### August 1, 2000

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B. Chair, Faculty Senate

C. Vice President for Alumni Affairs

D. Interim President

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The meeting was called to order at 8:30 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, Lyn Stevens.

Others present in Board Room 307: Roland Smith, Janelle Ashley, Baker Pattillo, Scott Beasley and other SFA administrators.

00-85
Upon motion of Regent Roberds, seconded by Regent Butler, with all members voting aye, it was ordered that the minutes of April 18, 2000 be approved.

00-86
Upon motion of Regent Enoch, seconded by Regent Wilhite, with all members voting aye, it was ordered that the following appointments be approved.

1. Art

   Ms. Anita Powell, Assistant Professor, M.F.A. (Southern Illinois University), at a salary of $39,000 for 100% time for nine months, effective September 1, 2000.

2. Chemistry

   Dr. Shifa Cheng, Assistant Professor, Ph.D. (Mississippi State University), at a salary of $37,000 for 100% time for nine months, effective September 1, 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. Elementary Education

Dr. Patricia A. Watson, Assistant Professor, M.S. (Southwest Missouri State University), at a salary of $39,000 for 100% time for nine months, effective September 1, 2000.

Dr. Jan Guidry, Assistant Professor, Ph.D. (University of Kansas), at a salary of $45,000 for 100% time for nine months, effective September 1, 2000.

Ms. Connie E. Delaney, Lecturer, M.Ed. (Stephen F. Austin State University), at a salary of $38,000 for 100% time for nine months, effective September 1, 2000.

Ms. Charlotte Kennemer, Lecturer, M.Ed. (Stephen F. Austin State University), at a salary of $41,000 for 100% time for nine months, effective September 1, 2000.

Ms. Wilma Jones, Lecturer, M.Ed (Stephen F. Austin State University), at a salary of $38,000 for 100% time for nine months, effective September 1, 2000.

5. English and Philosophy

Dr. Molly E. Smith, Chair and Professor, Ph.D. (Auburn University), at a salary of $73,800 for 100% time for eleven months with tenure, effective September 1, 2000.

6. General Business

Dr. J. Keaton Grubbs, Assistant Professor, J.D. (Texas Tech University), at a salary of $40,500 for 100% time for nine months, effective September 1, 2000.

7. History

Dr. Mark D. Barringer, Assistant Professor, Ph.D. (Texas Christian University), at a salary of $35,000 for 100% time for nine months, effective September 1, 2000.

Dr. Robert B. Allen, Assistant Professor, Ph.D. (Columbia University-New York), at a salary of $35,000 for 100% time for nine months, effective September 1, 2000.

Dr. Stephen R. Taaffe, Assistant Professor, Ph.D. (Ohio University), at a salary of $35,000 for 100% time for nine months, effective September 1, 2000.
Mr. Daniel Newcomer, Visiting Assistant Professor, M.A. (New Mexico State University), at a salary of $30,000 for 100% time for nine months, effective September 1, 2000.

8. Kinesiology and Health Sciences

Dr. Michael F. Moode, Associate Professor, Ed.D (University of Southern California), at a salary of $42,000 for 100% time for nine months, effective September 1, 2000.

9. Music

Ms. Debra L. Scott, Instructor, M.M. (University of North Texas), at a salary of $33,500 for 100% time for nine months, effective September 1, 2000.

Dr. Diane Boyd, Assistant Professor, D.M.A. (University of North Texas), at a salary of $38,000 for 100% time for nine months, effective September 1, 2000.

Dr. Stephen J. Lias, Assistant Professor, D.M.A. (Louisiana State University), at a salary of $34,000 for 100% time for nine months, effective September 1, 2000.

Dr. Diana G. Allan, Associate Professor, D.M.A. (University of Texas), at a salary of $43,500 for 100% time for nine months, effective September 1, 2000.

Mr. Ronald T. Petti, Instructor, M.M. (Bowling Green State University), at a salary of $29,000 for 100% time for nine months, effective September 1, 2000.

10. Political Science and Geography

Mr. Douglas A. Hurt, Assistant Professor, M.A. (University of Missouri-Columbia), at a salary of $34,000 for 100% time for nine months, effective September 1, 2000.

Mr. Robert O. Yowell, Assistant Professor, M.A. (The George Washington University), at a salary of $34,000 for 100% time for nine months, effective September 1, 2000.

Ms. Tracy A. Skopek, Assistant Professor, M.P.A. (Texas Tech University), at a salary of $34,000 for 100% time for nine months, effective September 1, 2000.
11. Sociology

   Dr. Barbara J. Michael, Assistant Professor, Ph.D. (University of Kansas), at a salary of $34,000 for 100% time for nine months, effective September 1, 2000.

12. Career Services

   David Crippen, Assistant Director, at a salary of $30,000 for 100% time for 12 months, effective May 1, 2000.

13. Capital Campaign

   Mr. Gregg Fort, Director, at a salary of $50,000, for 100% time for 12 months, effective May 1, 2000.

14. Controller’s Office

   Ms. Tamara J. Hart, Accountant, at a salary of $20,000 for 50% time for 12 months, effective May 25, 2000.

15. Information Technology Services

   Henry Poole, Network Support Specialist I, at a salary of $26,000, for 100% time for 12 months, effective April 17, 2000.

00-87

Upon motion of Regent Wilhite, seconded by Regent Roberds, with all members voting aye except Pattye Greer, who abstained, it was ordered that the following appointments be approved.

1. Athletics

   Mr. Danny Kaspar, Head Men’s Basketball Coach, at a salary of $92,000, for 100% time for 12 months, effective March 23, 2000.

   Mr. Michael R. Bailey, Assistant Men’s Basketball Coach, at a salary of $46,000, for 100% time for 10.5 months, effective May 8, 2000.

   Mr. Kevin D. Goodwin, Assistant Football Coach and Instructor, at a salary of $45,687, for 100% time for 10.5 months, effective May 1, 2000.
Mr. Steven E. Lutz, Assistant Men's Basketball Coach and Instructor, at a salary of $43,000 for 100% time for 10.5 months, effective April 4, 2000.

Mr. Ron W. McCown, Assistant Track Coach and Instructor, at a salary of $26,451, for 100% time for 10.5 months, effective August 1, 2000.

Ms. Tami S. Malone, Assistant Soccer Coach, at a salary of $17,000, for 50% time for 10.5 months, effective August 1, 2000.

Mr. Lance D. Noble, Head Soccer Coach, at a salary of $30,000 for 100% time for 10.5 months, effective May 22, 2000.

00-88
Upon motion of Regent Greer, seconded by Regent Butler, with all members voting aye, it was ordered that the following changes of status be approved.

1. College of Education

Dr. Patsy Hallman, from Associate Dean of the College of Education and Professor of Human Sciences at a salary of $92,136 for 100% time for twelve months, to Interim Dean of the College of Education and Professor Human Sciences at a salary of $98,000 for 100% time for twelve months, effective September 1, 2000.

Dr. Melanie B. Jephson, from Associate Professor of Human Services at a salary of $46,792 for 100% time for nine months, to Interim Associate Dean of the College of Education and Associate Professor of Human Services at a salary of $49,042 for 100% time for nine months, effective September 1, 2000.

Dr. Janice Pattillo, from Interim Chair of the Department of Elementary Education and Professor of Elementary Education at a salary of $56,225 for 100% time for nine months, to Chair of the Department of Elementary Education and Professor Elementary Education at a salary of $85,000 for 100% time for twelve months, effective September 1, 2000.

Ms. Paulette Wright, from Lecturer in the Department of Secondary Education and Educational Leadership at a salary of $35,152 for 100% time for nine months, to Lecturer in the Department of Secondary Education and Educational Leadership and Director of ExCET Services at a salary of $43,902 for 100% time for nine months, effective September 1, 2000.
2. College of Liberal Arts

Dr. Allen Richman, from Professor of History at a salary of $51,809 for 100% time for nine months, to Associate Dean for the School of Honors and Professor of History at a salary of $71,660 for 100% time for eleven months, effective September 1, 2000.

3. Management, Marketing and International Business

Dr. Warren W. Fisher, from Professor of Management at a salary of $66,309 for 100% time for nine months to Chair of the Department of Management, Marketing, and International Business and Professor of Management at a salary of $83,488 for 100% time for eleven months, effective September 1, 2000.

4. Modern Languages

Dr. Rosemary LoDato, from Assistant Professor of Modern Languages at a salary of $35,472 for 100% time for nine months, to Interim Chair of the Department of Modern Languages at a salary of $11,824 for 100% time for Summer I and Summer II, 2000.

5. Sociology

Dr. Ray Darville, from Associate Professor of Sociology at a salary of $44,578 for 100% time for nine months, to Chair and Associate Professor at a salary of $70,115 for 100% time for eleven months, effective September 1, 2000.

6. Athletics

Mr. Michael Hopson, from Assistant Professor in Secondary Education, at a salary of $39,140 for 100% time for 9 months to Assistant Professor in Secondary Education, at a salary of $39,140 for 50% time for 12 months, and Golf Coach, at a salary of $25,392, for 50% time for 9 months, effective September 1, 2000.

7. Controller

Ms. Linda L. Yeiser, from Accountant, at a salary of $40,000 for 100% time for 12 months to Accountant, at a salary of $20,000 for 50% time for 12 months, effective May 15, 2000.
8. Payroll

Ms. Robin Birdwell, from Assistant Payroll Manager, at a salary of $23,200 for 100% time for 12 months to Payroll Manager, at a salary of $32,000 for 100% time for 12 months, effective March 24, 2000.

Ms. Kelley Harris, from Assistant to the Vice President, at a salary of $24,119 for 100% time for 12 months to Assistant Payroll Manager, at a salary of $27,000 for 100% time for 12 months, effective May 1, 2000.

9. Computer Science

Lu'ay A. Wahsheh, from Graduate Teaching Assistant, at a salary of $3600 for 50% time per semester to Lecturer, at a salary of $28,363 for 100% for 9 months, effective September 1, 2000.

10. History

Dr. Robert B. Allen, from Visiting Assistant Professor, at a salary of $30,000 for 100% time for 9 months to Assistant Professor, at a salary of $35,000 for 100% time for 9 months, effective August 17, 2000.

11. Information Technology Services

Stephen J. Watson, from Programmer/Analyst I, at a salary of $32,124 for 100% time for 9 months to Systems Programmer I for 100% time, at the same salary, effective June 1, 2000.

00-89

Upon motion of Regent Greer, seconded by Regent Roberds, with all members voting aye, it was ordered that the following requests for leaves of absence be approved.

1. Modern Languages

Dr. Carlos Cuadra has requested a leave without pay effective September 1, 2000 until notification is received that his new visa has been granted by the INS.

2. Psychology

Dr. Mark Ludorf, Associate Professor of Psychology, has been offered the opportunity to follow his year as an ACE Fellow at Oakland University in Rochester, Michigan with a year in an administrative position. He requests a leave without pay effective September 1, 2000.
Upon motion of Regent Greer, seconded by Regent Roberds, with all members voting aye, it was ordered that the following request for retirement and subsequent modification of employment be approved:


00-91

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

1. College of Education

Dr. Tom Franks, Dean and Professor, effective September 1, 2000.

2. Secondary Education

Dr. Duke Brannen, Professor, effective September 1, 2000.

3. Sociology

Dr. Richard Hurzeler, Associate Professor, effective June 1, 2000.

00-92

Upon motion of Regent Roberds, seconded by Regent Wilhite, with all members voting aye, it was ordered that the following holiday schedule for 2000-2001 be approved, with employees required to take one day of vacation or compensatory time on Friday, March 16.

| September 4 | January 1 |
| November 23 | March 12 |
| November 24 | March 13 |
| December 25 | March 14 |
| December 26 | March 15 |
| December 27 | March 16 |
| December 28 | July 4 |
| December 29 |

00-93

Upon motion of Regent Wilhite, seconded by Regent Enoch, with all members voting aye, it was ordered that the Summer I Underenrolled Class List be approved as presented.
Upon motion of Regent Enoch, seconded by Regent Roberds, with all members voting aye, it was ordered that the Last Class Day Report for the spring semester 2000 be approved as presented.

Upon motion of Regent Greer, seconded by Regent Wilhite, with all members voting aye, it was ordered that the revisions to the Athletic Policy and Procedure Manual be approved as presented.

Upon motion of Regent Roberds, seconded by Regent Greer, with all members voting aye, it was ordered that the purchase of electronic equipment to continue upgrading the network be approved at a price not to exceed $180,000 from HEAF funds.

Upon motion of Regent Roberds, seconded by Regent Greer, with all members voting aye, it was ordered that the modifications in the Department of Secondary Education/Educational Leadership Schedule of Course Fees be approved, effective with registrations for Spring 2001.

Upon motion of Regent Roberds, seconded by Regent Greer, with all members voting aye, it was ordered that the bid of $95,775.72 as submitted by Enstar Networking Corp. be adopted for the installation of cable and wiring with funds from the TIF grant.

Upon motion of Regent Roberds, seconded by Regent Butler, with all members voting aye, it was ordered that the list of HEAF projects for fiscal year 2000-01 be approved as submitted.

Upon motion of Regent Roberds, seconded by Regent Enoch, with all members voting aye, it was ordered that approval be given to expenditures under the existing temporary services contract not to exceed $187,000 for fiscal year 2000, and directed the administration to request proposals for temporary services for fiscal year 2001 to be considered by the Board at the October 31, 2000 Regents meeting. The University may expend an amount for fiscal year 2001 not to exceed $30,000 prior to consideration of fiscal year 2001 proposals by the Board of Regents.
Upon motion of Regent Roberds, seconded by Regent Wilhite, with all members voting aye, it was ordered that the University be authorized to enter into a lease/purchase agreement for the Xerox Docutech Publisher and Digipath Scanning System with the term of the lease not to exceed 48 months and to include provisions for appropriate equipment upgrades during the lease. Total cost of the lease is not to exceed $367,000 plus cost of interim equipment upgrades with funding from HEAF ($251,800) and printing services revenue ($115,200).

Upon motion of Regent Roberds, seconded by Regent Greer, with all members voting aye, it was ordered that the snack bar renovation be approved, at a cost to the University not to exceed $14,000.

Upon motion of Regent Wilhite, seconded by Regent Enoch, with all members voting aye, it was ordered that the Facilities Master Plan be approved, and that the University be authorized to present it to the Coordinating Board.

Upon motion of Regent Wilhite, seconded by Regent Greer, with all members voting aye, it was ordered that renovation of the Starr Avenue church property be approved at the guaranteed maximum price not to exceed $1,808,885, including architect fees of $139,145 and administration and testing of $32,740. The president is authorized to finalize funding for the project through reallocation of budgeted funds and pending applicable grants should they become available.

Upon motion of Regent Wilhite, seconded by Regent Butler, with all members voting aye, it was ordered that the property at 217 Feazell Street be purchased for the current appraised value of $75,000. Vice Chair Greer presided over the remainder of the meeting.

Upon motion of Regent Roberds, seconded by Regent Wilhite, with Regents Brookshire, Enoch, Roberds, and Wilhite voting aye, and Regents Butler and Greer voting nay, the request to table Policy F-24, Scholarship Disbursement, was approved.

Upon motion of Regent Roberds, seconded by Regent Wilhite, with all members voting aye, it was ordered that the policy revisions be approved as presented.
REPORTS

A. Presidential Search Committee Chair, Mike Wilhite, reported that 60 applications have been received, of which 53 were from males and 7 were from females.

B. Faculty Senate Chair, Kandy Stahl
   1. Faculty Senate accomplishments, 1999-2001
      a. Policies passed
         1. Policies approved by the Board of Regents
         2. Policies yet to be reviewed by the Board of Regents
      b. Policies rejected in the administrative process
   2. Issues to be addressed by Faculty Senate 2000-2001
      a. Presidential search
      b. Intellectual property rights
      c. Compensation for distance learning courses
      d. Provisional admission standards for Summer enrollment
      e. Course enrollment requirements and deadlines for enrollment
      f. Release of information to legal authorities
   3. Response to issues addressed during the Summer meeting of the Board of Regents

C. Vice President for Alumni Affairs, Miles McCall
   1. Report on alumni year end information:
      a. Contact Numbers
      b. Charter Chapter Activity
      c. Contributions
      d. Scholarship Awards
   2. New initiatives:
      a. E-Commerce and Internet Service Provider Activity
      b. Lumberjack Alley
      c. Homecoming Changes
      d. Joint Foundations Discussions

E. Interim President, Roland Smith
   1. Graduation
   2. Telecommunications Projects
   3. 2000-2001 Board Meetings will be held on the following dates:
      October 30 and 31, 2000 in Nacogdoches
      January 22 and 23, 2001 in Austin
      April 16 and 17, 2001 in Nacogdoches
      July 16 and 17, 2001 in Nacogdoches

Meeting adjourned at 10:48 a.m.
## Modifications to Schedule of Course Fees

### College of Education

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<td>Instructional Leadership Training</td>
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<td>Info. Technology Services</td>
<td>Network Upgrade/Expansion</td>
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<td>Additional PPP Ports</td>
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<td>Info. Technology Services</td>
<td>Networking Sci. Research Center to Car</td>
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<tr>
<td>Info. Technology Services</td>
<td>Telecommunications Facility &amp; Switch</td>
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<tr>
<td>VPBA</td>
<td>Contingency</td>
<td>$498,565</td>
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</table>

| Estimated HEAF Eligible Costs | $135,000 |
| Network Upgrade/Expansion     | $200,000 |
| Additional PPP Ports          | $46,000  |
| Networking Sci. Research Center to Car | $20,000 |
| Telecommunications Facility & Switch | $500,000 |
| Contingency                   | $498,565 |
### Stephen F. Austin State University
### HEAF Allocation
### Fiscal Year 2000-2001

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<thead>
<tr>
<th>Category</th>
<th>Item Description</th>
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<tr>
<td>Physical Plant</td>
<td>Energy Management System</td>
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<td>Physical Plant</td>
<td>Replace Custodial Equipment</td>
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<td>Physical Plant</td>
<td>Elevator Repairs</td>
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<td>Physical Plant</td>
<td>Roof Replacements</td>
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<td>Challenge Ropes Course</td>
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<td>Mini Bus IDT</td>
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Appendix No. 3
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<th>Appendix No. 4</th>
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<tbody>
<tr>
<td>Policies for Board Review</td>
</tr>
<tr>
<td>August 1, 2000</td>
</tr>
</tbody>
</table>

| New | Academic Freedom and Responsibility |
| New | Campus Wide Information System |
| New | Distance/Distributed Education Faculty Compensation |
| New | Grants and Contract Administration |
| New | Reporting Abuse, Exploitation, or Neglect of Elderly or Disabled Persons |
| A-3 | Academic Probation, Suspension and Reinstatement for Undergraduates |
| Change in length of suspension period |
| A-35 | Library Online Search Services |
| Delete obsolete section |
| A-44 | Transfer Admission |
| Policy reviewed, no changes made |
| A-45 | Transfer Credits |
| Deleted phrase for clarity; SACS Self-Study Recommendation on military and vocational technical credit |
| B-2 | Academic Space for Non-Academic Activities |
| Minor wording changes and reformatting |
| B-29 | University Center Operations |
| Minor wording changes; deletion of price list |
| C-3 | Audit Tuition and Fees |
| Minor wording changes, new title |
| C-6 | Check Cashing |
| Minor wording changes |
| C-7 | Competitive Procurement |
| Use of G5C Centralized Master Bid List as a first resource for selecting non-HUB potential vendors; requirement to negotiate with two HUBs for catalog purchases greater than $2,000 |
| C-11 | Departmental Accounting Responsibilities |
| Account Manager's responsibility to ensure accounts under his/her control does not exceed budget limitations |
| C-16.5 | Historically Underutilized Businesses |
| Extensive re-write |
| C-20 | Methods of Purchase |
| Procedures for purchase without a requisition; updated bidding procedures |
| C-21 | Moving Expenses |
| Expenses will be paid through Payroll |
| C-39 | Withdrawal without Financial Clearance |
| Minor wording changes |
| C-48 | Vendor Tax Status Verification |
| Extensive re-write |
| D-24 | Parking and Traffic Regulations |
| Requirement of valid student ID and proof of liability insurance in order to get parking permit; additional info regarding permits assigned to vehicles displaying Disabled Parking Placard, update temporary permit and parking regulations |
| D-33 | Solicitation |
| Minor wording changes |
| D-34 | Student Discipline |
| Minor wording changes |
| D-34.1 | Conduct Code |
| Additional information on hazing |
## Appendix No. 4
### Policies for Board Review
#### August 1, 2000

<table>
<thead>
<tr>
<th>Policy Code</th>
<th>Description</th>
<th>Action</th>
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<tr>
<td>D-41</td>
<td>Compliance with Americans with Disabilities Act</td>
<td>Change in Source of Authority</td>
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<tr>
<td>E-5</td>
<td>Alcohol/Drug-Free Work Place</td>
<td>Compliance with DOT regulations regarding drug testing of commercial drivers; change in Source of Authority and Cross Reference</td>
</tr>
<tr>
<td>E-21</td>
<td>Extension of Sick Leave</td>
<td>Delete policy</td>
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<tr>
<td>E-39</td>
<td>Personnel Action Request</td>
<td>Human Resource to be contacted when employee is absent 3 or more days</td>
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<tr>
<td>E-40N</td>
<td>Probationary Period of Employment</td>
<td>Director of HR to be notified before employee is terminated; change Personnel to Human Resources</td>
</tr>
<tr>
<td>E-41N</td>
<td>Reduction in Workforce</td>
<td>Change Personnel to Human Resources</td>
</tr>
<tr>
<td>E-44</td>
<td>Security Sensitive Positions</td>
<td>Remove references to criminal records; change Personnel to Human Resources</td>
</tr>
<tr>
<td>E-47</td>
<td>Sick Leave Policy</td>
<td>Reference to policies regarding extension of sick leave</td>
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<tr>
<td>E-47,2</td>
<td>Staff Development</td>
<td>Reviewed, no changes made</td>
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<tr>
<td>F-1</td>
<td>Accessing Administrative Systems</td>
<td>Minor wording changes; change Personnel to Human Resources; Change UIS to ITS</td>
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<tr>
<td>F-2</td>
<td>Administrative Programming</td>
<td>Update contact for revision</td>
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<tr>
<td>F-11</td>
<td>Express Mail</td>
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</tr>
<tr>
<td>F-12</td>
<td>Faculty/Staff Athletic Tickets</td>
<td>Reviewed, no changes made</td>
</tr>
<tr>
<td>F-13</td>
<td>Faculty and Staff ID Cards</td>
<td>Change Personnel to Human Resources; department may pay for ID cards if required for employment</td>
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<tr>
<td>F-25</td>
<td>Stone Fort Museum Collections</td>
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</tr>
<tr>
<td>F-26</td>
<td>Student Employment Center</td>
<td>Minor wording changes; additional form</td>
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<tr>
<td>F-29</td>
<td>Telephone Services</td>
<td>Assistant Director of Telecommunications and Networking will be responsible for services</td>
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<td>F-30</td>
<td>Ticket Office Services</td>
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</tr>
<tr>
<td>F-31</td>
<td>Vending</td>
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Academic Freedom

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

Each faculty member is entitled to full freedom in the classroom in discussing the subject which he/she teaches but is expected not to introduce into his or her teachings controversial matters which have no relation to the classroom subject. Each faculty member also serves the nation, state, and community, and when speaking, writing or acting as such, must be free from institutional censorship or discipline, subject to academic responsibility as hereinafter set out, and the faculty member should make it clear that he or she is not speaking for the institution.

Academic Responsibility

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

1. The fundamental responsibilities of a faculty member as a teacher and scholar include maintenance of competence in his or her field of specialization and the exhibition of such professional competence in the classroom, studio or laboratory, and in the public arena by such activities as discussions, lectures, consulting, publications, or participation in professional organizations and meetings.

2. The exercise of professional integrity by a faculty member includes recognition that the public will judge his or her profession and institution by his or her statements. Therefore, the faculty member should strive to be accurate, to exercise proper restraint, to be willing to listen to and show respect to others expressing different opinions, and to avoid creating
the impression that the faculty member speaks or acts for his or her college or university when speaking or acting as a private person.

3. The constitutionally protected right of the faculty member, as a citizen, to freedom of expression must be balanced with the interest of the State, as an employer, in promoting the efficiency of the educational services it performs through its employees. A faculty member's comments are protected even though they may be highly critical in tone or content, or erroneous, but such statements are not protected free speech if they either substantially impede the faculty member's performance of his or her daily duties or materially and substantially interfere with the regular operation of the institution.

4. A faculty member should be judicious in the use of controversial material in the classroom and should introduce such material only as it has clear relationship to his or her subject field.

5. A faculty member should be professional in his or her conduct in the classroom and in his or her relationships with students. The faculty member should maintain respect for the student and for the student's posture as a learner. The faculty member should make himself or herself appropriately available to the student for consultation on course work.

6. A faculty member has the responsibility to provide timely and adequate notice of his or her intention to interrupt or terminate institutional services.

Source of Authority: Vice President for Academic Affairs

Cross Reference:

Contact for Revision: Vice President for Academic Affairs

Forms: None
I. Purpose

The Campus Wide Information System (CWIS) is both an important public relations tool for the university and a source of vital information for its faculty, students, and staff. Consequently, the CWIS should be managed to ensure that information is accurate, pertinent, and accessible to users, including those with disabilities.

In addition, Texas law requires that every state agency establish a web site to communicate with the public, post specific information and meet accessibility requirements. The law also requires each agency to establish specific policies, procedures, guidelines and responsibilities for the site.

This policy establishes standards for all university web pages linked to the CWIS. It is intended to establish and maintain a coherent appearance for the CWIS, promote a positive image for the university, and ensure accountability for information presented in the name of the university. This policy is intended to supplement state law, rules, and regulations. Web page developers should refer also to the World Wide Web Guideline (http://www.sfasu.edu/wwwguidelines.html) and 1 T.A.C. Sec. 201.12 State Web Sites in the statutes (http://www.state.tx.us/Standards/S201-12.htm) (appendix) for additional information on developing web pages.

It is not the intent of this document to place unnecessary constraints on the design and content of individual pages. All campus organizational units are encouraged to create pages which reflect their mission, goals and needs, limited only by the minimal requirements established by this policy.

II. Publications Policy

The CWIS is a quasi-university publication. The university is reflected in the appearance and content of its web pages. Therefore, CWIS pages should be prepared with this function in mind. Care should be taken to ensure that information is accurate, up-to-date and consistent with university mission.
III. Copyright and Privacy

Information created by a government agency is largely considered to be in the public domain. "Found" graphics or outside information must not be used on web sites without proper attribution, and copyright laws and university copyright policy must be followed.

Specific web-based forms that require personal information from a visitor must post a privacy policy or a link to the policy at the top of the page/form indicating how the information, including information collected in server logs or cookies will be used and under what conditions the information may be shared or released to another party. The form must include a provision for the individual to opt-out of sharing the information with another party. The Campus Webmaster will implement the Platform for Privacy Preferences (P3P) on the main page and key entry points to the CWIS.

IV. Responsibility

A. A library staff member designated by the university Library Director serves as Campus Webmaster. The Campus Webmaster designs the university home pages and index pages; assists in the development of CWIS policy and guidelines; assesses user satisfaction; establishes and maintains a listserv and other lines of communications with campus web page developers; advises the CWIS Committee on matters pertinent to CWIS development and management; and maintains links to organizational unit web pages in accordance with this policy. The Campus Webmaster may refuse to link web pages which are not prepared or maintained in accordance with university policy.

B. An individual designated as University Server Administrator by the Director of Information Technology Services manages the main CWIS server. Unless their files are exceptionally large, organizational units may use this server in lieu of maintaining their own.

C. Every organizational unit head shall designate an individual(s) to serve the following functions: Pagemaster, Webmaster, and if applicable, Server Administrator(s). (The same person may serve in one or more of these capacities.) To ensure continuity, these individuals must be regular (non-student) university employees. The organizational unit head will keep the Campus Webmaster apprised of the current designees.
(1) **Pagemasters** are responsible for web page quality. They should regularly review their organizational unit pages for accuracy, clarity of expression, and consistency with university and organizational unit mission and policy.

(2) **Webmasters** are responsible for the technical aspects of the organizational unit's web pages. They ensure that proper linkages are maintained between pages and to the university home page. They check and remove dead links on a regular basis and otherwise ensure that pages are maintained in accordance with the technical requirements of this policy and guidelines.

(3) **Server Administrators** are required for all organizational units which maintain their own servers. Server Administrators are responsible for maintaining and monitoring their organizational unit’s files in accordance with this policy. Departments/Divisions with collections on the main SFASU server should work with the University Server Administrator to utilize these features.

V. **Web Page Standards**

A. **Page Standards**

In conjunction with the CWIS Oversight Committee, the Campus Webmaster formulates *World Wide Web Guidelines* to help organizational units create web pages that are well designed and written. The Campus Webmaster may be contacted with questions about page appearance or content. The following are required:

(1) **Load Time.** Load time goals and requirements are enumerated in 1. T.A.C. Sec. 201.12 State Web Sites Rules and Regulations.

(2) **Duplication.** To facilitate revisions and prevent contradictory information from appearing on the CWIS, unit Webmasters should link to needed information already on the university web rather than duplicating the information on their own sites.

(3) **Identification.** Each web site’s association with Stephen F. Austin State University must be clearly identified. The name of the organizational unit should be on every page it creates. The Unit Webmasters or Pagemasters e-mail address must be displayed on the unit’s main page. To preserve anonymity, generic e-mail addresses may be used.
(4) Required page links. Explicit links must be provided on each page back to the homepage for that document or collection which must in turn include an explicit link back to the sponsoring department or unit. Each department or unit homepage must also include an explicit link back to the SFASU homepage. Documents should be designed to minimize users' reliance on navigational aids in browsers.

(5) Broken/Dead Links. Broken or dead links occur as pages are modified, moved, or deleted over time. If pages are maintained according to this policy, there should be no links on pages that produce error messages or otherwise do not work. Unit Webmasters should check frequently for broken or dead links on their pages.

(6) Page dates. Each page should be dated to reflect the latest update to the page.

(7) Under construction. Under construction messages or image signs may not be used.

(8) Names. Files, folders, and images should not have spaces in the name. Spaces are often overlooked when users type URLs. Moreover, spaces in links occasionally do not work.

(9) Index designation. Every directory on the central server must include a file named “index.htm or html.”

(10) Mission statement. Every organizational unit must display its mission statement on its web site and must provide a prominent link from this statement to the university mission statement.

VI. ADA Compliance

Pages must be accessible to persons with disabilities. See the *Stephen F. Austin State University World Wide Web Guidelines* and 1.T.A.C. Sec. 201.12 State Web Sites Rules and Regulations for additional information on meeting requirements of the Americans With Disabilities Act (ADA).

(1) Text files must be available for sound files containing substantive spoken content. All sound files must have appropriate alt tags.

(2) Images and other visual files must include an ALT tag and appropriate text.
Source of Authority: Vice President for Academic Affairs

Cross Reference: SFASU Home Page; SFASU Webmaster

Contact for Revision: Vice President for Academic Affairs

Forms: None
Distance/Distributed Education Faculty Compensation

Original Implementation Date: August 1, 2000

Compensation

Distance/distributed education includes both Interactive Video (ITV) and internet courses. An ITV course is sent from an ITV classroom and is received at one or more locations remote from the sending site. Internet courses are electronic courses that reside on a server and are received by computer at any location. Because the levels of effort required to develop and deliver distance and distributed courses are significantly higher than those for traditional courses, it is necessary to provide an added incentive to faculty to develop and deliver the courses. Distance/Distributed (DE) compensation at SFA is divided in two parts. A one-time award is paid to develop the course and another award is paid each time the course is delivered.

- Course development:
  - ITV – Stipend to be determined; divided as follows: Attending training (50%); course development (50%).
  - Internet – one release time or stipend to be determined; divided as follows: Attending training (50%); course development (50%).

- Course delivery:
  - ITV – Stipend per distance student to be determined with a maximum stipend to be imposed; a brief written review of the course with plans for course revision.
  - Internet – Stipend to be determined; a brief written review of the course with plans for course revision.

College/departmental Responsibility

- Departments must set minimum enrollments for Internet courses.
- In order for faculty to receive these compensations, budget allocations must be made prior to the fiscal year. Therefore, academic departments must provide at least an estimate of the number of ITV and Internet courses they expect to develop and deliver in an academic year.
• Colleges/departments are responsible for the content and quality of courses. The Office of Instructional Technology (OIT) requires training as part of the compensation package and will provide needed support for course development. Course content is the responsibility of the faculty member.

• Colleges/departments are responsible for academic advising of their students; OIT provides students support in contacting advisors for registration and when taking DE courses.

Source of Authority: Vice President for Academic Affairs

Cross Reference:

Contact for Revision: Vice President for Academic Affairs

Forms: None
Grants and Contracts Administration Review

Original Implementation: August 1, 2000

Last Revision: None

The effective administration of contracts and grants is an essential operational function. The Vice President for Academic Affairs establishes and publishes procedures designed to assure that all research and sponsored programs are conducted in accordance with university policies and procedures; with laws and regulations; and with the provisions of the contracts and grants themselves.

Source of Authority: Vice President for Academic Affairs

Cross Reference: Research Enhancement Program

Contact for Revision: Vice President for Academic Affairs

Forms: None
The purpose of this policy is to comply with state law that requires the reporting of abuse, exploitation, or neglect of elderly or disabled persons, as those terms are defined in Chapter 48, Section 48.002, Human Resources Code, V.T.C.A. Employees and students of the University are required to report to the appropriate department head for the area involved if they have reasonable cause to believe that an elderly or disabled person has been abused, exploited or neglected within the University and its programs. The department head shall contact and advise the General Counsel regarding the report. A thorough investigation shall be conducted as outlined in the Human Resources Code promptly after receiving the report. If the report involves a disabled person, the Office of Disability Services will be advised and included in the investigation process. If necessitated by the result of the investigation, the allegation shall be reported to the appropriate regulatory agency. Allegations involving clients of the Texas Rehabilitation Commission shall be reported to the Commission-assigned liaison or client's sponsoring counselor. A substantiated allegation shall result in appropriate disciplinary or legal action.

Definitions

1. “Abuse” means:

   a. the negligent or willful infliction of injury, unreasonable confinement, intimidation, or cruel punishment with resulting physical or emotional harm or pain to an elderly or disabled person by the person's caretaker, family member, or other individual who has an ongoing relationship with the person; or

   b. sexual abuse of an elderly or disabled person, including any involuntary or nonconsensual sexual conduct that would constitute an offense under Section 21.08, Penal Code (indecent exposure) or Chapter 22, Penal Code (assaultive offenses), committed by the person's caretaker, family member, or other individual who has an ongoing relationship with the person.
2. "Neglect" means the failure to provide for one's self the goods or services, including medical services, which are necessary to avoid physical or emotional harm or pain or the failure of a caretaker to provide such goods or services.

SOURCE OF AUTHORITY: Chapter 48, Human Resources Code, V.T.C.A.

CROSS REFERENCE: None

CONTACT FOR REVISION: Director of Disability Services, General Counsel

FORMS: None
Academic Probation, Suspension and Reinstatement for Undergraduates

Original Implementation: January 30, 1981

Last Revision: January 20, 1998 August 1, 2000

Probation

A student is placed on academic probation after the first regular semester in which the grade point average fails to meet the minimum standard.

Suspension

A student is placed on academic suspension for one regular semester after the second consecutive regular semester of enrollment in which the grade point average fails to meet the minimum standard, after a regular semester that immediately follows a semester of probation and after which the grade point average fails to meet the minimum standard.

Reinstatement

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

1. Following the student’s first suspension, attend summer school at Stephen F. Austin State University and:
   a. Raise his/her grade point average to the minimum University standard as specified in the General Bulletin, or
   b. Pass with a C average or better at least 9 semester credit hours as specified by his/her dean.

2. 3. Following the student’s first suspension, be reinstated on probation automatically after one regular semester’s absence from the University. Following the student’s second suspension, be reinstated on probation automatically after an absence from the University of two regular semesters and the intervening summer term, if any. Following the student’s third suspension, be reinstated on probation automatically after an absence from the University of four regular semesters and the intervening summer term(s). Following the student’s fourth and subsequent suspensions, be reinstated on probation automatically after an absence from the University of six regular semesters and the intervening summer terms.

2. Select one of the above procedures for reinstatement in the University and follow procedures established by his/her dean.

Change of Major

A student on probation or suspension may not change his/her major.

Source of Authority: Vice President for Academic Affairs
Cross Reference: General Bulletin, Faculty Handbook, Student Handbook and Activities Calendar

Contact for Revision: Vice President for Academic Affairs

Forms: None
Library Online Search Services

Original Implementation: July, 1986

Last Revision: June 14, 2000 August 1, 2000

Steen library provides access to remote database services to supplement local library resources, particularly indices and abstracting services for advanced research. These services are provided through Access Services and Reference libraries.

Librarian Assisted Searches

Searches for SFASU students, faculty, and staff are subsidized at an amount determined by the budget, which is reviewed each fiscal year by Access Services the Head of Reference according to available funds, changes in online search services, and evaluation of the program. The amount set is generally enough to cover most search charges for a typical search.

Patrons not affiliated with SFASU are responsible for all charges incurred by a search, as well as library and university overhead fees. The library’s charges are intended to recover costs of the search, including online time, citation charges, telecommunications charges, and staff time. The university overhead fee is set by the university administration. Fee schedules for library and university overhead are reviewed each year.

Actual costs for each search vary with the database(s) used, amount of connect time, number of references displayed or ordered, and telecommunications charges.

All fees will be assessed and collected before search results are released, unless prior arrangements for billing have been made and approved by the Head of Access Services Reference.

This service is provided on an appointment basis; walk-in requests can only be honored as time permits. Search services are provided Monday through Friday, from 8:00 a.m. to 5:00 p.m. Other arrangements may be made through the individual searcher. Steen Library search staff reserve the right to refuse any search which can be researched using locally available resources.

Current Awareness Online Search Service
The current awareness online search service is intended to assist the researcher in continually updating his/her awareness of information published in an area of teaching or research interest. This service is offered by Access Services to all Steen Library patrons.

A limited number of profiles for faculty and academic staff will be determined each fiscal year by the Head of Access Services. The profiles will be subsidized as completely as possible for SFASU faculty. SFASU faculty and staff pay online and citation charges for any profiles over the limit established each fiscal year.

SFASU students pay all set-up and update charges.

Patrons not affiliated with SFASU pay all set-up and update costs. A university overhead fee is also added to each billing. Bills will be sent each month. Any profile with an account over 90 days past due will be automatically canceled. Reinstatement will require payment of all past due charges plus a late fee.

All profiles must be renewed each regular semester.

*This policy was formerly entitled Library Computer Based Information Services

Source of Authority: Vice President for Academic Affairs

Cross Reference: None

Contact for Revision: Director of University Libraries Library Director

Forms: None
Students who have previously attended a regionally accredited institution must apply as transfer students.

Transfer applicants who have satisfactorily completed fewer than 15 semester hours of transferable college credit must have an overall 2.0 grade point average on all transferable work attempted and must also satisfy eligibility requirements for first-semester freshmen. Transfer applicants who have completed more than 15 semester hours must:

1. not currently be on suspension from another educational institution, and
2. have an earned grade point average of at least 2.00 (on a 4.00 scale) on all transferable work attempted.

Although transfer students with less than a 2.00 grade point average are not eligible for admission into the fall or spring semesters, those who are not currently on academic suspension at another institution are eligible for provisional admission to the summer semester. Summer provisional students who complete up to nine semester hours of repeated work as approved by their academic dean and earn at least a 2.00 grade point average on all work attempted may be eligible to enroll for the following semester.

Applicants who are denied admission as transfer students may appeal for admission through the Transfer Appeals Program. Appeals are initiated in the Office of Admissions by filing the appropriate materials. Appeals are reviewed by the Admission Appeals Committee. Following the review of appeals, the committee submits recommendations to the Director of Admissions and the Vice President for Academic Affairs for final decision. Students admitted through this procedure are assigned to the Dean of the College of Liberal Arts for advisement.

Source of Authority: Vice President for Academic Affairs

Cross Reference: General Bulletin

Contact for Revision: Vice President for Academic Affairs

Forms: None
Transfer Credits

Original Implementation: November 1, 1977
Last Revision: October 20, 1998 August 1, 2000

Stephen F. Austin State University accepts transfer credit from regionally accredited institutions on a course-by-course basis as determined by the Office of Admissions. All courses are examined in terms of content, level, and credit hours awarded, and are subject to the following conditions:

- An SFA course prefix and number are awarded when the content of the transfer course is equivalent, and if the course was taught on the same level and in the same department at the transferring institution.
- General credit is assigned to a course that is transferable but is not an exact equivalent by level or by description. In this case, the credit is awarded on the same level as was attempted at the transferring institution, and the student's academic Dean will determine its acceptability into degree programs.
- Most academic credit is transferable with the exception of remedial or developmental and technical or vocational courses. Some departments may limit the number of credit hours that they may apply toward a degree in certain disciplines such as band, choir, bible, horticulture, and kinesiology.
- A maximum of 66 academic hours plus four hours of kinesiology activity from junior or community colleges may apply toward a degree.
- There is no limit for credits transferred from senior colleges. However, all students must complete a minimum of 42 semester hours at SFA in order to earn a bachelor's degree.
- Course work earned from educational experience obtained in the armed forces is accepted in transfer on a limited basis. The "Guide to the Evaluation of Educational Experience in the Armed Services" is used by the Office of Admissions for evaluating military credit.
- Credit for vocational/technical courses, experiential learning and professional certification programs can only be used in the Bachelors of Applied Arts and Sciences degree program.

Students may repeat courses taken at Stephen F. Austin State University at other accredited institutions. Transfer hours will, however, be governed by the following rules:

1. The grades earned at SFA will remain on the transcript;
2. The hours attempted at SFA will not be changed as a result of course work completed elsewhere;
3. Transfer credit for a course originally taken at SFA has no effect on the grade point average for work attempted at SFA;
4. Transfer hours of repeated work may be used to satisfy degree requirements other than those related to grade point average.

The Texas Higher Education Coordinating Board policies and procedures will be followed regarding transfer of core curriculum courses and to resolve any transfer credit dispute.

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

**Cross Reference:** General Bulletin

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

**Forms:** None
The provisions of the policy on the Use of University Facilities govern the use of all buildings, facilities, equipment, and grounds, hereafter referred to as facilities, under the control of Stephen F. Austin State University. That policy provides that the University may establish additional procedures for the reservation and use of specific facilities; therefore, the following provisions apply to Academic Space for Non-academic Activities.

I. Reservations
Recognized student organizations wishing to use a room in an academic building must follow these procedures:

1. Rooms must be reserved through the Office of Student Activities (Room 116, University Center).

II. Regulations For Room Use
1. Food and drink are not permitted in rooms and hallways.

2. Tobacco use is prohibited in rooms.

3. Rooms must be vacated by 9:00 p.m.

4. Disturbances such as excessive noise, singing, etc., are prohibited.

5. Furniture is not to be moved, either within the classroom or from room to room.

6. Chalkboards should be erased if used.

7. Academic functions always take precedence in the use of academic facilities.

8. Activities should be confined to the assigned room; individuals/groups should not gather in hallways.

9. All individuals/groups are expected to display courteous behavior at all times.
Source Of Authority: Board of Regents, President, Vice President for University Affairs, Vice President for Academic Affairs

Cross Reference: None

Contact for Revision: Vice President for University Affairs, Vice President for Academic Affairs

Forms: None
GENERAL OPERATIONS

1. Reservations in the University Center are made through the Coordinator of University Reservations and Conferences, referred to hereinafter as the Coordinator.

2. It is the responsibility of the Sponsoring Agency to ensure that the programs, related activities, and printed material are accessible to persons with disabilities. The University does not accept responsibility for insuring that the programs or activities of the group are in compliance with the provisions for the Americans with Disabilities Act. Questions regarding accessibility of facilities for a specific program being held in the University Center should be directed to the Coordinator.

3. The Nibbler's Nook is a non-reservable area for general use by the public during regular operating hours.

4. Lounges are primarily intended for general use by the public. Limited use of the areas for active programming will be allowed upon approval of the Director of Auxiliary Services. Approval will depend upon several variables that will include time, size, and type of program.

5. Animals or pets of any kind, excluding, service animals shall not be permitted in the building at any time.

6. Individuals or groups reserving space in the University Center shall be responsible for the behavior of their members and guests and also shall be responsible for any damage caused by their guest or members.

7. Failure to comply with the Operations Policy or with requests of the persons enforcing this policy may result in suspension of privileges to use the University Center and/or lead to action under the University disciplinary code.

8. Disorderly conduct and disturbing the peace shall not be permitted in the University Center and may lead to disciplinary action.

9. Possession or use of intoxicating beverages is not permitted in the University Center.

10. Card playing or table games may be played only in the Games Area or in rooms reserved for such purposes. No such games will be played in the dining area, the Hungry Jack Inn, the Nibbler's Nook or lounge areas. Gambling in the building is prohibited.

11. No classes, lectures, laboratories, tests or any type of class for credit shall be scheduled in the University Center, except under extenuating circumstances.
12. The University Center will not be responsible for any articles lost in the building.

13. Food and drinks shall not be permitted on the second floor of the building except when provided by University Center personnel for approved reservations. Food and beverages are not allowed in the carpeted lounge areas without prior arrangements with the Coordinator.

14. Electrical circuits shall not be altered nor connected to, except through outlets provided and with the approval of the Coordinator.

15. Equipment and furnishings assigned to the University Center shall not be removed from the immediate vicinity of the University Center for any reason, except upon permission from the Director of Auxiliary Services.

16. Showcases in the Reflections Lounge may be reserved through the office of Student Activities.

16.17. The public address system shall be used for music and official announcements only.

17.18. Skates, skateboards, bicycles or bikes of any kind are not allowed inside the University Center.

18.19. Presidents and sponsors of student organizations may rent tables and chairs for activities adjacent to the University Center after the activity has been approved by the Director of Student Development. Tables and chairs must be rented with the Coordinator. Tables must be checked out and checked back in at the University Center Information Desk (See charges).

DISTRIBUTION OF PROMOTIONAL MATERIALS

1. Only University organizations, including academic departments, registered student organizations, faculty and staff organizations, other organizations and entities officially associated with the University and the Alumni Association may display or distribute promotional materials in the University Center after following established procedures. Promotional materials include literature, publications, and posters.

   a. The promotion of commercial enterprises is prohibited.

   b. Promotional materials must be registered and filed with the Office of Student Development.

   c. Posters and banners must be registered by the Coordinator.

   d. Posters shall not exceed 14" X 22".

   e. Banners shall not exceed 18 feet long by 21" tall.
f. Posters may be put up within five (5) days prior to the event or earlier if the space is available and shall be limited to three (3) posters per event in the University Center at any one time. Any exceptions must be reviewed and approved by the Director or Auxiliary Services. Posters will not be displayed for longer than two weeks.

g. No posters or decorations will be placed on the building proper, including posts, porches, terraces, doors, walks, walls, fountains, planters, floors, or draperies.

h. Banners may be hung in designated areas of the University Center.

i. After the scheduled event, University Center personnel will remove and discard all posters and banners.

j. Banners will not be posted longer than two (2) weeks.

2. After registration, any materials to be displayed on the tables in Food Service areas must be taken to supervisory personnel of the respective dining areas for distribution instructions. Material may not be distributed in cafeterias during dining hours.

POLITICAL CAMPAIGN POLICY

1. No political campaign posters of students or non-students will be posted in the University Center.

2. Campaign literature of student candidates with permission of the cafeteria manager may be placed on the tables in the cafeterias if the literature does not include fund or membership solicitation.

3. Posters or flyers announcing political events, registered for campus, may be posted in the University Center or distributed on cafeteria tabletops in conformance with University Center policy. Only the name of the candidate, the date, time, place and sponsoring organization may be on posters or flyers announcing a political event.

4. Candidates for political office, both student and non-student, may casually visit with students, personnel, or other patrons in the University Center to solicit votes. Distributing campaign literature or cards will be prohibited in the University Center.

5. Political Candidates may reserve rooms for meetings following all University Center policies and subject to all applicable charges.

SOLICITATION

1. Selling, canvassing, petitioning, fund raising, surveying and membership drives by approved student organizations, will be permitted in the University Center after registration with the Director of Auxiliary Services and the Office of Student Development. University departments, faculty and staff organizations, the Alumni Association and other organizations and
entities officially associated with the University must seek approval from the Director of Auxiliary Services. Reservations for tables and space in the University Center must then be made with the Coordinator.

2. No group, except for University departments and the Alumni Association with approval, shall act as an agent for a commercial company.

3. Fund raising or charitable solicitation by community organizations shall be prohibited in the University Center. This regulation shall not apply to University functions as defined in the University Solicitation Policy.

4. Solicitation for newspaper delivery may be conducted in the University Center on days designated by the Director of Auxiliary Services in areas assigned by the Coordinator. All newspaper solicitors will have equal space.

BUILDING HOURS

1. The main portion of the University Center will be open daily from 6:30 a.m. until 9:00 p.m. The building will open Saturdays at 7 a.m. and Sundays at 8 a.m. There will be a late charge, for those who reserve rooms, for each additional hour after 9:00 p.m. The University Center may stay open late without charge for a University-sponsored event. The Nibbler's Nook and Post Office areas will be open 24 hours daily. Cafeterias and the Hungry Jack Inn will be open according to posted schedules.

2. All events in the University Center will conclude by 12 midnight, Sunday through Thursday and by 1 a.m. Friday and Saturday. All patrons of the facilities are to vacate the center immediately after that time. No student, faculty or staff member, except by permission of the Director of Auxiliary Services shall remain in the University Center after it is officially closed.

3. Hours of operations of the various areas and closing of the building between semesters, on holidays, and during summer semesters shall be at the discretion of the Director of Auxiliary Services.

DECORATIONS

1. Organizations or individuals conducting activities in the University Center may request assistance with decorating needs from the Special Services Manager. Arrangements for decorations will be made with the Coordinator.

2. There is no charge for using the table decorations from the existing inventory, for catered meals and receptions. Groups and individuals reserving rooms are responsible for safekeeping of arrangements and will be charged for loss or damage. If UC linen tablecloths are used, no crepe paper may be used due to fading. There will be charges for the use of UC linen on non-food tables.
3. Delivery of decorator items from the University Center to other buildings is prohibited except as approved by the Director of Auxiliary Services and with appropriate charges.

4. The University Center will not store items overnight for patrons. All items, including balloons, brought into the Center for decorating purposes must be removed immediately following the event. Trash bags may be supplied by the UC custodial service for balloon and trash removal.

5. The University Center shall not be responsible for any articles left in the building.

6. Decorations will be attached only to self-supporting scaffolding and/or attachments provided for decorating purposes. Standards, easels, room dividers, or tack boards are available and may be requested through the Coordinator.

7. Excessive decorating requests such as: hanging and removing items from the ceiling or sides of the room above the existing wires, activities requiring the use of scaffolding, ladders and electrical hookups will be charged a maintenance fee. (See charges)

8. The use of adhesive tape, glues including spray glue and hot glue, tacky tape, thumb tacks, masking tape or nails on doors, posts, ceilings, walls, floors or fixtures is prohibited.

9. The use of hay or other flammable materials will not be permitted in the UC without prior approval.

10. Decorations must be constructed by the organization outside the facility. Sawing, painting or hammering, other than joining complete sections, must be done outside the building.

11. In case of special decorating needs, check with the Coordinator. A time may be established for entry into the facility for the purposes of decorating with appropriate charges.

12. Services and equipment provided at no charge are subject to availability, and working conditions.

RESERVATIONS

1. Reservation Books are opened the first working day of the new calendar year for the following calendar year. The general policy is to honor reservations on a first-come, first-serve basis. Regular summer camps and special University functions will automatically be scheduled for the corresponding dates each year.

2. Reservation contracts must be confirmed and the reservations document signed by the reserving person two weeks prior to each event. Unconfirmed reservations after this time will automatically be canceled.

3. Reservations will not be accepted the day of the event.
standing" or "on hold", the department may have all delegated purchasing authority revoked.

VERIFICATION INSTRUCTIONS

The verification process involves searching for the vendor by vendor number and/or name at the State Comptroller's web-site created specifically for verification of vendor tax status. The internet address is http://open.cpa.state.tx.us/vendor/tpsearch1.html.

If a vendor number search is unsuccessful, the department must attempt a vendor name search to insure due diligence in verifying vendor tax status. The vendor number can be obtained from the FRS database, screen 203 (State Vendor ID found immediately below the Vendor Name) or by obtaining the vendor's State of Texas sales tax #number.

I. If the vendor number or vendor name search indicates that the vendor is "in good standing" and is "not on hold", proceed with the purchase in accordance with University policies and procedures. Add the following statement to the document being used to commit funds on behalf of the University; i.e., voucher, lpa, requisition, purchase order, credit card transactions log, etc.

"I certify that the vendor tax status was verified on _____________ (date) and the vendor was found to be 'in good standing' and 'not on hold'."

II. If the vendor number or vendor name search indicates that the vendor is "not in good standing" or is "on hold", the "contract" and commitment of funds CAN NOT BE MADE. The department should take the following steps to complete the purchase.

A. The vendor should be contacted and informed that the purchase or payment cannot be made until the State Comptroller's office at 1-800-252-1381 recognizes the vendor as "in good standing" to resolve a "not in good standing" corporate status.

B. The vendor should be contacted and informed to contact the State Comptroller's office at 1-800-531-5441 to resolve an "on hold" warrant status.

Two actions may be taken.

A. The vendor may indicate that his/her company is in good standing and the Comptroller's web site has not been updated since the correction was made. In this case, the State Comptroller's office must be contacted for an official verification of good standing. When received, complete the purchase in accordance with University policy and procedure and add the following statement to the document being used to commit funds on behalf of the University; i.e., lpa, requisition, credit card transactions log, etc.

"I certify that the vendor tax status was verified on _____________ (date) and the vendor was found to be 'in good standing' and 'not on hold'."
If the situation is corrected, the updated tax status must be viewed at the State Comptroller's web site or confirmed in writing from the State Comptroller. A vendor may not self-certify of a corrected tax status. When an acceptable tax status is received, complete the purchase in accordance with University policy and procedure and add the following statement to the document being used to commit funds on behalf of the University; i.e., voucher, lpa, requisition, purchase order, credit card transactions log, etc.

"I certify that the vendor tax status was verified on _____________ (date) and the vendor was found to be "in good standing" and not "on hold".

NOTE: If the situation is not corrected, the department may choose to allow the vendor a longer period of time or may contract with another vendor. If the department chooses to contract with another vendor, the verification process starts over.

III. If the vendor number or vendor name search returns no matches or indicates that the number is not on taxpayer file for vendor number or vendor name, the "contract" and commitment of funds MAY OR MAY NOT BE COMPLETED. The department should take the following steps to complete the purchase.

A. If the vendor's principal place of business IS IN THE STATE OF TEXAS AND if the vendor IS A CORPORATION, the vendor must be directed to contact the State Comptroller's Office at 1-800-252-1381 to determine the problem. The department may not contract with this vendor until the situation is resolved. Refer to II.C.1 and 2 above.

B. If the vendor's principal place of business IS IN THE STATE OF TEXAS AND if the vendor IS NOT A CORPORATION - selling tangible personal property or services that are subject to state and local sales and use taxes, the department may proceed with the purchase in accordance with University policies and procedures. Add the following statement to the document being used to commit funds on behalf of the University; i.e., voucher, lpa, requisition, purchase order, credit card transaction logs, etc.

"I certify that the vendor tax status was checked on _____________ (date) and the vendor, whose principal place of business is in Texas, is not a corporation and was not found."

2B. If the vendor's principal place of business IS NOT IN THE STATE OF TEXAS, the department must secure from the vendor a certification with a signed and dated statement that the vendor "does not sell tangible personal property or
services that are subject to the state and local sales and use taxes". This includes individuals and overseas vendors whose principal place of business is not in the state of Texas. Contact the Purchasing Department for form letters used to requested certification. If the End User Department does not want to obtain the verification, you may choose to have Purchasing complete the purchase.

A1. If the vendor produces the certification, the department may proceed with placing the order in accordance with University policies and procedures. Add the following statement to the document being used to commit fund on behalf of the University; i.e., voucher, lpa, requisition, purchase order, credit card transactions log, etc. and attach the certification received from the vendor.

"I certify that the vendor tax status was checked on _____________ (date) and the vendor, whose place of business is not in Texas, has provided the attached certification."

B2. If the vendor fails to produce the certification, the department may request assistance from the University Controller's office in having the vendor set up in the State Comptroller's database. Should seek to complete the purchase from another source. If the vendor is a sole source or the situation is a true emergency, contact the Director of Purchasing.

3. If the department chooses to contract with another vendor, the verification process starts over.

IV. SPECIAL NOTES: Search results will sometimes have unusual notations. Please be aware of the handling associated with each of the unusual cases noted below.

A. If the search returns 'temporarily in good standing' and 'not on hold', proceed the same as if the vendor is in good standing.

B. If the search returns 'Out Of Business' or 'OOB As of mm/dd/yy', the vendor should be advised to contact the State Comptroller's office at 1-800-252-1381 to clarify the problem.

C. ALL Out of State vendors that are NOT FOUND in the search must complete a certification each time a purchase is made from that vendor.

D. Requisitions for reimbursements must show the name of the vendor from whom the University employee made the purchase. The end user is required to verify a vendor's tax status prior to committing the funds. Failure to verify the tax status may result in the reimbursement being delayed until the vendor's tax status is 'in good standing' and 'not on hold'.

SEARCH INSTRUCTIONS
Searches may be completed by Vendor Number, Vendor Name or Business Location Name. Purchasing recommends that the searches be completed in order of the search options shown here.

Be sure to enter the business name or business location name exactly as it appears in the State Comptroller's system. Otherwise you will get the message "Not on File" or "No Data Found". If you get one of these messages and you believe it is an error, or if you are not sure of the exact business or business location name, try entering variations of the name to locate the entity in the system. The internet address is http://open.cpa.state.tx.us/vendor/tsearch1.html. If the vendor exists in SFA's FRS database, the vendor number search is the most accurate. The vendor number is displayed on Screen 203 (State Vendor ID found immediately below the Vendor Name).

SEARCH OPTION 1 : SEARCH BY VENDOR NUMBER

Enter the Comptroller's State Vendor ID 11-digit taxpayer number, which begins with a 1, 2, or 3, or enter the vendor number and is found immediately below the Vendor Name on Screen 203 or can be provided by the vendor.

If the 11-digit taxpayer or vendor number is not available, enter either the nine-digit social security number (SSN) or federal employer identification number (FEI).

If the search is successful, the system will display the parent company's name. (The parent company name may not be familiar to your agency, if you work with a specific location or outlet of the parent company.)

If the response you receive is "Not on File" or "No Data Found," and you have ruled out the two options mentioned in the notes above, then use Search Option 2.

SEARCH OPTION 2 : SEARCH BY BUSINESS NAME

Use this search option to look for a corporation or an individual. Enter the name, or part of the name, of the parent business. Do not enter punctuation such as commas or periods. If the vendor you are looking for is not a corporation, enter the individual's first, middle, and last name.

If the name you are searching for is an outlet or location name and you do not have the corporation or parent company's name, use Search Option 3.

Depending how exact your inquiry is, the system may display more than one vendor. It has been designed to provide names and addresses to assist you in finding a specific vendor. Click on the entity or individual name for which you want to receive tax information.
If the system's response is "Not on File" or "No Data Found," it means the entity is not on the Comptroller's taxpayer database. If the vendor is a corporation and is located in Texas or conducts business in Texas, it should by law be on the taxpayer database. If the corporation is not on the database, seek assistance from the University Controller's office. The vendor should be advised to contact the State Comptroller's Office at 800-252-1381 to obtain a Texas taxpayer ID. The agency should not conduct business with the entity until it is in good standing under state tax law with the Comptroller's office.

SEARCH OPTION 3: SEARCH BY BUSINESS LOCATION

Use this search option if you do not know the parent, master or legal name of the vendor, but do know an outlet or location name, such as a DBA (doing business as) or specific business location. For example, an entity's corporation name may be "XYZ Distributing Company." However, your agency does business with one of its outlets, "Half Price Gadgets." This search option enables you to look for the corporation using the outlet name, "Half Price Gadgets."

Again, you may receive more than one vendor name. The system provides the business name and the associated individual's name to assist you in making your choice. Click on the business location name to receive tax information for that entity.

Source of Authority: Texas Government Code, Title 3, Subtitle C, Chapter 403.055; Texas Government Code, Title 10, Subtitle D, Chapter 2155.004; Tax Code, Title 2, Subtitle F, Chapter 171; President; Vice President for Business Affairs

Cross Reference: None

Contact for Revision: Director of Purchasing and Inventory

Forms: None
General Information

1. These regulations are approved by the Board of Regents of Stephen F. Austin State University.

2. The University Police Department has the responsibility and the legal authority for the enforcement of the traffic and parking regulations listed in this booklet.

3. The University considers the use of a vehicle on campus a convenience and is not obligated to furnish unlimited parking space to accommodate all vehicles. The University will, however, attempt to provide a reasonable number of parking spaces in keeping with available resources.

4. Every person operating a motor vehicle on University property is held responsible for obeying all University traffic and parking regulations as well as all city and state parking and traffic regulations. All vehicles operated on the University property must display a valid parking permit 24 hours a day 365 days a year.

5. The term "University property" is interpreted to include all properties under the control and jurisdiction of the Board of Regents of Stephen F. Austin State University.

6. The term "visitor" is interpreted to mean an individual with no official connections with Stephen F. Austin State University as either a student, faculty, or staff member, or employee of private contractors assigned to Stephen F. Austin State University.

7. Visitor parking is set aside for special interest areas of the University. These spaces may not be utilized by University personnel, students, or employees of private contractors assigned to Stephen F. Austin State University. These spaces are reserved for bonafide visitors to the University. Visitors should obtain a visitor parking permit from the University Police Department or Information Booth on Vista Drive. Visitors are required to show a valid Driver's License to obtain a visitors permit.

8. Handicapped parking is provided in all parking lots on campus. These spaces are reserved 24 hours a day, seven (7) days a week for the holders of handicapped parking permits. A current SFA parking permit is also required.

9. The University Police Department offers escort service upon request between dusk and dawn to individuals requiring transportation to and from residence halls, academic .
buildings, and/or vehicles. To receive an escort, request in person at the University Police Department, or by telephone at 468-2608. The University Police Department also provides escort 24 hours a day to local hospitals for emergencies where an ambulance with immediate medical care is not needed. For further information on the escort service, call the University Police Department at 468-2608.

10. If a vehicle becomes temporarily disabled and cannot be parked in its assigned area, it must be reported to the University Police Department. The fact that the vehicle is temporarily disabled will be recorded and an officer will either render assistance or authorize temporary parking. Temporary parking will only be authorized for 24 hours or less. If parking for a longer period is necessary it must be renewed at 24 hour intervals. Temporary parking will not be authorized in areas that are not parking spaces (tow away or no parking zones, etc.) or in Handicap Parking.

11. A permit may not be purchased for display on a disabled vehicle. For these purposes, a disabled vehicle is a vehicle that has been disabled for more than three weeks.

12. Services such as jump starts and unlocking vehicles are offered by the University Police Department as time permits. The University Police Department does not change flats, push cars or perform any major automotive service.

Vehicle Registration

1. All faculty, staff, students (full or part-time), or employees of private contractors or other government agencies assigned to Stephen F. Austin State University, who operate a vehicle on University property, regularly or occasionally, are REQUIRED to obtain a parking permit. Vehicles may be registered at the University Police Department between 7:30 a.m. and 5:00 p.m. Monday through Friday, 24 hours a day.

2. The registration of all vehicles parked on campus is required, but registration in itself is no guarantee of a parking space near the place where one works, resides or attends classes. The responsibility of finding a LEGAL parking space rests with the vehicle operator and lack of space is not a valid excuse for violations of any parking regulations.

3. A permit must be obtained for each academic year or portion thereof.

4. Permits for the current academic year may be obtained at any time during the academic year. Persons may obtain permits for the next academic year beginning July-August 1 for faculty, staff, and employees of private contractors assigned to campus and August 120 for students.

5. A permit must be displayed on the vehicle no later than the first University business day that the vehicle is brought on campus.
6. The permit must be displayed as designated by the University Police Department. Only
the permit for the current academic year should be displayed.

7. Vehicles owned by students may not normally be registered in the name of a faculty or
staff member.

8. Faculty, staff, or employees of private contractors or other government agencies assigned
to Stephen F. Austin State University changing permit status or students changing permit
status or vehicles must obtain a new permit no later than the first University business
day after the change takes place. If an identifying portion of the original permit is
presented at the time of replacement, replacement permits will be issued for $5.00 each.
Otherwise the regular fee will be charged. A vehicle should not be sold with the parking
permit still displayed.

9. Should a parking permit become mutilated or obliterated in any way, a new permit must
be obtained from the University Police Department. When the remnants of the old
permit are presented, a replacement will be issued for $5.00.

10. The permit holder is held responsible for all violations. A citation is not excused on the
plea that another person was driving the vehicle.

11. **Fees for vehicle registration:**

   a. **Faculty, Staff, or Employees of Private Contractors or Other
      Government Agencies**

      | Salary under $20,000 | Salary $20,000 or more |
      |----------------------|------------------------|
      | (1) Full Year First Vehicle | $35.00 | $45.00 |
      | Second Vehicle | 25.00 | 30.00 |
      | (2) After Jan. 1 First Vehicle | 25.00 | 30.00 |
      | Second Vehicle | 15.00 | 25.00 |
      | (3) Summer | 10.00 | 15.00 |

   b. **Campus Resident Parking**

      | | |
      | (1) Full Year First Vehicle | $30.00 |
      | Second Vehicle | 20.00 |
      | (2) After Jan. 1 First Vehicle | 20.00 |
      | Second Vehicle | 15.00 |
c. Commuters (Off Campus Residents) and Motorcycles

(1) Full Year $20.00
(2) After Jan. 1 15.00
(3) Summer 10.00

d. Trailers

(1) Full Year $20.00
(2) After Jan. 1 15.00
(3) Summer 10.00

e. Vendors

(1) Full Year  
First Vehicle $00.00  
Second Vehicle 50.00
(2) After Jan. 1  
First Vehicle $00.00  
Second Vehicle 25.00
(3) Summer  
First Vehicle $00.00  
Second Vehicle 15.00

f. Occupied Recreational Vehicle

(1) After Four Days Per Night $20.00

Required Display of Permit

Registration is not complete until a current registration permit is properly displayed as follows:

1. **Proper Display**

   To be properly displayed, the permit must be permanently affixed in the position listed below for vehicle type. Taping or clipping the permit is not considered as permanent placement (except faculty/staff permit, visitor permit, vendor and temporary permit).

   a. **Student and vendor permits** must be displayed on front windshield within 2 inches of the State Registration sticker.

   b. Motorcycle and trailer permits must be displayed where they can be seen without difficulty.

   c. Faculty and staff, temporary, vendor and visitor permits shall be displayed from the rear view mirror in a manner to be visible from both the front and rear of the
vehicle. If vehicle does not have a rear view mirror, the permit shall be placed face up on the driver's side of dash, but not obstructing view of the vehicle identification number. Faculty and staff permits may be displayed on any vehicle to be used by the permit holder.

2. Permit Not Transferable
A permit is not transferable from the person to whom it is issued. A student permit is not transferable from the vehicle for which it is issued. Faculty, staff, vendor or private contractor permits may be moved from one vehicle to another and can be displayed on any vehicle used by the permit holder. Resale of parking permits is prohibited and will be considered as a false or fictitious permit.

Types of Permits

1. Permanent Permits:

a. Faculty, Staff, or Private Contractor
These permits are issued to employees (non-student) of the University, to employees (non-student) of private contractors or other government agencies assigned to the campus, or as authorized by the Chief of Police. These permits designate a particular lot assignment. Holders of this type of permit may use available faculty and staff spaces outside their assigned lots to conduct University business on a temporary basis. These permits must be returned to the University Police Department if employment on campus ceases.

b. Campus Resident Parking
These permits are issued to students who live in on-campus housing only. Holders of these permits may park in any area designated as "Campus Resident" parking or "All Permit" parking. A valid student ID and proof of liability insurance on the vehicle being registered is required.

c. Commuters (Students not Living in University Housing)
These permits are issued to students not living in University housing or faculty, staff or students who wish to park in areas designated as "All Permit" parking areas. Holders of these permits may park in areas designated as "All Permit" area parking. A valid student ID and proof of liability insurance on the vehicle being registered is required.

d. Motorcycle
These permits are issued to faculty, staff, students, or employees of private contractors assigned to Stephen F. Austin State University. Holders of these permits may park in areas designated as motorcycle parking. A valid student ID and proof of liability insurance on the vehicle being registered is required.
E. Trailer
These permits are issued to faculty, staff, students, or employees of private contractors assigned to Stephen F. Austin State University who need to park trailers on campus. Trailers may not exceed 21 feet in length. Holders of these permits may park the trailer in any legal parking space in which the permit holder's vehicle is assigned.

F. Vendor
These permits are issued to vendors to the University community upon approval of the Chief of Police or his designated representative.

G. Occupied Recreational Vehicles
The owner or operator of any recreational vehicle parked and occupied (used as place of lodging either permanent or temporary while on the campus of Stephen F. Austin State University) must register that vehicle with the University Police Department as a recreational vehicle. A permit will be issued for the vehicle. There is no fee for the use of a recreational vehicle on campus for up to four nights per semester. Beginning on the fifth night per semester a recreational vehicle is occupied, a fee of $20 per night will be due and will be due for each subsequent night that the vehicle is occupied. Permits may be obtained and fees paid at the University Police Department. Permits must be obtained and fees must be paid in advance of each nights stay. The valid permit must be displayed in the front window of the vehicle or the front window of the tow vehicle near the vehicle inspection sticker. The fee is for parking only. No facilities are provided. A recreational vehicle owned by a student living on campus may be registered as a regular vehicle, but may not be occupied as a recreational vehicle on campus unless it is also registered as a recreational vehicle. If this vehicle is occupied, the recreational vehicle fees are due in accordance with this policy in addition to the regular parking permit fee.

2. Handicapped Permits:
   a. Handicapped Permits and Temporary Handicapped Permits are issued by the County Tax Assessor-Collector of any Texas County.
   b. Only vehicles displaying a Handicapped Permit or Temporary Handicapped Permit may park in "Reserved for Handicapped" parking spaces or any other area designed for disabled persons such as an access ramp or curb cut. These vehicles must also display a valid Stephen F. Austin State University parking permit.
   c. A vehicle displaying a valid SFA parking permit and a valid handicapped permit may park in any non-reserved parking space on campus. Reserved parking places
4. The scheduling of activities, facilities, or equipment for recognized University clubs and organizations must be made by the president or the sponsor of the organization.

5. Failure to use or release a University Center facility forty-eight hours prior to the event, may result in the group paying the regular room rates.

6. Groups scheduling activities with an expected attendance of 700 or more are required to secure the services of a University Police Officer.

7. Commercial enterprises are normally not permitted to reserve or use space in the University Center for purposes of promotion or selling. The Director of Auxiliary Services may approve a commercial enterprise entering into an agreement with the University Center for solicitation within the center, provided the activity has cultural or educational value.

8. Changes in physical set-up of reserved space must be arranged with the Coordinator or after office hours with the University Center Night Manager. Requested changes will only be accommodated as time permits and will be subject to charges.

9. Off campus groups or individuals may be required to make a prepayment of three fourths of the expected total bill two weeks before the event.

10. Groups and individuals with outstanding bills or debts owed to the University Center will have their reservation privileges in the UC suspended.

11. Only food and beverage prepared by the University Center Food Service will be served in the meeting and dining rooms of the University Center. A Catering Booklet with menus and University Center charges is available in the Coordinator's office.

12. Only registered university organizations may reserve tables adjacent to the lounge areas in the University Center.

13. Events that will continue after 9 p.m. must be scheduled at least two (2) weeks prior to the event.

14. Use of University facilities or services are subject to be changed or cancelled based upon priority needs of the University as determined by the Director of Auxiliary Services.

TECHNICAL SERVICES

1. The University Center will provide technical equipment if available. See the Coordinator for a list of available equipment. Reservations for the event and technical equipment are made with the Coordinator two weeks before the event. Late additions of technical equipment to the order must be made at least two days prior to the event and a late charge will be assessed (See charges).
2. Only University Center personnel will be permitted in the Technical Service booth above the Grand Ballroom.

3. University Center technical equipment will not be taken from the University Center except by approval of the Director of Auxiliary Services and with the appropriate charges.

FACILITY USAGE BY APPROVED STUDENT ORGANIZATIONS AND UNIVERSITY DEPARTMENTS

1. Approved student organizations and University departments will be permitted to use University Center facilities for non-catered events at no charge.

2. Any dance sponsored by an approved student organization must have prior approval from the Dean of Student Development before room reservations will be made. Dances will be limited to one (1) per month per organization.

3. Student organizations will be allowed two (2) hours per week for series meeting purposes. Exceptions must be approved by the Coordinator. Series meetings are scheduled the first class day of the semester. Once the series is confirmed and the reservation is processed, changes will not be made without a fee. If two weekly series meetings are missed the series will be canceled.

4. An activity scheduled to continue past 12 midnight must be supervised by a University police officer(s). A fee will be assessed for UPD service in addition to the UC late charge.

FACILITY USAGE BY OFF-CAMPUS GROUPS

1. Off-Campus groups which are sponsored by a University department may use the University Center facilities without room charges.

2. Off-Campus groups without a University department sponsor shall be permitted to use the facilities of the University Center and will be subject to guidelines and charges.

CATERING

See Catering Booklet or access the Catering website at <http://www.osa.sfasu.edu/auxser/catering.html> on the internet.

CAMPUS LOST AND FOUND

The University Center shall maintain a campus Lost and Found Department at the Information (See Disposition of Abandoned Personal Property policy in the SFA Policy and Procedure Manual).

CHARGES
See University Center price list at our web site <http://www.auxser.sfasu.edu/uc/pricelist.html> on the internet.

Facility Charges

1. Charges for organizations or groups that are sponsored by a department or a registered student organization, when admission is charged, are as follows:

- Grand Ballroom $125
- Twilight Ballroom $75
- Regents' Suite A or B $50
- Ladyjack, Victory, and Lumberjack $50

2. Charges for organizations or groups not sponsored by a department or registered student organization are as follows:

- Grand Ballroom $200
- Twilight Ballroom $150
- Regents' Suite A or B $125
- Ladyjack, Victory, and Lumberjack $125
- Small Meeting Rooms $50

Maintenance Charges

$20.00 per hour, per man (put-up and take down time)

Technical Charges

Technician $10.00 per hour, per man

- Items Per day
  - Overhead Projector $10
  - Slide Projector $10
  - 16mm film projector $15
  - TV/VCR $10
  - VHS Video Projector
Portable Sound System (not for use at dances) $15
9 x 12 Portable, Front and Rear Projection Screen $35
Multiple Microphones, Lapel Mic $15
Delivery Charge $10

Table/Chair Charges:
- Tables $5/ per day
- Chairs $2/ per day

Late Charges
$20.00 per hour after 9 p.m.

Change Charges
$10.00 per change

Excessive clean-up fees for the UC may be charged when warranted.

Source of Authority: Board of Regents, President, Vice President for University Affairs

Cross Reference: None

Contact for Revision: Director of Auxiliary Services

Forms: None
Audit Tuition and Fees

Original Implementation: October 18, 1980
Last Revision: April 15, 1997 August 1, 2000

In those cases where an individual audits a regular academic course, the tuition and fees for auditing a course shall be the same as the tuition and fees paid by regularly enrolled students. Individuals age 65 and over may audit at no charge on a space-available basis and with the permission of the instructor.

Source of Authority: Board of Regents

Cross Reference: General Bulletin

Contact for Revision: President

Forms: None
Check Cashing

Original Implementation: September 1, 1988
Last Revision: April 15, 1997 August 1, 2000

The Business Office in the Austin Building and the Bookstore in the University Center cash checks for faculty, staff, and students with a University I.D. The check cashing limit is fifty dollars ($50) per day. If an extenuating circumstance exists in which a student or employee needs to cash a check in excess of $50, authorization must come from the Controller, or the Controller's designee, or the Bursar in the Business Office or the Bursar's designee, or the Manager or Assistant Manager in the University Bookstore. The University Business Office and Bookstore are not authorized to cash checks which are disbursed by the University, (i.e., payroll checks, travel checks, etc.) except when used as payment on the payee’s account.

Source of Authority: Vice President for Business Affairs

Cross Reference: None

Contact for Revision: University Controller

Forms: None
Competitive Procurement

Original Implementation: January, 1988
Last Revision: April 21, 1998 August 1, 2000

Stephen F. Austin State University purchases goods and services on a competitive basis to the extent practicable. Competitive procurement may include competitive bid, competitive negotiation, or any other legally recognized and approved process, but shall generally be understood as competitive bids.

Competitive bidding is defined as the process of inviting and obtaining bids from competitive sources in response to terms and conditions of specifications. The General Services Commission interprets competitive bidding to be a level of competition at which two or more manufacturers' products will meet the specifications, terms and condition of the bid.

Competitive bids must be obtained from a minimum of three potential vendor sources, two of which must be certified by the GSC as Historically Underutilized Businesses. The Purchasing Department will utilize the minimum of three bids from vendors listed on the GSC Centralized Master Bid List as a first resource for selecting non-HUB potential vendors. The Purchasing Department must document purchasing rationale in situations where in the required number of bids or HUB vendors is not obtained or not obtainable.

The purchase of automated information systems products or services is to be conducted through a negotiation process with GSC approved Qualified Information Systems Vendors to secure the item or items which represents the 'best value' to the University. Catalog procedure allows the determination of brand to be made prior to securing price comparisons. Bidding is not allowed. Negotiations are to be conducted with a minimum of three vendors, two of which must be certified by the GSC as Historically Underutilized Businesses, for catalog purchases greater than $2,000. The Purchasing Department will determine in each individual case whether negotiations will be conducted formally or informally.

Stephen F. Austin State University adopts the General Services Commission practice for bid submission, bid opening and tabulation as outlined in Texas Administrative Code 113.5-1 through 113.5-4.

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: None
It is the responsibility of each department head to exercise budgetary control over and account for the funds and property of his/her department. For that reason all accounts are assigned to an Account Manager. It is the responsibility of each Account Manager to maintain records on budgets, sales and other revenues, expenditures and encumbrances including salaries and wages and other charges which support and supplement the Controller's Office's records. It is the Account Manager's responsibility to ensure that each account under his/her control does not exceed budget limitations. In accounts where both revenues and expenditures are projected (i.e. Designated Fund, Restricted Fund and Plant Fund accounts), if actual revenues do not meet budgeted revenues, it is the Account Manager's responsibility to reduce expenditures accordingly.

Complete and accurate records of financial transactions are to be maintained by the Controller's Office and made available to Account Managers who are responsible for comparing their records with those of the Controller's Office and reporting any differences promptly to the Controller's Office. The original approved budgets and all authorized budget revisions are maintained by the Director of Financial Services. Budget revisions under the Account Manager's control can be initiated with the Budget Change and Additional Appropriation Form.

Each Account Manager may designate one or more additional individuals in the department to approve vouchers, requisitions, and similar documents in his/her absence. The Purchasing Department, the Controller's Office, Printing Services and the U.C. Bookstore must be informed of these designations which shall be periodically reviewed and updated.

SOURCE OF AUTHORITY: Vice President for Business Affairs

CROSS REFERENCE: None

CONTACT FOR REVISION: Vice President for Business Affairs

FORMS: None Budget Change and Additional Appropriation Form (available from University Printing Services and at http://www.uis.SFASU.EDU/sfa_forms/budget_chg.htm.)
Historically Underutilized Businesses

Original Implementation: August 2, 1994  
Last Revision: January 25, August 1, 2000

In accordance with Texas Government Code, Title 10, Subtitle D, Chapter 2161, and 1 Texas Administrative Code sections 111.11 through 111.27 through 111.24, Stephen F. Austin State University will attempt to do business with Historically Underutilized Businesses (HUBs) in contracts for construction, services, including professional and consulting services and commodities contracts, as defined by law, in all purchase situations. The General Services Commission's (GSC) HUB Rules, 1 TAC 111.11-111.27 encourages the use of HUBs by implementing these policies through race-ethnic and gender-neutral means.

The Director of Purchasing and Inventory shall serve as the official HUB Coordinator. The purpose of the HUB Program is to promote full and equal business opportunities for all businesses in State contracting in accordance with the goals specified in the State of Texas Disparity Study.

GOALS

**GOAL #1** Stephen F. Austin State University recognizes the State's goals of placing qualified percentages of total contracts with HUBs. The University will make a good faith effort to utilize HUBs in all contracts for heavy construction other than building contracts, building construction, special trade construction, professional services, other services, and commodities purchases:

- Heavy Construction other than building contract: 6.6%
- Building construction, including general contractors and operative builders contracts: 25.1%
- Special trade construction contracts: 47.0%
- Professional Services contracts: 18.1%
- Other Services contracts: 33.0%
- Commodities contracts: 1.5%

A. Competitive procurement opportunities over $2,000, but less than $10,000 require at least three informal bids, including two from certified HUB vendors.
B. Competitive procurement opportunities involving catalog purchase negotiations over $2,000 require at least three solicitations from approved Qualified Information System Vendors, including two from certified HUB vendors.

C. Competitive procurement opportunities over $10,000 require at least three formal bids, including two from certified HUB vendors.

D. All competitive procurement opportunities exceeding $10,000 will be posted to the Purchasing Department web site.

E. All competitive procurement opportunities exceeding $10,000 will be posted to the Texas Marketplace unless the buyer determines that no benefit will be gained by the posting.

F. All procurement opportunities exceeding $25,000 will be posted to the Texas Marketplace.

G. All procurement opportunities $100,000 and greater will require a HUB Subcontracting Plan (HSP) to be submitted as a required by 1 TAC Section 111.14. See Goal #3.

**GOAL #2.** The University will pursue various forms of outreach to seek to identify certified and non-certified HUB vendors with which to develop a business relationship. Vendors will be advised of and/or assisted with and advise qualified minority vendors of the State's certification process.

A. The University Purchasing Department will host a vendor fair at which vendors across the state will be invited to participate. Vendors will be provided with information regarding how to do business with the University, as well as information about the HUB certification process, and other state rules and guidelines. The University campus, other state agencies, ISD's, and city and county governments will be invited to attend and make procurement opportunities available.

B. The HUB Coordinator and/or Purchasing Department buyers will attend and participate in other economic opportunity forums in the Houston, Dallas and Austin Metroplexes and East Texas.

C. The University Purchasing Department will utilize the HUB directory provided by the GSC on-line when selecting potential suppliers and subcontractors for commodities, services, and construction contracts.

D. The HUB Coordinator will analyze expenditures after each reporting period and produce a mail piece to target various groups, i.e. specific service vendors, vendors by city or county, vendors by dollar amount, etc., and notify them of the State's HUB certification process if the HUB Coordinator determines that a mail piece would be beneficial.
E. The University Purchasing Department will send a mail piece to all new Texas vendors added to the FRS vendor database advising them of the State's HUB certification process.

**GOAL #3.** Stephen F. Austin State University will seek to contract with HUBs indirectly through subcontracting opportunities in accordance with Texas Government Code, chapter 2161, Subchapter F and Commission HUB Rules, 1 TAC Section 111.14.

A. All procurements $100,000 or greater will require the University to prepare the bid document in accordance with the HUB Subcontracting Plan (HSP) requirements as developed by the HUB Coordinator. Potential bidders will be required to submit a HUB Subcontracting Plan (HSP) as provided by the bid documents in order for the bid to receive consideration.

**GOAL #4.** The University will establish educational training for personnel making procurement decisions to assure compliance with stated objectives.

A. The University Purchasing Department will publish a newsletter which will, from time to time, include HUB information.

B. The University Purchasing Department will conduct training seminars for all campus departments advising them of all current purchasing policies and procedures.

C. ProCard training will include an emphasis on the need to make small purchases from HUBs and will include a list of HUB vendors for the most common purchases made with the ProCard.

D. Regular training for the use of the on-line requisition system will include an introduction of general purchasing policies and guidelines. This introduction will include information regarding the requirements to make a good faith effort to purchase from HUBs.

**GOAL #5.** The University will gather HUB data to comply with the reporting requirements of Texas Government Code, Title 10, Subtitle D, Chapter 2161 and 1 Texas Administrative Code sections 111.11 through 111.247

**PROGRAMS**

Requisitions over $2,000, but less than $10,000, and not subject to a bidding exemption; i.e., sole source, emergency, etc., will require at least three informal bids, including two from certified HUB vendors.

Requisitions over $10,000, and not subject to a bidding exemption; i.e., sole source, emergency, etc., will require at least three formal bids, including two from certified HUB vendors.
A minimum of 2 certified HUB vendors will be included in all catalog purchase negotiations over $2,000.

The Texas State Business Daily electronic marketplace posting will be voluntarily reduced from $25,000 to $10,000 excluding orders for which the Purchasing department determines that no benefit will be gained by posting to the Marketplace.

All proposed requisitions will be purchased in reasonable lots in keeping with industry standards and competitive bid requirements. Specifications, terms, and conditions will be written clearly and will state only reasonable and necessary contract requirements that reflect the University's actual requirements. In addition, only reasonable, realistic, or required delivery schedules will be specified.

The University Purchasing Department will host a vendor fair every 18 months at which vendors across the state will be invited to participate. Vendors will be instructed regarding how to do business with the University. The HUB certification process will be explained and the GSC web site information and other related information will be distributed to all vendors. HUB vendors identified at the vendor fair will be provided application forms upon request if their computer access is limited.

The University Purchasing Department will attend and participate in economic opportunity forums.

Bond and insurance requirements for service and construction contracts will be designed in such a way as to reasonably permit more than one business to perform the work.

All contractors will be required to comply with 1 TAC Section 111.14 regarding subcontracting and HUB good faith effort requirements. Accordingly, the University will provide contractors with a referenced list of certified HUBs for subcontracting.

The University Purchasing Department will utilize the HUB directory provided by the GSC on-line in selecting potential suppliers and subcontractors for commodities, services, and construction contracts.

The University Purchasing Department will publish a regular newsletter and/or conduct training seminars for all campus departments.

The University Purchasing Department will analyze expenditures by vendor in order from the largest to the smallest every 18-24 months and produce a mail piece to notify vendors with expenditures exceeding $50,000 of the State's HUB certification process.

The University Purchasing Department will send a mail piece to all new vendors added to the FRS vendor database advising them of the State's HUB certification process.
Source of Authority: Vice President for Business Affairs

Cross Reference: Texas Government Code, Title 10, Subtitle D, Chapter 2161; and Texas Administrative Code, sections 111.11 through 111.247.

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

Forms: None
Methods of Purchase

Departments have five options for securing goods and services for their departmental use.

REQUISITION PURCHASES - The department makes a formal request for the Purchasing Department to secure a good or service. The Purchasing Department places the order with the vendor. The department is responsible to follow the procedures outlined below.

TELEPHONE PURCHASE ORDER - The department secures purchase authorization and a purchase order number from the Purchasing Department. The department places the order with the vendor. The department is responsible to follow the procedures outlined below.

LOCAL PURCHASE AUTHORIZATION - The department makes a small dollar purchase ($500 or less) from a local area vendor. The department is responsible to comply with Policy C20.A Local Purchase Authorization.

PROCUREMENT CARD PURCHASE - The department makes a small dollar purchase ($2000 or less) using a University procurement cards. The department is responsible to comply with Policy C-44 Procurement Card.

VOUCHER PURCHASES - Voucher purchases are allowed for only a limited number of goods or services. The department is responsible to comply with Policy C31 Purchase Voucher.

REQUISITION PURCHASES

Specific requests by a department to purchase goods or services begins with the completion of a "Purchase Requisition" which must be approved by the account manager or his/her designee. See Policy C-30 Purchase Requisition.

The purchase of highly technical items may require special assistance from the requisitioner. In such cases it is the responsibility of the requisitioner to provide technical support in the preparation of specifications and in the evaluation of bids. If bid review prior to award is specifically desired, please so state on the "Purchase Requisition".

Requisition processing methods within the Purchasing Department differ depending upon source of funds, dollar value, and the type of good or service being acquired. Requisitions will be processed into purchase orders within one day to six weeks depending upon the processing method required. See the Purchase Requisition Processing Methods below.

Some purchases require special approvals or processing due to their nature. (See Policy C-36 Special Purchases)

TELEPHONE PURCHASE ORDERS

As an alternative to the normal requisition purchase method, departments may place the order with the vendor. Before doing so, the department must call their buyer to secure purchase authorization and a purchase order number. Once authorized, the department
should place an order with the vendor over the telephone. The following conditions must be met to use this procedure:

a. The department must follow ‘Catalog’ procedures for the purchase of computing and networking products, supplies and services or provide sufficient justification for bypassing procedures. The buyer will advise of procedures and provide sources if needed.

b. The purchase must not be for goods or services available through State Contract (E&G funds only).

c. The purchase must be of a dollar amount which does not require formal written bids, or provide sufficient justification for bypassing procedures. See Emergency Purchase Guidelines below.

d. The department must follow informal bidding requirements for total order amounts of $2000.01 to $10,000 or provide sufficient justification for bypassing procedures. See Emergency Purchase Guidelines below. The buyer will advise of procedures and provide sources, if needed.

e. The department must secure two bids for printing regardless of the dollar amount (E&G funds only).

The Phone Purchase Order may be secured in one of two ways.

1. On-line Requisition Entry

a. The requisition must be entered on-line and all approvals posted before calling the buyer.

b. Once approved, the buyer will verify the appropriateness of the purchase and secure a purchase order number.

c. The department will place the order with the vendor.

1. Unless sufficient reason exists to have the delivery made directly to the department, provide the vendor with the Central Receiving Address: 2124 Wilson Drive.

2. Tell the vendor to reference the purchase order number on shipping and billing.

3. If the vendor requires a hard copy prior to filling the order, the purchase requisition must be forwarded to purchasing for handling through the Requisition Purchase process.

d. The department is responsible to immediately forward any quotations or price comparisons received.

2. No Paper Requisition

a. In extreme cases, the buyer may issue the purchase order number to the department without a requisition in place. It is the department’s responsibility to forward a purchase requisition to the buyer promptly within 24-48 hours.

b. The requester is responsible to secure departmental approvals for the purchase prior to the expenditure of funds and before calling the buyer.

b. The buyer will verify the appropriateness of the purchase and secure a purchase order
number.

e. The department will place the order with the vendor.

1. Unless sufficient reason exists to have the delivery made directly to the department, provide the vendor with the Central Receiving Address: 2124 Wilson Drive.

2. Tell the vendor to reference the purchase order number on shipping and billing.

3. If the vendor requires a hard copy prior to filling the order, the purchase requisition must be forwarded to purchasing for handling through the Requisition Purchase process.

d. The department shall promptly prepare and submit to the Purchasing Department a signed "Purchase Requisition". See Policy C-30 Purchase Requisition.

be. The purchase requisition should include a Confirmation Statement such as "Telephone order placed (date) with (name of person), DO NOT DUPLICATE".

EMERGENCY PURCHASES

An emergency purchase is defined as the purchase of goods or services which are so badly needed that the agency will suffer financial or operational damage if they are not secured immediately. The lack of proper planning does not constitute an emergency.

When an emergency purchase must be made, the following questions are to be answered in a justification accompanying the "Purchase Requisition".

a. What is the emergency and/or what caused the emergency?

b. What financial or operational damage will occur if needs are not satisfied immediately?

c. Why could the needs not be anticipated so that proper procedures could be followed?

The requisition should then be entered on-line or hand delivered to the Purchasing Department for emergency processing or the department may follow telephone PO procedures. If needed, you may wait while the paperwork is completed, or the telephone purchase order procedure may be followed.

PURCHASE PROCESSING METHODS

1. CATALOG VENDOR PURCHASES

a. $0.00 - $2000 - Contract negotiation of best value

b. $2000.01 - $100,000 - Minimum 3 informal price comparisons required and mandatory posting on the Texas Marketplace if over $25,000; minimum 2 prices required from HUBs.

c. OVER $100,000 - Minimum 3 Formal price comparisons required, and mandatory posting on the Texas Marketplace, and mandatory HUB Subcontracting Requirements. (See Policy C-16.5 Historically Underutilized Businesses)
2. STATE CONTRACT PURCHASES - No bid required at any cost; mandatory use on E&G accounts. Call Purchasing for exceptions.

3. GSC OPEN MARKET PURCHASE OF **PRODUCTS** - Mandatory use on E&G accounts for purchases greater than $25,000.

4. DELEGATED PURCHASE OF **PRODUCTS**
   a. $0.00-$2,000.00 - Contract negotiation of best value (E&G funds only: printing requires 2 bids)
   -b. $2,000.01-$10,000.00 - Minimum 3 informal bids required from CMBL
      Non-CMBL bidders added by written request only over $5000 (E&G)
      Minimum two bids required from HUBs
   c. $10,000.01-$25,000 - Minimum 3 formal bids required from CMBL
      Non-CMBL bidders added by written request only (E&G)
      Minimum two bids required from HUBs
   d. $25,000.01 and greater
      E&G: Follow GSC Open Market procedures
      Other Funds: Minimum 3 formal bids required from CMBL
      Minimum two bids required from HUBs
      Mandatory posting on the Texas Marketplace
      Mandatory HUB Subcontracting Plan Requirements for $100,000 and greater

5. DELEGATED PURCHASE OF **SERVICES**
   a. $0.00-$2,000.00 - Contract negotiation of best value
   b. $2,000.01-$10,000.00 - Minimum 3 informal bids required from CMBL
      Non-CMBL bidders added by written request only over $5000 (E&G)
      Minimum two bids required from HUBs
   c. $10,000.01-$25,000 - Minimum 3 formal bids required from CMBL
      Non-CMBL bidders added by written request only (E&G)
      Minimum two bids required from HUBs
   d. $25,000.01-$99,999,990,000
      E&G: Formal bids required from all vendors on the CMBL for the specified class/item
Other Funds - Minimum 3 formal bids required from CMBL

Mandatory posting on the Texas Marketplace

e. OVER $100,000 and greater - GSC review and approval of best value specifications prior to advertisement (E&G), and mandatory posting on the Texas Marketplace, and mandatory HUB Subcontracting Plan Requirements.

6. EMERGENCY - All purchase procedures may be over-ridden by a legally acceptable Emergency situation, except for mandatory posting on the Texas Marketplace for emergency purchases exceeding $25,000 and mandatory HUB Subcontracting Plan Requirements for purchases $100,000 and greater.

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: Purchase Requisition, see index C-30; Local Purchase Authorization, see Index C-20.A (available from the Purchasing Department)
Moving Expenses
Original Implementation: December, 1988
Last Revision: April 15, 1997 August 1, 2000

Moving expenses to individuals to be employed by the University may not be paid from appropriated funds. Payments from non-appropriated funds must be approved, in advance, by the President and made in compliance with prevailing IRS regulations. Moving expenses will be paid through payroll.

SOURCE OF AUTHORITY: President

CROSS REFERENCE: None

CONTACT FOR REVISION: President

FORMS: None
Withdrawal Without Financial Clearance

Original Implementation: October 26, 1978
Last Revision: August 1, 2000

Any student who withdraws from or otherwise leaves the University without clearing his/her financial record, i.e., without having returned borrowed books and equipment, paid any outstanding University traffic fines, and settled other financial matters with the University, will be subject to the following sanctions until such time that the record is cleared:

1. The student will not be permitted to re-enroll.
2. The student will not be eligible to receive an official transcript of academic work completed.
3. The student will not be permitted to graduate or issued a diploma.

PROCEDURES FOR IMPLEMENTATION

1. When a student withdraws, notification will be sent by the Registrar to:
   (a) the instructor of each course in which the student has been enrolled,
   (b) the dean of the appropriate academic college, and
   (c) the Business Office.

2. Each department in which the student has a financial deficiency will contact the student in an effort to clear their part of the student's financial record.

3. All deficiencies which persist will be reported by the affected department so that the Registrar can implement the sanctions specified in the policy.

4. When a student leaves the University without officially withdrawing and has not cleared his/her financial record, the affected department will implement steps 2 and 3, as outlined above.

SOURCE OF AUTHORITY: Vice President for Academic Affairs

CROSS REFERENCE: General Bulletin, Graduate Bulletin

CONTACT FOR REVISION: Vice President for Academic Affairs

FORMS: None
Vendor Tax Status Verification

Original Implementation Date: January 25, 2000
Last Revision Date: August 1, 2000

Stephen F. Austin State University will not "contract" with a vendor or issue payment to any vendor who is delinquent in the payment of state and local sales or use taxes, whose franchise tax status is not in good standing, or who owes the State of Texas money for any other reason.

As defined by the State Comptroller in Notice to State Agencies #FM00-35, dated 12/2/99, a "contract" is a commitment of agency funds for the purchase of goods or services. The vendor's tax status must be verified for each individual purchase or contract BEFORE committing funds on behalf of the University. Any vendor who is found to be "not in good standing" or "on hold" is not eligible to receive the proposed "contract".

It will be the responsibility of the department involved in committing funds on behalf of the University to insure that tax status is verified BEFORE COMMITTING FUNDS ON BEHALF OF THE UNIVERSITY. The following types of transactions are identified by the department that is involved in committing funds. Please take steps to initiate this procedure:

PURCHASING
- standing orders
- requisitions for which the purchaser orders is issued by purchasing

BOOKSTORE PURCHASES FOR RESALE
- bookstore

LIBRARY BOOK PURCHASES
- library

STONE FORT MUSEUM PURCHASES (any that do not go through Purchasing)
- stone fort

END USER DEPARTMENT
- voucher payments (excluding membership, registration, notary bonds, settlement agreements and agency purchases) - registration only
- local purchase authorization (LPA) purchases
- credit card purchases exceeding $150 exceeding $150
-purchases made by an employee for which reimbursement will be sought (tax status of the vendor from whom the purchase is made must be checked)

-requisitions for which a telephone po is issued

-requisitions for goods or services already ordered (should not be happening anyway)

If any end user department does not wish to verify tax status before committing funds on behalf of the University, then the purchase must be completed by the Purchasing Office.

The document created (LPA, requisition, credit card transaction log, voucher, purchase order, etc.) by the department involved in committing funds on behalf of the University must include a tax status verification certification following the one of the following certifications. See Verification Instructions to determine when to use each statement below.

The following types of purchases do not need to be verified per verbal and written communications with the State Comptroller's Office in developing a balance between legislative intent and the needs of the agency.

1) credit card purchases less than $150
2) emergency 'in the field' purchases less than $150
3) purchases from other public education institutions, both in-state and out-of-state
4) other situations to be approved by the Director of Purchasing, wherein the failure to complete a purchase would involve public safety, or severely hinder the educational purpose or operation of the University or a University operated facility.

"I certify that the vendor tax status was verified on (date) and the vendor was found to be in good standing and not on hold."

"I certify that the vendor tax status was checked on (date) and the vendor, who provides goods or services in Texas, is not a corporation and was not found."

"I certify that the vendor tax status was checked on (date) and the vendor, whose place of business is not in Texas, has provided the attached certification."

In addition to checking tax status prior to making a commitment of funds, the University Controller's office is required to verify warrant hold tax status prior to making payment. Departments will be notified that payment will not be made to any vendors found to be "not in good standing" or "on hold".

If departments are found to be making repeated requests for payment (i.e., voucher, lpa, credit card, phone po, etc.) for vendors that Accounts Payable finds to be "not in good
are reserved 24 hours a day, seven (7) days a week for service vehicles, residence hall directors, and loading zones.

d. Permits assigned to vehicles displaying appropriate Disabled Parking Placards will be issued in compliance with Texas Transportation Code: section 0681.0006 Parking Privileges: Persons with Disabilities and section 0681.0008 Parking Privileges: Veterans with Disabilities.

3. Temporary Permits:

a. Substitute Vehicle

If a vehicle other than the vehicle registered with the University must be parked on campus, a temporary permit must be obtained at the University Police Department no later than the first University business day after the vehicle is brought on campus. These permits are free of charge to holders of regular parking permits. When a vehicle (with a valid permit) is sold and the permit is not removed, a temporary parking permit can be issued for two (2) weeks and renewed for an additional two (2) weeks for the substitute vehicle. This will give the owner time to retrieve the parking permit. If unable to get the old permit during this time, a new permit must be purchased. A valid student ID and current proof of liability insurance on the vehicle being registered is required.

b. Short Term Vehicle

Operators not having a vehicle registered with the University who need to operate a vehicle on campus for a short period of time may purchase a temporary permit for $2.00 per week. This permit must be obtained at the University Police Department no later than the first University business day after the vehicle is brought on campus. A valid student ID and current proof of liability insurance on the vehicle being registered is required.

c. Loading and Unloading Permit

A temporary permit may be obtained at no charge for loading or unloading heavy equipment, supplies, bulky class projects, etc., in an area other than the area designated on one’s regular valid permit. Vehicle must be parked in a legal parking space in the assigned lot for loading/unloading. These permits may be obtained at the University Police Department.

d. Temporarily Sick or Injured Permit

A temporary permit may be obtained by a person who is temporarily disabled, due to illness or injury, to park in areas other than the area designated on his/her regular valid permit. An application for this permit must be accompanied by a doctor’s statement. Parking assignments will be made in keeping with available resources.
Parking Regulations

1. The University reserves the right to enforce parking and traffic regulations:
   a. through the issuance of citations and the collection of fees for offenses.
   b. through the impoundment of vehicles in place or removal by towing of vehicles interfering with the movement of vehicular or pedestrian traffic or involved in specified parking offenses.
   c. by the suspension or revocation of permits for repeated offenses.
   d. by barring re-admission of any student for non-payment of outstanding fees.
   e. by withholding a student's official transcript and diploma.
   f. by other such methods as are commonly employed by city or state police in the control of traffic.

2. Parking areas are designated by metal signs. These signs indicate the type of permit holder for which the area is reserved. Certain lots are reserved for permit holders assigned to that lot only.

3. Parking areas are generally reserved for the type of permit holder indicated by signs from 6:00 a.m. to 4:00 p.m., Monday through Friday, except as otherwise indicated. Parking lots 4, 8 (North of Education Building) and 15 (Early Childhood Lab/Outdoor Pool) are reserved Monday through Friday until 9:00 p.m. A portion of Lot 47, (Commuter Lot) as identified by metal signs, is reserved for Band Practice on Tuesday and Wednesday after 3:30 P.M. Vehicles will be towed, at owner’s expense, from this area during this designated time.
   a. A valid parking permit is required for parking at the Health Clinic.
   b. Pecan Park (Lot 54): All spaces facing the pavilion are reserved for Park Patrons ONLY.

4. Unpaid charges for parking offenses are recorded in the name of the person who has registered the vehicle with the University Police Department or in the name of the person in whose name the vehicle is registered with some official state motor vehicle registration department or agency. NOTE: If a student has the same family name and/or home address as the registered owner, then the unpaid charges on non-permitted vehicles will be
recorded in the student's name. Parking permits and parking fines not paid will be subject to collection. Any charges associated with collection will be your responsibility.

5. A temporarily sick or injured person with a temporary "Special" permit may park only in those areas specified on the permit by the University Police Department. *Vehicle must have a valid permanent parking permit.*

6. Several parking spaces, regardless of the area in which they are located, are reserved 24 hours a day, seven (7) days a week for service vehicles, #Residence #Hall #Directors# Handicapped, or as loading zones. *This also includes UPD Business, Police Vehicles Only and VIP Parking at Hall 20 spaces.*

7. Several parking spaces too small for conventional vehicles have been designated for motorcycles by curb markings. Spaces so marked are for two-wheeled motor vehicles only.

8. Certain parking spaces have been designated as "20 minute" parking spaces. These spaces are so designated to provide short-term parking for business access to the Stephen F. Austin State University Post Office, University Center offices and other designated areas. Overparking in these spaces is prohibited. Citations may be issued for each 21-minute segment of overparking. STUDENTS, FACULTY, STAFF, AND PRIVATE CONTRACTORS MUST HAVE A VALID SFA PERMIT DISPLAYED WHILE PARKED IN 20-MINUTE PARKING.

9. All vehicles, except motorcycles, must park head-in and within a defined space in lots and streets having angle or head-in parking.

10. Vehicles are prohibited at all times from parking in reserved spaces without a proper permit, no parking zones, tow-away zones, fire lanes, crosswalks, loading zones or service driveways, on lawns, curbs or sidewalks, barricaded areas or in any manner which obstructs the flow of vehicular or pedestrian traffic.

11. Students, faculty, staff and employees of private contractors or other government agencies assigned to Stephen F. Austin State University are expected to be familiar with and abide by these regulations at all times. The fact that a certain citation is not issued when a vehicle is illegally parked does not mean or imply that the regulation or law is no longer in effect.

12. The responsibility for obtaining knowledge of all laws and regulations in force rests with the motor vehicle operator.

**Violations and Enforcement of Parking Regulations**
1. General Violations:

a. Parking a vehicle displaying a valid permit, but in violation of lot or area assignment.
   Fee: $15.00
   Above parking control will apply from 6:00 a.m. to 4:00 p.m., Monday through Friday. Reserved lots are reserved until times indicated by signage.

b. Parking backward in a parking space.
   Fee: $15.00

c. Failing to properly display a valid parking permit.
   Fee: $25.00 and purchasing appropriate permit for vehicle if registered to an owner or operator who is a faculty, staff, student, or employee of a private contractor assigned to campus.

d. Failing to park properly within the lines of a parking space.
   Fee: $15.00
   Above parking controls will apply 24 hours a day, seven (7) days a week.

e. Parking in a space designated "20 minute parking" for more than 20 minutes with a valid permit.
   Fee: $15.00
   Above parking control will apply from 6:00 a.m. to 4:00 p.m. Monday through Friday.

f. Display permit assigned to another vehicle.
   Fee: $15.00
   Above parking control will apply 24 hours a day, seven (7) days a week.

g. Display two or more valid permanent permits.
   Fee: $15.00
   Above parking controls will apply 24 hours a day, seven (7) days a week.

2. Flagrant Violations:

a. Parking in a reserved space without displaying a proper permit.
   Fee: $25.00 plus tow fee if vehicle is removed by tow away.
b. Parking a vehicle in a no parking zone.
   Fee: $25.00 plus tow fee if vehicle is removed by tow away.

c. Parking in any manner which obstructs vehicular traffic.
   Fee: $25.00 plus tow fee if vehicle is removed by tow away.

d. Parking in any manner which obstructs a crosswalk.
   Fee: $25.00 plus tow fee if vehicle is removed by tow away.

e. Parking in a fire lane.
   Fee: $25.00 plus tow fee if vehicle is removed by tow away.

f. Parking in a tow away zone.
   Fee: $25.00 plus tow fee if vehicle is removed by tow away.

g. Parking in a loading zone or service driveway.
   Fee: $25.00 plus tow fee if vehicle is removed by tow away.

h. Parking on any lawn, curb, sidewalk or other area not set aside for parking.
   Fee: $25.00 plus tow fee if vehicle is removed by tow away.

i. Parking on campus while parking privileges are suspended.
   Fee: $25.00 plus tow fee if vehicle is removed by tow away.

j. Moving any barricade or parking within any barricaded area.
   Fee: $25.00 plus tow fee if vehicle is removed by tow away.

k. Using a forged, altered, false, or fictitious or stolen permit.
   Fee: $50.00 plus tow fee if vehicle is removed by tow away.

l. Falsifying or altering vehicle registration information.
   Fee: $50.00 plus tow fee if vehicle is removed by tow away.

m. Parking in a "Reserved for Handicapped" parking space or any other area designed
   for disabled persons such as an access ramp or curb cut without displaying a
   proper permit or any other area designed for disabled persons such as an access
   ramp or curb cut.
   Fee: $50.00 plus tow fee if vehicle is removed by tow away.

n. Parking in violation of the directions of a Traffic Control Officer.
   Fee: $25.00 plus tow fee if vehicle is removed by tow away.

Above parking controls will apply 24 hours a day,
seven (7) days a week.
3. **Citations for Parking Violations:**

   a. Citations will be issued to vehicles for violation of parking regulations.

   b. Fees for parking violations may be paid in person at the University Business Office between 8:00 a.m. and 4:00 p.m. Monday through Friday or mailed to:

   University-Stephen F. Austin State University  
   Business Office  
   P. O. Box 13053, SFASU Station  
   Nacogdoches, Texas 75962-3053

4. **Impoundment in Place**

   a. A vehicle may be impounded in place if:

   (1) it is parked anywhere on campus without displaying a current permit and has 3 or more unresolved citations; or
   (2) the owner or operator violates the terms of a conditional release.

   b. A vehicle impounded in place shall be released if:

   (1) the owner or operator agrees to pays for all outstanding citations on the vehicle plus a fee of $25.00 and purchases a valid permit.  
   (2) the University Chief of Police authorizes the release of the vehicle.

5. **Tow Away**

   a. A vehicle impounded in place may be towed away if:

   (1) disposition of all citations for the vehicle is not made within three (3) days of the impoundment;  
   (2) the owner or operator removes or attempts to remove the impounding equipment attached to the vehicle.

   b. A vehicle may be towed away if the owner or operator:

   (1) parks in any manner which obstructs vehicular traffic;  
   (2) parks in any manner which obstructs a crosswalk;  
   (3) parks in a loading zone or service drive way;  
   (4) parks in a no parking zone;  
   (5) parks in a fire lane;
(6) parks in a tow away zone;
(7) parks on campus while parking privileges are suspended;
(8) moves any barricade or parks in any barricaded area;
(9) parks in a reserved space without displaying a proper permit;
(10) parks in a “Reserved for Handicapped” space without displaying a proper permit or any other area designed for disabled persons such as an access ramp or curb cut;
(11) violates the terms of a conditional release;
(12) parks in violation of the directions of a Traffic Control Officer.

c. A vehicle that has been removed by tow away shall be released if:

(1) the owner or operator of the vehicle agrees to pay the fees for all outstanding citations on the vehicle plus a commercial wrecker service fee of (to be determined by competitive bid and posted at the University Police Department) and storage charges of (to be determined by competitive bid and posted at the University Police Department); or
(2) the University Chief of Police authorizes the release of the vehicle.

d. When the removal of a vehicle has been authorized and the owner or operator of the vehicle appears at the vehicle after the wrecker has arrived and the wrecker driver has made a hook-up or signed the tow order for custody of the vehicle, the vehicle shall not be towed away if the owner or operator:

(1) presents proof of the proper disposition of all outstanding citations on the vehicle;
(2) pays the wrecker driver a fee of $25.00 in lieu of towing; and
(3) agrees to move the vehicle.

(3) agrees to pay outstanding fees.

e. When the removal of a vehicle has been authorized and the owner or operator appears at the vehicle before the arrival of the wrecker, the vehicle shall not be towed away if the owner or operator:

(1) presents proof of the proper disposition of all outstanding citations on the vehicle; and
(2) agrees to move the vehicle.
(2) agrees to pay outstanding fees.

f. No vehicle may be towed away without the express approval of the University Chief of Police or his designated representative.
g. Fees for tow away must be paid in person at the University Police Department will be included on their SFA bill if a student, faculty or staff. Others may pay at the University Police Department Permits/Citations Office between 7:30 a.m. and 5:00 p.m. Monday through Friday or the Police Dispatch Office after 5:00 p.m. and on Saturday and Sunday.

6. **Suspension of Parking Privileges:**

   a. Parking and Traffic Regulations and Information are rules adopted by the Board of Regents under the authority of the Texas Education Code. All vehicles operated on the properties of the University are required by law to comply with University Parking and Traffic Regulations and Information.

   Notices of parking violations may constitute a suspension of parking privileges and any fee assessed is for reinstatement of parking privileges for operators of vehicles registered with the University.

   All violations involving registration of vehicles operated on the properties of the University are violations of the law and University Parking and Traffic Regulations and Information. Disposition of these citations at the University is a privilege extended by the University which may be withdrawn at the University's option.

   Violation of University Parking and Traffic Regulations is a misdemeanor punishable by a fine of up to $200.

   Any parking violation may be filed in a Justice or Municipal court as a violation of University Parking and Traffic Regulations.

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

7. **Appeal of Citation, Impoundment, and Tow Away:**

   If a person receives a citation and believes it is unwarranted, he/she may enter a plea of not guilty at the University Police Department. All pleas must be entered at the University Police Department within seven (7) class days of the date of the citation. Appeal forms and other information may be obtained at the University Police Department.

   Student citations shall be appealed through the Student Supreme Court. All decisions of this body are final. Faculty and staff citations shall be appealed through the Faculty/Staff Traffic Appeals Board.
Bicycle Registration and Regulations

1. **Registration:**
   a. The University does not require the registration of bicycles, however owners are encouraged to have bicycles marked for identification purposes at the University Police Department.

      (1) The University Police Department will record bicycle serial number and description and issue a bicycle permit for a $5.00 charge; or

      (2) The University Police Department will record bicycle serial number and description and make available an engraving tool to mark bicycles for identification. There is no charge for this service.

2. **Regulations:**
   a. Every person operating a bicycle on University property must give the right-of-way to pedestrians at all times, keep to the right of the roadway and obey all traffic signals.

   b. Bicycles may not be parked on sidewalks or in University buildings at any time. Bicycles are to be parked in bicycle racks. Bicycles may not be left on porches or walkways and may not be chained to trees, light poles, shrubs, art objects, handrails or stairways.

   c. Bicycles parked in violation may be impounded and removed to the University Police Department and a $5.00 fee charged for its release.

Traffic Regulations

1. **Speed Limits:**
   The speed limit within the campus area is 20 MPH unless otherwise posted, except the speed limit for all parking lots is 10 MPH.

2. **Moving Violations:**
   All vehicles driven on Stephen F. Austin State University property are subject to all University traffic regulations, State of Texas Motor Vehicle Codes and City of Nacogdoches, Motor Vehicle Laws. Moving violations may be issued on a City of Nacogdoches Traffic Citation or filed in the office of the appropriate Justice of the Peace.

3. **Right-of-Way:**
Pedestrians have the right-of-way at all marked crosswalks. Motor vehicle operators must yield the right-of-way to pedestrian traffic in marked crosswalks.

University Police

The Board of Regents of Stephen F. Austin State University is authorized to employ campus police personnel. Such officers are commissioned as Texas peace officers and are vested with all powers, privileges and immunities of peace officers in the performance of their duties. As Texas peace officers, Stephen F. Austin State University Police Officers have county-wide jurisdiction in all counties in which the University owns property.

All persons on University property are required to identify themselves to such officers when requested. Failure to produce identification upon request of an officer may result in arrest and appearance before a magistrate.

The University Police shall be vested with the authority to refuse to allow persons having no legitimate business to enter upon any property under the control and jurisdiction of Stephen F. Austin State University and to eject any unauthorized persons from said property upon their refusal to leave peaceably upon request.

The University Police are authorized to enforce the Texas Motor Vehicle Code, the Texas Penal Code, the applicable Ordinances of the City of Nacogdoches, the parking and traffic regulations of the University and all other laws.

All accidents, thefts, and other offenses that occur on University property or anywhere within the campus area should be reported to the University Police immediately. Accident reports should be made prior to moving vehicles. One-vehicle accidents should also be reported. Always keep your vehicle locked.

Source of Authority: Texas Education Code, sec. 51.201 et seq.; Board of Regents; President; Vice President for University Affairs

Cross Reference: Parking and Traffic Regulations and Information

Contact for Revision: Chief of University Police

Forms: None
Solicitation
Original Implementation: July, 1980
Last Revision: April 20, 1999 August 1, 2000

Definitions

1. Solicitation means the sale or offer for sale of any property or service, whether for immediate or future delivery, and the receipt of or request for any gift or contribution. However, this term does not apply to an appointment between a student, faculty member, or employee, and another person (solicitor), if the appointment does not interfere with or disturb the normal activities of the student, faculty member, or employee, or the University.

2. Campus shall mean all real property over which the University has possession and control by law.

3. University group shall mean a recognized student, faculty, or staff organization.

4. Outside group shall mean any organization or group that is not included within the term "University group."

5. University agent shall mean a person acting in the course and scope of his/her employment on behalf of an academic college, department, or program, or a University council, committee, or auxiliary enterprise.

6. University function shall mean any activity directly sponsored by the University. The term shall include, but not be limited to, activities such as the Fall Carnival and the East Texas County Fair.

7. University department shall mean any academic or administrative department of the University.

Application

1. University functions shall be governed by other policy.

2. Religious groups not affiliated with the University shall be governed by the section on Religious Groups of this policy.

3. Offers to buy complimentary copies of textbooks are specifically prohibited anywhere on the campus or in any building.
Time, Place, And Manner Regulations

1. No solicitation shall be conducted in any building or structure on the campus. However, the following activities shall not be deemed to be solicitations prohibited by this section:

   a. During registration periods, the sale or offer for sale of any newspaper in an area designated by the appropriate University official.

   b. The sale or offer for sale of any newspaper, magazine, or other publication by means of a vending machine in an area designated in advance by the appropriate University official.

   c. The sale or offer for sale of any food or drink item by means of a vending machine in an area designated in advance by the appropriate University official.

   d. The sale or offer for sale of any publication of the University or of any book or other printed material to be used in the regular academic work of the University.

   e. The operation by the University or its subcontractor of any bookstore, specialty store, laundry service, cafeteria, University Center, or other service facility maintained for the convenience of the students, faculty, and staff.

   f. The sale or offer for sale by the University or its sub-contractor of food and drink items, programs, and tickets at athletic contests.

   g. The collection of membership fees or dues by a University group.

   h. The collection of admission fees for the exhibition of movies or other programs that are sponsored by the University, or a University group, and are scheduled in accordance with the Use of University Facilities policy.

   i. The posting of ads and for sale notices in newspapers or on bulletin boards designated for such purposes by the appropriate University official, provided that such ads and notices posted on bulletin boards conform to the University Signs policy.

   j. University recognized groups conducting fund raising activities approved by the appropriate University official.

   k. Other solicitation activities as approved by the appropriate University official.

2. No solicitation shall be conducted on the grounds, sidewalks, and streets of the campus except by:
a. a University agent; or

b. a University group.

3. Only University departments and the SFA Alumni Association may be approved to solicit as agents of a commercial organization.

4. Solicitation conducted on the campus must not:

a. disturb or interfere with the regular academic or institutional programs of the University.

b. interfere with the free and unimpeded flow of pedestrian and vehicular traffic on the sidewalks and streets and at places of entry and exit to University buildings; or

c. harass or intimidate the person or persons being solicited.

5. If an individual or group violates the provisions of this policy, the appropriate University official, with the approval of the vice president to whom he/she reports, may prohibit the offender from engaging in any solicitation on the University campus for a specified period of time not to exceed one (1) year. In the case of a repeated violation of these rules, the following sanctions shall apply:

a. the appropriate University official with the approval of the vice president to whom he/she reports, may suspend or cancel the recognition status of an offending student organization.

b. the appropriate University official, with the approval of the vice president to whom he/she reports, may suspend the use of University facilities by an offender in accordance with the Penalty and Hearing section of the Use of University Facilities policy;

c. the University may prosecute an offender for trespass in accordance with Chapter 51 of the Texas Education Code.

Financial Policies of Student Organizations

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

In addition to these rules, solicitation conducted in:

a. residence halls must comply with the rules governing residence halls;

b. the University Center must comply with the rules governing the University Center; and

c. academic buildings must comply with the rules governing academic buildings.

Religious Groups

1. Solicitation of donations and contributions incidental to the main objective of preaching and propagating the doctrines of religion may be conducted in the Free Expression Area of the University between the hours of 8:00 a.m. and 7:00 p.m., Monday - Friday.

2. Solicitations of donations and contributions by a religious group must comply with the Time, Place and Manner Regulations section.

3. The sale or offer of sale of any property or service, whether for immediate or future delivery, by a religious group must comply with the provisions of the Time, Place and Manner Regulations section.

Source of Authority: Texas Education Code Chapter 101; United States Constitution, Amendments I and XIV; President, Vice President for University Affairs

Cross Reference: Stephen F. Austin State University Web Page

Contact for Revision: Dean of Student Development

Forms: None
Student Discipline
Original Implementation: January 19, 1988
Last Revision: January 20, 1998 August 1, 2000

Rules Of Procedure In Student Disciplinary Matters

Introduction

The following Rules of Procedure in Student Disciplinary Matters are adopted to ensure that the University will fulfill the requirements of procedural due process in student disciplinary proceedings, that the Stephen F. Austin State University Code of Student Conduct and Residence Hall Rules and Regulations may be secured to all students and that the disciplinary procedures within Stephen F. Austin State University shall be definite and determinable.

These Rules of Procedure shall be followed in any disciplinary proceeding commenced after the beginning of the Fall semester, 1997, subject to the authority of the Board of Regents and the authority delegated to the President of the University to exercise jurisdiction over disciplinary matters of the University.

Definitions

As used in these rules, the following definitions shall apply:

Appeal: The exercise of the right of review by the charged student or the individual designated as the appellate authority of the full record of a disciplinary hearing and the sanction imposed by a hearing officer or board.

Vice President for University Affairs: As used in these procedures, the Vice President for University Affairs is charged with the primary responsibility for the administration of these disciplinary procedures and is the appellate authority for conduct code violations. The Vice President may appoint designees to administer disciplinary procedures in addition to or in the absence of the Dean or Associate Dean of Student Development.

Dean of Student Development: As used in these procedures, the Dean of Student Development is charged, as a designee of the Vice President, with the daily responsibility for the administration of these disciplinary procedures. Specifically, the Dean conducts informal hearings for alleged conduct code violations, has appellate authority over residence hall violation appeals, and reviews final hearing outcomes and sanctions of the Student Conduct Committee.

Associate Dean of Student Development: As used in these procedures, the Associate Dean of Student Development is charged, as a designee of the Vice President, with the daily responsibility for the administration of these disciplinary procedures. Specifically, the Associate Dean of
Student Development conducts informal hearings for alleged conduct code violations, serves as appeal officer to has appellate authority over residence hall violations, reviews Judicial Board hearings outcomes and sanctions, and presents the University’s case in formal hearings before the Student Conduct Committee.

Student: A person having once been admitted to the University who has not completed a chosen course of study and who intends to or does continue that course of study at the University. For the purposes of these rules, student status continues whether the University’s academic programs are in session or not.

Student Conduct Committee: As used in these procedures, Student Conduct Committee is that body which is authorized to conduct hearings and to make recommendations of dispositions under these procedures. The Committee shall be composed of one (1) faculty/staff member, one (1) student and one (1) faculty/staff Chair. The Chair, appointed by the President of the University, shall hold the position on a permanent basis and shall preside at all disciplinary hearings of the Committee, unless another faculty/staff member is appointed to preside by the Chair for reasons of scheduling or conflict of interest. The Chair shall select the faculty/staff member of the Committee from a pool of five (5) faculty/staff appointed by the President of the University and the student member of the Committee from a pool of five (5) students appointed by the President of the Student Government Association. Each Committee member shall have a vote. The charged student has the right to challenge and strike one member of the Committee who will be replaced by the Chair from the remaining members of the pool.

Hall Director: The individual charged with the administration of a specific residence hall who will initiate the proceedings to be followed when a residence hall infraction has occurred.

Judicial Board: The panel which is authorized to conduct hearings and to make recommendations for dispositions regarding residence hall infractions committed by residence hall occupants. The Board shall be composed of three (3) volunteer residence hall students, who are elected at large by residence hall students, two (2) Resident Assistants, who are elected by the residence hall students, one (1) Hall Director advisor and one (1) Assistant Hall Director and one (1) Hall Director who serves as the chairperson, who are appointed by the Coordinator of Residence Life.

Board Advisor: Professional staff member appointed by the Coordinator of Residence Life to review recommendations for dispositions regarding residence hall infractions committed by residence hall occupants.

Penalties

Admonition is a warning.

Conduct Probation is for a specified period of time and requires that a second offense will result in disciplinary probation or suspension.
Disciplinary Probation is for a specified period of time and may carry with it other conditions to be met (e.g. restriction of participation in extracurricular activities, holding student office, pledging or joining campus organizations).

Special Action is a sanction designed to enhance the educational intent of the disciplinary process. Examples of sanctions include removal from University Housing, payment of damages, extracurricular activity restrictions, community service, educational sanctions, counseling referrals.

Suspension is a bar from attending the University for a specific period of time and carries with it the following conditions:

a. The charged student must remain off the campus during the period of suspension, except when summoned by an administrator of the University or when an appointment with an official has been arranged in advance.

b. A student under suspension may not live or board in University facilities.

Expulsion is a permanent bar from attending the University. Disciplinary expulsion will be noted on the student’s academic transcript.

Debarment is equivalent to suspension from the University applied to persons not currently registered at the time the penalty is imposed.

Procedures (Residence Hall Regulation Violations):

1. The Hall Director shall receive the report of any alleged infraction of Residence Hall Rules and Regulations and the Code of Student Conduct that occurs in a residence hall. Infractions that constitute Code of Student Conduct violations shall be forwarded to the Dean of Student Development.

In the event of multiple infractions involving both Residence Hall Rules and Regulations and the Code of Student Conduct, the higher level infraction (Code of Student Conduct) shall take precedence. In all other cases, the Hall Director shall notify, in writing, the charged student of a hearing to adjudicate the misconduct. The Hall hearing shall be held within five (5) working days of the infraction.

2. At the initial meeting with the charged student, the Hall Director will provide the charged student a copy of the incident report relative to the case which will include the names(s) of the individual(s) making the charge and potential witnesses. The charged student will also be presented with the option of having the Hall Director informally resolve the incident or having
the case heard before the Residence Hall Judicial Board. The Hall Director shall also have the
right to refer the case to the Residence Hall Judicial Board.

Informal Disposition (Residence Hall Violations Regulations):

3. If the charged student selects an informal hearing, the incident report shall serve as
evidence of the of the infraction. The Hall Director shall serve as the official initiating the charge
of misconduct. In the event the charged student does not appear for the initial hearing with the
Hall Director, the charged student shall be notified again of a new hearing. Should the charged
student fail again to appear for the newly scheduled hearing, the Hall Director shall refer the case
to the Dean/Associate Dean of Student Development for violation of the Code of Student
Conduct for failure to follow the directions of a University official. The charged student may
appeal the decision of the Hall Director to the Associate Dean of Student Development who has
final authority in the matter. The appeal must be filed within five (5) working days of the Hall
Director's decision.

Formal Disposition (Residence Hall Violations Regulations):

4. If the charged student elects to have the case heard before the Judicial Board, the Chair of
the Judicial Board shall notify the charged student of the hearing date to be scheduled within ten
(10) working days of the election. The proceedings of the Judicial Board are not to be conducted
as judicial trials, but care shall be taken to comply with the intent of the procedural safeguards
provided by these rules. Judicial Board hearings are closed.

5. The Judicial Board Chair shall provide written notice of the hearing by personal delivery
of the notice through the management system of the residence hall. The written notice shall set
forth the date, time, and place of the alleged infraction, the conduct in question, and the date, time
and place of the hearing before the Judicial Board. The charged student shall also be informed that
an advisor may accompany the charged student to the hearing. If the charged student fails to
appear at the scheduled time, the charged student shall be notified of a new hearing date. Should
the charged student fail to appear for the newly-scheduled hearing, the case shall be referred to
the Dean of Student Development for violation of the Code of Student Conduct for failure to
follow the directions of a University official.

6. The Judicial Board Chair shall preside at the hearing, ascertain the presence or absence of
the student charged with misconduct, read the notice of the hearing and the charges, and establish
the presence of any advisor of the charged student. The charged student may make a statement to
the Board at this time. Witnesses for either the University or the charged student may be
questioned by both the Board members and the charged student. The student's advisor may
advise the charged student, but may not participate in the hearing by questioning witnesses or
addressing the Board.
7. At the conclusion of the questioning, the Board shall adjourn into closed session to examine the evidence that has been presented and determine if the charged student is or is not guilty of the infraction. The Board shall promptly consider the case on its merits, make its findings and transmit its recommendation(s) to the Board Advisor Associate Dean of Student Development within two (2) working days. The Board Advisor Associate Dean shall review the sanction recommended by the Board, reverse, affirm or modify the recommendation, and notify the charged student, within five (5) working days of receiving the Board’s recommendation(s), of the sanction to be imposed for the infraction. The decision of the Board Advisor Associate Dean, may be appealed in writing within five (5) working days of the notice from the Board Advisor Associate Dean, to the Associate Dean of Student Development who has final authority over the matter.

Procedures (Code of Student Conduct Violations):

1. The Dean/Associate Dean of Student Development shall receive the report of any violation of the Code of Student Conduct. The Dean/Associate Dean shall notify, in writing, the charged student of a hearing to adjudicate the alleged misconduct. Failure by the charged student to have his/her current local address on record with the University shall not invalidate the notice. The charged student shall contact the Office of Student Development for an appointment within seven (7) working days. The notice shall include the date of the alleged violation and the specific provision of the Conduct Code in question. The charged student shall be informed that an advisor may be present to provide counsel to the charged student.

2. At the initial meeting with the charged student, the Dean/Associate Dean will provide the charged student a copy of the incident report which will include the name(s) of the individual(s) making the charge and potential witnesses. The charged student will also be presented with the option of having the Dean/Associate Dean informally resolve the incident or having the case heard before the Student Conduct Committee. The Dean/Associate Dean shall also have the right to refer the case to the Student Conduct Committee.

Informal Disposition (Code of Student Conduct):

3. If the charged student selects an informal Dean's hearing, the incident report shall serve as evidence of the violation. The Dean/Associate Dean shall also serve as the official who initiates the charge of misconduct. The charged student’s advisor may advise the charged student but may not participate in the hearing by asking questions or addressing the Dean/Associate Dean. In the event the charged student does not appear for the initial hearing scheduled with the Dean/Associate Dean, the charged student shall be sent a second notice. If the charged student does not respond to the second notice, the charged student may be suspended from the University and/or have a bar placed on all University files and accounts preventing the conduct of University business until the charged student appears before the Dean for disposition of the case. The charged student may appeal the decision of the Dean/Associate Dean to the Vice President for
University Affairs who has final authority in the matter, within five (5) working days of the Dean/Associate Dean’s decision.

Formal Disposition (Code of Student Conduct):

4. If the charged student elects to have the case heard before the Student Conduct Committee the Dean/Associate Dean will immediately provide the charged student with a list of the faculty/staff and student pool members of the Student Conduct Committee and allow the charged student to make one strike of any one member of the ten pool members. This information will be forwarded to the Chair of the Committee, who shall notify the charged student of the hearing date to be scheduled within ten (10) working days of the election. The proceedings of the Conduct Committee are not to be conducted as judicial trials, but care shall be taken to comply with the intent of the procedural safeguards provided by these rules.

5. The Student Conduct Committee Chair shall provide written notice of the hearing by certified mail or personal delivery to the charged student. The notice shall set forth the date, time and place of the alleged violation, the conduct in question, and the date, time and place of the hearing before the Student Conduct Committee. The charged student shall also be informed that an adviser may accompany the charged student to the hearing. Notice by certified mail may be addressed to the last address currently on record with the University. Failure by the charged student to have his/her current local address on record with the University shall not invalidate the notice. The notice shall be given at least seven (7) consecutive calendar days prior to the hearing, unless a shorter or longer time is fixed by the Chair for good cause. Any request for continuance shall be made in writing to the Chair, who shall have the authority to continue the hearing if it is determined the request is timely and for good cause. The Chair shall notify the Associate Dean of Student Development and the charged student of the new date for the hearing. If the charged student fails to appear at the scheduled time, the charged student shall be informed of a new hearing date. Any request for continuance shall be made in writing to the Chair, who shall have the authority to continue the hearing if it is determined the request is timely and for good cause. The Chair shall notify the Associate Dean of Student Development and the charged student of the new date for the hearing. Failure to appear for the newly-scheduled hearing will result in the case being referred back to the Dean of Student Development who may then suspend the charged student from the University or have a bar placed on all University files and accounts preventing the conduct of University business until the charged student appears for disposition of the case in compliance with these rules.

6. The Student Conduct Committee Chair shall preside at the hearing, ascertain the presence or absence of the student charged with misconduct, read the notice of the hearing and the charges and verify the receipt of notices of charges by the charged student, report any continuances requested or granted, establish the presence of any adviser or counselor of the charged student and call the attention of both the charged student and any adviser to any special or extraordinary procedures to be employed during the hearing. The hearing shall be closed to the public.
7. The Associate Dean of Student Development and the charged student shall make opening remarks outlining the general nature of the case and the types of evidence to be presented. The charged student's adviser may advise the charged student, but may not participate in the hearing by questioning witnesses or addressing the committee.

8. The parties may summon and cross-examine witnesses, produce evidence, address the Committee, and inspect and copy the Committee's findings and determinations. Each party shall have the right to testify. However, the charged student may not be required to testify. Any person testifying shall be subject to cross-examination. The charged student shall be afforded an opportunity to obtain necessary witnesses and documentary or other evidence, and the University shall assist in securing the cooperation of witnesses and make available any necessary documents and other evidence within its control.

9. The Student Conduct Committee may:

   a. permit a stipulation of facts by the Associate Dean of Student Development and the charged student involved;

   b. permit the incorporation in the record by a reference to any document, affidavit or other thing produced and desired to be incorporated in the record by the University or the charged student;

   c. question witnesses or other evidence introduced by either the University or the charged student;

   d. hear from the Associate Dean of Student Development about dispositions made in similar cases and any dispositions offered to the charged student appearing before the Committee;

   e. call additional witnesses or require additional investigation;

   f. dismiss any action or permit informal disposition upon request of the charged student;

   g. dismiss any person from the hearing who interferes with or obstructs the hearing or fails to abide by the rulings of the Chair of the Committee.

In cases involving more than one student, which arise out of the same transaction or occurrence, the Committee may hear the cases together, but shall make separate findings and determinations for each charged student.

10. Rights of the Student:
In addition to the rights granted to both parties above, the student has the following rights:

a. to be present at the hearing;

b. to have an adviser or counselor of the charged student's choice appear with the student and to consult with such adviser or counselor during the hearing;

c. to hear or examine evidence presented to the Committee against the charged student;

d. to make any statement to the Committee in mitigation or explanation of the conduct in question;

e. to be informed in writing of the findings of the Student Conduct Committee and the discipline imposed by the Dean of Student Development;

f. to appeal to the Vice President for University Affairs as provided by these rules.

11. Rights of the Victims in Criminal Offenses:

Some actions that violate the University rules involve victimization of one or more students by another student(s). This behavior may include physical violence and other acts that endanger the safety of others in the University community. If a student has filed a complaint and is identified as a victim of a criminal offense resulting in bodily injury, that student is entitled to certain rights during the disciplinary process.

If a complaint is filed with the Dean of Student Development, it is important to remember that the accused student is being charged with violating a University rule or regulation; therefore, the University is ultimately responsible for initiating charges, imposing sanctions if the charged student chooses to admit the violation, implementing the hearing process, and determining sanctions following a finding of guilt. Although a victim’s input may be sought during the disciplinary process, the ultimate disposition of the case rests with the University. If a victim withdraws the complaint during the course of the disciplinary proceeding, the University reserves the right to proceed with the case on the basis of evidence other than the testimony of the victim.

During the course of a disciplinary proceeding, victims have the following rights:

a. To meet with the hearing officer to discuss the disciplinary process.

b. To submit a written account of the alleged incident.
c. To be advised of the date, time and location of the disciplinary hearing, and to request rescheduling for good cause.

d. To be present at the hearing and to be accompanied by an advisor of the victim’s choosing during the hearing process, although the advisor will not be permitted to speak for the victim during the hearing.

e. To testify as a witness during the hearing. All alleged victims of any violation involving sexual offenses or assault have the option to use an intercom or other remote audio or video device, so that they may testify and respond to questions without face-to-face contact with the alleged perpetrator.

f. To decline to testify, with knowledge that such action could result in dismissal of the University’s charges for lack of evidence.

g. To make an impact statement, either in person or in writing, to the hearing officer or Conduct Committee for consideration during the sanctioning phase.

12. Determination by Committee:

The Student Conduct Committee shall then make its findings and determinations in executive session, out of the presence of the Associate Dean of Student Development and the charged student. Separate findings are to be made as to the conduct of the charged student and the recommended discipline, if any, to be imposed. No recommended discipline shall be imposed on the charged student unless a majority of the Committee present is reasonably convinced by the evidence that the charged student has committed the violation charged and should therefore be disciplined by the University. The University bears the burden of proof by a preponderance of the evidence. Preponderance of the evidence means proof which leads a reasonable person to find that the fact in issue is more probable than not. It is evidence that is of greater weight or more convincing than the evidence offered in opposition to it. The rules of evidence do not apply to the hearing.

13. Official Report of Findings and Determination:

The Committee shall promptly consider the case on its merits, make its findings, and transmit its recommendation(s) to the Dean of Student Development within two (2) working days. The Dean shall review the findings and the sanctions recommended by the Committee, reverse, affirm or modify the recommendation(s) and inform the charged student within seven (7) working days of receiving the Committee’s recommendations, of the decision and sanction, if any, to be imposed.

14. Other Procedural Questions:
Procedural questions which arise during the hearing not covered by these general rules shall be determined by the Chair, whose ruling shall be final unless the Chair shall present the question to the Committee at the request of a member of the Committee, in which event the ruling of the Committee by majority vote shall be final.

15. General Rules of Decorum:

All requests to address the Committee shall be addressed to the Chair. The Chair shall rule on all requests and may consult with the Committee's legal counselor prior to any ruling. The Chair's ruling shall be final and all participants shall abide thereby, unless the Chairperson shall present the question to the Committee, in which event the ruling of the Committee by majority vote shall be final.

The Committee's sessions shall be conducted in a manner consistent with the ascertainment of the truth and the orderly process of justice. Each person in attendance shall therefore exhibit proper dignity, courtesy, and respect.

16. Record of Hearing:

A taped record of the hearing shall be maintained by the University. The hearing record shall be maintained and kept as long as the discipline imposed shall be in force, or for five (5) years, whichever, is shorter. The notice, exhibits, hearing record, the findings and recommendations of the Committee and the determination of the Dean of Student Development shall become the Record of the case and shall be filed in the Office of the Dean of Student Development, and, for the purpose of appeal, be accessible at reasonable times and places to both the University and the student charged.

17. Right of Appeal for a Formal Hearing:

The charged student may appeal the decision of the Dean of Student Development to the Vice President for University Affairs who has final authority in the matter. The written appeal must be filed in the Vice President's office within five (5) working days of the Dean's notice. The Vice President shall review the full record of the case and the appeal documents and may affirm, reverse or remand the case for further proceedings and shall notify the charged student and the Dean of Student Development of the decision on the appeal.

18. Status During Appeal:

In cases of suspension where an appeal is filed within the required time, a charged student may petition the Vice President for University Affairs appellate authority in writing for permission to attend classes pending final determination of the appeal. The Vice President for University Affairs appellate authority may permit a charged student to continue in school under such conditions as may be designated pending completion of appellate procedures provided such
continuance will not seriously disrupt the University or constitute a danger to the health, safety or welfare of the University community. In such event, however, any final disciplinary action imposed shall be effective from the date of the action of the Dean of Student Development. In cases of other sanctions, both Residence Life Rules and Regulations and Student Code of Conduct, where an appeal is filed within the required time, the terms of the sanction are not enforced pending final determination of the appeal. In the event the sanction is upheld, any final disciplinary action imposed shall be effective from the date of the final appellate authority decision.

19. Interim Suspension

The Dean/Associate Dean of Student Development may suspend a student for an interim period pending disciplinary proceedings when there is evidence that the continued presence of the student on the University campus poses a substantial threat of harm or bodily injury to herself/himself or to others, to property, or to the stability and continuance of normal University functions. The Dean/Associate Dean may provide for the interim suspension to become immediately effective without prior notice to the student. However, the Dean/Associate Dean shall provide notice to the student at the first reasonable opportunity.

The Dean/Associate Dean shall inform the student that he/she is entitled to a hearing to be held within five (5) University business days from the effective date of the interim suspension. If the student desires, a hearing shall then be held on the following issues only:

a. the reliability of the information concerning the student's conduct, including the matter of his/her identity;

b. whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the University campus poses a substantial threat of harm or bodily injury to himself/herself or to others, to property, or to the stability and continuance of normal University functions.

Source of Authority: Board of Regents, President, Vice President for University Affairs

Cross Reference: Stephen F. Austin State University Web Pages

Contact for Revision: Dean of Student Development

Forms: None
A student enrolling in the University assumes an obligation to conduct him/herself in a manner compatible with the University's function as an educational institution. To fulfill its functions of imparting and gaining knowledge, the University retains the power to maintain order within the University and to exclude those who are disruptive of the educational process. This code shall apply to any and all land owned or leased by the University as well as to any location where a student is engaged in an officially recognized University activity. Examples of such coverage include, but are not limited to University teams traveling to events off campus, classes attending field trips, distance learning and satellite locations, clinical settings necessary for academic programs, experimental stations, farms, Pineywoods Conservation Center and the University Observatory.

Misconduct for which students and student organizations are subject to discipline falls into the categories below. Where such conduct also violates federal, state or local law, the student or student organization may be brought before the appropriate criminal and/or civil magistrate for adjudication while at the same time be subject to the disciplinary proceedings of the University. The following list of possible acts is either prohibited by federal, state, or municipal law or by University rules or regulations.

1. Hazing (referenced in "Conduct Code" of the Policy and Procedures and General Regulations section of the SFA Web pages.)

Stephen F. Austin State University is unequivocally opposed to any activities, on or off-campus, by individuals or organizations which endanger the mental or physical health or safety of a currently enrolled or prospective student for the purpose of pledging, being initiated into, affiliating with or maintaining membership in any organization.

Hazing is defined as:

a. any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, etc.;

b. any type of physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;

c. any activity involving consumption of a food, liquid, alcoholic beverage, drug or substance which subjects the student to unreasonable risk of harm;

d. any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame or humiliation or that adversely
affects the mental health or dignity of the student or discourages the student from entering or remaining at the institution;

c. any activity that induces, causes, or requires the student to perform a duty or task, which involves a violation of the Penal Code.

Any organization and/or any individual involved in any hazing activity will be subject to both University disciplinary sanctions and criminal prosecution. An offense is committed by (a) engaging in hazing; (b) soliciting, encouraging, aiding or directing another engaging in hazing; (c) intentionally or knowingly permitting hazing to occur, or (d) having first-hand knowledge that a specific hazing incident has occurred and failing to report said knowledge in writing to the Dean of Student Development.

It is not a defense to prosecution of an offense that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

Penalties relative to criminal prosecution range from a fine of $1,000 and 180 days in jail for failure to report a hazing incident to a fine of $10,000 and two years in jail for an incident which causes the death of a student. Further, an organization may be penalized with a fine up to $10,000 or double the expenses due to the injury.

Penalties relative to University sanctions range from probation to suspension for any individual committing an offense. Student organizations committing an offense may be placed on University probation and are subject to withdrawal of University recognition.

Sanctioned Student Organizations

In compliance with state law, any student organization found guilty of hazing through regular University disciplinary procedures will be listed for three (3) years in any University publication containing the hazing policy. The date in parenthesis following an organization's name indicates the last year the organization's name will be included. Publication of a sanctioned organization begins as soon as possible with the next printing cycle of the particular University publication.

Alpha Kappa Psi (May 2002)

Alpha Tau Omega (Fall 2000)

Delta Delta Delta (Fall 2000)

Delta Tau Delta (January 2001)

2. Illegal Drugs

It is the policy of Stephen F. Austin State University that any unlawful manufacture, possession, use or delivery of any controlled substance or illegal drug is strictly prohibited. Moreover, it is the policy of the State of Texas and of this University that this institution will be
as free of illegal drugs as it can possibly be. Therefore, in accordance with state law and University policy, any student who is determined, through the regular disciplinary procedures of the University, to have violated this policy will be suspended from the University for no more than two years and no less than the remainder of the current semester.

3. Committing any criminal offense or other unlawful act under any federal, state, or municipal law, including, but not limited to: a. arson; b. robbery; c. burglary; d. theft; e. disruptive activity; f. forgery; g. gambling; h. disorderly conduct; i. trespassing; j. possession of stolen property; k. unlawful use, possession, or storage of firearms on University property; l. entering or remaining on campus after withdrawal of consent to remain on campus; m. refusing to leave a University building closed to the public; n. possession of drug paraphernalia.

4. Unauthorized use, possession, or storage of explosives, firearms or ammunition on University property

5. Causing physical or psychological harm, or causing reasonable apprehension of physical harm, to any person on University property or at University-sponsored activities. This includes, but is not limited to, phone harassment, verbal or written threats, and physical and sexual assaults.

6. Making or causing any false report, warning, or threat of fire, explosion, or other emergency on University property or at University-sponsored activities.

7. Interfering with fire, police or emergency service. This also includes failure to evacuate University facilities or willfully disregarding any emergency or fire alarm signal.

8. Misusing or damaging fire or safety equipment on University property.

9. Interfering with normal University or University-sponsored activities, including, but not limited to, studying, teaching, research, and University administration.

10. Violating the terms of any disciplinary sanction imposed in accordance with these policies.

11. Furnishing false information to the University.

12. Giving false testimony or other fraudulent evidence at any University disciplinary proceeding.

13. Unauthorized alteration or use of any University documents or records.

14. Failing to comply with the directions of a University official, including University police officers and residence hall staff, acting in the performance of their duties.

15. Violating any University policy, rule, or regulation. Such policies, rules, and regulations may include, but not be limited to, the residence hall contract, as well as those policies, rules, and
regulations relating to the use of University facilities, handbills and petitions, solicitation, signs, guest speakers, and parades and demonstrations.

16. Interfering with the freedom of expression of others on University property or at University sponsored activities.

17. Advocating, orally or in writing, the conscious and deliberate violation of any federal, state, or local law. For the purposes of this section, "advocacy" means preparing the group addressed for imminent action and steeling it to such action, as opposed to the abstract espousal of the moral propriety of a course of action.

18. Damaging, defacing, or destroying the property of others on University property or at University-sponsored activities.

19. Damaging, defacing, or destroying University property, including, but not limited to, buildings, statues, monuments, library and teaching materials, memorials, trees, shrubs, grasses, and flowers.

20. Wrongful utilization of university goods, services or information including, but not limited to, unauthorized possession or use of University keys, security codes, long distance phone access codes or calling cards, cable service and sale or use of University property for personal gain.

21. Improper use of student identification card. This includes allowing use of card by another to obtain services such as, but not limited to meals, event admission, and library services.

22. Unauthorized use of alcoholic beverages or products on University property or at University-sponsored activities, including, but not limited to, intercollegiate and intramural athletic events on University grounds and academic and administrative buildings. Housing policies dictate use of alcohol in residence halls and on-campus apartments.

23. Unauthorized use, possession, or storage of fireworks on University property.

24. Unauthorized throwing of any object in or from a University facility.

25. Littering on University property or at University-sponsored activities.

26. Unauthorized use of University computing equipment, services or facilities. Such unauthorized usage may include, but not limited to, improperly accessing or altering academic or administrative records, and/or information contained in an instructional or research account, harassment through e-mail, possession of unauthorized passwords, destruction of hardware or software, unauthorized copying of software, activities related to personal for-profit ventures unrelated to the educational mission of the University or illegal activities.

27. The unauthorized use of the emergency exit doors of the University shuttle buses. (Use is authorized in an emergency endangering the life and safety of passengers and driver).
28. Sexual harassment by a student of any member of the University community as delineated in Personnel Services under "Discrimination Complaints/Sexual Harassment" and "Discipline and Discharge" of the SFA Policy and Procedures section of the SFA Web pages.

29. Selling or distributing course lecture notes, handouts, readers or other information provided by an instructor, or using them for any commercial purpose without the express permission of the instructor.

Cross Reference: SFASU Web Pages

Source of Authority: Board of Regents, President, Vice President for University Affairs

Cross Reference: SFASU Web Pages

Contact for Revisions: Dean of Student Development

Forms: None
The Americans with Disabilities Act signed into law on July 26, 1990, acknowledges the findings of congress that some forty-three million Americans have one or more physical or mental disabilities. The legislation provides a comprehensive national mandate for the elimination of discrimination against individuals with disabilities.

It is the intent of the Board of Regents of Stephen F. Austin State University to comply with both the letter and the spirit of the Americans with Disabilities Act as well as the Rehabilitation Act of 1973 and other laws protecting the rights of persons with disabilities. Compliance measures should address the necessity to provide opportunities to qualified persons with disabilities in employment and in access to education, where this will not pose an undue burden or fundamentally alter the programs of the institution. The Board recognizes that compliance with ADA requires increased awareness of all University employees and a commitment of institutional resources. Further, it is the intent of the Board to continue this institution's strong commitment to meeting the special needs of individuals with disabilities, and that this commitment remain an integral part of the educational mission and service component of Stephen F. Austin State University.

It is the intent of this institution that ADA compliance measures shall include the following:

- Diligently pursue the identification and elimination of physical, communication and attitudinal barriers to activities, programs, or series operated or sponsored by the institution, including employment, academic criteria, student and public services, and facilities.
- Implement procedures for raising awareness of the requirements of ADA throughout the institution;
- Provide coordinated and timely response to requests from individuals with disabilities;
- Create a task force to support the efforts of an ADA Coordinator and ensure continued sensitivity to special needs of individuals with disabilities.

University policy prohibits discrimination against faculty, staff or students on the basis of race, color, religion, sex, age, national origin, disability or disabled veteran status.

Cross Reference: None
Contact for Revision: ADA Coordinator
Forms: None
Alcohol/Drug Free Workplace

Original Implementation: Unpublished
Last Revision: July 24, 1989 August 1, 2000

It is the declared policy of the United States Government to create a Drug-Free America by 1995. The Board of Regents of Stephen F. Austin State University adopts this policy to comply with the requirements of state and federal law and because of its desire to have a drug-free campus.

Definitions

1. Controlled substance means a controlled substance in schedules I through V of section 202812 of the Controlled Substances Act, 21 U.S.C. 812. Examples include, but are not limited to: heroin, marihuana, mescaline, peyote, and cocaine. This definition does not include medication prescribed by a physician.

2. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

3. Criminal drug statute means a criminal statute involving manufacture, distribution, dispensation, use, or possession of any controlled substance.

4. Federal agency means an agency as that term is defined in section 5572(47) of Title 5, United States Code.

Prohibition, Discipline, and Treatment

1. The University prohibits all employees (full-time and part-time faculty, staff, and students) from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcoholic beverage in the workplace, or reporting to work under the influence of alcoholic beverages or illegal drugs. None of the funds appropriated to the University by the State Legislature for travel expenses may be expended for alcoholic beverages.

2. Observance of this policy is a condition of employment for all employees of the University.

3. An employee violating this policy shall:
   a. be subject to employment discipline up to and including termination; or
   b. be required to undergo satisfactory participation in a drug abuse assistance or rehabilitation program, such as the Employee Assistance Program of the University.
4. Any employee directly engaged in the performance of work pursuant to the provision of a federal grant or contract who is convicted of violating a criminal drug statute shall notify his/her immediate supervisor of the conviction no later than five days after the conviction. The immediate supervisor shall promptly report the conviction to the appropriate vice president and the Director of Research Services. On behalf of the University, the Director of Research Services shall notify the federal agency grantor or contractor of the conviction within ten days of the University receipt of notice from the employee or of receipt of other actual notice.

Good Faith Effort

Stephen F. Austin State University shall make a good faith effort to maintain a drug-free workplace by implementing and enforcing this policy. The University shall also comply with United States Department of Transportation regulations regarding drug testing of drivers with a commercial driver's license.

SOURCE OF AUTHORITY: P.L. 100-690, sec. 5151 et seq.; 47 USC Sec. 701 et seq.; General Appropriations Act; Board of Regents; President


CONTACT FOR REVISION: General Counsel

FORMS: None
The President of the University may, under state law, make exceptions to the amount of sick leave an employee may take. Extensions of authorized sick leave will be approved on an individual basis following a review of the merits of each request. In general, extension of sick leave may be granted in an effort to allow University employees, who are experiencing extenuating circumstances due to illness, to resume productive employment. Among the factors to be considered in granting any extension of sick leave will be: the nature of the illness; a physician’s assessment of the employee’s condition; an assessment from the University department supervisor regarding the employee’s special needs; and the employee’s record of sick leave taken.

Requests for extensions should be addressed by memorandum to the President through administrative channels and must be accompanied by:

—1. a statement from the employee’s department head which attests to the validity of the request for an extension;

—2. a completed Family Medical Leave Request, (form available in the Personnel Office Human Resources), from the employee’s physician describing the nature of the illness and the necessity for extended leave; and

—3. a current summary of the employee’s record of sick leave taken available from the from Payroll Services.

Following the President’s decision, a “Personnel Action Request” form must be initiated by the department head to reflect the appropriate action.

Employees who have had an extended sick leave approved must contact the University Benefits Manager in Human Resources to determine requirements necessary to maintain their benefits for the duration of the leave.

SOURCE OF AUTHORITY: General Appropriations Act, President

CROSS REFERENCE: None

CONTACT FOR REVISION: President

FORMS: Family Medical Leave Request
The Personnel Action Request ("PAR") form is used to obtain administrative approval and to notify Payroll/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 HR. The PAR is a six-part carbonless form and 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 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 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 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.)

For information and codes needed to complete Section IV, refer to Section II.

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. If an employee is out for more than three (3) working days due to personal illness or the illness of a family member, Human Resources should be contacted immediately to determine whether the employee qualifies for Family Medical Leave. If
the employee is qualified, a PAR will need to be prepared immediately for routing. (See Family Medical Leave Policy E-58).

For information and codes needed to complete Section IV, refer to Section II.

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 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 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 Human Resources

Forms: Personnel Action Request (Available in University Printing Services)
Probationary Period of Employment  E-40N
Original Implementation: Unpublished
Last Revision: July 15, 1997 August 1, 2000

The first 180 calendar days of employment is are a probationary period for all non-academic employees.

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

The evaluation form is returned to Personnel Services Human Resources and a copy retained in the department file. Before termination can be determined, the Director of Human Resources must review the information and approve the termination. (See Discipline and Discharge Policy E-11). If employment is to be terminated, the evaluation form should be returned to Personnel Services Human Resources accompanied by a "Personnel Action Request" form. (See Personnel Action Request procedure.)

During the probationary period the University is free to terminate an employee at any time.

SOURCE OF AUTHORITY: Vice President for Business Affairs

CROSS REFERENCE: Non-Academic Employee Handbook

CONTACT FOR REVISION: Director of Personnel Services Human Resources

FORMS: Personnel Action Request, see Index E-39 (available in University Printing Services)
The purpose of this policy and procedure is to establish a process for effecting a reduction in force. A reduction in force is defined as a layoff of a segment of the work force due to a lack of work, reduction in funding, or reorganization. It is an involuntary termination of employment not involving delinquency or misconduct.

The President of the University may implement a reduction in force in order to meet operating expenses and maintain sound reserves without diminishing capital or generating unwise or impermissible indebtedness. Prior to the implementation, the President shall consult with the vice presidents and other administrators of the President's choice. The consultation shall include a discussion of:

1. anticipated income and expenditures;
2. retrenchment measures which have been taken;
3. reasonable alternatives to reduction in force; and,
4. any other matter the President deems appropriate.

Policy

1. Regular, full-time employees will be given preference for retention over probationary, part-time, or temporary employees.

2. Length of service with the University, ability to perform the work remaining in the affected department, and critical skills required for the remaining work shall be weighed equally in selecting employees for layoff.

3. The University will make every effort to place potentially affected employees in vacant positions for which they qualify.

4. Employees who are laid off as a result of a reduction in force will be given priority consideration for vacant positions for which they qualify.

5. If there are no suitable job openings at the University, Personnel Services will provide reasonable assistance to affected employees in finding positions outside the University.

Procedure

1. A director or other administrator instructed by the President to accomplish a reduction in force will prepare a Work Force Profile on all employees in the affected department or program. The Work Force Profile shall indicate the number of positions to be abolished,
discontinued, or vacated, and the names, job titles, length of service, and classification (temporary, probationary, or full-time, regular) of the affected employees.

2. The director or other administrator shall list the employees recommended for separation on a Reduction-in-Force Roster and forward the roster and the Work Force Profile through the appropriate vice president to the Director of Personnel Services/HR.

3. The Director of Personnel Services/HR shall review and certify that the Reduction-in-Force Roster complies with the provisions of this policy.

4. After certification, every affected department’s roster shall be sent to the President for final approval.

5. Upon approval by the President, the director or other administrator of the department will meet with each affected employee, review the reason for the reduction in force, provide the employee with written notification of separation, and refer the employee to Personnel Services/HR. Whenever possible, a written notification should be given at least thirty (30) days prior to the effective date of the reduction in force.

6. In Personnel Services/HR, each affected employee will complete a new application. Personnel Services/HR will review the application and interview the employee.

7. If there are suitable openings with the University, the employee will be referred to those job vacancies for which the employee is qualified.

8. If there are no suitable openings, the University may replace an employee in one department with an employee who has more seniority in the same or other department. The University may exercise this option in cases where both employees are in the same or similar job classification according to the University’s validated job descriptions, or the employee will be provided with placement assistance for positions outside the University. The affected employee who is transferred under this option shall receive the compensation budgeted for the position to which the employee has been transferred.

9. Personnel Services/HR will provide each affected employee with information regarding unemployment benefits from the Texas Employment Workforce Commission and other available assistance.

10. Employees who are laid off as a result of a reduction in force will be recalled to the next available position for which they qualify. The right to recall shall be granted on a priority basis. Length of service with the University, ability to perform the work in the affected department, and critical skills required for the work shall be weighed equally in selecting employees for recall.
11. A notice of recall shall be sent to affected employees at the last known address according to University records.

12. A reasonable period of time not to exceed seven (7) days will be allowed for the affected employee to reply. The University may grant written extension when there are extenuating circumstances.

13. The right to recall shall cease six (6) months after layoff.

14. An employee on layoff from the University who rejects a recall or job offer for a position for which he/she qualifies shall forfeit further rights to recall.

15. Each employee who is laid off as a result of a reduction in force may appeal the decision in accordance with the Procedure for Category I Grievances under the Grievance and Appeals Procedure for Non-Academic Employees. The appeal shall begin at Step Three. The burden of proof is on the employee, and the scope of the review is limited to the opportunity for the employee to establish that the layoff was made on a constitutionally impermissible or unlawful basis or an arbitrary or capricious basis, or that this policy and procedure was substantially violated.

SOURCE OF AUTHORITY: Board of Regents, President

CROSS REFERENCE: None

CONTACT FOR REVISION: President

FORMS: None
Security Sensitive Positions

Original Implementation: May 1, 1989
Date of Last Revision: April 15, 1997 August 1, 2000

Security sensitive positions are those in which employees handle currency, have access to financial records, legal records, medical records, personnel records and student academic records, have access to a master key, or work in an area of the University which has been designated as a security sensitive area. Positions designated as security sensitive will be identified as such in individual job descriptions, in any advertising for job applicants, and in all personnel transaction forms and correspondence with Personnel Services/Human Resources concerning recruitment. Criminal history record information pertaining to an applicant may be obtained by the University and used in evaluating applicants for employment in security sensitive positions.

Department heads and/or account managers having the authority to employ, who desire to establish, change, or delete a position as security sensitive must submit, through administrative channels, a recommendation to the appropriate vice president. If approved, the vice president will forward the recommendation to the Director of Personnel Services/Human Resources who will identify the position as security sensitive in the personnel records of the University. All advertisements and notices released for security sensitive positions shall include the statement: "Security Sensitive Position."

At employment, the Personnel Services Department/Human Resources requests a Criminal Record Check which is forwarded to the Chief of University Police. The candidate may be offered continued employment by the University contingent upon the evaluation of the criminal history record check. If the check reveals a criminal record, the Chief of University Police informs the Director of Personnel Services/Human Resources. The Director of Personnel Services/Human Resources will evaluate the record in light of the University's policy on employment of persons with criminal history and make a recommendation to the department head that the employee will be "recommended" or "not recommended" for continued employment using the Confidential Report on Criminal Records Check for a Security Sensitive Position form. "Recommended" is checked when there is no criminal record, or when there is a record but it is not considered a bar to employment of the candidate by the University for that position. The appropriate Vice President or President will make the final decision on continued employment of the candidate.

All criminal history information on applicants shall be privileged and confidential and shall not be released or otherwise disclosed to any person or agency other than those persons involved in the hiring process with a legitimate need to know this information, except on court order.

After the expiration of the candidate's employee's probationary term of employment, all criminal history information relating to the applicant-employee shall be destroyed by the Chief of University Police.
SOURCE OF AUTHORITY: Texas Education Code, Section 51.215; President; Vice President for Business Affairs

CROSS REFERENCE: None

CONTACT FOR REVISION: General Counsel

FORMS: None
Sick Leave

Employees of the University, whose positions do not require as a condition of employment that they be enrolled and regularly attending classes, shall, without deduction in salary, be entitled to sick leave subject to the following conditions.

Sick leave entitlement shall be earned, beginning on the first day of employment, at the rate of eight (8) hours for each month or fraction of a month of employment, and shall accumulate with the unused amount of such leave carried forward each month. Such leave accrual shall terminate on the last day of duty. Part-time employees, working at least 20 hours per week, accrue sick leave proportionately to their FTE.

Sick leave with pay may be taken when sickness, injury, or pregnancy and confinement prevent the employee's performance of duty or when a member of the employee's immediate family is actually ill. For purposes relating to regular sick leave, immediate family is defined as those individuals related by kinship, adoption or marriage who are living in the same household or if not in the same household are totally dependent upon the employee for personal care or services on a continuing basis. An employee who must be absent from duty because of illness shall notify their supervisor or cause the supervisor to be notified of that fact at the earliest practical time.

To be eligible for accumulated sick leave with pay during a continuous period of more than three (3) working days, an employee absent due to illness shall send to the administrative department head a doctor's certificate showing the cause or nature of the illness, or some other written statement of the facts concerning the illness which is acceptable to such administrative head. If an illness results in the absence of three (3) working days or less, the administrative head has the discretion to require documentation of the illness.

1. Upon returning to duty after sick leave, an employee shall immediately complete a "Request for Vacation, Compensatory Time, Sick Leave Taken" form.

2. Funds appropriated for salaries and wages may be paid for all of the employee's accumulated vacation leave and for one-half of his/her accumulated sick leave, or for 336 hours of sick leave (whichever is less), to the estate of an employee when said employee dies while employed by the University. The employee must have had continuous employment with the University for at least 6 months at the time of death. The payment shall be calculated at the rate of compensation being paid the employee at the time of death.

3. Participation by any employee in an organized work stoppage has been declared to be against the public policy of the State of Texas (Art. 5154C, Vernon Civil Statutes). In any case when there is substantial evidence to indicate that an organized work stoppage exists in any division or department of the University, an employee reporting ill shall send to the administrative head of his/her department or division a doctor's certificate showing the cause or nature of the illness to be entitled to sick leave.

4. Under extenuating circumstances, an employee may request an extension of sick leave. Extension of Sick Leave: Pursuant to the Texas Government Code section 661.202 (i) and (j), an extension of sick leave may be granted through the University policies of Sick Leave Pool, Family Medical Leave, or Leave of Absence.
5. An employee may use up to eight (8) hours of sick leave each calendar year to attend parent-teacher conference sessions for the employee’s children who are in pre-kindergarten through 12th grade.

Source of Authority: General Appropriations Act, Board of Regents, President, Vice President for Business Affairs

Cross Reference: Non-Academic Employee Handbook

Contact for Revision: Director of Personnel Services

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

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

1. Projects may be proposed and approved for non-faculty, full-time staff members, either classified or non-classified.

2. Any eligible employee, as defined in item 1 above may submit a proposal for either himself/herself or for an employee who reports to him/her.

3. Proposals, containing a detailed description of the project/program and estimated costs, must be submitted to the employee's immediate supervisor on the "Staff Development Proposal" form for routing and approval through administrative channels to the appropriate vice president.

4. A copy of the proposal form showing the amount approved by the vice president must be attached to any travel request, voucher, etc., required for payment or reimbursement.
Accessing Administrative Systems

Original Implementation: December 8, 1987
Last Revision: April 15, 1991 August 1, 2000

University employees may request access to the administrative systems available on the University's administrative Open VMS cluster (SFAADM) for the purposes outlined below:

a. Access to the online administrative systems - SIS, FRS, HRS or BDS.
b. Access to EMAIL services.
c. Other services and/or systems as they become available.

The process of obtaining a user account requires that a form be filled out and signed by the department head and the employee. The steps are outlined below:

a. Obtain the account authorization form - Call 1122 and have the form sent via FAX or campus mail. As of April 1, 1997 the form will be available on the web at http://www.uis.sfasu.edu/sfa_forms/.
b. Fill out side one of the form, have your department head sign the form and check off which systems you need access to.
c. Send the form to the first system owner of the system you are requesting access to: i.e. SIS - send the form to the Registrars Office, FRS - send the form to the Controller's Office, HRS - send the form to the Personnel-Human Resources Office.
d. The appropriate system owner(s) will fill out the second page of the form advising UIS-ITS staff what level of access to give you.
e. The last system owner to grant access will forward the form to UIS staff at Boynton Computer Center.
f. UIS-ITS staff will create the user account and give the system access designated by the system owner(s).

SOURCE OF AUTHORITY: President

CROSS REFERENCE: None

CONTACT FOR REVISION: Director of Information Technology Services

FORMS: Account Authorization Form(available in the Boynton Computer Center or via the web at http://www.uis.sfasu.edu/sfa_forms/)
Requests for administrative programming services may be submitted to University Information Systems on the "Administrative Programming Request" form. These requests will be forwarded to the manager of the designated system for review. The Student System Manager or Financial System Manager will prioritize the request and assign it to a programmer for additional analysis, programming, and implementation.

The procedure for requesting administrative programming services is outlined below.

1. Obtain the Administrative Programming Request form by calling 1122 or 1110 and have the form sent via FAX or campus mail. As of April 1, 1997, the form will be available for printing on the web at http://www.uis.sfasu.edu/sfa_forms/.

2. Complete all sections of the form except the lower box. Use as much detail as possible in describing the process or report desired. Consult with the system manager if you have questions regarding the content of your request.

3. Send the completed form to SFA box 13012 or FAX to 1117. Keep a copy for your files, if necessary, since the form will not be returned to you.

4. The system manager will receive the request, review it, and assign to programming staff for completion.

5. You will be notified by the programmer or system manager when the request has been completed.

6. Upon completion, the Administrative Programming Request will be filed with the system manager.

SOURCE OF AUTHORITY: President

CROSS REFERENCE: None

CONTACT FOR REVISION: Director of Information Technology Services

FORMS: Administrative Programming Request
Coordination of express mail service is offered by the Purchasing and Inventory Department as a support function for the University. A purchase order is established in each year for the processing of payments to Airborne, Federal Express and UPS. If your department will have regular overnight shipments throughout the year, then a requisition may be submitted to the Assistant Director of Purchasing & Inventory at the beginning of the year to establish an encumbrance.

The State has established a contract that represents the best value to the University. The State Contract is noted below. The Purchasing Department should be contacted to set up the account and insure that state contract discounted rates are secured.

**AIRBORNE. Current State Contract through 1-31-2000.** Complete the airbill with required information, including departmental account number. Call the 800 number on the airbill to schedule the pick-up. Upon receipt of an invoice from Airborne (by the department), review for accuracy and submit to Accounts Payable with the account number to charge and an approved signature.

**FEDERAL EXPRESS.** Complete the airbill with required information, including departmental account number. Call the 800 number on the airbill to schedule the pick-up. Upon receipt of an invoice from Federal Express (by the department), review for accuracy and submit to Accounts Payable with the account number to charge and an approved signature.

**UPS.** Contact the Central Receiving Office for instructions regarding UPS shipments.

**USPO EXPRESS MAIL SERVICE.** Deliver package or letter to the Nacogdoches Post Office after the required postage has been metered at the Stephen F. Austin State University Post Office.

Source of Authority: Vice President for Business Affairs

Cross Reference: None

Contact for Revision: Director of Purchasing and Inventory

Forms: None
University faculty, staff, retirees, their spouses and dependent children are entitled to purchase season tickets for home football games and home basketball games at a reduced price. The faculty/staff season tickets include reserved seating for all regular season home football games and a pass for all regular season home basketball games (both men and women). Season ticket applications are mailed to each faculty/staff member who purchased tickets the previous year. Also, packets of applications are mailed to each departmental office for distribution to department members. This is done in order to contact as many new faculty/staff members as possible and to offer faculty/staff who did not purchase tickets the previous year a chance to do so. The football portion of the faculty/staff season ticket is available only through the first home football game. After that date, passes can be purchased for basketball only. Faculty/staff season tickets are not honored during post-season play.

Source of Authority: Vice President for University Affairs

Cross Reference: None

Contact for Revision: Director of Student Activities

Forms: None
Benefits eligible employees are entitled to purchase a faculty or staff identification card. Employees wishing to use the HPE facilities, Library, Wellness Center, or other University facilities will be required to show a current faculty/staff ID. Employees wishing to obtain an ID card must complete a "Request for Staff/Faculty ID Card" form in Personnel Services/Human Resources. Personnel Services/Human Resources will verify employment. The employee must take the request to Room 110 in the University Center where he/she must pay a nominal charge (non-refundable) and have a picture taken. A department has the discretion to pay for the faculty/staff ID card on behalf of employees who are required to have the ID as a condition of employment. ID cards must be validated annually in Personnel Services/Human Resources. Separating employees are required to return ID cards during the checkout process. Retired faculty/staff are encouraged to purchase ID cards in the same manner.

Source of Authority: Vice President for Business Affairs

Cross Reference: None

Contact for Revision: Director of Personnel Services/Human Resources

Forms: Request for Staff/Faculty ID Card (available in Personnel Services/Human Resources)
Stone Fort Museum Collections

Original Implementation: April, 1982

Last Revision: January 20, 1998 – August 1, 2000

The Stone Fort Museum selectively collects artifacts which the Museum's Curator determines are useful in interpreting the prehistory and history of East Texas with emphasis on the periods prior to 1900.

Donations of artifacts which meet the Museum's collecting purposes are sought and encouraged. Donors must have clear, legal title to any gift, and must complete a "Gift Agreement" for each donation.

1. All donations are tax deductible; however, the Museum assumes no responsibility for evaluating donations.

2. All donations become state property and therefore, must be outright and unconditional gifts to be used at the discretion of the Museum under state laws regulating the use of state property.
   a. The Museum must accept each gift without any condition that it be kept intact, that it be exhibited, either temporarily or permanently, or that the Museum keep the gift permanently.
   b. The Museum reserves the right to restore, reconstruct, refurbish or repair any part of any gift.

3. Generally, the Museum does not accept any gift it cannot use, but will assist donors in finding some other museum which might like to have the object.

4. In the event that a gift is tendered but not accepted by the Museum, it must be removed from the Stone Fort Museum within thirty days of notification. All items not removed by this deadline shall automatically become the property of the Museum and shall be subject to disposal.

5. Because of the expense involved in housing, handling, maintaining, insuring and exhibiting collections, loans cannot ordinarily be accepted. Occasionally, loans are considered for special exhibits or programming, but only for assigned periods of time.
   a. All loan items must be removed from the Stone Fort Museum on the date stated on the "Loan Agreement" form which is to be completed prior to the loan.
b. Any property on loan to a museum for 15 years or more and to which no person has made claim according to the records of the museum, is considered to be abandoned and becomes the property of the museum if the museum has given the lender notification and unless there is an unexpired loan agreement to the contrary.

6. All gifts must be reported to the office of the Vice President for University Advancement by completing a "Report of Gifts Received" form. (See Gift policy.)

**Source Of Authority:** Texas Property Code, sec. 80.001 et seq.; President; Vice President for Academic Affairs

**Cross Reference:** None

**Contact For Revision:** Curator of the Stone Fort Museum

**Forms:** Gift Agreement, Loan Agreement (both available in the Stone Fort Museum), Report of Gifts Received (available in University Advancement)
Students seeking on-campus employment may visit the Student Employment Center (SEC) in the Counseling and Career Services Office or view on-line jobs located on the SEC web site. Students need to contact the employing department to apply for each position.

All students employed by the university are required to report to the SEC for employment eligibility and payroll processing within seventy-two (72) hours. It is the employing department's responsibility to instruct all student workers to report to the Student Employment Center within the stated time period. Student's working College Work-Study positions must obtain a "College Work Study Permit" from the Financial Aid office each semester they intend to work. Once the necessary employment forms have been completed, the student will be issued a "Student Employment Authorization" card.

The hiring department will complete and forward to the Student Employment Center the "Student Employment Authorization" card for all new hires. Rate changes, account changes, or terminations can be completed by the department on a tan "Student Employment Authorization" card. The supervisor or department head signature on the "Student Employment Authorization" card verifies that the supervisor or department head has determined that sufficient funds are available for payment of wages.

In the fall and spring semesters, student employees of the University will be restricted to no more than twenty (20) hours of work per week, unless approved on an individual basis by the Vice President for Academic Affairs or his/her designee, as indicated on the "Departmental Approval To Work More That 20 Hours" form. This form may be obtained from the SEC office or website. To be eligible for employment on campus as student assistants, college work study employees, or for any other employment, students are required to carry a course load of at least six (6) semester hours during the time which the student is working. It is the employing department's responsibility to insure that student employees are enrolled for the required number of semester hours.

During the summer, students enrolled for three or more hours of coursework can be employed for no more than twenty (20) hours per week. Those students who do not attend school in the summer but have a reasonable expectation of being enrolled as SFASU students in the fall semester are eligible for employment up to forty (40) hours per week in the summer. Reasonable expectation for a new student would include being accepted by the Office of Admissions.

Departments will select hourly paid student employees and determine pay rates according to the following five position grades. Pay scales are determined by the student's level of experience and skill.
Position Grade 1. Student work requiring no previous training or experience; duties can be learned readily under proper supervision; work may relate directly to the academic program of the University or to the maintenance of facilities and services. (Example: office clerks, sales clerks, service personnel).

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<td>Hourly Rate</td>
<td>$5.15</td>
<td>$5.40</td>
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Position Grade 2. Student work requiring some college course work, related experience and/or technical training; continuing supervision not required; positions concerned directly with the academic program of the University requiring completion of some academic work for the position. (Example: typists, stenographers, student craftsmen, student graders)

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<td>Hourly Rate</td>
<td>$5.65</td>
<td>$5.95</td>
<td>$6.55</td>
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Position Grade 3. Student work requiring the supervision or counseling of other students; ordinarily requiring the skills, training, and judgment essential for the adequate supervision of others working in the maintenance or academic functions of the University. (Example: full supervision of student work, supervisors of facilities, services, or personnel)

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<tr>
<td>Hourly Rate</td>
<td>$6.20</td>
<td>$6.50</td>
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Position Grade 4. Student work requiring such professional or technical skills that only advanced students may perform such duties. Position Grade 4 work cannot be performed by students in other position grade classifications.

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<tr>
<td>Hourly Rate</td>
<td>$7.75</td>
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Position Grade 5. For student employment not meeting the above four pay grade specifications the department should contact the Student Employment Center.

7. Employment openings requiring services of Stephen F. Austin State University students shall be placed with the Student Employment Center and/or the employing department for at least two-three business days before the employing department recommends appointment of a
candidate to fill the opening. It is the employing department’s responsibility to insure that student job openings are listed for the required number of business days.

If an employment emergency occurs requiring the immediate services of a student worker, the two/three-day posting requirement can be waived. The employing department must contact the Student Employment Center the next business day after the emergency occurred and provide documentation justifying the emergency. Lack of planning is not justifiable cause for an exception to the two/three-day posting requirement.

College Work-Study (CWS) is a federally-funded program designed to provide financial aid to those students choosing to earn a portion of their educational expenses. The Student Financial Aid Office determines the student’s eligibility for CWS employment in accordance with established federal guidelines. Departments allocated CWS funds should be aware of the following procedures:

1. The College Work-Study Program is a form of student employment and is therefore subject to the conditions outlined above.

2. To be eligible for the CWS program, the student must first complete the financial aid application for need-based aid by the established deadline. If the results of the need analysis indicate the student is eligible for CWS, and the student expresses an interest in the program, the Financial Aid Office will make the award accordingly.

3. The student must reapply for CWS each academic year. If the student wishes to be employed through the CWS program in the summer, he/she must request that the Financial Aid Office review his/her file for eligibility in the preceding Spring semester.

4. Before beginning employment, each student must present to the employing department a “Work-Study Permit” secured from the Financial Aid Office. The permit will indicate the maximum amount of money the student may earn for a given period of employment by the University on a college work-study account. It is important to note that this amount is the maximum amount that can be paid from a CWS budget. It is the employing department’s responsibility to control the hours worked by the CWS personnel to be absolutely certain that the student does not earn more than the amount of money allowed from CWS funds.

Once the student has earned the amount of his/her CWS award, the department must terminate the student from their CWS account. If the student exceeds his/her eligibility amount, the excess must be considered an "over-award" for financial aid purposes. An over-award means that the student’s current financial aid package will be adjusted to compensate for the over-award and/or his/her future financial aid package will be adjusted accordingly. After the student has been
terminated from CWS employment, the department may re-employ the student on their departmental account.

It is recommended that departments do not employ CWS students on their CWS and department accounts simultaneously. They should first exhaust their CWS allotment funds and then appoint the student to their departmental account.

5. A fall “Work-Study Permit” allows the student to work from August through December. A spring “Work-Study Permit” allows the student to work from December through May. A summer “Work-Study Permit” allows the student to work from May through August. (The division between the summer sessions is determined by the University’s summer calendar.) Exact dates vary from year to year.

6. All time sheets for CWS employees must be signed by the student and the employing department head. The department head is the only official authorized to verify the time worked by the student.

7. If questions arise concerning the College Work-Study Program, call the Financial Aid Office at 468-2403.

Foreign Students. If questions arise, call the Student Employment Center, 468-3305. In general, the Immigration Service permits foreign students to be employed under the same regulations as other students.

Graduate Assistantships. For employment status see the Personnel Services office.

Nepotism. University policy regarding nepotism applies to student employment. (See Nepotism policy.)


Cross Reference: Nepotism, E-33

Contact for Revision: Director of Counseling and Career Services

Forms: Student Employment Authorization (issued by the Student Employment Center), College Work Study Permit (issued by Financial Aid), Departmental Approval To Work More Than 20 Hours (issued by the Student Employment Center)
TELEPHONE SERVICES

Original Implementation: December 8, 1987
Last Revision: July 15, 1997 August 1, 2000

Telecommunications and Networking - Information Technology Services

(Telecommunications and Networking) is responsible for the administration of University telephone services. These services consist of the installation, maintenance, and operation of the University owned telephone switch, connective infrastructure, associated services, and billing.

All telephone services exist primarily for the daily conduct and transaction of official University business (except for student dorm telephones and campus pay phones). Personal local calls may be made but should be minimized. Personal toll calls must be charged to home telephones, personal telephone calling cards, or reimbursement to the department. Reimbursements for personal calls on a University cellular telephone should be coordinated with Telecommunications and Networking. It is the responsibility of the department head (or account custodian) to review all telephone bills to ensure compliance with the usage policy.

All charges for telephone services, including campus telephone lines, 800 numbers, long distance calls (long distance access codes), and cellular telephones remain the responsibility of the department head (or account custodian) until written notification is received by the Assistant Director of Telecommunications and Networking for their discontinuance.

EQUIPMENT INSTALLATION/RELOCATION/ALTERATION

Requests for installation, relocation, or alteration of telephone equipment should be submitted by memorandum to the Assistant Director of Telecommunications and Networking. The memorandum must include the service requested, building and room number, phone number, department account number, and contact person. A work order will be issued for the service requested and upon completion, the account will be charged by IDT if appropriate.

EQUIPMENT REPAIR

Requests for telephone equipment repair should be reported to the University Switchboard Operator by dialing 0, or to the Help Desk at extension 1212. The request must include the nature of the problem, telephone number of the affected equipment, building and room number, department account number, and telephone number and name of a contact person. A work order will be issued, and upon completion, the account will be charged by IDT if appropriate.

LONG DISTANCE ACCESS CODE
Requests for long distance access codes should be submitted by memorandum from the department head (or account custodian) to the Director of Telecommunications and Networking. The memorandum should include the requesting individual's name, social security number, and department account number. Requests for multiple long distance access codes (for charging to more than one account number) may be included on a single memorandum. However, full information must be provided for each access code requested.

UNIVERSITY TELEPHONE CALLING CARDS

Requests for University telephone calling cards should be submitted by memorandum from the department head (or account custodian) to the Assistant Director of Telecommunications and Networking. The memorandum must include the using individual's name, social security number, and department account number. It is the responsibility of the department head (or account custodian) to submit written notification to the Assistant Director of Telecommunications and Networking when the calling card is no longer required. Additionally, the calling card must be returned to the Assistant Director of Telecommunications and Networking when no longer required, or upon termination or separation of the using individual.

CELLULAR TELEPHONE SERVICE

Requests for cellular telephone service should be submitted by memorandum from the department head (or account custodian) to the Assistant Director of Telecommunications and Networking. The memorandum must include the name of the primary user (or responsible person), department account number, type of cellular telephone desired, and extra equipment (spare battery, charger, carrying case, cigarette lighter connection, etc.). The department account will be charged by IDT for initial telephone equipment acquisition, and subsequent monthly usage charges. Due to the nature of cellular telephone equipment and usage areas, it is strongly recommended that telephone contact with Telecommunications and Networking (extension 6626) be conducted prior to memorandum submission.

800 TELEPHONE NUMBERS

Requests for 800 telephone numbers should be submitted by memorandum from the department head (or account custodian) to the Assistant Director of Telecommunications and Networking. The memorandum must include the purpose of the 800 service, department account number, existing telephone number (ring extension) where the 800 number will ring, directory listing information (if appropriate), and name and telephone number of a contact person. A work request will be initiated with the Telecommunications Services Division of the General Services Commission for the requested 800 service. A lead time of approximately four (4) weeks is required. The department account will be charged by IDT for initial installation charges (if appropriate), and subsequent monthly usage charges. Discontinuance of the 800 service
or changes to the ring extension require a memorandum from the department head (or account custodian) to the Assistant Director of Telecommunications and Networking.

SOURCE OF AUTHORITY: President

CROSS REFERENCE: None

CONTACT FOR REVISION: Assistant Director of Telecommunications and Networking

FORMS: None
The Ticket Office is for the use of campus organizations, both student and non-student, as well as campus departments, both academic and non-academic, for the sale of tickets for any event sponsored by that organization or department. Any other event sponsored by one of the eligible groups that involves any type of revenue (i.e., trip sign-ups) can also be offered through the Ticket Office.

An "eligible group" is any group having a University account for depositing revenue. Evidence of a University account is taken as proof that the department or organization is recognized by the University.

To request use of the Ticket Office, an official representative of the eligible group must complete a Ticket Office Service Request form at the time tickets are delivered to be sold. This form should be completed in the presence of the Ticket Office Manager at least one (1) day prior to the time sales are to begin. An Event Information Sheet should also be completed at that time so questions regarding the event can be answered by Ticket Office personnel. The number of tickets left with Ticket Office personnel must be verified and agreed upon by the group representative and the Ticket Office Manager. Tickets should go on sale no earlier than three (3) weeks prior to the event.

For general admission events, tickets must be consecutively numbered. For reserved seat events, tickets must be accompanied by a seating plan (chart). Prices must be printed on the face of the ticket.

The Ticket Office is responsible only for the number and type of tickets it accepts. Deposits will be made into a University account and copies of the receipts will be made available upon request.

All cash revenues must be deposited into the University account indicated on the Ticket Office Service Request form. If desired, the group representative may receive an accounting of advance sales at 4:30 p.m. on the day of the event. If a summary of sales is needed on a more regular basis, this should be indicated on the Ticket Office Service Request form. Final accounting will take place within two (2) working days following the event. A final Ticket Office statement will be provided to the group upon request.

Source of Authority: Vice President for University Affairs

Cross Reference: None

Contact for Revision: Director of Student Activities

Forms: None
The operation of vending machines for goods or services available on the University campus is the responsibility of the Vending Department. This responsibility shall include furnishing, servicing and maintaining machines, purchasing goods for resale, and collecting funds. The Vending Department, under the guidance of the Director of Auxiliary Services, shall routinely place vending machines in locations it deems desirable and economical, including academic buildings. Specific exceptions to this policy are:

1. coin-operated copy machines, which are the responsibility of the individual department;
2. postage stamp machines, which are the responsibility of the SFASU Post Office; and,
3. coin-operated game machines, which are the responsibility of the University Center Games Area.

Other exceptions or requests shall be considered on an individual basis, and should be addressed in writing, to the Director of Auxiliary Services for recommendation of approval/disapproval by the Vice President for University Affairs.

Source of Authority: President, Vice President for University Affairs

Cross Reference: None

Contact for Revision: Director of Auxiliary Services

Forms: None