

STEPHEN F. AUSTIN STATE UNIVERSITY
Faculty Senate
Meeting No. 112
October 8, 1980

1. Chairman Mathis called the meeting to order at 2:15 p.m.
2. Corrections were made and the Minutes of Meeting No. 111 were approved. Senator Stanberry proposed to revise the present system of the minutes into a three-part system which would shorten the length of the minutes. The system would include the following: (1) tapes of every meeting will be on file in the Faculty Senate office and will be available to the faculty, (2) brief summary of the major events that occurred during the meeting will be distributed shortly after the meeting, and (3) regular minutes will follow this up which will include all the motions, votes on the motions, resolutions and reports from committees and any specific action taken by the Faculty Senate. Proposal was accepted.
3. Reports of Officers:
 - A. Chairman's Report:
 - a. Chairman Mathis reported on a conference which he attended in Austin dealing with the chairs of the Faculty Government's Organizations Public Institutions in Texas. A network is being established so that the Faculty Senate will know what the various Senate's are taking up as their priority items during the year. This will be helpful when comparative information is needed and will also give the committee's a broader perspective and save a lot of research time.
 - b. Chairman Mathis reported on an Association of Business in Education which they call themselves "ABE". Donna Linsick, a representative, explained how the group came into being and its attitude toward higher education. Three things which they are interested in promoting for higher education are: (1) salary increases, (2) leaves of absences for faculty development, and (3) organized research--both applied and nonapplied research.
 - B. Secretary's Report:

Secretary Stanberry announced that the Grievance Panel elections are virtually completed except for one school which will be completed within the next week.
 - C. Treasurer's Report:

Senator Stanberry reported a balance of \$5,261.55 in the treasury.

4. Old Business:

A. Revision of Handbook Statement on Office Hours:

Senator Wendall Spreadbury discussed the issue and distributed a recommendation by the Professional Welfare Committee regarding office hours along with an alternate proposal. After a lengthy discussion, Senator Spreadbury moved and it was seconded that the resolution be adopted by the Senate. Motion Passed. (See Attachment #1)

B. Policy Statements on Outside Employment and Consulting:

Senator Wendall Spreadbury distributed a revision of the Policy on Outside Employment, Handbook, Page IV-6. (See Attachment #2). After a discussion, Senator Blocker moved to accept the revision. Motion Passed.

An open faculty hearing was scheduled to present and consider the revision accepted by the Faculty Senate.

5. New Business:

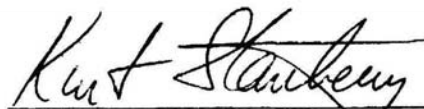
A. Policy Statement on Traffic Appeals for Faculty and Staff:

Policy on Faculty/Staff Traffic Appeals was distributed. (See Attachment #3). This issue will be referred to the Professional Welfare Committee.

6. The next meeting of the Faculty Senate will be November 12, 1980, at 2:15 p.m. in Rusk 301.
7. Senator Stanberry moved and Senator Moses seconded the motion for adjournment. Motion Passed and the meeting adjourned at 4:00 p.m.

Absentees:

Duke Brannen
Sandra Cole



Kurt Stanberry
Secretary, 1980-81, Senate

RECOMMENDATION BY THE
PROFESSIONAL WELFARE COMMITTEE
TO THE
FACULTY SENATE
REGARDING
OFFICE HOURS

THE FACULTY SENATE, HAVING HONORED THE REQUEST BY THE ACADEMIC DEANS' COUNCIL TO REVIEW THE FACULTY HANDBOOK STATEMENT ON OFFICE HOURS (IV-2), RECOMMENDS THAT THE STATEMENT REMAIN AS IS. AT THE SAME TIME, THE SENATE RECOGNIZES THE NEED FOR FACULTY ADHERENCE TO THE PRESENT POLICY ON OFFICE HOURS, AND URGES THE FACULTY TO POST THEIR OFFICE HOURS AND BE IN THEIR OFFICES AT THE DESIGNATED TIMES.

REVISION OF POLICY STATEMENT,
FACULTY HANDBOOK PAGE IV-6

SUBMITTED BY PROFESSIONAL WELFARE COMMITTEE
FOR APPROVAL BY FACULTY SENATE

POLICY ON OUTSIDE EMPLOYMENT

Outside employment, as defined by the University, is engagement of the faculty member in any activity for any entity other than *Stephen F. Austin State University* for monetary remuneration. Establishing or joining a firm or private business, or engaging in consulting or other private practice of some professional skill, is considered outside employment.

A faculty member who chooses to engage in outside employment must adhere to the following guidelines:

- 1) Proper performance of the faculty member's university assignment is paramount and outside work assumes a position secondary to University duties.
- 2) The best interests of the University are preserved at all times and in all situations by the faculty member.
- 3) The faculty member uses materials and facilities that are his or her own or those of entities other than *Stephen F. Austin State University* (unless otherwise arranged with the University.)
- 4) At the end of each academic year, the faculty member will render a written report to the president that describes the nature of outside employment in which he or she has been engaged for regular, reoccurring or substantial periods of time.

STEPHEN F. AUSTIN STATE UNIVERSITY
POLICY ON FACULTY/STAFF TRAFFIC APPEALS

Rule I - General Provisions

Section 1. Purpose

The purpose of this procedure is to insure due process of law to any faculty/staff member charged with a violation of the University's parking regulations.

Section 2. Application

Any faculty/staff member at Stephen F. Austin State University may appeal a TYPE I parking citation to the Faculty/Staff Traffic Appeals Board by filing an application for appeal with the University Police Department within seven (7) working days of the issuance of the citation.

Rule II - Composition and Jurisdiction
of Faculty/Staff Traffic Appeals Board

Section 1. Composition

- A. The Faculty/Staff Traffic Appeals Board shall be composed of seven (7) members appointed by the Vice President for Student Affairs, in consultation with the Vice President for Academic Affairs and the Vice President for Fiscal Affairs.
- B. The members of the Faculty/Staff Appeals Board shall serve three-year staggered terms.
- C. Any member of the Board who receives three (3) or more traffic (including parking) citations within any regular semester shall be disqualified as a member and replaced for the unexpired term.

Section 2. Jurisdiction

The Faculty/Staff Appeals Board shall have original jurisdiction of all TYPE I parking citations issued by the University Police Department.

Rule III - Summoning Procedure

Section 1. Notice

- A. Each defendant shall receive written notice by mail or personal service to appear before the Faculty/Staff Traffic Appeals Board within twenty-one (21) days from the time he or she files an application for appeal.

- B. The Chief of the University Police Department, or his delegate, shall be charged with the presentation of the notices.

Section 2. Failure to Appear

The failure of the defendant to appear at the time appointed for his or her hearing shall forfeit his or her right to a hearing and shall constitute a waiver of the rights granted by these procedures, except that the Faculty/Staff Traffic Appeals Board may excuse a defendant's failure for good cause shown.

Rule IV - Conduct of Hearing

Section 1. Sessions

The Faculty/Staff Traffic Appeals Board shall meet at least once per month during the fall and spring semesters. The Chairperson may call additional meetings if, in his or her judgment, they are required by the number of appeals brought to the Board. Meetings will be scheduled as required during the summer.

The meetings shall be heard during the regular business hours of the University. Where possible, they shall be scheduled by the Chairperson at a time convenient to both the parties and the panel members. (The University and its police department shall be parties in all appeals brought before the Board.)

Section 2. Defendant's Rights

The form to be completed by the faculty/staff member intending to appeal a parking citation shall, among other things, inform the defendant of his or her rights:

- A. to be accompanied by one (1) representative;
- B. to know the identity of the police officer who issued the citation;
- C. to summon his or her own witnesses, produce evidence, and to speak in his or her own defense;
- D. to cross-examine witnesses testifying against him or her;
- E. to inspect and copy the record of the hearing at his or her cost.

Section 3. Rules of Procedure

- A. The Board may hear appeals for parking citations for which an application to appeal has been filed in accordance with these rules.
- B. Each citation shall be appealed separately.

- C. Each appeal shall be heard and decided on its own merit.
- D. Hearings shall be informal; the rules of evidence shall not apply to the hearing.
- E. Hearings shall be conducted in a manner consistent with the ascertainment of the truth and the orderly process of justice. Every participant shall exhibit in all hearings proper dignity, courtesy, and respect.
- F. The Board may examine, cross-examine, call, recall, and dismiss any witness.
- G. 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.
- H. The Board shall maintain an adequate record of each hearing. Summary notes shall be deemed an adequate record for these purposes.
- I. The Chief of the University Police Department, or his delegate, may represent the University in any hearing.
- J. The Board may enter into closed session for deliberation at the conclusion of the presentation of evidence.
- K. The Board's judgment must be rendered within three (3) working days of the hearing.
- L. A member of the Board must excuse himself or herself from any appeal in which he or she is a defendant, or his or her spouse is a defendant.

Rule V - Findings and Sanctions

Section 1. Findings

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

Section 2. Sanctions

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