<table>
<thead>
<tr>
<th>Table of Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>00-47 Approval of January 25, 2000 and March 8, 2000 Minutes</td>
<td>1</td>
</tr>
<tr>
<td>00-48 Election of Board Officers</td>
<td>1</td>
</tr>
<tr>
<td>00-49 Selection of Presidential Search Firm</td>
<td>1</td>
</tr>
<tr>
<td>00-50 Election of Interim President</td>
<td>1</td>
</tr>
<tr>
<td>00-51 Election of General Counsel</td>
<td>1</td>
</tr>
<tr>
<td>00-52 Election of Director of Audit Services</td>
<td>1</td>
</tr>
<tr>
<td>00-53 Faculty and Staff Appointments for 2000-2001</td>
<td>2</td>
</tr>
<tr>
<td>00-54 Changes of Status</td>
<td>2</td>
</tr>
<tr>
<td>00-55 Promotions</td>
<td>3</td>
</tr>
<tr>
<td>00-56 Tenure</td>
<td>4</td>
</tr>
<tr>
<td>00-57 Regents Professorships for 2000-2001</td>
<td>4</td>
</tr>
<tr>
<td>00-58 Faculty Development Leaves for 2000-2001</td>
<td>5</td>
</tr>
<tr>
<td>00-59 Retirements</td>
<td>5</td>
</tr>
<tr>
<td>00-60 Voluntary Modification of Employment</td>
<td>6</td>
</tr>
<tr>
<td>00-61 Leave of Absence</td>
<td>6</td>
</tr>
<tr>
<td>00-62 Faculty Workload Report for Spring 2000</td>
<td>6</td>
</tr>
<tr>
<td>00-63 Curriculum</td>
<td>6</td>
</tr>
<tr>
<td>00-64 Criteria for Admission to Teacher Education</td>
<td>6</td>
</tr>
<tr>
<td>00-65 Honors Program</td>
<td>6</td>
</tr>
<tr>
<td>00-66 Distance Education Courses</td>
<td>6</td>
</tr>
<tr>
<td>00-67 Acceptance of General and Graduate Bulletins</td>
<td>7</td>
</tr>
<tr>
<td>00-68 Health Clinic Roofing</td>
<td>7</td>
</tr>
<tr>
<td>00-69 Science Building Lecture Rooms</td>
<td>7</td>
</tr>
<tr>
<td>00-70 Paving Projects</td>
<td>7</td>
</tr>
<tr>
<td>00-71 Energy Management System</td>
<td>8</td>
</tr>
<tr>
<td>00-72 Austin Building Exterior Cleaning</td>
<td>8</td>
</tr>
<tr>
<td>00-73 Campus Housing Upgrades</td>
<td>8</td>
</tr>
<tr>
<td>00-74 Adoption of Summer 2000 Budget</td>
<td>8</td>
</tr>
<tr>
<td>00-75 Adoption of Fiscal Year 2001 Budget</td>
<td>8</td>
</tr>
<tr>
<td>00-76 Purchase of Computer Equipment for HUES GIS Lab</td>
<td>8</td>
</tr>
<tr>
<td>00-77 Purchase of Microcomputer Workstations for McGee Computing Laboratory</td>
<td>9</td>
</tr>
<tr>
<td>00-78 Course Fees</td>
<td>9</td>
</tr>
<tr>
<td>00-79 Registration and Records Fee</td>
<td>9</td>
</tr>
<tr>
<td>00-80 Room and Board Rates</td>
<td>9</td>
</tr>
<tr>
<td>00-81 Food Services Contract with ARAMARK</td>
<td>9</td>
</tr>
</tbody>
</table>
00-82 Purchase of Cafeteria and Residence Hall Access System ............................................. 9
00-83 Distance Learning Fee ........................................................................................................ 9
00-84 University Policies and Procedures ...................................................................................... 10
Appointment of Board Committees and Presidential Search Committee ...................... 10
Reports ........................................................................................................................................... 10

A. Chair, Faculty Senate
B. President, Student Government Association
C. Interim President

Appendix No. 1 - Curriculum Changes .......................................................................................... 18
Appendix No. 2 - Criteria for Admission to Teacher Education .................................................. 26
Appendix No. 3 - Course Fees ........................................................................................................ 27
Appendix No. 4 - Room and Board Rates ...................................................................................... 28
Appendix No. 5 - Budget Changes .................................................................................................. 29
Appendix No. 6 - Policy Revisions .................................................................................................. 30

New Assessment of Institutional Effectiveness ............................................................................. 32
New Texas Academic Skills Program .......................................................................................... 33
A-7 Advanced Placement ................................................................................................................ 36
A-14 Minimum Length of Courses ................................................................................................. 37
A-19 Final Examinations ................................................................................................................ 38
A-21 Guest Lecturers ...................................................................................................................... 39
A-31 Meeting and Conducting Classes .......................................................................................... 40
B-5 Campus Facilities for Political Purposes .................................................................................. 41
C-27 Purchases from Employees .................................................................................................... 42
C-44 Procurement Card .................................................................................................................. 43
C-45 Professional & Consultant Services ...................................................................................... 48
D-3 Animals on University Property .............................................................................................. 54
D-8.2 Computing Software ............................................................................................................. 55
D-15 Flag Display ........................................................................................................................... 56
E-3A Academic Promotion .............................................................................................................. 57
E-8N Classified Pay Plan ................................................................................................................ 57
E-15 Employee Conduct ................................................................................................................ 69
E-28 Insurance & Other Benefits ................................................................................................ 71
E-35 Outside Employment ............................................................................................................. 77
E-39 Personnel Action Request ...................................................................................................... 78
E-43 Retirement Programs ............................................................................................................. 81
E-56 Ethics ....................................................................................................................................... 84
F-5 Building Security ...................................................................................................................... 88
F-7.5 Computer Hardware & Software Acquisition ................................................................. 89
The meeting was called to order at 9:00 a.m. by Chair Jimmy Murphy. Board members present in Room 307: R. A. Brookshire, Penny Butler, Mike Enoch, Pattye Greer, Susan Roberds, and Mike Wilhite. Absent: Gary Lopez and Lyn Stevens.

Also present in Board Room 307: Roland Smith, Janelle Ashley, Baker Pattillo, Scott Beasley, Yvette Clark, and others.

00-47
Upon motion of Regent Brookshire, seconded by Regent Greer, with all members voting aye, it was ordered that the minutes of January 25, 2000 and March 8, 2000 be approved as presented.

00-48
Upon motion of Regent Butler, seconded by Regent Brookshire, with all members voting aye, it was ordered that the Chair be Jimmy Murphy, Vice Chair be Pattye Greer and Secretary be Penny Butler.

00-49
Upon motion of Regent Brookshire, seconded by Regent Butler, with Regents Brookshire, Greer, Murphy and Wilhite voting aye and Regents Butler, Enoch, and Roberds voting nay, it was ordered that the firm of Harold Webb & Associates be hired to assist with selection of a President.

00-50
Upon motion of Regent Roberds, seconded by Regent Butler, with all members voting aye, it was ordered that Roland Smith continue as Interim President.

00-51
Upon motion of Regent Roberds, seconded by Regent Wilhite, with all members voting aye, it was ordered that Yvette Clark continue as General Counsel, with a 3% increase in salary.

00-52
Upon motion of Regent Roberds, seconded by Regent Greer, with all members voting aye, it was ordered that Steve McGee continue as Director of Audit Services, with a 3% increase in salary.
Upon motion of Regent Greer, seconded by Regent Butler, with all members voting aye, it was ordered that the following appointments be approved.

1. **Biology**

   Mr. Terry Jones, Assistant Professor, M.A. (Humboldt State University), at a salary of $36,250 for 100% time for nine months, effective September 1, 2000 contingent upon completion of doctorate by August 31, 2000.

2. **General Business**

   Ms. Susan C. Jennings, Assistant Professor, M.Ed. (Southern Arkansas), at a salary of $45,000 for 100% time for nine months, effective September 1, 2000 contingent upon completion of doctorate by August 31, 2000.

3. **Economics and Finance**

   Dr. Samuel K. Jones, Assistant Professor, Ph.D. (University of Mississippi), at a salary of $64,500 for 100% time for nine months, effective September 1, 2000.

4. **Human Services**

   Dr. Suzanne Calvert, Visiting Professor, Ph.D. (Wichita State University), at a salary of $25,000 for four and one-half months effective January 1, 2000.

5. **Mathematics and Statistics**

   Ms. Sarah T. Stovall, Assistant Professor, M.A. (University of Texas), at a salary of $38,000 for nine months, effective September 1, 2000 contingent upon completion of doctorate by August 31, 2000.

Upon motion of Regent Greer, seconded by Regent Mike Enoch with all members voting aye, it was ordered that that the following changes of status be approved.

1. **Biology**

   Dr. Robert S. Stewart from Assistant Professor of Biology at a salary of $47,076 for 100% time for nine months to Director of Pre-Professional Programs for 100% time for three months (June through August) at a salary of $15,692 effective June 1, 2000.

2. **Elementary Education**

   Dr. Elvia Rodriguez from 50% Professor/50% Director of ExCET Services for twelve months to 50% Professor/50% Coordinator of Bilingual/ESL effective March 23, 2000 to August 31, 2000.
3. Forestry

Dr. Michael S. Fountain from Professor of Forestry at a salary of $50,714 for 100% time for nine months to Professor and Assistant Dean at a salary of $52,214 for nine months effective January 1, 2000.

Dr. Michael H. Legg from Professor and Assistant Dean of Forestry at a salary of $56,289 for 100% time for nine months to Minton Professor of Forestry at a salary of $63,789 for nine months effective January 1, 2000.

4. Liberal Arts

Dr. Robert F. Szafran from Professor and Chair of Sociology at a salary of $77,736 for twelve months to Interim Dean of Liberal Arts at a salary of $86,735 for twelve months effective September 1, 2000.

5. Psychology

Dr. Gary Ford from Associate Professor of Psychology at a salary of $46,991 for nine months to Associate Professor and Chair at a salary of $70,115 for eleven months effective September 1, 2000.

6. University Advancement

Dr. Scott Beasley from Dean, College of Forestry at a salary of $101,112 for 12 months to Dean, College of Forestry and Interim Vice President for University Advancement at a salary of $113,112 for 12 months, effective April 1, 2000.

7. University Affairs

Mr. Charles Lopez from Student Employment Officer at a salary of $21,182 to Director of Disability Services at salary of $48,000 for twelve months, effective February 1, 2000.

Ms. Nancy Jeffcoat from Secretary at a salary of $17,751 to Coordinator of Orientation at salary of $27,365 for twelve months, effective February 15, 2000.

00-55
Upon motion of Regent Brookshire, seconded by Regent Greer, with all members voting aye, it was ordered that the following individuals be granted promotion to the academic rank indicated, effective fall semester, 2000.

To Assistant Professor:

Mr. Alan Sowards* Elementary Education
Mr. Randy McDonald* Secondary Education
Ms. Patty Ellison* Nursing

* Contingent upon completion of doctorate by August 31, 2000.
To Associate Professor:

Dr. Gary Mayer Communications
Dr. Jan Serrano Economics/Finance
Dr. Patricia Nason Elementary Education
Dr. David Lewis Art
Dr. Sylvia Mylan English
Dr. R.J. Wiggers Biology
Dr. Josephine Taylor Biology
Dr. James VanKley Biology
Dr. Michelle Harris Chemistry

To Professor:

Dr. Tim Cherry Agriculture
Dr. Rebecca Greer Human Services
Dr. John Goodall Music
Dr. Charles Gavin Music
Dr. Linda White English
Dr. Dale Hearell English

To Professor Emeritus

Dr. Dan Beaty Music
Dr. James Dickson Political Science
Dr. Jose Rodriguez Secondary Education
Dr. Wayne Wilson Psychology

00-56
Upon motion of Regent Greer, seconded by Regent Brookshire, with all members voting aye, it was ordered that academic tenure be awarded to the following individuals, effective September 1, 2000.

Dr. John Boyd Criminal Justice
Dr. Jan Serrano Economics/Finance
Dr. Patricia Nason Elementary Education
Dr. Kenneth Farrish Forestry
Dr. Michelle Harris Chemistry

00-57
Upon motion of Regent Wilhite, seconded by Regent Greer, with all members voting aye, it was ordered that the following be awarded Regents Professorships for the academic year 2000-2001.

Dr. Leonard A. Cheever English and Philosophy
Dr. Norman L. Markworth Physics and Astronomy
Upon motion of Regent Butler, seconded by Regent Greer, with all members voting aye, it was ordered that the faculty members listed below be awarded Faculty Development Leaves for the semester(s) indicated.

**Fall, 2000:**
- Dr. Marsha Bayless General Business
- Dr. Jill Carrington Art
- Dr. Tom Segady Sociology

**Spring, 2001:**
- Dr. Vinay Kothari Management/Marketing/International Business
- Dr. Jarrell C. Grout Computer Science
- Dr. Elizabeth Rhodes Kinesiology/Health Sciences
- Dr. Mingteh Chang Forestry
- Dr. Heinz Gaylord Psychology
- Dr. John W. Dahmus History
- Dr. Gregory K. Miller Mathematics/Statistics
- Dr. James VanKley Biology

**Fall 2000 and Spring, 2001:**
- Dr. Bill Weber Human Services
- Dr. Sandra McCune Elementary Education (50% leave per term)

Upon motion of Regent Butler, seconded by Regent Greer, with all members voting aye, it was ordered that the following retirements be accepted.

1. **Biology**
   - Dr. Walter V. Robertson, Professor, effective August 31, 1999
   - Dr. Harry S. McDonald, Professor, effective December 31, 1999
   - Dr. Wayne G. Slagle, Professor, effective May 31, 2000

2. **Elementary Education**
   - Dr. Elvia Rodriguez, Professor & Coordinator Bilingual/ESL, August 31, 2000

3. **English/Philosophy**
   - Dr. James E. Magruder, Associate Professor, May 31, 2000
4. Forestry
   Dr. David Lenhart, Professor, August 31, 1999

5. Mathematics/Statistics
   Dr. Calvin P. Barton, Professor, May 31, 2000

6. Political Science/Geography
   Dr. James G. Dickson, Professor, May 31, 2000

00-60
Upon motion of Regent Greer, seconded by Regent Butler, with all members voting aye, it was ordered that the following requests for retirement and subsequent modification of employment be approved:

   Dr. James R. Snyder, Art, effective fall 2000
   Dr. Fred Rainwater, Biology, effective fall 2000
   Dr. Orlynn R. Evans, Computer Science, effective fall 2000

00-61
Upon motion of Regent Butler, seconded by Regent Enoch, with all members voting aye, it was ordered that approval be granted for Dr. Payette's request for an unpaid leave of absence from September 2000 through May 2001.

00-62
Upon motion of Regent Butler, seconded by Regent Greer, with all members voting aye, it was ordered that the faculty workload report for Spring 2000 be approved.

00-63
Upon motion of Regent Butler, seconded by Regent Greer, with all members voting aye, it was ordered that the Board of Regents approve the undergraduate and graduate curriculum changes listed in Appendix No. 1.

00-64
Upon motion of Regent Butler, seconded by Regent Greer, with all members voting aye, it was ordered that the changes in the Criteria for Admission to Teacher Education as presented in Appendix No. 2 be approved, effective Fall, 2000.

00-65
Upon motion of Regent Wilhite, seconded by Regent Greer, with all members voting aye, it was ordered that the Honors Program be re-designated the Honors School and the Honors Program Director be the Associate Dean of the College of Liberal Arts.
Upon motion of Regent Wilhite, seconded by Regent Brookshire, with all members voting aye, it was ordered that approval be granted to offer the following courses in the Fall 2000 semester.

### Internet Based:
- **MUS 140.501 MA:** Introduction to Art Music
- **ENG 131.501** Composition: Critical and Analytical

### Interactive Video from SFA to Longview University Center – UT Tyler
- **CJS 450.720** Medicolegal Investigations (Forensics)
- **COM 270.701** Non Verbal Communication

### Interactive Video from SFA to Panola College
- **CJS 450.721** Medicolegal Investigations (Forensics)

### Interactive Video from SFA to Martinsville ISD
- **HIS 133.714** US History 1000-1877

### Interactive Video from SFA to Texas A&M Kingsville
- **SWK 501.701** Introduction to Social Work Profession
- **SWK 504.701** Introduction to Rurality

Upon motion of Regent Brookshire, seconded by Regent Roberds, with all members voting aye, it was ordered that the General Bulletins (undergraduate and graduate) be accepted:

Upon motion of Regent Wilhite, seconded by Regent Butler, with all members voting aye, it was ordered that the Physical Plant be authorized to develop specifications and obtain bids for replacement of the roof of the Health Clinic and that the President be authorized to sign the contracts, at a price not to exceed $71,500.

Upon motion of Regent Wilhite, seconded by Regent Brookshire, with all members voting aye, it was ordered that the initial construction approval for the Science Building of $7,100,000 be amended to include Alternates 4 and 5, bringing total project cost to $7,395,400 and that the President be authorized to sign the contract.

Upon motion of Regent Wilhite, seconded by Regent Butler, with all members voting aye, it was ordered that the Physical Plant be authorized to proceed with the repair and re-paving work of on-campus streets and parking lots, including East College Street from Forestry to the bridge at Lanana Creek and repair and overlay of the commuter lot on Univeristy Drive, plus seal coating Lot 43A (behind Steel Hall) and Lot 8F (Education), and that the President be authorized to sign the necessary contracts and purchase orders, at a cost not to exceed $69,500 for the street work and $71,912 for the parking lot work.
Upon motion of Regent Wilhite, seconded by Regent Butler, with all members voting aye, it was ordered that the Physical Plant be authorized to purchase and install the needed hardware to upgrade the energy management system as well as the current level software, and that the President be authorized to sign the necessary purchase orders and contracts. The cost for the material, which is on State Contract, will not exceed $300,000. Source of funds: $200,000 current allocated HEAF and $100,000 future HEAF funds.

Upon motion of Regent Wilhite, seconded by Regent Butler, with all members voting aye, it was ordered that the university be authorized to obtain bids for the cleaning and waterproofing of the Austin Building and that the President be authorized to sign the contract. Source of funds is current HEAF allocation for building cleaning, and the total price will not exceed $170,000.

Upon motion of Regent Wilhite, seconded by Regent Butler, with all members voting aye, it was ordered that approval be given for two additional phases of the campus housing upgrade project, and that the President be authorized to sign the contracts:

1. Networking electronics for Steen Hall for $88,562 from Resellers Corp.

Upon motion of Regent Roberds, seconded by Regent Enoch, with all members voting aye, it was ordered that faculty and staff salaries and benefits included in the annual budget be increased by $121,256 to provide funding for the education and general portion of the 2000 summer budget, and that the total summer budget of $3,566,128 be approved as presented.

Upon motion of Regent Roberds, seconded by Regent Brookshire, with all members voting aye, it was ordered that the operating budget for the 2000-01 fiscal year in the amount of $117,646,984 be approved as presented, which includes a $2 per semester credit hour increase in S.B. 1907 Designated Tuition, a 3% increase in Room and Board, and a 3% merit pool for employees.

Upon motion of Regent Roberds, seconded by Regent Wilhite, with all members voting aye, it was ordered that the Board of Regents approve the purchase of equipment for the HUES GIS Laboratory listed below in an amount not to exceed $100,000 with funds provided through a contract with the City of Nacogdoches.
Upon motion of Regent Roberds, seconded by Regent Enoch, with all members voting aye, it was ordered that the purchase of 28 to 32 microcomputer workstations and 30 to 34 network computers be approved, at a cost not to exceed $130,000 and that the President be authorized to sign purchase orders and contracts. The source of funds is:

<table>
<thead>
<tr>
<th>Origin</th>
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<tbody>
<tr>
<td>HEAF</td>
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<td>Instructional Capital</td>
<td>46,000</td>
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<td>TOTAL</td>
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Upon motion of Regent Roberds, seconded by Regent Butler, with all members voting aye, it was ordered that the Board of Regents adopt the proposed modifications in the Schedule of Course Fees in excess of $6.00 as shown in Appendix No. 3, effective beginning with registrations for Fall, 2000.

Upon motion of Regent Roberds, seconded by Regent Greer, with all members voting aye, it was ordered that the Registration Fee be increased from $5 to $8, and that up to 12 free transcripts be provided per year at no charge to students, and that the fee be renamed Registration and Records Fee.

Upon motion of Regent Roberds, seconded by Regent Butler, with all members voting aye, it was ordered that a 3% increase in room and board rates for FY 2000-2001 be approved, in accordance with the schedule presented in Appendix No. 4.

Upon motion of Regent Roberds, seconded by Regent Enoch, with all members voting aye, it was ordered that ARAMARK receive a 3% increase for the 2000-2001 school year, and the President be authorized to sign the contract.

Upon motion of Regent Roberds, seconded by Regent Greer, with all members voting aye, it was ordered that the Diebold cafeteria and residence hall access system be purchased at a price not to exceed $180,000.

Upon motion of Regent Roberds, seconded by Regent Butler, with all members voting aye, it was ordered that the distance learning fee of $35 per semester credit hour to be modified to “up to $35 per semester credit hour” and fee for Fall, 2000 be set at $15 per semester credit hour.
Upon motion of Regent Roberds, seconded by Regent Wilhite, with all members voting aye, it was ordered that the Board of Regents adopt the policy revisions as presented.

Appointment of Board Committees and Presidential Search Committee
Board Chair Jimmy Murphy appointed the following committees:

BOR Executive Committee: Chair Jimmy Murphy, Vice Chair Pattye Greer, Secretary Penny Butler

BOR Finance Committee: Chair Susan Roberds, R. A. Brookshire, Gary Lopez

BOR Academic & Student Affairs Committee: Chair Mike Enoch, Penny Butler, Mike Wilhite

BOR Building & Grounds Committee: Chair Mike Wilhite, Pattye Greer, Lyn Stevens

Presidential Search Committee: Chair, Mike Wilhite, Pattye Greer, Jill Dumesnil, Terry Box, Donnya Stephens, Jackie Cannon, Ron Collins, Roy Blake, Tyann Akins, Student Body President, Special Liaison Dr. Roland Smith

REPORTS

A. Faculty Senate Chair
   1. Departing comments as outgoing Faculty Senate Chair
   2. Update on Faculty Senate actions
   3. Response to items listed on Board agenda
   4. University issues of concern to faculty:
      a. faculty listserve
      b. faculty salaries and other faculty recruitment difficulties
      c. administrator evaluations
      d. academic reputation
      e. graduate student stipends
      f. system issues
      g. presidential search

B. Student Government Association President
   1. Departing comments as outgoing Student Government President
   2. Library hours
   3. Lighting on campus
   4. Parking

C. Interim President
   1. Pulmonary Health Grant
   2. Graduation
   3. SACS Update

Meeting was adjourned at 10:32 a.m.
A. Additions

<table>
<thead>
<tr>
<th>Department and Number</th>
<th>Title and Credit</th>
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<tbody>
<tr>
<td>Communication - COM 102</td>
<td>Intro. to Human Communication (3)</td>
</tr>
<tr>
<td>Communication - COM 381</td>
<td>Public Relations Writing (3)</td>
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<tr>
<td>Communication - COM 412</td>
<td>Interpersonal Crisis Com. (3)</td>
</tr>
<tr>
<td>Communication - COM 435</td>
<td>Intercultural Communication (3)</td>
</tr>
<tr>
<td>Communication - COM 460</td>
<td>Issues Mgmt. and Crisis Resp. (3)</td>
</tr>
<tr>
<td>Social Work - SWK 455</td>
<td>Research Practicum (3)</td>
</tr>
<tr>
<td>Business - BLW 330</td>
<td>Personal Law (3)</td>
</tr>
<tr>
<td>Economics - ECO 345</td>
<td>Industry Structure, Market Power, and Antitrust Legislation (3)</td>
</tr>
<tr>
<td>Economics - ECO 439</td>
<td>Labor Economics (3)</td>
</tr>
<tr>
<td>Economics - ECO 485</td>
<td>Internship in Economics (3)</td>
</tr>
<tr>
<td>Finance - FIN 265</td>
<td>Real Estate Principals (3)</td>
</tr>
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<td>Finance - FIN 268</td>
<td>Real Estate Appraisal (3)</td>
</tr>
<tr>
<td>Elementary Education - ELE 442</td>
<td>Student Teaching Seminar (3)</td>
</tr>
<tr>
<td>Reading - RDG 310</td>
<td>Foundations of Literacy (3)</td>
</tr>
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<td>Reading - RDG 318</td>
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<td>Reading - RDG 320</td>
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</tr>
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<td>Reading - RDG 322</td>
<td>Development of Written Communication (3)</td>
</tr>
<tr>
<td>Kinesiology - KIN 277</td>
<td>Challenge Course Activity (1)</td>
</tr>
<tr>
<td>Kinesiology - KIN 332</td>
<td>Health and Kinesiology for Children (3)</td>
</tr>
<tr>
<td>Kinesiology - KIN 477</td>
<td>Challenge Course Facilitation (3)</td>
</tr>
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<td>Secondary Education - SED 443</td>
<td>Student Teaching Seminar (3)</td>
</tr>
<tr>
<td>Art - ART 481</td>
<td>Abstract Expressionism in Postmodern Art (3)</td>
</tr>
<tr>
<td>Theatre - THR 441</td>
<td>Theatre for Children (3)</td>
</tr>
<tr>
<td>Music - MUP 338</td>
<td>Accompanying (1)</td>
</tr>
<tr>
<td>Forestry - FOR 151</td>
<td>Introduction to Outdoor Recreation (2)</td>
</tr>
<tr>
<td>Forestry - FOR 152</td>
<td>Introduction to Wildlife Management (2)</td>
</tr>
<tr>
<td>Forestry - FOR 219</td>
<td>Dendrology (3)</td>
</tr>
<tr>
<td>Forestry - FOR 224</td>
<td>Aerial Photo Interpretation of Natural Resources (3)</td>
</tr>
<tr>
<td>Forestry - FOR 305</td>
<td>Wildlife Techniques (3)</td>
</tr>
<tr>
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<td>Introduction to Fire Management (2)</td>
</tr>
<tr>
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<td>Field Ecology (3)</td>
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<td>Urban Wildlife Management (3)</td>
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<tr>
<td>Latin American Studies - LAS 250</td>
<td>Introduction to Latin American Studies (3)</td>
</tr>
<tr>
<td>Latin American Studies - LAS 450</td>
<td>Latin American Studies Seminar (3)</td>
</tr>
<tr>
<td>English - ENG 324</td>
<td>Special Topics in Linguistics (3)</td>
</tr>
<tr>
<td>Biology - BIO 125</td>
<td>Life/Earth Science for Elementary Education Majors (4)</td>
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<td>Biology - BIO 390</td>
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<td>Biology - BIO 445</td>
<td>Developmental Biology (3)</td>
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<tr>
<td>Chemistry - CHE 125</td>
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<td>Math - MTH 306</td>
<td>Concepts and Applications (3)</td>
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<td>Math - STA 327</td>
<td>Experimental Design and Analysis (3)</td>
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<td>Geology - GOL 125</td>
<td>Life/Earth Science for Elementary Education Majors (4)</td>
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<td>Physics - PHY 125</td>
<td>Introductory Physical Science (4)</td>
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B. Changes

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<tr>
<td>Forestry - FOR 111</td>
<td>Introduction to Forestry (3)</td>
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<td>Forestry - FOR 240</td>
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<td>Forestry - FOR 390</td>
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<td>SED 460</td>
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<td>Kinesiology - KIN 353</td>
<td>Physiology of Exercise (3)</td>
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<td>Human Sciences - HMS</td>
<td>Apparel I (3)</td>
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<td>same - increased lecture time</td>
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<td>Art in the Home (3)</td>
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<td>Aesthetics (3) - changed course description</td>
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<td>Management (Beverage) (3)</td>
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<td>Human Sciences - HMS</td>
<td>Hospitality Operations (3)</td>
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<td>Lodging I (3)</td>
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<td>Human Sciences - HMS</td>
<td>Experimental Food Science (3)</td>
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<td>Life-Span Development in the</td>
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<td>Teaching Home Economics (3)</td>
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<td>Teaching and Learning Processes (3) - changed course description</td>
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<td>Occupational Family and Consumer Sciences (3) - changed course description</td>
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<td>Residential and Lodging Management (3)</td>
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<td>Lodging II (3)</td>
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<td>Student Teaching in Vocational Home Economics (3-12)</td>
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<td>Resource Management (3)</td>
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<td>same (3-12) - changed course description</td>
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<tr>
<td>Human Sciences - HMS 480</td>
<td>Administrating, Supervising, Marketing, Hospitality Administration (3)</td>
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<td>Hospitality Administration (3)</td>
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<td>Elementary Education - ELE 441</td>
<td>Student Teaching in the Elementary School (12)</td>
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<td>same (3-9) - changed course description</td>
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<td>Computer Science - CSC 202</td>
<td>Computer Programming Principals (3)</td>
<td>same</td>
<td>same - changed prerequisite</td>
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<td>Computer Science - CSC 331</td>
<td>Programming Methods for Scientific Applications (3)</td>
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<td>same - changed prerequisite</td>
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<td>Computer Science - CSC 421</td>
<td>Applied Operations Research (3)</td>
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<td>same - changed prerequisite</td>
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<tr>
<td>Computer Science - CSC 431</td>
<td>Systems Simulation and Model Building (3)</td>
<td>same</td>
<td>same - changed prerequisite</td>
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<td>Economics - ECO 231</td>
<td>Principals of Macroeconomics (3)</td>
<td>same</td>
<td>same - changed course description</td>
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<td>Economics - ECO 232</td>
<td>Principals of Microeconomics (3)</td>
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<td>same - changed course description</td>
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<td>Economics - ECO 361</td>
<td>Environmental Economics (3)</td>
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<td>Economics - FIN 367</td>
<td>Real Estate Financing (3)</td>
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<td>same - changed prerequisite</td>
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<td>Economics - FIN 401</td>
<td>Financial Statement Analysis (3)</td>
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<td>Economics - FIN 410</td>
<td>Speculative Markets (3)</td>
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<tr>
<td>Social Work - SWK 333</td>
<td>Generalist Social Work with Small Groups (2)</td>
<td>same</td>
<td>Introduction to Generalist Social Work with Small Groups (3) - changed course content</td>
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<tr>
<td>Social Work - SWK 340</td>
<td>Organizations and Communities: Structures and Functions (2)</td>
<td>same</td>
<td>same (3) - changed course content</td>
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<tr>
<td>Communication-COM 406</td>
<td>Professional Com. Skills (3)</td>
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<td>Professional Communication - changed course description</td>
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C. Deletions

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<tr>
<td>Music - MUP 306</td>
<td>Percussion Class II (1)</td>
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<td>Human Sciences - HMS 336L</td>
<td>Life-Span Development Lab (1)</td>
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<tr>
<td>Economics - FIN 365</td>
<td>Real Estate Principles (3)</td>
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<td>Economics - FIN 368</td>
<td>Real Estate Appraisal (3)</td>
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<tr>
<td>Business - BLW 448</td>
<td>Estate Planning (3)</td>
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GRADUATE COURSE PROPOSALS
SPRING, 2000

**New Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Major</th>
<th>Notes</th>
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<tbody>
<tr>
<td>ART 502</td>
<td>Abstract Expressionism to Post...Art</td>
<td>Art - Studio</td>
<td>Adds new field of study to curriculum</td>
</tr>
<tr>
<td>BIO 502</td>
<td>Aquatic Vascular Plants</td>
<td>Biology</td>
<td>New course on wetland plants</td>
</tr>
<tr>
<td>BIO 502L</td>
<td>Aquatic Vascular Plants Lab</td>
<td>Biology</td>
<td>Zero credit hours - Visits to wetland areas</td>
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<tr>
<td>CHE 503</td>
<td>Intro to Biotechnology</td>
<td>Biotechnology</td>
<td>For science teachers and medical personnel</td>
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<tr>
<td>CJS 510</td>
<td>Agency Risk Assessment</td>
<td>Public Admin.</td>
<td>Analyzing legal liabilities for public agencies</td>
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<tr>
<td>CJS 550</td>
<td>Issues in Public Safety Admin.</td>
<td>Public Admin.</td>
<td>May be repeated once with different issues</td>
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<td>COM 535</td>
<td>Intercultural Communication</td>
<td>Communication</td>
<td>Cross-listed with COM 435</td>
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<tr>
<td>COM 560</td>
<td>Issues Mgt. and Crisis Response</td>
<td>Communication</td>
<td>Cross-listed with COM 460</td>
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<tr>
<td>ELE 520</td>
<td>Survey of Teaching</td>
<td>Cert. or ELE</td>
<td>For students with no previous education courses</td>
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<tr>
<td>ELE 542</td>
<td>PBIC Field Internship</td>
<td>Initial Certification</td>
<td>Practicum for grad. students seeking initial teacher certification. May be repeated.</td>
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<tr>
<td>ELE 572</td>
<td>Te. Reading &amp; Other to Ling...Learners</td>
<td>ELE</td>
<td>Reinstatement of course in bilingual education</td>
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<tr>
<td>ELE 573</td>
<td>Te. Math, Science...Bilingual Classroom</td>
<td>ELE</td>
<td>Reinstatement of course on research in teaching</td>
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<tr>
<td>ELE 584</td>
<td>Research and Analysis of Teaching</td>
<td>ELE</td>
<td>Formerly taught under special topics course</td>
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<tr>
<td>ENG 525</td>
<td>Linguistic Analysis</td>
<td>ENG &amp; ESL endorse.</td>
<td>Formerly taught under special topics course</td>
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<tr>
<td>ENG 526</td>
<td>Psycholinguistics; Lang. Acquisition</td>
<td>ENG &amp; ESL endorse.</td>
<td>To offer flexibility in topics - may be repeated</td>
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<tr>
<td>ENV 571</td>
<td>Sp. Topics in ENV</td>
<td>ENVS</td>
<td>Adds instruction in EdPsych at the graduate level</td>
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<tr>
<td>EPS 580</td>
<td>Educational Psychology</td>
<td>Teacher Cert.</td>
<td>Adds content in synecology &amp; field ecology</td>
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<tr>
<td>FOR 502</td>
<td>Adv. Field Ecology</td>
<td>Forestry</td>
<td>Expands course offerings in conservation</td>
</tr>
<tr>
<td>FOR 511</td>
<td>Conservation of Natural Resources</td>
<td>Forestry</td>
<td>Expands course offerings in silviculture</td>
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<tr>
<td>FOR 527</td>
<td>Adv. Intensive Silviculture</td>
<td>Forestry</td>
<td>Provides advanced study in this area</td>
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<tr>
<td>FOR 550</td>
<td>Adv. Wildlife Habitat Management</td>
<td>Forestry</td>
<td>Supplements content presented in FOR 550</td>
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<tr>
<td>FOR 557</td>
<td>Ecological Field Methods</td>
<td>Forestry</td>
<td>Adds content in urban mgt. of wildlife populations.</td>
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<tr>
<td>FOR 566</td>
<td>Advanced Urban Wildlife Management</td>
<td>Forestry</td>
<td>Adds study in athletic training to the curriculum</td>
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<tr>
<td>KIN 530</td>
<td>Seminar in Athletic Training</td>
<td>Kinesiology</td>
<td>Adds study in athletic training to the curriculum</td>
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<td>KIN 531</td>
<td>Advanced Therapeutic Modalities</td>
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<td>Course</td>
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<td>ART 580</td>
<td>Moderna Art</td>
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<td>ART 582</td>
<td>Studies in Hist. of Photography...</td>
<td>Art - Studio</td>
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<td>BIO 504</td>
<td>Animal Ecology</td>
<td>Biology</td>
<td>Revision</td>
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<td>CSC 421</td>
<td>Applied Operations Research</td>
<td>Computer Science</td>
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<td>CSC 431</td>
<td>System Simulation &amp; Model Bldg.</td>
<td>Computer Science</td>
<td>Change</td>
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<td>FIN 510</td>
<td>International Finance</td>
<td>MBA, MPA</td>
<td>Revision</td>
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<tr>
<td>FIN 554</td>
<td>Inv. Analysis &amp; Portfolio Mgt.</td>
<td>MBA</td>
<td>Change</td>
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<td>KIN 511</td>
<td>Org/Adm of Health, PhyEd, Rec, &amp; Dan.</td>
<td>Kinesiology</td>
<td>Change</td>
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<td>MGT 571</td>
<td>Operations Management</td>
<td>MBA</td>
<td>Change</td>
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<tr>
<td>MGT 580</td>
<td>Quantitative Mgt. Applications</td>
<td>MBA</td>
<td>Change</td>
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<td>MGT 581</td>
<td>Info. Systems in Organizations</td>
<td>MBA</td>
<td>Change</td>
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<td>Soc. Work Research Methods</td>
<td>Social Work</td>
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<td>Intro to the Social Work Profession</td>
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<td>Change*</td>
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<td>Human Beh &amp; the Social Environment</td>
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<td>Change*</td>
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<td>Generalist Practice I</td>
<td>Social Work</td>
<td>Revision*</td>
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<tr>
<td>SWK 510</td>
<td>Advanced Research Methods</td>
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<td>Revision*</td>
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<td>Field Seminar I</td>
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<tr>
<td>SWK 512</td>
<td>Rural Behavior and Environments</td>
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<td>Generalist Practice II</td>
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<tr>
<td>SWK 517</td>
<td>Rural Social Policy Analysis</td>
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<td>Field Instruction I</td>
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<td>Revision*</td>
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<td>SWK 521</td>
<td>Field Seminar II</td>
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<td>Advance General Practice</td>
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<td>Field Instruction II</td>
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<tr>
<td>SWK 531</td>
<td>Field Seminar III</td>
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<td>SWK 539</td>
<td>Field Instruction III</td>
<td>Social Work</td>
<td>Change in course description, requirements, credit hours, and prerequisites</td>
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</table>

* For further explanation, please see Dr. Michael Daley's memo regarding the proposed changes in the curriculum of the Master of Social Work program.
Stephen F. Austin State University
Criteria for Admission to Teacher Education
Effective Fall, 2000

1. A degree plan with approximately 66 semester hours completed including at least 12 at SFASU. These hours must include:
   - 6 hours Freshman English with at least a C in each class
   - 3 hours from Communication 111 or BCM 247 with at least a C*
   - 4 hours science
   - 3 hours history
   - 3 hours political science
   - 3 hours college level mathematics with at least a C**

   All of the above courses must be compatible with the individual’s degree plan.

2. A grade of C or better in Educational Psychology 380.

3. A GPA of 2.5 in courses on the degree plan, and taken at SFA., in each teaching field and overall. This GPA must be maintained throughout the program.

4. Demonstrated skills in reading with:
   a. an SAT score of 1070 or an ACT score of 23 or
   b. a TASP reading score of 260.

5. Demonstrated skills in written communication with:
   a. an SAT score of 1070 or an ACT score of 23 or
   b. a TASP writing score of 220.

6. Demonstrated skills in mathematics with:
   a. an SAT score of 1070 or an ACT score of 23 or
   b. a TASP mathematics score of 230.

7. The signature of one faculty member from the appropriate teaching field.

8. Any individual admitted to teacher education who wishes to substitute experience and/or professional training directly related to the certificate being sought for part of the preparation requirements may apply to the Dean for a committee review. The Dean will appoint a committee composed of professors from the teaching field and professional development to interview the person, review the person’s resume, and make a decision.

9. Students must furnish proof of a criminal background check dated within six months of the date on the Application for Admission to Teacher Education.***

These rules are subject to change by action of the State Board for Educator Certification or by the SFASU Teacher Education Council.

* Satisfies the requirement for proficiency in oral communication.
** Satisfies the requirement for critical thinking skills.
*** Convicted felons are not eligible for admission to Teacher Education.
# Modifications to Schedule of Course Fees

## College of Applied Arts and Sciences

<table>
<thead>
<tr>
<th>Course Prefix</th>
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<th>Course Name</th>
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<th>Proposed Fees</th>
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<td>101</td>
<td>Beginning Keyboarding</td>
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<td>COM</td>
<td>212</td>
<td>Audio Production</td>
<td>6.00</td>
<td>20.00</td>
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<td>COM</td>
<td>302</td>
<td>TV Production I</td>
<td>6.00</td>
<td>20.00</td>
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<td>COM</td>
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<td>TV News Techniques</td>
<td>6.00</td>
<td>20.00</td>
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<td>R/TV Announcing</td>
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<td>Social Work Internship</td>
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<td>519</td>
<td>Social Work Field Instruction I</td>
<td>106.00</td>
<td>131.00</td>
</tr>
<tr>
<td>SWK</td>
<td>529</td>
<td>Social Work Field Instruction II</td>
<td>106.00</td>
<td>131.00</td>
</tr>
<tr>
<td>SWK</td>
<td>539</td>
<td>Social Work Field Instruction III</td>
<td>106.00</td>
<td>131.00</td>
</tr>
</tbody>
</table>
## Appendix No. 4

### Stephen F. Austin State University

**Room and Board Rates for 2000-2001**

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Fall and Spring Semester</th>
<th>Summer I or II</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>w/7 Day</td>
<td>w/7 Day</td>
</tr>
<tr>
<td></td>
<td>14 Meals</td>
<td>20 Meals</td>
</tr>
<tr>
<td>1</td>
<td>Units 1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Units 11</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Units 111</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Wisley Hall</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Todd Hall</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>North Hall</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Hall 10</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Mays Hall</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>South Hall</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Wilson Hall</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Hall 14</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Griffith Hall</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Hall 16</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Seen Hall</td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Kerr Hall</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Hall 20</td>
<td></td>
</tr>
</tbody>
</table>

Rates above include sales tax for Board

### Apartments

<table>
<thead>
<tr>
<th>Apartments</th>
<th>Number</th>
<th>Rent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starr Apartments</td>
<td>1 to 70</td>
<td>$346 *</td>
</tr>
<tr>
<td>Raguet Apartments</td>
<td>200 to 299</td>
<td>$390 *</td>
</tr>
<tr>
<td>Garner Apartments</td>
<td>1 to 134</td>
<td>$401 **</td>
</tr>
<tr>
<td>Clark Apartments</td>
<td>301 to 316</td>
<td>$502 *</td>
</tr>
<tr>
<td>University Woods</td>
<td>401 to 423</td>
<td>$401 ***</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$518 ***</td>
</tr>
</tbody>
</table>

* Includes Utilities, Cable Television and Telephone.
** Includes Utilities, Cable Television, Telephone, and Laundry Facilities.
*** Includes Cable Television and Telephone.

For Accounting Purposes Only:

### Rooms

<table>
<thead>
<tr>
<th>Classification</th>
<th>Fall or Spring</th>
<th>Summer I or II</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$1.207</td>
<td>$449</td>
</tr>
<tr>
<td>5, 9, 12, 17, 20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>$1.101</td>
<td>$414</td>
</tr>
<tr>
<td>7, 13, 14, 15, 16, 18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>$999</td>
<td>$381</td>
</tr>
<tr>
<td>1, 2, 3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

21
# Schedule of Budget Increases

January 1, 2000 through March 31, 2000

<table>
<thead>
<tr>
<th>Activity Recipient</th>
<th>Account Name</th>
<th>Account Number</th>
<th>Source Description</th>
<th>Amount</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fine Arts Series</td>
<td>3-00480</td>
<td>Additional Income</td>
<td>8,000</td>
<td>January 6, 2000</td>
</tr>
<tr>
<td></td>
<td>Fine Arts Series</td>
<td>3-00480</td>
<td>Additional Income</td>
<td>4,000</td>
<td>February 29, 2000</td>
</tr>
<tr>
<td></td>
<td>Fine Arts Series</td>
<td>3-00480</td>
<td>Additional Income</td>
<td>7,000</td>
<td>March 24, 2000</td>
</tr>
</tbody>
</table>

**Total** 19,000
### Policies for Board Review

**April 18, 2000**

<table>
<thead>
<tr>
<th>New</th>
<th>Assessment of Institutional Effectiveness</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>Texas Academic Skills Program</td>
<td></td>
</tr>
<tr>
<td>A-7</td>
<td>Advanced Placement</td>
<td>Added reference to International Baccalaureate</td>
</tr>
<tr>
<td>A-14</td>
<td>Minimum Length of Courses</td>
<td>Reviewed, no changes made</td>
</tr>
<tr>
<td>A-19</td>
<td>Final Examinations</td>
<td>Reviewed, no changes made</td>
</tr>
<tr>
<td>A-21</td>
<td>Guest Lecturers</td>
<td>Reviewed, no changes made</td>
</tr>
<tr>
<td>A-31</td>
<td>Meeting and Conducting Classes</td>
<td>Reviewed, no changes made</td>
</tr>
<tr>
<td>B-5</td>
<td>Campus Facilities for Political Purposes</td>
<td>Additional source of authority</td>
</tr>
<tr>
<td>C-27</td>
<td>Purchases from Employees</td>
<td>Added reference to Procurement Card purchase</td>
</tr>
<tr>
<td>C-44</td>
<td>Procurement Card</td>
<td>Reference to Procurement Card Program Guide; changes to section on Termination</td>
</tr>
<tr>
<td>C-45</td>
<td>Professional &amp; Consultant Services</td>
<td>Added determination whether consultant will be independent contractor or employee; added restrictions on using previous or retired employees; change in Source of Authority</td>
</tr>
<tr>
<td>D-3</td>
<td>Animals on University Property</td>
<td>Reviewed, no changes made</td>
</tr>
<tr>
<td>D-8.2</td>
<td>Computing Software</td>
<td>Delete policy</td>
</tr>
<tr>
<td>D-15</td>
<td>Flag Display</td>
<td>Reviewed, no changes made</td>
</tr>
<tr>
<td>E-3A</td>
<td>Academic Promotion</td>
<td>Reviewed, no changes made</td>
</tr>
<tr>
<td>E-8N</td>
<td>Classified Pay Plan</td>
<td>Title change from Personnel Services to Human Resources, additional qualification for merit increases</td>
</tr>
<tr>
<td>E-15</td>
<td>Employee Conduct</td>
<td>Restrictions regarding political activities; additional source of authority</td>
</tr>
<tr>
<td>E-28</td>
<td>Insurance &amp; Other Benefits</td>
<td>Title change from Personnel Services to Human Resources; changes in benefits for Disability, AD&amp;D, Retiree Insurance and Flexible Benefits Plan</td>
</tr>
<tr>
<td>E-35</td>
<td>Outside Employment</td>
<td>Adherence to any applicable laws</td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Description</td>
</tr>
<tr>
<td>---</td>
<td>--------------------------------------</td>
<td>----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>E-39</td>
<td>Personnel Action Request</td>
<td>Title change from Personnel Services to Human Resources; additional forms</td>
</tr>
<tr>
<td>E-43</td>
<td>Retirement Programs</td>
<td>Title change from Personnel Services to Human Resources; additional forms</td>
</tr>
<tr>
<td>E-56</td>
<td>Ethics</td>
<td>Reference to Government Code; prohibited acts</td>
</tr>
<tr>
<td>F-5</td>
<td>Building Security</td>
<td>Reviewed, no changes made</td>
</tr>
<tr>
<td>F-7.5</td>
<td>Computer Hardware &amp; Software Acquisition</td>
<td>Reviewed, no changes made</td>
</tr>
</tbody>
</table>
Assessment of Institutional Effectiveness

Original Implementation: Unpublished
Last Revision: April 18, 2000

It is the policy of Stephen F. Austin State University to engage in systematic, broad-based, interrelated, and appropriate planning for and evaluation of its educational activities and of its administrative and educational support services. Annually, each unit of the institution will submit two institutional effectiveness documents:

1. A plan for the year to come specifying the unit’s goals and objectives for that year, and describing how achievement of objectives is to be measured or assessed. The goals of the unit must be consistent with the University’s mission and with the unit’s own mission.

2. A report covering the preceding year specifying the results of assessment of the unit’s stated objectives for that year and detailing what changes and improvements have resulted from that assessment activity.

The format of these documents may be specified by the Vice President for Academic Affairs.

Source of Authority: President
Cross Reference: None
Contact for Revision: President
Forms: None
Texas Academic Skills Program
Original Implementation: April 18, 2000
Last Revision: None

The SFASU Texas Academic Skills Program policy elaborates the requirements established by the Texas Higher Education Coordinating Board. Ambiguities or omissions in the following policy are to be resolved in accordance with Coordinating Board regulations as set out in the current issue of the Board’s publication, TASP Policy Manual. The purposes of this policy are,
• To provide for quality and accountability of the developmental education program, and;
• To promote improvement in, and the effective delivery of, the developmental education program.

TASP is a program mandated by State law that requires skills testing of most students before they enter a Texas institution of higher education, and that prescribes developmental education for all students whose test scores indicate they lack reading, writing, and/or mathematical skills needed to succeed in college courses.

Exemption from Testing
Students are exempt from TASP testing if, and only if, they meet one of the following criteria:
1. Student earned at least three semester hours of college credit before September 1, 1989.
2. Student is legally deaf or legally blind and earned at least three semester hours of college credit before September 1, 1995.
3. Student earned scores as specified in the TASP Policy Manual on the exit-level Texas Assessment of Academic Skills test (TAAS), the ACT test or the Scholastic Assessment Test (SAT). Such scores must have been earned within the time span specified in the TASP Policy Manual.
4. Student is 55 years of age or older and is not seeking a degree.
5. Student is enrolled temporarily at SFASU, is not seeking a degree from SFASU, and is also enrolled in a private or out-of-state institution of higher education or has graduated from an institution of higher education.
6. Student is participating in the National Student Exchange Program from another state and is not seeking a degree from a Texas institution of higher education.
7. Student is a citizen of a country other than the United States of America and is not seeking a degree from SFASU.
8. Student transfers sixty or more college-level credit hours from a private or out-of-state institution to SFASU and earned the grade of “B” or better on designated courses in reading, writing, and mathematics.
9. Student possesses a baccalaureate degree from an accredited institution of higher education.

Testing Requirements
With only the exceptions noted below, all non-exempt students must have TASP Test scores or their equivalent on file at SFASU before registering for classes at SFASU. Only initial testing may be accomplished with alternative tests; all subsequent testing must employ the TASP test. Approved alternative tests and minimum passing scores and conditions are specified in the TASP Policy Manual.

Exceptions:
No non-exempt student may register for classes more than once without appropriate TASP testing. Non-exempt students may initially register for classes without TASP or equivalent scores under only the following circumstances:

26
1. Student suffered documented illness or injury or other bona fide emergency that prevented testing.
2. Student possesses documented disability for which reasonable and appropriate accommodations could not be provided in a timely manner.
3. Student is legally deaf and has not yet taken the approved alternative – the Stanford Achievement Test. (Such students must take the Stanford Achievement Test at the first available opportunity.)
4. Student, through no personal fault, has still not been tested after all reasonable institutional testing opportunities have passed.
5. Upon recommendation of student's academic dean it is concluded that student's best interests will be served by delaying testing until the next available testing date.

Developmental Education Program and Advising
Non-exempt students who do not pass one or more parts of the TASP Test or equivalent test must engage in appropriate, continuous developmental education in each deficient area beginning immediately. Students are advised with respect to TASP-mandated developmental education by a TASP advisor in the Office of the Dean of Liberal Arts. All students with TASP deficiencies must contact the TASP advisor before registering for classes each semester. Most students who are required to participate in developmental education will be referred to appropriate course-based remediation. All academic advising not mandated by TASP is conducted by advisors in the department of the student's major, or, in the case of students who have not declared a major, in the Office of the Dean of the College of Liberal Arts.

Meeting Developmental Requirements
For each part of the TASP test not passed, students must continue in assigned developmental education until they (a) pass the designated part of the TASP test, and (b) earn a grade of "C" or better in assigned course-based remediation, or of "P" in tutorial remediation. Only students who earn a score of 270 or higher on the relevant part of the TASP test are exempt from the foregoing requirement for a "C" or a "P."

Meeting Developmental Requirements by the "B-Rule" Alternative
Instead of passing the relevant part of the TASP test, students may satisfy TASP requirements as follows:
1. Make a "C" or better in the relevant, assigned developmental course.
2. Sign a "B-Rule Contract" in the TASP office.
3. Take an appropriate course in the area of TASP deficiency, as specified in the TASP Policy Manual.
4. Do not drop the approved "B-rule" course.
5. Earn a grade of "B" or better in the approved "B-Rule" course.
6. Students who initiate the "B-rule" procedure at SFA must satisfy its requirements with courses taken at SFA. Students who satisfy another institution's "B-rule" requirements receive credit at SFA for having done so.
7. Students who attempt to satisfy TASP requirements using the "B-Rule" procedure, but who fail to earn the required "B" may only be permitted to attempt the "B-Rule" procedure again with approval of the TASP advisor.

Status of Transfer Students
Students who have satisfied TASP requirements in a particular area at another institution have satisfied those requirements at SFA. Developmental courses taken at another institution in an area in which the transfer student has not yet satisfied TASP requirements do not necessarily satisfy SFA's developmental requirements. All transfer students entering SFA with outstanding TASP obligations are advised by the TASP Advisor as to their appropriate developmental program. The transcripts of students transferring from SFA to another
institution will indicate the student’s TASP status, and will contain a record of the developmental courses they have completed.

**Attendance, Grades, and Academic Standing**
Students taking developmental courses because of TASP deficiencies are required to attend classes. Students who miss more than 300 unexcused minutes, or more than 450 total minutes of a required developmental class will receive an “F” in that class. Earning an “F” in a required developmental course results in academic probation. Earning another “F” in the following semester in a required developmental course results in academic suspension. Attendance at required developmental courses is to be monitored by the instructors of those courses and recorded in the TASP Office.

**Limitations on Course Enrollment**
Students who have not satisfied all TASP requirements are limited in the courses for which they are permitted to enroll, as follows:
1. Students who have not satisfied TASP Writing requirements may not take college-level English courses.
2. Students who have not satisfied TASP Mathematics requirements may not take college-level mathematics courses. Students who have earned a score of less than 270 on the TASP mathematics test, and who have failed to achieve a satisfactory score on an alternative test specified by the Department of Mathematics, must earn a grade of “C” or better in Mathematics 099 before being permitted to take college-level mathematics courses.
3. Students who have not fully satisfied their TASP requirements, and whose total semester hours earned plus the semester hours currently registered for exceed 59, may not take courses numbered 300 or higher.

**Mechanisms and Standards for Evaluating Developmental Education Effectiveness**
Beginning in the 2000-2001 academic year, and every third year thereafter, the TASP Director will conduct a self-study of the effectiveness of developmental education at SFA. Self-study procedures recommended by the Texas Higher Education Coordinating Board will be employed.

**Source of Authority:** Vice President for Academic Affairs  
**Cross Reference:** Texas Higher Education Coordinating Board *TASP Policy Manual*  
**Contact for Revision:** Vice President for Academic Affairs  
**Forms:** None
Stephen F. Austin State University offers several options for students to earn college credit through various placement programs and national examinations. Students can receive college credit through the College Level Examination Program (CLEP), Advanced Placement Program (AP) of the College Board, International Baccalaureate Program and SFA departmental examinations.

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

Criteria governing the Advanced Placement Program of the College Board, and the College Level Examination Program and the International Baccalaureate shall be reviewed by the academic departments with recommendations for course credit submitted through the dean of the college to the Academic Affairs Council for review and approval. The review of the criteria will be initiated by the Office of Admissions on a periodic basis dependent upon the receipt of test and resource material from the College Board.

The university’s general bulletin shall communicate the current regulations governing the Credit by Examination and Advanced Placement Program.

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

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

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

**Forms:** None
Stephen F. Austin State University requires that each course (except individual instruction) that it offers for degree credit shall conform, in format, to the Rules and Regulations of the Texas Higher Education Coordinating Board.

Permission to offer a course in a shortened format must be given by the appropriate academic dean and the Vice President for Academic Affairs, who shall determine that the format and content make it appropriate for shortened duration, and that the quality of the course is equal to or better than a course offered under a regular format. A student enrolled in such a course must meet the regular admissions requirements of the University.

**Source of Authority:** Texas Higher Education Coordinating Board, President, Vice President for Academic Affairs

**Cross Reference:** Policy, Procedures and Format Guidelines, Texas Higher Education Coordinating Board, 1992

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

**Forms:** None
Final Examinations

Original Implementation: June 16, 1982
Last Revision: January 20, 1998 April 18, 2000

Faculty members conducting classes shall adhere to the official schedule for administering final examinations published in the Schedule of Classes and distributed to the faculty by the Vice President for Academic Affairs. Exceptions may be made by the appropriate academic dean.

Source of Authority: Vice President for Academic Affairs

Cross Reference: Faculty Handbook

Contact for Revision: Vice President for Academic Affairs

Forms: None
Guest Lecturers

Occasionally, a faculty member may find it desirable to have a guest lecturer not affiliated with the University address his/her class. When guest lecturers not affiliated with the University are utilized in the conduct of a class, it is the obligation of the faculty member to assure that the principles of academic responsibility are upheld. Except as provided under policy governing absences from classes by faculty, the faculty member will be present when a guest lecturer addresses his/her class.

Source of Authority: Vice President for Academic Affairs

Cross Reference: Faculty Handbook

Contact for Revision: Vice President for Academic Affairs

Forms: None
Meeting and Conducting Classes

Original Implementation: June 16, 1982
Revision: January 20, 1998 April 18, 2000

Faculty members shall meet their assigned classes at the times and places as officially scheduled. Courses shall be conducted in accordance with the descriptions contained in the University's General Bulletin and Graduate Bulletin. Exceptions may be made with appropriate administrative approval.

Source of Authority: Vice President for Academic Affairs

Cross Reference: General Bulletin, Graduate Bulletin, Faculty Handbook

Contact for Revision: Vice President for Academic Affairs

Forms: None
Campus Facilities for Political Purposes

Original Implementation: April 27, 1970

Last Revision: April 18, 2000

While the use of the facilities of the University for partisan political assemblies and meetings is not normally encouraged, the faculty and administration, as members of a learned and honorable profession, may properly exercise their acknowledged individual rights and obligations of citizenship free of University discipline or censorship.

Individual political candidates and their election organizations are not permitted to reserve a University facility for campaign activities. However, if a candidate is invited by a University group, then he/she may appear in the facility, provided that the group extending the invitation is responsible for reserving the facility and meeting the costs related to the event.

No member of the Board of Regents shall undertake to influence the political opinions of personnel subject to the Board's jurisdiction, but such personnel are requested to exercise their individual rights or citizenship or academic freedom in a responsible manner reasonably calculated not to identify or associate with the University.

A University employee may not use his/her official authority or influence to coerce the political action of a person or body.

Source of Authority: Board of Regents Rules and Regulations, Texas Government Code § 556.004

Cross Reference: None

Contact for Revision: President

Forms: None
Purchases From Employees
Original Implementation: Unpublished
Last Revision: October 14, 1997 April 24, 2000

No purchase of any kind shall be made from any officer or employee of the State of Texas or any of its agencies unless the price is equal to or less than that which can be obtained from any other known and ethical source. Possible conflicts of interest are to be avoided whenever possible.

Documentation showing comparative or bid pricing from a minimum of two other sources is required on any Procurement Card purchase, LPA, Purchase Orders, or voucher submitted for payment to an employee of the State of Texas or any of its agencies.

Source of Authority: Vice President for Business Affairs

Cross Reference: None

Contact for Revision: Director of Purchasing and Inventory

Forms: None
Procurement Card

Original Implementation: July 26, 1999
Last Revision: None April, 2000

Orders for supplies and small items in amounts not exceeding $2000 may be purchased using a University Procurement Card (ProCard). The terms and conditions of the MasterCard Procurement Card contract were specified and awarded by the General Services Commission for the State of Texas. In addition to internal policies and procedures, Stephen F. Austin will comply with the terms and conditions of the state contract in the implementation of this program.

Responsibilities

ProCards will be issued in the name of the employee with the State of Texas emblem and the wording 'Official Use Only' clearly indicated on the card. The ProCard is to be used for official University business purposes only and may not be used for ANY personal transactions. The employee is responsible and accountable for the security and documentation associated with the use of the SFA Procurement Card. Documentation shall include maintaining a Transaction Log with copies of all receipts and documentation of all purchases made with the ProCard. In addition, all returns, credits and disputed charges must be listed and documented with the Transaction Log.

The Account Manager or his/her designee is responsible for: 1) designating departmental cardholders; 2) determining spending limits; 3) establishing yearly encumbrance amounts for each account against which credit card charges will be made; and 4) approving monthly reconciliations of ProCard cardholder statements and transaction logs to ensure purchases are within SFA's policies and procedures and departmental budgets. Each card(s) issued to an employee will indicate the FRS account number to which payments will be charged and will designate whether the account is 'State' or 'Local'. Charges will be made to the account associated with each card. Changing accounts after the expenditure is posted will not be allowed. Account Managers should be sure that all employees issued a card understand the departmental budget constraints under which they are to use the card.

The Purchasing Department is responsible for maintaining complete and accurate information regarding ProCard users and associated credit limits, for establishing and updating restricted Merchant Category Codes, and for determining compliance with University policies and procedures through periodic audits and purchase order updates.

Card Use By Another Employee

The only person authorized to use the ProCard is the cardholder whose name appears on the card. The cardholder may not allow someone else to use their card unless the cardholder and account manager have completed a ProCard Use form and it is on file with the Program Coordinator in the Purchasing Office.
Training and Issuing Cards

All account managers will be required to attend training and sign the Cardholder Application/Approval Form before any cards will be issued to employees within the department. All employees will be required to attend training and sign a Cardholder Agreement before being issued a card.

Making A Purchase with the ProCard

Refer to the Procurement Card Program Guide for detailed information related to making a purchase with the ProCard. 1. Determine if the transaction is an acceptable use of the card:

- a. Items available through State Contract may not be purchased with the 'State' ProCard without first checking minimum order amounts and spot purchase options.
- b. Printing may not be purchased with the 'State' ProCard.
- c. Computing related purchases with the 'State' ProCard must be from a Qualified Information Systems Vendor (QISV).
- d. Travel related purchases may not be made on any ProCard.
- e. Services may not be purchased on any ProCard.
- f. Capital and controlled equipment may not be purchased on any ProCard.
- g. Purchases and invoicing may not be split to avoid purchasing procedures.
- h. Refer to the Procurement Card Program Guide for others examples of Acceptable and Unacceptable Purchases.

1. Determine if the transaction is within the cardholder's spending limit. A transaction includes the purchase price, plus freight and installation.

2. Identify the vendor. Consider whether the vendor may be classified in a restricted Merchant Category Code.

3. Call or fax your order, visit the vendor, or place your order over the internet if you feel that the site is secure. Confirm pricing including shipping and installation.

- a. If a supplier requests a purchase order number, use a combination of initials and your account number; for example: BKJ440400
- b. The ProCard identifies Stephen F. Austin State University as being a tax exempt entity of the State of Texas. The Cardholder should contact the Program Coordinator if a tax exempt letter is needed for a vendor.

1. Shipping Instruction should include your building and room number. It is preferred that these shipments do not come through Central Receiving. Request that your name and the words "ProCard" appear on all packing lists and box labels. This will help ensure that your shipment gets to you.

2. Remember it is the cardholder's responsibility to secure a receipt. The cardholder may need to request that the receipt be faxed or included with the shipment.

3. A state agency may not pay for goods before their delivery to the agency. The purchaser must ensure that goods will be received before the statement due date. Vendors
should only charge the account when goods are shipped. Back orders should not be charged until the goods are shipped.

Transaction Log, Monthly Statement, Reconciliation and Approval

The Transaction Log is required and provides an audit trail for expenditures made with the ProCard. Each individual purchase must be recorded in the log. See the Procurement Card Program Guide for detailed instructions on completing the Transaction Log.

Upon receipt of the monthly statement from the credit card vendor, the cardholder shall reconcile the statement with their Procurement Card Transaction Log and forward the reconciled statement and transaction log to the Account Manager or his/her designee by the 18th day of the month or as stipulated by the department head.

The Account Manager or his/her designee must enter receiving information into the FRS system for the assigned PO # by the 18th day of the month. The receiving entry should be an amount equal to the statement. The Account Manager is responsible to verify that all purchases recorded on the transaction logs are appropriate expenditures. While the account associated with the card is still responsible for all monthly charges, the Account Manager should take necessary disciplinary action with employees making inappropriate expenditures.

The transaction logs, along with the supporting documentation must be kept for three (3) years plus the current fiscal year to comply with the University's Records Retention Schedule. These are the official University records. The records for procurement card purchases will be required for periodic audits by the Purchasing Office or when SFASU is audited by the General Services Commission, the State Auditor or Internal Audit Services.

Card Termination

Be sure arrangements are made for when people will be out of the office; i.e. vacation, sick leave, jury duty, etc.

No exceptions will be made.

1. NON-USE - If it is found that a cardholder has not used the procurement card for four consecutive months, this card may be terminated at the discretion of the Program Administrator/Coordinator. Any cards so terminated/deactivated may be re-issued/activated within 98 months upon submission of an Application/Approval Form and a Cardholder Agreement form. Beyond 98 months, the individual will be required to attend training again before the card will be re-issued/activated.

2. TERMINATION OF UNIVERSITY EMPLOYMENT - When a cardholder terminates employment with the University, the department has specific obligation to reclaim the ProCard and return it to the Program Coordinator prior to the employee termination date. Failure to do so may result in the department being responsible for
1. ACCOUNT MANAGER'S MONTHLY RECEIVING ENTRY - If the account manager or his/her designee fails to make the appropriate receiving entry in the FRS receiving entry system for the associated PO# by the 18th of the month, he/she will be given one warning or reminder: upon the second failure, he/she will be given a warning. The third failure to make the monthly receiving entry requirement will result in all credit cards for which receiving is not posted or approval was not received will being deactivated at the Program Coordinator's discretion. The cards will be reactivated after a 4-month waiting period.

2. INSUFFICIENT BUDGET - Payments will not be delayed due to insufficient department budgets. In making adjustments to the purchase order amounts during the year, if an over-ride has to be made (in order to make payment) resulting in an account having a negative balance which is not approved by the Budget Office, all cards utilizing the account in question will be deactivated immediately. The cards will be reactivated after budget problems are resolved. Repeated budget problems may result in all cards for the account in question being deactivated at the Program Coordinator's discretion for a 4-month waiting period.

3. FAILURE TO PASS TRANSACTION LOG AUDIT - The Program Coordinator will audit transaction logs on a periodic basis. Cards will be deactivated immediately for any cardholder who fails to produce the transaction log. The cardholder will be subject to a minimum 4-month waiting period and will be required to attend training again at a cost to the department of $25 before the card will be reactivated. Repeated failures to produce the transaction log may result in the card being permanently terminated at the Program Coordinator's discretion. If the cardholder whose transaction log is incomplete according to the Program Guide, the Program Coordinator will provide one on one instruction to the cardholder. Repeated errors on the transaction log will result in the card being deactivated at the Program Coordinator's discretion. The cardholder will be required to attend training again at a cost to the department of $25 before the card will be reactivated. Upon the second failure to pass a transaction log audit, the card will be permanently terminated.

4. CARD USE BY ANOTHER EMPLOYEE - Allowing someone else to use your card without having completed a ProCard Use form will result in your card being deactivated. The cardholder will be subject to a minimum 4-month waiting period and will be required to attend training again at a cost to the department of $25 before the card will be reactivated. Upon the second failure to comply, the card will be permanently terminated.

5. VIOLATION OF PURCHASING PROCEDURES - If the cardholder violates any ProCard Purchasing Procedures outlined in this Program Guide, the Program Coordinator may provide one on one instruction or the card will be deactivated.
immediately at the Program Coordinator's discretion. If the card will be deactivated, immediately. The cardholder will be subject to a minimum 4-month waiting period and will be required to attend training again at a cost to the department of $25 before the card will be reactivated. Repeated violations may result in the card being permanently terminated at the Program Coordinator's discretion. If the violation appears fraudulent or abusive, the cardholder may be subject to personal liability and/or disciplinary action, which may include termination of employment or possible criminal penalties. Upon the second violation of ProCard policies and procedures, the card will be permanently terminated.

9. FAILURE TO PROMPTLY REPORT A LOST OR STOLEN CARD - If a cardholder fails to make a report of a lost or stolen card immediately upon discovery, the cardholder may be required to reimburse the University for any fraudulent charges made on the card until it has been cancelled, including a $50 deductible for fraudulent charges up to $15,000. The University's FRS account will pay the charges and the employee will be required to reimburse the University. The cardholder will be subject to a minimum 4-month waiting period and will be required to attend training again at a cost to the department of $25 before a new card will be issued. Upon the loss of a second card, not additional cards will be issued to the cardholder.

10. ACCOUNT MANAGER AUTHORITY - The Account Manager or supervising Dean, Vice President, or President has the authority to request that the Program Administrator terminate an employee's card at any time for any reason. Any cards so deactivated may be re-issued with appropriate approvals within 12 months upon submission of an Application/Approval Form and a Cardholder Agreement form. Beyond 12 months, the employee will be required to attend training again before a card will be re-issued.

Source of Authority: Texas Government Code, Title 10, Subtitle D, Chapters 2151 through 2176; President; Vice President for Business Affairs

Cross Reference: None

Contact for Revision: Director of Purchasing and Inventory

Forms: Procurement Card Program Guide, Cardholder Application/Approval Form, Cardholder Procurement Card Agreement, Transaction Log, ProCard User Form, Tax Exempt Letter, Statement of Disputed Items Form (all available from the Purchasing Department)
Before entering into a Professional or Consultant Services contract, the department must determine whether the individual should be hired as an independent contractor through the procedures outlined herein or as an employee through the PAR process. To make this determination, refer to the IRS 20-Question test (www.averygroup.com/consultants/resources/taxtips/questions.htm).

DEFINITIONS

"Professional Services" means those services within the scope of the practice of:

1) accounting
2) architecture
3) land architecture
4) land surveying
5) medicine
6) optometry
7) professional engineering
8) real estate appraising
9) professional nursing

or those services provided in connection with the professional employment or practice of a person who is licensed or registered as

1) a certified public accountant
2) an architect
3) a landscape architect
4) a land surveyor
5) a physician, including a surgeon
6) an optometrist

7) a professional engineer

8) a state certified or state licensed real estate appraiser

9) a registered nurse

Based on State Comptroller object codes and associated reporting requirements, the following types of services are also categorized as professional services and will be processed under the same rules and guidelines defined herein:

1) guest artists

2) guest entertainers

3) guest lecturers

4) guest musicians

5) guest performers

6) guest speakers

"Consulting Services" means the service of studying or advising a state agency under a contract that does not involve the traditional relationship of employer and employee.

A consultant may be used only if there is a substantial need for the consulting services and only if the agency cannot adequately perform the services with its own personnel or obtain the consulting services through a contract with a state governmental entity.

"Major Consulting Services Contract" means a consulting services contract for which it is reasonably foreseeable that the value of the contract will exceed $15,000.

NOTE that the $15,000 threshold is not a one-time cost, but rather a cumulative amount for ongoing consulting services.

"Consultant" means a person that provides or proposes to provide a consulting services. The term includes a political subdivision but does not include the federal government, a state agency, or a state governmental entity.

SELECTION OF A PROVIDER

A "Professional Service" provider is not to be selected on the basis of competitive bid but rather
1) on the basis of demonstrated competence and qualifications to perform the services; and 2) for a fair and reasonable price, as long as professional fees are consistent with and not higher than the
recommended practices and fees published by the various applicable professional associations and do not exceed the maximum provided by law.

Architectural, engineering, or land surveying services must be procured in the following manner in accordance with Government Code 2254.

1) Select the most highly qualified provider based on demonstrated competence and qualifications;

2) Attempt to negotiate a contract with the selected provider at a fair and reasonable price;

3) If a satisfactory contract cannot be negotiated with the most highly qualified provider, formally end negotiations with that provider; select the next most highly qualified provider; and attempt to negotiate a contract at a fair and reasonable price. The selection process for architectural, engineering, or land surveying services shall continue in this manner until a contract is accepted by all parties.

A "Consulting Service" provider is to be selected based on demonstrated competence, knowledge, and qualifications and on the reasonableness of the proposed fee for the services. If other considerations are equal, preference shall be given to a consultant whose principal place of business is in the state or who will manage the consulting contract wholly from an office in the state.

If competitive bidding will enhance the selection process for either professional or consulting services, contact the Purchasing Director to discuss options for making informal price comparisons or preparing a formal Request For Proposal.

Major Consultant Contracts over $15,000 must be submitted to the Legislative Budget Board and the governor's Budget and Planning Office, and must be submitted to the secretary of state for publication in the Texas Register for a minimum of 30 days. The Vice President for Business Affairs must be contacted to process this paperwork.

Professional or Consulting Services over $25,000 must be posted on the State Business Daily (Marketplace) up to 21 days prior to the date of service.

Professional or Consulting Services over $50,000 must be approved by the Board of Regents. (Items Requiring Board of Regents Approval, Policy D20.5)

RESTRICTIONS ON HIRING PREVIOUS OR RETIRED EMPLOYEES

1. HIRING A PAST EMPLOYEE
State Funds - strictly prohibited within 12 months of the employee's separation date (76th Legislature General Appropriations Act Section 9.6.27)
Local Funds - allowed within 12 months of the employee's separation date ONLY with Presidential approval and ONLY with discretionary funds; the purchase process will follow that outlined in 'Procedures For Securing Professional Or Consultant Services'.

2. HIRING A RETIREE
State Funds - strictly prohibited within 12 months of the employee's separation date (76th Legislature General Appropriations Act Section 9.6.27)

Local Funds - allowed within 12 months of the employee's separation date ONLY with Presidential approval and ONLY with discretionary funds: the purchase process will follow that described below.

Hiring of a Retiree with any funds at anytime is subject to additional restrictions outlined in Gov't Code 2252.901:

a) if the retiree will perform services substantially similar to that performed during his/her last 12 months of service, then payment is to be handled as follows. Payment, at an annualized rate, cannot exceed the lesser of: a) the rate of compensation received during the last 12 months of services, or b) $60,000. Payment shall be through the PAR process.

b) if the retiree will perform services that are NOT substantially similar to that performed during his/her last 12 months of services, then payment shall be negotiated in the best interest of the University. The purchase process will follow that outlined in 'Procedures For Securing Professional Or Consultant Services'.

3. HIRING A PAST EMPLOYEE/RETIREE AS A CONSULTANT
If a past employee or retiree is hired within 2 years of leaving SFA or any other state agency, the consultant must disclose in his/her offer or contract the following information: a) nature of employment at the agency; b) the date employment was terminated; c) the annual rate of compensation at termination.

4. HIRING A COMPANY EMPLOYING A PAST OR RETIRED EMPLOYEE
Any Funds - allowed only if the past or retired employee does not work on a project that was similar to his/her duties while employed by SFA within the first 12 months of leaving.

5. HIRING AN EXECUTIVE DIRECTOR OF ANY STATE AGENCY
Any Funds - Restrictions apply to contract for professional or consultant services with a) the executive director of the state agency; b) a person who at any time during the four years before the date of the contract was the executive director of the state agency; c) a person who employs a current or former executive director of a state agency.

PROCEDURES FOR COMPLETING A CONTRACT SECURING PROFESSIONAL OR CONSULTANT SERVICES

CONTRACT - REQUISITION - PURCHASE ORDER - RECEIVING - PAYMENT
1) Determine if the need is that of a professional service or a consultant service. Contact the Purchasing Director if assistance is needed in making this determination.

2) Determine if the selection of a professional or consulting service provider would be enhanced by informal price comparisons or a formal Request For Proposal process. Contact the Purchasing Director to discuss options. Instructions will be given if a requisition needs to be entered at this time.

3) If the contract is a "Major Consultant Contract", the department must contact the Vice President for Business Affairs for appropriate action to complete the required notifications and 30-day posting in the Texas Register.

4) Select the provider and negotiate a contract, either directly or through Purchasing. All applicable rules associated with the amounts specified in 'Selection of A Provider' must be followed.

5) Immediately after the contract amount and date(s) are established, enter a requisition, unless already entered per instructions in Step 2. If the vendor will perform essentially the same service on multiple dates, only one requisition is to be entered with separate lines for each date.

6) The department may draw up a contract using samples provided or Purchasing may complete the contract. The contract may be complex or very simple depending on the nature of the services to be provided and must clearly define:
   a. The responsibilities of each party, in clear detail
   b. The period of time the contract is to be in effect
   c. The amount of payment
   d. The terms of payment
   e. The contractor's federal identification or social security number for payment processing

Basic contract information and sample forms/clauses are available for review on the General Counsel's web page, http://www.sfasu.edu/gencounsel/howtos2.htm

7) The contract must be reviewed by SFA General Counsel and signed by the President or other administrator with written delegated contracting authority.

8) The completed contract with signatures of all parties must be forwarded to Purchasing for completion of the Purchase Order.

9) Most payments are to be made after the service is received. A check can be prepared before the service, if it is to be provided to the professional or consultant service provider in person. When it is time to make payment, make the receiving entry on the purchase order number in the
FRS system and be sure that Accounts Payable has the invoice by noon on the Wednesday before the Thursday on which the check should be ready. The receiving entry must be made in the FRS system. Payment will be made through normal Accounts Payable procedures.

Source of Authority: Texas Government Code Title 10, Subtitle F, Section 2254; Texas Government Code Title 10, Subtitle F, Section 2252,901; General Appropriations Act; Vice President for Business Affairs

Cross Reference: None

Contact for Revision: Director of Purchasing and Inventory

Forms: Sample forms/ clauses available on General Counsel's web page, http://www.sfasu.edu/gencounsel/howtos2.htm
Animals on University Property

Original Implementation: Unpublished
Last Revision: October 14, 1997 April 18, 2000

The University Police Department should be notified of any unauthorized animal discovered on, or in, University property. Upon receipt of a report, an officer will be dispatched to take appropriate action. Occupants of University housing are not permitted to keep pets except small birds in cages and small fish in aquariums.

Source of Authority: Vice President for University Affairs

Cross Reference: None

Contact for Revision: Chief of University Police

Forms: None
Computing Software

Original Implementation: July 15, 1997
Last Revision: None

Most software on computers at Stephen F. Austin State University is protected by Federal copyright laws. In addition to the copyright laws, there usually is a license agreement between the software seller and the purchaser to protect the software.

Educational institutions are not exempt from legislation covering copyrights. The University's policy is to respect the copyright protections given under Federal law, and to adhere to the conditions of the license agreement. The following policies and procedures apply:

1. Software provided through the University for use by faculty, staff, and students may be used on computing equipment only as specified in the specific software licenses.

2. Licensed software may not be copied on University equipment except as specifically permitted by the software license (to create a backup copy, for example).

3. Faculty, staff, and students may not use unlicensed or unauthorized copies of software on University-owned computers, or any computer housed in University facilities.

4. The individual who normally uses a specific computer is responsible for ensuring and being able to document via license agreement or proof of purchase that the software used on that machine is licensed. An appropriate supervisor is responsible when the same machine is used by several persons.

5. For multi-user computing systems, the director of the organization unit owning the system, or the manager responsible for its operation, must document licenses and inform users of licensing conditions and take reasonable actions to ensure compliance.

6. It is a violation of University policy to knowingly use or attempt to use software which is not authorized for use under normal operating procedures.

Use of unauthorized or unlicensed software is a serious matter and is not sanctioned by the Stephen F. Austin State University. Faculty, staff, and students who are aware of individuals who violate software license agreements should report those individuals to their supervisor and/or the Director of University Information Systems.

Any individual violating these policies is required to take immediate remedial action; e.g., remove the unlicensed software from the machine. Persons refusing to do so are subject to University disciplinary procedures.

Source of Authority: General Counsel
Cross Reference: None
Contact for Revision: Vice President for Business Affairs
Forms: None
Flag Display

Original Implementation: Unpublished
Last Revision: July 15, 1997, April 18, 2000

On each University business day, Monday through Friday, a University police officer will raise the United States, Texas, and University flags at the campus entrance on North Street, prior to 8:00 a.m. Flags will be lowered by a University police officer after 5:00 p.m. each day.

Flags will be raised and lowered for football games on two flagpoles at the south end of the stadium.

Flags will be raised and lowered for basketball games and other special events at the coliseum on the four flagpoles. Determination to lower flags to half-mast will be made by the Chief of University Police in conjunction with the University administration.

Source of Authority: Vice President for University Affairs

Cross Reference: None

Contact for Revision: Chief of University Police

Forms: None
Stephen F. Austin State University seeks to maintain the strongest faculty possible. The University thus provides for advancement based upon the faculty member's academic credentials and experience, performance as a teacher and scholar/artist, contributions to the University community and his/her discipline, and service to the general community through his/her professional expertise. In order to assure that faculty recommendations and administrative decisions relative to promotion are equitable, the following principles and procedures are observed.

1. Criteria

   a. The minimum criterion for appointment to the rank of Instructor at the University is a master's degree in the field in which the individual will be teaching. In order to be promoted to any of the professorial ranks, an individual is expected to have completed the highest level course of academic study available in the discipline of his/her primary responsibility. Ordinarily, that would be a doctoral degree or a master's degree which is considered to be a terminal degree in the particular field.

   b. Beyond adequate credentials, the following levels of performance should be present for promotion:

      1) An individual promoted to the rank of Assistant Professor should have the demonstrated capabilities to be an effective university teacher, a productive scholar/artist, and a contributing member of the academic and general communities.

      2) An individual promoted to the rank of Associate Professor should have a proven record of effective teaching, scholarly or artistic activity, and professional contributions to the academic and general communities.

      3) An individual promoted to the rank of Professor should be a teacher whose effectiveness is generally recognized, a scholar whose contributions to knowledge or artistic performance are substantial and are recognized beyond the confines of
the local campus to be of high quality, and a citizen whose professional contributions to the academic and general communities are significant.

c. In order to hold either of the upper two professional ranks, an individual is expected to have some previous teaching experience and to have held a lower rank. To apply for the rank of Associate Professor, an individual should have held the rank of Assistant Professor for at least five years. This means that the application will profile five complete years in the rank of Assistant Professor. To apply for the rank of Professor, an individual should have held the rank of Associate Professor for no fewer than three years. In exceptional circumstances when warranted by extraordinary performance, faculty members may be reviewed for promotion earlier. The evidence to support early promotion must be unequivocal.

d. In exceptional circumstances, special training in recognized institutions (such as conservatories or research institutes) or the attainment of nationally recognized licenses/certificates may be judged to satisfy the requirement for advanced degrees. Practical experience and/or demonstrable expertise and performance in activities related directly to one's faculty appointment may be judged to satisfy the requirement for advanced degrees and/or years of experience. Similarly, a record of truly exceptional performance in some areas of the basic responsibilities to teaching, scholarship/performance, and service may mitigate against slight contributions in other areas in consideration for promotion, within the performance guidelines established for each rank. The evidence to support promotion based upon exceptional considerations must be unequivocal.

2. Promotion Procedures

a. A faculty member may be nominated or apply for promotion. A nomination may be initiated by an individual faculty member, the department chair, or other appropriate administrative officer of the University. The applicant/nominee is responsible for developing and submitting to the department chair a packet of supporting materials, including at least a current vita and documentation of:

1) teaching effectiveness (i.e., summaries of student evaluations, teaching awards, peer evaluations, innovative teaching approaches

2) scholarly or creative activities (i.e., publications, research/creative projects, photographs of artworks, finished pieces of work)
3) university-related service (i.e., committee responsibilities, leadership roles assumed at department, college, and university level)

4) contributions to profession (i.e., memberships in professional organizations, offices held, other leadership roles)

5) general community service related to the profession (i.e., presentations and activities that enhance the professional discipline)

b. Each application/nomination for promotion, including all supporting materials, will be evaluated by all full-time department faculty members holding rank higher than the candidate and not being considered for promotion, with regard to his/her credentials and performance as a faculty member.

c. The chair of the applicant/nominee's department will evaluate the packet of materials submitted by the candidate and the recommendations of the departmental faculty, and will forward these materials, along with his/her recommendation to the dean of the college.

d. The dean of the college will constitute two college review panels to evaluate applications for promotion within that college. Panel A will consist of one professor to represent each department in the college and may include an additional member from professors outside the college. It will consider material from applicants for promotion to professor. Panel B will consist of one professor or associate professor to represent each department in the college and may include an additional member from professors or associate professors outside the college. It will consider material for applicants for promotion to associate professor or assistant professor. The panel member representing a department should not be the department chair. Each panel member will review the supporting materials prepared by each applicant and will submit recommendations to the dean of the college that the applicant be promoted/not promoted, with comments concerning the judged strength of the application and a rating or ranking of the applicants. The dean of the college will review the supporting materials prepared by each applicant, the faculty recommendations, the recommendations submitted by the department chair and the college review panel, and will recommend to the Vice President for Academic Affairs that the applicant be promoted/not promoted, with comments concerning the judged strength of the application. The dean of the college will submit to the Vice President for Academic Affairs a summary of the recommendations of all participants in the review process and the packet of materials prepared by each applicant.
e. The Vice President for Academic Affairs will review these materials as a basis for making recommendations to the President of the University. The Vice President for Academic Affairs will submit to the President a recommendation to promote/not promote for each candidate and the recommendations made at each step of the review process.

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

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

See also Evaluation, Merit Pay, Promotion and Tenure policy.

Source of Authority: President

Cross Reference: Faculty Handbook

Contact for Revision: President

Forms: None
GENERAL

All funds disbursed by the University are subject to University regulation and control, regardless of original source. Therefore, all classified employees are covered by this policy, regardless of the source of funds.

This document has been developed to assist in administering the Classified Pay Plan ("Plan") for Stephen F. Austin State University. It includes the current fiscal year Salary Schedule consisting of approved pay grades, the table of approved job titles and codes, and an alphabetical listing of all job codes and titles.

The Personnel Services OfficeHuman Resources (HR) must be contacted if the need arises for a new job code or title. Otherwise, only the job codes or titles which appear in this Plan apply.

Recommendation for employment of a person will be made on a Personnel Action Request Form ("PAR"). This form shall reflect the job title, job code, pay grade, and the salary for the position being filled. The appointee may not be employed and shall not be allowed to work until the PAR has been fully approved through proper channels. Regardless of source of funds, rates of pay for positions included in the Plan shall be consistently and equitably administered whether the employee is full-time, part-time, or temporary.

All classified positions, except temporary positions, shall be posted with the Personnel Services OfficeHR for a minimum of five work days. All vacancies will be posted on the Human Resources Website. Temporary positions are not required to be posted for five work days. Personnel Services HR recruitment sources will receive job posting notices on a monthly basis.

Approval of promotions, transfers or demotions made in accordance with University policies and procedures is delegated to the Director of Personnel HR and the appropriate Vice President.

Recommendations for promotion, transfer or demotion shall be submitted to the Director of Personnel HR on a PAR with appropriate justification as may be necessary. Such submission shall be made prior to any commitment being made and prior to the effective date of the proposed change of status to provide for review of the request, determination as to the availability of funds, and compliance with all University policies.

The Plan shall be approved annually by the Board of Regents on the recommendation of the President.
CLASSIFIED EMPLOYEES

The Plan governs all positions except executive, administrative, professional and faculty positions and is reviewed and approved periodically by the President. The basic responsibility for development, continued maintenance, and administration of the Plan is assigned to the Director of Personnel HR.

Classified employees are identified by job code. Each job title has been assigned a unique code to facilitate reporting and preparation of the current operating budget as well as various state and federal reports.

A pay grade (pay range) has been established for each job code. Each classified employee must be within the pay grade for his or her job title.

Some employees have attained a pay rate greater than the maximum for their job codes. This occurred due to employment policies in effect prior to September 1, 1993. Such employees will retain their "out of grade" status until such time as their employment ceases or they are promoted to a higher job classification.

ENTRY LEVEL PAY RATES

All vacant positions will normally be filled at the entry level (minimum of the pay range) for the position. However, provision has been made to allow an employee to be hired at a rate higher than the minimum, under the following conditions:

a) Two percent may be added to the minimum of the pay range for each year of relevant experience in excess of the minimum requirements. The experience may be in a similar position in higher education, in state or federal government, or in private industry. No more than eight percent may be added to the minimum of the pay range under this provision.

b) Two percent may be added for each two years of formal education training above the minimum requirement for the position. Training must be related to the position being filled. No more than four percent may be added to the minimum of the pay range under this provision.

The entry level salary may not be greater than the current budgeted salary for the vacant position. No more than a total of eight percent may be added to the minimum of the pay range under these two provisions combined.

Each request for an entry level salary that is less than or greater than the minimum of the pay range must be approved in advance by the appropriate Vice President and Director of Personnel HR before any offer of employment is made to the applicant.
MERIT INCREASES

Employees may be eligible to receive a merit increase based upon the results of their performance rating for the prior year. Merit increases will normally be granted only at the beginning of the fiscal year (September 1) unless otherwise approved by the appropriate Vice President and the President.

Merit increases will be determined by:

a) the availability of funds,

b) the employee's demonstrated work performance being consistently equal to or above the fully acceptable level (as defined in the Performance Management Plan),

c) the employee's length of service,

d) comparable salaries paid to other employees within the University who have the same job title, and

e) maximum increase limits as determined by the President on an as needed basis.

Any merit increase must be within the pay range for the position. There are no exceptions.

In no case will a merit increase be granted that will result in a pay rate above the maximum established for the pay grade of the employee concerned. (See Section on Reclassification and Promotion.) However, an employee whose current rate is above the maximum for the position may receive a "performance incentive bonus" increase if their performance rating is equal to or above the fully acceptable level as defined in the Performance Management Plan. The performance incentive bonus increase is defined as a one time payment processed with the September payroll which does not increase the employee's base salary but rewards the employee for outstanding and exceptional performance.

Merit Increases must be submitted by the immediate supervisor through appropriate administrative channels at the time of budget planning and must be consistent with performance documentation.

An employee may be eligible for a merit increase when the following criteria have been met:

a) the employee has been employed for at least six continuous months, and

b) the employee was employed during the performance review period which is being rewarded with merit, and
be) at least six months have elapsed since the employee's last promotion or merit increase, and

ed) the supervisor has completed a timely review of the employee’s performance and the performance rating is fully acceptable, commendable, or outstanding.

Legislated general "across-the-board" or "cost-of-living" increases will be applied according to the legislation. Depending on the availability of funds, merit increases may be granted in addition to the general increase.

If the employee's base salary is below the salary range minimum for his/her job, it will be adjusted to the minimum of the range on September 1 of each year provided that the employee is performing at the "fully acceptable" level or above.

This is the sole basis for salary increases except for equity adjustments that must be approved by the Director of Personnel-HR and the appropriate Vice President.

RECLASSIFICATION

Reclassification is defined as a change in the job description for a budgeted position. It does not relate to the employee who currently fills the position. The purpose of reclassification is to more accurately describe the functions of the position. It may or may not involve a change in the existing rate of pay for the position.

Reclassification is the reassignment of a given position to a different title within the Plan.

Reclassification is warranted when:

a) the span of control increases, i.e., increased number of employees to supervise,

b) when new responsibilities have been added, or

c) the function of the position in the department warrants a change to an existing job description in a higher or lower pay grade.

Reclassifications shall be determined by an analysis of the duties, level of responsibilities, minimum required qualifications, reporting relationships, and availability of resources for the position. Reclassification may result in a higher or lower pay grade. Reclassification of a position shall not be made to fit the qualifications of an individual employee but to reflect the qualifications required for the duties to be performed. The reclassification process shall not be used to request pay raises for incumbent employees.

Employees who remain in positions which are reclassified to a higher or lower pay grade will be compensated at their current rate of pay or at the minimum of the range for the new classification, whichever is greater.
The reclassification process is as follows:

a) The director or chair determines that the functions of a classified position within the department have changed.

b) A Reclassification Request Form ("Request Form") and a Position Questionnaire ("Questionnaire") must be obtained from Personnel Services HR. The department chair or director is responsible for completing both forms.

c) The Request Form and Questionnaire shall be completed in accordance with the instructions. Statements about the incumbent employee are unacceptable. The forms are forwarded to the Dean, if applicable, and then to the appropriate Vice President. If the Vice President concurs with the request, he or she will approve the Request Form and forward both forms to Personnel Services HR. Otherwise, the forms will be returned to the originating department.

d) The Director of Personnel HR shall analyze and verify job information provided. Areas of concern will be resolved with the person submitting the request. Information used to analyze the request will be provided to the Reclassification Review Committee ("Committee").

e) The Committee will consist of the Vice Presidents who report to the President and the President. The Committee is not a standing committee, and will function only when reclassification requests are to be evaluated.

f) The Committee will make the final decision regarding the reclassification requests and report the findings to the Director of Personnel HR who will notify the originating departments.

g) Approved requests will be forwarded to the Director of Budgets Financial Services for inclusion in the operating budget.

h) Reclassified positions and salary adjustments if any, will take effect only on September 1.

i) Once a reclassification request is approved, the originating department may then proceed with the process of filling the position. However, the new salary and title approved in the reclassification process will only become effective on September 1.

**PROMOTIONS**

Promotions are defined as an increase in job responsibilities and a change in job title to a higher pay grade. An example is a change from Accounting Clerk I to Accounting Clerk II.

**INTERNAL PROMOTIONS**
a) The possibility for an internal promotion may result from a position reclassification or a position with a higher pay grade becoming vacant.

b) It is not required that a vacant position be publicly advertised if it is to be filled by internal promotion. However, it must be posted within the University to allow all employees an opportunity to apply for the position.

c) An employee who is promoted shall receive a two percent increase or the minimum of the range for the new position, whichever is greater.

d) The promotion must be approved in advance by the appropriate Vice President and the Director of Personnel HR.

e) The request for promotion must be supported by past performance evaluations.

f) It is the department's responsibility to prepare the necessary PAR for a promotion and to submit the form at an appropriate time. Promotional increases will not be retroactive. They will be effective on the date the promotion is approved.

VACANT POSITIONS

a) In order to process filling a vacant position, the Personnel Services HR Form 10 ("PER-10") must be completed, approved, and forwarded to the Personnel Services Office HR.

b) A vacant position must be advertised through Personnel Services HR recruitment sources before an applicant is selected. The decision to advertise a vacant position in the media is a joint decision between the Director of Personnel HR and the department manager. The requesting department pays any advertising costs.

c) If the selection of a current employee to fill the vacant position results in a higher pay grade for the employee, the minimum salary paid to the employee must be equal to the employee's current salary plus two percent, or the minimum of the pay grade for the new position, whichever is greater. However, if the employee's experience and formal education exceeds the minimum requirements for the position, the salary may be increased according to the same criteria used for hiring an outside applicant. (See Section for "Entry Level Pay Rates").

d) The promotion of a current employee to fill a vacant position must be approved in advance by the appropriate Vice President and the Director of Personnel HR.

e) The request for promotion must be supported by past performance.

TRANSFERS
When an employee is transferred to another position having the same or different title, but the same pay grade, the employee shall be given the same salary as before the transfer.

An employee being transferred to a position that represents a change to a lower pay grade constitutes a demotion. (See Section on Demotions.)

Employees accepting transfer from one job to another requiring substantially different qualifications or promotion to a position of added qualifications shall not be subject to the 180 day probationary period.

DEMOTIONS

Demotion is the assignment of an employee to a position with a lower pay grade, fewer responsibilities, and simpler duties.

The employee’s salary will be adjusted to an appropriate level within the new salary range as agreed upon by the director or chair of the department and the Director of Personnel. The new rate shall be determined by consideration of the circumstances related to the demotion and the employee’s longevity and job performance.

A request for demotion of the employee may be submitted to the Director of Personnel. The Director of Personnel and other appropriate University personnel will determine whether the supervisor has ample documentation to support the demotion request.

An employee may make a written request to the Director of HR for a demotion to a lower classification.

All demotions are subject to approval through the appropriate administrative channels prior to the action occurring.

ESTABLISHMENT OF NEW POSITIONS

New positions are those created for the first time and to which no incumbent is assigned. Establishment of new positions, regardless of source of funds, requires the prior approval of the President and Board of Regents.

The requesting director or chair shall prepare a New Position Request Form with details of the position requested and forward this form through the normal channels for approval.

The Director of Personnel shall evaluate the new position using existing job analysis and evaluation procedures.

The Director of Personnel shall recommend a starting salary to the Vice President for Business Affairs for certification of funds.
ADDITIONS OR DELETIONS TO THE PLAN

The Director of Personnel HR shall constantly review the Plan for relevance and fairness and make recommendations for adjustments of the Plan to the Vice President for Business Affairs.

After review, the Vice President for Business Affairs will make recommendations for Plan modifications to the President.

PROBATIONARY PERIOD

All new classified employees will be hired for a 180 day probationary period at the rate specified in the Pay Plan for the position. There is no automatic increase in pay after completion of the probationary period.

During and at the completion of the 180 day period, the employee’s supervisor will review his or her performance and make a recommendation whether the employee is to be retained or dismissed.

PERFORMANCE REVIEW

Review of the employee’s job performance is best provided through continuous open communication between the employee and the immediate supervisor.

Supervisors are required to perform annual evaluations for all classified employees.

The Director of Personnel HR will provide consultation to supervisors on performance evaluation methods.

RE-EMPLOYMENT OF FORMER EMPLOYEES

Appointments of former employees shall be governed by the rules on entry level rates.

Source of Authority: Vice President for Business Affairs

Cross Reference: None

Contact for Revision: Director of Personnel Services, Human Resources

Forms: Personnel Action Request, see Index E-39; Classified Position Personnel Requisition; New Classified Position/Reclassification Request; Performance Management Plan and Review (all available in University Printing Services)
Employee Conduct

Original Implementation: September 1, 1987

Last Revision: October 26, 1999 April 18, 2000

Various standards of conduct have been established by the legislature that apply to employees of Stephen F. Austin State University. These include:

1. No state officer or state employee should accept or solicit any gift, favor, or service that might reasonably tend to influence in the discharge of official duties or when it is known or should be known the offering is made with the intent to influence official conduct.

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

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

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

5. No state officer or state employee should intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised official powers or performed official duties in favor of another.

Additionally, the University, its officers and employees must comply with the following restrictions regarding political activities:

a. A state agency may not use any money under its control, including appropriated money, to finance or otherwise support the candidacy of a person for an office in the legislative, executive, or judicial branch of state government or of the government of the United States. This prohibition extends to the direct or indirect employment of a person to perform an action described by this subsection.

b. A state officer or employee may not use a state-owned or state-leased motor vehicle for a purpose described by Subsection (a).

c. A state officer or employee may not use official authority or influence or permit the use of a program administered by the state agency of which the person is an officer or employee to interfere with or affect the result of an election or nomination of a candidate or to achieve any other political purpose.
d. A state employee may not coerce, attempt to coerce, command, restrict, attempt to restrict, or prevent the payment, loan, or contribution of any thing of value to a person or political organization for a political purpose.

e. For purposes of subsection (c), a state officer or employee does not interfere with or affect the results of an election or nomination if the individual’s conduct is permitted by a law relating to the individual’s office or employment and is not otherwise unlawful.

**Source of Authority:** Section 572.051, Texas Government Code; Section 556.004, Texas Government Code, President, Vice President for Business Affairs

**Cross Reference:** None

**Contact for Revision:** General Counsel

**Forms:** None
Employee insurance and benefits include the following:

Benefits eligible employees are offered a basic insurance plan, which is fully paid for by the State. The basic plan includes hospitalization insurance, $5,000 term life insurance and $5,000 accidental death and dismemberment insurance. Each employee must elect to take or waive this plan at the time of initial employment. If a Multipurpose Form is not completed, the employee must be automatically enrolled in the basic plan, with the exception of Graduate Assistants. Graduate Assistants are not eligible for automatic enrollment. The Multipurpose Form must be completed within thirty (30) days of the first active duty date.

An employee must participate in the basic plan to apply for optional coverages.

**Group Hospitalization Insurance**

1. A major medical health/hospitalization plan is provided, based on residency zip code, and/or a choice of HMO, (when available).

   a) Employees may select from hospitalization categories shown below:

   b) Coverage Category

   c) Employee

   d) Employee & Child/Children

   e) Employee & Spouse

   f) Employee, Spouse & Child/Children

   g) Details on coverage and rates are available from the Benefits Office in Personnel Services Human Resources (HR).

2. Application for Coverage. Coverage for dependents will be effective the day of employment if the Multipurpose Form is completed on or before the first active duty date (excluding Graduate Assistants). If the form is signed after the first active duty date, dependent health and/or optional coverages will be effective the first day of the month following the signature date. The form must be completed within thirty (30) days of employment. Coverage for a newly acquired dependent will be effective the first of the month following the date of acquisition, with the exception of newborn natural children who are automatically covered for the first thirty-one days, beginning on the date of birth. The application must be made within thirty (30) days thereof. If application for coverage
of employee or dependent is not made within thirty (30) days, evidence of insurability is required.

3. Continuation of coverage upon termination of employment is allowed by federal law with specific limitations. All separating employees will be informed of their right to continue coverage during their exit interview in the Personnel Services Office. C.O.B.R.A. forms will be mailed to the home address of the terminating employee and/or covered dependents for completion. Covered dependents are also eligible for continued coverage following certain qualifying events such as divorce, death of the employee, attainment of maximum age of coverage for children, etc. Employee or the covered dependent must notify the Benefits Office within thirty (30) days of the qualifying event date. Questions concerning procedure and benefits should be directed to the Benefits Office in Personnel Services.

**Group Term Life Insurance**

1. Optional Term Life Insurance. Coverage of up to twice the annual salary may be selected within thirty (30) days of employment. Evidence of Insurability must be provided for Election III or Election IV.

<table>
<thead>
<tr>
<th>Coverages</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Election I</td>
<td>1 times annual salary</td>
</tr>
<tr>
<td>Election II</td>
<td>2 times annual salary</td>
</tr>
<tr>
<td>Election III</td>
<td>3 times annual salary</td>
</tr>
<tr>
<td>Election IV</td>
<td>4 times annual salary</td>
</tr>
</tbody>
</table>

2. Coverage is reduced at age 70 for active employees based on the carrier's standard reduction schedule.

3. Monthly Premium Cost. The monthly premium cost is based on age as of September 1 of the current fiscal year, or age at time of employment.

4. Dependent Life Insurance. Coverage is available to all employees insured under the Uniform Group Insurance Program. Coverage includes the spouse of the employee and each unmarried child from the age of 14 days to 25 years in the amount of $5,000 life and $5,000 AD&D. Application for coverage must be made within thirty (30) days from the date of employment, or dependent's eligibility date; otherwise evidence of insurability is required.

**Long-Term Disability**

1. Long-Term Disability insurance is available to benefits eligible employees.

2. This benefit will pay 60% of the employee's monthly salary (maximum salary $10,000) after a 90-day waiting period in the event the employee is disabled because of injury or illness. The monthly benefit will be integrated with Workers Compensation,
Social Security Disability, Teacher Retirement Disability, and/or any disability benefit. Maximum benefit, if integration is used, is 70% of insured monthly salary. Minimum benefit, if integration is used, is 10% of monthly salary for one year. The following age and time limits apply:

<table>
<thead>
<tr>
<th>Age when Disability Starts</th>
<th>Maximum Duration of Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under age 60</td>
<td>To age 65*</td>
</tr>
<tr>
<td>Age 60, but less than age 65-64</td>
<td>To age 65* or 60 months</td>
</tr>
<tr>
<td>65-69</td>
<td>To age 70, or 12 months, whichever is greater*</td>
</tr>
<tr>
<td>70 and over</td>
<td>12 months</td>
</tr>
</tbody>
</table>

*Benefits end the first day of the Plan Month following attainment of the limiting age.

3. Monthly Premium Cost. The premium is based on current rate per $100 of monthly salary.

Application for this coverage must be made within 30 days of employment, otherwise evidence of insurability is required and forms must be completed during Summer Enrollment.

Short-Term Disability

1. Short-Term Disability is available to benefits eligible employees.

2. This benefit will pay 60% of the employee’s monthly salary (maximum salary $3,000) after a thirty (30) day waiting period for up to five months.

3. Monthly Premium Cost. The premium is based on current rate per $100 of monthly salary.

Application for this coverage must be made within 30 days of employment, otherwise evidence of insurability is required and forms must be completed during Summer Enrollment.

Accidental Death and Dismemberment Benefits

Benefits eligible employees have the option of participating in the University’s AD&D program. This coverage is available in $10,000 increments up to $200,000, but is limited to ten times the employee’s annual salary if under the age of 70. The minimum coverage is $10,000 and the maximum coverage is $200,000 in increments of $5,000 if under the age of 70. After age 70, the minimums and maximum are reduced. Double coverage of dependent children will be allowed, if both parents are UGIP employees.

Monthly Premium Cost. The premium is based on current rate per $1,000 of coverage. Application for this coverage can be made any time, with the exception of employees participating in premium conversion (Section 125 Cafeteria Plan). See information on Flexible Benefit Plan must be made within thirty (30) days of employment or could be added during the summer enrollment period.
Dental Insurance

Benefits eligible employees may elect to participate in either of the two group dental insurance programs. If application for coverage is not made within thirty (30) days of employment, dental plan benefits cannot be acquired until the beginning of the next plan year. Enrollment forms must be completed during Summer Enrollment.

Cancer Care

Benefits eligible employees may elect to participate in cancer care coverage. Employees should contact the insurance company representative to make an application.

Retiree Insurance Coverage

University employees retiring with ten or more years of creditable service, who have been covered for at least three years under the Uniform Group Insurance Program, and who meet the qualifying standard for retirement benefits as stated in the provision of the Teacher Retirement Act, or those who become permanently and totally disabled, are entitled to participate in retiree insurance coverage if they meet the criteria. The State will contribute the amount contributed for regular employees toward retiree and dependent coverage. The State contribution for health insurance is the same for retirees and their dependents as for active employees. A thirty (30) day enrollment period is provided for persons retiring or qualifying for retiree insurance coverage.

Complete information will be made available to all qualified retirees by the Personnel Services Office HR prior to the time of retirement.

Social Security

All employees of the University are covered by the Federal Insurance Contribution Act (FICA). Currently, the employee contributions are broken down as follows:

1. 6.20% of base salary of $40,000 - 75,200 for Old Age and Survivor's and Disability Insurance (OASDI);
2. 1.45% of base salary for Medicare (HI).

This information is based on the Year 2000 rates and limits.

Flexible Benefit Plan

Benefits eligible employees may participate in the Flexible Benefit Plan established in accordance with Section 125 of the Internal Revenue Code. The plan permits employees to pay for certain eligible expenses with pre-tax money.

Redirection of Insurance Premiums - Effective September 1, 1999, all employees will be enrolled in Premium Conversion and all insurance premiums, with the exception
of Short-Term Disability, Long-Term Disability and Dependent Life, will be paid with pre-tax money.

Through this plan, participants may enroll for one or more of the following:

1. Redirection of Insurance Premiums—Allowable insurance premiums, with the exception of Dependent Life, may be paid with pre-tax money.

2. Medical Reimbursement Account—The participant may specify an amount of pre-tax money to be deposited in a medical reimbursement account. The participant can then apply for reimbursement when certain allowable out-of-pocket health care expenses are incurred. New employees must be employed six months to be eligible to participate. Graduate Assistants are excluded.

3. Dependent Care Reimbursement Account—The participant may specify an amount of pre-tax money to be deposited in a dependent care reimbursement account. The participant can then apply for reimbursement when dependent care expenses are incurred.

Substantial tax savings may be realized through the Flexible Benefit Plan. However, several restrictions are important.

1. Amounts designated to be tax sheltered cannot be changed during a plan year unless there is a change in family status. Forms must be completed within thirty (30) days of the event date, otherwise no changes may be made until the next summer enrollment period.

2. Reimbursement accounts are on a use-it-or-lose-it basis. During a plan year, expenses should be incurred for all tax sheltered money because any amount not reimbursed to the participant reverts to the insurer.

Eligible employees may enroll at the time of employment or on any succeeding plan anniversary date during the Summer Enrollment period prior to the next Plan year. To continue to participate, employees must re-enroll each year during the Summer Enrollment period.

Expenses for participation include a $3 per month charge per account to all employees paid on a 12 month basis, or a $4 per month charge per account for all employees paid on a 9 month basis. Graduate Assistants are excluded. (These charges were waived for fiscal year 2000, and will be reviewed by ERS each year hereafter.)

State Deferred Compensation Plan

This plan is available to all employees. This plan allows employees to allocate a specified amount of their earnings to a tax-sheltered plan purchased by the State. Employees interested in learning more about the State Deferred Compensation Plan should contact the Benefits Office in Personnel Services HR.
Tax Sheltered Annuities

All faculty and staff members who are appointed for a specified contract period of employment, at half-time or more in a non-student status, are eligible to purchase tax sheltered annuities, (excluding Graduate Assistants).

Individuals electing to participate in the Tax Sheltered Annuity Plan should contact an authorized company requesting the completion of a Maximum Exclusion Allowance Calculation Form. The employee must complete a written agreement authorizing the deduction from their monthly salary.

The authorization initiating a tax sheltered annuity should be executed on or before the first day of the month to be effective the next pay period. This agreement will remain in effect until the employee initiates a change of authorization.

Changes to the salary reduction authorization are permitted. Employees may change carriers at any time. An employee may terminate an authorized reduction in salary by contacting the Benefits Manager in Personnel Services HR.

Once an annuity contract has been purchased for an employee, any questions concerning the contract's relation to the income tax laws are strictly between the faculty or staff member and the Internal Revenue Service.

Information on Tax Sheltered Annuities may be obtained from the Benefits Office in Personnel Services HR.

U.S. Savings Bonds

Employees may purchase savings bonds starting in increments of $100/month (cost of $50 for a $100 bond.)

Source of Authority: Texas Constitution, art. 16, sec. 67; V.T.C.S., Title 110B, secs. 31.001 to 36.204; V.T.C.S., art. 695h; Texas Insurance Code, secs. 3.50-3, 3.51-4A, 3.51-5; Internal Revenue Code, secs. 102 and 106; 29 U. S. C., sec. 1001 et seq.; Texas Higher Education Coordinating Board; Board of Regents; President; Vice President for Business Affairs

Cross Reference: Non-Academic Employee Handbook

Contact for Revision: Director of Personnel Services HR

Forms: None
Outside Employment

Original Implementation: April 21, 1981

Last Revision: January 18, 2000

Outside employment, for purposes of University policy, is engagement in any activity other than for Stephen F. Austin State University for a fee, salary, or profit. If one establishes or joins a firm, private business, or engages in the private practice of some professional skill, it is considered outside employment if it requires, on the average, more than ten hours per month, including weekends. Such employment must be approved annually in writing and in advance by the appropriate academic dean, director or vice president. This policy applies to all salaried full-time employees of Stephen F. Austin State University whose employment obligations are not limited to a standard eight-hour day, and to officers of the University Police Department.

University employees who propose to engage in outside employment must adhere to the following guidelines and any applicable laws.

1. Proper performance of the employees' University assignment is paramount and outside work will assume a position secondary to University duties.

2. The employee will preserve the best interests of the University by avoiding any conflict of interest.

3. The employee may not use any materials or facilities of Stephen F. Austin State University in the course of outside employment.

4. The employee will make a reasonable effort to assure that his/her outside employment is not identified with Stephen F. Austin State University.

An individual desiring permission to engage in outside employment must complete the "Request for Approval for Outside Employment" form and route it through administrative channels to the appropriate academic dean, director or vice president for approval, prior to beginning outside employment. Each academic dean or director will provide a summary report of individuals approved for outside employment to the vice president by mid-term of the fall semester. Each vice president will provide the President with a summary report from each respective division.

Source Of Authority: Board of Regents, President

Cross Reference: Faculty Handbook, Non-Academic Employee Handbook

Contact For Revision: President

Forms: Request for Approval of Outside Employment (available in University Printing Services)
The Personnel Action Request ("PAR") form is used to obtain administrative approval and to notify Payroll/Personnel Services/Human Resources (HR) of changes in employment status for all employees, including graduate students, but not undergraduate students. Detailed instructions for the completion of the PAR is available from Personnel Services/HR. The PAR is a six-part carbonless form and is generally self-explanatory. All items on the form are to be completed as explained below. Most of the required information is easily accessible.

SECTION I. COMPLETE FOR ALL PERSONNEL ACTIONS

Information in this section must always be completed.

SECTION II. COMPLETE FOR NEW APPOINTMENTS ONLY

1. Determine whether the position is exempt or non-exempt, according to the Fair Labor Standards overtime provisions, by reviewing the Position Classifications Code List. An asterisk notes all Non-Classified positions. All classified positions are non-exempt. If there is a question regarding exemption status, contact Personnel Services/HR.

2. Answer whether the position is a new position or a replacement. If it is a replacement, state for whom. In addition, the new employee could also be a rehire and/or a transfer from another Texas State Agency. Identify any that apply and provide the requested information.

3. TRS/State Service – If the employee has any "Yes" responses in this section, please identify the appropriate agency or institution.

4. Complete employee basic background information: Ethnic Origin, Gender, Marital Status, Veteran Status, and for Faculty Positions, Tenure Status.

5. Account/Position Information – The department initiating the PAR must complete the Full-Time Equivalency Percentage ("% FTE"), Amount of Pay, Starting and Ending Dates, and the Position number. This information may be obtained from your departmental copy of SFA’s Annual Budget. Enter annual salaries for Non-Classified positions, and either monthly or hourly salaries for Classified positions. Refer to the Position Classification Code List and the Salary Grade Table to determine the Salary Schedule Code for Classified positions.

The Official University Title and all necessary codes, except for the Object code, needed for completion of this section may be obtained from the Human
Resources Training Code Sheets. The Budget-Financial Services Office will complete the Object code.

Normally all positions’ salaries are started at the minimum of the assigned grade unless in accordance with applicable sections of the Classified Pay Plan, a higher salary level in the assigned grade is justified. If the employee is to be started at a higher level than the minimum of the assigned grade, the Director of Personnel Services/HR must first approve the higher salary level and the department must make appropriate justifications in the "REMARKS" section of the PAR.

6. Hazardous Duty – Identify if this position is classified as Hazardous Duty.

SECTION III. COMPLETE FOR ALL INTERNAL CHANGES / TRANSFERS / REAPPOINTMENTS / RETURN FROM LEAVE

Check all reasons that apply: internal change/transfer/reappointment/return from leave. Do not complete Section II.

1. Reflects all the data relevant to the employee’s current department and status. (Use the information and dates from SFA’s Annual Budget.)

2. Reflects all the data relevant to the employee’s new department or proposed status. (Start date will be employee’s first date in new position. End date should show 8/31 of fiscal year if a 12-month appointment or the end date for which the position is budgeted.)

SECTION IV. COMPLETE FOR ALL LEAVES / SEPARATIONS

Do not complete Sections II and III.

Separations:

1. Identify type of separation and enter code. (Separation codes are found in the Human Resource Training Code Sheets.)

2. Complete date and time to remove from payroll. List the last day actually worked (last physical date on campus).

3. If the employee has vacation or banked compensatory time, enter the number of hours in appropriate section. NOTE: Exempt employees are not eligible to be paid for compensatory time.

4. Identify if the employee will be transferring directly to another Texas State Agency or Higher Education Institution. If so, identify the agency or institution. (Transfers will have no break in service. They must leave SFA one workday and begin work at the new institution the next workday.)
Leaves:

Identify the date the employee is going on leave and the estimated date of return. NOTE: The day before the employee will return to work is the last day of leave. Please mark the type of leave. If "Other", please mark the appropriate space and state the type of leave in the remarks section.

Routing of PAR

The Department Chair or Director should initiate and sign the PAR. If the PAR is for an employee in an Academic Department, it must then be routed to the Dean. The PAR should then be routed to the Budget Financial Services Office, appropriate Vice President and when required, it will be forwarded to the President's Office for signature. When all signatures are obtained, the PAR will be routed to the Personnel Office HR.

No Personnel Action is considered final and approved until all necessary signatures are obtained.

Academic Employees, including GA's are not considered to have a break in service when they do not work during Summer Sessions. It is not necessary to complete a Termination PAR unless the employee will not be returning in the fall. It is necessary to complete a re-appointment PAR for these employees.

Interdepartmental Transfers – When an employee changes departments, the supervisor of the new department should prepare, sign and route the PAR.

An Internal Change PAR must be initiated when an employee returns from leave. Section I and Section III should be completed. Section III (A) should show "Leave With/Without Pay". Section II (B) should show "Return to Work" information.

Source of Authority: Vice President for Business Affairs

Cross Reference: None

Contact for Revision: Director of Personnel Services Human Resources

Forms: Personnel Action Request (Available in University Printing Services)
Employees of the University working 20 hours per week (50% time) or more for a period of at least four and one-half months, excluding students employed in positions requiring student status as a condition of employment, must participate in either the Teacher Retirement System of Texas (TRS) or an Optional Retirement Program (ORP).

Indicated contribution amounts for the employee, and the employer's matching contribution, are determined by the Texas State Legislature. These amounts are subject to change with any legislative session. The amounts listed are those in effect at the time of publication of this policy and in no way reflect a contract between Stephen F. Austin State University and any employee.

1. Teacher Retirement System. Employees who participate in the Teacher Retirement System of Texas are required to contribute 6.4% of their gross annual salary to the Retirement System. The employer matching contribution is 6.00% of the gross annual salary. Contributions are obtained through monthly payroll deductions.

2. Optional Retirement Program
   a. ELIGIBILITY--An Optional Retirement Program is available to the following employees of the University: full-time members of the faculty whose duties include teaching or research; administrator responsible for teaching and research faculty; professional librarians, the President, vice presidents, or other professional staff members whose national mobility requirements are similar to those of faculty members and who fills a position that is the subject of nationwide searches in the academic community. Eligibility to participate is also subject to rules adopted by the Higher Education Coordinating Board. Positions listed in the University's classified pay plan are ineligible to participate. Eligibility in ORP is in lieu of present or future active membership in the Teacher Retirement System of Texas.

   The University Board of Regents utilizes the following definitions, promulgated by the Texas Higher Education Coordinating Board, for determining eligibility for participation in the Optional Retirement Program:

   (1) "a member of the faculty whose duties include teaching or research" shall mean: all persons whose specific assignments are made for the purpose of conducting instruction or research as a principal activity (or activities), and who hold titles of professor, associate professor, assistant professor, instructor, lecturer, or equivalent faculty title;

   (2) "an administrator responsible for teaching and research faculty" shall mean: deans, directors, associate deans, assistant deans, chairpersons or heads of academic departments
if their principal activity is planning, organizing and directing the activities of faculty as defined in subsection (1) of this section;

(3) "professional librarian" shall mean: a librarian with a degree in library science;

(4) "other professional staff person" shall mean: administrative and professional positions that are generally and customarily recruited by advertising in national publications such as The Chronicle of Higher Education or in newsletters of national professional associations or at meetings of such associations. In addition, each administrative or professional position must be at a salary rate equivalent to the rate for faculty for the institution.

(a) administrative positions shall normally report to the office of the President, vice president or dean. Incumbents in such positions serve as director or other administrative head of a major department or budget entity. Incumbents of such positions must be:

i. appointed by the governing board or the chief administrative officer of the institution, or his/her delegate; and

ii. responsible for the preparation and administration of the budget, policies, and programs of the department or entity.

(b) professional positions shall include positions in nationally recognized fields, which require advanced degrees and/or specialized professional and artistic training, experience, and achievement. These would include titles such as physicians, athletic coaches, engineers, and lawyers.

b. _TIME LIMIT FOR ELECTION OF ORP--Eligible new employees have 90 days after employment by the University in an ORP eligible position to elect to participate in ORP. An employee who elects to participate in ORP must complete the "Election to Participate in the Optional Retirement Plan" (Form TRS 28), and the proper payroll forms. The employee may withdraw all contributions they made to TRS by completing form TRS 29.

c. _CONTRIBUTIONS TO ORP--Contributions of participants in ORP shall be 6.65% of gross annual salary. The employer matching contribution is 8.5% of the gross annual salary for grandfathered employees (ORP participants prior to 9-1-95.) New employees hired on or after 9-1-95 receive a 6.0% employer matching contribution.

3. Federal, Private, and other Non-Education and General Contributions to Retirement Programs. As a result of House Bill 2083 passed by the Texas 66th Legislature, and Senate Bill 745 passed by the Texas 69th Legislature, matching contributions into both ORP and TRS based on salaries and wages paid from these sources will be direct fringe benefit charges against these sources.
A listing of approved carriers' authorized vendors and agents is available in the Personnel Services Office Human Resources.

Source of Authority: V.T.C.S., Title 110B, Chapter 31-36; Texas Higher Education Coordinating Board; Board of Regents, President; Vice President for Business Affairs

Cross Reference: None

Contact for Revision: Director of Personnel Services Human Resources

Forms: Election to Participate in the Optional Retirement Plan, (Form TRS 28) and the ORP-1, (both forms are available in Human Resources)
General Policy Statement

It is the policy of Stephen F. Austin State University that all employees maintain high ethical standards in the performance of their official duties. The following guidelines regarding state ethics laws for state employees are applicable to the Board of Regents, the administration, faculty and staff of the University. Other University policies that affect ethical standards include but are not limited to: Policy E-46 Discrimination Complaints/Sexual Harassment; Policy E-12 Dual Employment; Policy E-33 Nepotism; Policy E-15 Employee Conduct; Policy E-11 Discipline and Discharge.

Ethics Laws for State Employees

As a state employee, you owe a responsibility to the people of Texas in the performance of your official duties. See Government Code §572.001. High institutional standards and high personal standards are critical to fulfilling that responsibility. There are a variety of both civil and criminal statutes that set out the ethical responsibilities of state employees. The Texas Ethics Commission is charged with interpreting, issuing advisory opinions, and enforcing certain ethics laws including Chapter 572 of the Government Code and Chapters 36 and 39 of the Penal Code. Those statutes contain provisions relating to conflicts of interest, bribery, gifts, official misconduct, and misuse of state property, among other things. Additionally, §556.004 of the Government Code contains a list of prohibited acts of agencies and individuals with regard to political activity.

1. Conflicts of Interest, Bribery and Gifts

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

The acceptance of gifts by state employees is addressed in §572.051(1), which provides that a state employee should not accept or solicit any gift, favor, or service that might reasonably tend to influence the officer or employee in the discharge of official duties or that the officer or employee knows or should know is being offered with the intent to influence the officer's or employee's official conduct.
This simply means that you should never accept anything if it might make you do your job differently, or if you think the person giving it to you has the hope you will do your job differently. Section 572.051(5) provides, in effect, a "no tipping" rule for state employees. It states that a state employee should not intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised the Officer's or employee's official powers or performed the officer's or employee's official duties in favor of another.

For most state employees, compliance with §571.051(1) and (5) eliminates worry about compliance with either the Penal Code or the lobby law with respect to the acceptance of gifts.

Section 571.051(2), (3), and (4) states that as a state employee you should not engage in economic activities even on your own time that might affect decisions at your state job, or that might lead you to disclose confidential information learned on the job. Simply put, you should not engage in business or investments that might make you want to do your state job differently.

The Texas Penal Code also includes provisions regarding conflicts of interest, bribery and gifts. As a state employee, you commit the offense of bribery if you solicit, offer, or accept a "benefit" in exchange for your decision, opinion, recommendation, vote, or other exercise of discretion as a state employee. Penal Code §36.02.

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

The statutory definition of "benefit" is "anything reasonably regarded as pecuniary gain or pecuniary advantage." Penal Code §36.01(5). In advisory opinions, the Ethics Commission has stated that the following gifts may be benefits: a $50 clock, a hotel room, a hunting trip, football tickets, a $160 rifle, and a $60 restaurant meal. Ethics Advisory Opinions Nos. 97, 94, 90, 69, 60 (1992). Benefits such as food, lodging, transportation, football tickets, etc., may however be permissible if accepted as a "guest." Penal Code §36.10(b). To accept something as a guest, the donor must be present.

Other advisory opinions have concluded that certain items are not benefits. A cup of coffee is not a benefit. Ethics Advisory Opinion No. 118 (1993). Small amounts of perishable food delivered to government offices are generally not benefits. Ethics Advisory Opinion No. 62 (1992). Trinkets of minimal value such as coffee mugs, key chains, and "gimme" caps are generally not benefits. Ethics Advisory Opinion No. 61 (1992). A plaque is not a benefit. Ethics Advisory Opinion No. 36 (1992). Of course, you may accept a gift from a person such as a friend, relative,
or business associate with whom you have a relationship independent of that official status if the gift is given on account of that relationship rather than your official status. Penal Code §36.10(b).

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

2. Official Misconduct and Misuse of State Property

As a state employee, you would commit an offense if, with intent to obtain a benefit or harm another, you intentionally or knowingly violated a law relating to your office or employment. Penal Code §39.01(a)(1). This catchall prohibition applies to any violation of a law relating to your state employment. This means, for example, that a violation of a rider to the Appropriations Act, done with intent to obtain a benefit or harm another, could be the basis of a criminal prosecution.

Also, you would commit an offense if, with intent to obtain a benefit or harm another, you misapplied any thing of value belonging to the government that has come into your custody or possession by virtue of your state employment. Penal Code §39.01(a)(2). This provision is the basis for criminal prosecutions regarding the misuse of state property for personal use or otherwise.

3. Financial Disclosure Statements

Regents and the President must file financial disclosure statements with the Texas Ethics Commission by April 30 of each year. Government Code Chapter 572.

4. Prohibited Acts of Agencies and Individuals Regarding Political Activity

The University, its officers and employees may not use state money, equipment or official authority to influence an election as prohibited by §556.004 of the Texas Government Code.

5. Summary

In this age of high ethical standards and unrelenting public scrutiny, it is imperative that all state employees be aware of applicable ethics laws. Texas governmental entities are run under an open government system, and all public employees are subject to review. If you have questions or concerns, contact the University's General Counsel.
Source of Authority: Article III, §32 of the General Appropriations Act as adopted by the 74th Legislature, Texas Government Code Chapter 572, Texas Penal Code §36.01, et. seq., 39.01, Texas Government Code §556.004, and other applicable state and federal laws, Board of Regents

Cross Reference: Policy Discrimination Complaints/Sexual Harassment, E-46, Dual Employment, E-12, Nepotism, E-33, Employee Conduct, E-15, Discipline and Discharge, E-11, and the Faculty Handbook

Contact for Revision: General Counsel, Board of Regents

Forms: None
Building Security/Special Events

Original Implementation: Unpublished
Last Revision: October 14, 1997/April 18, 2000

It is the responsibility of the University Police Department to open University buildings at 6:00 a.m. Monday through Friday and to secure all buildings after the end of the business day.

It is the responsibility of all departments to contact the University Police Department when a special event will be held in a University building after normal business hours. Buildings will be left open and secured by University police officers at the appropriate time. At designated hours during each night shift police officers check all buildings.

Source of Authority: Vice President for University Affairs

Cross Reference: None

Contact for Revision: Chief of University Police

Forms: None
**Computer Hardware and Software Acquisition**

Original Implementation: January 30, 1996
Last Revision: April 18, 2000

**Scope and Purpose**

Stephen F. Austin State University seeks to provide a coherent computing environment for the benefit of faculty, students, and staff so that needed information can be shared over the campus network structure and so that equipment and software acquired can be effectively and efficiently maintained and managed.

This policy provides guidance for the acquisition of desktop computers, applications software and related technology through creation of a list of recommended equipment and software. Specific items are suggested for acquisition and the levels and types of support that can be provided for them are enumerated. Information is also provided on connecting to the campus network for the purpose of accessing various campus resources, e.g., student and financial records and university library databases.

It is not the intent of this policy to restrict departments' ability to purchase specific computing resources, only to provide guidance in selecting equipment which will maximize their potential for utilizing campus services and computing resources support.

**Equipment and Software List**

Equipment and software listed have been selected based on the following criteria:

- Suitability for campus-wide use
- Performance
- Campus network connectivity
- Ease of maintenance
- Cost
- Site licensing availability

The list of supported equipment and software is regularly reviewed and updated by the Computing and Telecommunications Advisory Committee (CTAC) which accepts recommendations from any member of the university community for additional items to be listed. Recommendations should be in writing and should reflect the criteria given above. The list is located and maintained in the Purchasing Department.

**Support Limitations**

Departments purchasing from the recommended list may expect to receive important types and levels of support for the items acquired as specified on the list; therefore, departments are strongly advised to consult these list before finalizing purchasing decisions. Departments which purchase equipment or software outside the recommended list assume the liability for maintenance, licensing, and other support issues.
**Additional Information**
Departments wanting further information and advice or whose needs cannot be met from the approved list are urged to contact the Computing Help Desk, ext. 1212.

**Information Resources Operating Plan Requirements**
Current legislation and associated State Department of Information Resources (DIR) rules require that SFASU file an agency Information Resources Operating Plan each biennium. Major information resources purchases must be identified in this plan and approved by DIR before purchases may be made. The Computing and Telecommunications Advisory Committee (CTAC) is responsible for all DIR plan approval. Amendments to the Operating Plan may require 30 days or more for DIR approval and, if not filed approved in advance, may delay the acquisition accordingly.

Departments contemplating major computing and data communications resource purchases of $200,000 or more must report their plans to CTAC two months before the beginning of the biennium, to be included in the operating plan.

**Role of the Purchasing Office**
It is the responsibility of the Purchasing Department to verify that computing and data communications resource purchases are appropriately included in the approved SFASU Information Resources Operating Plans or amendments. The Purchasing Department will also ensure compliance with all University and State Purchasing requirements and procedures.

**Source of Authority:** Vice President for Business Affairs

**Cross Reference:** None

**Contact for Revision:** Director of University Information Systems

**Forms:** None