

Stephen F. Austin State University

MINUTES OF THE BOARD OF REGENTS



**Nacogdoches, Texas
April 16 and 17, 2012
Volume 274**

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**Stephen F. Austin State University
Minutes of the Meeting of the Board of Regents
Nacogdoches, Texas
April 16 and 17, 2012
Austin Building 307
Meeting 274**

Monday, April 16, 2012

The regular meeting of the Board of Regents was called to order in open session at 8:07 a.m. Monday, April 16, 2012, in the Austin Building Board Room by Chair Bob Garrett.

PRESENT:

Board Members: Mr. Bob Garrett, Chair
 Dr. Scott Coleman
 Mr. James Dickerson
 Ms. Sarah Feye
 Ms. Brigettee Henderson
 Mr. Steve McCarty
 Mr. Ken Schaefer
 Mr. Ralph Todd
 Ms. Connie Ware

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 Carlos Amaral was absent from the meeting.

*The Building and Grounds Committee convened at 8:08 a.m. and adjourned at 8:20 a.m.
The Finance and Audit Committee convened at 8:35 a.m. and adjourned at 9:30 a.m. The
Academic and Student Affairs Committee convened at 9:55 a.m. and adjourned at
10:47 a.m.*

The chair called for an executive session at 3:00 p.m. to consider the following items:

Consideration of Individual Personnel Matters Relating to Appointment, Employment, Evaluation, Assignment, Duties, Discipline, or Dismissal of an Officer or Employee,

including but not limited to the director of athletics, dean of the College of Sciences and Mathematics, vice presidents and the president. (Texas Government Code, Section 551.074)

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

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

Possible Naming Opportunities

Consultation with Attorney Regarding Legal Advice or Pending and/or Contemplated Litigation or Settlement Offers, including but not limited to, Christian Cutler v. Stephen F. Austin State University President Baker Pattillo et al., Jacob Duffee v. Baker Pattillo et al., and intellectual property (Texas Government Code, Section 551.071)

The executive session ended at 5:07 p.m. and the board meeting was recessed for the evening with no further action.

Tuesday, April 17, 2012

The chair reconvened the board meeting in open session at 9:05 a.m. on Tuesday, April 17, 2012.

PRESENT:

Board Members: Mr. Bob Garrett, Chair
Dr. Scott Coleman
Mr. James Dickerson
Ms. Sarah Feye
Ms. Brigettee Henderson
Mr. Steve McCarty
Mr. Ken Schaefer
Mr. Ralph Todd
Ms. Connie Ware

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 Carlos Amaral was absent from the meeting.

Student Regent Feye led the pledge to the flags and Regent McCarty provided the invocation.

RECOGNITIONS

Robert Hill introduced the 2012 Southland Conference Indoor Track and Field Championship Ladyjack Track Team and the Ladyjack Tennis Team, the 2012 Southland Conference Women's Tennis Champions. Steve Westbrook recognized the students who participated in the Alternative Spring Break, as well as the National Champion Spirit Teams, the Jack Attack Dance Team and the Partner Stunts Team. Richard Berry introduced faculty members being recommended for promotion to the rank of professor. Dr. Berry introduced Dillard Tinsley, Professor Emeritus. Staff from the SFA Press made a presentation to the board members introducing books that have been recently published. Dr. Berry also recognized Tim King as one of the "faculty members who add value."

BOARD ORDER 12-18

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

NAMING OF THE MAST STUDENT INVESTMENT ROUNDTABLE IN THE NELSON RUSCHE COLLEGE OF BUSINESS (Executive Session Item)

WHEREAS, the board members considered the following: In accordance with the *Board Rules and Regulations* and the university policy on Naming Guidelines (D-22), buildings and other facilities may be named for persons, both living and deceased, and the board may create any alternate naming opportunity within its discretion. The board will consider the appropriate naming of the student investment roundtable, a program currently housed in the Nelson Rusche College of Business.

THEREFORE, it was ordered that the university name the student investment roundtable, a program currently housed in the Nelson Rusche College of Business, for the Mast family. and that the following resolution be adopted:

WHEREAS, the Mast family's forefathers were instrumental in bringing Stephen F. Austin State University to Nacogdoches; and

WHEREAS, the Mast family has faithfully served and continues to serve the Nacogdoches community with their commitment to rebuilding historical downtown Nacogdoches; and

WHEREAS, the Mast family has been a loyal benefactor and supporter of the arboretum, nursing, art, alumni and athletic programs at Stephen F. Austin State University; and

WHEREAS, Travis Mast III, John Mast, John Joseph Mast and the late Horace Mast each attended Stephen F. Austin State University; and

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

NOW, THEREFORE, LET IT BE RESOLVED, the Board of Regents expresses its admiration, gratitude and high regard for the Mast family by naming the student investment roundtable in the Nelson Rusche College of Business the Mast Student Investment Roundtable.

BOARD ORDER 12-19

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

NAMING OF THE JAMES CAMPBELL PLAZA ESTABLISHED AT HOMER BRYCE STADIUM NEAR THE ATHLETIC FIELD HOUSE (Executive Session Item)

Whereas, the board members considered the following: In accordance with the *Board Rules and Regulations* and the university policy on Naming Guidelines (D-22), buildings and other facilities may be named for persons, both living and deceased, and the board may create any alternate naming opportunity within its discretion. The board will consider the appropriate naming of the area surrounding the vintage SFA sign at the north end of the Homer Bryce Stadium near the athletic field house.

Therefore, it was ordered that the university name the area surrounding the vintage SFA sign at the north end of the Homer Bryce Stadium near the athletic field house for James E. Campbell and that the following resolution be adopted:

WHEREAS, James E. Campbell of Center, Texas, attended Stephen F. Austin State Teachers College beginning in 1941 and has been a life-long fan of the SFA Lumberjacks; and

WHEREAS, James E. Campbell developed an incredible work ethic at an early age and founded businesses such as Campbell's Portable Buildings, General Shelters of Texas, and Center Auction Company; and

WHEREAS, Mr. Campbell served as a board member for the SFA Alumni Foundation and Alumni Association, serving as its President, as well as being named a Distinguished Alumnus of the University in 1985; and

WHEREAS, he has received the Silver Sprig Award from Ducks Unlimited, was named East Texan of the Year in 1995, and is a Rotary International Paul Harris Fellow; and

WHEREAS, Mr. Campbell has been actively involved in fundraising activities and programs sponsored by the SFA Alumni Association; and

WHEREAS, he has been a champion for SFA in Center, Shelby County, throughout the East Texas Region, and across the entire state and nation;

NOW, THEREFORE, LET IT BE RESOLVED, the Board of Regents expresses its admiration, gratitude and high regard for James E. Campbell by announcing that the James Campbell Plaza will be established at Homer Bryce Stadium near the athletic field house, in honor of the dedication and devotion of Mr. James E. Campbell.

APPROVAL OF MINUTES

BOARD ORDER 12-20

Upon motion by Regent McCarty, seconded by Regent Schaefer, with all members voting aye, it was ordered that the minutes of the January 30 and 31, 2012, regular meeting of the Board of Regents be approved as presented.

PERSONNEL

BOARD ORDER 12-21

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

FACULTY APPOINTMENTS FOR 2012 – 2013

EDUCATION

Erik Byker, Assistant Professor of Elementary Education, M.Ed. (University of Virginia), at an academic year salary of \$54,000 for 100 percent time, effective September 1, 2012.

LIBERAL AND APPLIED ARTS

Donald Gooch, Assistant Professor of Government, Ph.D. (University of Missouri), at an academic year salary of \$48,000 for 100 percent time, effective September 1, 2012.

David Rex-Galindo, Assistant Professor of Latin American History, Ph.D. (Southern Methodist University), at an academic year salary of \$46,000 for 100 percent time, effective September 1, 2012.

SCIENCES AND MATHEMATICS

Daniel Bennett, Assistant Professor of Biology, Ph.D. (University of Kansas), at an academic year salary of \$51,000 for 100 percent time, effective September 1, 2012.

Jennifer Gumm, Assistant Professor of Biology, Ph.D. (Lehigh University), at an academic year salary of \$51,000 for 100 percent time, effective September 1, 2012.

STAFF APPOINTMENTS FOR 2012 – 2013

ALUMNI AFFAIRS

Samantha Mora, Alumni Events and Engagement Director, at an annual salary of \$39,500 for 100 percent time, effective February 1, 2012.

ATHLETICS

Kevin Carberry, Assistant Football Coach, at a 10.5 month salary of \$35,000 for 100 percent time, effective February 20, 2012.

Daniel Georgalas, Assistant Volleyball Coach, at a 10.5 month salary of \$28,728 for 100 percent time, effective January 23, 2012

Joshua Jorgensen, Coordinator of Athletic Operations, at an annual salary of \$38,937 for 100 percent time, effective January 16, 2012.

Richard Olin, Assistant Football Coach, at a 10.5 month salary of \$82,000 for 100 percent time, effective January 30, 2012.

Samantha Robinson, Athletic Academic Services Assistant, at an annual salary of \$35,000 for 100 percent time, effective February 27, 2012.

Troy Rogers, Assistant Football Coach, at a 10.5 month salary of \$61,000 for 100 percent time, effective January 30, 2012.

CAMPUS RECREATION

Suzanne Heffernan, Aquatics Coordinator, at an annual salary of \$34,000 for 100 percent time, effective February 20, 2012.

CONTROLLER'S OFFICE

Anne Uhyrek, Accountant III, at an annual salary of \$50,000 for 100 percent time, effective February 1, 2012.

GRAPHICS SHOP

June Parker, Graphics Shop Supervisor, at an annual salary of \$31,200 for 100 percent time, effective January 3, 2012.

HEALTH SERVICES

Maureen Havard, Physician Assistant, at an annual salary of \$80,000 for 100 percent time, effective January 2, 2012.

INFORMATION TECHNOLOGY SERVICES

Wayne Meier, Programmer/Analyst I, at an annual salary of \$35,000 for 100 percent time, effective February 20, 2012.

PUBLIC AFFAIRS

Donna Parish, Marketing Communication Specialist, at an annual salary of \$41,000 for 100 percent time, effective February 10, 2012.

CHANGES OF STATUS FOR 2012 – 2013

ATHLETICS

Robert McDermid, from Athletic Academic Services Director at an annual salary of \$47,000 for 100 percent time, to Athletic Academic Services Director at an annual salary of \$52,000 for 100 percent time, effective February 1, 2012.

Jake Morrison, from Assistant Football Coach at a 10.5 month salary of \$32,000 for 100 percent time, to Assistant Football Coach at a 10.5 month salary of \$35,000 for 100 percent time, effective February 1, 2012.

Nathan Schneider, from Athletic Academic Services Assistant at an annual salary of \$40,000 for 100 percent time, to Assistant Football coach at a 10.5 month salary of \$40,000 for 100 percent time, effective February 1, 2012.

Bruce Slaughter, from Assistant Football Coach at a 10.5 month salary of \$58,000 for 100 percent time, to Assistant Football Coach at a 10.5 month salary of \$65,000 for 100 percent time, effective February 1, 2012.

Jacob Willingham, from Assistant Football Coach at a 10.5 month salary of \$32,000 for 100 percent time, to Assistant Football Coach at a 10.5 month salary of \$35,000 for 100 percent time, effective February 1, 2012.

EDUCATION

Jennifer Bailey, from Associate Director of Project ENLANCE in the Department of Secondary Education at an annual salary of \$65,000 for 100 percent time, to Director of Project CONFianza in the Department of Secondary Education at an annual salary of \$65,000 for 100 percent time, effective February 1, 2012.

FINE ARTS

Fred Allen, from Director of Bands at an academic year salary of \$75,399 for 100 percent time, to Professor of Music and Director of Bands at an academic year salary of \$75,399 for 100 percent time, effective September 1, 2012.

INFORMATION TECHNOLOGY SERVICES

William Croft, from Instructional Systems Administrator in the Office of Instructional Technology at an annual salary of \$42,822 for 100 percent time, to Systems Programmer I at an annual salary of \$42,822 for 100 percent time, effective December 1, 2011.

Daniel Duplechian, from Programmer/Analyst II at an annual salary of \$43,782 for 100 percent time, to Programmer/Analyst III at an annual salary of \$50,000 for 100 percent time, effective January 2, 2012.

Allena Kendall, from Programmer/Analyst I at an annual salary of \$35,482 for 100 percent time, to Programmer/Analyst II at an annual salary of \$42,000 for 100 percent time, effective February 1, 2012.

Jacquelyn Vose, from Programmer/Analyst I at an annual salary of \$36,347 for 100 percent time, to Programmer/Analyst II at an annual salary of \$42,000 for 100 percent time, effective February 1, 2012.

LIBERAL AND APPLIED ARTS

Charles Abel, From Professor and Chair of the Department of Government at an annual salary of \$102,691 for 100 percent time, to Professor of Government at an academic year salary of \$82,000 for 100 percent time, effective January 1, 2012.

Kwame Antwi-Boasiako, from Associate Professor of Government at an academic year salary of \$53,953 for 100 percent time, to Associate Professor and Interim Chair of the Department of Government, at an academic year salary of \$53,953 for 100 percent time, with an additional monthly stipend of \$2,595 for seven months for interim duties, effective January 1, 2012.

Mark Barringer, from Associate Professor of History and Associate Dean of the College of Liberal and Applied Arts, at an annual salary of \$101,135 for 100

percent time, to Associate Professor of History and Chair of the Department of History, at an annual salary of \$101,135 for 100 percent time, effective September 1, 2012.

Robert Szafran, from Professor of Social and Cultural Analysis at an academic year salary of \$83,695 for 100 percent time, to Professor and Chair of the Department of Social and Cultural Analysis at an annual salary of \$114,294 for 100 percent time, effective September 1, 2012.

PINEYWOODS AREA HEALTH EDUCATION CENTER

Randall Scott, from Coordinator of AHEC at an annual salary of \$34,421 for 100 percent time, to Director of Pineywoods AHEC at an annual salary of \$52,000 for 100 percent time, effective January 23, 2012.

PROCUREMENT SERVICES

Crystal Bell, from Contracting Specialist (non-exempt) at an annual salary of \$36,409 for 100 percent time, to Contracting Specialist (exempt) at an annual salary of \$36,409 for 100 percent time, effective March 1, 2012.

Peggy Byers, from Contracting Specialist (non-exempt) at an annual salary of \$37,089 for 100 percent time, to Contracting Specialist (exempt) at an annual salary of \$37,089 for 100 percent time, effective March 1, 2012.

William Ethridge, from Contracting Specialist (non-exempt) at an annual salary of \$35,300 for 100 percent time, to Contracting Specialist (exempt) at an annual salary of \$35,300 for 100 percent time, effective March 1, 2012.

SCIENCES AND MATHEMATICS

Kimberly Childs, from Professor and Interim Dean of Sciences and Mathematics at an annual salary of \$130,000 for 100 percent time, to Professor and Dean of Sciences and Mathematics at an annual salary of \$140,000 for 100 percent time, effective April 17, 2012.

RETIREMENTS

It was ordered that the following retirements be accepted:

Mitzi Blackburn, Alumni Activities/Events Director, effective January 31, 2012.

Florence Elliot-Howard, Associate Professor of General Business, effective January 31, 2012.

Debbie Ellisor, Clinical Instructor of Nursing, effective May 31, 2012.

Betty Johnson, Professor of General Business, effective May 31, 2012.

Mary Pack, Clinical Instructor of Nursing, effective May 31, 2012.

PROMOTIONS

It was ordered that the following individuals be granted promotion to the academic rank indicated.

To Assistant Professor, effective January 1, 2012:

Erin Bailey	Nursing
Tamara Harris	Nursing

To Assistant Professor, effective March 1, 2012:

Adam Akerson	Elementary Education
Tracey Hasbun	Elementary Education
Robin Johnson	Elementary Education

To Associate Professor, effective fall semester, 2012:

Mario Ajero	Music
Linda Black	Secondary Education
Todd Brown	Economics and Finance
Wesley Brown	Geology
Wilma Cordova	Social Work
Dianne Dentice	Sociology
Jeremy Heider	Psychology
George Hunt	Accounting
Matthew Kwiatkowski	Biology
Alan Larson	Human Services
Steven Marsden	English
Michael Maurer	Agriculture
Matthew McBroom	Forestry
Kefa Onchoke	Chemistry
Karren Price	Criminal Justice
Kerry Roberts	Secondary Education
Daniel Scognamillo	Forestry
Mark Seaman	Secondary Education
Le'Ann Solmonson	Human Services
Scott Sosebee	History
Pat Stephens-Williams	Forestry
Sandra Stewart	Secondary Education

Janet Tareilo Secondary Education

To Professor, effective fall semester, 2012:

Charlotte Allen	Management, Marketing and Int'l Business
Christopher Ayer	Music
Angela Bacarisse	Theatre
Lesa Beverly	Mathematics
Dean Coble	Forestry
Warren Conway	Forestry
Roy Joe Harris	Mathematics
Joyce Johnston	Modern Languages
Emmerentie Oliphant	Social Work
Sarah Stovall	Mathematics

To Professor Emeritus, effective fall semester, 2012:

Alan Nielsen	Theatre
Allen Oster	Theatre
Dillard Tinsley	Management and Marketing

To Librarian II, effective fall semester, 2012:

Greg Bailey East Texas Research Center

To Archivist II, effective fall semester, 2012:

Jennifer Brancato East Texas Research Center

TENURE

It was ordered that academic tenure be awarded to the following individuals, effective fall semester, 2012.

Mario Ajero	Music
Brian Beavers	Mathematics
Jeremy Becnel	Mathematics
Linda Black	Secondary Education
Todd Brown	Economics and Finance
Wesley Brown	Geology
Wilma Cordova	Social Work
Dianne Dentice	Sociology
Tracey Hasbun	Elementary Education
Jeremy Heider	Psychology
George Hunt	Accounting

Mikhail Kouliavtsev	Economics and Finance
Matthew Kwiatkowski	Biology
Alan Larson	Human Services
Steven Marsden	English
Michael Maurer	Agriculture
Matthew McBroom	Forestry
Gene Moon	Music
Jannah Nerren	Elementary Education
Emmerentie Oliphant	Social Work
Kefa Onchoke	Chemistry
Karren Price	Criminal Justice
Kent Riggs	Mathematics
Kerry Roberts	Secondary Education
Jorge Salas	Music
Daniel Scognamillo	Forestry
Mark Seaman	Secondary Education
Le'Ann Solmonson	Human Services
Scott Sosebee	History
Pat Stephens-Williams	Forestry
Sandra Stewart	Secondary Education
Janet Tareilo	Secondary Education
Claudia Whitley	Elementary Education

FACULTY DEVELOPMENT LEAVE FOR 2010-2011

It was ordered that the faculty members listed below be awarded Faculty Development Leave for the semester indicated.

Fall 2012	Elizabeth Tasker Davis	Department of English
Spring 2013	Stephen Lias	School of Music

REGENTS PROFESSORSHIP FOR 2012-2013

It was ordered that Dr. Brian Oswald, Professor of Forestry, be awarded a Regents Professorship for the academic year 2012-2013:

ACADEMIC AND STUDENT AFFAIRS

BOARD ORDER 12-22

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

SMALL-SIZE CLASSES FOR SPRING 2012

The spring 2012 small-size class list was approved as presented in Appendix 1.

CURRICULUM CHANGES

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

REQUEST FROM THE RUSCHE COLLEGE OF BUSINESS: NAME CHANGE FOR DEPARTMENT OF GENERAL BUSINESS

WHEREAS, the board members considered the following: The Nelson Rusche College of Business is requesting a change in department name for the Department of General Business to the Department of Business Communication and Legal Studies. This name change will more clearly indicate the academic disciplines taught in the department and the types of research pursued by faculty.

THEREFORE, approval was given to the name change for the Department of General Business to the Department of Business Communication and Legal Studies.

REQUEST FROM THE COLLEGE OF SCIENCES AND MATHEMATICS: NAME CHANGE FOR DEPARTMENT OF CHEMISTRY

Whereas, the board members considered the following: The College of Sciences and Mathematics is requesting a name change for the Department of Chemistry to the Department of Chemistry and Biochemistry. The biochemistry program has grown rapidly into a popular degree with more majors than the chemistry degree. Renaming the department is necessary to maximize the potential of biochemistry's growth.

Therefore, approval was given to the name change for the Department of Chemistry to the Department of Chemistry and Biochemistry.

ACADEMIC AND STUDENT AFFAIRS POLICY REVISIONS

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

Academic Accommodation for Students with Disabilities (F-33)
Compensation from Grants, Contracts and Other Sponsored
Agreements (E-74) NEW
Dead Week (A-15)

Effort Reporting and Certification for Sponsored Activities (A-68)
Employee Scholarship Program (E-65)
Establishing Centers, Institutes and Specialized Testing or Service
Laboratories (A-71)
Extra-institutional Learning Experiences in the BAAS Degree (A-52)
Faculty Compensation (E-71)
File Maintenance for Faculty Personnel Files (A-60)
Institutional Animal Care and Use Committee (A-77) NEW
Leave of Absence (Faculty) (E-29A)
Leave of Absence (Non-Academic) (E-30N)
Mobile Device Applications (A-78) NEW
Nepotism (E-33)
Parking and Traffic Regulations (D-24)
Payments to Human Research Subjects (A-72)
Probationary Period of Employment (E-40N)
Radioactive or Radiation-producing Materials or Equipment (D-27)
Research Development Program (A-65)
Research Enhancement Program (A-39)
Salary Supplements, Stipends and Additional Compensation (E-9)
Staff Development (E-47.2)
Terminal Degree Policy (E-73)
USA Patriot Act (E-63)
Wireless Networking (D-49)

BOARD ORDER 12-23

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

**SOUTH TEXAS TECHNOLOGY MANAGEMENT (STTM) INVENTION
MANAGEMENT (Executive Session Item)**

Whereas, the board members considered the following: University faculty and staff members develop intellectual property during the scope of their employment. This intellectual property must be evaluated for its patentability and commercial potential, and if determined to be suitable for such, patented and commercialized. South Texas Technology Management (STTM) is a regional technology transfer office affiliated with the University of Texas Health Science Center at San Antonio, and affiliated with various research departments within components of the UT System and Texas State University. STTM provides comprehensive and integrated technology development services to their affiliates, from initial evaluation of an invention to patenting to marketing. The university could greatly benefit from affiliating with STTM for the development of university-owned intellectual property.

Therefore, it was ordered that the president be authorized to enter into an agreement with STTM for invention management and any subsequent agreements necessary to jointly manage or market university-owned intellectual property, including an invention

management service agreement and inter-institutional agreements or similar for the joint management and marketing of university-owned property. It is further ordered that the president be authorized to enter into agreements to retain outside counsel as necessary to pursue patent protection of any invention disclosed to STTM for the term of the STTM agreement.

BUILDING AND GROUNDS

BOARD ORDER 12-24

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

PURCHASE OF SHUTTLE BUSES

WHEREAS, the board members considered the following: The university's shuttle bus fleet currently consists of four traditional type buses that are 14 to 31 years old and frequently require repair. The administration proposes that the existing shuttle bus fleet be replaced with four new shuttle type buses that can accommodate 24 seated and 6 standing passengers and meet required safety and ADA requirements. The smaller size will also allow easier negotiation through the interior of campus.

THEREFORE, the purchase of four new buses for student shuttle needs was approved at a cost not to exceed \$400,000. The president was authorized to sign any necessary purchase orders and contracts. The Higher Education Fund (HEF) will be the source of funds.

CONSERVATION EDUCATION CENTER ARCHITECT RFQ AND CONSTRUCTION MANAGER AT RISK RFP

WHEREAS, the board members considered the following: The SFA Division of Development has received and expects to receive additional donations for the construction of a conservation education center at the Pineywoods Native Plant Center on Raguet Street near the Tucker House. The university wishes to begin the construction project with a request for qualifications (RFQ) for an architect, and a request for proposals (RFP) for a construction manager at risk.

THEREFORE, the Board of Regents authorized the university to issue an RFQ for an architectural firm and an RFP for a construction manager at risk to begin the construction phase of the conservation education center. Following the evaluation of qualifications and proposals, architect and construction manager at risk finalists will be presented to the Board of Regents for selection. Donations will be used to fund the project.

BUILDING AND GROUNDS POLICY REVISIONS

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

Building Security/Special Events (F-5) POLICY TO BE DELETED
The Ed and Gwen Cole Art Center and the Griffith Gallery (B-36)
Guest Rooms (B-11) POLICY TO BE DELETED
Security Systems (D-57)
Solicitation on Campus (D-33)
Smoking and Use of Tobacco Products (D-35.5)
University Vehicles (Rental and 15 Passenger Vans) (B-30)

FINANCIAL AFFAIRS

BOARD ORDER 12-25

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

ADOPTION OF FISCAL YEAR 2011-2012 SUMMER BUDGET

WHEREAS, the board members considered the following: The fiscal year 2011-12 summer budget contains two regular summer semesters and a mini-semester. The 2011-12 annual budget includes \$2,700,576 that is available to support summer school salaries and benefits. In addition, \$540,157 of income in excess of budget and \$320,000 from E&G salary savings are used to fund summer school salaries. Additional summer salaries of \$13,052 are supported by designated funds.

THEREFORE, the Board of Regents approved the 2011-12 summer budget that totals \$3,573,785.

APPROVAL OF CONTRACT FOR ASSESSMENT AND EVALUATION SERVICES FOR THE GEAR-UP GRANT

WHEREAS, the board members considered the following: The university has received a seven-year grant award from the U.S. Department of Education for the Gaining Early Awareness and Readiness for Undergraduate Programs for Success; GEAR UP for Success Project. Comprehensive program assessment, data analysis, and an external evaluation of the project outcomes are required as a condition of the award. Because of its expertise in these areas, CoBro Consulting was included in the grant budget to deliver these services, pending approval as a major consulting contract per university policies and procedures. The total cost of these services is expected to exceed \$100,000 over the term of the contract.

Therefore, the Board of Regents ordered that the university utilize the services of CoBro Consulting to provide comprehensive program assessment, data analysis, and evaluation

services to the GEAR UP for Success Project to meet grant requirements. The president was authorized to sign the contract.

COURSE AND LAB FEES FY 2013

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 that are necessary for course delivery.

THEREFORE, the Board of Regents ordered the adoption of the schedule of course fees for the 2012-13 fiscal year shown in Appendix 3.

DESIGNATED TUITION INCREASE FOR 2012-2013

WHEREAS, the board members considered the following: The university has experienced significant reductions in state appropriations during the past two years. In order to maintain meet operating needs, it is necessary to increase designated tuition.

THEREFORE, the Board of Regents ordered that the designated tuition be increased from \$124.40 to \$141.86 per semester credit hour in fiscal year 2012-2013.

STATE ENERGY CONSERVATION OFFICE (SECO) LOAN PAYMENT WITH AVAILABLE UNIVERSITY FUNDS

WHEREAS, the board members considered the following: The university entered into an energy performance contract with the State Energy Conservation Office (SECO). The university was given authority to use SECO loan funds for two energy performance enhancement projects that total \$17,245,462. Energy savings from the contract implementation will release budgeted utility funds to pay the debt service on the SECO loans. The first project was funded at \$9,817,962 and the second project was funded at \$7,427,500. Both of the projects have been completed. Current market conditions do not allow for any significant investment return, and funds are available to complete the project(s) and reduce our reliance on SECO loan funds.

THEREFORE, the Board of Regents ordered that available fund balances in the HEF and Designated Funds can be used to fund the remaining project(s) obligation. This would enable the university to reduce its debt burden. Based on reimbursements received from SECO to date compared to the original projections, this would reduce university debt burden by \$3,917,834. Since the project is guaranteed to produce savings in future years to fund both the principal and interest payments, a portion of these savings could be used for operating costs instead of debt service payments. Based on the initial debt service schedules provided, the loan reduction is expected to free up approximately \$400,000

annually. The Board of Regents approved the use of available fund balances in the Higher Education Fund (HEF) and Designated Fund to pay SECO loan obligations not to exceed \$3,920,000.

LEASE OF SPACE IN PATTILLO STUDENT CENTER BY COMMERCIAL BANK OF TEXAS

WHEREAS, the board members considered the following: Commercial Bank of Texas (CBTX) currently leases approximately 750 square feet of space in the Baker Pattillo Student Center to provide banking services. The lease agreement for this space expires on May 31, 2012. The current agreement includes a clause that allows for the agreement to be renewed for an additional 5-year period upon mutual agreement between the parties and the negotiation of a new agreement.

CBTX has informed the university that it would like to renew its agreement for lease of this space. The university has been pleased with the services provided to students and employees by CBTX and will work with CBTX to negotiate an agreement renewal.

THEREFORE, the Board of Regents ordered that the agreement with Commercial Bank of Texas for the lease of space in the Baker Pattillo Student Center be renewed for a term to expire on May 31, 2017. The president was authorized to sign this agreement.

ROOM AND BOARD RATES FOR FY 2013

WHEREAS, the board members considered the following: Projected student housing and food service operating costs support the need for revised room and board rates for the 2013 fiscal year. Pursuant to the relevant provisions of the university food service contract, the administration and Aramark annually negotiate any rate increases for the upcoming fiscal year. The contract uses the percentage increase in the Food and Beverage element of the Consumer Price Index (CPI) published by the Bureau of Labor Statistics, U. S. Department of Labor, for urban consumers ("CPI-U") in the South as a benchmark for any rate increase considered. The percentage increase for this CPI benchmark was 4.0%. The administration has negotiated a smaller rate increase of 3.375% for the provision of board plan food service during the 2013 fiscal year.

The proposed room and board rates for FY2013 are presented in Appendix 4 and reflect a 2% increase in the board plan and a 2.5% increase in the room rate.

These revised rates will become effective in the fall semester of 2012.

THEREFORE, the Board of Regents approved the negotiated 3.375% Aramark increase and the proposed room and board rates for FY2013 in accordance with the schedule presented in Appendix 4.

GRANT AWARDS

Whereas, the board members considered the following: To date, the university has received multi-year grant awards totaling \$50,083,118 that include funds allocable to fiscal year 2012. This includes \$333,302 in new awards since the last report. Of the multi-year total, grant awards allocable to fiscal year 2012 are \$15,893,335 which reflects an increase of \$278,210 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, the Board of Regents approved and ratified the additional grant awards allocable to fiscal year 2012 detailed in Appendix 5 and totaling \$333,302.

FINANCIAL AFFAIRS POLICY REVISIONS

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

- Departmental Budgeting and Accounting Responsibilities (C-11)
- Expenditure Authority for Financial Transactions (C-53)
- Gramm Leach Bliley Act Required Information Security (D-54)
- Identity Theft Prevention (C-60)
- Parking and Traffic Regulations (D-24)
- Student Account Receivables (C-59)
- Student Fiscal Appeals (C-57)

REPORTS

The president presented a report on the following topics:

- Upcoming Dates
- London Band Trip
- Accreditations
- Faculty Senate
- Student Regent

The director of audit services presented the following reports:

- Public Funds Investment Act Compliance Review
- Campus Recreation Audit
- Update on Audit Plan
- Risk Assessment

Dr. David Howard gave a report on the 2011-2012 Faculty Senate Activities and introduced Dr. Linda Bobo, who will chair the Faculty Senate in the next academic year.

Ms. Syndi Mitchell gave a report from the Student Government Association:

- Senators Serving as Voter Deputy Registrar
- Update on Veterans Resource Center
- Introduction of New Student Body President Dennis Hagans and Vice President Daaven Johnson

Board Chair Bob Garrett announced the appointment of board members to standing committees for 2012-2013:

Executive Committee

- Bob Garrett, Chair
- Steve McCarty, Vice Chair
- James Dickerson, Secretary

Academic and Student Affairs Committee

- Brigettee Henderson, Chair
- Carlos Amaral
- Connie Ware
- Student Member
- Bob Garrett, ex officio

Buildings and Grounds Committee

- Steve McCarty, Chair
- Carlos Amaral
- James Dickerson
- Bob Garrett, ex officio

Finance and Audit Committee

- Scott Coleman, Chair
- Ken Schaefer
- Ralph Todd
- Bob Garrett, ex officio

Investment Committee Liaison: Ken Schaefer

The board meeting was adjourned at 11:20 a.m.

APPROVED REASONS TO OFFER SMALL-SIZE CLASSES

DEFINITIONS

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

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

REASONS:

- (1)** have been approved by the governing board of the university;
- (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);
- (3)** is a required course for majors in this field and should be completed this semester (or term) to keep proper sequence in courses;
- (4)** is a course in a newly established degree program, concentration, or support area;
- (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;
- (6)** is a first-time offering of the course;
- (7)** is class size-limited by accreditation or state licensing standards;
- (8)** is class size-limited by availability of laboratory or clinical facilities; or
- (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.

**SMALL CLASSES
SPRING 2012**

Course Information							
Section			Title	Number Enrolled	Credit Hour Value	Total Credit Hours	Reason Code
CSC	435	001	Teleprocessing & Data Comm	8	3.00	24	(2)
CSC	441	001	Principles Systems Programming	8	3.00	24	(2)
FIN	415	001	Personal Financial Planning	9	3.00	27	(2,3)
FIN	490	001	Student Invest Roundtable	7	3.00	21	(4)
FIN	590	001	Adv Student Invest Roundtable	2	3.00	6	(4)
MGT	422	022	International Management	9	3.00	27	(2)
MGT	463	023	Business Policy & Strategy	7	3.00	21	(3)
COU	533	020	Counseling Skills & Tech	4	3.00	12	(2)
ELE	495	501	Humane & Enviro Education	3	3.00	9	(5)
ELE	595	588	Humane & Environmental Edu	1	3.00	3	(5)
EPS	675	020	Special Problems	2	3.00	6	(9)
HMS	100	550	Foundations in Human Sciences	6	3.00	18	(5)
HMS	100	570	Foundations in Human Sciences	3	3.00	9	(5)
HMS	146	550	Intr to Family & Child Develop	5	3.00	15	(5)
HMS	146	570	Intr to Family & Child Develop	3	3.00	9	(5)
HMS	353	551	Parenting	8	3.00	24	(5)
HMS	353	571	Parenting	1	3.00	3	(5)
KIN	502	004	Pers Training Cert Prep Lab	3	1.00	3	(5)
SED	450	036	Diversity in a Learner-Center	9	1.00	9	(3)
SED	450	601	Diversity in a Learner-Center	9	2.00	18	(3)
SPE	564	556	Early Childhood Spec Ed	3	3.00	9	(4)
ART	509	501	Rdgs & Research in Museum Stud	4	3.00	12	(2)
ART	599	601	Art Ed: Theory & Practice	4	3.00	12	(2)
MUP	105	001	Class Piano for Non-Mus Maj 2	3	1.00	3	(2)
MUT	320	001	Music Production Techniques	9	3.00	27	(4)
MUT	325	001	Music Industry	9	1.00	9	(4)
MUT	360	501	Commercial Recording & Comp	7	3.00	21	(4)
AGM	410	001	Agricultural Mach Oper & Perf	9	2.00	18	(3)
AGM	410	020	Agricultural Mach Oper & Perf	9	1.00	9	(3)
FOR	404	001	Urban Forestry	8	3.00	24	(2)
FOR	438	001	Fire Use in Land Management	5	3.00	15	(2)
FOR	457	001	Env. Attitudes & Issues	8	3.00	24	(2)
GIS	410	001	Landscape Modeling	6	3.00	18	(4)
GIS	415	001	Spatial Analysis	4	3.00	12	(4)
GIS	552	001	Intro Digital Remote Sensing	4	3.00	12	(3)
CO M	515	001	Political Communication	4	3.00	12	(2)
FRE	435	090	French Films	9	3.00	27	(2)
PSC	405	001	Appellate Advocacy II	5	3.00	15	(9)
CHE	338	001	Physical Chemistry II	3	4.00	12	(9)

CHE	441	001	Advanced Inorganic Chemistry	3	3.00	9	(9)
CHE	442	020	Adv Inorganic Chemistry Lab	3	1.00	3	(9)
CHE	454	001	Biochemical Techniques	4	3.00	12	(9)
CHE	571	007	Advanced Inorganic Chemistry	2	3.00	6	(9)
CHE	572	001	Adv. Environmental Chem I	3	3.00	9	(9)
GOL	332	001	The Evolution of North America	7	3.00	21	(2)
GOL	435	001	Introduction to Geophysics	6	4.00	24	(2)
MTH	514	001	Complex Variables II	4	3.00	12	(2,3)
MTH	540	001	Real Analysis II	3	3.00	9	(2,3)
PHY	430	001	Thermodynamics	9	3.00	27	(5)
STA	521	001	Statistical Analysis II	4	3.00	12	(2,3)

Total Estimated Credit Hours in Small Classes

723

Total Estimated Credit Hours Spring 2012

144,696

Estimated Small Credit Hours as a Percentage of SFA Total Credit Hours

0.50%

Approval:

Date: _____

UNDERGRADUATE COURSE PROPOSALS - NEW COURSES/PROGRAMS/CERTIFICATES			
FY13			
<u>COURSE NUMBER</u>	<u>COURSE/PROGRAM TITLE</u>	<u>DEPARTMENT</u>	<u>CHANGE REQUESTED</u>
NUR356	Birth Practices in the United States and Beyond	Nursing	New Course
NUR358	Exploring Grief	Nursing	New Course
BIO215	Fundamentals Forensic Pathology	Biology	New Course
BIO451	Lecture - Natural History of the Algae	Biology	New Course
BIO451 (LAB)	Lab - Natural History of the Algae	Biology	New Course
THR163	Film and Culture	Theatre	New Course
ENV301	Hazardous Materials	Forestry	New Course
RDG398	Reading	Elementary Education	New Course
RDG398	Meeting the Literacy Needs of Diverse Learners	Elementary Education	New Course
SPH323	Literacy and the SLP	Human Services*	New Course
HMS201	Family Life Education	Human Sciences*	New Course
HMS319	Codes and Materials	Human Sciences*	New Course
HMS425	Advanced ID Graphic Computer Visualization	Human Sciences*	New Course
HMS425L	Advanced ID Graphic Computer Visualization Lab	Human Sciences*	New Course
HMS435	Nutrition Counseling	Human Sciences*	New Course
KIN463	Fundamentals of Strength & Conditioning	Kinesiology	New Course
KIN467	Exercise Testing Field/Clinical	Kinesiology	New Course
KIN468	Exercise Psychology	Kinesiology	New Course
KIN462	Motor Learning	Kinesiology	New Course
CSC341	Principles of Operating Systems	Computer Science	New Course
	Web Development Technology Certificate	Computer Science	New Certificate
	Computer Application Technology Certificate	Computer Science	New Certificate
ANT384	Archaeological Mysteries	Social & Cultural Analysis	New Course
ANT455	Osteology and Forensics	Social & Cultural Analysis	New Course
ANT467	Cults & the Mythological	Social & Cultural Analysis	New Course
PBA420	Ethics in Public Administration	Government	New Course
PSY352	Health Psychology	Psychology	New Course
HIS438	American Urban History	History	New Course
HIS465	Public History Internship	History	New Course
COM355	Health Communication	Mass Communication	New Course
MCM205	Media Writing	Mass Communication	New Course
MCM210	Multimedia Production	Mass Communication	New Course
MCM250	Photographic Journalism I	Mass Communication	New Course
MCM300	Single Camera Production	Mass Communication	New Course
MCM305	Convergence Reporting	Mass Communication	New Course
MCM320	Sports Writing	Mass Communication	New Course
MCM350	Photographic Journalism II	Mass Communication	New Course
MCM382	Public Relations Case Studies	Mass Communication	New Course
MCM383	Public Relations Campaigns	Mass Communication	New Course
MCM406	Media Ethics	Mass Communication	New Course
MCM410	Student Publications Practicum	Mass Communication	New Course
MCM420	Broadcast Practicum	Mass Communication	New Course
MCM440	Backpack Journalism	Mass Communication	New Course
MCM445	Advertising & Illustration	Mass Communication	New Course
MCM450	Advanced Photojournalism	Mass Communication	New Course

MCM455	Media & Politics	Mass Communication	New Course
MCM460	Media Management	Mass Communication	New Course
MCM465	Meet the Media	Mass Communication	New Course
MCM470	Strategic Media	Mass Communication	New Course
MCM475	Topics in Public Relations	Mass Communication	New Course
POR131	Elementary Portuguese I	Languages, Cultures & Communication	New Course
POR132	Elementary Portuguese II	Languages, Cultures & Communication	New Course
POR231	Intermediate Portuguese I	Languages, Cultures & Communication	New Course
POR232	Intermediate Portuguese II	Languages, Cultures & Communication	New Course
	BA/BS in Mass Media	Mass Communication	New Program

<u>UNDERGRADUATE COURSE PROPOSALS - DELETIONS</u>			
<u>FY13</u>			
<u>COURSE NUMBER</u>	<u>COURSE/PROGRAM TITLE</u>	<u>DEPARTMENT</u>	<u>CHANGE REQUESTED</u>
RDG314	Reading	Elementary Education	Delete Course
SPH322	Language Disorders in School Age	Human Services*	Delete Course
HMS290	Codes and Materials	Human Sciences*	Delete Course
PSY300	Experimental Math of Psychology	Psychology	Delete Course
PSY385	Psychology of Aggression	Psychology	Delete Course
PSY400	Positive Psychology	Psychology	Delete Course
PSY410	Performance Management	Psychology	Delete Course
PSY425	Psychology & Law	Psychology	Delete Course
PSY428	Comparative Psychology	Psychology	Delete Course

UNDERGRADUATE COURSE PROPOSALS - MODIFICATIONS			
FY13			
COURSE NUMBER	COURSE/PROGRAM TITLE	DEPARTMENT	CHANGE REQUESTED
CHE302	Fundamental Applications of Chemistry	Chemistry	Modify Course
PHY410	Experimental Techniques of Physics	Physics	Modify Course
MTH099	Intermediate Algebra	Math	Modify Course
MTH129	Concepts and Applications	Math	Modify Course
	B.S. Chemistry	Chemistry	Modify Program
ART240	Art Metals/Jewelry	Art	Modify Course
ART461	Digital Media II	Art	Modify Course
ART462	Digital Media Interactive Art	Art	Modify Course
ART463	Digital Media: Motion Graphics	Art	Modify Course
ART464	Digital Media: Time Based Media	Art	Modify Course
THR428	Advanced Directing	Theatre	Modify Course
AGN462	Forages	Agriculture	Modify Course
FOR466	Urban Wildlife Management	Forestry	Modify Course
FOR252	Environmental Interpretation Methods	Forestry	Modify Course
GIS395	GIS Database Management	Forestry	Modify Course
GIS400	GIS Programming	Forestry	Modify Course
GIS425	Mobile and Field GIS	Forestry	Modify Course
	Agriculture Major	Forestry	Modify Program
RDG390	Content Area Reading and Writing	Elementary Education	Modify Course
RDG416	Reading as a Language Process	Elementary Education	Modify Course
MLG401	The Mid-Level Learning Community	Elementary Education	Modify Course
MLG401L	The Mid-Level Learning Community Lab	Elementary Education	Modify Course
MLG403L	Integrating Mid Grades Learn Lab	Elementary Education	Modify Course
MLG423	Social Studies in Middle Grades	Elementary Education	Modify Course
MLG402	Learner Centered Middle Schools	Elementary Education	Modify Course
SPH320	Language Disorders in Children	Human Services*	Modify Course
HMS355	Nutrition for Healthcare	Human Sciences*	Modify Course
HMS372	Occupational Family and Consumer Sciences Current	Human Sciences*	Modify Course
HMS404	Quantity Food Production and Services	Human Sciences*	Modify Course
HMS409	Applied Nutrition	Human Sciences*	Modify Course
HMS449	Nutrition and Disease	Human Sciences*	Modify Course
HMS479	Medical Nutrition Therapy	Human Sciences*	Modify Course
KIN234	Innovative Games and Sports	Kinesiology	Modify Course
SED370	Introduction to Pedagogy	Secondary Education	Modify Course
	EC-12 All Level Physical Education Teacher Certification	Kinesiology	Modify Program
	Elementary Education Major	Elementary Education	Modify Program
	EC-6 Program	Elementary Education	Modify Program
	4-8 MLG Program	Elementary Education	Modify Program
	Rehabilitation Major	Human Services	Modify Program
	Food Nutrition and Dietetic	Human Services	Modify Program
	Interior Design	Human Services	Modify Program
ACC437	Auditing Principles	Accounting	Modify Course
CSC214	Computer Organization	Computer Science	Modify Course
CSC351	Internet Programming Concepts	Computer Science	Modify Course
CSC355	Network Administration	Computer Science	Modify Course
CSC435	Teleprocessing & Data Communications	Computer Science	Modify Course
CSC445	Computer Graphics	Computer Science	Modify Course
CSC452	Database Application Development	Computer Science	Modify Course
CSC455	Enterprise Security	Computer Science	Modify Course
FIN415	Personal Financial Planning	Economics & Finance	Modify Course
BCM450	Executive Communication	General Business	Modify Course

BS Computer Science Degree	B.S. Computer Science	Computer Science	Modify Program
	Finance Major	Economics & Finance	Modify Major
ANT248	Physical Anthropology	Social & Cultural Analysis	Modify Course
ANT466	Magic, Cults, & the Supernatural	Social & Cultural Analysis	Modify Course
GEO365	Political Geography	Social & Cultural Analysis	Modify Course
	Criminal Justice/Public Administration	Government	Modify Program
AAS300	Professional Planning and Development Seminar	Social & Cultural Analysis	Modify Course
AAS498	Senior Capstone Seminar	Social & Cultural Analysis	Modify Course
ENG442	Topics in Linguistics	English	Modify Course
MCM301	Copy Editing	Mass Communication	Modify Course
MCM302	Video Production	Mass Communication	Modify Course
MCM307	Advertising Techniques & Procedure	Mass Communication	Modify Course
MCM376	Radio-Television Announcing	Mass Communication	Modify Course
MCM380	Public Relations	Mass Communication	Modify Course
MCM381	Public Relations Writing	Mass Communication	Modify Course
MCM403	Modify Course Title for Layout and Design.Approved 2-3	Mass Communication	Modify Course
MCM421	Writing for Radio/TV	Mass Communication	Modify Course
GER131	Elementary German I	Languages, Cultures & Communication	Modify Course
GER132	Elementary German II delines	Languages, Cultures & Communication	Modify Course
	Major in Communication Studies, Journalism, & Radio/Television	Mass Communication	Modify Program
	Major in Philosophy	Mass Communication	Modify Program
	B.S, in Mulitdisciplinary Studies	Multi-Disciplinary Studies	Modify Program
	Gender Studies minor	Social & Cultural Analysis	Modify Program
	Psychology Major	Psychology	Modify Program
	B.FA in Creative Writing	English	Modify Program
	Linguistics Minor	English	Modify Program

**GRADUATE CURRICULUM PROPOSALS, CHANGES, DELETIONS
FY2013**

College of Education			
COURSE	COURSE TITLE	DEPARTMENT	CHANGE/MODIFICATION
AED 554	Practicum for School Principals	Secondary Education	Modify Course
AED 676	Overview of the Superintendency	Secondary Education	New Course
AED 679	Facilities and Resource Management	Secondary Education	New Course
AED 683	Higher Ed. Finance Policy and Law	Secondary Education	New Course
AED 684	Higher Ed. Administration	Secondary Education	New Course
AED 685	Critical Issues in Higher Ed.	Secondary Education	New Course
AED 686	Public School Finance & Resources	Secondary Education	New Course
COU 530	Crisis Counseling	Human Services	New Course
COU 539	Clinical Mental Health Counseling in Communities and Agencies	Human Services	Modify Course
COU 559	Assessment in Counseling	Human Services	New Course
COU 585	Lifespan Development	Human Services	New Course
ECH 500	Infant Toddler Curriculum	Elementary Education	New Course
ECH 561	Introduction to ECH	Elementary Education	Modify Course
ECH 562	Early Childhood Teaching	Elementary Education	Modify Course
EPS 661	History and Systems	Human Services	New Course
HMS 586	Adult Development and Aging	Human Services	New Course
KIN 552	Scientific Basis of Exercise Sci	Kinesiology	New Course
KIN 555	Orientation and Analysis of Laboratory Techniques	Kinesiology	New Course
RDG 518	Reading Methods for ECH	Elementary Education	Modify Course
SED 543	The Professional Educator	Secondary Education	Modify Course
SED 544	Clinical Experience in Curriculum and Instruction	Secondary Education	New Course
SPE 573	Leadership in Visual Impairment	Human Services	New Course
	Early Childhood M.Ed.	Elementary Education	Modify Program
	M.Ed. Special Education with certification	Human Services	Modify Program
	M.Ed. with Major in Special Education	Human Services	Modify Program
	Kinesiology and Health Science	Kinesiology	Modify Program
	Kinesiology and Health Science (552)	Kinesiology	Modify Program
	Principal Program	Secondary Education	Modify Program

College of Forestry and Agriculture			
ENV 510	Risk Assessment	Environmental Science	Modify Course
ENV 520	Indust, Hygiene and Safety	Environmental Science	Modify Course
ENV 524	Toxicology and Global Health	Environmental Science	Modify Course
ENV 525	Env Policy & Regulation	Environmental Science	Modify Course
ENV 542	General Principles of Epidem	Environmental Science	Modify Course
ENV 560	Internship/Practicum	Environmental Science	New Course
FOR 510	Research Methods in Forestry	Forestry	Modify Course
FOR 566	Urban Wildlife Management	Forestry	Modify Course
FOR 587	Graduate Seminar	Forestry	Modify Course
FOR 687	Graduate Seminar	Forestry	Modify Course
GIS 500	GIS Programming	Forestry	Modify Course
GIS 525	Mobile and Field GIS	Forestry	Modify Course
	Master of Science degree	Forestry	Modify Program
College of Fine Arts			
Art 563	Digital Media: Motion Graphics	Art	Modify Course
Art 564	Digital Media: Time Based Media	Art	Modify Course
	Master of Art in Music	Music	Modify Program
	Master of Arts in Music Education	Music	Modify Program
	Master of Music (in Music)	Music	Modify Program
College of Business			
ACC 511	Accounting for Management	Accounting	Modify Course
ACC 512	Sem in Acct Research & Analysis	Accounting	Modify Course
ACC 532	Legal Principles Related to Acct	Accounting	Modify Course
ACC 549	Topics in Financial Reporting	Accounting	Modify Course
College of Sciences & Mathematics			
CHE 555	Proteins and Nucleic Acids	Chemistry	Delete Course
MTH 513	Complex Variables I	Mathematics	Modify Course
MTH 539	Real Variables	Mathematics	Modify Course
MTH 540	Introductory Measure and Integration	Mathematics	Modify Course
MTH 555	Technology and Communication in the Mathematical Sciences	Mathematics	New Course
PHY 511	Nuclear Physics	Physics	Modify Course
PHY 533	Theoretical Physics A & B	Physics	Modify Course
PHY 534	Solid State Physics	Physics	Modify Course
PHY 589	Thesis Research	Physics	Modify Course
PHY 581	Problems in Teaching College Physics A&B	Physics	Modify Course
	Master of Science in Mathematical Sciences with Concentration in Mathematics	Mathematics	Modify Program

Note:

In Appendix 2, there were several instances where courses originally submitted in the April 2012 Report to the Board as Human Sciences courses were actually Human Services courses, as well as Human Services courses that were actually Human Sciences courses. Those incorrectly identified in the Report to the Board were changed in the board minutes in July 2012 and are indicated with an asterisk*.

COURSE AND LAB FEE REQUESTS FY2013					
College of Business					
Department	Course #	Section	Course Name	Present	Proposed
Accounting	ACC 231		Principles of Financial Accounting	\$ 5.00	\$ 10.00
Accounting	ACC 232		Principles of Financial Accounting	\$ 5.00	\$ 10.00
Accounting	ACC 331		Principles of Financial Accounting	\$ 5.00	\$ 10.00
Accounting	ACC 332		Principles of Financial Accounting	\$ 5.00	\$ 10.00
Accounting	ACC 333		Principles of Financial Accounting	\$ 5.00	\$ 10.00
Accounting	ACC 343		Principles of Financial Accounting	\$ 5.00	\$ 10.00
College of Education					
Department	Course #	Section	Course Name	Present	Proposed
Elementary Education	MLG 403		Learner Centered Middle Schools	\$ 30.00	\$ 40.00
Elementary Education	MLG 401		The Middle Level Learning Community	\$ 30.00	\$ 40.00
Human Sciences	HMS413		Interior Design Portfolio Development	\$ -	\$ 120.00
Human Services	COU 524		The School Counselor	\$ -	\$ 25.00
Human Services	COU 534		School Counseling Programs	\$ -	\$ 25.00
Human Services	COU 525		School Counseling Programs	\$ -	\$ 25.00
Human Services	SPE 445		Basic Orientation and Mobility Skills and Concern	\$ -	\$ 30.00
Human Services	COU 593		Pre-Practicum	\$ -	\$ 35.00
Human Services	COU 594		Practicum	\$ 45.00	\$ 75.00
Human Services	SPE 438	501	Academic Instruction for Persons with Disabilities	\$ -	\$ 25.00
Human Services	SPE 562	501,601	Insturctional Strategies for Exceptional Learners	\$ -	\$ 25.00
Human Services	COU 528		Group Counseling	\$ -	\$ 100.00
Human Services	COU 595		Counseling Practicum	\$ 65.00	\$ 200.00
Human Services	EPS 585		Advanced Human Growth & Development	\$ -	\$ 25.00
Human Services	RHB 325		Intro. To Work with Persons with Visual Impairment	\$ -	\$ 25.00
Human Services	RHB 340		The Eye, Its Function and Health	\$ -	\$ 25.00
Human Services	RHB 493d		Workshop in Rehabilitation- The Visually Impaired	\$ -	\$ 30.00
Human Services	SPE 442		Working with Person with Visual & Multi. Impairment	\$ -	\$ 50.00
Human Services	SPE 594		Adv. Clin. Practicum in Orientation & Mobility	\$ -	\$ 50.00
Secondary Education	SED 542		PBIC Internship - 2nd Semester (all sections)	\$ 750.00	\$ 750.00
Secondary Education	SED 541		PBIC Internship - 1st Semester (all sections)	\$ 750.00	\$ 750.00
College of Fine Arts					
Department	Course #	Section	Course Name	Present	Proposed
Art	ART 230		Sculpture I	\$ 90.00	\$ 110.00
Art	ART 430		Sculpture II	\$ 130.00	\$ 152.00
Art	ART 431		Casting	\$ 135.00	\$ 180.00
Art	ART 533		Graduate Sculpture	\$ 130.00	\$ 152.00
Art	ART 534		Graduate Sculpture: Casting	\$ 135.00	\$ 180.00
Art	ART 440		Introduction Art Metal/Jewelry	\$ 110.00	\$ 130.00
Art	ART 240		Introduction Art Metal/Jewelry	\$ 110.00	\$ 130.00
Theatre	THR 163		Film and Culture		\$ 8.00
College of Forestry and Agriculture					
Department	Course #	Section	Course Name	Present	Proposed
Agriculture	ANS 150		Animal Science Practicum	\$ -	\$ 30.00
Agriculture	ANS 250		Artificial Insemination		\$ 130.00

College of Liberal and Applied Arts					
Department	Course #	Section	Course Name	Present	Proposed
Mass Communication	MCM 205		Media Writing	\$ -	\$ 35.00
Mass Communication	MCM 210		Multimedia Production	\$ -	\$ 45.00
Mass Communication	MCM 250		Photographic Journalism I	\$ -	\$ 45.00
Mass Communication	MCM 300		Single Camera Production	\$ -	\$ 60.00
Mass Communication	MCM 305		Converged Reporting	\$ -	\$ 35.00
Mass Communication	MCM 320		Sports Writing	\$ -	\$ 35.00
Mass Communication	MCM 350		Photographic Journalism II	\$ -	\$ 45.00
Mass Communication	MCM 420		Broadcast Practicum	\$ -	\$ 100.00
Mass Communication	MCM 440		Backpack Journalism	\$ -	\$ 45.00
Mass Communication	MCM 445		Advertising & Illustration	\$ -	\$ 45.00
Mass Communication	MCM 450		Advanced Photojournalism	\$ -	\$ 45.00
Mass Communication	MCM 456		Advanced TV Production	\$ 40.00	\$ 60.00
Psychology	PSY 420		History and Systems of Psychology	\$ -	\$ 20.00
College of Science and Mathematics					
Department	Course #	Section	Course Name	Present	Proposed
Biology	BIO 238		Anatomy and Physiology	\$ 20.00	\$ 30.00
Biology	BIO 239		Anatomy and PhysiologyII Lab	\$ 20.00	\$ 30.00
Chemistry	CHE 134L	500-590	General Laboratory II (online lab only)	\$ 30.00	\$ 10.00
Chemistry	CHE 133L	500-590	General Laboratory I (online lab only)	\$ 30.00	\$ 10.00
Geology	GOL 364		Field Camp (effective summer 2012)	\$ 539.40	\$ 1,495.00
Nursing	NUR 307		Assessment Across the Lifespan	\$ 100.00	\$ 85.00
Nursing	NUR 406		Nursing Care of Complex Health Needs	\$ 115.00	\$ 85.00
Nursing	NUR 331		Nursing Care of Women and Children I	\$ 64.00	\$ 65.00
Nursing	NUR 332		Nursing Care in Promotion of Mental Wellness	\$ 20.00	\$ 15.00
Nursing	NUR 330		Nursing Care of Young Adult to Elderly	\$ 90.00	\$ 75.00
Nursing	NUR 306		Basic Nursing Care of Adult Clinets	\$ 109.00	\$ 150.00
Nursing	NUR 308		Pharmacology Across the Lifespan	\$ 20.00	\$ 15.00
Nursing	NUR 407		Nursing Care of Women and Children II	\$ 90.00	\$ 60.00
Nursing	NUR 408		Nursing Care Clients Complex Mental Health Needs	\$ 50.00	\$ 45.00
Nursing	NUR 430		Nursing Research and Applications	\$ 20.00	\$ 15.00
Nursing	NUR 432		Leadership/Coordination of Nursing	\$ 45.00	\$ 50.00
Physics & Astronomy	AST 105		Classical and Modern Astronomy	\$ 3.00	\$ 5.00
Physics & Astronomy	PHY 410		Experimental Techniques of Physics	\$ -	\$ 100.00

Stephen F. Austin State University
Room and Board Rates for 2012-2013

Residence Hall Rates	Fall or Spring Rate	Summer 1 or 2 Part of Term Rate
Hall 5	\$1,957	
Hall 7	\$1,757	
Hall 9 and 12	\$1,976	
Hall 17	\$2,219	
Hall 20	\$2,333	
Hall 10,11,15,18	\$1,739	
Hall 14 and 16	\$1,804	\$578 (Summer rate is \$17.02 per day)
Lumberjack Landing	\$2,935	
Lumberjack Lodge 4 br	\$3,359	
Lumberjack Lodge 2 br	\$3,566	
Lumberjack Village A	\$3,566	
Lumberjack Village A 1 br	\$4,391	
Lumberjack Village B	\$3,999	
Lumberjack Village B 1 br	\$1,766	
University Woods 1 br	\$3,303	
University Woods 2 br	\$2,715	

Meal plans (rates include sales tax)

Campus Resident	7/14 w/\$125 \$1,550	7/20 w/\$50 \$1,550	210 Block w/\$75 \$1,550
Commuter	5/5 w/\$50 \$610	50 Block w/\$50 \$389	25 Block w/\$100 \$278
Summer Resident	7/14 w/\$75 \$576	7/20 w/\$50 \$716	
Summer Commuter	50 Block w/\$50 \$389	25 Block w/\$100 \$278	

Combined Room and Board

Residence Hall	w/7 Day 14 Meals	Fall and Spring Semester		Summer 1 or 2 Part of Term	
		w/7 Day 20 Meals	w/210 Block	w/7 Day 14 Meals	w/7 Day 20 Meals
5 Wisely Hall	\$3,507	\$3,507	\$3,507		
7 Todd Hall	\$3,307	\$3,307	\$3,307		
9 North Hall	\$3,526	\$3,526	\$3,526		
10 Hall 10	\$3,289	\$3,289	\$3,289		
11 Mays Hall	\$3,289	\$3,289	\$3,289		
12 South Hall	\$3,526	\$3,526	\$3,526		
14 Hall 14	\$3,354	\$3,354	\$3,354	\$1,154	\$1,294
15 Griffith Hall	\$3,289	\$3,289	\$3,289		
16 Hall 16	\$3,354	\$3,354	\$3,354		
17 Steen Hall	\$3,769	\$3,769	\$3,769		
18 Kerr Hall	\$3,289	\$3,289	\$3,289		
20 Hall 20	\$3,883	\$3,883	\$3,883		
Lumberjack Landing	\$4,485	\$4,485	\$4,485		
Lodge 4br	\$4,909	\$4,909	\$4,909		
Lodge 2br	\$5,116	\$5,116	\$5,116		
Village A	\$5,116	\$5,116	\$5,116		

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

Grants awarded between January 1, 2012 and March 20, 2012

Total New Current Year Awards (this period) – as of March 20, 2012		
Subtotal direct federal	\$	0
Subtotal federal pass-through	\$	114,461
Subtotal state and state pass-through	\$	26,450
Subtotal private and local government	\$	137,299
Total awards (all years) for new awards (this period)	\$	333,302
Total awards (all years) for continuing grants (this period)	\$	281,735

Direct Federal Awards

Subtotal Current Year Awards (this report) = \$0
Subtotal New Direct Federal Awards (total award) = \$0

Federal Pass-through Awards****P-16 College and Career Readiness Marketing***

FY 2012 Award: \$108,411
Total Award: \$108,411 (Grant - *renewal*)
Sponsor: Texas Higher Education Coordinating Board
(U.S. Dept. of Education)
Term (this action): January 2, 2012 – January 2, 2013
Description: *Funds are provided to facilitate a data-driven effort to create a college-going culture for the region's 28,000 P-12 students and ensure that students have the skills and knowledge necessary to succeed in college and the workforce. Goals include increasing rates of FAFSA and ApplyTX completion, increasing awareness about college and career readiness, and promoting the GenTX statewide messaging campaign.*
PI/PD: Dr. Judy Abbott, James I. Perkins College of Education

****Preserving a Legacy: Cultural Expressions***

FY 2012 Award: \$5,000
Total Award: \$5,000 (Contract)
Sponsor: Alabama-Coushatta Tribe of Texas
(National Park Service - U.S. Dept. of the Interior)
Term: February 15, 2012 – August 31, 2012
Description: *The purpose of this consulting services agreement is to assist the Alabama-Coushatta Tribe in the conduct, recording, and editing of oral history interviews to document traditional cultural practices for dissemination to schools, museums, and libraries.* PI/PD: Linda Reynolds, East Texas Research Center, Ralph W. Steen Library

Grants awarded between January 1, 2012 and March 20, 2012

***Heritage Development Summit**

FY 2012 Award: \$1,050
 Total Award: \$1,050 (Grant)
 Sponsor: Humanities Texas (National Endowment for the Humanities)
 Term (this action): February 1, 2012 – March 31, 2012
 Description: *Funds are provided to support in part the annual Heritage Development Summit, which promotes rural economic stimulus using humanities-based projects and heritage preservation.* PI/PD: Dr. Mark Barringer, Center for Regional Heritage Research, College of Liberal and Applied Arts

Subtotal Current Year Awards (this report) = \$114,461

Subtotal New Federal Pass-through Awards (total award) = \$114,461

State and State Pass-through Awards**Previously Described*****JAMP Camp FY 2012**

FY 2012 Award:	\$20,000 (renewal)	Total Award:	\$20,000
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Piney Woods AHEC Special Projects

FY 2012 Award:	\$3,750 (additional award)	Total Award:	\$69,710
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NEC4 Statistical Analysis for SUCCESS Project

FY 2012 Award:	\$2,700 (additional award)	Total Award:	\$ 7,025
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Subtotal Current Year Awards (this report) = \$26,450

Subtotal New State/State Pass-through Awards (total award) = \$20,000

Private and Local Government Awards***Establishing Earthworms on Reclaimed Lignite Mine Soils in East Texas**

FY 2012 Award: \$66,183
 Total Award: \$162,725 (Grant)
 Sponsor: Luminant Environmental Research Program
 Term (this action): January 1, 2012 – December 31, 2014
 Description: *This grant funds a two-year research fellowship for a doctoral dissertation project that will determine earthworm abundance, biomass, and species composition in the Martin Mine lake complex in east Texas.* PI/PD: Dr. Kenneth Farrish, Department of Environmental Science

***Tallow Control on the Pineywoods Mitigation Bank: Establishment Ecophysiology, Growth, and Silviculture**

FY 2012 Award: \$21,404
 Total Award: \$21,404 (Educational Research Agreement)
 Sponsor: Working Lands Investment Partners, LLC

*New awards

Prepared by the Office of Research & Sponsored Programs

Grants awarded between January 1, 2012 and March 20, 2012

Term (this action): January 9, 2012 – May 31, 2014
 Description: *This research study will describe the relationship between different Chinese tallow control methods, features that allow for tallow establishment and growth, tallow ecophysiological processes, and the relationship of tallow and soil.* PI/PD: Dr. Jeremy Stovall, School of Forestry (co-PIs: Dr. Hans Williams and Dr. Dean Coble, School of Forestry)

***NISD Demographic Analysis**

FY 2012 Award: \$12,500
 Total Award: \$12,500 (Contract)
 Sponsor: Nacogdoches Independent School District
 Term (this action): November 30, 2011 – April 1, 2012
 Description: *This contract funds a demographic study that will result in a geospatial student database to be used for analysis of student patterns and trends.* PI/PD: Dr. Jerry Williams, Department of Social and Cultural Analysis

***Increasing Minority Interest in Athletic Training with the SFASU Shadow Day**

FY 2012 Award: \$1,587
 Total Award: \$1,587 (Grant)
 Sponsor: National Athletic Trainers' Association, Inc.
 Term (this action): February 1, 2012 – May 31, 2012
 Description: *This grant provides funds to assist in the recruitment of minority high school students into the athletic training profession.* PI/PD: Dr. Linda Stark Bobo, Department of Kinesiology and Health Science

Previously Described Awards***Henderson Wildlife Research Initiative***

FY 2012 Award: \$35,000 (*additional award*) Total Award: \$205,000

***Martin Luther King Day of Service**

FY 2012 Award: \$625 (*renewal*) Total Award: \$625

Subtotal Current Year Awards (this report) = \$137,299

Subtotal New Private and Local Government Awards (total award) = \$198,841

Note:

- *Amounts are based on award notices as they are received from the funding agency, not expenditures or balances in funds/accounts. Some current year awards are estimates based on the total amount awarded spread over the award period.*
- *Does not include non-grant financial aid or gift accounts.*

**Policies for Board Review
April 17, 2012**

Policy Name	Policy Number	BOR Cte	Action/Change	Page Number
Academic Accommodation for Students with Disabilities	F-33	ASA	Further clarification of ADA laws.	P-4
At-Will Employment	E-66	ASA	Clarification of termination authority and updates to language.	P-9
Building Security/Special Events	F-5	B&G	Policy to be deleted.	P-11
Compensation from Grants, Contracts and Other Sponsored Agreements	E-74	ASA	New policy.	P-12
Dead Week	A-15	ASA	Minor wording changes.	P-19
Departmental Budgeting and Accounting Responsibilities	C-11	FA	Updates required by Banner system change.	P-20
Effort Reporting and Certification for Sponsored Activities	A-68	ASA	Minor wording changes and updates.	P-22
Employee Scholarship Program	E-65	ASA	Minor wording changes and updates.	P-25
Establishing Center, Institutes and Specialized Testing or Service Laboratories	A-71	ASA	Minor wording changes and updates.	P-26
Expenditure Authority for Financial Transactions	C-53	FA	Minor wording changes and updates.	P-28
Extra-institutional Learning Experiences in the BAAS Degree	A-52	ASA	Remove reference to work/life experiences.	P-29
Faculty Compensation	E-71	ASA	Minor wording changes and updates.	P-32
File Maintenance for Faculty Personnel Files	A-60	ASA	Minor wording changes and updates.	P-36

Policy Name	Policy Number	BOR Cte	Action/Change	Page Number
Gramm Leach Bliley Act Required Information Security	D-54	FA	Minor wording changes and updates.	P-38
Guest Rooms	B-11	ASA	Policy to be deleted.	P-41
Identity Theft Prevention	C-60	FA	Minor wording changes and updates.	P-43
Institutional Animal Care and Use Committee	A-77	ASA	New policy.	P-47
Leave of Absence (Faculty)	E-29A	ASA	Clarification of bereavement and military leaves.	P-49
Leave of Absence (Non-academic)	E-30N	ASA	Clarification of military leave.	P-57
Mobile Device Applications	A-78	ASA	New policy.	P-64
Nepotism	E-33	ASA	Clarification and minor wording changes.	P-66
Parking and Traffic Regulations	D-24	ASA	Major rewrite with an increase in some parking fees.	P-68
Payments to Human Research Subjects	A-72	ASA	Documentation record retention made more specific.	P-99
Probationary Period of Employment	E-40N	ASA	Minor wording changes and updates.	P-101
Radioactive or Radiation-producing Materials or Equipment	D-27	ASA	Clarification of ordering and receipt procedures.	P-102
Research Development Program	A-65	ASA	Reorganization of content and minor wording changes.	P-105
Research Enhancement Program	A-39	ASA	Minor wording changes and updates.	P-107

Policy Name	Policy Number	BOR Cte	Action/Change	Page Number
Salary Supplements, Stipends and Additional Compensation	E-9	ASA	Reorganization of content and clarification of guidelines.	P-110
Security Systems	D-57	B&G	Clarification of process for installing and maintaining systems.	P-119
Smoking and Use of Tobacco Products	D-35.5	B&G	Reviewed with no content changes.	P-124
Solicitation on Campus	D-33	B&G	Minor wording changes and updates.	P-125
Staff Development	E-47.2	ASA	Minor wording changes and updates.	P-129
Student Account Receivables	C-59	FA	Title changed; minor content changes.	P-130
Student Fiscal Appeals	C-57	FA	Additions to causes for appeal and information possibly required. Timeline clarified.	P-136
Terminal Degree Policy	E-73	ASA	Title changed. Minor wording changes and updates.	P-138
The Ed and Gwen Cole Art Center and the Griffith Gallery	B-36	B&G	Clarification of procedures for scheduling requests and use of alcohol.	P-140
University Vehicles (Rental and 15 Passenger Vans)	B-30	B&G	Title changed. Clarification for drivers and number of passengers.	P-144
USA Patriot Act	E-63	ASA	Minor wording changes and updates.	P-151
Wireless Networking	D-49	ASA	Minor wording changes and updates.	P-153

Academic Accommodation for Students with Disabilities (F-33)

Original Implementation: July 14, 1998

Last Revision: ~~April 21, 2009~~ April 17, 2012

The Law:

It is the policy of Stephen F. Austin State University to comply with the fundamental principles of nondiscrimination and accommodation in academic programs set forth in the implementing regulations for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (*ADA*), *as amended by the Americans with Disabilities Act Amendments Act of 2008 (ADAAA)*; ~~these regulations~~ *The implementing regulations to Section 504* provide that:

No qualified *handicapped* student ~~shall, with a disability shall,~~ on the basis of ~~disability~~ *handicap*, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any *academic, research, occupational training, housing, health insurance, counseling, financial aid, physical education, athletics, recreation, transportation, other extracurricular, or other postsecondary education program or activity*; ~~aid, benefits, or services.~~ [~~Federal Rehabilitation Act of 1973, Section 504, 84.4334 C.F.R. § 104.43(a)~~]

and

An institution shall make such modifications to its academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of ~~discrimination~~ *discriminating*, on the basis of handicap, against a qualified handicapped applicant or student. ~~Academic requirements that the institution can demonstrate are essential to the instruction being pursued by such student or to any directly related licensing requirement will not be regarded as discriminatory.~~ Modifications may include changes in the length of time permitted for the completion of degree requirements, substitution of specific courses required for the completion of degree requirements, and adaptation of the manner in which specific courses are conducted. [~~Federal Rehabilitation Act of 1973, Section 504, 84.4434 C.F.R. § 104.44(a)~~]

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

Neither Section 504 nor the ADA requires universities to lower their academic standards or substantially alter the essential elements of their courses or programs to accommodate

students with disabilities. The requirement to provide reasonable accommodations is designed to afford an equal opportunity for students with disabilities. Achieving reasonable accommodations for a student with a disability involves shared responsibility among students, faculty and staff.

Should ~~a~~*the* university deny a requested accommodation it must be prepared to show ~~very clearly~~ that complying with the request would constitute a fundamental alteration; the unsubstantiated opinion of a faculty member or administrator may not be sufficient for that purpose. Moreover, the cost of the proposed modification is not usually sufficient reason for denying a requested accommodation.

The following accommodations are very widely accepted in higher education:

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

Who must be accommodated?

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

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

Documentation must validate the need for services based on the individual's current level of functioning in an educational setting. If the documentation is found to be insufficient

the ~~institution~~-*university* is not obliged to provide accommodations. If the documentation is found to be sufficient, appropriate accommodations are recommended.

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

What accommodations must be provided?

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

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

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

Requests for accommodation within a particular course should, when possible, be received by the Office of Disability Services before the beginning of the semester in which the student with a disability is to enroll in the course. Once received, the accommodation request is considered by Disability Services and, if required, by the Academic Assessment Committee. If the decision is to recommend against providing the requested accommodation, the student is informed. If it is decided that accommodation is to be provided, a record of that recommendation, together with a recommendation of the general type of accommodation to be provided is sent to the instructor of the subject course, with a *notification* ~~copy~~ to the department chair *of*. ~~In consultation with the academic unit chair~~. *T*₅ the instructor then meets with the disabled student to work out precisely how the recommended accommodations are to be implemented in the context of the particular course *and may consult with the department chair if needed*. To make

provision of appropriate accommodations as effective as possible, students with disabilities are to meet with instructors from whom accommodations are requested as early in the semester as possible.

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

Who must provide approved accommodations in a particular course?

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

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

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

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

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

How are disagreements to be resolved?

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

Cross Reference: Section 504 of the Rehabilitation Act of 1973, ~~Public-Law~~ *Pub. Law* L. No. 93-112, Title 29 U.S.C. § 794 ~~et seq.~~; and the Americans with Disabilities Act of 1990,

~~Public Law~~ *Pub. Law L. No. 101-336, 42 U.S.C. §§ 12101-12213 et seq. as amended by the Americans with Disabilities Act Amendments Act of 2008, Pub. L. No. 110-325; 34 C.F.R. 104; Appeal Procedure Relating to the Provision of Accommodations for Students with Disabilities (F-34); Accessibility for Persons with Disabilities (F-16~~7~~); Animals on University Property (D-3)*

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

Contact for Revision: Director of Disability Services

Forms: None

Board Committee Assignment: *Academic and Student Affairs*

At-Will Employment (E-66)

Original Implementation: July 15, 2003

Last Revision: ~~April 19, 2011~~ April 17, 2012

The following ~~non-classified~~ *exempt*, 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~~
- *All* 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 (*unless the termination is by the president or 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

~~Building Security/Special Events (F-5)POLICY~~
DELETED APRIL 17, 2012

~~Original Implementation:~~ Unpublished

~~Last Revision:~~ April 21, 2009

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

~~When a special event is scheduled in a university building after normal business hours it is the responsibility of the sponsoring department to contact the University Police Department so the building can remain open. Buildings will be secured by university police officers at the appropriate time.~~

~~If a special event will include visitors to campus it is the responsibility of the sponsoring department to contact the University Police Department at least 48 hours prior to the event so any special parking arrangements can be made to accommodate the visitors to the campus.~~

~~Cross Reference:~~ None

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

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

~~Forms:~~ None

Compensation from Grants, Contracts and Other Sponsored Agreements (E-74) NEW

Original Implementation: April 17, 2012

Last Revision: None

I. Background and Purpose

This policy establishes guidelines for compensation paid to faculty and professional (exempt) staff from grants, contracts, and other sponsored agreements that are consistent with federal and state regulations.

Non-exempt staff members are not eligible for additional compensation from grants and must be paid overtime at the appropriate rate of pay.

For purposes of this policy, “compensated effort” is defined as all university-related activities included in the institutional base salary, including salary used for cost sharing, regardless of whether the activity takes place inside or outside of normal business hours. For higher education faculty, this “compensated effort” includes teaching, research, and service, which is consistent with SFA’s Faculty Compensation policy (E-71) and Faculty Workload policy (A-18). Institutional base salary refers to academic year faculty contracts (usually nine months).

In general, federal and state agencies discourage the use of funds from sponsored project agreements to provide pay above the institutional base salary. Many agencies strictly adhere to the language of Federal OMB circular A-21 and specifically prohibit additional compensation above base salary for some or all of their sponsored programs.

General requirements for payment of additional compensation are detailed in Stephen F. Austin State University (SFA) policy, Salary Supplements, Stipends, and Additional Compensation (E-9).

II. Compensation from Grants, Contracts, and Other Sponsored Agreements

If permitted by the grant, contract or other sponsored agreement, faculty and professional (exempt) staff may receive compensation for personal services related to grants, contracts, and other sponsored agreements in the form of salary (preferred) or additional compensation (strictly limited). The form and amount of compensation depends upon a number of factors, including:

- the workload status of the employee (part-time or full-time);
- required approvals from sponsors;
- certification from the employee that additional compensation to be received is for work that is outside of their job description or contractual obligations;
- confirmation from the chair and dean that the requested form of compensation is appropriate and will not adversely affect department functions; and

- the employee has not already reached the maximum compensation limits.

A. Salary Compensation (preferred)

Compensation from grants, contracts, and other sponsored agreements should be in the form of salary for actual work performed on the project from which the salary is paid. Compensated services must be performed during the project period and are captured in effort certification reporting as part of total compensated effort (institutional base salary).

1. Release Time - Whenever possible, sponsored agreement funds should be used to buy out teaching and/or scholarly activities (research, creative activities, and/or service) proportional to the level of effort on the project. This gives the faculty member adequate time to devote to the project.

This approach is consistent with SFA's faculty workload policy, which states "Any work that exceeds normal expectations in the categories of research/scholarly/creative accomplishment and service constitutes an opportunity to request a course load reassignment with the department chair." For purposes of compensation from grants, contracts, and other sponsored agreements (paid or cost-shared), a normal three-credit hour course taught during the fall or spring semester is equivalent to 25% effort (or 0.25 FTE); 20% is normally devoted to instruction and 5% is normally devoted to institutional responsibilities outside of instruction.

2. Faculty Summer Salary - If a faculty member's institutional workload is less than 100% (1.0 FTE) during a summer term, the faculty member may also be paid from one or more grants proportional to the effort expended, subject to the summer salary calculations outlined in policy E-9. For purposes of compensation from grants, contracts, and other sponsored agreements (paid or cost-shared), a normal three-credit hour course in a summer part of term is prorated proportionally as described above. For example, a normal three-hour course taught during Summer I is equivalent to 50% effort (or 0.50 FTE) for the Summer I part of term; 40% is normally devoted to instruction and 10% to institutional responsibilities outside of instruction for the Summer I part of term.

Sponsored project funding may not be used during the summer months to pay for work performed during the academic year, nor may these funds be used to supplement institutional compensation that may be paid at a lower than base salary rate.

3. <1.0 FTE Professional (Exempt) Staff - A portion of a less-than-full-time individual's salary may be paid from one or more sponsored project agreements proportional to the effort expended on each project agreement during the term such work is performed.

B. Additional Compensation (strictly limited)

Additional compensation means salary paid in excess of the institutional base salary. Additional compensation is not allowed for work that is considered “compensated effort;” therefore, a clear delineation of normal faculty workload activities is required in all requests for additional compensation.

Additional compensation is accounted for separately and is not captured in effort certification and reporting procedures.

If allowed by a sponsor for a specific sponsored project, additional compensation may be paid from sponsored agreement funds if the employee meets all requirements; 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.

Professional (exempt) staff with 12-month, full-time employment are not eligible for additional compensation for any function that is part of their job description and duties. However, the staff member may be eligible for additional compensation if the sponsored agreement-related activities: (1) can be defined as consulting or incidental work; (2) are clearly unrelated to their current duties; and (3) are performed outside the employee's regular work hours.

Faculty may be eligible to receive additional compensation for intra-university consulting or incidental work pursuant to the conditions outlined below.

1. Acceptable Forms of Additional Compensation

Additional compensation from grants, contracts, and other sponsored agreements may be paid for work that is in excess of the normal workload and only for one-time or short-term activities as defined below.

- Intra-university Consulting

Intra-university consulting is: (1) limited to unusual circumstances; (2) for work in excess of a full workload; and (3) for faculty working across departmental lines or at a separate or remote location, such as outside of the Nacogdoches area. Examples include statistical consulting, foreign language assistance, project evaluations, and other highly specialized services or activities as applicable to a specific award. Intra-university consulting does not include routine consulting, which is considered to be a professional courtesy or normal university faculty obligation.

In addition to the above conditions, it must be demonstrated that the services to be provided are essential and cannot be provided by persons receiving salary support

from the sponsored agreement, or otherwise compensated for their services by the university.

- Incidental Work (task assignments)

If it can be demonstrated that it is crucial to the success of the project, on occasion, faculty or exempt staff may be paid from grants, contracts, or other sponsored agreements for incidental work. Incidental work should be based on completion of an assignment or task and is restricted to one-time services or jobs with a time commitment of one month or less.

Federal OMB circular A-21 does not provide examples of incidental work because “in general, these assignments are not related to sponsored programs;” however, SFA has determined that some tasks related to grants are incidental. Therefore, for purposes of this policy, incidental work includes: (1) activities that are clearly defined in university policy as additional to the normal workload (e.g., development of online courses and delivery of off-campus instruction); (2) training institutes or workshops that are conducted outside the employee’s regular work hours (such as, evenings or weekends) for external entities and their employees or students; and (3) delivery of off-campus services to non-SFA employees or students as defined in the sponsored project agreement.

Exceptions to these limitations must be pre-approved by the chair and dean and reviewed by ORSP to ensure compliance with institutional policy before ORSP submits the proposal or other request to the sponsor for approval.

2. Rate of Pay

The rate of pay for additional compensation shall be no more than the hourly equivalent of the individual’s regular institutional base rate of pay. This rate is calculated using a monthly basis of 173.33 hours. An exception may be provided for non-research, privately-funded contracts for services such as consulting and training.

3. Specific Requirements

To ensure equitable and consistent application of SFA’s faculty workload policy, these guidelines apply to all sponsored project agreements regardless of the source of funding (federal, state, local government, and/or private entities).

For sponsors that allow additional compensation to be paid, the sponsor must be informed of the intent to charge salary as additional compensation in the original budget proposal. The budget and/or project narrative of the grant or contract should clearly state:

- a. that additional compensation above institutional base pay 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.

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;
- b. the percent of additional effort committed to the project, or the hourly rate and number of hours committed to the project; and
- c. appropriate fringe benefits.

The award document from the sponsoring agency must state that additional compensation is allowed, or the document must imply that the sponsor accepts the proposal with no alterations regarding the request for additional compensation.

Since fixed-price contracts generally do not require a sponsor-approved budget, additional compensation from these projects requires adequate justification from the employee's supervisor. Such requests should be included in the internal budget submitted as part of the proposal clearance process.

C. Responsibility for Compliance

Individuals requesting compensation are required to certify that they meet the eligibility requirements outlined in this policy by signing the ORSP Additional Compensation Verification form. They also must provide assurance to their immediate supervisor that the work to be performed will not interfere with performance of regular responsibilities.

Principal Investigators (PI)/Project Directors (PD) are responsible for assessing and determining if additional compensation is appropriate, is allowed by the sponsor, and follows university policies and procedures. The PI/PD is responsible for initiating internal forms for employee eligibility certification, institutional approval, and payment of additional compensation. PIs/PDs are not eligible to receive additional compensation from their own projects.

Department Chairs/Division Directors/Deans are responsible for carefully analyzing the total university commitments of the employee who requests additional compensation – to confirm that the work is outside of the employee's contractual obligations to the university and that the department's general functions will not be adversely affected. The dean routes the Authorization for Additional Compensation Services form to ORSP along with the ORSP Additional Compensation Verification form to verify eligibility and sponsor approval.

Office of Research and Sponsored Program staff verify sponsor approval, either in the form of an approved grant application as submitted, or in the language of a

contract or other sponsored agreement, by approved amendment, or from subsequent written correspondence from the sponsor's contracting official.

Human Resources staff confirm that the individual has not exceeded the maximum compensation limits as outlined in policy E-9.

D. Remedies for Non-Compliance

Consequences of non-compliance with the university's additional compensation policies or those of the sponsor, specific program requirements, and/or federal and state rules and regulations may include:

- loss of funding for current and future projects from a sponsor;
- suspension of the privilege to submit future grants; and/or
- repayment by the department, college, or employee of salary and fringe benefits paid over the institutional base salary rate.

In the event that repayment of additional compensation paid from sponsored project funds is required by a sponsoring agency or other authorized entity, the department and/or college with managerial oversight of the sponsored agreement in question must identify funds within its department or college to repay the amounts in question. This includes instances where administrative and/or sponsor approvals were not obtained in advance.

Employees who receive additional compensation in amounts greater than those approved by the sponsor, or that exceed the regular rate of pay as outlined in this policy, and/or exceed the cap as outlined in policy E-9 may be required to repay those amounts.

Cross References: Federal Circular OMB A-21; Uniform Grant Management Standards for Texas, UGMS; Council on Governmental Relations (March 1, 2007). Policies and Practices: Compensation, Effort Commitments, and Certification. Ch. 1c. Special Care for Supplemental Compensation (pp. 20-23); Tenure (E-50A); Distance Education Faculty Competencies and Compensation (A-58); Effort Reporting and Certification for Sponsored Activities (A-68); Faculty Workload (A-18); Outside Employment (E-35); Off-campus Credit Courses (A-34); Grants and Contracts Administration (A-56); Faculty Compensation (E-71); Summer Teaching Appointments (A-18A); Overload Assignments (A-37).

Responsible for Implementation: Provost and Vice President for Academic Affairs

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

Forms: Authorization for Additional Compensation Services and Authorization for Additional Compensation Payment (Human Resources website); Additional Compensation Verification (ORSP website).

Board Committee Assignment: Academic and Student Affairs

Dead Week (A-15)

Original Implementation: June 16, 1982

Last Revision: ~~April 21, 2009~~ April 17, 2012

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

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

Cross Reference: Faculty Handbook

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

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

Forms: None

Board Committee Assignment: *Academic and Student Affairs*

Departmental Budgeting and Accounting Responsibilities (C-11)

Original Implementation: September 1, 1987

Last Revision: ~~April 21, 2009~~ April 17, 2012

It is the responsibility of each department head to *account for the funds and property of his/her department and to exercise budgetary control over them* ~~and account for the funds and property of his/her department~~. For that reason, all accounts ~~are assigned~~ *have a designated* ~~to an~~ account manager. *An account is defined as a specific Banner fund/organization combination as assigned by the controller's office.* It is the responsibility of each account manager to maintain records of sales and other revenues, expenditures and encumbrances including salaries and wages, and other charges which support and supplement the *records of the controller's office's in the Banner finance system* ~~records~~.

It is the account manager's responsibility to ensure that each account under his/her control does not exceed budget limitations. In accounts where both revenues and expenditures are projected (i.e. Designated Fund, Restricted Fund, and Plant Fund accounts), if actual revenues do not meet budgeted revenues, it is the account manager's responsibility to reduce expenditures accordingly. All deficits are to be thoroughly investigated and resolved in a timely manner. Complete and accurate records of financial transactions are to be maintained by the controller's office. ~~and~~ *These records may be accessed by the appropriate* ~~made available~~ *to account managers through the Banner system.* Account managers ~~who~~ are responsible for comparing their records with those of the controller's office and reporting any differences promptly to the controller's office.

The original approved budgets and all authorized budget revisions for non-restricted accounts are maintained by the budget director. The original approved budgets and all authorized budget revisions for restricted grants and contracts and gift accounts are maintained by the controller's office. Budget revisions for non-restricted accounts and restricted gift accounts under the account manager's control can be initiated with the ~~Budget Change and Additional Appropriation Form~~ *Office Transaction Request*. *Budget revisions between like funds and among a department's various organizations should be completed online, by the department, through Self Service Banner. No form is necessary for these types of transactions.* Budget revisions for restricted grants and contract accounts can be initiated with the External Grant Budget Revision Request form.

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

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

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Controller, Budget Director

Forms: ~~Budget Change and Additional Appropriation Form~~ *Office Transaction Request*, External Grant Budget Revision Request form, ~~Administrative Account Request Banner~~ *Access Request form*

Board Committee Assignment: *Finance and Audit*

Effort Reporting and Certification for Sponsored Activities (A-68)

Original Implementation: January 29, 2008

Last Revision: ~~October 18, 2010~~ April 17, 2012

This policy establishes requirements for recording and reporting employee effort to comply with federal and state laws and regulations [Office of Management and Budget Circular A-21 and Texas Uniform Grant Management Standards II (B)(11)(h)(1-5,7)].

Effort reporting is a process that uses after-the-fact activity records to certify that only allowable payroll expenses are charged to or contributed (cost-shared or matched) to grants, contracts, and other sponsored agreements, and that effort commitments to sponsored agreements are met as specified in the agreement.

- A. Effort reports are required for faculty and staff who devote effort (paid or cost-shared) to one or more sponsored agreements that are funded by state or federal sponsors.
- B. Effort is defined as the amount of time spent on a particular activity and is not based on a traditional 40-hour work week. The total effort associated with institutional base salary is defined as 100% effort. This includes instruction, departmental administration, departmental research, sponsored projects, and other activities.
- C. Effort expended for extra compensation, ~~such as salary supplements, stipends, or additional compensation~~ as defined in ~~SFA Policy~~ *Salary Supplements, Stipends and Additional Compensation (E-9)*, or for work not compensated by the university, is not included in effort calculations. *Refer to Compensation from Grants, Contracts and Other Sponsored Agreements (E-74)*.
- D. Effort reports should reasonably reflect the activities for which employees are compensated by the institution. However, ~~in the use of any methods for apportioning salaries,~~ it is recognized that, in an academic setting, teaching, research, service, and administration are often inextricably intermingled. Therefore, a precise assessment of factors that contribute to costs is not always feasible, nor is it expected. Reliance, therefore, is placed on estimates in which a degree of tolerance is appropriate.
- E. Tolerance is defined by the university as +/- five percent (5%) of the committed effort. Effort certification report adjustments may be required when: 1) certified

- effort does not match salary expenditures within the tolerance limit for the time period covered by the report; 2) there are payroll cost transfers; or 3) revised personnel actions are generated.
- F. Project directors (PDs) or principal investigators (PIs) are responsible for ensuring that effort certification reports are completed accurately and in a timely manner for each individual subject to this policy and paid and or cost-shared from a grant, contract, or other state/federal sponsored agreement for which they serve as PD/PI.
- G. To confirm that the distribution of activity represents a reasonable estimate of the work performed by the employee during the period, reports will be ~~signed~~ *certified* by the employee, PD/PI, or other responsible person with suitable means of verification that the work was performed.
- H. Effort certification reports are generated *electronically in the Banner system* for individuals ~~by payroll~~ when any portion of a salary is paid or cost-shared in a reporting period from state of Texas and/or federally sponsored ~~accounts~~ *funds*. ~~Completed forms are returned to the controller's office for review, filing, and retention~~ *Electronically certified forms are maintained in the Banner system; manually signed forms are retained by the Office of Research and Sponsored Programs (ORSP) for the appropriate period of time.*
- I. Effort attributed to any state *and/or* federally sponsored agreement (grant, contract, or cooperative agreement) must represent work specific to the agreement. Intentional falsification, forgery, or fraudulent alteration of effort certification reports constitutes fraud. Criminal and/or employee discipline measures may be pursued.
- J. Training in the effort certification process is mandatory for all employees ~~with~~ *who certify* payroll expenses charged to or contributed (cost-shared or matched) to externally funded grants, contracts, or other sponsored agreements subject to effort reporting requirements, and for departmental and other employees involved in the effort reporting process. ~~The Office of Research and Sponsored Programs (ORSP) will~~ provides and documents training activities.
- ~~Detailed p~~ Procedures for effort reporting and certification ; ~~information on training; timelines for distribution, completion, and submission of effort reports; for modifications to salary charges based on variances between the estimated and actual effort; and for correction of effort reports~~ are outlined in the Technical Assistance Grants and Contracts

Procedures Manual published on the ~~by the Office of Research and Sponsored Programs (ORSP) website.~~

Cross Reference: ~~ORSP Technical Assistance Manual~~ *Grants and Contracts Procedure Manual*; Office of Management and Budget Circular A-21, J.10. (2 C.F.R. § 220, Appendix J.10.); Texas Uniform Grant Management Standards II(B)(11)(h)(1-5, 7); Salary Supplements, Stipends and Additional Compensation (E-9); *Compensation from Grants, Contracts and Other Sponsored Agreements (E-74)*

Responsible for Implementation: Provost and Vice President for Academic Affairs

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

Forms: ~~Banner Effort Certification Reports for Faculty and Salaried Employees~~

Board Committee Assignment: *Academic and Student Affairs*

Employee Scholarship Program (E-65)

Original Implementation: January 28, 2003

Last Revision: ~~April 21, 2009~~ April 17, 2012

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

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

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

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

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Vice President for Finance and Administration

Forms: Employee Educational Assistance packet:

~~<http://www.sfasu.edu/hr/115.asp>~~ <http://www.sfasu.edu/personnel/EducAssistPacket.pdf>.

Board Committee Assignment: *Academic and Student Affairs*

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

Original Implementation: Unpublished

Last Revision: ~~April 21, 2009~~ April 17, 2012

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

- A center may be established within an academic department or division, college, or the university, and may be interdisciplinary.
- A formal proposal ~~shall be~~ *is* required ~~for the~~ *to* establishment and official ~~recognition~~ *recognize* of a center. Procedures and guidelines for proposals ~~must be~~ *are* subject to approval by the provost and vice president for academic affairs, and shall be ~~published~~ *posted* by the Office of Research and Sponsored Programs (ORSP).
- A center proposal must include, ~~at a minimum,~~ a description of the mission of the center, its goals and objectives, and how the center shall be structured and funded or otherwise supported by the university.
- *Proposals are subject to approval by participating department chairs/directors, deans, and the appropriate vice president(s). Recommendations for formal recognition of centers shall be forwarded to the president for approval. shall be reviewed by the director of research and sponsored programs and recommended for approval by participating department chairs/directors, academic deans, and the appropriate vice president. Recommendations for formal recognition of centers shall be forwarded to the president for approval. Centers shall submit annual updates to the appropriate dean(s) and/or vice president(s) in a format prescribed by the dean(s) or vice president(s). The annual review process shall include criteria that assess the effectiveness of the center in meeting its mission, goals, and objectives. Every five years a review by the authorizing dean(s) and/or vice president(s) will determine whether a center will be continued or dissolved.*
- Centers may be named by the Board of Regents for persons who have made outstanding contributions to the university.

- ~~Existing Centers without formal recognition existing at the time of the adoption of this policy~~ are required to submit a formal proposal, consistent with this policy's guidelines, ~~to remain recognized by the university.~~
- A center may not participate in activities that do not, in their entirety, support the mission of the university, including the use of a center's or the university's name.
- ~~Centers shall submit annual updates to the appropriate dean and/or vice president (VP) in a format prescribed by the dean or VP.~~
- ~~A center shall be disbanded within five years, unless a request for review and continuation is approved by the authorizing dean and/or VP. The review process shall include, at a minimum, criteria that assess the effectiveness of the center in meeting its mission, goals, and objectives.~~
- ~~ORSP~~ *The Office of Research and Sponsored Programs* shall maintain an inventory of centers and their status.

Cross Reference: Guidelines and Procedures for Establishing Centers, *Institutes, and Specialized Testing or Service Laboratories*; ~~Policy D-22~~; Naming Guidelines (*D-22*)

Responsible for Implementation: Provost and Vice President for Academic Affairs

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

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

Board Committee Assignment: *Academic and Student Affairs*

Expenditure Authority for Financial Transactions (C-53)

Original Implementation: April 13, 2006

Last Revision: ~~April 21, 2009~~ April 17, 2012

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

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

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

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

Cross Reference: ~~Title 34, Texas Tex. Administrative Admin. Code §, Part 1, Chapter 5, Subchapter F, Rule 5.61; Security Coordinator Reference Guide~~

Responsible for Implementation: Vice President for Finance and Administration

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

Forms: None

Board Committee Assignment: *Finance and Audit*

Extra-institutional Learning Experiences in the BAAS Degree (A-52)

Original Implementation: October 26, 1999

Last Revision: ~~January 31, 2012~~ *April 17, 2012*

Role and Scope

The purpose of this policy is to define a procedure to award credit for extra-institutional learning experiences in the Bachelor of Applied Arts and Sciences (BAAS) degree. This policy provides a rationale for the credit awarded and definitions of the significant elements of the process, establishes guidelines for the occupational portfolio, and provides a means for monitoring the policy.

Review

The dean of the College of Liberal and Applied Arts shall review and implement this policy.

Rationale

Awarding degree credit for extra-institutional learning experience is based on the higher education practice of granting academic credit for educational attainment comparable to the college level. The granting of credit is carried out in a variety of ways including, but not limited to, credit by examination, Advanced Placement (AP) credit, College Level Examination Program (CLEP) credit, occupational portfolio review, and Stephen F. Austin State University (SFA) departmental examination. The credit awarded must be appropriate to an individual's BAAS degree program.

Authority and Oversight

The authority granted to SFA by the Texas Higher Education Coordinating Board (THECB) (July 16, 1974) to offer the BAAS degree contains the following statements: "Semester hour credit for experience and/or exhibited competency is permissible in both Academic Foundations (up to 12 hours) and Academic Specialization (up to 24 hours). An expanded innovative program of advising and counseling will be necessary to administer the program."

The College of Liberal and Applied Arts shall maintain oversight of the BAAS degree and administer the extra-institutional learning credit program. The dean of the college shall develop procedures to implement all aspects of the BAAS degree.

Definitions

B.A.A.S. Degree - The Bachelor of Applied Arts and Sciences degree is designed to offer students an opportunity to receive college credit for extra-institutional learning experiences and to apply these credits toward a baccalaureate degree. The degree is designed to provide both academic and professional depth to individuals who have recognized competency in occupational or technical fields.

Extra-institutional Learning - Documented learning experience that accrues to the student outside the sponsorship of an accredited institution of higher education. Such experience may include learning sponsored by non-accredited associations, business, industry, or military units to develop knowledge, skills, and values. If the learning experience occurred outside of a training program related to professional licensure or certification, the student must submit an occupational portfolio.

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

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

Procedure for Credit Awards

The evaluation of extra-institutional learning experience depends on an examination process. The measure of equivalency is determined by three factors:

1. The Curriculum of the Learning Experience - The learning experience must meet the standard of currency and relevance of contemporary institutions of higher education.
2. The Qualifications of the Instructor/Supervisor - Instruction and supervision must be provided by an individual or individuals whose credentials have been reviewed and accepted by authorized peers, an appropriate sponsoring professional organization or corporation, or an institution of higher education.
3. Evaluation of Student Achievement - The validation process must use a means of evaluating the learning process that is appropriate to the subject matter and the manner of transmission.

All requests for credit for extra-institutional learning experiences must be submitted by the student at the time of application to the BAAS degree program. Requests must be

accompanied by documentation of the learning experiences, including the occupational portfolio (if required). The BAAS program director, or a designee, shall review the documentation, including credit recommendations, and make a final determination on the amount of credit to be awarded. Credit awarded shall be submitted to the Office of the Registrar. Credit awarded for extra-institutional experiences is only applicable to the Bachelor of Applied Arts and Sciences Degree.

Appeals

Appeals of credit awards must be in writing to the dean of the College of Liberal and Applied Arts for resolution. The dean may either affirm the decision of the BAAS program director or make a different credit recommendation.

Cross Reference: SFA General Bulletin/Advanced Placement & Credit by Examination

Responsible for Implementation: Provost and Vice President of Academic Affairs

Contact for Revision: Dean of the College Liberal and Applied Arts

Forms: None

Board Committee Assignment: Academic and Student Affairs

Faculty Compensation (E-71)

Original Implementation: February 3, 2005

Last Revision: ~~October 12, 2009~~ April 17, 2012

Stephen F. Austin State University (SFA) is responsible for securing a qualified and competent faculty and for utilizing public funds for faculty salaries and wages in an effective manner.

1. Faculty Employee

Faculty personnel are any university employees with academic rank or duties that include teaching, research, academic administration, or other scholarly activity and who are paid in full or in part from the line item "Faculty Salaries" or from other academic funding source. The provost and vice president for academic affairs (VPAA), associate provost, and academic deans are considered staff for purposes of this policy.

2. Authority to Set Compensation

The Board of Regents has the authority to set compensation levels paid to faculty members through review and adoption of the annual operating budget. The itemized budget specifies the salary authorized for each position. The provost must give initial approval of all changes to budgeted faculty positions outside of the annual operating budget.

3. General Compensation

It is the policy of the university to distribute fairly and equitably funds available for salaries and wages. Initial faculty salaries are determined based on a combination of factors, including the funding available for the position, the academic discipline, faculty rank at the time of appointment (see *Academic Appointments and Titles Policy (E-1A)*), highest degree earned, the job description, professional experience, market value, and the needs of the department and college. Upon the recommendation of the chair and dean, the provost approves all faculty salaries prior to hiring.

4. Non-Discrimination

All position and salary range assignments shall be made on the bases of the work to be performed without regard to race, color, religion, sex, age, disability, national origin, veteran status, or marital status and in accordance with the laws, policies, and

regulations of the United States government, the state of Texas, and the Board of Regents of SFA.

5. Administration of Faculty Compensation

The provost, in conjunction with the academic deans, has responsibility for the administration of this policy. Department chairs and directors shall recommend compensation for their employees in accordance with university policies, procedures, and guidelines.

6. Faculty Compensation

a. General Information: Faculty salaries are normally budgeted for a 9-month period. Faculty members are compensated on the basis of a fair and reasonable workload. ~~(See Faculty Workload Policy (A-18)).~~ Under the Federal Wage and Labor Law, faculty employees are exempt from overtime regulations.

b. Market Data: University administrators shall use the College and University Professional Association for Human Resources (CUPAHR) as its primary determinate of the market value for faculty salaries. Other relevant market data shall be considered when appropriate.

c. Compensation for Summer Teaching: Summer teaching is not guaranteed. Where needed or required, faculty members may be assigned summer teaching. ~~(See Summer Teaching Appointments Policy (A-18A)).~~ *Normally, faculty members are compensated for summer teaching at a rate of 1/6 of their 9-month teaching salary for a 100% teaching assignment for each summer session. In certain budgetary circumstances, the rate of compensation may be adjusted.* Compensation is prorated for assignments less than two teaching units. Compensation for summer teaching is provided through the SFASU summer budget.

d. Compensation for Adjunct Faculty: When considered necessary to hire adjunct faculty to teach courses, the compensation should be based on the following ranges:

Years of Experience	Salary Range (per course)
Zero to Six	\$2,500 - \$3,000
Seven to Ten	\$2,650 - \$3,200
Over Ten	\$2,800 - \$3,800

e. Stipends may vary by college, discipline, need, and the educational level of the proposed adjunct faculty member. Any variation must be recommended by the chair and dean and approved by the provost prior to appointment.

f. *Additional Compensation: In instances where faculty members provide services outside of their normal teaching duties, they may be eligible for*

additional compensation. (See ~~Compensation in Excess of Base Pay Policy~~ Salary Supplements, Stipends and Additional Compensation (E-9).

- g. Overload Compensation: In instances where faculty members are needed to teach an overload, they may be eligible for overload compensation. At a minimum, the overload compensation shall be comparable to that of an adjunct faculty member. Upon the recommendation of the chair and dean and approval of the provost, overload compensation may vary based on the funding available, needs of the department, and qualifications of the faculty member.
 - h. *Associate Dean, Assistant Dean, Chair or Director Compensation: When appointed as an associate dean, department chair or director, a faculty member may receive a combination of a stipend and reassignment time for performing administrative duties. (See ~~Academic Unit Chair/Director Appointments Policy~~ (E-6A) and ~~Academic Unit Chair/Director Teaching Load Policy~~ (E-7A).*
 - i. *Grants, Endowments, and Other Arrangements: Grants, endowments, awards and other arrangements may provide for an additional stipend or salary support for a faculty member within applicable regulatory parameters. See *Compensation from Grants, Contracts and Other Sponsored Agreements (E-74).**
7. Increases in Compensation
- a. General Increases: All salary increases for faculty members, unless otherwise mandated by the state's legislature, shall be based on merit and/or equity. Quality teaching, research, scholarly/creative activity, administrative responsibilities, and service may be considered in the merit process. Equity and adjustments may be awarded based on the recommendations of the department chair and dean, subject to the approval of the provost.
 - b. Recommendations: Department chairs and program directors shall recommend salary rates, equity adjustments, and merit increases in the annual department budget request based on the budget guidelines issued by the president. The recommendations shall, in turn, be submitted to the appropriate academic dean and the provost for approval. Each faculty member is to provide an annual Faculty Activity Report to the department chair or director for use in consideration of a merit increase. *See Administrative Evaluation of Faculty Performance and Consideration for Merit Pay (E-20A).*
 - c. Salary Increases for Promotion: Faculty members, through the promotion process (~~[see Academic Promotion Policy, (E-3A)]~~), are awarded increases in the subsequent budget year based on budgeted resources and the promotion rank.

Cross Reference: ~~None~~ *Academic Appointment and Titles (E-1A); Academic Promotion (E-3A); Academic Unit Chair/Director Appointments (E-6A); Academic Unit*

Chair/Director Teaching Load (E-7A); Faculty Compensation (E-71); Faculty Workload (A-18); Salary Supplements, Stipends and Additional Compensation (E-9); Compensation from Grants, Contracts and Other Sponsored Agreements (E-74); Administrative Evaluation of Faculty Performance and Consideration for Merit Pay (E-20A).

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*

File Maintenance for Faculty Personnel Files (A-60)

Original Implementation: October 31, 2000

Last Revision: ~~July 21, 2009~~ April 17, 2012

The Southern Association of Colleges and Schools requires the university to keep *documentation* on file ~~documentation~~ of academic preparation for all full-time and part-time faculty members, ~~including~~. *Documentation includes* official transcripts, and, if appropriate for demonstrating competency, official documentation of professional and work experience, technical and performance competency, records of publications, certifications, and other qualifications. To meet ~~that~~*this* requirement, the following guidelines have been established to address the contents of the file ~~as well as~~ and the designated ~~place~~*office* responsible for maintaining the file.

Filed in *the* Office of the Provost and Vice President for Academic Affairs: (VPAA):

~~All~~ Full-time academic ranks *faculty*:

- ~~• Personnel Action Request form (green copy)~~
- Recommendation for Appointment form
- Signed contract issued by *the Office of the Provost and Vice President for Academic Affairs* ~~VPAA office~~
- Curriculum vitae
- Official transcripts from all degree granting institutions attended
- Three letters of reference
- Faculty ~~•~~ Certification of ~~•~~ Credentials *form (where necessary) for those faculty who do not hold the terminal degree or whose terminal degree is outside the discipline in which they are teaching*

Filed in *the* Office of *the* College Dean:

Adjunct *faculty*, designated– 4.5 to 9 months *faculty*, non-tenure track *faculty*

- ~~1. Personnel Action Request form (blue copy)~~
- ~~2. •~~ Signed contract issued by *the* dean's office
- ~~3. •~~ Curriculum vitae
- ~~4. •~~ Official transcripts from all degree granting institutions attended *or verification that official transcripts are in the Office of the Provost and Vice President for Academic Affairs*
- Three letters of reference

- 5. • *Faculty Certification of Credentials form for those faculty who do not hold the terminal degree or whose terminal degree is outside the discipline in which they are teaching*

~~Graduate Teaching Assistants (when teacher/instructor of record)~~

1. ~~Personnel Action Request form (green copy)~~
2. • Curriculum vitae
3. • Official transcripts from all degree granting institutions attended *or verification that official transcripts are in the Office of the Dean of the Graduate School*
 - Three letters of reference
4. • *Faculty Certification of Credentials form*

~~Filed in Graduate Office:~~

~~Graduate Assistant—Enrolled graduate student, 50% time or less, non-tenure track~~

1. ~~Personnel Action Request form (green copy)~~

Note: See ~~Policy E-1A, Academic Appointments and Titles (E-1A)~~; for definition of titles.

Cross Reference: ~~Policy Manual, Academic Appointments and Titles (E-1A)~~; Faculty Handbook

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: ~~None~~ *Recommendation for Appointment form, Faculty Certification of Credentials form*

Board Committee Assignment: *Academic and Student Affairs*

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

Original Implementation: April 21, 2009

Last Revision: ~~None~~ April 17, 2012

Overview

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

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

Program Objectives:

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

Definitions:

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

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

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

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

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

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

Scope of the Program

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

Elements of the Program:

Designate a Program Representative(s)

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

Identify and Assess Risk

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

- Employee training and management;

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

Design and Implement Safeguards

The risk assessment and analysis described above shall apply to all methods of handling or disposing of nonpublic financial information, whether in electronic, paper or other form. The program officer will, on a regular basis, implement safeguards to control the risks identified through such assessments and to regularly test or otherwise monitor the effectiveness of such safeguards. Such testing and monitoring may be accomplished through existing network monitoring and problem escalation procedures.

Overseeing Service Providers

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

Program Review and Revision

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

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

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Vice President for Finance and Administration

Forms: None

Board Committee Assignment: *Finance and Audit*

~~Guest Rooms (B-11) POLICY DELETED APRIL 17, 2012~~

~~Original Implementation: January 21, 1986~~

~~Last Revision: April 21, 2009~~

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

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

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

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

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

~~1. The department requesting a room reservation should complete the Guest Room Reservation (Hall 20) Form on the SFA Business Forms link on the SFA web site. The following information will be needed:~~

- ~~▪ name of University guest;~~
- ~~▪ dates of stay;~~
- ~~▪ name of university sponsor and the department responsible for the guest (see 2 below);~~

- ~~purpose of visit, (i.e., job interview, performance, etc.);~~
- ~~name of the department who will be financially responsible for damages and/or lost keys.~~

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

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

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

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

~~**Contact for Revision:** Residence Life Department~~

~~**Forms:** None~~

Identity Theft Prevention (C-60)

Original Implementation: April 21, 2009

Last Revision: ~~None~~ April 17, 2012

Purpose

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

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

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

Definitions

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

Covered account means:

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

Creditor means any person who regularly extends, renews, or continues credit; any person who regularly arranges for the extension, renewal, or continuation of credit; or

any assignee of an original creditor who participates in the decision to extend, renew, or continue credit

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

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

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

Elements of the Program

Identification of Red Flags

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

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

Detecting Red Flags

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

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

Responding to Fraudulent Activity

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

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

Periodic Updates to Program

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

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

Program Administration

Oversight of the Program

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

Reports

University staff responsible for the development, implementation, and administration of the program should report to the program administrator at least annually, on compliance

with the program. The report should address such issues as: the effectiveness of the policy and procedures in addressing the risk of identity theft in connection with covered accounts; service provider arrangements; significant incidents involving identity theft and management's response and recommendations for material changes to the program.

Staff Training

~~Staff training in all elements of this program shall be conducted at least annually for those employees, officials and contractors for whom it is reasonably foreseeable may come into contact with covered accounts or personally identifiable information that may constitute a risk to the university or its customers *must complete the Red Flag Training to ensure compliance with the identity theft prevention policy.*~~

Oversight of Service Provider Arrangements

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

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

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Vice President for Finance and Administration

Forms: None

Board Committee Assignment: *Finance and Audit*

Institutional Animal Care and Use Committee (IACUC) (A-77) NEW

Original Implementation: April 17, 2012

Last Revision: None

The Stephen F. Austin State University Institutional Animal Care and Use Committee (IACUC) is responsible for the review of research and teaching activities that involve vertebrate animals. This review process ensures that all university activities comply with government regulations set forth by the United States Department of Health and Human Services, Office of Laboratory Animal Welfare (OLAW) and by the United States Department of Agriculture-Animal and Plant Health Inspection Service (USDA-APHIS) under the Animal Welfare Act (AWA). The IACUC shall consist of a minimum of five (5) members, including: at least one faculty member representing an academic department utilizing vertebrate animals for research, testing, or training; one member from a department that does not utilize animals in research; one Doctor of Veterinary Medicine; and one member of the community not associated with the university. The committee will meet at least twice per year and on an as-needed basis to review faculty research proposals that involve vertebrate animals and complete any additional tasks required by law. The IACUC will establish and publish the processes that must be followed when vertebrate animals are to be used in research. The vice president for academic affairs shall serve as the Institutional Official (IO). The IACUC reports to the IO, who possesses administrative and operational authority to ensure compliance with relevant policies from OLAW and the AWA.

No activities involving vertebrate animals can be carried out without approval from the IACUC. This includes activities that may be considered exempt activities and/or exempt animals.

This policy applies to all activities, teaching and research, that involve vertebrate animals that are: sponsored by the university; conducted by university faculty, staff, visitors, or students; and conducted using property and/or facilities owned by the university.

Failure to comply with applicable federal policies related to animal care and use may result in civil and/or criminal penalties, and may also result in loss of federal funding to the university.

Cross Reference: 9 C.F.R. § 2.31; Animal Welfare Act, 7 U.S.C. 2131 et. seq.; Office of Laboratory Animal Welfare, *Guide for the Care and Use of Laboratory Animals*, 8th edition; Office of Laboratory Animal Welfare, *Institutional Animal Care and Use Committee Guidebook*, 2nd edition.

Responsible for Implementation: Provost and Vice President for Academic Affairs

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

Forms: Animals in Research Protocol

Board Committee Assignment: Academic and Student Affairs

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

Original Implementation: September 1, 1981

Last Revision: ~~April 21, 2009~~ April 17, 2012

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

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

Leaves may be granted with the following conditions:

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

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

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

Family Medical Leave - The Family and Medical Leave Act (FMLA) will, in many circumstances, entitle university employees with more than one year of service and who have worked at least 1,250 hours in the last year, to request up to twelve weeks of medical leave per year. Employees entitled to FMLA leave are required to use all sick leave accrued while taking the FMLA leave. *(See the Family and Medical Leave policy E-58 for more information.)*

Parental Leave - Employees who do not qualify for ~~FML~~ family and medical leave are entitled to parental leave for the birth of a child or the adoption or foster care placement of a child under the age of three. Parental leave cannot exceed 12 weeks. The employee must first use all available and ~~appropriate~~ applicable sick leave while taking the parental leave and the remainder of the leave is unpaid. Such parental leave may only be taken for the birth of a natural child or the adoption or foster care placement with the employee of a child under 3 years of age. The leave period begins with the date of birth or the adoption or foster care placement. *(See the Family and Medical Leave policy E-58 for more information.)*

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

Emergency Leave

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

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

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

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

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

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

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

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

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

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

Military Leave – *Employees are eligible for 15 workdays in each federal fiscal year without loss of pay or benefits to accommodate authorized training or duty for the state's military forces, a reserve branch of the U.S. Armed Forces, or a state or federally authorized urban search and rescue team. The 15 days of paid leave do not have to be consecutive. If the employee does not use the 15 days of military leave in a fiscal year, the employee is entitled to carry the balance forward to the next fiscal year, not to exceed 45 workdays.*

~~State employees are eligible for leave to accommodate:~~

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

~~Adjusted Work Schedule for Military Leave: This agency~~*The university will adjust the work schedule of a military member of the Texas National Guard or United States Armed Forces Reserve so that two of the employee's days off each month coincide with two days of military duty.*

An employee called to active duty during an emergency to serve in reserve component of the U.S. Armed Forces under Title 10 or Title 32 of the U.S. Code is entitled to an unpaid leave of absence. The employee may choose, but is not required, to use all or some

portion of another form of paid leave before they choose to go on leave without pay while on military leave.

An employee called to state active duty as a member of the state military forces by the governor because of an emergency is entitled to receive emergency leave without loss of military leave. This leave will be proved without a deduction in salary. This time is not limited and does not count against the 15 days maximum military leave per fiscal year.

An employee called to federal active duty for the purpose of providing assistance to civil authorities in a declared emergency or for training for that purpose is entitled to receive paid emergency leave for not more than 22 workdays without loss of military leave per calendar year.

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

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

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

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

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

~~Call to National Duty: Employees called to active duty during national emergency to serve on a reserve component of the U.S. Armed Forces under Title 10 or 32 of the U.S.~~

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

Differential Pay: The agency-university shall grant sufficient emergency leave to provide a pay differential if the employee's military gross pay is less than the employee's state gross pay. The combination of gross military pay and emergency leave may not exceed the employee's actual state gross pay. Pay received while assigned to a combat zone, hardship duty pay, and family separation pay is excluded when computing military differential pay. The employee should be notified of the university's intent to use emergency leave to supplement their military pay to raise it to a rate comparable to the state pay received prior to activation. Only state employees called to active duty in support of a national emergency or Homeland Security mission (under U.S.C. Title 10 or 32) and who's military pay is less than their gross state pay are eligible for differential pay. Service members involved in routine military training or who are attending military schools are not entitled to this differential pay. To determine eligibility, the employee must provide a copy of their Military Leave and Earnings Statement each month that emergency leave is going to be granted to look at the total entitlement of military pay received by the service member. The service member's pay may change during the period of active duty because of a promotion or change in entitlements; any increase in pay may reduce or cease the need for state military differential pay.

Restoration of Employment: To be eligible for restoration of employment at the conclusion of military service, the employee must be honorably discharged no later than five years after induction, enlistment, or call to duty and must be physically and mentally qualified to perform the duties of the job. *If an employee is unable to perform the duties of the previous job due to a service-related disability, the veteran is entitled to be restored to a position that he or she can perform with similar or the nearest possible*

seniority, status, and pay. Veterans whose employment has been restored may not be dismissed without cause within a year of their reinstatement.

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

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

~~**Guide Assistance Dog Training** - SFASU employees who are blind~~ *An employee with a disability as defined by Texas Human Resources Code, Section 121.002 shall be granted a paid leave up to 10 working days of absence with pay each in a fiscal year for the purpose of attending a training program to acquaint the employee with a seeing-eye assistance dog to be utilized by the employee. This leave is in addition to other leave entitlements.*

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

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

All requests for leave without pay must be ~~accompanied by a Personnel Action Request form~~ *submitted to Human Resources on the "Leave without Pay" form.*

Cross Reference: ~~Non-Academic Employee Handbook~~; Family and Medical Leave Act,

5 U.S.C. §§ 6381-6387; *Tex. Hum. Res. Code* § 121.002; *Tex. Gov. Code* §§ 431.005, .017, .0825, 613.002-.005, 658.008, 661.903-.9041

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources

Forms: ~~Personnel Action Request, see Index E-39; Emergency/ Bereavement Leave Request; Administrative Leave~~ *Bereavement Leave Request form; Administrative Leave Request form; Leave without Pay form*

Board Committee Assignment: *Academic and Student Affairs*

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

Original Implementation: September 1, 1981

Last Revision: April 17, 2012

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

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

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

5. The employee must report to the supervisor and the Human Resources Department if he/she will be unable to return to work at the end of the leave period and must provide an

acceptable reason for the delay. Failure to return to work from an approved leave of absence by the intended date and to provide an acceptable reason will be considered job abandonment.

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

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

Family Medical Leave - The Family Medical Leave Act (FMLA) will, in many circumstances, entitle university employees with more than one year of service and who have worked at least 1,250 hours in the last year, to request up to twelve weeks of medical leave per year. Employees entitled to FMLA leave are required to use all of their paid vacation and sick leave while taking the FMLA leave. (See the Family and Medical Leave policy E-58 for more information.)

Parental Leave - Employees who do not qualify for family and medical leave are entitled to parental leave for the birth of a child or the adoption or foster care placement of a child under the age of three. Parental leave cannot exceed 12 weeks. The employee must first use all available and applicable paid vacation and sick leave while taking the parental leave and the remainder of the leave is unpaid. Such parental leave may only be taken for the birth of a natural child or the adoption or foster care placement with the employee of a child under 3 years of age. The leave period begins with the date of birth or the adoption or foster care placement. (See the Family and Medical Leave policy E-58 for more information.)

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

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

Emergency Leave

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

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

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

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

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

Administrative leave may be requested by an employee and approved by the department head for the employee to attend the funeral of a co-worker or other university employee

with whom they regularly worked. Department heads, however, must ensure minimum staff levels are maintained in the department.

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

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

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

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

Military Leave - Employees are eligible for 15 workdays in each federal fiscal year without loss of pay or benefits to accommodate authorized training or duty for the state's military forces, a reserve branch of the U.S. Armed Forces, or a state or federally authorized urban search and rescue team. The 15 days of paid leave do not have to be consecutive. If the employee does not use the 15 days of military leave in a fiscal year, the employee is entitled to carry the balance forward to the next fiscal year, not to exceed 45 workdays.

The university will adjust the work schedule of a member of the Texas National Guard or United States Armed Forces Reserve so that two of the employee's days off each month coincide with two days of military duty.

An employee called to active duty during an emergency to serve in a reserve component of the U.S. Armed Forces under Title 10 or Title 32 of the U.S. Code is entitled to an unpaid leave of absence. The employee may choose, but is not required, to use all or some portion of another form of paid leave before they choose to go on leave without pay while on military leave.

An employee called to state active duty as a member of the state military forces by the governor because of an emergency is entitled to receive emergency leave without loss of military or vacation leave. This leave will be proved without a deduction in salary. This

time is not limited and does not count against the 15 days maximum military leave per fiscal year.

An employee called to federal active duty for the purpose of providing assistance to civil authorities in a declared emergency or for training for that purpose is entitled to receive paid emergency leave for not more than 22 workdays without loss of military leave or vacation leave per calendar year.

A member of the state military forces who is ordered to active state duty by the governor or by other proper authority under the laws of this state is entitled to the same benefits and protections provided:

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

Employees called to active duty during national emergency to serve on a reserve component of the U.S. Armed Forces under Title 10 or 32 of the U.S. Code are entitled to state service for longevity purposes, vacation leave accruals, and sick leave accruals while on an unpaid leave of absence. This leave will be accrued but not posted until the employee returns to state employment. In addition, the employee retains their leave balances unless the employee chooses to use any accrued vacation leave, compensatory time, or overtime leave to maintain benefits for the employee or the employee's dependents while on military duty. Additionally, the employee may continue to accrue service credit with ERS by receiving at least one hour of state pay during each month of active military service. The employee may use any combination of paid leave to qualify for state pay.

Differential Pay: The agency shall grant sufficient emergency leave to provide a pay differential if the employee's military gross pay is less than the employee's state gross pay. The combination of gross military pay and emergency leave may not exceed the employee's actual state gross pay. Pay received while assigned to a combat zone, hardship duty pay, and family separation pay is excluded when computing military differential pay. The employee should be notified of the agency's intent to use emergency leave to supplement their military pay to raise it to a rate comparable to the state pay received prior to activation. Only state employees called to active duty in support of a national emergency or Homeland Security mission (under U.S.C. Title 10 or 32) and who's military pay is less than their gross state pay are eligible for differential pay. Service members involved in routine military training or who are attending military schools are not entitled to this differential pay. To determine eligibility, the employee must provide a copy of their Military Leave and Earnings Statement each month that

emergency leave is going to be granted to look at the total entitlement of military pay received by the service member. The service member's pay may change during the period of active duty because of a promotion or change in entitlements; any increase in pay may reduce or cease the need for state military differential pay.

Restoration of Employment: To be eligible for restoration of employment at the conclusion of military service the employee must be honorably discharged no later than five years after induction, enlistment, or call to duty and must be physically and mentally qualified to perform the duties of the job. If an employee is unable to perform the duties of the previous job due to a service-related disability, the veteran is entitled to be restored to a position that he or she can perform with similar or the nearest possible seniority, status, and pay. Veterans whose employment has been restored may not be dismissed without cause within a year of their reinstatement.

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

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

Assistance Dog Training - An employee with a disability as defined by Texas Human Resources Code, Section 121.002 shall be granted a paid leave up to 10 working days in a fiscal year for the purpose of attending a training program to acquaint the employee with an assistance dog to be utilized by the employee. This leave is in addition to other leave entitlements.

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

Donation of Blood - An employee shall be allowed sufficient time off, without a deduction in salary or accrued leave, to donate blood. An employee must obtain approval

from his/her supervisor prior to taking off. On returning to work, an employee shall provide his/her supervisor with proof that the employee donated blood during the time off. An employee may receive time off not to exceed more than four times in a fiscal year.

All requests for leave without pay must be submitted to Human Resources on the “Leave without Pay” form.

Cross Reference: Family and Medical Leave Act, 5 U.S.C. §§ 6381-6387; Tex. Hum. Res. Code § 121.002; Tex. Gov. Code §§ 431.005, .017, .0825, 613.002-.005, 658.008, 661.903-.9041

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources

Forms: Bereavement Leave Request form; Administrative Leave Request form; Leave without Pay form

Board Committee Assignment: Academic and Student Affairs

Mobile Device Applications (A-78) NEW

Original Implementation: April 17, 2012

Last Revision: None

Overview

Mobile devices are increasingly used to access information and to provide information about Stephen F. Austin State University (SFA). This trend is likely to continue. It is important that standards and procedures be established for developing mobile device applications (commonly called “apps”) to ensure consistent, effective, and efficient user experiences.

A working group with representatives from the Web Development Office (WDO), Steen Library, Office of Instructional Technology (OIT), Information Technology Services (ITS), and the Office of Student Affairs (OSA) is responsible for delivery platform(s) selection, content collection, and technical development.

The WDO maintains oversight and provides documentation that explains guidelines and procedures for developing mobile applications at SFA. These guidelines and procedures will be updated by the working group and are available on the WDO website (www.sfasu.edu/web-dev/).

Definitions

SFA-related standalone app: a mobile device application that represents SFA or one of its colleges, departments, offices or other units. These applications are subject to guidelines established in the official university Identity Standards Manual.

Procedures

1. The official SFA mobile application (“SFA app”) is the primary mobile application that represents the university. It is designed for use by a wide range of audiences, including prospective students, alumni, and friends of the university. Adding new features to the SFA app is preferred over the creation of new, standalone mobile applications.

a. Updates and new features to the SFA app that are proposed by students are coordinated through the Office of Student Affairs with input from the Student Government Association (SGA).

b. Updates and new features to the SFA app that are proposed by SFA faculty and staff members are coordinated through OIT. Faculty and staff members may propose a new feature by submitting a request through OIT.

2. Requests for new apps must be submitted using the Standalone Mobile Application Request form. Requests for SFA-related standalone apps must be approved by the appropriate vice president. The WDO will review the proposal, determine whether a standalone app is appropriate, and contact the requesting unit.

3. To ensure consistency, SFA-related standalone apps must be distributed under SFA's official developer account in the appropriate mobile application delivery platform, e.g., iOS App Store, or Android Market. No other accounts may be created to develop or distribute SFA-related standalone apps.

Cross Reference: None

Responsible for Implementation: President

Contact for Revision: Executive Director of Marketing and Public Affairs

Forms: Standalone Mobile Application Request

Board Committee Assignment: Academic and Student Affairs

Nepotism (E-33)

Original Implementation: Unpublished

Last Revision: ~~January 27, 2009~~ April 17, 2012

For this policy, the term “relative” shall mean those individuals within the second degree of affinity (marriage) or third degree of consanguinity (blood), defined as follows:

Relatives of a person within the second degree of affinity include the spouse of the person and the parents, children, brothers, sisters, grandchildren, nephews, nieces, uncles, aunts, and first cousins of the employee's spouse.

~~The r~~Relatives of a person within the third degree of consanguinity include the parents, children, brothers and sisters, grandparents, uncles and aunts, nephews and nieces, grandchildren, great-grandchildren, and great-grandparents.

An adopted child is treated as the natural child of the adoptive parents.

These rules concerning nepotism apply to all employees of the university including students, whether employed full or part-time. Employees are required to disclose the existence of any relationship that may be or cause a violation of this policy.

~~A university officer or employee may not hire, appoint, or confirm the appointment of a candidate relative for a university position of employment or take any action with regard to the relative's promotion, salary or supervision. if the candidate is related to the university officer or employee within the second degree of affinity or within the third degree of consanguinity. However, an exception to this rule will be made in cases where the candidate for the position has been continuously employed in the position for a period of one year prior to the hiring or appointment of the related university officer or employee who has the power to hire, appoint or confirm the appointment of a candidate for the position of employment. If an appointment, reappointment, reclassification, promotion or other action places a person under the supervision of a relative, all subsequent actions with regard to the terms and conditions of employment, including the annual performance evaluation, is the responsibility of the next highest administrative supervisor. This shall further apply in situations where two employees marry and one spouse is the administrative supervisor of the other.~~

~~No person related to~~relative of a member of the Board of Regents of the university within the second degree of affinity or the third degree of consanguinity may be employed for

any position with the university. However, an exception to this rule will be made in cases where the ~~candidate for the position~~*relative* has been continuously employed in the position for a period of ~~one year~~*thirty (30) days* prior to the appointment of the related regent. When a ~~person~~*relative* is allowed to continue in ~~an office, position, clerkship, employment, or duty~~*a position* because of the operation of ~~the exceptions contained in the two foregoing provisions~~*this exception*, then the ~~judge, legislator, officer, or member of the governing body~~*regent* who is related to such person in the prohibited degree shall not participate in the deliberation or voting upon the appointment, reappointment, employment, confirmation, reemployment, change in status, compensation, or dismissal of ~~such person~~*the relative*, if such action applies only to ~~such person~~*the relative* and is not taken with respect to a bona fide class or category of employees.

An individual who violates this policy may be subject to criminal penalties and/or dismissal from employment.

~~These rules concerning nepotism apply to officers, administrators, faculty and non-faculty employees, and students of the university, whether employed full or part-time.~~

Cross Reference: ~~Texas-Tex. Government~~*Gov't Code, Chapter-Ch. 573*; Non-Academic Employee Handbook

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources and General Counsel

Forms: None

Board Committee Assignment: *Academic and Student Affairs*

Parking and Traffic Regulations (D-24)

Original Implementation: September 1, 1961

Last Revision: ~~July 19, 2011~~ April 17, 2012

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.A. **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.~~

~~B. **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.

- C. **Appeals:** *Any person receiving a citation may appeal. Appeals must be submitted in writing and must be received within ten (10) days of the date the citation was issued. Appeal forms are available at the Parking & Traffic Office during regular business hours and on-line at <http://www.sfasu.edu/parking>. Boots and impoundments may be appealed in this same manner.*

The director of Parking & Traffic, or designee, serves as the appeal officer and will review the appeal and any information/evidence relative to its application. The appeal officer will render one of the following decisions:

Warning *means the appeal was granted and the fine was waived.*

Voided *means the ticket issued was not valid.*

Denied *means that the ticket has been upheld and the fine must be paid.*

The appellant will be notified of the decision via their SFA email account.

Should the appellant disagree with the decision of the appeal officer, they may make a final appeal to the appropriate hearing board.

To appeal to a hearing board, the appellant must submit their appeal in writing within ten (10) days of the appeal officer's decision.

Student citation appeals are considered by the Student Government Association Supreme Court, which will for the purposes of this policy be referred to as the Student Appeals Board. Faculty/Staff citation appeals are considered by the Faculty/Staff Appeals Board.

While an appeal must be submitted in writing, an appellant may choose to present their appeal to the Board in person as well. It is the responsibility of the appellant wishing to appear in person to obtain the date and time of the appropriate Appeal Board meeting. The meeting dates for both of these boards are posted in the P&T office.

The board will review the appeal and render one of the following decisions:

Excused means the ticket and its resulting fine are excused.

Upheld means that the decision of the appeals officer was upheld and any resulting fine must be paid.

All decisions of these boards are final.

Appellant's Rights

Appellants shall have the right:

- 1. to be present at the hearing*
- 2. to be accompanied by an advisor of the appellant's choice and to consult with such advisor during the hearing (the advisor may only advise the appellant and may not actively participate in the hearing);*
- 3. to know the identity of the traffic officer or police officer who issued the citation;*
- 4. to hear or examine evidence presented;*
- 5. to make any statement of mitigation or explanation;*
- 6. to have and cross-examine witnesses;*
- 7. to be informed of the disposition of the appeal*
- 8. to inspect and copy the record of the hearing at his/her cost.*

Rules of Procedure

- 1. The board may hear appeals for citations for which an application to appeal has been filed in accordance with these rules.*
- 2. Each citation shall be appealed separately; except in the instance of consecutive citations for the same violation.*

3. *Each appeal shall be heard and decided on its own merit.*
4. *The board may examine, cross-examine, call, recall, and dismiss any witness.*
5. *The board may limit the number of witnesses whose testimony will be repetitious and establish time limits for testimony so long as all viewpoints are given a reasonable opportunity to be expressed.*
6. *The board shall maintain an adequate record of each hearing. Summary notes shall be deemed an adequate record for this purpose.*
7. *The chief of the University Police Department, or designee, may represent the university in any hearing.*
8. *The board may enter into closed session for deliberation at the conclusion of the presentation of evidence.*
9. *The board's judgment must be rendered at the conclusion of deliberation.*
10. *A board member must excuse himself/herself from any appeal in which he/she is involved, or in which a member of his/her family is involved.*

Findings and Sanctions

The board shall decide only whether or not the defendant is guilty of the offense as charged in the citation.

The citation charges for each offense are established by the Board of Regents and may not be reduced or eliminated by the Appeals Board if the individual is found guilty of the parking offense.

Failure to appear at a hearing as requested by appellant shall result in a forfeiture of the personal appearance and the board's decision will be based on the written appeal.

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 *or unauthorized* parking permit;
 - D. By the suspension, revocation or denial of campus *parking and* 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 *or other state agencies* 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 *and as specified elsewhere in these regulations*:
- 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.
 - ~~B.C.~~ *Any charge not paid when due may be forwarded to a 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.*

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.

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

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.~~

***UNAUTHORIZED PARKING PERMIT:** Use of a permit for which the individual is no longer eligible or use of a permit that was purchased/issued to another individual.*

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. Some lots may be reserved for tailgating events before, during and after each home football game. These reserved areas 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~~ *A portion of the* 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/parking/> 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~~ *Parking along Aikman Drive is* ~~are~~ reserved for *All Area* 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.

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. *Misuse of a permit may result in confiscation of the permit without refund and a restriction on issuing permits for at least one year. Persons found displaying said permit in violation of this section will be subject to the appropriate fine, booting, and/or towing of their vehicle(s).*
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 *or license plate* 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.d. 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 *linked on the P&T website at www.sfasu.edu/parking* (~~<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~~ *Ch. 683 of The 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. *All outstanding citations or parking fees must be paid before a permit may be issued.* 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~~ *website* 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, *un-affiliated ARAMARK and Barnes & Noble employees*

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: ~~Refer to Appendix A for rates \$725 for 12 months~~

Where: valid for parking in the Student Center Parking Garage *or in any Commuter space.*

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

Class "M"

Eligibility: SFA faculty and staff

Price: ~~\$50 for 12 months~~ Refer to Appendix A for rates

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, *SFA Departments via IDT, contractors and vendors*

Price: ~~Refer to Appendix A for rates \$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.). *These permits may not be issued to SFA students.*

b. Student

Class “PG” – Student Center Garage Permits

Eligibility: SFA students

Price: *Refer to Appendix A for rates* ~~\$725 for 12 months~~

Where: valid for parking in the Student Center Parking Garage *or any Commuter space.*

~~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: *Refer to Appendix A for rates* ~~\$70 for 12 months~~

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

Class “H” - Resident Student Permit

Eligibility: SFA students with a current SFA housing assignment

Price: *Refer to Appendix A for rates* ~~\$95 for 12 months~~

Where: valid for parking in the Resident or ~~All Permit~~ Commuter spaces ~~on campus~~ *except levels 1 and 2 of the Wilson Garage.*

Class “M”

Eligibility: SFA Students

Price *Refer to Appendix A for rates* ~~\$60 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: *Refer to Appendix A for rates* ~~\$2 each~~ (minimum purchase of five permits)

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

Class “K” - Resident Housing Student Daily Surface Permit

Eligibility: SFA students with a SFA housing assignment

Price: *Refer to Appendix A for rates \$2 each* (minimum purchase of five permits)

Where: valid for parking in Resident or ~~All Permit~~ *Commuter* spaces on campus *except levels 1 and 2 of the Wilson Garage.*

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: *Refer to Appendix A for rates \$20 for 12 months*

Where: valid for parking in Commuter ~~Student surface~~ spaces and ~~only when using the Student Recreation Center~~ *Lot 14*

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: *Refer to Appendix A for rates \$156 for 12 months*

Where: valid for parking in Faculty/Staff spaces when conducting university business, *except. 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.

Graduate Assistant Upgrade:

Eligibility: SFA graduate assistants, approved by the Dean of each College, -not to exceed 30 per College, per semester.

Price: \$10 per semester

Where: upgraded parking to Faculty/Staff spaces in assigned lots

Dual Credit Student Upgrade:

Eligibility: Dual credit high school students

Price: \$5 per semester

Where: upgraded parking to Faculty/Staff spaces in assigned lots

- C. **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.
- D. **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:
 - i. In the case of a decal permit when there is a change in ownership of the vehicle
 - ii. When a replacement permit has been issued
 - iii. Upon revocation of the permit
- E. **Expiration of Permits:** Permits expire on the date listed on the face of the permit.
- F. **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.
- G. **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.
- H. **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.

- I. **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. *Ambulance service may be requested for medical transport if the responding officer deems necessary. The expense for ambulance transfer is the responsibility of the person using the service.* 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 *ten (7-class10)*

days after issuance of the citation. *Failure to pay or appeal the citation within 10 days of the date of issuance or the appeal decision will result in a \$5 late fee per 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~~ of University Citations:** Any person issued a university citation may appeal the citation within ~~seven~~ *ten (10)* 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.
- 4.5. **Failure to Pay Citation Charges:** Unpaid citations can result in student financial holds preventing students from receiving grades, refunds, official transcripts or graduating. *Additional collection efforts may also be utilized as specified in these regulations.* 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) *a person's vehicle for the following reasons:*
- a. *the person and/or vehicle has accumulated three (3) or more past due parking citations,*

All citations issued will contain a notice informing the violator that a consequence of three (3) or more outstanding citations is the potential that their vehicle may be booted or impounded.

If the vehicle cited can be connected to a current SFA student or employee a notice of the citation will be sent to the SFA email account of the violator, otherwise a notice will be sent to the DMV address of the registered owner. Such notices will inform the violator that a citation has been issued to them and will contain information about any other outstanding citation(s) they may have.

If a violator has two or more outstanding citations when a third is issued, a notice will be sent to the violator's SFA e-mail account or to the DMV address of the registered owner of the vehicle notifying them that ten (10) days following the issuance of the third citation their vehicle will be eligible to be booted or impounded unless all

of the outstanding citations are addressed by payment or by appeal if allowed within the time limits outlined in this policy.

Each notice, both physical and e-mail, will include information about how to pay or appeal the citation(s).

Violators who believe the P&T records are incorrect, or have any questions regarding any of the citations, should contact P&T within 10 days of the date of the notification at (936) 468-PARK (7275) Monday through Friday between the hours of 7:00 AM and 5:00 PM or by email to sfaparking@sfasu.edu.

- b. the person and/or vehicle is parked in violation of the terms of a conditional release,*
- c. the vehicle is parked in an ADA space without displaying a state ADA placard or license plate,*
- d. the driver is illegally using an ADA permit assigned to another individual,*
- e. the driver is in possession of a lost, stolen, altered or unauthorized permit.*

~~Once a vehicle is immobilized, 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 and the immobilization or impound fee 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.

Section 2.C. of these regulations outlines the appeal process for citations, boots and impoundments. **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.**

5.7. **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.

~~6. **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.~~

~~7.8. **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

2014-20123 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>	\$5075
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
C11	<i>Improper exit from a university parking garage (plus maximum daily fee due)</i>	\$75
C12	<i>Parking in a garage without payment (limited to once a semester)</i>	\$15

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

20142-20123 SFA Parking Permits				
Permit Sales Rate Chart				
Faculty and Staff				
Permit Type	Description	Annual		
AA	Faculty/Staff AA Permit	*see below		
F	Faculty/Staff Assigned Lot Permit	*see below		
PG	Annual Student Center Garage <i>Permit</i>	\$725825	NA	NA
	Semester Student Center Garage <i>Permit</i>	\$310410	\$310410	\$310410
M	Motorcycle Permit	\$ 650		
B	Faculty/Staff Daily Permit	\$23/Day	\$23/Day	\$23/Day
Student				
Permit Type	Description	Sep-112	Jan-123	May-123
PG	Annual Student Center Garage <i>Permit</i>	\$725825	NA	NA
	Semester Student Center Garage <i>Permit</i>	\$310410	\$310410	\$310410
C	Commuter Permit	\$ 70100	\$ 4767	\$ 2434
H	Campus Resident Permit	\$ 95133	\$ 6490	\$ 3245
	Campus Resident Second Vehicle	\$ 6794	\$ 4589	\$ 3264
S	Commuter Daily Permit	\$32/Day	\$23/Day	\$23/Day
K	Campus Resident Daily Permit	\$32/Day	\$32/Day	\$32/Day
M	Motorcycle Permit	\$ 60	\$ 4043	\$ 2022
Miscellaneous				
Permit Type	Description	Sep-112	Jan-123	May-123
W	Fitness Permit	\$ 20	\$ 20	\$20

CV	Contractor/Vendor Permit	\$156170	\$104114	\$5258
T	Trailer Permit	\$ 50	\$ 33	\$17
RV	Occupied Recreational Vehicle**	\$ 40		
** Per night, after four (4) days				

Student Center Garage Hourly Parking	
0-30 Minutes	No Charge
First Hour	\$2
Each Hour Thereafter	\$1
Maximum Daily Charge	\$8
Lost Parking Ticket	\$8/5
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
<i>Grad Assistant Upgrade</i>	<i>\$10</i>
<i>Dual Credit Upgrade</i>	<i>\$ 5</i>

*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
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FS permits are prorated monthly

Cross Reference: Parking and Traffic Regulations and Information, Tex. Educ. Code §§ 15.201-.211, 54.505; *Tex. Transp. Code Ch. 683*

Responsible for Implementation: Vice President for University Affairs

Contact for Revision: Chief of University Police

Forms: None

Board Committee Assignment: Academic and Student Affairs

Payments to Human Research Subjects (A-72)

Original Implementation: July 21, 2009

Last Revision: ~~None~~ April 17, 2012

~~It is recognized that d~~During the conduct of research studies ~~utilizing~~with human subjects, *it is recognized* that participants may incur personal costs for which they are entitled to reimbursement. It is also desirable in some instances to provide a reward or recognition to participants for the time and effort they have devoted to participate~~ion~~ in a research project.

At the time of application to the *Stephen F. Austin State University (SFA)* Institutional Research-Review Board (IRB) for approval of the conduct of research studies ~~utilizing~~with human subjects, the principal investigator (~~PI~~) should present a rationale to establish the appropriate level of compensation for participants in the study, ~~if any~~.

⊖ Any reimbursement or incentive to participants in a research study must not involve coercion or constitute undue inducement or influence an individual's decision to participate in the study.

⊖ Subject to university policy, ~~compensation may be offered as~~ cash, gift cards, ~~and gifts (e.g., such as t-shirts or coffee mugs), may be used for~~ compensation and/or reimbursement for personal expenses such as travel and child care costs *may be reimbursed*. Gifts should be provided to participants at the completion of the relevant activity. Payments by check should be avoided as they require disclosure of personal information to the business office.

1. Use of Grant Funds – Reimbursements or incentives for participation in a research study must be detailed in the grant application and in the application to the ~~SFA~~IRB by method and amount. The payments must be approved by the funding agency and the ~~SFA~~IRB.

2. Informed Consent - It is critical that participants are informed during the consent process that if, either in one or multiple studies in a given calendar year, the total payments and/or gift values exceed \$100, their social security number (~~SSN~~) and contact information shall be provided to the ~~SFA~~Business Office for tax purposes *in order to comply with Internal Revenue Service regulations*. Further, study participants should be informed that if they receive payments that total more than \$599, they shall receive a tax form from SFA at the end of the calendar year.

Finally, participants should be told that they can elect not to receive payments to avoid disclosure of this information to the *SFA Bbusiness Ooffice*.

3. **Documentation** — *Principal Investigators* are required to maintain a tracking list or spreadsheet with individual code numbers and payments. If compensation is by gift or gift card, the *Principal investigator* must record the individual's name, *SSNsocial security number*, address, and signature at the time of payment. Unless the study guarantees participant anonymity, the *Principal investigator* must also keep a master list linking code numbers and individual participant names, which must be kept in a password-protected computer *file* and/or locked filing cabinet. The tracking spreadsheet or other documentation with study and individual code numbers must be ~~kept indefinitely to allow for an audit of expenditures if required~~ *retained by the principal investigator for a minimum of seven years after completion of the study or the requirements of the specific grant award, whichever is longer.*

Cross Reference: Ethical Principles and Guidelines for the Protection of Human Subjects in Research: The Belmont Report; ~~Title 45, Part 46 of the Code of Federal Regulations, as amended;~~ 45 C.F.R. § 46; *Gifts, Prizes and Awards (C-58)*.

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Director of the Office of Research and Sponsored Programs

Forms: ~~SFA Bbusiness Ooffice forms and IRB~~ *Institutional Review Board forms*

Board Committee Assignment: *Academic and Student Affairs*

Probationary Period of Employment (E-40N)

Original Implementation: Unpublished

Last Revision: ~~April 21, 2009~~ April 17, 2012

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

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

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

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

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

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources

Forms: ~~Personnel Action Request, see Index E-39 (available on line through MySFA under myServices)~~ Probationary Employee Evaluation Form; Electronic Personnel Action Form

Board Committee Assignment: Academic and Student Affairs

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

Original Implementation: September 1, 1974

Last Revision: ~~April 21, 2009~~ April 17, 2012

The purchase, receipt, and storage of radioactive or radiation-producing materials or equipment is supervised by the university's Radiation Safety Officer (RSO) or the authorized designee. *Authorized users of radioactive materials and radiation-producing equipment must be designated on the radioactive materials license and registrations.*

IA. Purchase of Radioactive Material or Radiation-Producing Equipment

A1. Radioactive Materials

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

Prior to ordering radioactive material, it shall be the responsibility of the licensee or authorized user to ~~assure~~ ensure that appropriate storage facilities ~~shall~~ will be available and that radioactive waste disposal procedures ~~shall~~ will be implemented. *A requisition using the commodity code for radiation shall be completed prior to any purchase of radioactive material. The radiation safety officer shall be notified of the requisition's submission and must either approve or deny the purchase, Radioactive material cannot arrive on campus without the written approval of the RSO. The RSO shall prescribe the location of delivery, and receipt of shall receive the material, and shall notify the authorized user of its arrival within ~~eighteen (18)~~ twenty-four (24) hours of receipt.*

B2. Radiation-Producing Equipment

University personnel shall not order radiation-generating equipment unless authorized as a designated user on the special or general license issued ~~pursuant to SFA 25-TAC §289.252 part 41 of the Texas Regulations for Control of Radiation.~~

Prior to ordering radiation-generating equipment, the licensee or authorized user shall ~~en~~ assure that adequate facilities are available and ~~that written approval from the RSO~~

radiation safety officer has been received in order to ensure compliance with the Texas Regulations for Control of Radiation (25 TAC § 289).

Purchase requisitions for any equipment that produces ionizing radiation shall be identified by ~~completing~~ *using the commodity code for radiation—Requisition Type 'DR'*. *At least four weeks prior to delivery, the authorized user must provide the make and model number of the equipment as well as the building and room number of intended location for the equipment.* This equipment includes, but is not limited to, lasers, and microwave ~~generators~~, and x-ray generators of all types (e.g., diffraction, fluorescence, medical, industrial, atomic absorption, etc.). The ~~RSO~~ *radiation safety officer shall* ~~be notified of the requisition's submission and must either approve or deny the purchase.~~ The ~~RSO~~ *radiation safety officer shall be notified of the receipt of the material and shall notify the authorized user of the material's arrival within eighteen (18) hours of receipt* ~~the equipment and expected date of activation.~~

~~II B. Receipt, Transportation, and Storage of~~ *Receiving, Transporting, and Storing* Radioactive Materials

~~A4. Receiving and Transporting~~ *RR*radioactive ~~MM~~materials

- 1. Only a persons authorized by the ~~RSO~~ *radiation safety officer* may ~~pick up and~~ receive radioactive materials.
- 2. Radioactive material shall be received under the following guidelines:
 - ⊖ *ai.* No package shall be delivered to Central Receiving by the carrier. All radioactive material other than equipment shall be delivered to a location determined by the ~~RSO~~ *radiation safety officer*.
 - ⊖ *bii.* Prior approval of the ~~RSO~~ *radiation safety officer* ~~is~~ shall be required if the package is to be delivered outside normal working hours.
- 3. *Upon receipt of radioactive material, Each authorized user, upon receipt of a package of radioactive material, shall survey the external surfaces of the package for radioactive contamination caused by leakage. The monitoring shall be performed as soon as practical after receipt of the material, but no later than three (3) hours after the package is received during the licensee's normal working hours, or within ~~eighteen (18)~~ twenty-four (24) hours if received after normal working hours. The ~~RSO~~ radiation safety officer shall be notified within ~~eighteen (18)~~ twenty-four (24) hours of receipt of radioactive material through a "Radioactive Material Receiving Survey"-Non-Commercial Radioactive Materials Shipment and Receipt form.*

- 4. If contamination is found on the external surface of the package, the RSO *radiation safety officer* and the University Police Department (~~UPD~~) shall be notified immediately. *The UPD-University Police Department* shall be responsible for contacting the appropriate authorities.

~~e.~~

~~2. Transporting Radioactive Material~~

- 1.5. Only a persons authorized by the RSO-*radiation safety officer* may transport pick up radioactive materials *by vehicle*.

- a. — Prior approval of the RSO shall be required to pick up a package at the carrier's terminal and render a receiving report to the Procurement and Property Services Department in an expeditious manner.

~~CB3. Storing Sources of Radiation~~ *Radioactive Materials*

- 1. Sources of ionizing radiation shall be secured against unauthorized removal from an authorized place of storage during receipt, delivery, and use on campus.
- 1.2. Each designated user shall be responsible for compliance with the SFASU *university* radiation safety policies and with the Texas Regulations for Control of Radiation (25 TAC § 289).
 - a. ~~Authorized users of radioactive materials and radiation generators shall be designated on the Radioactive Materials license and registrations.~~

Cross Reference: Tex. Health & Safety § *Ch. 401*; ~~FDH-25 TAC~~ *Tex. Admin. Code § 289*; Purchase Requisition (*C-30*), ~~Policy C-30~~; Special Purchases, ~~Policy (C-36)~~

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact For Revision: Radiation Safety Officer

Forms: Application to Use Radioactive Material for Teaching or Research; Statement of Training and Agreement with Policies; Non-Commercial Radioactive Material Shipment and Receipt ~~Form~~; Radioactive Material Receipt and Disposal; Radioactive Waste for Pick-Up by the Radiation Safety Officer; Quarterly Inventory; Leak-Test and Inventory Record; Legal Storage Placed - Building Maps. All ~~f~~Forms may be obtained from the ~~R~~*radiation s*Safety ~~o~~Officer.

Board Committee Assignment: *Academic and Student Affairs*

Research Development Program (A-65)

Original Implementation: January 19, 2006

Last Revision: April 17, 2012

Research Development Funds are intended to promote increased research capacity at eligible general academic teaching institutions (Texas Education Code, Chapter 62).

The Research Development Program at Stephen F. Austin State University (SFA) uses these funds to directly support the university's research agenda and have the potential to increase competitiveness in acquiring external funds for research and development.

Funding is limited to research and development activities on the basis of the following guidelines (Texas Higher Education Coordinating Board, Chapter 13. Financial Planning, Subchapter G. Research Development Fund):

- Research means “a systematic study directed toward fuller scientific knowledge or understanding of the subject studied.”
- Development means “the systematic use of knowledge and understanding gained from research directed toward the production of useful materials, devices, systems, or methods, including design and development of prototypes and processes.”
- Curriculum development activities are also eligible for funding when “the primary purpose of the project is developing and testing an instructional or educational model through appropriate research methodologies (i.e., data collection, evaluation, dissemination, and publication).”

Research development requests must address the purpose of the Research Development Fund, i.e., to increase the research capacity of the university; therefore, requests that would benefit or address only the research interests of a single individual will not be considered.

Research Development Funds may not be used to supplant funds for research activities or equipment supported by other sources. However, Research Development Funds may be used for matching or cost-sharing. Researchers who have access to research funds from other sources are encouraged to exhaust all alternative funding pathways before requesting Research Development Funds.

In the expenditure of Research Development Funds, recipients are subject to all local, state, and federal regulations.

Before initiating research that involves human subjects, laboratory animals, or hazardous materials, researchers must obtain approval from the chair of the appropriate university board or committee.

Recipients of Research Development Funds must meet deadlines for deliverables, including periodic reports, as outlined by the Office of Research and Sponsored Programs.

Publications resulting from Research Development Funds shall acknowledge the source of funds as the Stephen F. Austin State University Research Development Program. Copies of the publication shall be filed with Office of Research and Sponsored Programs and with the East Texas Research Center in the Steen Library.

The director of the Office of Research and Sponsored Programs evaluates requests for Research Development Program funds and makes awards based on criteria established by the director and the provost and vice president for academic affairs. For awards of \$50,000 or greater, the director makes recommendations for funding to the provost and vice president for academic affairs.

For information on procedures to request Research Development Program funds, contact the Office of Research and Sponsored Programs.

Cross Reference: Human Research Subjects Protection (A-62); Academic Appointments and Titles (E-1A); Tex. Educ. Code §§ 62.091-.098; 19 Tex. Admin. Code §§ 13.120-.127

Responsible for Implementation: Provost and Vice President for Academic Affairs

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

Forms: None

Research Enhancement Program (A-39)

Original Implementation: September, 1965

Last Revision: ~~April 21, 2009~~ April 17, 2012

The Research Enhancement Program at Stephen F. Austin State University (SFASU) is intended to encourage and enhance research and creative opportunities for faculty members, serve as support for innovative research, and provide seed monies to attract external funding.

The Research Enhancement Program consists of two components: the Faculty Research Grant Program and the Minigrant Program. The Faculty Research Grant Program provides substantive support for research and scholarly creative activities. Minigrants provide an opportunity for faculty to carry out small projects or preliminary research activities that will increase their competitiveness in ~~the acquisition of~~ *acquiring* Faculty Research Grants and/or external funding.

Individuals with a full-time academic appointment as professor, associate professor, assistant professor, instructor, and librarian I-IV are eligible to apply for Faculty Research Grants and Minigrants.

I. —Faculty Research Grant Program

- A. The University Research Council establishes guidelines for proposal development, criteria for evaluating proposals, and conditions of eligibility. ~~These are published~~ *posted* annually by the Office of Research and Sponsored Programs) ~~that~~ *and* include, ~~at a minimum,~~ the following provisions:
1. ~~A~~ Faculty Research Grants shall not be awarded for the purpose of obtaining ~~an~~ advanced academic degrees. Faculty Research Grants ~~are not intended~~ *shall not be used* to fund master's theses or dissertations. This does not preclude the use of Faculty Research Grant ~~(FRG)~~ funds to hire graduate assistants to assist faculty members with their research or creative endeavors.
 2. Except in extraordinary circumstances, an applicant is limited to ~~one~~ *either a* Faculty Research Grant ~~award~~ or a Minigrant award(s) in a ~~single~~ *single* fiscal year.
 3. Faculty Research Grant funds ~~may~~ *shall* not be used ~~for~~ *to supplant* ~~funding for~~ research activities or equipment ~~funded~~ *provided* by another ~~grant~~ *source*. This does not preclude the use of ~~these~~ Faculty Research Grant funds for purposes of matching *external awards*.

4. Researchers who have access to research funds from other sources are encouraged to exhaust all alternative funding pathways prior to applying for a Faculty Research Grant.
 5. In the expenditure of Faculty Research Grant funds, a recipient is subject to ~~all local~~ *applicable university policies and*, local, state, -and federal regulations.
 6. For research projects that will involve the use of human subjects, laboratory animals, or hazardous materials, the applicant must, *prior to* ~~upon notification of funding~~, provide a memorandum of approval from the chair of the appropriate university committee.
 7. A Faculty Research Grant recipient must submit progress and final reports ~~about the project~~ as required by the Office of Research and Sponsored Programs. Any publication, presentation, or exhibition resulting from a *Faculty Research Grant* ~~n FRG~~ shall acknowledge that the project was ~~conducted under~~ *supported by* an SFASU Faculty Research Grant.
 - 7.8. Copies of publications, ~~DVDs~~, or other appropriate media that ~~constitute~~ *document ation* of a published work or exhibition shall be filed by the project director with the Office of Research and Sponsored Programs and with *the East Texas Research Center in the Steen Library*.
 8. ~~Each recipient of a Faculty Research Grant is subject to the provisions of, and shall be responsible for adherence to, the university policy on Intellectual Property (Policy D-20), which applies to "... intellectual property of all types (including any invention, discovery, trade secret, technology, scientific or technological development, computer software, conception, design, creation or other form of expression of an idea) regardless of whether subject to protection under patent, trademark, or copyright laws or common law." In addition, each recipient shall be responsible for securing and disposing of all other legal claims, such as copyrights, to any publication or other original creation made or conceived in the course of research or other activity supported by a Faculty Research Grant.~~
- B. The University Research Council makes recommendations for funding to the chair of the council who then obtains approval for funding from the provost and vice president for academic affairs.
 - C. Research Enhancement Program funds remaining in a fiscal year after Faculty Research Grants have been awarded shall be used to fund the Minigrant Program.

II. Minigrant Program

- A. The director of the Office of Research and Sponsored Programs awards Minigrants based on criteria developed by the University Research Council.

- B. Minigrant awards criteria and application materials are ~~published~~ *posted* annually by the Office of Research and Sponsored Programs.

Cross Reference: ~~University policies D-20, Intellectual Property (D-20), and E-1A, Academic Appointments and Titles (E-1A); Texas-Tex. Education-Educ. Code § 141; 7 U.S.C. §§ 2131-2139; 9 CFR § 3; Title 17 of U.S.C.; 37 CFR §§ 203-204; Title 35 of U.S.C.; 42 U.S.C. §§ 289-289g-3; 45 CFR § 46-~~

Responsible for Implementation: Provost and Vice President for Academic Affairs

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

Forms: None

Board Committee Assignment: *Academic and Student Affairs*

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

Original Implementation: April 13, 1988

Last Revision: ~~April 19, 2011~~ April 17, 2012

II. 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 non-exempt employees or to compensatory time for exempt employees. See Overtime and ~~Additional Compensation~~ *Compensatory Time* (E-36).

Additional requirements for compensation from externally sponsored research and sponsored projects are detailed in Compensation from Grants, Contracts and Other Sponsored Agreements (E-74).

III. 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. *Salary supplement, stipend, and additional compensation payment requests must be submitted and paid before the close of the fiscal year in which the services were performed. Payments*

for additional compensation using grant funds must be requested and approved within the appropriate grant funding period.

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 work~~ on research and sponsored programs: [*see Compensation from Grants, Contracts and Other Sponsored Agreements (E-74)*];
 - 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 (*except for start dates that are outside of the academic year*), 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.
8. 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.)
9. Additionally, the university may employ faculty members during the summer months for specific teaching, research, or sponsored ~~program~~ *agreement* assignments for which they are paid a salary.
10. Any individual who is dually employed (rather than ~~grant-sponsored~~ *project* 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.)

IV. 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 *and must be reviewed and approved annually.*
- b. Salary supplements appear on the regular monthly payroll check and are included in all benefit calculations.
- c. Salary supplements are requested on the Electronic Personnel Action Form (EPAF) or the EPAF Origination Request Form.
- d. Salary supplements cannot be paid from ~~research or grant, contract, or sponsored agreement~~ program accounts.
- e. Examples of salary supplements may include compensation for: (1) interim appointments; (2) faculty course overloads [Overload Assignments (A-37)]; *and* (3) endowed positions; ~~and (4) mentoring students as part of a certification program.~~

2. Stipends:

"Stipend" means a lump-sum payment in addition to the base appointment salary that provides recognition or incentives to employees as established in university policy. A stipend does not increase the base appointment salary for the purpose of calculating the maximum amount an employee may receive in additional compensation (see section 3, below) and is not counted as additional compensation.

- a.- Payment of stipends is approved either directly by the Board of Regents or indirectly through board policy. Stipends must be approved by the appropriate vice president or president.

- b. Stipends are requested on the Stipend Authorization Form and are paid on the monthly payroll, but are not included in benefits calculations.
- c. Stipends can be paid from designated, auxiliary, and gift accounts.
- d. Stipends cannot be paid from state appropriated fund accounts or ~~research or grant, contract, or sponsored agreement program~~ accounts.
- e. Examples of stipends may include: (1) the Regents Professors Award [Regents Professor (A-38)]; (2) the President's Staff Award; (3) teaching excellence awards; (4) ~~the preparation of and/or teaching of compensation for~~ online courses not paid for by sponsored ~~program agreements funds~~ [Distance Education Faculty Competencies and Compensation (A-58)]; (5) payments for off-campus teaching assignments [Off-Campus Credit Courses (A-34)]; ~~and~~ (6) incentive payments; and (7) musical or theatrical performances at university-sponsored events.

~~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 9- or 12-month base appointment salary. The cap applies to all sources of funds. (See h below.)

Additional compensation is included in all benefit calculations except health insurance.

- a. Requests for additional compensation (1) *must be submitted in writing*; (2) ~~must~~ should be submitted in advance, before work is started, on the Authorization for Additional Compensation Services form, and (23) ~~should~~ must be approved for payment after services are rendered on the Authorization for Additional Compensation Payment form. *Consequences for late submission of*

forms may result in a delayed payment to the employee. Additionally, the appropriate vice president will be notified of the individual(s) failure to follow university policies and procedures.

- b. ~~Non-exempt employees cannot be paid additional compensation. They are only eligible for overtime. Departments that wanting to employ have a non-exempt employee to perform additional compensation work for them must complete the authorization request form and include a time report with the payment request form. 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. Overtime and compensatory time are addressed in university policy, Overtime and 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 additional 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 a~~ sponsor, additional compensation may be paid from *grant, contract, or other research and sponsored program agreement* funds; however, all such requests for additional compensation must be *approved and* routed by the employee's dean or primary administrator *with the Additional Compensation Verification form* to the Office of Research and Sponsored Programs for verification of sponsor approval (~~see IV,~~ ~~below~~ *Compensation from Grants, Contracts, and Other Sponsored Agreements (E-74)*).
- f. Examples of additional compensation may include: (1) interdepartmental consulting or ~~temporary~~ *short-term*, incidental ~~commitments to work on grants, contracts, or other research or sponsored programs~~ *agreements*; (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 for additional compensation 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.

~~1-~~ $\$60,000 \times 0.25 = \$15,000$ maximum additional compensation
 $\$60,000 + \$15,000 = \$75,000$ maximum 12 month compensation

ii. Minimum 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 university policy, Faculty Compensation Plan (E-71). See also 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.

$\$45,000/9 \text{ mo} \times 3 = \$15,000$ maximum summer salary (3/9th).

$\$15,000 \times 0.25 = \$3,750$ maximum in additional compensation

$\$15,000 + \$3,750 = \$18,750$ maximum summer compensation

The maximum summer salary paid from grants, contracts, or other sponsored agreements may be further limited based on the source of funds (for example, the National Science Foundation). See Compensation from Grants, Contracts and Other Sponsored Agreements (E-74).

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

~~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.~~

~~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

~~b. the work performed is in addition to the regular departmental load~~

~~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~~

~~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~~

~~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.~~

~~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.~~

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Cross Reference: Summer Teaching Appointments (A-18A); Off-Campus-campus Credit Courses (A-34); Overload Assignments (A-37); Regents Professors (A-38); Grants and Contracts Administration (A-56); Distance Education Faculty Competencies and Compensation (A-58); *Compensation from Grants, Contracts and Other Sponsored Agreements (E-74)*; Dual Employment (E-12); Overtime and ~~Additional Compensation~~ *Compensatory Time (E-36)*; Fair Labor Standards (E-70); Faculty Compensation (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 Form (Available Online through MySFA under myServices); 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

Security Systems (D-57)

Original Implementation: July 20, 2010

Last Revision: ~~None~~ April 17, 2012

Stephen F. Austin State University has a commitment to the security and safety of our students, employees and visitors. This policy contributes to the fulfillment of that commitment and outlines how security systems are requested and maintained with the goal of standardizing security system components and processes as much as possible.

DEFINITIONS

Access Controls

Access control systems enable the monitoring and control of access to facilities and resources. In the context of physical security these systems record the request for and subsequently allow or deny access to the requested area or resources. These systems may include but are not limited to: access card, numeric code, biometric identification or proximity device for access.

Hold-up and Panic Alarms

These systems are devices that signal the University Police Department (UPD) of an event in which the personal safety of a member of the university community is in jeopardy. No on-site audible or visual signal is present in such applications. Locations where such systems could be installed include but are not limited to locations an armed robbery could be a threat or where staff may be subject to personal jeopardy.

Intrusion Detection Systems

These are systems commonly referred to as “burglar alarms” and generally consist of door contacts, motion detectors, and glass breakage sensors. When these devices are triggered they signal a control panel to activate both an on-site audible alarm as well as register an alarm at the UPD central monitoring station.

Security Camera Systems

These systems are devices designed to transmit video and/or audio signals to a monitoring station or recording device. The use of security cameras is generally for purposes of monitoring property subject to theft and supervising sensitive access points or offices/areas subject to disruptive behavior.

No department is permitted to install covert security cameras with the exception of UPD. These systems must be configured to be continuously monitored or recorded. "Dummy" security cameras are not permitted.

Security Systems

The term "security systems" as used in this policy is defined as any singular system or any combination of the systems defined above.

APPROVAL AUTHORITY

All security systems must be approved by the Chief of University Police and the appropriate vice president, or president's designee, prior to purchase and installation. ~~Access controls must also be approved in advance by University Affairs Systems Support prior to purchase and installation.~~ Necessary approvals must be provided to Procurement and Property Services prior to orders being placed.

In facility construction and/or renovation planning, all included security systems must be approved by the Chief of University Police prior to approval of final plans.

~~Any included access controls must be approved by the Chief of University Police and University Affairs Systems Support prior to approval of final plans.~~

PROCEDURE FOR REQUESTING NEW INSTALLATION

Departments desiring to install a new security system should make a request using the ~~"University Security System Installation Request" form~~ *"Work Request Form"* available on the UPD website. This form requires a detailed proposal, including a description of the site in question and the purpose of the system.

The departmental contact person listed on the request will be contacted by the Chief of University Police, or his/her designee, for a consultation to determine the most effective system to accomplish the requesting department's objectives.

Within ten (10) business days of receiving a security system installation request, the Chief of University Police shall approve, disapprove, or recommend modifications or alternatives to the request.

Upon final approval, the purchasing and installation of the new security system is the responsibility of the department making the request.

Departments faced with a unique situation pertaining to purchase and installation of security systems may request an exception to this section of the policy, in writing, from the Chief of University Police and the appropriate vice president or president's designee.

System Monitoring

Upon installation of a security system, University Police will monitor the system at no cost to the installing department. Stand-alone security systems (those not monitored by UPD) are prohibited.

SYSTEM MAINTENANCE

Requesting Maintenance

When possible, the department covered by the system in need of repair should initiate the repair by using the "Work Request Form" available on the UPD website. Repairs may also be initiated without a work order should UPD become aware of a nonfunctioning or malfunctioning system that is deemed critical.

Cost of Maintenance

For Security Camera Systems, Intrusion Detection Systems, and Hold-up and Panic Alarms

All security system repairs must be ordered through UPD using the "Security System Repair Request" form. Any single repair expense of \$200 or less will be covered by UPD, while the portion of any single repair expense in excess of \$200 will be billed to the requesting/covered department.

For Access Control Systems

Equipment, parts and materials, as well as any after hour labor charges will be billed to the requesting/covered department.

PROCEDURE FOR REMOVAL OR MODIFICATION OF A SYSTEM

Security systems are installed for the protection of our students, employees and visitors. Therefore, security systems may not be removed, relocated, or modified without approval of the Chief of University Police, or his/her designee. Removal or modification should be

requested using the ~~“Security System Modification/Removal Request”~~ form *“Work Request Form”* available on the UPD website.

PROTECTION OF RECORDINGS

For the purposes of security and potential evidence gathering, it is important that any audio or video recorded from security systems be protected.

Any department that has video and/or audio surveillance equipment installed shall provide the University Police Department with the appropriate authorization to view, download, capture, monitor, and control this equipment. This enables the University Police Department to maintain a chain of custody regarding evidence recovered from the recording device.

While the University Police Department will be responsible for the administration of all security system equipment, departmental directors and/or other authorized employees within each department with video and/or audio surveillance equipment installed will have authorization to view, capture, download and copy for non-security purposes.

The administration of the equipment will include, but is not limited to, focusing, pan-tilt-zoom (PTZ) controls, software updates, software configuration, download/capture capabilities, and DVR maintenance. Departments may be provided administrative control in coordination with the Chief of Police. An individual that accesses suspected criminal or suspicious activity should contact University Police immediately.

The University Police Department will, on a regular basis, review any and all video and/or audio surveillance equipment to ensure proper recording, viewing capabilities, and determine the need for repair or replacement. When needed, the University Police Department will coordinate with the appropriate repair/replacement company to have the equipment brought back to proper working order.

RETENTION OF SECURITY CAMERA RECORDINGS

Security camera recordings should be retained for a period of no less than 14 days. If existing systems do not provide for a storage period of that length, the maximum storage period possible should be utilized.

Cross Reference: None

Responsible for Implementation: Vice President for University Affairs

Contact For Revision: Chief of University Police

Forms: ~~New Security System Installation Request, Security System Modification/Removal Request, Security System Repair Request~~ Work Request Form
available on the UPD website

Board Committee Assignment: *Building and Grounds Committee*

Smoking and Use of Tobacco Products (D-35.5)

Original Implementation: October 22, 1991

Last Revision: ~~April 21, 2009~~ April 17, 2012

Under the authority of sections 101.41 and 95.21-(b), Texas Education Code, smoking and the use of tobacco products will be prohibited in all buildings, facilities and vehicles owned or leased by Stephen F. Austin State University, except in areas so designated by the university. Smoking and the use of tobacco is further prohibited within 20 feet of any entrance to a building or facility.

The university shall attempt to maximize reductions in the costs of insurance based upon the non-use of tobacco.

The university shall develop on-going educational programs to acquaint students, faculty, and staff with the health risks associated with tobacco use.

Cross Reference: ~~Texas~~ *Tex. Education-Educ.* Code §§ 95.21, 101.41

Responsible for Implementation: President

Contact for Revision: President

Forms: None

Board Committee Assignment: Building and Grounds

Solicitation on Campus (D-33)

Original Implementation: July, 1980

Last Revision: ~~April 21, 2009~~ April 17, 2012

Definitions

1. Solicitation means the sale or offer for sale of any property or service, whether for immediate or future delivery, and the receipt of or request for any gift or contribution. However, this term does not apply to an appointment between a student or employee, and another person (solicitor), if the appointment does not interfere with or disturb the normal activities of the student or employee, or the university.
2. Campus shall mean all real property over which the university has possession and control by law.
3. University group shall mean a recognized student, faculty, or staff organization.
4. Outside group shall mean any organization or group that is not included within the term "university group."
5. University agent shall mean a person acting in the course and scope of his/her employment on behalf of an academic college, department, or program, or a university council, committee, or auxiliary enterprise.
6. University function shall mean any activity directly sponsored by the university.
7. University department shall mean any academic or administrative department of the university.

Application

1. University functions shall be governed by other policy.
2. Religious groups not affiliated with the university shall be governed by the section on religious groups of this policy.
3. Offers to buy complimentary copies of textbooks are specifically prohibited anywhere on the campus or in any building.

Time, Place, And Manner Regulations

1. No solicitation shall be conducted in any building or structure on the campus. However, the following activities shall not be deemed to be solicitations prohibited by this section:
 - a. From the day the residence halls open through the first day of classes each semester, the sale or offer for sale of any newspaper in an area designated by the appropriate university official.

- b. The distribution, sale or offer for sale of any newspaper, magazine, or other publication by means of a vending machine or rack in an area designated in advance by the appropriate university official.
 - c. The sale or offer for sale of any food or drink item by means of a vending machine in an area designated in advance by the appropriate university official.
 - d. The sale or offer for sale of any publication of the university or of any book or other printed material to be used in the regular academic work of the university.
 - e. The operation by the university or its subcontractor of any bookstore, specialty store, laundry service, cafeteria, ~~university~~ *student* center, or other service facility maintained for the convenience of the students, faculty, and staff.
 - f. The sale or offer for sale by the university or its sub-contractor of food and drink items, programs, and tickets at athletic contests.
 - g. The collection of membership fees or dues by a university group.
 - h. The collection of admission fees for the exhibition of movies or other programs that are sponsored by the university, or a university group, and are scheduled in accordance with the Use of University Facilities (*B-1*) policy.
 - i. The posting of ads and for sale notices in newspapers or on bulletin boards designated for such purposes by the appropriate university official, provided that such ads and notices posted on bulletin boards conform to the university Signs and Exhibits policy.
 - j. University recognized groups conducting fund raising activities approved by the appropriate university official. The university requires that only members of the group approved to conduct fundraising may solicit directly. Non-members may not be used to solicit on behalf of the organization.
 - k. Other solicitation activities as approved by the appropriate university official.
2. No solicitation shall be conducted on the grounds, sidewalks, and streets of the campus except by:
 - a. a university agent; or
 - b. a university group.
 3. Only university departments and the SFA Alumni Association may be approved to solicit as agents of a commercial organization.
 4. Solicitation conducted on the campus must not:
 - a. disturb or interfere with the regular academic or institutional programs of the university-;
 - b. interfere with the free and unimpeded flow of pedestrian and vehicular traffic on the sidewalks and streets and at places of entry and exit to university buildings; ~~or~~
 - c. harass or intimidate the person or persons being solicited-; *or*

- e.d. violate an exclusivity agreement entered into with the university.*
5. If an individual or group violates the provisions of this policy, the appropriate university official, with the approval of the vice president to whom he/she reports, may prohibit the offender from engaging in any solicitation on the university campus for a specified period of time not to exceed one (1) year. In the case of a repeated violation of these rules, the following sanctions shall apply:
 - a. The appropriate university official with the approval of the vice president to whom he/she reports, may suspend or cancel the recognition status of an offending student organization.
 - b. The appropriate university official, with the approval of the vice president to whom he/she reports, may suspend the use of university facilities by an offender in accordance with the Penalty and Hearing section of the Use of University Facilities (*B-1*) policy;
 - c. The university may prosecute an offender for trespass in accordance with Chapter 51 of the Texas Education Code.

Procedures for Conducting Raffles on Campus

1. University groups authorized to conduct raffles under the Charitable Raffle Enabling Act (~~Texas~~-Tex. Occ. Code §-Ch. 2002) may conduct raffles on campus.
2. All proceeds from the sale of tickets must be spent for the charitable purposes of the organization.
3. The qualified university group is limited to two (2) raffles per calendar year (January 1 - December 31) and may not conduct more than one (1) raffle at a time. This will be monitored by the Office of *Student Organizations and Greek Life*~~Student Activities~~.
4. The sponsoring university group may not promote the raffle through television, radio, newspaper, or other medium of mass communication by the use of paid advertising, or promote or advertise statewide, *other than on the university group's internet website or through a publication or solicitation, including a newsletter, social media or e-mail, provided only to previously identified supporters of the university group*. The tickets for the raffle may not be sold or offered for sale statewide.
5. The university group conducting the raffle may not compensate a person directly or indirectly for organizing or conducting a raffle or for selling or offering to sell tickets to the raffle, *unless that person is employed by the university group and the work organizing or conducting the raffle is no more than a de minimis portion of that person's employment with the university group*. Persons who are not members of the university group may not sell or offer tickets to the raffle.
6. The university group conducting the raffle must have the prize in its possession or post bond for the full amount of the money value of such prize before raffle tickets

are sold. The prize awarded at a raffle may not be money and the value of the prize may not exceed \$25,000. The following must be printed on each raffle ticket sold or offered for sale:

- a. the name of the university group conducting the raffle and the address of the organization or of a named officer of the organization;
- b. the price of the ticket; and
- c. a general description of each prize that has a value of more than \$10 and is to be awarded in the raffle.

Financial Policies of Student Organizations

1. The dean of student affairs may request a financial statement of any student organization at any time. The requirements of the financial statement shall be established by the dean of student affairs.
2. Any registered student organization failing to comply with the provisions of this section may be subjected to sanctions provided by the Time, Place, and Manner Regulations section.

Additional Rules

In addition to these rules, solicitation conducted in:

- a. residence halls must comply with the rules governing residence halls.
- b. the Baker Pattillo Student Center must comply with the rules governing the Baker Pattillo Student Center; and
- c. academic buildings must comply with the rules governing academic buildings.

Cross Reference: ~~Texas Education Code §§ 51.204, 101;~~ U.S. Const. amend. I; U.S. Const. amend. XIV, §1; Charitable Raffle Enabling Act, *Tex. Educ. Code §§ 51.204, 101*; ~~Texas-Tex. Occupations Occ. Code §-Ch. 2002; Policy B-1,~~ Use of University Facilities (*B-1*); ~~Policy D-31,~~ Signs and Exhibits (*D-31*)

Responsible for Implementation: Vice President for University Affairs

Contact for Revision: Dean of Student Affairs

Forms: Fundraising Approval

Board Committee Assignment: *Building and Grounds*

Staff Development (E-47.2)

Original Implementation: September, 1990

Last Revision: ~~April 21, 2009~~ April 17, 2012

Opportunities for staff development shall be provided on a limited basis as funds designated for this purpose are available. Projects must be related to the employee's current university responsibilities or be directly related to skills or information relevant to a specific university job or position the employee is seeking that is within his/her career path. Typical staff development projects may include formal education such as short courses, seminars or college-level courses and/or training courses or seminars related to computers or other electronic or mechanical equipment.

The following should guide the preparation and approval procedure for staff development proposals.

1. Projects may be proposed and approved for non-faculty, full-time staff members, either ~~classified or non-classified~~ *exempt or non-exempt*.
2. Any eligible employee, as defined in item 1 above, may submit a proposal for either himself/herself or for an employee who reports to him/her.
3. Proposals, containing a detailed description of the project/program and estimated costs, must be submitted to the employee's immediate supervisor and routed for approval through administrative channels to the appropriate vice president.
4. A copy of the proposal showing the amount approved by the vice president must be attached to any travel request, voucher, etc., required for payment or reimbursement.

Cross Reference: ~~Faculty/Staff Educational Assistance Plan~~ *Employee Scholarship Program, Policy (E-65)*

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources

Forms: None

Board Committee Assignment: *Academic and Student Affairs*

Student Accounts Receivables (C-59)

Original Implementation: July 15, 2008

Last Revision: ~~July 19, 2011~~ April 17, 2012

PURPOSE

This document establishes guidelines for the prudent collection of student accounts receivable in the best interest of Stephen F. Austin State University and the state of Texas. Although this policy primarily applies to student accounts receivable, including certain university issued short term loans, procedures stated herein may be used to process other delinquent receivables from vendors and non-student accounts. This policy does not apply to the write-off of any federal loans.

POLICY STATEMENT

Stephen F. Austin State University is responsible for determining whether the extension of credit in specific cases to students is appropriate and in the best interest of the university to do so. It is the responsibility of the controller's office to establish the following:

- a process to ensure that the requested extension of credit is not a prohibited transaction.
- a procedure to ensure that any extension of credit (installment plan contract, short term loan request, or repayment agreement) is done so in a prudent manner, including the use of standardized credit applications and legal authority required for approval of the requested credit.
- a procedure whereby credit is not extended to students who are in default on other obligations or for whom previous obligations have been written off as uncollectible. If a student account is in default, a transcript and registration hold will be placed on the account.
- procedures for managing and monitoring the billing and collection activities on student accounts.
- procedures for recording and monitoring credit extended and subsequent payments received on student accounts.
- procedures to ensure that amounts reported as receivables on the financial statement are recorded in accordance with generally accepted accounting principles.

CRITERIA FOR RECOGNIZING AN ACCOUNT RECEIVABLE

A student account receivable will be recognized (recorded in the university's financial records) when:

- a student has enrolled for classes at the university or has been registered for classes by the university;
- a student has incurred charges for costs associated with attendance (tuition, fees, housing and meal charges, post office charges, book purchases, etc.) from which a benefit to the student is derived;
- payment is due to the university from the student or a third party;
- the revenue from the transaction has been recognized in the university's books and records;
- payment has not been received (collected) by the university from the student or third party;
- the accounts receivable does not represent an extension of credit that is prohibited by law; and,
- the recording is deemed to be appropriate by the university's fiscal officers.

RECORDING AN ACCOUNT RECEIVABLE IN THE FINANCIAL RECORDS

An account receivable is recorded in the financial records automatically by the registration process. These entries credit the appropriate revenue accounts and debit the appropriate account receivable accounts in the university's accounting system.

In the event that a student withdraws during the semester, the accounts receivable outstanding balance is reduced by the appropriate percentage refund rate relevant at the time of withdrawal.

RECONCILING ACCOUNTS RECEIVABLE

The controller's office maintains adequate records of student accounts receivable and prepares a reconciliation of the student receivable records and the financial accounting records on a timely basis.

AGING ACCOUNTS RECEIVABLE

The controller's office also maintains an aging schedule for all student accounts receivable with the total of the aging schedule balanced to the total recorded accounts receivable. The following aging brackets are to be used:

- Greater than 90 days old
- Greater than 180 days old
- Greater than 1 year old

- Greater than 5 years old

COLLECTING ACCOUNTS RECEIVABLE

The size of the account receivable may influence the collection efforts. The expenditure of time, effort, and money to collect large accounts receivable is appropriate; however, the same efforts expended on very small accounts receivable may not be economical. Guidelines as to the level of attention and the efforts expended on accounts receivable will be set by the university based on recommendations from collection agencies and management.

The following steps are conducted in collecting accounts receivable which are delinquent or in default.

An account will be considered delinquent or in default if the following apply:

- the account balance is at least 181 days old (approximate time semester concludes);
- the debtor has not exhibited concern regarding the delinquent account (i.e., requested a repayment agreement); and,
- the debtor is not an active student.

Aging Bracket in Days with Approximate Billing and Collection Activity

Active Students:

- 0 - 30 Payment in full is due unless student is approved for installment plan, repayment agreement, institutional short term loans, or has other pending financial aid.
- 1 - 120 Business office emails students with balances due.
- 1 - 180 Transcript and registration holds are placed on student accounts that are past due. ~~1 - 180 Registration holds are released if student owes less than \$200 during active registration periods.~~

Inactive Students:

- 0 - 30 Business office mails first demand letter to students with outstanding balances.
- 30 - 60 Business office mails second demand letter to students with balances of \$100 or more, giving students 30 days to pay any outstanding balance prior to turning over account to collection agency.
- 60 - 90 Business office applies outstanding general deposit to delinquent student accounts and compiles list to send to collection agency.

- 60 - 90 Collection agency sends warning letter to students with account balances of \$100 or more giving student 30 days to make payment or repayment agreement without incurring collection fees.
- 60 - 120 Student has 30 days to make payment without penalty.
- 90 - 150 Collection agency actively pursues collection. Collection agency fees added. Payments in this time period to either the university or the collection agency will be subject to the collection agency fees.
- 90 - 150 Business office notifies Texas Comptroller of Public Accounts to initiate warrant hold process, ensuring that no treasury warrant is issued to the indebted student (Texas Government Code, § 403.055).
- 576 - 1500 Accounts returned from collection agency. Business office may refer account to alternate collection agencies for second or third referral (at business office discretion).
- 576 - 1825 Accounts turned over to Texas attorney general's office (at business office discretion).

Accounts placed with a collection agency are subject to the following: Fees are calculated and added after the 30-day warning letter has been sent. These fees will be negotiated in advance with the collection agencies and are subject to approval from the Texas attorney general's office. Accounts will also be reported to the Texas Comptroller of Public Accounts as authorized by Texas Government Code § 403.055 to ensure that no treasury warrants are issued or payments are paid to the debtor until the debt is paid.

If a debtor with a delinquent account makes monthly payments towards the balance or begins making monthly payments within the 30-day window after the collection agency warning letter has been sent, the debtor will be treated as an "active" student and will not be turned over to a collection agency unless monthly payments cease before the account balance is paid in full. If the account is turned over for collection, collection agency fees will apply. Regardless, there will be a transcript *and registration* holds placed on the account until the balance has been paid in full. ~~Also, a registration hold will be placed on the student's account until the balance is \$200 or less.~~

If a debtor has received a 30-day warning letter and begins making monthly payments but then stops making monthly payments, the debtor will be sent to an outside collection agency without further notice to the debtor.

All demand letters should be mailed in compliance with applicable collection laws. If an address correction is provided by the United States Postal Service, the demand letter should be mailed to the corrected address prior to the referral procedures described above. Demand should be made upon every debtor prior to referral of the account to an outside collection agency and the attorney general.

WRITE-OFF OF AN UNCOLLECTIBLE ACCOUNT

The following accounts may be subject to write-off:

- Accounts receivable up to \$10 may be written off by the controller if all collection efforts have been completed and the account has been outstanding for 5 years.
- Accounts receivable between \$10 and \$1,000 may be written off by the controller if returned as uncollectible by more than two outside collection agencies (first and second referrals) and the account has been outstanding for 5 years.
- Accounts receivable over \$1,000 returned as uncollectible by at least three outside collection agencies (first, second and third referrals) and has been outstanding for 5 years must be referred to the vice president for finance and administration for write-off approval. Requests for write-off should include name, amount, school term, and a statement as to why that accounts receivable has been determined to be uncollectible.

A list of all accounts written off will be filed in the controller's office and all student accounts that have been written off will be flagged in the student system. Additionally, a transcript and registration hold will be placed on these student accounts to prevent these persons from receiving future university services until their balances have been paid in full. Warrant holds placed on the student's account will not be removed until the balance is paid in full.

The following accounts will be forgiven and permanently written off, and the student's account will be marked as paid in full:

- Deceased debtors. If the debtor is deceased, the delinquent obligation should be classified as uncollectible and permanently written off after attempts to collect against the estate have been unsuccessful.
- Residual amounts as deemed appropriate by the vice president for finance and administration after application of any property deposit, and within guidelines set by state and federal regulations.

FORGIVENESS OF DEBT VERSUS WRITE-OFF OF UNCOLLECTED ACCOUNTS

The write-off of an uncollected account is a bookkeeping entry only and does not relieve the debtor from his financial responsibility to the university. Although the uncollected account has been removed from the financial books and records (i.e., written-off as uncollectible), the university may still have a claim against the debtor and may still seek legal remedy (i.e., file suit for collection in a court of law). Therefore, it is the responsibility of the controller's office to maintain adequate records regarding legal financial obligations (i.e., debts) owed to the university.

Student accounts receivable that are forgiven because of the student's death or because the account balance is considered residual will be treated as paid in full, and records will be treated consistent with other student accounts that have been paid in full.

ALLOWANCE FOR DOUBTFUL ACCOUNTS

The university records an allowance for doubtful accounts on past due accounts for all accounts that have not been written off or forgiven. Prior to closing each fiscal year's books, the controller's office will analyze and adjust the allowance for doubtful accounts, with offsets to the appropriate revenue accounts or bad debt expense, in accordance with accounting guidelines. An allowance for doubtful accounts will be set up as a contra-receivable in each appropriate general ledger.

Cross Reference: Texas Comptroller of Public Accounts Fiscal Policies & Procedures, Accounting for Uncollectible Accounts (APS 027); Tex. Gov't Code § 403.055; Ch. 2107

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Controller

Forms: None

Board Committee Assignment: Finance and Audit

Student Fiscal Appeals (C-57)

Original Implementation: January 30, 2007

Last Revision: ~~January 25, 2010~~ April 17, 2012

The Fiscal Appeals Panel will consider appeals involving issues related to university fiscal policy as it applies to student charges incurred on the student bill. Appeals will be considered when the student believes that extenuating circumstances in his or her life justify an exemption from the prevailing policy. Appeals must be submitted in written form and must be based on extenuating circumstances, such as (but not limited to) catastrophic illness, injury, death in the family, or call up for military service. *Appeals on the penalty for excessive time to graduation and repetition of a course may be based on economic hardship for the student, and will be considered on a case by case basis.*

Appeals must be filed within 60 days from the date of the charge on the student's accounts for which the student is requesting an appeal. Appeals will be considered only for the specific charge and specific term for which the appeal is requested, and will not be considered for previous or subsequent semesters.

The following may be appealed to the panel: penalty for excessive time to graduation (the 30 and 45 hour rule), extenuating circumstances culminating in withdrawal, late add fee, reinstatement fee, \$1,000 tuition rebate, and penalty for repetition of a course more than twice (3-peat). Appeals for traffic tickets and parking fines will not be considered by the Fiscal Appeals Panel.

In order to expedite the appeals process, each college shall have its own Fiscal Appeals Panel. The Fiscal Appeals Panel will include:

1. the dean of the student's college, or his/her designee;
2. the academic department chair of the student's major, or the student's academic advisor;
3. a faculty member of the student's college, designated by the dean;
4. a representative from the Business Office;
5. a representative from the Registrar's Office;
6. a representative from the Admission's Office.

If applicable and when necessary, additional panel members may include a representative from the Educator Certification Office, the Office of Financial Aid, and/or Student Disability Services.

A student wishing to appeal must first discuss the relevant fiscal policy in question with a representative from the registrar's office or the bursar's office. If the matter is not resolved, the student may file a written appeal to the registrar or the bursar for consideration by the Fiscal Appeals Panel. All pertinent information to be considered by the panel must be submitted with the appeal. *In some circumstances, additional information will be requested from the student by the appeals committee. The student will have 15 days to submit the additional documentation or the appeal will be denied.* All decisions by the Fiscal Appeals Panel will be made within 30 days from the date of

receipt of the appeal *or additional information*, when feasible, but no later than 60 days from the date of receipt of the appeal *or additional information*. *In the event the decision on the appeal is not made with the prescribed time period, the appeal shall be considered successful.*

Cross Reference: ~~Texas Higher Education Coordinating Board Rules and Regulations~~, *Tex. Educ. Code § 54.014*; 19 *Tex. Admin. Code § 13.108*; Tuition Rebate Policy (C-50)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Vice President for Finance and Administration

Forms: None

Board Committee Assignment: *Finance and Audit*

Terminal Degrees Policy (E-73)

Original Implementation: July 21, 2009

Last Revision: ~~None~~ April 17, 2012

Stephen F. Austin State University is committed to maintaining a high quality faculty. Toward that end, the university aspires to recruit and retain faculty members with terminal degrees in their disciplines. A terminal degree is defined as the generally accepted highest degree in a field of study.

⊖ As a general rule, possession of an earned doctorate or other recognized terminal degree from an accredited institution in an area appropriate to the individual's discipline shall be required for appointment to a tenure-track or tenured faculty position.

⊖— Exceptions to the requirement of a terminal degree may be made by the provost and vice president for academic affairs, (VPAA), but only upon recommendation by the *academic unit chair/director of the department* and dean of the college. ~~One or more of the~~ The following circumstances may justify approval of an exception to the requirement of an earned doctorate *or other recognized terminal degree in a discipline-related field*:

(a) ~~The faculty member has demonstrated, in~~ well-documented form, preparation and experience appropriate to the discipline that meets accreditation standards; *or: (b)*

~~The faculty member has demonstrated~~ exceptional preparation and experience ~~to offer for~~ instruction in a discipline when the faculty member ~~possesses~~ *has* a doctorate *or other recognized terminal degree* in another area.

⊖ Terminal degree requirements for appointment to a tenure-track position shall be clearly stated in ~~any vacancy~~ *position* announcements.

⊖ Where appropriate, an offer of employment shall provide the time period in which the terminal degree must be completed.

⊖ Verification of a completed terminal degree shall require an official transcript sent directly to the Office of Academic Affairs by the degree-granting institution.

Cross Reference: ~~Policy A-49,~~ Academic and Professional *Qualifications (A-49) Preparation*; ~~Policy E-1A,~~ Academic Appointments and Titles (*E-1A*); *File Maintenance for Faculty Personnel Files (A-60)*

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: *Faculty Certification of Credentials; Recommendation for Appointment* None

Board Committee Assignment: *Academic and Student Affairs*

The Ed and Gwen Cole Art Center and the Griffith Gallery (B-36)

Original Implementation: April 21, 2009

Last Revision: ~~None~~ April 17, 2012

Overview

The Ed and Gwen Cole Art Center and the Griffith Gallery are exhibition spaces for the artistic programs of the School of Art in the College of Fine Arts. *These facilities are a major “window” through which the public creates its perception of Stephen F. Austin State University. As such, the facilities should in all ways project a progressive, high stature, professional and welcoming image and offer artistic experiences to the public.*

The purpose of the Ed and Gwen Cole Art Center and the Griffith Gallery is to support the mission of the School of Art, the College of Fine Arts and the university. Because these entities have “community outreach” as an accreditation goal of the Southern Association of Colleges and Schools, any event or activity in these facilities is subject to being assessed and included as a demonstration of how this mission is being achieved.

Scheduling and use of these facilities and their equipment is pursuant to university policy ~~B-1,~~ on the Use of University Facilities (B-1). The dean of the College of Fine Arts is the administrator of these facilities and their operating policies. Nothing contained in this policy shall be construed to prohibit or hinder the operation of the Ed and Gwen Cole Art Center or the Griffith Gallery in pursuing the university's mission as a public institution of higher education. All activities associated with that mission shall have priority in the use of these facilities.

Governance

The director of galleries is responsible for scheduling all events and activities for the Ed and Gwen Cole Art Center and the Griffith Gallery, subject to final approval by the director of the School of Art and the dean of the College of Fine Arts. Faculty and external organizations may offer input but have no authority for scheduling of these facilities.

Priority of Users

Because the *Ed and Gwen Cole Art Center and the Griffith Gallery* are academic and art exhibition facilities, their use shall be ~~restricted~~ *prioritized for the following types of sponsored and co-sponsored categories of events.* ~~The following priorities for assignment of use shall be in effect:~~

- Category I — Events *of, or* sponsored by, the Schools of Art, Music, or Theatre, ~~and the Dance Program;~~ and other performance and exhibition activities that are a necessary adjunct to academic programs in the College of Fine Arts;-

- Category II — Events *for organizations such as* ~~that are the a part of~~ Friends of the Visual Arts, Nacogdoches Junior Forum, Watercolor East Texas, Nacogdoches Photographic Association, and the Nacogdoches Art League *that are sponsored by the School of Art*:-
- Category III - Events *co-sponsored by the College of Fine Arts such as* university departments or registered student, faculty, and staff organizations of both an academic and non-academic nature; ~~and: Annual events cannot be scheduled on an ongoing basis.~~
- Category IV - Events *co-sponsored jointly between* official university departments or agencies, ~~and with~~ non-university groups. ~~Annual events cannot be scheduled on an ongoing basis.~~

Scheduling Requests

Reservation requests shall be evaluated on a case-by-case basis for scheduling availability, the expected number of attendees, and relationship to the purpose of the facilities.

While the facilities are occasionally rented by external parties, they are not “for rent” facilities open to the public. The facilities shall not be used for:

- *annual events in Category III or Category IV that are scheduled on an ongoing basis;*
- *receptions, including wedding or retirement receptions;*
- *events at which it may be construed that the facilities are being used to sell alcohol, including ticketed events or events with admission charges such as wine tasting;*
- *private party events in which alcohol would be served, unless sponsored or co-sponsored in Categories I, II, III, or IV;*
- *non-university fundraising activities;*
- *events that promote an agenda other than that which would contribute to the facilities’ purpose, e.g., political campaigning; or*
- *dances or other social events.*

Restrictions:

- ~~▪ No weddings or wedding receptions shall be permitted in the Cole Art Center.~~
- ~~▪ Non-university fundraising activities shall not be permitted in the Cole Art Center.~~

Reservation Procedures

~~Reservations-Reservations for all functions-events in the Ed and Gwen Cole Art Center or Griffith Gallery shall be made through the gallery director. Scheduling-Reservations shall be limited by the preexisting exhibition schedule, and the nature of the functionevent wishing to be scheduled. Functions that may interfere with the conservation and preservation of art being exhibited shall-will not be considered-for rental.~~

The galleries should be reserved as far in advance as possible; (suggested minimal time is 60 days prior to the event). Alternate dates should also be selected in ~~the event that~~ case the date of the first choice is not available. *For Category I and II events, a Cole Art Center Usage Agreement form must be completed; this form is available on the College of Fine Arts website. For Category III and IV events and private party functions, Aa Facility Use Agreement Facility Rental Agreement form must be completed and signed by the person or persons who are legally and financially responsible for the event; this form is available on the website of the General Counsel under "Forms."* An initial meeting with the gallery director ~~shall be~~ required at the time the agreement is signed, and the payment of any deposits *shall be submitted at this time. The—prescribed in the schedule of fees may be obtained from maintained by the dean of the College of Fine Arts website—shall be submitted at this time. In addition, the user shall be required to obtain and abide by a list of general operating regulations that is available in the dean's office.*

Four weeks prior to an event, a meeting with the gallery director shall be scheduled to formalize set-up procedures, equipment, and personnel needs.

Food and Beverages

Food and beverages may be served in Griffith Gallery and the *Ed and Gwen Cole Art Center*, subject to approval by the gallery director. University policy ~~D-19 on Illicit Drugs and Alcohol Abuse (D-19)~~ *permits the serving and consumption of alcohol in the Ed and Gwen Cole Art Center only if the event is approved in advance by the dean of the College of Fine Arts, and only if it is an authorized, university-sponsored or co-sponsored event. Private party functions not sponsored by the university may not serve alcohol at these facilities. Any event that includes alcohol must be in compliance with local and state laws at all times, including the Texas Alcoholic Beverage Code. prohibits the unauthorized use of intoxicating beverages on university property. The policy, however, does permit beer and wine (but not liquor) to be served at the Cole Art Center for events approved in advance by the dean of fine arts.*

Cross Reference: ~~Policy B-1~~, Use of University Facilities (*B-1*); *Illicit Drugs and Alcohol Abuse (D-19)*; *Texas Alcoholic Beverage Code*

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Dean of *the College of Fine Arts*

Forms: ~~None~~ *Cole Art Center Usage Agreement; Facility Use Agreement*

Board Committee Assignment: *Building and Grounds*

Rental of University Vehicles (~~Rental & 15 Passenger Vans~~)-(B-30)

Original Implementation: June 1, 1984

Last Revision: ~~April 21, 2009~~ April 17, 2012

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

Official Use:

University motor vehicles can only be used for the transaction of official ~~U~~university business.

A. Reservations

1. Vehicles will be rented exclusively to individuals or organizations that have funds budgeted by the university.
2. All vehicles, except road buses, are rented on a first-come, first-served basis. Reservations can be made by memo to the Physical Plant Grounds and Transportation Department, P.O. Box 13031 SFA Station, by phone at 468-5107, or on the Physical Plant ~~Web site~~website. Reservations should be made as far in advance as possible.
3. Persons for whom reservations are made must be on the ~~a~~Approved ~~d~~Drivers ~~L~~ist and be acting on behalf of, and within the responsibility of, the university department that he/she is employed. *The reservation M*must have a minimum of four passengers for vans, must have definite pick-up and return times, and must have an approved university account.
4. Cancellations should be made as far in advance as possible. Cancellations made less than 48 hours in advance will incur a \$20.00 fee.

B. Procedure for Checking Out Vehicles

1. Vehicles can be picked up at the Physical Plant Grounds and Transportation Department, located at Starr Avenue and University Drive, between 7:00 a.m. and 4:00 p.m. Monday through Friday.
2. ~~Special-Vehicle packets may be picked up during normal business hours or~~ special arrangements may be made for *vehicle* pick-up outside normal hours.
3. When two or more users are renting the same vehicle over a weekend, the users may be required to turn in and pick up vehicles at the University Police Department.

4. Individuals picking up vehicles must present a Stephen F. Austin State University ~~a~~Approved ~~d~~Driver ~~c~~Certificate and a valid driver's license.
5. Personnel in the Grounds and Transportation Department, will furnish approved drivers with:
 - a. Keys to vehicle.
 - b. Copy of vehicle charges and reservation form.
 - c. Credit card(s).
 - d. Daily record of state-owned motor vehicle use (See Section E).
 - e. Vehicle roadability report.
 - f. Insurance card.

C. Passengers

1. Passengers in university vehicles will normally be university employees or students traveling on university business.
2. Passengers who are not university employees or students may be authorized to ride in university vehicles when their presence is consistent with university business or functions.
3. University employees and students may have guest(s), spouse or children accompany them while the university employee or student is traveling on university business provided:
 - a. The guest does not interfere with the university business of the trip or cause any additional expense to the university.
 - b. The department ~~that~~which sponsors the trip that the guest(s) are attending must be advised in advance of the trip that non-university passengers will be traveling in university vehicles.
 - c. If the guest is a minor child, the parent is responsible for the child's actions and is responsible for ensuring the child follows all safety policies and regulations including seat belts and child restraints.
 - d. The university bus fleet is not equipped with seat belts or child restraints, and safety of the child is the responsibility of the parent. The university fleet bus driver should report behavior difficulties to the parent and sponsoring department, and may impose future restrictions on passenger privileges for those who have had behavior problems.
 - e. Non-employee passengers will not be covered by university insurance for medical treatment, unless there is legal liability, which is covered by the general liability policy for university motor vehicles. Personal claims against the driver of another vehicle (non-university) for liability in any accident will be the responsibility of the non-employee passenger or their parent. Passengers should carry personal medical insurance coverage in case of accident or emergency. The university does not assume liability for any passenger, unless otherwise imposed under law. University employees may be covered by Workers' Compensation for

injuries received on-the-job; otherwise, personal medical insurance or applicable legal liability would apply.

D. Use of University Road Buses

The two Prevost 52-passenger buses provide transportation for university departments and groups. The guidelines in this section have been established to provide a fair and equitable manner for the scheduling of the buses and to generate sufficient revenue to pay for their operation and maintenance.

1. Authorized Trips. Only university groups and departments whose trips have received prior approval from the department head and/or dean of school may reserve the bus. A professional driver will be provided by the Physical Plant Department. Each user must be accompanied by authorized university personnel, who shall be responsible for all travel, schedules, and arrangements. The use of the bus is limited to those destinations that may be reached by hard surfaced roads.
2. Reservations. Application for the use of the university bus shall be made to the director of physical plant or his designee. No reservation may be reassigned in whole or in part. The user may not delegate any control or responsibility to any other party without prior written approval of the director of physical plant. Furthermore, reservations for one trip may not be used for a different trip without the prior written approval of the director of physical plant.
3. Priorities for Use
 - a. Use of university buses for athletic purposes will be given the first priority.
 - b. Those departments having activities scheduled at least a year in advance that require maximum utilization of the buses shall receive second priority.
 - c. In other cases, the following shall be considered:
 - i. Advance Scheduling: Where feasible, the use of the buses will be approved on a first-come, first-served basis
 - ii. Distance: The distance to be traveled will be considered in determining priority.
 - iii. Number of Passengers: The number of passengers will be considered in determining priority.
 - iv. Purpose of Trip: In cases of simultaneous requests when the number of passengers and distance are approximately the same, the trip providing the most benefit to Stephen F. Austin State University shall receive priority.

E. ~~Record Keeping~~

~~Users of university vehicles are required to complete a written report on the use of such vehicles, including a list of university personnel on the trip. Reports are to be made daily, with a separate report required for each day. Required reports are made on forms provided by the Grounds and Transportation Department when checking out a vehicle.~~

~~F.E.~~ **Check-in**

1. If returned after 7:00 a.m. or prior to 4:00 p.m. on weekdays, the vehicle should be returned to the Grounds and Transportation Building. The vehicle charges and reservation form, the daily record use of state owned motor vehicles form, keys, credit card(s), and gasoline receipts should be given to Grounds and Transportation personnel.
2. If returned at some other time, the vehicle should be parked, the doors should be locked and all the items mentioned above should be dropped into the slot in the front door of the Grounds and Transportation Building at Starr Avenue and University Drive.
3. Individuals may lose the privilege of using university vehicles if the vehicle(s) has been damaged during use, or if reports of vehicle use are incomplete.
4. Purchases, other than fuel, made with university credit cards, are at the driver's expense, subject to reimbursement. Reimbursement will be approved when the physical plant is furnished purchase receipts. Receipts must show vehicle license number, amount of purchase, and item(s) purchased. Failure to properly present receipts will result in non-reimbursement.
5. Purchase of fuel. Fuel is furnished as part of the rental price of the vehicle if purchased on credit cards furnished at the time of the rental. Fuel purchased not using credit cards will be at the expense of the using department. Reimbursement should be claimed on the travel voucher of the individual being reimbursed.

~~G.F.~~ **Breakdowns and Accidents**

1. Instructions for proper reporting and handling of accidents and breakdowns are contained in the glove compartment of all university vehicles.
2. In all cases in which a vehicle cannot be returned to the campus, one of the following people should be contacted:
 - a. During working hours (7:00 a.m. to 4:00 p.m.) transportation manager - 936/468-5107 director, physical plant - 936/468-3906
 - b. After working hours: university police - 936/468-2608
3. All major repairs must be arranged by the manager of transportation.
4. ~~A driver~~Drivers involved in an accident will be required to submit to a drug and alcohol screening in accordance with Stephen F. Austin State University Policy E-61. ~~Also, they~~The driver must either report the accident to the University Police Department or to a local police agency and notify UPD of

having done so, or fill out Texas Department of Public Safety Form ST-2 (blue form) within 24 hours and turn in to the University Police Department upon return to campus. UPD will:

- a. Forward a copy of the accident report or the blue form to the Environmental Health, Safety and Risk Management Department and,
 - b. Complete the blue form and forward it to the Texas Department of Public Safety.
5. Departments using fleet vehicles will be charged for damages as the result of accidents or from abusive use.
 6. The Environmental Health, Safety and Risk Management Department will contact the insurance adjuster, provide appropriate information, and act as general liaison in the event of an accident.
 7. The university's insurance covers a driver's liability if he/she is:
 - a. An approved university driver.
 - b. Operating the vehicle in an official capacity.

H.G. Charges – refer to the SFA Physical Plant website for current prices - http://www2.sfasu.edu/physical_plant/

Vehicle	Capacity	Charge per Mile
Sedan	4	current state rate
Vans	8	current state rate
Shuttle Bus	40	\$.60 + driver
Road Bus 1	52	\$2.50
Road Bus 2	52	\$2.50

H.H. In addition to mileage charges, the following minimum charges for the road buses will apply. There will be a minimum daily charge of \$50.00 per day for local use and a minimum charge of \$100.00 per day if the driver is required to be away from home base overnight. If daily mileage charges exceed \$50.00 for local or \$100.00 for away trips, the daily charge will be waived. Also all expenses (meals and lodging, excluding meals on non-overnight trips) for the driver(s) are the responsibility of the renting department.

H.I. Special Provisions

1. All drivers of buses must have a Class B-CDL license and submit to DOT physicals and drug baseline and random testing.
2. All drivers must have a valid driver certificate issued by UPD.
3. All drivers of 15 and 12 passenger-type vans must be certified drivers with a van endorsement and be a minimum of 21 years of age. Exceptions to age limits for drivers may only be authorized by the Environmental Health, Safety and Risk Management Department.

4. Buses must carry at least 1/3 of their capacity.
5. Certain buses, due to mechanical condition, are restricted to use in a 100-mile radius.
6. Users of fleet vehicles who purchase gas, oil, and other products by cash ticket or credit card must sign tickets, including license number of vehicle and items purchased. Purchase of gas, oil, etc on other than university credit cards furnished with the vehicle will be the responsibility of the using department.
7. Drivers may be requested from the Physical Plant Department and, if available, will be furnished at a rate established annually by the Physical Plant Department. Drivers are normally paid on a portal-to-portal basis. Special arrangements should be made for extended trips. There is a minimum charge of two hours for any called driver.
8. No alcoholic beverages will be allowed in state vehicles.
9. No smoking will be allowed in any state vehicles.

15 and 12 Passenger Vans

0. All drivers of 15 and 12 passenger-type vans must be certified drivers with a van endorsement *and be a minimum of 21 years of age. Exceptions to age limits for drivers may only be authorized by the Environmental Health, Safety and Risk Management Department.*

Drivers in a 15 and 12 passenger-type van shall not drive over a maximum of 65 miles per hour speed limit as recommended by the State Office of Risk Management (SORM).

All back seats are to be removed from all university owned 15 and ~~passenger~~ 12 passenger vans.

Passengers are limited to ~~11~~ *nine passengers including the driver without a maximum of 50 lbs of cargo/luggage or equipment* or ~~9~~ *eight passengers including the driver with cargo/luggage.* All passengers must wear seat belts.

All cargo is prohibited on the roof. No roof racks may be installed, *no trailer hitches may be installed on the vehicle nor any towing of any kind shall be authorized.*

Cargo *and/or luggage* inside the van must be stacked no higher than the top of the van seats *and should be placed forward of the rear axle. Cargo is defined as, but not limited to, boxes, bags, packs, equipment, etc.*

~~— Vehicles~~ *Passenger vans rented from non-university/non-university fleet (Hertz, Enterprise, etc.) must be limited to nine ~~11~~ passengers including the driver and follow the limitations specified in this policy. for university vans.*

~~— All drivers of 15 passenger-type vans must be certified drivers with a van endorsement if the vehicle is rented with university funds.~~

~~— Passengers are limited to 11 without cargo/luggage or 9 with cargo/luggage regardless of the capacity. All passengers must wear seat belts.~~

~~— All cargo is prohibited on the roof. No roof racks may be installed.~~

~~—Cargo inside the van must be stacked no higher than the top of the van seats.~~

The university will no longer purchase 15 passenger vans.

Cross Reference: ~~None~~ *Drug and Alcohol Testing (E-61)*

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Physical Plant; Director of Environmental Health, Safety and Risk Management

Board Committee Assignment: *Building and Grounds*

USA Patriot Act (E-63)

Original Implementation: October 17, 2002

Last Revision: ~~January 27, 2009~~ April, 17, 2012

~~On October 26, 2001, President Bush signed into law t~~The USA Patriot Act, otherwise known as Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT ACT). ~~This act makes it unlawful for certain individuals to work with specific biological agents, toxins and delivery systems. This act was extended through the USA Patriot Improvement and Reauthorization Act of 2005 (signed March 9, 2006).~~

SFASU has a small number of faculty, staff and graduate assistant positions that are affected by compliance with this act. For those hired prior to the act, ~~and~~ affected by this compliance, the ~~Hazardous Materials Officer~~ will identify and document compliance. Employees with access to the select agents are to be investigated by the federal government. The ~~Hazardous Materials Officer~~ ~~will~~ *shall* submit the employee's names to the US Department of Health and Human Services and the ~~Attorney General~~ for investigation. Upon completion of the investigation, the ~~Attorney General~~ will promptly notify the ~~Secretary~~ and the ~~Secretary~~ shall promptly inform SFA whether the employee is granted or denied access.

In order to respond to the requirement with respect to future job vacancies, the Human Resources selection procedure ~~has been modified to~~ *shall* include a statement concerning the USA Patriot Act *for restricted positions* and instructions for compliance. When Human Resources receives a request to advertise a restricted position, additional screening questions will be required of applicants to determine if they meet minimum qualifications before they can be referred for the final hiring decision. The selected candidate will be required to complete a "Statement of Eligibility to Handle Select Biological Agents or Toxins" form. This form should satisfy and address the minimum qualifications and compliance for a final hiring decision or for a person already occupying a position prior to the act's inception.

For additional details on the USA Patriot Act refer to the Human Resources website for the USA Patriot Act - Frequently Asked Questions.

Cross Reference: ~~Personnel Selection Procedures Packet for Faculty and Staff;~~ Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (*USA PATRIOT ACT*) and subsequent reauthorizations; Public Health Security and Bioterrorism Preparedness and Response Act of 2002; ~~USA Patriot Improvement and Reauthorization Act of 2005~~

Responsible for Implementation: President

Contact for Revision: Director of Human Resources

Forms: Statement of Eligibility to Handle Select Biological Agents or Toxins; ~~Notice of Vacancy~~

Board Committee Assignment: *Academic and Student Affairs*

Wireless Networking (D-49)

Original Implementation: February 3, 2005

Last Revision: ~~April 21, 2009~~ April 17, 2012

Purpose

Stephen F. Austin State University's (SFA's SU)'s wireless local area network (*LAN*) (~~WLAN~~) enables ~~mobile~~ *wireless* computing and provides reliable and secure network services in many locations on campus. It is a complementary system to the campus wired network.

Scope

This policy ~~shall apply~~ *applies* to all uses of ~~WLAN~~ *wireless LAN* technologies at all physical locations of SFASU, both inside buildings and in outdoor areas. It does not apply to cellular wireless technology.

All SFASU ~~WLAN~~ *wireless LAN* policies shall comply with university, federal, state, and local laws and regulations.

Responsibilities

Information Technology Services (ITS) ~~shall be~~ *is* responsible for implementing ~~ation of WLAN~~ *wireless LAN* technology in compliance with campus network standards and *also for resolving* ~~resolution of~~ frequency interference issues. These responsibilities include, but are not limited to: ~~the following:~~ the

- • *being the* primary provider of design, specification, installation, operation, maintenance, and management services for all wireless access points; ~~;~~
- ~~the managing ement of~~ all SFASU-owned wireless equipment;
- ~~the maintaining enance of a list of buildings and outdoor areas covered by the WLAN that can be viewed from the mySFA intranet portal;~~
- ~~the service of~~ *servicing* wireless access points, (i.e., the service demarcation points), and the wired network to which they are attached; *and*
- ~~the identifying ication and authenticating on of~~ all users connecting to the ~~WLAN~~ *wireless LAN*.

Departments and individual students ~~shall be~~ *are* responsible for all costs associated with the purchase of wireless *network* devices ~~for client computers~~. Individuals may not install

or operate wireless access points on university-owned property, including residence halls and apartments.

Access

All SFASU faculty, staff, and students are required to have a valid user ~~ID~~ *identification* and password to use the ~~WLAN~~ *wireless LAN*. Any employee at the university can sponsor a guest on the wireless network using the self-service application in mySFA .

Security

All wireless access points and wireless client adapters shall use a Service Set Identification (~~SSID~~) provided by Information Technology Services to access any ~~WLAN~~ *wireless LAN* provided by SFASU. SFASU shall encrypt all data.

Standards

SFASU has adopted the Institute of Electrical and Electronics Engineers, Inc., (~~IEEE~~) standards for wireless networking for the ~~WLAN~~ *wireless LAN*. Only the ~~IP~~ *Internet Protocol standard* shall be supported on the ~~WLAN~~ *wireless LAN*.

Sanctions for Policy Violations

Applicable university discipline and/or discharge policies ~~shall~~ *will* be followed in ~~the~~ imposing ~~tion~~ *of* sanctions related to a violation of this policy, including ~~limiting~~ *action on* a user's access.

In the event of an imposed restriction or termination of access to some or all university computers and systems, a user enrolled in courses or involved in computer-related work activities may be required to use alternative facilities. If such ~~alternative~~ facilities are unavailable, the user bears the responsibility for failure to complete requirements for course work *and/or work-job responsibilities*.

Cross Reference: ~~University Policies: Computer & Network Security Policy (D-8.1); Acceptable Use of Electronic Information Resources (F-40); Computing Software Copyright (D-43); and Digital Millennium Copyright Policy (D-42); Texas Information Resources Management Act; Texas-Tex. Government-Gov't Code § 2054; 1 Texas-Tex. Administrative-Admin. Code §§ 202.70-.78;; Texas-Tex. Penal Code §Ch. § 33.01-.05 33.~~

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Director of Information Technology Services.

Forms: None

Board Committee Assignment: *Academic and Student Affairs*