an academic unit (e.g., advising, alumni outreach, file maintenance).
- **Program Learning Outcomes** (PLOs) are the knowledge, skills and abilities students are expected to demonstrate upon completion of an academic program/major.

- **Student Learning Outcomes** (SLOs) define the knowledge, skills and abilities students are expected to demonstrate upon completion of a particular course.
- **Exemplary Educational Outcomes** (EEOs) outline content knowledge and discipline-specific skills in five component areas (communication, mathematics, natural science, humanities/arts and social sciences) within the core curriculum as identified by the Texas Higher Education Coordinating Board (THECB).

PROCESS

The APR process is designed to maintain compliance with the accreditation standards of the Southern Association for Colleges and Schools (SACS) and the THECB. Within the framework of strategic planning, academic units evaluate their effectiveness in achieving unit outcomes and learning outcomes as they seek to accomplish college and university goals. As such, APR should be considered a self-study that mirrors the process utilized for SACS re-accreditation.

The university's mission statement and strategic plan drive APR. Academic units must be engaged in the ongoing assessment of their unit outcomes and program learning outcomes. Program Learning Outcomes (PLOs), in turn, are related to student learning outcomes (SLOs). Departments with core curriculum offerings are also required to conduct an assessment of the Exemplary Educational Outcomes (EEOs) of these courses. Since assessment calendars are not uniform, PLOs, unit outcomes and EEOs are unlikely to be reviewed on the same schedule during an academic year. The annual assessment cycle includes collection and analysis of data, including the use of the results to improve program effectiveness. Strategic planning by academic units is the effort to reflect the university's strategic plan through its unit outcomes and PLOs.

APR shall yield a self-study report that involves a longitudinal examination of assessment results and improvement strategies. The APR schedule, as noted above, is adjusted for academic units with outside accrediting agencies. The provost and vice president for academic affairs shall establish a five-year schedule of the programs to be reviewed along with the deadlines for completing each task. The self-study is developed by a committee composed of faculty within the department appointed by the chair. The report must adhere to the APR template.

Programs with external professional accreditation are normally reviewed by outside program evaluators as part of the accreditation process. Programs and academic units lacking external professional accreditation or review shall also benefit from external review. They shall submit their completed self-study to ~~a panel of~~ *an* outside reviewers. ~~The e~~External reviewers must have no conflict of interest by being *alumnius*, former students, employees, or formal collaborators with faculty in the unit they shall review. A site visit by the external reviewers shall take place every ten years. In the intervening fifth

year review, the external reviewers shall evaluate the self-study remotely. The department shall ~~select nominate~~ three individuals *from comparable institutions of higher education*. ~~to serve as the panel of outside reviewers from a larger panel of no fewer than five senior faculty in disciplines selected by~~ the dean of the college ~~shall select one person from the three nominated to serve as external reviewer from comparable institutions of higher education~~. Preference shall be given to *nominees from out-of-state colleges and universities accredited by SACS unless there is a compelling reason, such as educator certification, to select from within Texas*. The outside reviewers shall evaluate the materials (self-study, required appendices, and site visit when scheduled) and write a thorough evaluation of the program to be attached to the self-study. Upon completion of the external review, the report ~~is~~ shall be forwarded first to the chair and then to the dean for comments. After comments by the chair and dean, the departmental committee may include a response. All areas of the self-study, external review and internal review must be addressed to the satisfaction of the provost and vice president for academic affairs.

Once available but no later than the deadline established by the provost and vice president for academic affairs, all materials (self-study, comments, and outside review) shall be considered by the University Program Review Committee (UPRC). The faculty from each college shall annually elect a tenured faculty member to serve on the committee and the provost shall appoint an additional three members. The provost and vice president for academic affairs, or designee, shall chair the committee, with the director of institutional research serving in an ex officio capacity. The UPRC shall develop a set of guidelines for improvement that the departmental self-study committee translates into an action plan with deadlines. This plan ~~is~~ shall be reviewed in a meeting attended by the chair, dean, and provost and vice president for academic affairs and either accepted or modified at this time.

ELEMENTS OF THE SELF-STUDY

An APR template guides the development of the self-study report. Any deviation from the template must be approved in advance by the provost and vice president for academic affairs. The self-study report is limited to a maximum of 25 pages, excluding the mandatory appendices. The report's format must adhere to the following guidelines: one-inch margins, single-spaced, and 12-point Times New Roman font. The self-study should be available in electronic version. The report should not be descriptive but rather an analysis of program effectiveness supported by assessment results.

The report is divided into three sections: (1) program overview and unit effectiveness (unit outcomes), (2) teaching/learning effectiveness (PLOs and EEOs), and (3) faculty research/scholarly/creative effectiveness. All appendices must be completed even if an

accrediting report is submitted in lieu of the APR report. The self-study is composed of a narrative (25 page limit) supported by the appendices.

I. Program Overview and Unit Effectiveness

This section is designed to evaluate a program's effectiveness in performing its operational activities. As such, the report should (1) review the program's administration and resources and (2) analyze the annual assessment results of unit outcomes.

A. Program Administration

An academic program cannot be effective unless it is supported with sufficient and quality resources to fulfill its mission. In determining the effectiveness of a program's administration, the following template should be completed and included as Appendix A: (1) alignment of the unit's mission statement with the university's mission statement, (2) degrees and/or certificates offered by the program, (3) faculty profile, (4) student profile, (5) staff and (6) sources of income. Except where indicated, data are for a department rather than specific degrees.

Once the appendices are constructed, the accompanying narrative should address the effectiveness of the program in fulfilling the university's mission in light of the faculty, student and resource characteristics. The narrative should describe areas for improvement and plans for addressing them.

B. Unit Outcomes Assessment

Unit outcomes define the key services a department provides. Under SACS accreditation standards, these outcomes must be assessed annually and actions taken as warranted by the assessment. The template on unit outcomes (Appendix B) should collate the annual unit assessment reports from the university's assessment software (e.g., TracDat) for the previous five years. A narrative should summarize the trends discerned in the assessment information, demonstrate that appropriate actions have been taken to enhance program effectiveness and outline a five-year strategic plan.

II. Program Learning Outcomes

PLOs constitute benchmarks against which the effectiveness of student learning is measured. Under SACS accreditation standards, PLOs must be assessed annually and appropriate actions taken as a result of the feedback. Relevant assessment data

on EEOs should be incorporated. Appendix C shall contain the cumulative assessment data as reported in the university's assessment software (e.g., TracDat). The narrative should summarize the trends identified through the assessment process and demonstrate that appropriate actions have been taken to enhance learning effectiveness within the program.

III. Faculty Research/Scholarly/Creative Productivity

This section assesses the performance of a program's faculty in conducting scholarly activities. Appendix D should contain faculty productivity data over a five-year period. The template should (1) collate faculty data from the previous five years on intellectual contributions, creative works and contracts/grants/sponsored research from the university's faculty reporting system (e.g., Digital Measures) and (2) the results of tenure and promotion decisions (Template D-1). The narrative should include an analysis of the data as well as emphasize distinctive faculty accomplishments and honors. Where improvements are indicated, an explanation should indicate that appropriate actions have been or shall be taken to enhance faculty effectiveness within the program.

Cross Reference: Policy C-45, Professional and Consultant Services (*C-45*)

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: Appendix A Template, Appendix D-1 Template

Board Committee Assignment: *Academic and Student Affairs*

Animals on University Property (D-3)

Original Implementation: Unpublished

Last Revision: April 22, 2008 April 19, 2011

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

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

Definitions:

1. **Handler:**

A person with a disability using a service animal.

2. **Service Animal:**

Any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. The work or tasks performed by a service animal must be directly related to the handler's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.



~~Is an animal specially trained to assist a person with a disability and:~~

- ~~o is used by a person with a disability who has completed a training program, and~~
- ~~o has been trained by an organization recognized by rehabilitation agencies as qualified.~~

~~Service animals may include:~~

- ~~o guide dogs,~~
- ~~o hearing dogs,~~
- ~~o attendant animals, or~~

o—seizure response animals.

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

2.3. Pet:

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

3.4. Unauthorized Animal:

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

Faculty, Staff, and Student Responsibility

- Permit service animals to accompany the handler to all areas of the facility where the handler is normally allowed to go. A handler may not be segregated from other similar members of the campus community, except where there is real danger to the animal or where the natural organisms carried by the service animal would adversely affect research. Exceptions to the exclusions will be reviewed on a case-by-case basis.
- Do not pet, feed, or deliberately startle/disturb a service animal.
- Do not separate, or attempt to separate, service animals from their handlers.
- Provide handlers living in campus housing with an area for relieving and grooming the animals.

Documentation-Inquiries and Animal Owner's Responsibility

- For classroom or campus ~~housing-residence life~~ settings, handlers must provide appropriate documentation ~~of a disability~~ to either the Department of ~~Housing Residence Life~~ or Disability Services. ~~Documentation~~ Handlers must provide ~~residence life or disability services with information confirming for use of services~~ ~~animals should include diagnosis, need for~~ the service animal ~~is required because of a disability and how the service animal specifically meets the needs of the handler's disability~~ ~~detailing what work or task the animal has been trained to perform.~~
- The animal must have specific training to work the handler's disability.
- Handlers must abide by all state laws, Nacogdoches city ordinances, and SFA guidelines related to animals in the city of Nacogdoches, including *but not limited to*:
- All animals in the city must have a valid license and tag issued by the city of Nacogdoches. The license and tag must be renewed annually.

2. The handler is required to provide a collar or harness for the license and vaccination tags to be affixed. Handler shall see that the animal wears the collar and tags at all times.
- Handler is liable for damages done by service animal.
 - *Handler is responsible for the care or and supervision of a service animal.*
 - *Use of miniature horses as a service animal will be reviewed based on the inquiries and appeal process listed below.*
 - Handler must have full control of the animal at all times. Animals are expected not to run at large; a leash or harness is required unless *the handler is unable because of disability to use a leash or harness or* it restricts the service animal's ability to function appropriately.
 - Observe housing and food service establishment guidelines.
 - Animal's health/cleanliness: All service animals must have an annual clean bill of health from a licensed veterinarian. Also, cleanliness is mandatory in the campus situation.
 - Vaccination must be current, and based on the veterinarian's recommendations.
 - Daily grooming and occasional baths (at a vet or a family home) should keep the service animal's odor to a minimum.
 - Flea control is essential, and adequate preventative measures must be taken. If a flea problem develops, it should be dealt with immediately and in an effective manner. In the event a flea problem is not eliminated by the handler, the ~~housing~~ residence life department will exterminate the property and assess the student the standard extermination fee.

~~Housing~~ Residence Life and Food Service Guidelines:

- Service animals will be kept under control; and will always be on a leash except in the student's room with the door closed, *the handler is unable because of disability to use a leash or harness*, or unless it restricts the service animal's ability to function appropriately.
- Disturbing animal vocalization will be kept to an absolute minimum.
- Handlers must relieve animals in designated locations.
- Animal food should be kept in a covered storage container to deter pests.
- Animal's paws must be kept off tables, trays and food service counters at all times.

Unauthorized Animals:

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

to keep pets except small birds in cages and small fish in aquariums as provided in this policy.

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

Inquiries and Appeals:

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

Cross Reference: 28 C.F.R. § 35.136 (2010); *Nacogdoches, Tex., Rev. Ordinances ch. 6, art. III, §§ 32-33 (2008)*; Accessibility for Persons with Disabilities (F-16); Appeal Procedure Relating to the Provision of Accommodations for Students with Disabilities (F-34); Discrimination Complaints/ Sexual Harassment (E-46)

Responsible for Implementation: Vice President for University Affairs

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

Forms: None

Board Committee Assignment: Academic and Student Affairs

Assessment of Institutional Effectiveness (D-50)

Original Implementation: Unpublished

Last Revision: ~~April 22, 2008~~ April 19, 2011

Stephen F. Austin State University will demonstrate institutional effectiveness through ongoing, integrated, and institution-wide, research-based planning and evaluation. The institutional effectiveness process will document the achievement of the university mission and goals. Each educational program and administrative and educational support service unit will electronically submit institutional effectiveness documents as scheduled.

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

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

Cross Reference: None

Responsible for Implementation: President

Contact for Revision: President Director, Institutional Research

Forms: None

Board Committee Assignment: Academic and Student Affairs

At-Will Employment (E-66)

Original Implementation: July 15, 2003

Last Revision: April 20, 2010 ~~April 19, 2011~~

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 grant funded positions*
- 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

Board Committee Assignment: Academic and Student Affairs

Certificate Programs (A-69)

Original Implementation: April 22, 2008

Last Revision: ~~None~~ April 19, 2011

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

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

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

Process for Developing a ~~n~~ Undergraduate or Graduate Certificate Program

1. Faculty members recognize a need for an undergraduate or graduate certificate program, ~~then~~. ~~They~~ document the need and prepare an application.
2. The ~~academic unit~~ department, through its curriculum process, ~~reviews~~ approves the application.
3. *If approved, t*~~The chair/director of the department~~ academic unit sends the ~~certificate program~~ application to the college for ~~its review and approval~~, adhering to the curriculum approval process established in the college.
4. If approved, *the dean of the college forwards at the college level*, the ~~certificate application is forwarded~~ ~~the application~~ to either the university Undergraduate Curriculum Committee or ~~the~~ Graduate Council for consideration.
If approved, the application-certificate program ~~is sent to the provost and vice president for academic affairs for presentation~~ ~~presented~~ to the Dean's Council for its approval and to the Provost and Vice President for Academic Affairs.

Texas Higher Education Coordinating Board (THECB) Approval

Certificate programs that require THECB notification and are automatically approved, subject to review include:

- *upper-level undergraduate programs of 21-36 hours in disciplinary areas where the institution already offers an undergraduate degree program; and,*
- *graduate and professional-level programs of 16-29 hours in disciplinary areas where the institution already offers a graduate program at the same level as the certificate.*

Certificate programs that do not require THECB ~~notification or approval or notification include~~ are:

- ~~1) p~~ Those certificate programs for which no collegiate academic credit is given;
- ~~2) Certificate programs (A) at the undergraduate level programs of 20 semester credit hours or less; and,~~
- ~~(B) at the graduate and professional--level programs of 15 semester credit hours or less.~~

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

Responsibility for Certificate Programs

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

Cross Reference: ~~Chapter 5. Rules Applying to Public Universities and/or Health-Related Institutions of Higher Education in Texas, §5.48 Criteria for Certificate Programs at Universities and Health Related Institutions. 19 Tex. Admin. Code § 5.48~~

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: None

Board Committee Assignment: Academic and Student Affairs

Concurrent and Dual Credit Enrollment Programs (A-50)

Original Implementation: July 27, 1999

Last Revision: ~~July 10, 2007~~ April 19, 2011

High school students with superior academic ability and achievement may be admitted to Stephen F. Austin State University (*SFA*) and enroll in college courses while completing their high school studies. *under the concurrent and dual credit enrollment programs. The concurrent and dual credit enrollment programs are open to high school students (grades 9-12) who have obtained a minimum grade average of 85. In addition, students must submit a minimum composite score of 1010 on the SAT (not including the writing) or 21 on the ACT (not including the writing). Students must meet Texas Success Initiative requirements to register for reading and writing intensive courses, as well as math courses. A recommendation by the student's high school principal or high school counselor must be submitted as well.*

The dual credit enrollment program requires that the grade from the SFA course be used for completion of high school graduation requirements and college credit. The cost of the dual credit enrollment program is \$25 per credit hour. An additional fee will be assessed for dual credit online courses.

The concurrent enrollment program requires that the grade from the SFA course be used for college credit only. High school credit is not earned through this program. The cost of the concurrent enrollment program is full price for tuition and fees.

~~The Concurrent Enrollment Program is open to high school students (grades 9-12) who have obtained a minimum grade point average of 85. In addition, students must submit a minimum composite score of 1010 on the SAT or 21 on the ACT. Students must meet TSI requirements to register for reading and writing intensive courses, as well as math courses. A recommendation by the student's high school principal or high school counselor must be submitted as well.~~

Cross Reference: 19 Tex. Admin. Code § 4.85; General Bulletin

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Executive Director of Enrollment Management ~~Provost and Vice President for Academic Affairs~~

Forms: None

Board Committee Assignment: Academic and Student Affairs

Continuing Education (A-32)

Original Implementation: March 9, 1978

Last Revision: ~~January 25, 2010~~ April 19, 2011

The purpose of continuing education is to support the public service and outreach responsibilities of the university. Continuing education consists of organized activities offered by a unit that provide non-academic credit for participants such as enrichment experiences, workshops, short courses, certificate courses, training, life-long learning, leisure learning, camps, or travel. A reasonable fee may be charged for these activities.

Responsibility for Continuing Education at the University

Units offering continuing education activities shall have administrative and programming responsibilities. All activities must be submitted by the administrator to his or her supervisor for approval. To bear the name of the university or any of its units, fees for all continuing education activities must be received and accounted for by university accounting procedures.

Facilities for continuing education activities must be reserved in accordance with university ~~Policies, y B-1, Use of University Facilities (B-1), and Policy B-2, Academic Space for Non-Academic Activities (B-2)~~. Academic programs will always be given priority for the use of university facilities.

Awarding Continuing Education Units

When activities result in the awarding of non-academic credit, such as Continuing Education Units, it is the responsibility of the unit offering the continuing education activity to meet the guidelines established by the Texas Higher Education Coordinating Board and the Southern Association of Colleges and Schools. It is the responsibility of the unit awarding the non-academic credit to establish a transcript and keep the records on file.

Oversight of Continuing Education Activities and Programs

While direct oversight of continuing education activities and programs is the responsibility of the units offering the programs, deans and non-academic directors must collect copies of the records of such activities and programs offered within their areas of responsibility and submit these records annually to the office of the vice president to whom they report. The appropriate vice president will ensure that all ongoing continuing education programs and activities are assessed on a regular basis and that assessment results are used to improve the programs.

Cross Reference: Use of University Facilities, Policy (B-1); and Academic Space for Non-Academic Activities, Policy (B-2); Tex. Educ. Code § 54.545

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

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: None

Board Committee Assignment: Academic and Student Affairs

Course Incidental Fees (A-12.1)

Original Implementation: April 30, 2001

Last Revision: April 22, 2008/April 19, 2011

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

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

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

Cross Reference: Texas Tex. Education Educ. Code §, Seetion 54.504, VTCA

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: Lab and Course ~~Incidental~~ Fees

Board Committee Assignment: Academic and Student Affairs

Digital Millennium Copyright (D-42)

Original Implementation: July 27, 1999

Last Revision: ~~April 22, 2008~~ April 19, 2011

1. Summary

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

2. Registered Agent

The university general counsel shall be designated as the registered agent for receipt of DMCA complaints. The complaint resolution team may include the following positions: manager of systems, assistant systems manager, library director, associate library director for information service, university webmaster, ~~Judicial Officer~~, *director of student rights and responsibilities*, director of student activities, and general counsel. Upon receipt of a DMCA complaint, relevant team members shall be responsible for assessing the complaint and determining the exact location of the alleged infringing material. Assessing the complaint would include a determination of whether the complaint contains all necessary elements, and whether the complaint involves the university in its role as an ISP or the university (and its employees) acting as a content provider. If the complaint is deficient, a notice of deficiency shall be returned to the complainant with a courtesy copy forwarded to the alleged infringer. No complaint will be deemed official, requiring take down procedures, unless all elements of a proper complaint are included.

3. Official Complaints

The following elements are required for DMCA complaints:

1. Must be signed or contain a digital signature by the owner of the copyright or the authorized agent.
2. Description of works claimed to be infringed.
3. Description of location for alleged infringing works.

4. Sufficient information to contact the complainer.
5. Statement of good faith belief that the use is not authorized by the owner/agent.
6. Statement that the information in the notice is accurate and, under penalty of perjury, the complainer is authorized to act on behalf of the owner.

4. University as Content Provider

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

5. Faculty/Graduate Students

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

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

6. Take Down Procedures

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

7. Counter-Notices

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

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

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

8. Repeat Infringers

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

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

Responsible for Implementation: General Counsel

Contact for Revision: General Counsel

Forms: None.

Board Committee Assignment: Academic and Student Affairs

Drug and Alcohol Testing (E-61)

Original Implementation: July 14, 1998

Last Revision: April 22, 2008 April 19, 2011

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

General Policy

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

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

Individuals having reasonable suspicion of an employee in a safety sensitive position, based on the above criteria, must contact the director of human resources and/or the director of environmental health, safety, and risk management. When

feasible, the Office of the General Counsel will be contacted to confirm whether a given circumstance is sufficient to conduct a test.

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

2. Post-accident:

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

3. Post University:

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

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

Prohibited Employee Conduct

| 4.1. Engaging in the manufacture, distribution, possession, or use of prohibited substances on university property, in university vehicles, or while in the conduct of

university business. (Alcohol possession or use may be permitted on university property as articulated by university policy.)

- 5.2. Reporting to work under the influence of alcohol or illegal drugs.
- 6.3. Testing positive for alcohol and controlled substances as a safety sensitive employee.
- 7.4. Refusing to submit to required testing as a safety sensitive employee.
- 8.5. Permitting a subordinate employee, in a safety sensitive position, to perform or continue to perform safety sensitive functions when the supervising employee has actual knowledge that a safety sensitive employee has engaged in conduct prohibited in paragraphs above.

Refusal to Submit Test

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

Refusal to submit includes:

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

Positive Test

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

Based upon the information available after the meeting with the employee, the supervisor and the director of human resources shall determine whether:

- 1. To proceed to impose appropriate disciplinary action (keeping in mind any minimum penalties as may be required by federal or state law, if criminal penalties may have been pursued, and the nature of the infraction as related to the job functions of the individual) pursuant to university procedures for discipline and dismissal of employee; or

2. To offer the employee the opportunity to participate in and satisfactorily complete an appropriate employee assistance program or rehabilitation program for alcohol and/or drug abusers as a condition of continued employment solely at the employee's expense. An employee who is permitted and chooses to participate in such a program must be informed that the university will pursue appropriate disciplinary action if the employee does not satisfactorily complete the prescribed program.

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

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

Employees Subject to Drug and Alcohol Testing

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

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

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

- Drivers with commercial drivers licenses (CDL),
- Employees who are required to have a university certified drivers license in their job description,
- Persons who carry a firearm for security purposes,
- Employees who control dispatch of emergency services,
- Employees who repair or maintain university owned or leased vehicles,
- All maintenance personnel including but not limited to electricians, plumbers, carpenters, etc.,

- All employees who maintain the critical infrastructure of the university including but not limited to database administrators, systems administrators, programmer and systems analysts, network support specialists, etc.,
- Persons required to use dangerous equipment in the course and scope of their jobs including saws, drills, torches, tractors, mowers, and other motorized equipment,
- Employees using chemicals or other dangerous substances in the course and scope of their jobs,
- Medical professionals including licensed doctors, licensed nurses and certified athletic trainers.

Facilities for Testing

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

Test Results

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

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

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

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

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

Records

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

Appeal and Retesting

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

Training

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

Notice

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

Cross-reference: ~~Alcohol and Drug Free Workplace (Policy E-5); Discipline and Discharge (Policy E-11); Illicit Drugs and Alcohol Abuse (Policy D-19); 49 C.F.R. §§ 40, 382.382 & 40~~

Responsible for Implementation: President

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

Forms: Notice and Acknowledgement of Policy Receipt

Board Committee Assignment: Academic and Student Affairs

Employee Terminations and Transfers (E-18)

Original Implementation: Unpublished

Last Revision: ~~July 20, 2010~~ April 19, 2011

It is preferred that employees give at least two (2) weeks notice to their supervisors prior to termination or retirement from the university or transfer to another department.

Supervisors are responsible for immediately notifying the Department of Human Resources of all faculty, staff, graduate assistant terminations, retirements, and transfers.

Notification will be accomplished through completion of a ~~Personnel Action Request (PAR)~~ *Electronic Personnel Action Form (EPAF)*. ~~--see University policy, Electronic Personnel Action Request (E-3039), and the "Administrative Account Disablement" form, (available on-line as a business form through the www.sfasu.edu Web site).~~ *... directs the preparation and processing of an EPAF.*

Timely notification must be given to human resources prior to the termination, retirement, or transfer date preferably in the last week of employment, but must be given no later than the day the employee leaves his/her department. The purpose of this notification action is to alleviate security risks and prompt the termination of accounts such as email, long distance access, internet connectivity, purchasing privileges, computer system access and building access. This notice also alerts certain departments to verify whether or not the employee has outstanding financial matters to be resolved. If the employee has any outstanding debts to the university, the employee's department should notify human resources and/or payroll immediately so that the matter can be reviewed. Early notification will not terminate an employee's accounts until the effective date. The ~~PAR notification~~ *EPAF* process should be started as soon as possible to allow for routing through the appropriate channels for ~~signature~~-approval..

Failure to notify human resources in a timely manner may cause the employee's department to be charged for the employee's benefits unnecessarily since employees continue to have benefits unless proper and timely notification has occurred. All employees leaving the employment of the university are required to complete a checkout procedure with human resources.

As part of the exit process, the department in which the employee works must administer a departmental exit process to finalize business matters involving the terminating or retiring employee. A departmental checklist form is available on-line at <http://www2.sfasu.edu/personnel/ExitFormsLinkPage.htm> to assist the department in accomplishing this task. The departmental checklist form is to be signed by the department head, the employee and forwarded to human resources for the employee's personnel file. Human resources will verify whether or not all departmental business is

cleared such as keys collected, credit cards returned, uniforms returned, files and equipment returned, time sheet signed and that the Administrative Account Disablement form and the ~~PAR-EPAF~~ have been submitted.

Employees leaving the employment of the university are required to complete an exit interview or checkout procedure with human resources and clear all outstanding financial matters prior to their exit interview.

The employee should contact human resources to schedule an exit interview, but it is the department head's responsibility to ensure that the terminating employee has scheduled an exit interview no later than the last day of employment.

It is to the employee's benefit to have an exit interview where they will obtain information about their retirement funds, discuss benefits and make arrangements for their last paycheck. It is important that a forwarding address be given to human resources so that the employee's W-2 and COBRA (health care continuation) information can be sent to them. The employee will be given an opportunity to complete a separation questionnaire during the exit interview.

Cross Reference: ~~Non-Academic Employee Handbook~~ *None*

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources

Forms: ~~Personnel Action Request, see Index~~ *Electronic Personnel Action Request (E-39); Employee Checkout Form (available at <http://www2.sfasu.edu/personnel/ExitFormsLinkPage.htm>); Administrative Account Disablement (available at <https://apache.sfasu.edu/par/>)*

Board Committee Assignment: Academic and Student Affairs

Faculty Search (E-24A)

Original Implementation: Unpublished

Last Revision: ~~January 29, 2008~~ April 19, 2011

Conducting searches to recruit faculty is an important and time consuming task. It is essential that search committees and university administrators be informed *about* and *adhere to* Equal Employment Opportunity and Affirmative Action guidelines. This policy is intended to ensure the following steps have been established to ensure informed search procedures and to facilitate the search process.

Position Request:

The academic unit chair/director will submit a request for a desired position, *along with a position justification*, to the appropriate dean. ~~along with a position justification~~. Upon the dean's approval of the request, it will be forwarded *for consideration* to the provost and vice president of academic affairs. ~~for consideration~~. Once the position has received full approval *and is posted on the "Careers at SFA" website*, a formal search *may* begin.

Selection of the Search Committee:

The search process begins with the establishment of a Search Committee under the guidance of the academic unit chair/director. Procedures for appointing search committees may vary among academic units; but should adhere to and follow current university policies and procedures. *The committee shall contact human resources for training and assistance to ensure that proper procedures are followed.*

Search Committee Responsibilities:

The search committee oversees the recruitment process while working with the academic unit chair/director. The committee is responsible for developing a position description, advertising the position, initial screening of candidates, and arranging interviews for candidates invited to campus. The committee shall also see that procedures are followed to ensure that all candidates are given fair and full consideration.

Search Committee Responsibilities

~~The Search Committee has the responsibility of overseeing the entire recruitment process, working in close agreement with the academic chair/director. The Search Committee will be responsible for developing an appropriate position description, advertising the position, initial screening of candidates, and arranging interviews for candidates invited to campus. The committee is also responsible for seeing that procedures are followed to assure that all candidates are given fair and full consideration for the position.~~

Funds for Recruitment:

~~E~~All expenses incurred during the search are generally borne by the academic unit conducting the search, with possible additional funds coming from other sources.

Cross Reference: Human Resources Selection Procedures for Faculty and Staff; *U.S. Const. amend. XIV, § 1; 8 U.S.C. §§ 1324a-1324b; 29 U.S.C. § 623; 42 U.S.C. §§ 2000e-2(a), 6102; Tex. Const. art. I, § 3a; Tex. Civ. Prac. & Rem. Code § 106.001; Tex. Lab. Code Ch. 21; Employee Affirmative Action/Recruitment Plan (E-69); Affirmative Action (E-4)*~~U.S. Constitution, Amendment XIV; 8 U.S.C. sec. 1324a et seq.; 20 U.S.C. sec. 1681 et seq.; 29 U.S.C. sec. 206, see 621 et seq.; 29 U.S.C. sees. 793 and 794; 42 U.S.C. sec. 2000d et seq., sec. 2000e et seq., sec. 6101 et seq.; Texas Civil Practice and Remedies Code Chapter 106; Texas Human Resources Code sec. 121.001 et seq.; V.T.C.S. art. 4413(31); Texas Labor Code, Chapter 21; Texas Constitution Article I, sec. 3a; General Appropriations Act~~

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: See Human Resources for Selection Procedures for Faculty and Staff

Board Committee Assignment: Academic and Student Affairs

Gifts, Prizes and Awards (C-58)

Original Implementation: April 22, 2008

Last Revision: ~~None~~ April 19, 2011

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

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

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

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

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

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

Use of Restricted Federal and State Funds: Funds from federal and state grants, contracts, or other sponsored agreements cannot be used to pay for items that are or appear to be gifts or marketing or promotional items such as t-shirts, key chains, tote bags, caps, and other souvenirs or memorabilia, unless specifically provided for in an award document.

Use of these funds to pay for awards for participation in grant-funded activities is generally allowable when both reasonable in cost and necessary to accomplish program objectives. Acceptable awards include plaques, small trophies, ribbons, certificates, ~~and pens/pencils~~ and similar items.

For purposes of this policy the following definitions are understood:

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

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

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

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

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

EMPLOYEE as the recipient of a Gift, Prize or Award

Gifts

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

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

Gifts other than cash, gift cards, or gift certificates, ~~and personal in nature such as those described in the previous paragraph may be~~ are allowed upon approval by the President or Vice President when such gifts are for the purpose of showing support, respect, recognition, or good will, and are within IRS guidelines. *The gift must be valued at \$100 or less, unless a larger amount is approved by the president or vice president. For any gift greater than \$100 in value, If approved, the department must report the following information to the controller's office for tax purposes: recipient name, social security number, address, and purpose and value of the gift.*

Non-cash gifts for employees of nominal value, such as t-shirts, cups, mugs, etc. can be purchased with appropriate funds. Marketing or promotional items bearing SFA name or logo as discussed above are not considered gifts. ~~Non-cash gifts must be valued at \$100 or less, unless a larger amount is approved by the President or Vice President. The department must report the following information to the Controller's Office: recipient name, social security number, address and value of the gift.~~

Prizes & Awards

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

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

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

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

For any prize or award greater than \$100 in value, if the department or organization sponsoring the contest, game of chance, etc., without the purchase of a chance or ticket must report the following information to the controller's office for tax purposes: recipient name, social security number, address, and purpose and value of the prize or award.

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

Gifts

Gifts of cash to non-employees are not allowed.

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

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

Development Gifts to donors or other individuals serving development interests, or for alumni relations purposes, using university funds or property cannot exceed \$100 in value unless approved by the president. *For any gift greater than \$100 in value*, the department must report the following information to the controller's office *for tax purposes*: recipient name, social security number, address, and *purpose and value of the gift*.

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

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

Prizes & Awards

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

Cash prizes and awards must be processed using the online purchase requisition system and substitute Form W-9 must be submitted to accounts payable.

For any prize or award greater than \$100 in value ~~Regardless of the value of the prize or award~~, the department must submit the following information to the controller's office

for tax purposes: recipient name, social security number, address, *and purpose and value of the prize or award, and the reason for the prize or award.*

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

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

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

SUMMARY

Type	CASH		NON-CASH	
	EMPLOYEE	NON-EMPLOYEE	EMPLOYEE	NON-EMPLOYEE
Gifts	NOT ALLOWED <i>No g</i> cash , gift cards or gift certificates <i>not allowed.</i>	NOT ALLOWED <i>Cash not allowed.</i>	Personal gifts <i>not allowed.</i> <i>Gifts for the purpose of showing support, respect, recognition or good will: with President or Vice-President approval only and MUST be reported to the Controller's Office Value</i> <i>Value ≤=\$100</i> <i>Value >\$100</i> <i>-Development Gifts</i> <i>-Institutional Gifts</i> <i>-Gifts to Public Officials</i>	<i>Value ≤=\$100 allowed for a valid business reason.</i> <i>See details within the policy regarding:</i> <i>-Development Gifts</i> <i>-Institutional Gifts</i> <i>-Gifts to Public Officials</i>

	(such as t-shirts, cups, mugs, etc.) allowed with appropriate funds	<i>Value >\$100 such as t-shirts, cups, mugs, etc. allowed with requires president or vice-president approval, use of appropriate funds, and MUST-must be reported to the controller's office.</i>
NON-RESIDENT ALIEN (legal permanent resident or not a U.S. citizen) Allowed as noted above, EXCEPT report ALL amount to Contact the controller's office before making any gifts.		
Prizes and Awards (without the purchase of ticket or chance)	<i>Cash NOT ALLOWED, Cash, including gift cards or gift certificates allowed.</i> <i>connected with employment, but ONLY EXCEPT as part of an campus established campus-wide program and must be paid through</i>	<i>Value ≤=\$50 allowed for meritorious performance or other reasons connected with employment, EXCEPT length of service.</i> <i>Must be for a valid business reason; Value >\$100 must MUST be reported to the controller's office.</i>

<i>payroll.</i>	office.	Length of service awards <i>valued</i> $<\$400$ are allowed, but may only be given <i>administered</i> by the Department of Human Resources.
Any amount allowed so long as the individual's employment is incidental to the basis on which the prize or award is given ;(e.g.i.e., contest , door prize, <i>essay-writing contest</i>); etc. and MUST $>\$100$ must be reported to the controller's office.	Any amount allowed so long as the individual's employment is incidental to the basis on which the prize or award is given (e.g., i.e., contest , door prize, <i>essay-writing contest</i>); ; etc. and <i>Value</i> $>\$100$ must	MUST be reported to the Controller's Office.
NON-RESIDENT ALIEN (legal permanent resident or not a U.S. citizen) Allowed as noted above, EXCEPT report ALL amount to Contact the controller's office before making any prizes or awards.		

Cross Reference: IRS Regulations; *Texas-Tex.* Penal Code §*Ch. 36.02*; Solicitation on Campus (D-33); University Awards Programs (A-66).

Responsible for Implementation: Vice President for Finance and Administration

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

Forms: Purchase Requisition (*available through Internet Native Banner*)

Board Committee Assignment: *Finance and Audit*

Graduate Assistantships (A-20)

Original Implementation: Unpublished

Last Revision: April 22, 2008/April 19, 2011

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

A *GA* graduate assistant must be enrolled for at least six *semester credit hours (SCH)* of graduate courses ~~work~~ in *at the fall or spring semesters, or and three SCH semester hours in the summer a summer session.* Should a *GA* graduate assistant fall below the required *SCH six or three hour minimum for a semester or summer, the GA he or she will not be eligible for an assistantship the following semester.*

A student must be approved for an assistantship by the *academic unit chair/director of the department, dean, the director of human resources of Personnel Services, and the dean of graduate studies. Associate Vice President for Graduate Studies and Research.* The appointment as a *GA* graduate assistant is completed only after the candidate has attended a mandatory new employee orientation session in the Department of *Human Resources Personnel Services.*

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

Cross Reference: Graduate Bulletin

Responsible for Implementation: Provost and Vice President for Academic Affairs

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

Forms: Application Form for Graduate Assistantships (available from the office of the *academic unit cChair/dDirector of the academic department)*

| ***Board Committee Assignment: Academic and Student Affairs***

Library Faculty (E-31A)

Original Implementation: 1970

Last Revision: April 24, 2007/April 19, 2011

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

1. Rank

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

2. Criteria for Appointment and Promotion:

~~a. A master's degree in library science from a school accredited by the American Library Association. The minimum criterion is required for appointment to any rank as Librarian faculty at the University is a master's degree in library science from a school accredited by the American Library Association. (The Master of Library Science M.L.S. or and Master of Library Information Science L.I.S. are generally considered to be the terminal degrees for practicing librarians.)~~

A Master of Arts degree in public history with an archival studies concentration is required for appointment as archivist.

Criteria for b. Tenure and Promotion

Librarians are eligible for tenure and promotion according to university policies and procedures. Archivists are eligible only for promotion.

~~To be Beyond adequate credentials, the following levels of performance should be present for promotion:~~

- (1) An individual promoted to the rank of Librarian II or Archivist II, ~~an individual should shall have a proven record of have the demonstrated capabilities to be an effective and productive performance. librarian and a contributing member of the academic and general communities as evidenced by substantial job accomplishments and participation in professional library organizations or professional service to the university or the community.~~ Individuals can apply for the rank of Librarian II or Archivist II without being at the rank of Librarian I or Archivist I for a specified period of time.
- (2) To be promoted to the rank of Librarian III or Archivist III, ~~An individual promoted to the rank of Librarian III should shall have a proven record of effective and productive performance. librarianship and The individual shall also have made numerous significant professional contributions to the academic and general communities through presentations at professional meetings, professional publications, or service to library organizations.~~ A Librarian II or Archivist II must have held that rank for at least three years before applying for promotion.
- (3) To be promoted to the rank of Librarian IV or Archivist IV, ~~An individual promoted to the rank of Librarian IV should shall have a proven record of substantial be a librarian whose contributions to the profession of librarianship are substantial and are recognized at the state and national levels. beyond the confines of the local campus to be of high quality. The applicant's professional contributions to the academic and general communities should be significant as evidenced by exceptional records of accomplishment in the lower ranks.~~ A Librarian III or Archivist III must have held that rank for at least three years before applying for promotion. Additionally, to be promoted to Archivist IV the individual must have successfully passed the Academy of Certified Archivist Examination.

Tenure and Promotion Procedures

- e. In order to hold either of the upper two library ranks, an individual is expected to have previous professional experience and to have held a lower rank. Ordinarily, to be promoted to the rank of Librarian III, an individual should have held the rank of Librarian II for at least five years. To be promoted to the rank of Librarian IV, an individual should have held the rank of Librarian III for no fewer than three years.
- d. A record of truly exceptional performance in some areas of the basic responsibilities to librarianship, performance, and service may mitigate against slight contributions in other areas in consideration for promotion, within the performance guidelines established for

each rank. The evidence to support promotion based upon exceptional considerations must be unequivocal.

3. Promotion Procedures:

An applicant for tenure or promotion shall prepare a portfolio that which documents all relevant years of university service.

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

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

e. Review Panel:

~~(1) Each portfolio application/nomination for promotion shall be reviewed by a panel of not less than five librarians or archivists of a higher rank. If fewer than five individuals hold a higher rank, the director of libraries shall appoint the remaining members of the panel from academic faculty of comparable rank.~~

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

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

~~(3) In the event that the panel thus constituted is fewer than five members, the panel will select the remaining members from among the other non-competitive librarians holding the applicant/nominee's rank or above.~~

~~(4) Applicants for the rank of Librarian IV will be reviewed by the members of the Library Academic Advisory Council which shall constitute the review panel.~~

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

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

e. The director of libraries shall evaluate each portfolio and forward it, along with a recommendation, to the Library Director will review the supporting materials prepared by each applicant, the librarians' comments, the review panel recommendations, and the recommendation submitted by the Associate Director and will recommend to the Vice President for Academic Affairs provost and vice president for academic affairs. that the applicant be promoted/not promoted, with comments concerning the judged strength of the application. The Library Director will submit to the Vice President for Academic Affairs a summary of the recommendations of all participants in the review process and the packet of materials prepared by each applicant.

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

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

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

Periodic Annual Evaluation and Compensation

Each ~~L~~ All librarians and archivists eites periodically his/shall be evaluated annually her accomplishments in areas such as library service, scholarship, publication, teaching, research, individual achievements, and other public or university service according to university policies and procedures. His/her accomplishments are discussed personally

~~with him/her by the library administration and are preserved in writing for future reference. The librarian, in turn may discuss each librarian's progress with the Vice President for Academic Affairs.~~

~~Compensation~~ *These evaluations shall constitute the basis for merit pay consideration, when available.*

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

Work Load

~~Professional~~ *Librarians and archivists are appointed receive for twelve-month terms contracts and receive staff vacation time and state holidays, except tenured librarians employed as of prior to April 21, 1998, and, will not be required to work twelve month contracts who have elected to receive ten-and-one-half month contracts.*

Appeal

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

Library Academic Advisory Council

~~A~~The Library Academic Advisory Council (LAAC) functions as a committee to advise the University Librarian *Library director of libraries* on policy matters and to consider any matter it deems appropriate regarding librarians and archivists.

The LAAC shall be composed of five members, all professional librarians/archivists, each with at least two years of service at Stephen F. Austin State University, SFA. Members shall be elected in September by the all professional staff librarians and archivists and shall serve comprise the Council. Council members serve for two-year staggered terms. If not elected to this Council, the individual librarian who is serving as the Faculty Senate representative is an ex-officio member of the LAAC Council if not an elected member. The Council-LAAC shall elects its own chair, who shall be

~~responsible for calling at least one meeting each regular semester.~~ man. Note: The change from three to two years is recommended because prospective staff changes in the next several years may significantly limit the number of librarians who can serve.

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

University Governance Rights and Responsibilities

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

Leaves

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

Research and Grants

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

Tenure

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

Academic Freedom and Responsibility

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

Cross Reference: Faculty Handbook; *Academic Promotion (E-3A); Tenure (E-50A); Performance Review of Officers Reporting to the Provost and Vice President for Academic Affairs (E-38A); Academic Appointments and Titles (E-1A)*

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: None

Board Committee Assignment: *Academic and Student Affairs*

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

Original Implementation: Unpublished

Last Revision: April 22, 2008 April 19, 2011

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

Cross Reference: ~~Non Academic Employee Handbook; V.T.C.A., Government Code Sections 659.042, 659.047 Tex. Gov't Code §§ 659.041-.047~~

Responsible for Implementation: Vice President for Finance and Administration

Contact For Revision: Director of Human Resources, ~~Payroll Manager~~

Forms: ~~Personnel Action Request, (available online)~~ None

Board Committee Assignment: Academic and Student Affairs

Moving Expenses (C-21)

Original Implementation: December, 1988

Last Revision: April 22, 2008 April 19, 2011

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

Departments may negotiate with the new employee to pay full or partial moving expenses. Payments must be made from non-appropriated funds, provided the funds are available in their *department's* budget. Moving expenses can be paid by either of two methods:

1. Direct payment to vendor (preferred method)
2. Reimbursement to new employee (Receipts documenting moving expenses must be attached to the *Moving Expenses Payment/Reimbursement Form* and submitted to the payroll office.)

The controller's office will coordinate all payments for moving expenses, regardless of which method of payment is used. The *Electronic Personnel Action Request Form (EPAFR)* and the *Moving Expenses Payment/Reimbursement Form* (available online) must be completed before any moving expense can be processed for payment. The taxability of any reimbursed moving expense will be determined by Internal Revenue Service guidelines.

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

Cross Reference: *Electronic Personnel Action Request (E-39)*

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Controller

Forms: *Electronic Personnel Action Form (EPAF)* (available through Self Service Banner); *Moving Expenses Payment/Reimbursement Form* (available online)

| ***Board Committee Assignment: Academic and Student Affairs***

Parking and Traffic Regulations (D-24)

Original Implementation: September 1, 1961

Last Revision: April 19, 2011

SECTION I: GENERAL PROVISIONS

1. **General:** Pursuant to the authority granted by Sections 51.201 et seq., 54.005, 54.505, 65.31, and 71.04 of Title 3 of the Texas Education Code and as approved by the Board of Regents of Stephen F. Austin State University (SFA), these *Parking and Traffic Regulations* are promulgated to regulate and control parking and traffic and the use of parking facilities, to provide for the issuance of parking permits, and to provide for jurisdiction over offenses. These rules and regulations are supplementary to applicable ordinances of the city of Nacogdoches and the statutes of the state of Texas that govern pedestrians and the use of motor vehicles and bicycles.
 - A. The operation of a motor vehicle or bicycle on university property is a **PRIVILEGE** granted by the university and is not an inherent right of any faculty/staff member, student or visitor. All faculty, staff, students and visitors who park on university property must have a university parking permit or park in a short-term paid parking space. A parking permit signifies that an individual has been granted the privilege of parking a vehicle on university property and does not guarantee a parking place on campus.
 - B. The university assumes no liability or responsibility for damage to or theft of any vehicle parked or driven on campus. The university assumes no responsibility or any duty to protect any vehicle or its contents at any time the vehicle is operated or parked on the campus. No bailment is created by granting any parking or operating privileges regarding a vehicle on any property owned, leased or otherwise controlled by the university.
 - C. Each person operating a motor vehicle on university property is responsible for obeying all university parking and traffic 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.
 - D. These regulations are in effect at all times on university property.

2. Administration and Enforcement of these Regulations:

- A. Parking Appeals:** Any person receiving a citation who believes it is unwarranted may enter a plea of not guilty at the Office of Parking & Traffic (P&T). All appeals must be submitted within seven (7) class days of the date of the citation. Appeal forms and other information may be obtained at the P&T office.

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 P&T office. 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.

B. Parking and Traffic: The Parking and Traffic (P&T) Division of the University Police Department (UPD) is authorized to enforce these regulations and is responsible for the administrative functions relating to parking permits; establishing procedures and requirements for the issuance of parking permits; the collection of enforcement fees for parking and traffic violations; establishing requirements for the submission of appeals; the processing of appeals from parking and traffic citations; and for management of parking lots and garages. P&T supervises parking enforcement assistants who issue parking citations and provide other services such as lock-out and jump starts.

C. The Stephen F. Austin State University Police Department (UPD): UPD is authorized to enforce these regulations at any time or under any circumstances deemed necessary. UPD officers may issue university citations or court appearance citations enforceable in municipal court.

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, and 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. Vehicles should always remain locked.

3. Authority: P&T and UPD are authorized to enforce these regulations:

- A. Through the issuance of university citations and collection of enforcement fees, including the periodic billing of unpaid citations and the referral of individual cases pertaining to unpaid campus citations to a national collection agency;
- B. Through the impoundment of vehicles interfering with the movement of vehicular, bicycle, or pedestrian traffic, blocking a sidewalk or space for those with disabilities, loading dock, ramp, cross-walk, entrance, exit, fire lane, or aisle;
- C. Through the impoundment or immobilization of vehicles for unpaid enforcement fees or display of a lost, altered or stolen parking permit;
- D. By the suspension, revocation or denial of campus driving privileges, parking permit and garage access privileges to those who have flagrantly violated these regulations;
- E. By requiring either the vehicle owner or operator or the person who purchased the permit to appear in court for certain moving violations or at a university hearing for non-payment of outstanding charges or other violations of these regulations;
- F. By barring re-admission and by withholding grades, degree, refunds and official transcript of any student for non-payment of outstanding charges in accordance with university standards;
- G. By disciplinary action against employees or students who fail to abide by these regulations;
- H. By such other methods as are commonly employed by city governments or state agencies in control of traffic regulation enforcement.
- I. Violation of the university parking & traffic regulation is a misdemeanor punishable by a fine of up to \$200.

4. Proof: The issuance of a citation reflecting the existence of any parking or traffic control device, sign, short-term spaces, signal or marking at any location on university property shall constitute *prima facie* evidence that the same was in existence and was official and installed under the authority of applicable law and these regulations. When any person is charged with having stopped, parked and left standing a motor vehicle on the campus, in violation of any provision of these *Parking and Traffic Regulations*, proof that said vehicle was, at the date of the offense, bearing a valid university parking permit shall constitute *prima facie* evidence that said vehicle was then and there stopped, parked, and left standing by the holder of the parking permit. If the vehicle does not bear a valid university parking permit, proof that the vehicle at the date of the offense alleged was owned by an individual is *prima facie* proof that said vehicle was then and there stopped, parked and left standing by the individual.

5. Responsibility:

- A. The person to whom a university parking permit is issued is responsible for any citation issued with respect to a car displaying that permit or a vehicle registered through P&T by that person.
- B. If the vehicle does not display a valid university parking permit and is not registered through P&T to any university permit holder, then the person to whom the vehicle is registered through the Texas Department of Transportation at the time of issuance of the citation and that individual's university affiliate (faculty, staff or student) are responsible for the citation.

6. Collection Methods: The university may arrange for collection of debts due to the university pursuant to these regulations in the following manner:

- A. Permit payments may be deducted from employee payroll checks with the employee's permission. Deductions for all permit purchases will continue until the full price of the permit is paid or until the permit is returned. Employees are responsible for monitoring their paychecks to ensure that proper deductions are being made for their SFA parking permit.
- B. A financial hold will be placed against students for past due debts.

SECTION II: DEFINITIONS

COMMUTER: SFA students without a SFA housing assignment.

CONTRACT EMPLOYEE: Any person employed by a business, which has contracted to operate a business or service function of the university, who is not a member of the faculty, staff or student body.

DISABLED VEHICLE: Any vehicle that has mechanical failure that prevents it from being operated at all or impedes the vehicle's operation for a period of more than three (3) weeks.

FACULTY/STAFF: Any person employed by the university, regardless of whether the person is employed with or without salary, including casual employees.

FLAGRANT VIOLATIONS: A clear and obvious violation of these rules and regulations, including but not limited to possession of a lost, stolen or altered permit; possession of a permit by someone other than the original purchaser; receipt of 10 or more citations within one academic year; or any violations that substantially impact the daily operations of the university or the health and safety of others.

IMMOBILIZATION: Impoundment of a vehicle in place.

MOTORCYCLE/MOPED/MOTOR SCOOTERS: A self-propelled device with at least two wheels in contact with the ground during operation; a braking system capable of stopping the device under typical operating conditions; a gas or electric motor; and a deck designed to allow a person to stand or sit while operating the device.

P&T: Stephen F. Austin State University Office of Parking & Traffic.

PARKING ENFORCEMENT ASSISTANT: Employee of P&T who controls the parking of motor vehicles; issues parking citations in parking lots, garages and along streets at SFA; provides guidance and directions to visitors; assists with special-event parking; provides special services such as escort, vehicle unlocks and jump starts; and immobilizes vehicles in accordance with these regulations.

PARKING PERMIT: Permit issued by P&T that authorizes parking on university property.

PARKING SPACE: An area designated for vehicle parking by pavement or curb markings or signs. Any area not so marked is not a valid parking space.

PERMIT REQUIREMENTS: **a permit is required at all times on campus**, with the exception of **semester intersessions**.

PRIVATE CONTRACTOR: Any person employed by a business, but not affiliated with SFA as faculty, staff or student, which has contracted to operate a business or service function of the university.

RESIDENT: SFA students who have a current SFA on-campus housing assignment.

SEMESTER INTERSESSION: the period between the day following published last day of SFA finals of one semester and the beginning of the next semester (first day of class) and SFA spring break.

SFA: Stephen F. Austin State University

SHORT TERM PARKING SPACE: Any parking space for which the payment of an hourly rate is required.

STUDENT: Any person who is or has been within the last six months registered and enrolled at the university (including but not limited to online students, special students, part-time students, auditing individuals, teaching assistant students, graders and research assistants).

IMPOUND: securely hold a vehicle until certain conditions are met for its release.

UNIVERSITY: Stephen F. Austin State University

UNIVERSITY PROPERTY: includes all properties under the control and jurisdiction of the Board of Regents of Stephen F. Austin State University.

UPD: Stephen F. Austin State University Police Department

VEHICLE: Includes, but is not limited to, automobiles, buses, trucks, trailers, motorcycles, motor scooters, motorbikes, mopeds, bicycles, golf carts, club cars and tractors.

VENDOR: An individual or company not affiliated with university that provides goods or services to the university.

VISITOR: Any person who is not a faculty, staff or student member or official visitor of the university or otherwise eligible for a SFA parking permit.

SECTION III: TRAFFIC REGULATIONS

1. Compliance: Every vehicle operator shall comply with these regulations, state law and all traffic control devices at all times, unless otherwise specifically directed by P&T or UPD. State and local laws pertaining to operation of motor vehicles, bicycles and pedestrians on public streets apply on the campus and streets owned and operated by the university.

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.

2. Special Instructions: No person shall fail to comply with any instruction related to traffic or parking given by a university police officer or director of P&T or a P&T parking enforcement assistant.

3. Temporary Restrictions: The director of P&T or chief of UPD or their designee is authorized to temporarily implement restrictions that govern parking and traffic relating to construction, emergency situations or special events on campus, and by agreement with the city of Nacogdoches, on public streets. Notice of such restrictions may be given by the posting of temporary signs or barriers or in any other area deemed appropriate.

4. Speed Limits: 20 mph on campus roads, 10 mph in parking lots and service drives and 5 mph in parking garages is the maximum speed limit, at all times, unless otherwise posted.

5. Traffic Obstruction: No person shall park or bring to a halt on the campus any vehicle in such a manner as to interfere with normal vehicular or pedestrian traffic or jeopardize safety or university property.

6. Vehicles in Buildings: With the exception of wheelchairs, ADA scooters or other devices specifically authorized by the director of P&T or chief of UPD or their designee, no person shall place, use, park or otherwise leave a vehicle within any university building other than a parking garage at any time.

7. Sidewalks, Grass or Shrubbery: No person shall drive a vehicle on a sidewalk, walkway, patio, plaza, grass, shrubbery or any unmarked or unimproved ground area unless such areas are signed and marked for driving, except as specifically authorized by P&T or UPD.

8. Passenger Pick-Up and Drop-Off: No person shall stop a vehicle on any street, alley or driveway on the campus for the purpose of picking up or dropping off a pedestrian without first drawing up to the right-hand curb.

9. Pedestrians: Pedestrians have the right-of-way at marked crosswalks, in intersections and on sidewalks extending across a service drive, building entrance or driveway.

Pedestrians crossing a street at any point other than within a marked crosswalk or within an unmarked crosswalk at an intersection shall yield the right-of-way to all vehicles on the street. No pedestrian shall stand on the traveled portion of any street, alley or driveway in such a manner as to obstruct or prevent the free flow of traffic.

10. Reserved Spaces: 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. Parking areas are generally reserved for the type of permit holder indicated by signs from 6 a.m. to 4 p.m., Monday through Friday, except as otherwise indicated. Parking lots 8W (north of McKibben Education Building) and 15 (HPE Complex) are reserved Monday through Friday until 8 p.m.

- a. A portion of Lot 47 (Commuter Lot), as identified by metal signs, is reserved for band practice on Monday, Tuesday, Wednesday and Thursday after 3:30 p.m. Vehicles will be towed, at owner's expense, from this area during this designated time.
- b. A portion of Lot 47 (Commuter Lot) will be reserved for Lumberjack Alley events before and during each home football game. The reserved area will be identified by signage placed out the day before the game designating the time the area must be clear of vehicles. Vehicles inside this area after the specified time may be towed at the owner's expense.
- c. Pecan Park (Lot 54): All spaces facing the pavilion are reserved for non-SFA park patrons ONLY.

11. Motorcycle Spaces: 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, reserved spaces or any other space not deemed a legal parking space.

12. Head-In Parking: All vehicles, except motorcycles, must park head-in and within a defined space in lots and streets having angled or head-in parking.

13. Parking Designations: Parking areas are designated by signs and/or color coding on a map obtained from the UPD, P&T the Visitor Information Booth or online at the P&T website at http://www.sfasu.edu/documents/parking_map.pdf. 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.

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.

Appendix 6

Parking more than 20 minutes is prohibited. Citations may be issued for each 21-minute segment of parking overtime. Parking in the 20-minute spaces does not require an SFA parking permit.

SECTION IV: PARKING REGULATIONS

1. **General:** A vehicle operator shall park only in a parking space as authorized by the parking permit displayed or as otherwise specifically authorized by P&T or UPD. Each parking space within a lot or garage shall be marked or defined by appropriate signs and/or other markings. Parking in a garage requires either the appropriate SFA permit, or in the case of the Student Center Garage, payment by the hour.
 - a. A permit must be obtained for each academic year or portion thereof. Permits for the current academic year may be obtained at any time during the academic year. Persons may complete a permit application for the next academic year beginning April 1 and the permits will be mailed to the address provided by applicant on the first business day in August.
 - b. A permit must be displayed on the vehicle no later than the first business day that the vehicle is brought on campus.
 - c. Only the permit for the current academic year should be displayed.
 - d. 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 the director of P & T or their designee.
 - e. Anyone whose SFA status changes must update their permit to reflect that change no later than the first university business day after the change takes place. If the permit number of a returned permit is legible, then the replacement permit will be issued for \$15. Otherwise, the regular fee will be charged.
 - f. A vehicle should not be sold with the parking permit still displayed.
 - g. Damaged parking permits should be replaced immediately through the Parking & Traffic office.
2. **Use of Parking Permits:** no person shall lend, sell or otherwise allow another person to use their permit, except as specifically authorized by these regulations.
3. **Permit Requirements:** a permit is required at all times on campus, except if parked in the Student Center Garage or the short-term paid spaces in Lot 21 or during intersessions when parking without a permit is authorized in commuter and resident spaces only. Vehicles are eligible to park only as authorized by the class of permit issued. (Section V.2, Permits, “Classes of Permits and Eligibility,” sets forth the classes of permits and eligibility requirements).

All faculty, staff, students (full or part-time) or employees of private contractors or other government agencies assigned to Stephen F. Austin State University, who operate a vehicle on university property, regularly or occasionally, are required to obtain a parking permit.
4. **Manner of Parking:** No person shall:
 - A. Park without a current parking permit or payment of the designated short-term parking, except as specifically authorized by the director of P&T or the chief of UPD or their designee.
 - B. Park a vehicle such that it occupies portions of more than one parking space.

- C. Park a vehicle with the left wheels to the curb unless parked on a one-way street.
- D. Double park a vehicle.
- E. Park a vehicle in a manner that obstructs "disabled" parking spaces, walkways, driveways, ramps, loading docks, or marked crosswalks.
- F. Park any vehicle on a sidewalk, walkway, patio, plaza, grass, shrubbery or any unmarked or unimproved ground area.
- G. Park a vehicle or permit a vehicle to stand in or block access to any area designated as a fire lane or 15 feet in either direction of a fire hydrant. Fire lanes are designated by posted signs and/or yellow or red painted curbs. Any emergency authorization for use of fire lanes must be obtained through UPD.
- H. Park a vehicle in a no parking zone
- I. Park a vehicle in an area designated as a bus stop.
- J. Park in a space with a barricade or remove a barricade, except as specifically authorized by P&T or UPD.
- K. Park a trailer, recreational vehicle or mobile home on university property unless specifically coordinated and approved by P&T.
- L. Park or store a bicycle except at designated bicycle parking areas.

5. Loading Zones: Loading zones/docks are intended for the delivery of bulky items that cannot be carried long distances. The operator of a vehicle making deliveries must be actively loading or unloading the vehicle with the flashers engaged, and may not be parked in the loading zone for longer than 15 minutes. When loading/unloading is completed, the vehicle must be relocated to the assigned lot. If the loading/unloading activity will take longer than 15 minutes contact P&T for assistance.

6. Disabled Parking: No person shall park a vehicle in a "disabled" space without a university permit and appropriate state disabled placard or license plate. Disabled 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 state handicapped parking placards or license plates. A current SFA permit is also required. Only the person to whom the disabled plate or placard is issued may use the permit for such parking.

- 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 \$50 in lieu of a faculty/staff permit.

7. Temporarily Sick or Injured Permit: A temporary permit, valid for up to **one week**, 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. Those requiring disabled parking in excess of one week must obtain a state temporary disabled placard by completing the form (<http://www.adaptiveaccess.com/handicap-license.pdf>).

8. Visitor Parking: Official visitors, not otherwise eligible for a university parking permit, may be offered no-cost visitor permits, not to exceed three days without the specific permission of the director of P&T. 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 bona fide visitors to the university. Visitors should obtain a visitor parking permit from Parking & Traffic office or the Information Booth on Vista Drive. Visitors are required to show a valid driver's license to obtain a visitor permit.

9. Emergency Vehicle Parking: Emergency vehicles are exempt from the provisions of these regulations when being operated in response to an emergency situation.

10. Abandoned Vehicles: The university may deem a vehicle parked on university property for more than 48 hours without a valid permit to be abandoned and may remove such vehicle as provided in Section 683.001 – 683.078 of The Texas Transportation Code.

11. Disabled Vehicles: 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, authorization 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 disabled parking. 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. Short-term Pay Parking (Student Center Parking Garage and the numbered spaces in Lot 21): Short-term pay parking is available in these locations for parking without a permit and paying the hourly rate.

13. 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 enter the garage by pulling a ticket or use a garage entry card. The forms of payment accepted by the equipment will be posted at the entrances to the garage. Permit and hourly rates may be found on the Parking Fees Table located in Appendix A.

14. Special Events: Any university department hosting an event on campus may request event parking. Some of the available resources include:

- **Student Center Parking Garage:** The individual department is responsible for notifying P&T within 48 hours of the event with the number of permits/passes needed for the event. See university policy, Building Security/Special Events (F-5.) Passes for the Student Center Parking Garage will not be issued without a minimum of 48-hour notice. This is to allow for the parking arrangements to be made to accommodate the visitors to campus. The fee for a department to utilize the parking garage for an event is \$8 per day for up to 9 passes, \$6 per day if 10 or more are purchased or \$3 per day if 30 or more are purchased. The amount will be charged to the requesting department via Inter-Departmental Transfers (IDTs).
- **Lot 21:** Pay station pin codes are available to SFA departments for special event parking for \$5 each for up to eight (8) hours of parking. Pin codes for Lot 21 will not be issued without a minimum of 48-hour notice. This is to allow for the parking arrangements to be made to accommodate the visitors to campus. The amount will be charged to the requesting department via Inter-Departmental Transfers (IDTs).

SECTION V: PARKING PERMITS

1. Issuance of Permits: The director of P&T may issue a parking permit to any employee or student of the university and vendors or contractors operating on the campus upon payment of the appropriate fee. The director of P&T shall allocate permits, at the director's discretion, among the faculty, staff, students and visitors of the university in a manner intended to serve the needs of the university.

A parking permit will be issued upon application and payment of the parking permit fee to P&T. An individual may only use one parking permit at any time. A hangtag parking permit is transferable to any passenger vehicle being operated by or for the transportation of the permit holder. Ownership of all permits remains with the university and is not transferable.

The director of P&T may issue special permits for events to the host department. Parking areas are subject to closure by the director of P&T for special events, construction or other special circumstances. The director of P&T may establish fees for special circumstance parking, including event parking.

Bicycles: The university does not require the registration of bicycles; however, owners are encouraged to have bicycles marked for identification purposes at UPD. Information is located on the UPD property registration page online at <http://www.sfasu.edu/upd/property-registration.asp>. UPD 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.

- 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 \$25 fee charged for release.

2. Classes of Permits and Eligibility:

A. Faculty/Staff:

Class "AA"

Eligibility: SFA faculty and staff as designated by the president and vice presidents

Price: Refer to [Appendix A](#) for rates

Where: valid in any space on university property, except disabled spaces (unless a state disabled placard or license plate is displayed), or reserved spaces (service truck, hall director, visitor, etc.).

Class “F”

Eligibility: SFA faculty and staff

Price: Refer to [Appendix A](#) for rates

Where: valid in the faculty/staff lots except Aikman Drive, which requires an AA permit, disabled spaces (unless a state disabled placard or license plate is displayed), resident spaces or reserved spaces (service truck, hall director, visitor, etc.).

Class “PG” – Student Center Garage Permits

Eligibility: SFA faculty and staff

Price: \$725 for 12 months

Where: valid for parking in the Student Center Parking Garage

NOTE: Garage Permits require purchase of a regular permit.

Class “M”

Eligibility: SFA faculty and staff

Price \$70 for 12 months

Where: valid in any area designated for motorcycle parking, reserved, visitor or any legal parking space, except along Aikman Drive.

Class “B” – Faculty/Staff Class “B” Daily Surface Permit

Eligibility: SFA faculty and staff

Price: \$2 each (minimum purchase of 5 permits)

Where: valid in the faculty/staff lots except Aikman Drive, which requires an AA permit, disabled spaces (unless a state disabled placard or license plate is displayed), resident spaces or reserved spaces (service truck, hall director, visitor, etc.).

B. Student

Class “PG” – Student Center Garage Permits

Eligibility: SFA students

Price: \$725 for 12 months

Where: valid for parking in the Student Center Parking Garage

NOTE: Student Garage Permits require purchase of a regular permit.

Class “C” - Commuter Student Surface Permit

Eligibility: SFA students not living in university housing

Price: \$70 for 12 months

Where: valid for parking in the Commuter Student surface spaces on campus.

Class “H” - Resident Student Permit

Eligibility: SFA students with a current SFA housing assignment

Price: \$95 for 12 months

Where: valid for parking in the Resident or All Permit spaces on campus

Class “M”

Eligibility: SFA Students

Price \$70 for 12 months

Where: valid in any area designated for motorcycle parking or any legal parking space except along Aikman Drive

Class “S” - Commuter Student Daily Surface Permit

Eligibility: SFA students without a SFA housing assignment

Price: \$2 each (minimum purchase of five permits)

Where: valid for parking in the Commuter Student surface spaces on campus

Class “K” - Resident Housing Student Daily Surface Permit

Eligibility: SFA students with a SFA housing assignment

Price: \$2 each (minimum purchase of five permits)

Where: valid for parking in Resident or All Permit spaces on campus

C. Other

Class “W” – Fitness Permit

Eligibility: Student Recreation Center members not otherwise eligible for an SFA permit. Those who are the spouse of a faculty or staff member are eligible, provided the member’s SFA-affiliated spouse has purchased a valid parking permit.

Price: \$20 for 12 months

Where: valid for parking in Commuter Student surface spaces and only when using the Student Recreation Center

Class “CV” – Contractor/Vendor Parking Permit

Eligibility: Any non-affiliated vendor, salesperson, technical representative, other service personnel (such as copier repairers) or contractor. Students, faculty and staff are not eligible for vendor/service permits.

Price: \$156 for 12 months

Where: valid for parking in Faculty/Staff spaces when conducting university business. Class “CV” permits are not valid in Resident parking areas or along Aikman Drive.

Class “RF” – Retired Faculty/Staff Parking Permit

Eligibility: Any SFA retiree who does not receive compensation for employment from SFA

Price: No charge

Where: valid for parking in Faculty/Staff spaces.

3. Display of Permits: Permits shall be displayed on the vehicle according to the instructions furnished on the permit. Each academic year a permit holder who fails to

display their permit will be allowed three warnings for parking in an authorized area without displaying the permit.

4. Surrender or Removal of Permits:

- A) Termination of relationship with SFA: A permit holder shall return their permit to SFA when the permit holder's relationship with the university terminates. Permits not returned to SFA remain active, and the permit holder is responsible for the permit fee.
- B) Permit holders are required to remove and surrender their permit:
 - 1. In the case of a decal permit when there is a change in ownership of the vehicle
 - 2. When a replacement permit has been issued
 - 3. Upon revocation of the permit

5. Expiration of Permits: Permits expire on the date listed on the face of the permit.

6. Payment of Permit Fees: When an application is made for a permit, the fee charged will be for the entire permit period or for the entire unexpired portion of the permit period. See [Appendix A: Parking Fees Table](#) for specific permit fees.

7. Lost/Stolen Permits: A permit holder shall immediately report to P&T any lost/stolen permit and complete the associated report. Lost/stolen permits may be replaced for a fee (see [Appendix A: Parking Fees Table](#)). Any permit recovered after such a report has been filed must be returned to P&T immediately. Use of a permit that has been reported as lost/stolen is subject to fines and penalties as described in these regulations.

8. Permit Refunds: A permit is non-refundable and is not transferable from the person to whom it is issued to another individual. Resale of parking permits is prohibited and will be considered a false or fictitious permit.

9. Permit Misuse: Misuse of any permit shall result in confiscation of the permit, and no permit shall be issued to that individual for at least one year thereafter. P&T is authorized to suspend campus parking and driving privileges on university property for any person whose vehicle is cited for displaying a lost, stolen or altered permit, or any SFA parking permit not issued in accordance with these regulations. Students will be referred to the Office of Student Rights and Responsibilities, and faculty/staff will have the matter forwarded to the appropriate dean, director or department head for disciplinary action. Violators who are found in possession of a lost, stolen or altered permit shall also pay the annual cost of the permit type they fraudulently used.

SECTION VI: SPECIAL SERVICES

1. **Escort Services:** The University Police Department and Office of Parking & Traffic offer 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, either request in person at the University Police Department or by telephone at 936-468-2608. 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 936-468-2608.
2. **Jump Starts and Vehicle Unlocks:** Services such as battery jump starts and vehicle unlocks are offered by the University Police Department as time permits. The University Police Department does not change flats, push cars or perform other automotive service.
3. **Special Events:** P&T employees will assist SFA event sponsors with convenient and effective access while limiting the impact the event traffic will have on campus parking. P&T offers services such as barricading spaces, placement and removal of cones, golf cart service, etc. Event parking management will be directed by:
 - Available parking spaces
 - Expected attendance
 - Costs that may be incurred by department sponsoring event
 - Expected/potential impact on regular users of the area
 - Logistical ability of P&T to manage event
 - Whether or not the event is university or non-university sponsored

SECTION VII: ENFORCEMENT

1. Parking and Traffic Citations:

- A) Issuance: Any person violating these regulations may receive a citation.
- B) P&T Authority: University parking enforcement assistants are authorized to write university parking citations.
- C) UPD Authority: UPD officers are authorized to issue university citations and court appearance citations for violation of these regulations. It is the general policy of the university to issue court appearance citations only for moving violations and for any violation when the individual's driving or parking privileges have been suspended, although UPD may issue a court appearance for any appropriate violation. 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.

Fees for parking violations may be paid in person at the university business office between 8 a.m. and 4 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

2. Failure to Discharge Court Appearance Citations: Failure to discharge a court appearance citation may result in the issuance of an arrest warrant.

3. University Citations: University citations are issued for offenses listed in [Section VIII: Driving and Parking Offenses](#). Any person receiving a university citation must remit the amount of the charge or submit an appeal to P&T within 14 days after issuance of the citation. Any towing, booting and/or storage fees for removal of an impounded or immobilized vehicle or bicycle must be paid regardless of whether an appeal has been submitted.

4. Appeals from University Citations: Any person issued a university citation may appeal the citation within seven (7) class days of the citation's issuance by completing the appropriate P&T form. Boot Administrative citations and towing or storage fees are not eligible for appeal. Any citation that is not a warning must be appealed as described in these regulations.

5. Failure to Pay Citation Charges: Unpaid citations can result in student financial holds preventing students from receiving grades, refunds, official transcripts or graduating. Ten (10) or more violations within one academic year may result in suspension of driving and parking privileges on campus and/or disciplinary action.

6. Vehicle Immobilization or Impoundment: P&T or UPD may immobilize (boot) or impound (tow/relocate to a storage area) the vehicle of any person who accumulates three (3) or more unpaid parking or traffic citations without a SFA parking permit, violation of the terms of a conditional release, parked in an ADA space without displaying a state ADA placard or license plate, or illegally using an ADA permit assigned to another individual, parked in any space without a permit for that area, or is in possession of a lost, stolen or altered parking permit. All outstanding citations must be paid in full prior to the release of the vehicle. Vehicles may also be booted for other violations of these regulations or state law at the discretion of UPD. The university is not responsible for any damage to the vehicle during booting, towing, relocation, or storage. After notice has been posted on the vehicle, vehicles booted for longer than three (3) days may be impounded (towed to a storage area). The owner and operator are severally responsible for any booting, towing or storage fees.

Immobilization (wheel lock): A vehicle may be immobilized in place if:

1. it is parked anywhere on campus without displaying a current permit and has three 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.

No vehicle may be towed without the express approval of the university chief of police, the director of P&T or their designee.

Fees for tow away will be included on the SFA bill if owner is a student or faculty or staff member. Others may pay at the university business office between 8 a.m. and 4 p.m. Monday through Friday.

7. Suspension of Parking Privileges:

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 SFA *Parking and Traffic Regulations*.

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

Driving and parking privileges may be suspended by P&T, UPD or the Office of Student Rights and Responsibilities if the violator has displayed a lost, stolen or altered permit or other flagrant violations of these regulations. The loss of the privilege of driving or parking a vehicle on campus shall commence immediately following notification of suspension. Such notification shall state the term of the suspension and consequences for violation of the stated terms. The violations of the suspension shall be reported to the Office of Student Rights and Responsibilities if the person is a student or to the appropriate dean, director or administrative official for possible disciplinary action if the person is a faculty or staff member.

- A. If a person whose privilege of driving or parking on campus has been suspended receives a university citation by reason of having a vehicle on campus during the period of their suspension, the period of suspension may be extended and a referral to the appropriate university office may be made for further university disciplinary action.
- B. A person receiving notice that their privilege of driving or parking on university property has been suspended shall return, without refund, the remnants of the permit issued (or the entire hanging permit) to the P&T office immediately.

8. Collections: Any charge not paid when due may be forwarded to an outside collection agency or an attorney for collection. The offender will be responsible for paying all costs of collection, including any agency fees and/or reasonable attorney's fees, which will be added to the total amount due.

9. No Excuse:

The absence of sufficient parking spaces on the university campus is not justification for violation of these regulations. Failure to enforce any regulation shall not constitute a waiver of the university's authority to enforce these regulations. Other improperly parked vehicles do not constitute an excuse for improper parking.

SECTION VIII: DRIVING AND PARKING OFFENSES

2011-2012 Parking Violations

Code	Violation Description	Fine
General Violations		
A1	Displaying a valid permit, but in violation of lot or area assignment (<i>6a-4p M-F; Reserved lots are reserved until times indicated by signage</i>)	\$40
A2	Parking backward in a parking space	\$30
A3	Failing to display a valid parking permit	\$40
A4	Not parking properly within the lines of a parking space	\$30
A5	Parking in a space designated "20 minute only" for more than 20 minutes (<i>6a-4p M-F</i>)	\$30
A6	Displaying a permit assigned to another vehicle	\$30
A7	Display two or more valid permits	\$30
A8	Failure to display proper permit on registered vehicle (three warnings per academic year, then \$10 per incident)	\$10
A9	Expired short-term parking	\$30
Flagrant Violations		
B1	Parking in a reserved parking space without displaying a proper permit (<i>plus tow fee if applicable</i>)	\$40
B2	Parking a vehicle in a no-parking zone (<i>plus tow fee if applicable</i>)	\$40
B3	Parking in any manner which obstructs vehicular traffic (<i>plus tow fee if applicable</i>)	\$40
B4	Parking in a manner which obstructs a crosswalk (<i>plus tow fee if applicable</i>)	\$40
B5	Parking in a fire lane (<i>plus tow fee if applicable</i>)	\$50
B6	Parking in a tow-away zone (<i>plus tow fee if applicable</i>)	\$40
B7	Parking in a loading zone or service driveway (<i>plus tow fee if applicable</i>)	\$40
B8	Parking on a lawn, curb, sidewalk or other area not set aside for parking (<i>plus tow fee if applicable</i>)	\$40
B9	Parking on campus while parking privileges are suspended (<i>plus tow fee if applicable</i>)	\$150

C1	Moving a barricade or parking within any barricaded area (<i>plus tow fee if applicable</i>)	\$40
C2	Using a forged, altered, false, fictitious or stolen permit (<i>plus tow fee if applicable</i>)	\$150
C3	Falsifying or altering vehicle registration information (<i>plus tow fee if applicable</i>)	\$100
C4	Parking in/blocking a handicapped space, ramp, or unloading zone w/o placard (<i>plus tow fee if applicable</i>)	\$150
C5	Having a vehicle towed from campus	**
C6	Citation with move	\$40
C7	Vehicle moved to another location on campus	**
C8	Vehicle has been wheel locked	\$75
C9	Parking in violation of the direction of a traffic control officer	\$40
C10	Theft of property or damaging property by unauthorized boot removal or tampering/attempted removal of the boot (plus replacement cost of damaged property)	\$150

Flagrant violations are enforced 24 hours a day, 7 days a week and are subject to immobilization or impound.

*** Rates will be posted in the P&T office after competitive bid process.*

APPENDIX A: PARKING FEES TABLE

2011-2012 SFA Parking Permits				
Permit Sales Rate Chart				
Faculty and Staff				
Permit Type	Description	Annual		
AA	Faculty/Staff AA Permit*	\$130		
F	Faculty/Staff Assigned Lot Permit*	\$130		
PG	Annual Student Center Garage	\$725	NA	NA
	Semester Student Center Garage	\$310	\$310	\$310
M	Motorcycle Permit	\$ 50		
Student				
Permit Type	Description	Sep-11	Jan-12	May-12
PG	Annual Student Center Garage	\$725	NA	NA
	Semester Student Center Garage	\$310	\$310	\$310
J	Commuter Permit	\$ 70	\$ 47	\$ 24
H	Campus Resident Permit	\$ 95	\$ 64	\$ 32
	Campus Resident Second Vehicle	\$ 67	\$ 45	\$ 32
M	Motorcycle Permit	\$ 60	\$ 40	\$ 20
Miscellaneous				
Permit Type	Description	Sep-11	Jan-12	May-12
W	Fitness Permit	\$ 20	\$ 20	\$ 20
CV	Contractor/Vendor Permit	\$156	\$104	\$52
T	Trailer Permit	\$50	\$ 33	\$ 17
RV	Occupied Recreational Vehicle **	\$ 40		
<i>** Per night, after four (4) days</i>				
Student Center Garage Hourly Parking				
	0-30 Minutes	No Charge		
	First Hour	\$2		
	Each Hour Thereafter	\$1		
	Maximum Daily Charge	\$8		
	Lost Parking Ticket	\$8		
	Lost Contract Space Card	\$25		

Short-Term Paid Parking Lot 21	
First Hour	\$2.00
Each Hour Thereafter	\$1.00
Fees	
Replacement Permit	\$15
Bicycle Release Fee	\$25
Lost/Stolen Replacement Permit	\$25

*Faculty/Staff or Other Government Agencies Annual Permit Fees						
Salary \$19,999.99 and Less	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	\$60	\$84	\$108	\$132	\$156	\$180

F permits are prorated monthly

Cross Reference: Parking and Traffic Regulations and Information, Tex. Educ. Code §§ 51.201-.211

Responsible for Implementation: Vice President for University Affairs

Contact for Revision: Chief of University Police

Forms: None

Board Committee Assignment: Academic and Student Affairs

Piney Woods Conservation Center (B-26)

Original Implementation: September 1, 1986

Last Revision: July 15, 2008/April 19, 2011

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

Housing Capacities

To maximize use of the PWCC, a 24-person minimum is required for all groups. Smaller groups may be accommodated at a higher rate or scheduled simultaneously with another group using the facility.

The following capacities apply with two rooms sharing one bath (suite):

- *1 person or couple per suite - capacity 16 individuals or 16 couples*
- *1 person per room - capacity 32*
- *2 people per room - capacity 64*
- *3 people per room - capacity 96*
- *4 people per room - capacity 128*

Reservations

The facilities of the PWCC are available for daytime, evening, or overnight events. Reservations for the PWCC Piney Woods Conservation Center (~~PWCC~~) must be made with the program coordinator, (936) 584-2412, 336 County Road 473, Broaddus, TX 75929.

~~, or the Arthur Temple College of Forestry and Agriculture, (936) 468-3301, P.O. Box 6109, Nacogdoches, TX 75962-6109.~~

Reservations

1. A deposit is required to hold reservations for a specific date. The deposit may be waived for state agencies.

University colleges, schools, departments, and sponsored programs must submit an *Interdepartmental Transfer (IDT)* ~~I.D.T.~~ account number for deposit and billing purposes.

3. The deposit or I-D-T- account number is submitted to the PWCC program coordinator with a letter detailing the following:

- *Title and nature of program;*

- *Name, phone number, email, and postal address of program contact person;*
 - *Estimated number of participants;*
 - *Arrival and departure dates and times;*
 - *Number of meals required;*
 - *Number of participants by gender for dorm assignments; and,*
 - *Special requests, i.e., menu preferences, sack lunches, number of classrooms, etc.*
- ~~title and nature of program~~

~~b.name, phone number and address of program contact person~~

~~c.estimated number of participants~~

~~d.arrival and departure dates and times~~

~~e.number of meals~~

~~f.number of participants by gender for dorm assignments~~

~~g.special requests, i.e., menu preferences, sack lunches, number of classrooms, etc.~~

1 Confirmation

~~The program coordinator shall return a~~

~~A letter or e-mail of confirmation is returned by the program coordinator.~~

~~2.A final count of participants is due to the program coordinator of the PWCC no later than seven (7) days prior to the event.~~

Billing

~~Each group is responsible for collecting meal and housing fees for its program. The PWCC will submit a statement at the completion of the program based on the reservation. Payment is due no later than 10 days after receipt of the bill.~~

~~Checks should be made payable to Stephen F. Austin State University and mailed to Office of the Bursar, P.O. Box 63007, Nacogdoches, TX 75963-9918.~~

Minimum

~~To maximize use of the PWCC, a twenty person minimum is required for all groups. Smaller groups may be accommodated at a higher rate or scheduled simultaneously with another group using the facility.~~

~~Day and evening programs only (with no overnight reservations): The facilities of the PWCC are available for luncheon, banquets, or planning sessions.~~

Capacities

The following capacities apply with two rooms sharing one bath (suite):

- 1.1 person or couple per suite — capacity 16 individuals or 16 couples
- 2.1 person per room — capacity 32
- 3.2 people per room — capacity 64
- 4.3 people per room — capacity 96
- 5.4 people per room — capacity 128

~~Rates are established and adjusted periodically for standard meals and accommodations. Special arrangements and prices can be negotiated for large groups, miscellaneous equipment, etc. Standard rates are available upon request. Arrangements may be made for accident insurance coverage for qualified groups. Details are supplied upon request.~~
Billing

Rates are established and adjusted periodically for standard meals and accommodations. Special arrangements and prices can be negotiated for large groups, miscellaneous equipment, etc. Standard rates are available upon request. Arrangements may be made for accident insurance coverage for qualified groups. Details are supplied upon request.

Each group is responsible for collecting meal and housing fees for its program. The PWCC will submit an invoice at the completion of the program based on the reservation, and payment is due no later than ten (10) days after receipt.

Checks should be made payable to Stephen F. Austin State University and mailed to the Arthur Temple College of Forestry and Agriculture, P.O. Box 6109, SFA Station, Nacogdoches, TX 75962-6109.

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

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Dean of the Arthur Temple College of Forestry and Agriculture

Forms: None

Board Committee Assignment: Building and Grounds

Purchase of Used Equipment or Supplies (C-29)

Original Implementation: June 1, 1983

Last Revision: April 19, 2011

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

For Orders \$5000 or Less:

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

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

For Orders Greater than \$5000:

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

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

Cross Reference: ~~Texas Tex. Education Educ. Code, Chapters~~ § 51.9335-(a)–(f); Purchase Requisition (C-30); Proprietary Purchases (C-26)

Responsible for Implementation: Vice President for Finance and Administration

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

Forms: Purchase Requisition; Sole Product/Sole Source Justification

Board Committee Assignment: *Finance and Audit*

Returned Checks Payments(C-35)

Original Implementation: September 1, 1987

Last Revision: ~~July 20, 2010~~ April 19, 2011

A returned ~~echeck~~-payment is defined as any payment by check, *credit card*, debit card, draft or other format which is returned to the university unpaid due to no fault of the bank or the university. The business office shall assess a returned ~~echeck~~-payment fee plus applicable sales tax for each such returned ~~echeckitem~~. Returned ~~echecks~~-payments on student or departmental accounts may be submitted for collection to a check verification and collection service or the county attorney. Returned ~~echecks~~-payments on student accounts will be treated as outstanding charges until paid. Delinquent accounts will be subject to the university's policies and procedures for handling student accounts receivables. If a delinquent account is turned over to a collection agency, applicable charges assessed by the collection agency will be charged to the student's account.

Returned ~~echecks~~-payments received from departmental deposits will be charged back to the originating account and the applicable department will be notified. If a returned ~~echeck~~-payment is received from a donor, the university will coordinate the charge back of the gift through the development office. The development office may make contact with the donor for resolution.

Returned Check Payment Consequences

After receipt of three returned ~~echecks~~-payments from any individual, organization or business, the university reserves the right to refuse ~~echecks~~-*certain types of payments* from those payors, and may demand payment by cash, cashier's check, credit card or money order. Additionally, legal action may be taken.

Employees with returned ~~echecks~~-payments must make restitution to the university within ten business days of notification. Failure to make restitution within ten business days of notification may result in disciplinary action.

Cross Reference: Check Cashing (C-6)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Controller

Forms: None

Board Committee Assignment: Finance and Audit

Salary Supplements, Stipends, and Additional Compensation (E-9)

Original Implementation: April 13, 1988

Last Revision: ~~April 21, 2009~~ April 19, 2011

I. Purpose

This policy establishes guidelines consistent with federal and state regulations for the total allowable compensation that can be paid to faculty and staff from university-controlled funds. This policy does not apply to overtime and compensatory time for ~~classified~~ (non-exempt) employees or to compensatory time for ~~professional~~ (exempt) employees. See Overtime and ~~Compensatory (Comp) Time~~ Additional Compensation, policy (E-36).

II. General

1. Each faculty and staff member (employee) is accountable to the university for 100 percent of the duties and responsibilities associated with the employee's basic appointment. The primary obligation of university employees is the full and complete execution of all assigned duties and responsibilities.
2. State regulations prohibit the appointment of university employees for more than 100 percent time for services considered to be regularly assigned duties associated with an individual's full-time responsibility.
3. Employees may be requested to provide consulting, extension, and/or other activities within the university that are considered to be in addition to their regularly assigned duties for which compensation in excess of base salary may be paid.
4. Compensation in excess of base salary is a temporary adjustment of total compensation, which must be specified and approved in writing prior to work commencing by the appropriate administrative channels, and is expressly conditioned on availability of funds.
5. Without exception, all payments to university employees will be made through Payroll Services.
6. The activities listed below are considered additional responsibilities for which an employee may receive extra compensation:
 - a. special projects assigned by approved university administrators that are in addition to an employee's normal responsibilities;
 - b. intra-university consulting or other special services conducted for a university department or area other than the employee's department;

- c. services beyond normal duties of the position held which cannot be reimbursed by compensatory (comp) time, including *incidental* effort committed to research and sponsored programs;
 - d. increases in teaching load (overload) approved by the provost/vice president for academic affairs; and
 - e. duties performed by an employee not under contract at the time the duties must be performed, or those that are not considered in the base salary.
7. The base salary period for a full-time faculty appointment is the academic year (normally September 1 through the following May 31). Summer months and periods of time during the academic year when the university is not in session, e.g., weekends, holidays, semester breaks, are not included in the base salary period.

On occasion, regular university activities for which faculty are responsible are scheduled outside the base period, are assumed to be included in the base pay, and therefore are not eligible for extra compensation (examples include Showcase Saturday and Freshman Orientation.)

- 8. Additionally, the university may employ faculty members during the summer months for specific teaching, research, or sponsored program assignments for which they are paid a salary.
- 9. Any individual who is dually employed (rather than grant funded) with the university and with another state or federal agency must obtain prior written approval from the president and Board of Regents before entering into any activity for which compensation in excess of base salary is to be requested or paid. See Dual Employment (E-12).

III. Types of Extra Compensation

There are three types of compensation in excess of base salary: (1) salary supplements; (2) stipends; and (3) additional compensation.

1. Salary Supplements:

"Salary supplement" means a payment that temporarily augments the base appointment salary. When the special assignment ends, the salary reverts to the base appointment salary. A salary supplement increases the base appointment salary for the purpose of calculating the maximum amount an employee may receive in additional compensation. See section 3, below.

- a. Payment of salary supplements is approved either directly by the Board of Regents or indirectly through board policy.

- b. Salary supplements appear on the regular monthly payroll check and are included in all benefit calculations.
 - c. Salary supplements are requested on the ~~Personnel Action Request~~*Electronic Personnel Action Form (PAREPAF) or the EPAF Origination Request Form.*
 - d. Salary supplements cannot be paid from research or sponsored program (~~4xxxxx~~) accounts.
 - e. Examples of salary supplements may include compensation for: (1) interim appointments; (2) faculty course overloads [~~(Policy A-37, Overload Assignments (A-37))~~]; (3) endowed positions; and (4) mentoring students as part of a certification program.
2. Stipends:
- "Stipend" means a lump-sum payment in addition to the base appointment salary that provides recognition or incentives to employees as established in university policy. A stipend does not increase the base appointment salary for the purpose of calculating the maximum amount an employee may receive in additional compensation (see section 3, below) and is not counted as additional compensation.
- a. a. Payment of stipends is approved either directly by the Board of Regents or indirectly through board policy. Stipends must be approved by the appropriate vice president or president.
 - b. ~~Stipends are paid mid month.~~
 - c. Stipends are requested on the Stipend Authorization form.
 - d. Stipends can be paid from designated (~~2xxxxx~~), auxiliary (~~3xxxxx~~), and gift (~~5xxxxx~~) accounts.
 - e. Stipends cannot be paid from state appropriated fund accounts (~~1xxxxx~~) or research or sponsored program (~~4xxxxx~~) accounts.
 - f. Examples of stipends may include: (1) the Regents Professors Award [~~(Policy-Regents Professor (A-38))~~]; (2) the President's Staff Award; (3) teaching excellence awards; (4) the preparation of and/or teaching of online courses ~~covered by policy A-58, Distance/Distributed Education Faculty (not paid by sponsored program funds)~~/*Distance Education Faculty Competencies and Compensation (A-58)*; (5) payments for off-campus teaching assignments [~~(Policy A-34, Off-Campus Credit Classes~~*Courses (A-34)*]; and (6) incentive payments.
 - g. In addition, stipends may be paid to university employees for musical or theatrical performances at university-sponsored events.
3. Additional Compensation:

"Additional compensation" means a payment in addition to the base appointment salary for work that is clearly in addition to regularly assigned duties and that must be performed outside of normal working hours or during vacation or compensatory time, as appropriate. Additional compensation does not affect the base appointment salary.

Additional compensation is subject to a cap equal to 25 percent of the base appointment salary. The cap applies to all sources of funds. (See h below.)

Additional compensation ~~is paid mid month and is included in all benefit calculations except health insurance.~~

- a. Requests for additional compensation (1) should be submitted in advance, before work is started, on the Authorization for Additional Compensation Services form, and (2) should be approved for payment after services are rendered on the Authorization for Additional Compensation Payment form.
- b. ~~Classified employees~~ *(non-exempt employees)* cannot be paid additional compensation. *They are only eligible for overtime. Departments wanting to employ a non-exempt employee to perform work for them must request human resources to set up an additional position number. Then the department will complete an additional assignment EPAF for this position to be paid at the employee's overtime rate. only for casual, seasonal work that must be performed (1) outside their regular department, and (2) outside of normal working hours, unless vacation leave or compensatory time is used. Work done within the department outside of normal working hours is not considered additional compensation, but rather overtime or compensatory time. Overtime and compensatory time are addressed in university pPolicy-E-36, Overtime and Compensatory (Comp) Time Additional Compensation (E-36).*
- c. A description of the extra work and documentation of the additional compensation shall be maintained by the department chair, division director or other primary administrator who initiated the request for addition compensation.
- d. Department chairs, division directors, and all deans shall analyze carefully the total professional commitments, including outside consulting, of the employee requesting additional compensation. Additional compensation should be approved only if the employee's and the department's general functions will not be adversely affected.
- e. If allowed by the sponsor, additional compensation may be paid from research and sponsored program funds; however, all such requests

for additional compensation must be routed by the employee's dean or primary administrator to the Office of Research and Sponsored Programs for verification of sponsor approval (see IV, below).

- f. Examples of additional compensation may include: (1) *overload interdepartmental consulting or temporary, incidental* commitments to research or sponsored programs; (2) casual, seasonal work; and (3) teaching SFA 101.
- g. At no time can the rate of pay of any employee compensated with state, federal, or privately funded research or sponsored program funds exceed the employee's normal monthly rate of pay.
- h. Additional compensation is subject to the maximum salary limits described below.
- i. Maximum Salary for 12-month Employees:

Employees on 12-month fiscal year (FY) appointments may receive up to 25 percent of their current base appointment salary in additional compensation (see example below).

12-month Employee Example: A 12-month employee with an annual base salary of \$60,000 may earn additional compensation up to \$15,000 for a maximum salary of \$75,000 in a fiscal year.
 $\$60,000 \times 0.25 = \$15,000$ maximum additional compensation
 $\$60,000 + \$15,000 = \$75,000$ maximum 12 month compensation

- ii. Maximum Salary for 9-month Faculty Members:

Faculty members on 9-month academic year (AY) appointments may receive up to 25 percent of their current base appointment salary in additional compensation (plus summer salary, see (3) below).

9-month faculty example: A faculty member with a 9-month AY base salary of \$45,000 may earn additional compensation during the nine-month appointment of up to \$11,250, for a maximum nine-month salary of \$56,250.
 $\$45,000 \times 0.25 = \$11,250$ maximum in additional compensation
 $\$45,000 + \$11,250 = \$56,250$ maximum 9 month compensation

- iii. Maximum Summer Salary for Faculty Members:

The limit on salaries for summer assignments depends on the source of funds (see examples below)

Research and Sponsored Programs - Federal and state regulations limit the amount of salary faculty members may earn during the summer from research and sponsored programs to 3/9th of the 9-month AY teaching salary; the National Science Foundation further limits this amount to 2/9th of the AY salary. Summer Teaching Assignments - The maximum summer salary for teaching assignments is summarized in ~~SFA Policy E-71 university policy, Faculty Compensation Plan (E-71).~~ (See also ~~Policy A-18A, Summer Teaching Appointments (A-18A).~~)

Summer Faculty Example: A faculty member with a 9-month AY base salary of \$45,000 that earns \$15,000 in summer salary (equal to 3/9th) may earn additional compensation during the 3-month summer of up to \$3,750, for a maximum salary of \$18,750 in a summer.

$$\begin{aligned} \$45,000 / 9 \text{ mo} \times 3 &= \$15,000 \text{ maximum summer salary (3/9th)} \\ \$15,000 \times 0.25 &= \$3,750 \text{ maximum in additional compensation} \\ \$15,000 + \$3,750 &= \$18,750 \text{ maximum summer compensation} \end{aligned}$$

IV. Use of Federal and State Research and Sponsored Program Funds

1. In general, federal and state agencies discourage the use of research or sponsored program funds for additional compensation; some agencies specifically prohibit additional compensation. Intra-university consulting and contributions to a sponsored agreement conducted by another faculty member at the same institution are not eligible for additional compensation except as specified below.
2. Federal and state regulations allow additional compensation to be paid only when:
 - a. consultation is across departmental lines or involves a separate or remote operation; and/or
 - b. the work performed is in addition to the regular departmental load
3. For state and federal agencies that allow additional compensation to be paid from research and sponsored program funds, the sponsor must be informed of the intent to charge salary as extra compensation in the original budget proposal. If research or sponsored program funds are used to pay any additional compensation, the grant or contract should clearly state:
 - a. that additional compensation will be paid to university employees;
 - b. the name or position of the individuals who will be receiving the additional compensation; and
 - c. the work and services to be performed by these individuals
4. The amount of the additional compensation should be segregated from regular salary expenses and the budget justification should clearly indicate:

- a. the total dollar amount of additional compensation requested; and
 - b. the percent of additional effort committed to the project or the hourly rate and number of hours committed to the project
5. The award document from the federal or state sponsoring agency must state that additional compensation is allowed or imply that the proposal was accepted with no alterations regarding the request for additional compensation.
6. If a request for additional compensation is for an employee who will be paid from research or sponsored program funds, the dean must first route the Authorization for Additional Compensation Services form to the Office of Research and Sponsored Programs *along with an Additional Compensation Verification form* to verify *eligibility and sponsor approval*.

Cross Reference: Summer Teaching Appointments; (A-18A); Off-Campus Credit Classes,Courses (A-34); Overload Assignments; (A-37); Regents Professors; (A-38); Grants and Contract Administration; (A-56); Distance/~~Distributed~~ Education Faculty Competencies and Compensation; (A-58); Dual Employment; (E-12); Overtime and ~~Compensatory (Comp) Time,Additional Compensation~~ (E-36); Fair Labor Standards; (E-70); Faculty Compensation Plan; (E-71); Fair Labor Standards Act, 29 U.S.C. § 201 et seq.; Federal OMB Circular A-21; 2 CFR § 220; Uniform Grant Management Standards for the State of Texas; Texas Government Code §§ 605, 658.001-.007, 659

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Vice President for Finance and Administration (Director of Human Resources, Controller, Director of Research and Sponsored Programs)

Forms: *Electronic Personnel Action Request Form* (Available Online through MySFA under myServices; ~~NCR paper is available in University Printing Services.~~); *EPAF Origination Request Form* available on the Department of Human Resources website; Stipend Authorization; Authorization for Additional Compensation Services; *Additional Compensation Verification form* available on the ORSP website; Authorization for Additional Compensation Payment

Board Committee Assignment: Academic and Student Affairs

Selection of Academic Deans (E-59)

Original Implementation: Unpublished

Last Revision: ~~January 29, 2008~~ April 19, 2011

The academic dean is the chief executive of the college and is responsible for fostering excellence in teaching, research/~~scholarship/creative activity~~ and service ~~in the college~~. Reporting directly to the provost and vice president for academic affairs, the academic dean has a major role in developing and interpreting university policy.

It is essential that search committees and university administrators be informed about and adhere to Equal Employment Opportunity and Affirmative Action guidelines. This policy is intended to ensure informed search procedures and to facilitate the process.

Selection of the Search Committee: The search process begins with the establishment of a search committee. After consulting with college faculty and academic unit chairs/directors, the provost and vice president for academic affairs determines the search committee size and composition, and appoints an academic dean (outside the college) to serve as chair. Ideally, the committee shall be composed of an odd number of members (elected or appointed) consisting of at least one representative from each of the academic units of the college and having a balanced mix of faculty and academic unit chairs/directors. Additionally, students and outside representatives may be elected or appointed to serve as ex-officio members of the committee.

A ~~search and screen~~ committee will be used in each search for a dean. Each search shall be conducted ~~will be open and~~ without prejudice for any internal~~side~~ or external~~outside~~ candidates. If ~~Should~~ considerations indicate that a fully open search ~~may~~ is not ~~a~~ viable choice, a decision limiting the scope of the search should be made prior to the selection of the search committee. Such a decision will ~~not~~ be made by the provost and vice president for academic affairs ~~in~~~~without~~ consultation with the academic unit chairs/directors and faculty of the college.

The provost and vice president for academic affairs shall convene the committee for its organizational meeting. The committee may choose to elect other committee officers. The chair may designate a committee member from the respective college as a contact for external inquiries.

Search-and Screen Committee Responsibilities-and Proceess: The search committee oversees the recruitment process, working closely with the provost and vice president for academic affairs. The committee is responsible for developing a position description, advertising the position, initial screening of candidates, and arranging interviews for candidates invited to campus. The committee shall contact human resources for training and assistance to ensure that proper procedures are followed.

Ordinarily, at least two candidates recommended by the committee will be interviewed on campus. The itinerary for the interviews shall provide ample opportunity for the candidates to meet college faculty, students, academic unit chairs/directors, other deans, vice-presidents, and the president. After candidates have interviewed, the committee shall make its recommendation to the provost and vice president for academic affairs.

Appointment is by the president and requires the approval of the Board of Regents.

- 1. The search and screen committee has the responsibility of overseeing the recruitment process working closely with the provost and vice president for academic affairs. The committee will be responsible for developing an appropriate description advertising the position, initial screening of candidates, and arranging candidate interviews. The committee is also responsible for seeing that university procedures are followed to assure that all candidates are given fair and full consideration for the position.*
- 2. After consulting with college faculty and academic chairs/directors, the provost and vice president for academic affairs determines the search committee size and composition and appoints an academic dean (outside the college) to serve as chair.*
- 3. Ideally, the committee shall be composed of an odd number of members (elected or appointed) consisting of at least one representative from each of the departments/schools/divisions of the college and having a balanced mix of faculty and academic chairs/directors. Additionally, students and outside representatives may also be elected or appointed to serve on the committee.*
- 4. The provost and the vice president for academic affairs will convene the committee for its organizational meeting. The committee may choose to elect other committee officers.*
- 5. Ordinarily, at least two candidates recommended by the committee will be interviewed on campus. The itinerary for the interviews will provide ample opportunity for the candidates to meet college faculty, students, academic chairs/directors, other deans, vice presidents and the president.*
- 6. After the interviews, the committee makes its recommendations to the provost and vice president for academic affairs.*
- 7. Appointment is by the president and requires the approval of the board of regents.*

Funds for Recruitment: Expenses incurred during the search are generally borne by the college conducting the search with possible additional funds from other sources.

Cross Reference: Faculty Handbook, Human Resources search committee reference materials Human Resources Selection Procedures for Faculty and Staff; U.S. Const. amend. XIV, § 1; 8 U.S.C. §§ 1324a-1324b; 29 U.S.C. § 623; 42 U.S.C. §§ 2000e-2(a),

6102; Tex. Const. art. I, § 3a; Tex. Civ. Prac. & Rem. Code § 106.001; Tex. Lab. Code Ch. 21; Employee Affirmative Action/Recruitment Plan (E-69); Affirmative Action (E-4)

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: Human Resources hiring forms

Board Committee Assignment: Academic and Student Affairs

Selective Service Registration (E-60)

Original Implementation: October 26, 1999

Last Revision: April 22, 2008 April 19, 2011

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

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

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

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

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

The following guidelines should be followed for the employment process:

1. ~~The completed SFA Selective Service Registration Form and the attached documentation are to be added to the individual's personnel file. Any offer of employment is considered conditional until proof of registration is documented.~~
2. ~~This information will be gathered by the Department of Human Resources during the new employee orientation process. At that time, the data is entered in a government database and if the individual is not registered, he must do so immediately in order to be eligible for state employment.~~
2. ~~Any offer of employment to a male candidate 18 years up to the 26th year of age is to be considered conditional until he has provided proof of registration with the Selective Service or documented his exemption from the requirement to register.~~
3. ~~The registration verification form is to be completed only for the finalist candidate. This verification is not to be asked of all applicants.~~
4. ~~In the event that a candidate with a conditional offer of employment actually works, he must immediately provide proof of employment or be denied additional employment until such time as he has provided the required verification of registration. Should the candidate be unable or unwilling to provide the required verification of registration, he must be considered as ineligible for state employment and not permitted to continue to work, in any capacity.~~

Cross Reference: Texas Tex. Government-Gov't Code, § 651.005

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources

Forms: SFA Selective Service Registration Verification Form

Board Committee Assignment: Academic and Student Affairs

Tuition Rebate (C-50)

Original Implementation: January 30, 2001

Last Revision: April 22, 2008April 19, 2011

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

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

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

* If enrolled for the first time in fall 2005 or later, a student may be eligible for a tuition rebate if the otherwise eligible student is awarded a baccalaureate degree but does not

satisfy the time requirement solely as a result of a hardship or other good cause. Such student must follow the appeal procedures below to be considered for the rebate.

The amount of the tuition rebate is the lesser of \$1,000 or the actual amount of undergraduate tuition paid by the student to Texas public institutions of higher education. *The rebate shall first be applied to any loans or other amounts owed the university. Then, if the student has an outstanding student loan owed to or guaranteed by the state of Texas, the university shall apply the rebate to the student loan, and then pay the student any excess amount. Tuition rebates shall be reduced by the amount of any outstanding student loans. If a student has more than one outstanding student loan owed to or guaranteed by the state of Texas, the university shall apply the amount of the rebate to the loans as directed by the student. If the student fails to provide timely instructions on the application of the amount, the university shall apply the amount of the rebate to retire the loans with the highest interest rates first.*

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

The registrar's office will evaluate all applications and make a determination of rebate eligibility, based on number of hours attempted as posted on the student's academic record. The registrar's office will provide the *vice president of finance and administration controller's office* with the names, addresses and social security numbers of all applicants eligible for tuition rebates. Within 60 days after graduation, the *vice president of finance and administration controller's office* will *mail remit rebates checks* to eligible students and the registrar's office will mail denial notices to ineligible students. Each notice will include the reason for denial. A student may appeal a denial decision to the Fiscal Appeals Committee. Information on the appeal process is available in the registrar's office. All appeals must be filed within 30 days of the university's written notification of denial.

Cross Reference: Texas Education Educ. Code, §Section 54.0065; Texas Higher Education Coordinating Board Rules and Regulations, Chapter 13, Subchapter E19 Tex. Admin. Code §§ 13.80-.87

Responsible for Implementation: Vice President for Finance and Administration

Contact For Revision: Controller; Registrar

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

Board Committee Assignment: Academic and Student Affairs

University Logo/Seal (D-38)

Original Implementation: Unpublished

Last Revision: ~~July 20, 2010~~ April 19, 2011

Requests for the use of university logos such as the university's official mark, or other emblems and marks, including the university name and associated verbiages, should be directed to the Department of Intercollegiate Athletics, where they will be forwarded to the university's contracted licensing agent. The university retains all rights to the use of its name and its emblems and marks. Licensing revenue is dedicated to support the university athletic department.

The university's official seal is reserved for use by the Office of the President and may be used by other SFA departments only with the permission of the Office of the President. ~~university use only~~. It is the official seal of Stephen F. Austin State University, used primarily on ceremonial and academic documents, such as commencement programs and diplomas.

The official logo of SFA is the “spirit logo.” “spirit” logo with the letters SFA stacked diagonally across a graphic of the state of Texas and a star representing Nacogdoches. Guidelines regarding its use are available in the Identity Standards manual, available on the Office of Public Affairs website. The official logo of the university may not be changed solely by modification of the Identity Standards manual.

This policy does not apply to the logos of student organizations.

Cross Reference: 15 U.S.C. § 1127; Tex. Bus. & Com. Code §§ 16.01-16.31

Responsible for Implementation: General Counsel, Executive Director of Marketing

Contact for Revision: Athletic Director; *Office of Public Affairs*

Forms: SFA Art Approval Form

Board Committee Assignment: Academic and Student Affairs

University Website-Site (D-45)

Original Implementation: August 1, 2000
Last Revision: ~~July 20, 2010~~ April 19, 2011

The university ~~Web site~~ website is an important communication tool for the university and the source of vital information for prospective and current students, as well as faculty and staff, among other audiences. The quality of the university is evaluated in part by its online content.

The Office of Public Affairs provides online practice guidelines, which are updated from time to time. Current guidelines may be found on the university ~~Web site~~ website.

I. Responsibility

- a. Management of the ~~Web site~~ website, led by the Office of Public Affairs, strives to ensure that information is accurate and easily accessible, while recognizing the contributions of university colleges, schools, departments and programs.
- b. The administrative head of each campus organizational unit maintaining a ~~Web site~~ website is responsible for seeing that the site adheres to this and other university policies.
- c. The Office of Information Technology Services manages the university ~~Web site~~ website server(s).
- d. Every organizational unit head shall designate an individual(s) to serve the following functions: pagemaster, webmaster, and, if applicable, server administrator. (The same person may serve in one or more of these capacities.) To ensure continuity of service, these individuals must be regular (non-student) university employees. However, the organizational unit head is responsible for the unit's ~~Web site~~ website and its adherence to university Web policy and practices provided by the Office of Public Affairs. Careful thought must be given to the collection of site content and the ongoing responsibility of site maintenance.
- e. Each organizational unit head will keep the Office of Public Affairs apprised of the current designees and will assist the Office of Public Affairs in ensuring that all of the designees' responsibilities have been fulfilled.

II. Technical Requirements

- a. Duplication. To facilitate revisions and prevent contradictory information from appearing on the university ~~Web site~~ website, unit webmasters should not duplicate information already on the university ~~Web site~~ website, but rather should link to information on the site of the office primarily responsible for the function or activity. Information should be entered into the university's content management system and used from the system when available.
- b. Identification. Each ~~Web site~~ website associated with Stephen F. Austin State University must be clearly identified. The name of the organizational

unit should be on every page it creates. The unit webmaster or pagemaster's e-mail address must be displayed on the unit's main page. To preserve anonymity, generic e-mail addresses may be used.

- c. *Required page links. Documents should be designed to minimize users' reliance on navigational aids in browsers. Links must be provided on each page back to the homepage for that document or collection, and for the homepage, back to the sponsoring department or unit. Each department or unit homepage must include a link back to the university homepage. Other links may be required for different websites as directed by the Office of Public Affairs.*

III. Style and Format

- a. *University websites should maintain a uniform and consistent appearance and therefore all university websites shall use the university's Identity Standards that are posted on the Office of Public Affairs Web page. Individual faculty members designing personal Web pages and websites designed, hosted, and published pursuant to a properly executed written agreement with a third-party vendor that has been signed by the president are excluded from this provision.*
- b. *The university seal is reserved for use by the Office of the President and may be used by other departments with the permission of the Office of the President. The university "spirit" logo is to be used on university websites as per the university's Identity Standards manual.*
- b.c. *The Identity Standards manual shall be developed by the Office of Public Affairs and approved by the president. It may be modified upon approval of the president.*
- e. ~~Required page links. Documents should be designed to minimize users' reliance on navigational aids in browsers. Links must be provided on each page back to the homepage for that document or collection, and for the homepage, back to the sponsoring department or unit. Each department or unit homepage must include a link back to the university homepage. Other links may be required for different Web sites as directed by the Office of Public Affairs.~~
- d. ~~Broken/Dead Links. Broken or dead links occur as pages are modified, moved or deleted over time. If pages are maintained according to this policy, there should be no links on pages that consistently produce error messages or otherwise do not work. Unit webmasters should check frequently for broken or dead links on their pages. An error rate of greater than 3% is, in most cases, unacceptable.~~
- e. ~~Under construction. Under construction messages or image signs may not be used.~~
- f. ~~Names. Files, folders and images should not have spaces in the name. Spaces in links are unconventional and occasionally do not work with some browsers or link checkers.~~
- g. ~~Index designation. Every directory on the central server must include a file named "index.htm, html, asp, php, etc."~~

- III.IV. **Mission statement.** Every organizational unit must display its mission statement on its Web site and must provide a prominent link from this statement to the university mission statement.
- IV.V. **Outsourcing**
An organizational unit that is considering contracting outside the university for Web development, paid or volunteer, should contact the Office of Public Affairs first. The Office of Public Affairs will work with units and their Web consultants to help ensure that the final product of outsourcing efforts complies with university policy and that the final site supports the mission and goals of the unit and the university effectively.
- IV.V. **Content**
Responsibility for accuracy of Web content is the responsibility of everyone in the university, especially the deans, directors, managers and their designees:
 - a. Faculty Web pages must be approved by the relevant dean or designee.
 - b. Unit Web pages must be approved by the relevant director/manager or designee.
 - c. The university home page and top-level pages must be approved by the Office of Public Affairs.
 - d. Administrative material, e.g. policies *and*, minutes of meetings, are to be approved through appropriate administrative channels prior to posting.
 - e. Obsolete or out-of-date material must be removed as soon as practical.
 - f. The Office of Public Affairs will remove links on the university home page and index pages to material that is considered obsolete.
- V.VI. **E-commerce Activity**
The university offers a secure method to support e-commerce activities, such as online payments for university courses and auxiliary programs like informal courses and summer camps. Contact marketplace@sfasu.edu for more information about establishing e-commerce service on a university ~~Web site~~ website.
- VII.VII. **Copyright and Privacy**
Copyright laws and university copyright policy must be followed. Information created by a government agency is largely considered to be in the public domain. "Found" graphics or outside information must not be used on ~~Web site~~ websites without proper attribution.
- VII.VIII. **Commercial Activity**
Commercial activity for personal gain is not permitted on any site operated with university resources, nor may readers be automatically re-directed from a university ~~Web site~~ website to an external ~~Web site~~ website that may result in personal financial income *for* any university employee.
- VIII.IX. **ADA Compliance**
Pages must be accessible to persons with disabilities. Text files must be available for sound files containing substantive spoken content. Images and other visual files must include an ALT attribute and appropriate text. See the state of Texas ~~Web site~~ website Rules and Regulations for additional information on meeting requirements of the Americans with Disabilities Act (ADA).
- IX.X. **Exceptions**

All requests for exemptions from these standards must be submitted in writing to the Office of Public Affairs prior to a ~~Web site~~*website* launch.

Cross Reference: ~~None~~ *1 Tex. Admin. Code §§ 206.1-.2, .70-.75; Web Accessibility Page (<http://www.sfasu.edu/web-dev/85.asp>); Electronic Accessibility (F-44)*

Responsible for Implementation: President

Contact for Revision: Executive Director of Marketing and Public Affairs

Forms: None

Board Committee Assignment: Academic and Student Affairs

Vacation Leave (E-53)

Original Implementation: Unpublished

Last Revision: ~~April 22, 2008~~ April 19, 2011

Employees of the university, other than faculty with appointments of less than twelve months, shall, without deduction in salary, be entitled to a vacation in each fiscal year. SFA Charter School teachers are excluded from this policy. Additionally, this policy will not apply if alternative leave benefits were negotiated in a contract agreement with an employee. *Additionally, employees excluded from this policy include those who do not work at least 20 hours per week for a period of at least 4.5 months or employees in positions that require student status.* An employee will earn vacation entitlement beginning on the first day of employment with the state and terminating on the last day. Vacation with pay may not be granted until the employee has had continuous employment with the state for six (6) months, although credit will be accrued during that period. Such entitlement shall be earned as listed below:

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

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

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

The annual leave hours in excess of the maximum allowable carryover left at the end of a fiscal year shall be credited to the employee's sick leave balance. If the employee is on any type paid leave that extends into the following month, the accrual will not be posted until the employee returns to duty. An employee forfeits this accrual if he or she fails to return to duty.

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

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

Vacation leave for *exempt*-non-faculty employees must be approved in advance by the appropriate supervisor. Non-faculty employees must request vacation using the appropriate system access method designated by the Department of Human Resources. on the "Request for Vacation, Compensatory Time, Sick Leave Taken" form in *Self Service Banner*. Nonexempt employees will request vacation time in advance through the *TimeClock Plus* system. Every effort should be made to accommodate the vacation requests, but supervisors may request that such leave be taken during periods other than departmental peak work periods.

Cross Reference: ~~Texas Tex. Government Gov't Code §§Section 661.152-.153; Non-Academic Employee Handbook~~

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources

Forms: ~~Request for Vacation, Compensatory Time, Sick Leave Taken (available in University Printing Services)~~. None

Board Committee Assignment: *Finance and Audit*