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<table>
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<th>Reports</th>
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<td>B. Student Government Association President, Mr. Charlie Hueber</td>
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<td>C. Vice President for Business Affairs, Dr. Roland Smith</td>
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<td>D. Development Report - Vice President for University Advancement Dr. Jerry Holbert, Vice President for Alumni Affairs Dr. Miles McCall, and Associate Athletic Director for External Affairs Mr. Gregg Fort</td>
</tr>
<tr>
<td>E. Marketing Report - Kolar Advertising</td>
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<td>F. President, Dr. Tito Guerrero</td>
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</tbody>
</table>
The meeting was called to order at 9:00 a.m. by Chair Mike Enoch. Board members present in Room 307: Penny Butler, Margarita de la Garza Graham, Kenneth James, Mike Enoch, Susan Roberds, Lyn Stevens, Mike Wilhite and Fred Wulf. Absent: Gary Lopez.

Others present in Board Room 307: Tito Guerrero, Janelle Ashley, Jerry Holbert, Miles McCall, Baker Pattillo, Roland Smith, Yvette Clark, and other SFA administrators, staff, and visitors.

02-06
Upon motion of Regent Wulf, seconded by Regent Wilhite, with all members voting aye, it was ordered that the Board Chair be Mike Enoch, the Vice Chair be Susan Roberds, and the Secretary be Penny Butler.

02-07
Upon motion of Regent Wilhite, seconded by Regent Butler, with all members voting aye, it was ordered that the minutes of January 15, 2002 and April 16, 2002 be approved.

02-08
Upon motion of Regent Stevens, seconded by Regent Butler, with all members voting aye, it was ordered that Dr. Tito Guerrero’s appointment as President and Ms. Yvette Clark’s appointment as General Counsel be continued, with the FY2003 salary subject to the preparation and adoption of the budget, and that Steve McGee’s appointment be continued at a salary of $71,000 effective May 1, 2002.

02-09
Upon motion of Regent Wilhite, seconded by Regent Roberds, with all members voting aye, it was ordered that the following appointments be approved.

1. Agriculture

Mr. Ashley Laace Craig, Research Associate, B.S. (Stephen F. Austin State University), at a salary of $26,200 for 100% time for twelve months, effective January 1, 2002.
2. Athletics

Mr. Jaime Frias, Assistant Soccer Coach, at a salary of $10,000 for 100% time for 5.5 months, effective February 11, 2002.

Mr. Greg Stevens, Assistant Coach and Instructor of Kinesiology, at a salary of $48,940 for 100% time for 10.5 months, effective March 18, 2002.

Mr. William Reed, Assistant Coach and Instructor of Kinesiology, at a salary of $54,123 for 100% time for 10.5 months, effective March 18, 2002.

3. Controller

Mr. Dale Duren, Assistant Payroll Manager, at a salary of $27,000 for 100% time for twelve months, effective February 25, 2002.

4. Disability Services

Ms. Betty Kyle, Interpreter, at a salary of $32,054 for 100% time for twelve months, effective December 13, 2001.

5. Early Childhood Lab

Ms. Tammy L. Bell, Lead Toddler II Teacher, B.S. (Stephen F. Austin), at a salary of $22,787 for 100% time for twelve months, effective November 1, 2001.

6. Forestry

Mr. Terry A. Corbett, Research Technician, B.S.F. (Stephen F. Austin State University, at a salary of $30,000 for 100% time for twelve months, effective January 1, 2002.

7. History

Dr. Philip E. Catton, Assistant Professor, Ph.D. (Ohio University), at a salary of $35,500 for 100% time for nine months, effective January 1, 2002.

8. Human Services

Dr. Susan E. Abbott, Assistant Professor, Ph.D. (Florida State University), at a salary of $26,250 for 100% time for twelve months, effective January 1, 2002.

Mr. Scott A. Whitney, Lecturer, M.A. (Illinois State University), at a salary of $40,000 for 100% time for nine months, effective January 1, 2002.

9. Instructional Technology Services

Mr. William A. Wagner, Director, at a salary of $92,382 for 100% time for twelve months, effective April 8, 2002.
10. Kinesiology

Mr. Jeffrey C. Gergley, Assistant Professor, M.A. (University of Central Florida), at a salary of $38,000 for 100% time for nine months, effective January 1, 2002.

11. Library

Ms. Shirley Dickerson, Associate Director for Information Services, M.L.S. (Texas Woman's University), at a salary of $60,000 for 100% time for twelve months, effective March 1, 2002.

Ms. Lani Hall, Librarian I, M.L.I.S. (University of Texas at Austin), at a salary of $33,500 for 100% time for twelve months, effective January 1, 2002.

12. Research and Sponsored Programs

Ms. Heather Slough, Assistant Director, M.A. (Ohio University), at a salary of $35,000 for 100% time for twelve months, effective January 1, 2002.

02-10

Upon motion of Regent Butler, seconded by Regent Wulf, with all members voting aye, it was ordered that the following appointments be approved.

1. Biology

Mr. Cody Wayne Edwards, Associate Professor, Ph.D. (Texas Tech University), at a salary of $38,000 for 100% time for nine months, effective September 1, 2002.

Mr. Lance D. McBrayer, Assistant Professor, M.A. (Buffalo State College), at a salary of $38,000 for 100% time for nine months, effective September 1, 2002.

2. Computer Science

Dr. Deborah L. Dunn, Assistant Professor, Ph.D. (Texas A&M University), at a salary of $71,000 for 100% time for nine months, effective September 1, 2002.

3. Kinesiology

Ms. Linda Sue Bobo, Assistant Professor, M.Ed. (The University of Southern Mississippi), at a salary of $55,000 for 100% time for nine months, effective September 1, 2002.

4. Mathematics

Mr. Clint T. Richardson, Assistant Professor, M.S. (Texas Tech University), at a salary of $42,000 for 100% time for nine months, effective September 1, 2002.
Upon motion of Regent Butler, seconded by Regent Wilhite, with all members voting aye, it was ordered that the following changes of status be approved.

1. Athletics

Ms. Nicole Nelson, from Assistant Soccer Coach and Coordinator, at a salary of $21,900 for 85% time for 10.5 months, to Head Soccer Coach, at a salary of $31,200 for 100% time for 10.5 months, effective January 9, 2002.

2. Auxiliary Services

Mr. Kyle Ervin, from Programmer Analyst I in Information Technology Services, at a salary of $27,000 for 100% time for twelve months, to Programmer Analyst I in Auxiliary Services, at a salary of $27,000 for 100% time for twelve months, effective April 1, 2002.

3. English

Dr. Barbara Carr, from Professor at a salary of $58,265 for 100% time for nine months, to Associate Chair at a salary of $63,265 for 100% time for nine months, effective February 1, 2002.

4. Human Resources

Ms. Peggy Moss, from Assistant Coordinator, at a salary of $28,151 for 100% time for twelve months, to Manager of Employment at a salary of $32,000 for 100% time for twelve months, effective March 25, 2002.

5. Instructional Technology Services

Mr. Paul T. Davis, from Interim Director, at a salary of $54,308 for 100% time for twelve months, to Manager, Technical Support, at a salary of $42,308 for 100% time for twelve months, effective April 8, 2002.

6. Library

Mr. Kreg L. Mosier, from Tech Support Specialist I at a salary of $21,728 for 100% time to Systems Administrator at a salary of $27,000 for 100% time for twelve months, effective January 16, 2002.

7. Secondary Education

Dr. Sandra L. Lowery, from Interim Chair at a salary of $80,000 for 100% time for twelve months, to Department Chair at a salary of $94,000 for 100% time for twelve months, effective September 1, 2002.
Upon motion of Regent de la Garza-Grahm, seconded by Regent Wulf, with all members voting aye, it was ordered that the following individuals be granted promotion to the academic rank indicated, effective fall semester, 2002.

To Assistant Professor:
Dr. Brian Utley
Mr. Michael Dean*

* Contingent upon completion of doctorate by August 31, 2002.

To Associate Professor:
Dr. John Boyd
Dr. Treba Marsh
Dr. Florence Elliott-Howard
Dr. Robert Culpepper
Dr. Joyce M. Hoffman
Dr. Carolyn Abel
Dr. Lisa Mize
Dr. Deborah Dalton
Dr. Diane B. Schultz
Mr. Thomas Matthys
Dr. Beatrice Clack
Dr. Kimberly Childs
Dr. Gregory Miller
Dr. Deborah Pace
Dr. W. Dan Bruton

To Professor:
Dr. M. Aileen Smith
Dr. Robert Strader
Dr. David E. Gundersen
Dr. Janie Kenner
Dr. Melanie Jephson
Dr. Glen McCuller
Dr. Michael McKaig
Dr. A. Chris Ninness
Dr. Elizabeth Rhodes
Dr. Sandra Lowery
Dr. Alan Nielsen
Dr. Darrell McDonald
Dr. Thomas Segady
Dr. John Moore
Dr. A. Chris Ninness
Dr. R. Larell Nielson

To Professor Emeritus
Dr. John Harlan
Dr. Montague Whiting

To Professor:
Dr. M. Aileen Smith
Dr. Robert Strader
Dr. David E. Gundersen
Dr. Janie Kenner
Dr. Melanie Jephson
Dr. Glen McCuller
Dr. Michael McKaig
Dr. A. Chris Ninness
Dr. Elizabeth Rhodes
Dr. Sandra Lowery
Dr. Alan Nielsen
Dr. Darrell McDonald
Dr. Thomas Segady
Dr. John Moore
Dr. A. Chris Ninness
Dr. R. Larell Nielson

To Professor Emeritus
Dr. John Harlan
Dr. Montague Whiting
02-13
Upon motion of Regent Butler, seconded by Regent Stevens, with all members voting aye, it was ordered that academic tenure be awarded to the following individuals, effective September 1, 2002.

- Dr. Treba A. Marsh  
  Accounting
- Dr. Robert Culpepper  
  M/M/IB
- Dr. Joyce M. Hoffman  
  M/M/IB
- Dr. Violet Alexander  
  Elementary Education
- Dr. Stephen Josephsen  
  Elementary Education
- Dr. Leisha Bridwell  
  Human Sciences
- Dr. Jamey Plunk  
  Kinesiology
- Dr. Garth Petrie  
  Secondary Education
- Dr. Betty Alford  
  Secondary Education
- Dr. Peter Siska  
  Forestry
- Dr. Nancy A. Wisely  
  Sociology
- Dr. Donald B. Burt  
  Biology
- Dr. Stephen Wagner  
  Biology
- Dr. Beatrice Clack  
  Chemistry
- Dr. Kimberly Childs  
  Mathematics
- Dr. Gregory Miller  
  Mathematics
- Dr. Deborah Pace  
  Mathematics
- Dr. W. Dan Bruton  
  Physics

02-14
Upon motion of Regent Butler, seconded by Regent Wilhite, with all members voting aye, it was ordered that the following be awarded Regents Professorships for the academic year 2002-2003.

- Dr. Mary McCleary  
  Art
- Dr. Robert Szafran  
  Sociology

02-15
Upon motion of Regent Wilhite, seconded by Regent Wulf, with all members voting aye, it was ordered that the faculty members listed below be awarded Faculty Development Leaves for the semester indicated.

**Spring 2003:**

- Dr. David Creech  
  Agriculture
- Dr. David Lewis  
  Art
- Dr. Marc Guidry  
  English
- Dr. Ann Doyle-Anderson  
  Modern Languages

02-16
Upon motion of Regent Wilhite, seconded by Regent Butler, with all members voting aye, it was ordered that the following retirements be accepted.
1. English

Dr. Leonard Cheever, Professor, effective January 31, 2002

Dr. Patricia R. Russell, Professor, September 1, 2002

2. History

Dr. Bobby H. Johnson, Professor, December 31, 2001

02-17

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

Dr. Donnya Stephens, Secondary Education, effective Spring semester, 2003

Dr. Leon Hallman, Geography/Continuing Education, effective September 1, 2002

Dr. Patsy Hallman, Secondary Education/Dean of Education, effective September 1, 2002

Dr. Camille C. Price, Computer Science, effective September 1, 2002

02-18

Upon motion of Regent Wilhite, seconded by Regent Roberds, with all members voting aye, it was ordered that the President be authorized to interview and hire a search consultant to conduct the search for a Vice President for Academic Affairs, and that the President be authorized to sign the contract after appropriate consulting contract procedures have been followed.

02-19

Upon motion of Regent Roberds, seconded by Regent Butler, with all members voting aye, it was ordered that the faculty workload report for Spring 2002 be approved.

02-20

Upon motion of Regent Roberds, seconded by Regent Stevens, with all members voting aye, it was ordered that the following items be approved:

- Undergraduate and graduate curriculum changes were approved, as listed in Appendix No. 1.

- Academic Standard Revisions listed below were approved, effective Fall 2003

1. Successful applicants must meet one of the following conditions:
   (a) in the 1st (top) quartile of their high school graduating class;
   (b) in the 2nd quartile and have an SAT score of at least 850 or an ACT score of at least 18;
   (c) in the 3rd quartile and have an SAT score of at least 1050 or an ACT score of at least 23;
   (d) in the 4th quartile and have an SAT score of at least 1250 or an ACT score of at least 28.
2. Unsuccessful applications must be reviewed by a committee within the Office of Admissions. Those applicants showing very strong college potential on dimensions other than high school degree earned, graduating class quartile, and SAT/ACT scores will be accepted for admission.

- **Distance Education Courses** listed below were approved, and the President was given future authority to approve courses delivered electronically if they are listed on the Coordinating Board approved Course Inventory.

**Summer I 2002:**

- COU 525  
  Section 701  Vocational & Educational Information  
  Angelina College

**Fall 2002:**

- RDG 318  
  Section 701  Early Literacy Development  
  Angelina College  
  Section 702  Panola College  
  Section 703  Kilgore College

- RHB 220  
  Section 701  Intro to Rehabilitation Services  
  Angelina College  
  Section 702  Kilgore College  
  Section 703  Panola College  
  Section 704  Trinity Valley Community College

- RHB 222  
  Section 702  Intro to Alcohol & Other Dependency  
  Kilgore College  
  Section 704  Trinity Valley Community College

- SED 370  
  Section 701  Intro to Pedagogy and Active Learning  
  Angelina College  
  Section 702  Kilgore College  
  Section 703  Panola College

- **Graduate Bulletin for 2002-2004 was approved.**

02-21

Upon motion of Regent Roberds, seconded by Regent Butler, with all members voting aye, it was ordered that the following items be approved:

- **Purchase of equipment for Biotechnology:** a 20L Fermentor, a steam generator, AFS-Biocommand software, and related equipment and supplies in the amount of $53,946. Source of funds is the Texas Excellence Funds.

- **Electric Service Contract** - The University was authorized to select a vendor or vendors to provide electricity to the University and that at a time most advantageous to the University, a best and final offer will be solicited. When
the offer is received, the President is authorized to sign a contract for electric service for two years with the option to extend the contract for three additional 1-year terms.

- **Budget Adjustments** for the fiscal year 2002 operating budget were approved. The list below shows sources and uses of additional intercollegiate athletic revenues. were approved as listed:

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Expenditure</th>
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<tr>
<td>Game 250,000</td>
<td>Team Travel 43,800</td>
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<tr>
<td>Guarantees</td>
<td>Pool Repairs 45,000</td>
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<td>Maintenance &amp; Operations 161,200</td>
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Board of Regents authorized fiscal year 2002 operating budget changes included in the Revised Schedule of Debt Service for the Fiscal Year Ending August 31, 2002 shown as Appendix No. 2. The changes reflect the current year redemption of $3,340,000 in Series 1991A Revenue bonds. The Board of Regents’ Finance Committee considered this item at its April 1, 2002 meeting.

- **Fiscal Year 2001-2002 Summer Budget** - Faculty and staff salaries and benefits included in the annual budget were increased by $342,910 to provide funding for the education and general portion of the 2002 summer budget, and the total summer budget of $3,825,397 was approved as presented.

- **Interagency Contract — State Office of Risk Management** - The President was authorized to sign the proposed State Office of Risk Management Interagency Contract for Risk Management & Workers Compensation Coverage shown in Appendix No. 3. Further, the University was authorized to amend its 2002 operating budget in the amount of $571,792 to incorporate the funds transfer from the State Office of Risk Management.

- **Certificate of Adoption of Wire Transfer Resolution** was approved as presented in Appendix No. 4

- **Beverage Contract** was awarded to Coca-Cola Enterprises (Nacogdoches Coca-Cola Bottling) pending approval of the final contract by the University’s legal counsel and approval was given to the University President to sign the contract. The ten year-plus contract submitted by Coca Cola Enterprises has a projected total value to the University of $6,000,000. The projected total value includes a guaranteed expendable revenue sum of $2,950,000 with the remaining sum in dedicated value projects, over the ten plus year period.

Upon motion of Regent Wulf, seconded by Regent de la Garza-Grahm, with all members voting aye, it was ordered that the following items be approved:

- **Tennis and Racquetball Courts — Surfacing and Glass Installation** - the University was authorized to resurface the tennis courts and add the glass front to the racquetball court, and the President was authorized to sign the necessary contracts and purchase orders to expedite project completion within
the available time. Source of funds is fiscal year 2001-2002 HEAF. Cost of the projects, including the previously completed racquetball resurfacing work, will not exceed $125,200.

- **Turner Auditorium Lighting** - The University is authorized to upgrade the stage lighting system in Turner Auditorium as recommended by Pelton Marsh Kinsella, consultants in acoustics, theatre, and television. The President is authorized to sign the necessary contracts and purchase orders. The cost of the project shall not exceed $125,000. Funding is provided from HEAF ($100,000) and from sources designated by the College of Fine Arts ($25,000). Implementation of the lighting modifications is contingent upon access to appropriate electric power levels and will be postponed should adequate electric service not be available within the maximum cost indicated above.

- **Parking Lot Paving** - The University is authorized to repair and resurface the parking lot east of the Library, Clark Boulevard and make various other repairs to campus streets at a cost not to exceed $150,000. Funds are included in the FY 2002 budget. The Physical Plant will do the work in-house.

- **Poultry Project** - The President is authorized to execute the necessary documents to proceed with construction of four broiler houses at the Todd Beef Farm site, contingent upon certification by the SFA Foundation that all funds and/or equipment and/or other materials necessary to implement and complete the project have been received. No University funds will be used to finance or equip the facility.

- **Stadium and Pressbox Accessibility and Renovations** - The University is authorized to hire an architect to evaluate the facility and make recommendations regarding access and adequacy of the stadium and pressbox, to employ a construction manager for the project, seek Coordinating Board approval, sell bonds or make other financial arrangements to fund the project and proceed as recommended by the architects to insure work can be completed prior to fiscal year 2004. The President is authorized to sign all contracts and purchase orders and related documents as required. The cost of the project not to exceed $3,200,000.

02-23

Upon motion of Regent Roberds, seconded by Regent Stevens, with all members voting aye, it was ordered that the policy revisions shown in Appendix No. 6 be approved.

X. REPORTS

A. **Dr. Joe Devine, Faculty Senate Chair**
   - Thank you for naming building after Dr. Dugas
   - Appreciation of Dr. Ashley
   - VPAA search: question expense of consulting firm
   - Admissions standards
   - Salary equity
   - New Senate leaders in May
B. Mr. Charlie Huber, Student Government Association President
   1. Construction of new Student Union
      a. Bill to add additional mail boxes
      b. Bill to centralize room reservation system
   2. Student view of marketing firm
   3. Brief overview of year in SGA
   4. Introduction of new SGA President

C. Vice President for Business Affairs - status report on the Human Services-
   Telecommunications Building

D. Vice President for University Advancement Dr. Jerry Holbert, Vice President
   for Alumni Affairs Dr. Miles McCall, and Associate Athletic Director for
   External Affairs Mr. Gregg Fort presented a Development Report.

E. Marketing Report - Kolar Advertising presented an update on the marketing
   program.

F. President
   1. The Big Dip: Mentor Ring Ceremony (April 24, 2002)
   2. Testimony before the Joint Interim Committee on Higher Education Excellence
      Funding (April 25, 2002)
   3. Retirement Reception and Campus Picnic (May 2, 2002)
   4. National Association of Schools of Theatre (NAST) Accreditation Visit (May 3,
      2002)
   6. Commencement Addresses (Angelina College on May 10, 2002; Coastal Bend
      College on May 14, 2002; and Panola College on May 17, 2002)
   7. May Commencement will include Josh Davis, Olympic Gold Medalist, and Rick
      Perry, Governor of Texas, as well as Hall of Fame Inductees Spike Dykes and
      Bob Murphey (May 18, 2002)
   8. Invited Presentation at the Beyond Our Borders Conference, hosted by the George
      Bush Library in Valladolid, Spain during the fourth week of May
   9. Signing of a Memorandum of Agreement with the Autonomous University of
      Chihuahua (June 11 and 12, 2002)
   10. Our favorite daughter celebrates her 21st birthday (July 6, 2002)
   11. Answer Questions from Members of the Board of Regents

Meeting adjourned at 3:40 p.m.
## COURSE CHANGE PROPOSALS

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Proposed Action Detail</th>
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<tbody>
<tr>
<td>COM 430</td>
<td>New Media</td>
<td>Prerequisite</td>
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<tr>
<td>ECO 231</td>
<td>Principles of Macroeconomics</td>
<td>Prerequisite</td>
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<tr>
<td>ECO 232</td>
<td>Principles of Microeconomics</td>
<td>Prerequisite</td>
</tr>
<tr>
<td>FIN 358</td>
<td>International Financial Markets</td>
<td>Prerequisite</td>
</tr>
<tr>
<td>MGT 472</td>
<td>Management Information Systems</td>
<td>Prerequisite</td>
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<tr>
<td>MGT 476</td>
<td>Internship in Management</td>
<td>Prerequisite</td>
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<tr>
<td>MGT 485</td>
<td>Entrepreneurship and Organizational Change</td>
<td>Prerequisite</td>
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<tr>
<td>MKT 455</td>
<td>Marketing Research</td>
<td>Prerequisite</td>
</tr>
<tr>
<td>MKT 457</td>
<td>Strategic Marketing</td>
<td>Prerequisite</td>
</tr>
<tr>
<td>PLS 420</td>
<td>Agricultural Waste Management</td>
<td>Course Description and Requirements</td>
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<tr>
<td>SED 370</td>
<td>Introduction to Pedagogy</td>
<td>Course Description and Content</td>
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<tr>
<td>SED 371</td>
<td>Design Learner-Centered Curriculum</td>
<td>Course Description and Content</td>
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<td>Student Teaching in a Secondary Learning Community</td>
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<td>SED 443</td>
<td>Student Teaching Seminar</td>
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<tr>
<td>SED 450</td>
<td>Classroom Management and Diversity</td>
<td>Course Description and Content</td>
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<tr>
<td>SED 460</td>
<td>Learner-Centered Inst. and Assessment</td>
<td>Course Description and Content</td>
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<tr>
<td>SPH 320</td>
<td>Language Disorders in Infants</td>
<td>Course Title and Description</td>
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<td>SPH 335</td>
<td>Clinical Experience</td>
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<td>Sensory, Perceptual Motor Development of Young Children</td>
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<td>Communicating Human Sciences Content</td>
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<td>HMS 353</td>
<td>Parenting</td>
<td>Course Description</td>
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<tr>
<td>HMS 372</td>
<td>Occupational Family and Consumer Sciences</td>
<td>Course Description and Prerequisites</td>
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<td>ELE 440</td>
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<td>Child-Centered Environments</td>
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<td>Child-Centered Environments Lab</td>
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<td>Cognitive/Language Development Lab</td>
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<td>Professional Roles and Responsibilities</td>
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<td>ART 250</td>
<td>Ceramics I</td>
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<td>ART 361</td>
<td>Digital Media I</td>
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<tr>
<td>ART 461</td>
<td>Digital Media II</td>
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<td>FOR 349</td>
<td>Principles of Forest Soils</td>
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</tr>
<tr>
<td>FOR 349L</td>
<td>Principles of Forest Soils Lab</td>
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<tr>
<td>FOR 412</td>
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<td>FOR 412L</td>
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<td>ENV 420</td>
<td>Principles of Landscape Ecology</td>
<td>Course Title</td>
</tr>
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<td>Course Number</td>
<td>Course Title</td>
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<td>ENV 420L</td>
<td>Principles of Landscape Ecology Lab</td>
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<td>FRE 303</td>
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<td>SPA 330</td>
<td>History of Hispanic-American Cultures I</td>
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<td>SPA 340</td>
<td>History of Spanish Culture I</td>
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<td>SPA 409</td>
<td>Hispanic Culture and Literature in the U.S.</td>
<td>Title and Description</td>
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<td>SPA 435</td>
<td>American Literature and Civilization</td>
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<td>ILA 111</td>
<td>Elementary Language Course I</td>
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<td>ILA 315</td>
<td>Languages and Cultures</td>
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<td>GEO 130</td>
<td>Physical Geography</td>
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<td>GEO 131</td>
<td>World Regional Geography</td>
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<td>GEO 230</td>
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<td>GEO 234</td>
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<tr>
<td>GEO 310</td>
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<td>GEO 315</td>
<td>Cartography</td>
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<tr>
<td>GEO 330</td>
<td>Texas Geography</td>
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<tr>
<td>GEO 332</td>
<td>Geography of the U.S. and Canada</td>
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<td>GEO 344</td>
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<td>GEO 365</td>
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<td>GEO 439</td>
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<td>PSC 308</td>
<td>Policy</td>
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<td>PSC 332</td>
<td>International Politics</td>
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<td>PSC 344</td>
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<td>PSC 345</td>
<td>American Public Policy</td>
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<td>PSC 499</td>
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<td>HMS 373</td>
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<td>ECH 432L</td>
<td>Professional Roles and Responsibilities Lab</td>
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<td>MTC 117</td>
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<td>MTC 327</td>
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<td>History of Rock</td>
<td>New Course</td>
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<td>MUS 140.04</td>
<td>Music Appreciation: World Music</td>
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<td>THR 360</td>
<td>Principles of Design</td>
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<td>PHI 390</td>
<td>Special Topics in Philosophy</td>
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<td>FRE 235</td>
<td>French Conversation</td>
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<td>SPA 235</td>
<td>Spanish Conversation</td>
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<td>SPA 331</td>
<td>History of Hispanic-American Cultures II</td>
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<td>History of Spanish Culture II</td>
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<td>HIS 235</td>
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<tr>
<td>PSC 470</td>
<td>Public Budgeting and Financial Administration</td>
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<tr>
<td>SOC 432</td>
<td>Sociology of Art</td>
<td>New Course</td>
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<tr>
<td>SOC 472</td>
<td>Modern Social Thought</td>
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<td>ANT 441</td>
<td>Ethnographic Field Methods</td>
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<tr>
<td>SOC 477</td>
<td>Special Topics in Anthropology</td>
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<tr>
<td>BIO 275</td>
<td>Special Problems</td>
<td>New Course</td>
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<tr>
<td>BIO 301</td>
<td>Planetary and Space Life Science</td>
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<td>BIO 311</td>
<td>Epidemiology</td>
<td>New Course</td>
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<td>EGR 111</td>
<td>Foundations in Engineering I</td>
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<td>EGR 112</td>
<td>Foundations in Engineering II</td>
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<td>HMS 259</td>
<td>Human Growth and Interpersonal Relationships</td>
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<td>HMS 341</td>
<td>Management of Child Development Programs</td>
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<td>HMS 341L</td>
<td>Management of Child Development Programs</td>
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<tr>
<td>THR 140</td>
<td>Principles of Design</td>
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<tr>
<td>FRE 209</td>
<td>Intermediate French Conversation</td>
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<tr>
<td>SPA 209</td>
<td>Intermediate Spanish Conversation</td>
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## GRADUATE COURSE PROPOSALS
### SPRING, 2002

### New Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Major</th>
<th>Notes</th>
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<tbody>
<tr>
<td>AEC 551</td>
<td>Farm Management</td>
<td>AGR</td>
<td>Replaces AEC 451G</td>
</tr>
<tr>
<td>AED 635</td>
<td>Lead. For Ed. Plan. &amp; Facility Dev.</td>
<td>EdD</td>
<td>Adds new elective for doctoral students</td>
</tr>
<tr>
<td>AED 636</td>
<td>Adv. Stud. In Superintendency</td>
<td>EdD</td>
<td>Adds new elective for doctoral students</td>
</tr>
<tr>
<td>AED 637</td>
<td>Research Analy. for Ed. Leaders</td>
<td>EdD</td>
<td>Adds new elective for doctoral students</td>
</tr>
<tr>
<td>AGD 581</td>
<td>Methods of Teaching Ag. Science</td>
<td>AGR</td>
<td>Replaces AGD 481G. Adds option to PBIC student</td>
</tr>
<tr>
<td>AGM 510L</td>
<td>Agr. Machinery Op. and Per. Lab</td>
<td>AGR</td>
<td>Required lab</td>
</tr>
<tr>
<td>AGM 525</td>
<td>Mobile Hydraulics in Agriculture</td>
<td>AGR</td>
<td>Replaces AGM 425. Co-requisite AGM 525L</td>
</tr>
<tr>
<td>AGM 525L</td>
<td>Mobile Hydraulics in Agriculture Lab</td>
<td>AGR</td>
<td>Co-requisite AGM 525</td>
</tr>
<tr>
<td>AGR 500</td>
<td>Technical Seminar</td>
<td>AGR</td>
<td>1 credit hour, may be repeated</td>
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<tr>
<td>ANS 544</td>
<td>Feedstuffs, Feeding and Formulation</td>
<td>AGR</td>
<td>Adds option for general agriculture majors</td>
</tr>
<tr>
<td>ANS 544L</td>
<td>Feedstuffs, Feeding and Formulation</td>
<td>AGR</td>
<td>Required lab</td>
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<tr>
<td>BIO 542</td>
<td>Molecular Pathology</td>
<td>Biology</td>
<td>Updates curricular offerings</td>
</tr>
<tr>
<td>CHE 506</td>
<td>Topics in Chemical Concepts</td>
<td>Chem. &amp; Ed.</td>
<td>Designed for chemistry teachers. May be repeated.</td>
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<tr>
<td>COM 517</td>
<td>Crisis Communication</td>
<td>Comm.</td>
<td>Adds new option in interpersonal communication</td>
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<tr>
<td>CSC 580</td>
<td>Applied Project</td>
<td>CSC</td>
<td>Adds 1 - 6 hour computing project option to major</td>
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<tr>
<td>ECH 561</td>
<td>Practicum in ECH Interaction</td>
<td>ECH</td>
<td>1 credit hour – divides practicum into 2 courses - See ECH 562 below</td>
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<tr>
<td>ELE 505</td>
<td>Foundations of ESL/Bilingual</td>
<td>ELE</td>
<td>For ESL/Bilingual certification</td>
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<tr>
<td>ELE 506</td>
<td>ESL/Bilingual Assessment</td>
<td>ELE</td>
<td>For ESL/Bilingual certification</td>
</tr>
<tr>
<td>ELE 507</td>
<td>ESL/Bilingual Teaching Methods</td>
<td>ELE</td>
<td>For ESL/Bilingual certification</td>
</tr>
<tr>
<td>ELE 525</td>
<td>Instruction and Assessment</td>
<td>ELE</td>
<td>2 credit hours – to meet new certification requirements</td>
</tr>
<tr>
<td>ELE 537</td>
<td>Effective Interaction</td>
<td>PBIC</td>
<td>1 credit hour – to enhance the web-based cert. program</td>
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<tr>
<td>ELE 539</td>
<td>Culturally Responsive Teaching</td>
<td>PBIC</td>
<td>1 credit hour – required for certification program</td>
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<tr>
<td>Course</td>
<td>Title</td>
<td>Major</td>
<td>Type</td>
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<tr>
<td>ELE 540</td>
<td>Middle School Philosophy</td>
<td>PBIC/ELE</td>
<td>Adds course for new certificate requirement</td>
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<tr>
<td>ELE 560</td>
<td>Technology and Curriculum</td>
<td>PBIC</td>
<td>1 credit hour – required for certification program</td>
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<tr>
<td>ENV 510</td>
<td>Risk Assessment</td>
<td>Env. Sci.</td>
<td>Updates curricular offerings</td>
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<tr>
<td>EPS 561</td>
<td>Social Basis of Behavior</td>
<td>Sch. Psy.</td>
<td>Updates curricular offerings</td>
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<tr>
<td>FOR 518</td>
<td>Applied Regression in Nat. Res.</td>
<td>MSF, PhD</td>
<td>Adds new option in applied regression analysis</td>
</tr>
<tr>
<td>FOR 542</td>
<td>Human Dimensions of Nat. Res.</td>
<td>MSF, PhD</td>
<td>Adds permanent option in this area</td>
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<tr>
<td>FOR 587</td>
<td>Seminar in Forestry</td>
<td>MSF, PhD</td>
<td>Restores former course to inventory</td>
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<tr>
<td>GBU 557</td>
<td>Negotiation and Dispute Resolution</td>
<td>MBA/MPAc</td>
<td>Adds optional course to meet demand</td>
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<tr>
<td>HIS 531</td>
<td>Historical Res., Writing, and Edit.</td>
<td>History</td>
<td>See justification. May be repeated.</td>
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<tr>
<td>HIS 535</td>
<td>Introduction to Public History</td>
<td>History</td>
<td>Adds new component to graduate program</td>
</tr>
<tr>
<td>HIS 536</td>
<td>Topics in Public History</td>
<td>History</td>
<td>Adds new options to graduate program</td>
</tr>
<tr>
<td>HIS 546</td>
<td>Topics in European History</td>
<td>History</td>
<td>Restores former course to diversify graduate program</td>
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<tr>
<td>HRT 518</td>
<td>Public Garden Management</td>
<td>AGR</td>
<td>Adds new option in general agriculture major</td>
</tr>
<tr>
<td>MGT 577</td>
<td>Organizational Beh. and Theory</td>
<td>MBA</td>
<td>Adds new core course</td>
</tr>
<tr>
<td>MUP 561</td>
<td>Survey of Vocal Literature</td>
<td>Music</td>
<td>Part of new track in Piano Accompanying</td>
</tr>
<tr>
<td>MUP 562</td>
<td>Survey of Instrumental Literature</td>
<td>Music</td>
<td>Part of new track in Piano Accompanying</td>
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<td>PBA 575</td>
<td>Special Res. Projects in P.A. - I</td>
<td>MPA</td>
<td>Adds Ind. Studies in MPA program</td>
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<tr>
<td>PBA 576</td>
<td>Special Res. Projects in P.A. - II</td>
<td>MPA</td>
<td>Adds second Ind. Studies in MPA program</td>
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<tr>
<td>PBA 589</td>
<td>Thesis Research</td>
<td>MPA</td>
<td>Adds thesis option with PBA prefix</td>
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<tr>
<td>PBA 590</td>
<td>Thesis Writing</td>
<td>MPA</td>
<td>Adds thesis option with PBA prefix</td>
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<tr>
<td>PLS 537</td>
<td>Poultry Management</td>
<td>AGR</td>
<td>Adds new option for general agriculture major</td>
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<tr>
<td>PLS 537L</td>
<td>Poultry Management</td>
<td>AGR</td>
<td>Required lab</td>
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<tr>
<td>PLS 565</td>
<td>Agricultural Products Processing</td>
<td>AGR</td>
<td>Cross-listed with PLS 465 for poultry emphasis</td>
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<tr>
<td>PLS 565L</td>
<td>Agricultural Products Processing</td>
<td>AGR</td>
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<td>SPE 503</td>
<td>Children with Special Needs</td>
<td>PBIC</td>
<td>Designed for initial certification program</td>
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ART 561 Graduate Digital Media
BIO 581 Graduate Teaching & Research
BCM 530 Sem. in Bus. Comm. Theory
BLW 537 Sem. in Legal Stu. in Business
BLW 547 Int'l Legal Environ. of Business
ECH 532 Psycho-Social Processes of Children
ECH 562 Practicum in ECH Teaching
ECH 585 Instructional Resources in ECH
FOR 503 Remed. & Reclam. of Disturbed Lands
FOR 503L Lab: Remed. & Reclam. Disturbed
FOR 521 Landscape Ecology
FOR 521L Lab: Landscape Ecology
FOR 535 Forest Soils
FOR 535L Lab: Forest Soils
FOR 551 Intro GIS & Geospatial Analysis
FOR 551L Lab: Intro GIS/Geospatial Analysis
FOR 553 GIS and Geospatial Application
FOR 553L Lab: GIS & Geospatial Appl.
MGT 512 Foundations in Management
MGT 522 Advanced Topics in Int'l Mgt.
PBA 500 Survey of Public Administration
PBA 505 Public Administration Methods
PBA 510 Public Personnel Administration
PBA 515 Public Budgeting and Fin. Mgt.
PBA 520 Policy Systems and Evaluation
PBA 525 Public Organizations and Manage.
PBA 530 Topics in Public Affairs
PBA 599 Public Administration Internship
PSY 510 Personnel Psychology

Art Change
Biology Change
MBA/MPAc Change
MBA/MPAc Change
MBA/MPAc Change
ECH/ELE Change
ECH Change
ECH Change
MSF, PhD Change
MSF, PhD Change
MSF, PhD Change
MSF, PhD Change
MSF, PhD Change
MSF, PhD Change
Spatial Science Change
Spatial Science Change
Spatial Science Change
Spatial Science Change
MBA Change
MBA Change
MPA Change
MPA Change
MPA Change
MPA Change
MPA Change
MPA Change
Psych Change

Updates title and course description
Change credit hours to one; count on degree
Change in course description
Change in course title and description
Change in course title and description
Change in course title and description
Change in course title and description
Change in course description - credit hours
Change in course description - may be repeated
Change in course title
Required lab
Change in course title
Required lab
Change in course title
Required lab
Change in course title
Required lab
Change in course title
Required lab
Change in course title
Required lab
Change in course title and description
Change in course title
Formerly PSC 500 – change prefix
Formerly PSC 505 – change prefix
Formerly PSC 510 – change prefix
Formerly PSC 515 – change prefix
Formerly PSC 520 – change prefix
Formerly PSC 525 – change prefix
Formerly PSC 530 – change prefix
Formerly PSC 599 – change prefix
Change title and description to reflect content
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<td>Reading and Writing in Cont. Areas</td>
<td>RDG/ELE</td>
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<td>RDG/ELE</td>
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<td>SWK 512</td>
<td>Human Behavior &amp; Soc. Env. II</td>
<td>MSW</td>
<td>Change</td>
<td>Change in course title</td>
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<td>SWK 517</td>
<td>Social Policy Analysis</td>
<td>MSW</td>
<td>Change</td>
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### Stephen F. Austin State University
### Revised Schedule of Debt Service
### For the Fiscal Year Ending August 31, 2002

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<th>Requirements</th>
<th>Series 1991A Revenue</th>
<th>Series 1991B Revenue</th>
<th>Series 95 HEAF</th>
<th>Series 96 Revenue</th>
<th>Series 98 HEAF</th>
<th>Series 98 TRB Revenue</th>
<th>Total Revenue</th>
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### Sources of Funds

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<tr>
<th>Sources of Funds</th>
<th>Series 1991A Revenue</th>
<th>Series 1991B Revenue</th>
<th>Series 95 HEAF</th>
<th>Series 96 Revenue</th>
<th>Series 98 HEAF</th>
<th>Series 98 TRB Revenue</th>
<th>Total Revenue</th>
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<td>$5,333,365</td>
<td>$380,155</td>
<td>$844,800</td>
<td>$721,900</td>
<td>$447,488</td>
<td>$146,361</td>
<td>$8,560,669</td>
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</tbody>
</table>

* Estimate
STATE OFFICE of RISK MANAGEMENT
INTERAGENCY CONTRACT FOR
RISK MANAGEMENT & WORKERS' COMPENSATION COVERAGE

STATE OF TEXAS §
COUNTY OF TRAVIS §
SORM CONTRACT # 02-A755

This INTERAGENCY CONTRACT is made and entered into by and between the State Office of Risk Management (hereinafter referred to as "SORM"), a Texas state agency, acting by and through its Executive Director, and Stephen F. Austin State University having its principal executive office at 1936 North Street (hereinafter referred to as "COVERED AGENCY"), acting by and through its authorized representative, pursuant to authority granted to them under TEX. GOVT. CODE Chapter 771, §771.003 et seq.

I. PURPOSE

1.1 The purpose of this INTERAGENCY CONTRACT is to state the terms and conditions under which COVERED AGENCY shall receive risk management services and workers compensation coverage for its employees in compliance with TEX. LABOR CODE Chapter 412, and Chapter 501.

II. DESCRIPTION OF SERVICES

2.1 COVERED AGENCY shall receive the following services and benefits from SORM in consideration of the sums paid by the COVERED AGENCY:

A. Access to a Risk Management Manual suitable for customization as needed to fit the agency's exposure environment.
B. Assistance in identifying property and liability losses, including workers' compensation losses.
C. Assistance in reducing property and liability losses, including workers' compensation losses.
D. Assistance in the implementation of a comprehensive risk management program that meets established guidelines.
E. Access to other lines of insurance, and insurance consultation services established by SORM pursuant to TEX. LABOR CODE Section 412.0111.
F. Participation in the redistribution of the appropriation given to SORM to pay workers' compensation losses as set out by 28 T.A.C. 251.519.
G. Workers compensation coverage for its employees in accordance with TEX. LABOR CODE Chapter 501.

III. DUTIES OF COVERED AGENCY

3.1 The COVERED AGENCY shall have the following duties under this INTERAGENCY CONTRACT:

A. Performance of all duties required of an employer under the Texas Workers' Compensation Act in relation to its employees and covered injuries.
B. Compliance with the regulations and policies of SORM relating to its risk management practices and plans.
C. Filing complete and timely reports as required by SORM including reports relating to losses, injuries, insurance purchases, and insurance payments.
D. Timely payment of assessments for risk management and workers' compensation coverage.
IV. TERM

4.1 The term of this INTERAGENCY CONTRACT shall be from the date of execution and ending on August 31, 2002, and shall govern services provided and losses paid for FY2002.

V. AMOUNT OF CONTRACT

5.1 The COVERED AGENCY shall pay SORM for the services provided, an amount assessed in accordance with 28 T.A.C. §251.507.

5.2 The COVERED AGENCY's assessment for FY02 is $839,675.73.

5.3 COVERED AGENCY will have no liability to SORM for risk management services or workers' compensation losses in excess of the assessment during the covered fiscal year.

VI. TERMS OF PAYMENT

6.1 Payment of the sums due under this INTERAGENCY CONTRACT shall be made in accordance with Comptroller's Accounting Policy Statement (APS-014).

6.2 Full payment must be received no later than 30 days after the date of this contract unless the COVERED AGENCY has been approved to make payment in installments under 28 TAC §251.513(b).

6.3 Payment of the assessment amount in this contract must made from appropriate funding sources. The assessment shall be paid from funds held or controlled by the COVERED AGENCY in the same proportion as the composition of the salaries of the COVERED AGENCY's covered employees in accordance with GAA, 77th Legislature, article IX, section 6.37, subsection (g).

VII. MODIFICATION OF CONTRACT

7.1 Except when the terms of this INTERAGENCY CONTRACT expressly provide otherwise, any alterations, additions or deletions to the terms hereof shall be by amendment in writing executed by both SORM and COVERED AGENCY, dated subsequent to the date hereof.

7.2 It is understood and agreed by the parties hereto, that changes in state and federal rules, regulations or laws applicable hereto may occur during the term of this INTERAGENCY CONTRACT and that any such changes shall be automatically incorporated into this INTERAGENCY CONTRACT without written amendment hereto, and shall become a part hereof as of the effective date of the rule, regulation or law. COVERED AGENCY expressly agrees to comply with all applicable federal, state and local laws.

VIII. NOTICES

8.1 Any notice required or permitted to be given under this INTERAGENCY CONTRACT shall be sufficient if given at the addresses set forth below or to any other address of which written notice of change is given:

SORM

State Office of Risk Management
Attn.: Executive Director
P.O. Box 13777
Austin, Texas 78711-3777

COVERED AGENCY

Stephen F. Austin State University
1936 North Street
PO Box 6078
Nacogdoches, TX 75962-0000
IX. CAPTIONS

9.1 The captions to the various clauses of this INTERAGENCY CONTRACT are for information purposes only and shall not alter the substance of the terms and conditions of this INTERAGENCY CONTRACT.

X. SUCCESSORS AND ASSIGNS

10.1 This INTERAGENCY CONTRACT shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, successors and their assigns, except as otherwise expressly provided for herein.

XI. VENUE AND GOVERNING LAW

11.1 Venue of any court action brought directly or indirectly by reason of this INTERAGENCY CONTRACT shall be in Travis County, Texas. This INTERAGENCY CONTRACT is made and is to be performed in Travis County, Texas, and is governed by the laws of the State of Texas.

XII. ENTIRE AGREEMENT

12.1 This INTERAGENCY CONTRACT, including the Exhibits, embodies the final and entire agreement of the parties hereto, superseding all oral or written, previous and/or contemporaneous, agreements between the parties and relating to matters in this INTERAGENCY CONTRACT. No other agreements, oral or otherwise, regarding the matters of this INTERAGENCY CONTRACT shall be deemed to exist or to bind the parties hereto unless same be in writing, dated subsequent to the date hereof, and executed by the parties hereto.

XIII. LEGAL AUTHORITY

13.1 The signer of this INTERAGENCY CONTRACT for COVERED AGENCY represents, warrants, assures and guarantees that he or she has full legal authority to execute this INTERAGENCY CONTRACT on behalf of COVERED AGENCY and to bind COVERED AGENCY to all the terms, conditions, provisions and obligations herein contained.

XIV. SEVERABILITY

14.1 If any clause or provision of this INTERAGENCY CONTRACT is held invalid, illegal or unenforceable under present or future federal, state or local laws, then, and in that event, it is the intention of the parties hereto that such invalidity, illegality or unenforceability shall not affect any other clause or provision hereof and that the remainder of this INTERAGENCY CONTRACT shall be construed as if such invalid, illegal or unenforceable clause or provision was never contained herein. It is also the intention of the parties hereto that in lieu of each clause or provision of this INTERAGENCY CONTRACT that is invalid, illegal or unenforceable, there be added as part of the INTERAGENCY CONTRACT, a clause or provision as similar in terms to such invalid, illegal or unenforceable clause or provision as may be possible, legal, valid and enforceable.

EXECUTED this the 30th day of April, 2002, by SORM, signing by and through its Executive Director, duly authorized to execute same and by COVERED AGENCY, acting through its duly authorized officials.

STATE OFFICE of RISK MANAGEMENT

COVERED AGENCY

By: [Digitized Signature]

By: [Digitized Signature]

Executive Director

TITLE
CERTIFICATE OF ADOPTION OF WIRE TRANSFER RESOLUTION

I, Michael Enoch, hereby certify that I am the Chair of the Board of Regents for Stephen F. Austin State University, in good standing under the laws of the state of Texas. I further certify that on April 30, 2002, the Board of Regents of Stephen F. Austin State University adopted the following resolution, and that such resolution remains in full force and effect:

RESOLVED, that the employees of Stephen F. Austin State University, listed below are hereby authorized and directed to execute the standard Wire Transfer Agreement of Commercial Bank of Texas, N.A. on behalf of the University with the Bank providing for requests for the transmission of funds belonging to the University upon the terms and conditions set forth in said Agreement, and to designate the authorized agents of this University for purposes of requesting wire transfers and related matters on behalf of the University.

The authority conferred herein may be exercised dually by any two officers and shall continue in full force and effect until written notice of revocation shall be received by the Bank.

I further certify that the employee positions referred to in the foregoing resolution are now held by the following persons, whose signatures appear after their name:

Controller Dora Fuselier
Title
Authorized Signature

Accounts Manager Robin Birdwell
Title
Authorized Signature

Bursar Billie Stubblefield
Title
Authorized Signature

Accountant Bobby Williams
Title
Authorized Signature

Accounting Asst. III Wanda Hightower
Title
Authorized Signature

I have signed this certificate as Chair of the Board of Regents for Stephen F. Austin State University.

Date: 4-30-2002 Signed: Michael Enoch
Appendix No. 5

Stephen F. Austin State University
Schedule of Budget Changes
December 14, 2001 to April 11, 2002

<table>
<thead>
<tr>
<th>ACTIVITY RECIPIENT</th>
<th>ACCOUNT NAME</th>
<th>ACCOUNT NUMBER</th>
<th>INCOME SOURCE</th>
<th>AMOUNT</th>
<th>DATE</th>
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<td>HMS Course Fee</td>
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<td>Additional Revenue</td>
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<td>Geology Lab Manuals</td>
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<td>Fine Arts Series</td>
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<td>Pom Pon Squad</td>
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TOTAL 374,869
## Policies for Board Review

**April 30, 2002**

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<th>Appendix</th>
<th>Topic</th>
<th>Notes</th>
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<tr>
<td>A-18</td>
<td>Faculty Workload</td>
<td>Grammatical Changes</td>
</tr>
<tr>
<td>A-37</td>
<td>Overload Assignments</td>
<td>Compensation is equal to amount paid adjunct faculty</td>
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<tr>
<td>A-49</td>
<td>Academic and Professional Preparation</td>
<td>Grammatical Changes</td>
</tr>
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<td>A-50</td>
<td>Concurrent Enrollment Program</td>
<td>Policy reviewed, no changes made</td>
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<td>A-51</td>
<td>Indirect Costs Distribution</td>
<td>Change title; substantial rewrite</td>
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<td>B-8</td>
<td>Food, Drink, and Tobacco</td>
<td>Minor wording change</td>
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<td>C-4</td>
<td>Budget Change and Additional Appropriation</td>
<td>Changes in excess of $1,000 require approval of VP Business Affairs</td>
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<td>C-5</td>
<td>Receipts and Deposits</td>
<td>Change title; substantial rewrite</td>
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<tr>
<td>C-7</td>
<td>Best Value Procurement</td>
<td>Added reference to exempt purchases</td>
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<tr>
<td>C-21</td>
<td>Moving Expenses</td>
<td>Substantial rewrite</td>
</tr>
<tr>
<td>C-27</td>
<td>Purchases from Employees</td>
<td>Added reference to purchase of services from employees</td>
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<tr>
<td>C-36</td>
<td>Special Purchases</td>
<td>Updated sections regarding Insurance and Memberships; change Source of Authority</td>
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<tr>
<td>D-5</td>
<td>Asbestos Removal</td>
<td>Format changes</td>
</tr>
<tr>
<td>D-11</td>
<td>Emergency Management Plan</td>
<td>Update phone numbers, added reference to Outdoor Warning Siren</td>
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<td>D-17</td>
<td>Health and Safety</td>
<td>Reformat to include headings</td>
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<tr>
<td>D-21</td>
<td>Loudspeakers</td>
<td>Update departmental title</td>
</tr>
<tr>
<td>D-23</td>
<td>Parades and Demonstrations</td>
<td>Update departmental title and name of Free Speech Area</td>
</tr>
<tr>
<td>D-27</td>
<td>Radioactive or Radiation Producing Materials or Equipment</td>
<td>Update Safety Officer Room #</td>
</tr>
<tr>
<td>D-31</td>
<td>Signs</td>
<td>Update departmental title and name of Free Speech Area; revised definitions</td>
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<td>D-33</td>
<td>Solicitation</td>
<td>Update departmental title and name of Free Speech Area</td>
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<tr>
<td>D-45</td>
<td>Campus Wide Information System</td>
<td>Policy reviewed, no changes made</td>
</tr>
<tr>
<td>E-6A</td>
<td>Chair Appointments</td>
<td>Minor wording change</td>
</tr>
<tr>
<td>E-7A</td>
<td>Chair Teaching Load</td>
<td>Add Cross Reference</td>
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<td>E-24A</td>
<td>Faculty Search</td>
<td>Update departmental title; additional information regarding Selection of Successful Candidate</td>
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<td>E-54.1</td>
<td>Voluntary Modification of Employment</td>
<td>Faculty member relinquishes tenure upon acceptance of VME; revised eligibility for raises; VME available for 3 years; update Source of Authority</td>
</tr>
<tr>
<td>F-1</td>
<td>Accessing Administrative Systems</td>
<td>Update web site location</td>
</tr>
<tr>
<td>F-14</td>
<td>Student Organization Formation and Recognition</td>
<td>Update departmental title; revise procedure for applying for and maintaining recognition</td>
</tr>
<tr>
<td>F-28</td>
<td>Student Service Fee Allocations</td>
<td>Update departmental title</td>
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<tr>
<td>New</td>
<td>Human Research Subjects</td>
<td>New policy</td>
</tr>
</tbody>
</table>
Faculty Workload

Original Implementation: November 4, 1977
Last Revision: April 30, 2002

The primary responsibility of Stephen F. Austin State University is the provision of undergraduate education of the highest quality to those students judged capable of benefiting therefrom. The University has significant responsibilities for master’s level graduate education in the arts, sciences, humanities, and selected professional fields, with unique responsibility for master’s and doctoral level graduate education in forestry and education. The criteria for admission to these programs are designed to provide the University with evidence that the student is capable of meeting the institution’s academic expectations.

The University expects its faculty to be effective classroom teachers and to be accessible to students who need assistance with formal class work and/or guidance in the pursuit of independent learning.

In support of, and as an integral part of the teaching mission, all faculty are expected to stay current in their fields of study and to engage in research, scholarship or creative activity.

Effective educational programs are dependent upon continual review and assessment by faculty, students, and academic administrators. Thus, all faculty are expected to be knowledgeable of the curriculum in their own and other departments of the University and to participate formally when called upon in the development and revision of curricula.

It is the judgment of Stephen F. Austin State University that the foregoing responsibilities and expectations can be met within the following workload guidelines.

Standards and Equivalencies

The standard teaching load at Stephen F. Austin State University is twelve semester credit hours of instruction in organized undergraduate classes each long term semester. The minimum load for each faculty member paid full-time from the appropriations item "Faculty Salaries," excluding teaching assistants who are pursuing degrees, is nine semester credit hours of instruction in organized undergraduate classes each long term semester, with adjustments only as follows.

1. One semester credit hour of organized graduate instruction is equal to one and one-half semester credit hours of organized undergraduate instruction.

2. One semester credit hour of teaching a large class (above 100) is equal to one and one-half semester credit hours of organized undergraduate instruction.
3. Where classes commonly meet more hours per week than the semester credit hours granted (e.g., physical education, laboratory classes, and clinical classes) classroom hours shall aggregate to a minimum of 18 for a full-time load.

4. Teaching credit for the direction of honors contracts, Master's theses and doctoral dissertations shall be granted only during a fall or a spring semester and on the basis of three semester hours of organized undergraduate instruction for the accumulation by a given faculty member of either twelve students having enrolled in honors contracts, or five thesis research (589) and thesis writing (590/591) courses or for three students having enrolled in Dissertation Writing (699) courses in all cases being assigned to the faculty member in question provided that (1) the equivalency may be granted within available funding and without adverse effect on academic departmental teaching responsibilities, and (2) a given student enrolled in either 590/591 or 699 may be counted no more than twice -- once each in two different enrollment periods -- for credit toward the faculty member's cumulative total.

5. Studio art and studio music instruction shall aggregate to a minimum of 18 hours per week for a full-time load.

6. Practice or student teaching supervision, clinical supervision, and intern supervision shall aggregate to a minimum of 24 contact hours per week for a full-time load.

Where a faculty member teaches in more than one of the adjustment categories noted above, the teaching load shall be proportioned among the categories, but the faculty member's teaching load must be equal to at least nine semester credit hours of instruction in organized undergraduate classes. Where full-time faculty are paid partially from a source of funds other than "Faculty Salaries," the minimum teaching workload shall be directly proportioned to the percentage of salary paid from the appropriations item "Faculty Salaries."

All adjustments shall be approved by the Board of Regents of Stephen F. Austin State University, within 45 days after the close of registration for each long term semester.

Exceptions to the foregoing limitations may be made as follows:

1. A reduced teaching load may be granted for a faculty member who is chair of a department or head of a comparable administrative unit.

2. A reduced teaching load may be granted for extraordinary formal academic advising or significant administrative responsibilities (temporary) relating to the institution as a whole, e.g., Chair of the Faculty Senate. The total of such reductions shall not exceed one three-hour undergraduate organized course or its equivalent for every 3,000 credit hours generated by the institution during the previous fiscal year.
3. No exception shall be made for coaching activities of teachers who are also athletic coaches.

The aforementioned exceptions may be granted only upon approval of the Board of Regents of Stephen F. Austin State University.

Administrative Responsibilities for Monitoring and Reporting Faculty Workloads

Department Chair/Program Director:

1. It is the responsibility of the department chair or program director to assign faculty workloads in accord with current applicable policy. Except as specifically authorized, a faculty member's teaching assignment will be equivalent to the standard teaching load of twelve or more semester credit hours in organized undergraduate classes.

2. It is the responsibility of the department chair or program director to prepare an official report of the workload assignment of each faculty member teaching in the department each semester according to an established calendar. The chair/program director and each faculty member will by signature on the workload report certify by signature that each workload assignment is in accord with applicable policy.

3. It is the responsibility of the department chair or program director to recommend exceptions to the standard workload requirement and to provide such documentation as necessary to justify that recommendation. Recommendations for exceptions must be made judiciously.

Dean:

1. It is the responsibility of the dean of the college to monitor the work of department chairs/program directors to assure that the University's workload policy is being strictly implemented and accurately reported. By signature on the workload report for each faculty member, the dean certifies that his/her responsibilities have been executed.

2. It is the responsibility of the dean of the college to review all recommendations from department chairs/program directors for exceptions to the standard workload and to recommend to the Vice President for Academic Affairs their approval/disapproval. Endorsements of exceptions must be made judiciously.

Vice President for Academic Affairs:

1. It is the responsibility of the Vice President for Academic Affairs to monitor the procedures for reporting and certifying faculty workloads.
2. It is the responsibility of the Vice President for Academic Affairs to forward one copy of the faculty workload reports to the appropriate office for entry into the University's data base and to have the original faculty workload reports filed for possible future review.

3. It is the responsibility of the Vice President for Academic Affairs to see that the Faculty Workload Report, Printout Number CMB 008, is prepared for review and action by the Board of Regents of Stephen F. Austin State University.

President:

It is the responsibility of the President of the University to submit to the Board of Regents the Faculty Workload Report, Printout Number CMB 008, for their review and action.

**Source of Authority:** Texas Education Code, sec. 51.401 et seq.; Board of Regents; President; Vice President for Academic Affairs

**Cross Reference:** Faculty Handbook

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

**Forms:** None
Overload Assignments

Original Implementation: February 27, 1978
Last Revision: January 19, 1999 April 30, 2002

Overload teaching assignments may be necessary to meet the University’s teaching obligations.

An individual who accepts an overload assignment must certify that the overload responsibility will be fulfilled above and beyond the standard work-week for which he/she has already contracted.

Overload compensation during a twelve month period may not exceed the limit set by the Board of Regents of the University.

Overload compensation generally is equal to an amount that is paid adjunct faculty teaching the same course.

Source of Authority: Board of Regents, President, and Vice President for Academic Affairs

Cross Reference: Faculty Handbook, Compensation in Excess of Base Salary, Policy E-9

Contact for Revision: Vice President for Academic Affairs

Forms: None
The selection, development, and retention of a competent faculty at all academic levels is of major importance in providing the students an education of the highest quality. Recruitment and appointment procedures for faculty are specified in Index E-24A, Faculty Search. Approved appointment titles are specified in Index E-01A, Academic Appointments and Titles.

Prior to selection, minimum standards for all faculty must be met and documented. Each full-time and part-time faculty member teaching credit courses leading toward the baccalaureate degree, other than physical education activities courses, must have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master’s, or hold the minimum of a master’s degree with a major in the teaching discipline. In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation. Appropriate justifications must be provided by the academic department and college on an individual basis.

Each faculty member teaching courses at the master’s degree level must hold the terminal degree, usually the earned doctorate, in the teaching discipline or a related discipline. The M.F.A. and M.S.W. may be considered the terminal degrees in their respective fields. In other areas, a master’s degree in the teaching discipline coupled with a doctoral degree in a related discipline is considered appropriate. It is the responsibility of the department and college to justify the master’s degree, or master’s in the teaching discipline coupled with a related doctorate, as the terminal degree for faculty members teaching in those disciplines.

All faculty members teaching courses at the doctoral degree level must hold the earned doctorate in the teaching discipline or a related discipline. In unusual cases, graduate faculty may be utilized who have demonstrated exceptional scholarly or creative activity, or professional experience, but who may not possess the required academic credentials. Such exceptional cases must be completely justified and documented by the department and college.

Graduate teaching assistants who have primary responsibility for teaching a course for credit and/or for assigning final grades for such a course must have earned at least 18 graduate semester hours in their teaching discipline, be under the direct supervision of a faculty member experienced in the teaching discipline, receive regular in-service training, and be evaluated regularly.

It is expected that the highest earned degree presented as the credential qualifying the faculty member to teach is from a regionally accredited institution. If the degree is from a non-regionally accredited institution within the United States or an institution outside the
United States, the department and college must show evidence that the faculty member has appropriate academic preparation.

Appropriate documentation includes official transcripts and, if applicable for demonstrating competence, official documentation of professional and work experience, technical and performance competency, records of publications, certifications and other qualifications. All such documentation must be kept current and on file. Official university files are maintained in the office of the Vice President for Academic Affairs.

Source of Authority: Vice President for Academic Affairs

Cross Reference: Faculty Handbook, Southern Association of Colleges and Schools; Commission on Colleges; Criteria for Accreditation, 1998

Contact for Revision: Vice President for Academic Affairs

Forms: None
Concurrent Enrollment Program

Original Implementation: July 27, 1999
Last Revision: April 30, 2002

High school students with superior academic ability and achievement may be admitted to Stephen F. Austin State University and enroll in college courses while completing their high school studies. Students must demonstrate the capability to successfully complete college studies.

The Concurrent Enrollment Program is open to high school students who have generally completed three-fourths of the core high school graduation requirements and have obtained a minimum grade point average of 85. The grade point average is calculated on academic core courses and does not include such courses as band, choir, or physical education. In addition, students must submit a minimum composite score of 1010 on the SAT or 21 on the ACT. Students are also required to be exempt from or have passing scores on all parts of the TASP test. A recommendation by the student’s high school principal or high school counselor must be submitted as well.

Source of Authority: Vice President for Academic Affairs

Cross Reference: General Bulletin

Contact for Revision: Vice President for Academic Affairs

Forms: None
Indirect costs, or Facility and Administrative costs, are those incurred for a common or joint purpose which benefit more than one University department/activity, and which are not readily assignable to a specific department/activity. They are sometimes referred to as overhead costs. In some instances, grantors and funding entities agree to reimburse the University for overhead expenses of conducting research, education and service projects. This policy establishes guidelines for the use of such cost reimbursements from funding agencies for administrative and facility costs incurred by Stephen F. Austin State University for the sponsorship of research, education and service projects.

The Texas Education Code, Chapter Section 145.001, provides that recovered indirect costs can be retained by State universities according to the provisions of the General Appropriations Act. It also provides that at least 50 percent, one-half (50%) of the recovered costs be expended in support of research activities, and the remaining 50% funds can be used for general institutional purposes: paying overhead costs. The revenue from indirect cost reimbursements to Stephen F. Austin State University will be allocated annually as follows:

1. To the Office of Research and Sponsored Programs (ORSP) an amount sufficient to cover the total actual costs of operations.

2. Thirty percent (30%) of any remaining revenue (after Step 1) to the ORSP to be distributed to academic units that generated the recovered indirect costs. Such units shall expend the funds for projects encouraging further research, including, but not limited to:

   a. conducting pre-grant feasibility studies
   b. preparing competitive proposals for sponsored programs
   c. purchasing capital equipment directly related to expanding the research capability of the institution; and
   d. research or project administrative costs not covered by the funding entity agency.

3. Any remaining funds shall be expended to support research and sponsored programs at Stephen F. Austin State University according to the provisions of the Texas Education Code, Section 145.001.
Revenue from recovered indirect costs shall be allocated first to cover the total cost of operating the Office of Research and Sponsored Programs (ORSP) during the fiscal year (September 1 through August 31). Thirty percent of the revenue remaining after this allocation shall be provided to the ORSP to be distributed the following September to the academic units that generated the indirect costs, subject to use for research efforts as outlined above. The ORSP shall make procedure for distributions to academic units as of the recovered indirect cost funds allocated to ORSP for distribution to the academic units shall be recommended by the University Research Council and approved by the Vice President for Academic Affairs. The distributions will be made at the close of each fiscal year, based upon the previous year's indirect cost reimbursements. No allocations to ORSP will be made to academic units in any year in which the total indirect costs recovered falls below are less than the actual amount expended by the ORSP-Office of Research and Sponsored Programs.

Source of Authority: Texas Education Code, Chapter Section 145.001; Vice President for Academic Affairs; Board of Regents

Cross Reference: None

Contact for Revision: Associate Vice President for Graduate Studies and Research

Forms: None
Food, Drink, and Tobacco

Original Implementation: December 21, 1982
Last Revision: January 19, 1999April 30, 2002

The provisions of the policy for Use of University Facilities govern the use of all buildings, facilities, equipment and grounds, hereinafter referred to as facilities, under the control of Stephen F. Austin State University. That policy provides that the University may establish additional procedures for the reservation and use of specific facilities; therefore, the following provisions apply to regulations on use of food, drink, and tobacco in the Library, classrooms and laboratories.

Eating, drinking of beverages, and use of all tobacco products ordinarily is prohibited in the public areas of the Steen Library and in all indoor classrooms and laboratories. Under extraordinary circumstances and with advance approval of the appropriate academic dean, eating or drinking of beverages (but not the use of tobacco products) may be permitted, provided such permission does not conflict with law.

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

Cross Reference: Faculty Handbook, Tobacco Products, Policy D-35.5

Contact for Revision: Vice President for Academic Affairs

Forms: None
A "Budget Change and Additional Appropriation" form is used to transfer budgeted funds from one budget category to another within an account, from account to account, used to request funds to supplement existing budgets, and may be used to transfer funds between accounts. In addition, the form may be used to request a budget change. If a departmental income account's actual revenue exceeds its revenue estimate, a department may request a budget revision to increase its revenue estimate and expenditure budget. All budget changes in excess of $1,000 require approval of the Vice President for Business Affairs and the President, and budget changes in excess of $50,000 require approval of the Board of Regents.

The "Budget Change and Additional Appropriation" form must be completed by the originator and approved at appropriate division levels. After division approval, the form will be sent to the budget office. The request will be reviewed, and if appropriate, approved and recorded. If additional information is needed, the originating department will be contacted.

Account managers should verify that the transaction has been recorded in the accounting system.

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

Cross Reference: None

Contact for Revision: Director of Financial Services

Forms: Budget Change and additional Appropriation form (available in Budget Office)
Receipts and Deposits

Receipts

The University must account for all cash sales and receipts, cash sales tickets, admission tickets, and student fee receipts must be accounted for. Employees accepting payment of any kind, for any reason, collecting fees or other charges or making any authorized cash sales must issue to each purchaser/payee for each cash sale an official University cash receipt in a form approved in advance by the Controller. Unless otherwise authorized in advance and in writing by the Vice President for Business Affairs, all cash sales receipts (except cash register receipts and admission tickets) and all cash sales tickets must show the name of the purchaser, the items purchased, the quantity, unit price, and total. Cash registers used for recording sales must be equipped to issue numbered cash sale tickets showing the amount of the sale. All admission tickets must be pre-numbered, and approved as to form by the Vice President for Business Affairs. All rental receipts must indicate the University space rented, i.e., the coliseum, Homer Bryce Stadium, University Center meeting rooms, etc., and the period of time covered by the rental fee.

Cash registers used for recording sales must be equipped to issue numbered sales receipts showing the amount and description of the sale. Departments authorized by the Vice President for Business Affairs to collect fundseash, but which do not have cash registers, will use an official receipt book issued by the University Business Office. These receipts are to be handwritten in ink by an authorized employee. The receipt book is pre-numbered and contains a white original, and a green and yellow copy. The person writing issuing the cash receipts must:

- complete the receipt by entering detailed information in every blank, enter the date, name of payee, the amount of payment and a complete description of the sale
- sign the receipt, and issue
- give the white original to the payee the original receipt.

The green copy will be submitted to the University Business Office. The appropriate copy of the receipt should be sent to the University Business Office with the appropriate deposit (see Deposits, below). The non-perforated yellow copy of the receipt will remain in the receipt book.

Receipts should never be altered. If a correction change must be made is necessary, void the original receipt must be voided (with explanation noted) and issue a new receipt issued. The original of the stapled white original of the voided receipt should be sent to the green copy and present both to the University Business Office along with the copy of the new receipt. Never discard a voided receipt.

All receipt books must be available in the department for audit.
Sales Tax
Departments are responsible for collecting applicable sales tax and reporting it to the University Business Office on the Deposit Summary form.

Deposits

Some University departments are authorized to make deposits directly to the bank via courier service provided by the University Police Department (UPD). These departments are: University Business Office, Bookstore, Ticket Office, University Center Business Office, Vending, and Athletics. All other departments will hand-deliver their deposits to the University Business Office, which will then incorporate the funds into the University's main daily deposit.

Fees and other charges collected, proceeds of cash sales, and all cash received (including cash overages) from other sources must be deposited promptly in the Business Office. No department may use any such collected funds for any purpose prior to depositing the funds in the University Business Office.

Each department that makes deposits directly to the bank via UPD courier shall hand-deliver the Deposit Summary form to the University Business Office on the deposit date. Immediately after the deposit is made, the UPD courier will hand-deliver the University's copy of the deposit slip to the University Business Office. There, the deposit slip will be compared to the Deposit Summary form to verify they balance. A University Business Office teller will then enter the deposit data into the University's online Financial Records System (FRS).

The University Business Office provides each department that makes deposits to the University Business Office will be provided with two lockable deposit bags and keys - a key for each bag. Receipts greater than $25 must be deposited in the Business Office no later than the next working day. Receipts less than $25 must be deposited within four days. When the deposit is prepared by the department shall prepare the Deposit Summary form and place it in the deposit bag with the green receipt copies and the cash, checks, original credit card receipts, and the appropriate copy of the handwritten receipts. A locked in the bag will then be hand-delivered to the University Business Office by a departmental representative. The representative will leave the deposit with the teller, and sign for and take the empty deposit bag from the previous deposit. Subsequently, the University Business Office teller will verify that the green receipts and the funds balance, and the teller will enter the deposit data into FRS indicating the amount of the deposit received, date received, and the beginning and ending receipt numbers. The teller will lock the empty bag and store it until the departmental representative returns with another deposit.

Departments may view the applicable account(s) in FRS to confirm the deposit data entered by the University Business Office. Representatives from the department making the deposit will sign for and pick up a deposit bag from the previous deposit.
Representatives of departments depositing funds in the Business Office should verify that the deposit entered by the University Business Office is correct.

All funds (including overages) must be deposited promptly. Receipts of $25 or more must be deposited no later than the next working day. Receipts less than $25 must be deposited within four working days. Checks must be endorsed with the University stamp immediately upon receipt. No department may use any funds for any purpose prior to depositing them.

Source of Authority: Vice President for Business Affairs

Cross Reference: None

Contact for Revision: Controller

Forms: www.sfasu.edu/controller/sfa_idt.html Official University Receipt; Deposit Summary
Best Value Procurement

Original Implementation: January, 1988
Last Revision: October 23, 2001 April 30, 2002

Stephen F. Austin State University purchases goods and services on a best value basis including 1) competitive bidding; 2) competitive sealed proposals; 3) catalog purchase; 4) group purchasing; or 5) open market contract.

In determining best value, the University shall consider:

1) the purchase price;

2) the reputation of the vendor and of the vendor's goods or services;

3) the quality of the vendor's goods or services;

4) the extent to which the goods or services meet the University's needs;

5) the vendor's past relationship with the University;

6) the impact on the ability of the University to comply with the laws and rules relating to historically underutilized businesses and to the procurement of goods and services from persons with disabilities;

7) the total long-term cost to the University of acquiring the vendor's goods or services;

8) any other relevant factor that a private business entity would consider in selecting a vendor; and

9) the use of material in construction or repair to real property that is not proprietary to a single vendor unless the University provides written justification in the request for bids for use of the unique material specified.

The following limits are established for competitive bidding and catalog purchase solicitations:

a. $0 up Procurement of goods and services from persons with disabilities (TIBH) must be considered when using state funds

b. $0 - $5000 Printing Requires 2 bids when using state funds

c. $0 - $5000 All other products and services Contract negotiation of best value
d. $5000.01 - $25,000 Minimum 3 informal bids required; minimum 50% HUB vendors including one woman-owned and one minority-owned

e. $25,000.01 - $49,999.99 Minimum 5 formal bids required; minimum 50% HUB vendors including one woman-owned and one minority-owned; Texas Marketplace posting required.

f. $50,000 - $99,999.99 Minimum 5 formal bids required; minimum 50% HUB vendors including one woman-owned and one minority-owned; Board of Regents approval required; Texas Marketplace posting required.

g. $100,000 and greater Minimum 5 formal bids required; minimum 50% HUB vendors including one woman-owned and one minority-owned; HUB Subcontracting Plan required; Board of Regents approval required; Texas Marketplace posting required.

The University may use the process established in Government Code, Title 10, Subtitle D, Subchapter C, Section 2156 for the acquisition of goods and services by the competitive sealed proposal process.

a. All competitive sealed proposals shall include HUB vendors of any gender and ethnicity when identified as providing the good or service identified.

b. Texas Marketplace posting required for all procurement opportunities expected to exceed $25,000.

c. All competitive sealed proposals expected to exceed $50,000 require Board of Regents approval.

d. All competitive sealed proposals expected to exceed $100,000 require Board of Regents approval and the submission of a HUB Subcontracting Plan.

The University may purchase goods or services through group purchasing programs.

a. All group purchases exceeding $50,000 require Board of Regents approval.

b. All group purchases exceeding $100,000 require Board of Regents approval.

Emergency Purchases

An emergency purchase is defined as the purchase of goods or services that are so badly needed that the agency will suffer financial or operational damage if they are not secured immediately.

Orders less than $5000 are not considered emergencies.

Orders exceeding $5000 should be bid when sufficient time exists.
Orders exceeding $25,000 require Texas Marketplace posting.

An emergency is defined by the answer to the following questions:

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?

**Exempt Purchases**

The following purchases are exempt from competitive bidding. Submission of a purchase requisition and other rules may apply.

a. Classified Advertising
b. Hotels and Conference Rooms
c. Conference Expense; expenses related to conference room services such as audio/visual/network and food services. (does not include goods purchased for attendees or transportation services.)
d. Moving Expenses (employee) — See Policy C-21 Moving Expenses
e. Student Travel; expenses related to student travel
f. Library materials for Stephen F. Austin State University Libraries, in accordance with Gov't Code 2155.139, when such exemption represents the best value to the University
g. Membership fees and dues
h. Newspaper and magazine subscriptions, books, videos and software direct from the publisher
i. Freight
j. Intra-agency payments
k. Rental of exhibit space; i.e., booths for display purposes
l. Goods and services provided by the Texas Department of Criminal Justice
m. Goods and services provided by the Texas Industries for the Blind and Handicapped
n. Internal Repairs
o. Purchases from Federal agencies
p. Utilities
q. Goods and services for an Organized Activity (Early Childhood Lab, Beef Farm, Dairy Farm, Poultry Farm, Swine Farm), when such exemption represents the best value to the University
r. Purchases from other State Agency contracts, when such exemption represents the best value to the University

Bid Submission, Bid Opening, and Tabulation
a. Bid Submission

1. Prospective bidders may request specific bid invitations from the Purchasing
Department at any time prior to the bid opening;

2. A bidder may withdraw its bid by written request at any time prior to the bid
opening date and hour;

3. A bid received after the time and date established by the bid invitation is a late bid
and will not be considered;

4. A bid received which does not contain adequate bid identification information on
the outside of the envelope will be opened to obtain such information and will then be
processed as any other bid. If the incorrect information on the envelope causes the bid not
to be considered in making an award, the bid will be considered invalid and rejected;

5. Bids may be submitted by telefacsimile (fax). The telephone number for fax bid
submission will be identified in the solicitation; no other number may be used for bid
submission. Bids submitted by fax need not be confirmed in writing, but must comply
with all legal requirements applicable to formal bids. If all or any portion of a bid
submitted by fax is received late, is illegible, or is otherwise rendered non-responsive due
to equipment failure or operator error, the bid or the applicable portion of the bid will not
be considered. The university shall not be liable for equipment failure or operator error,
nor will such failure or error require other bids to be rejected or the bid invitation to be
re-advertised.

6. Bids by telegram are not allowed;

7. An unsigned bid is not valid and will be disqualified;

8. A bidder or department may request, in person at the bid opening, that bids be read
aloud. No bid shall be required to be read aloud at any time other than during regular
working hours and days;

9. When formal bids are required, bids may not be taken or accepted by telephone;

10. If an error is discovered in a bid invitation, or agency departmental requirements
change prior to the opening of a bid, the Purchasing Department will transmit an
addendum correcting or changing the specifications to all bidders originally listed on the
transmission list for that bid invitation. Bids will not be rejected for failure to return the
addendum with the bid, if the change is noted on the bid or the product or service
specification would not be changed by the addendum;

b. Bid opening and tabulation.
1. All bid openings conducted by the Purchasing Department shall be open to the public.

2. Bid opening dates may be changed and bid openings rescheduled if bidders are properly notified in advance of the opening date.

3. If a bid opening is canceled, all bids which are being held for opening will be returned to the bidders.

4. All bid tabulation files are available for public inspection. Bid tabulations may be reviewed by any interested person during regular working hours at the offices of the Purchasing Department. Employees of the university are not required to give bid tabulation information by telephone.

Source of Authority: Texas Education Code, Chapter 51.9335(a) (b); President; Vice President for Business Affairs

Cross Reference: Items Requiring Board of Regents Approval, Index D-20.5; Historically Underutilized Businesses, Index C-16.5

Contact for Revision: Director of Purchasing and Inventory

Forms: None
Payment for actual moving expenses of newly hired employees may be made from non-appropriated funds. However, payment of moving expenses is not an entitlement. It is an option to be agreed between the University and the prospective employee in advance. Prior approval of the University President is required.

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 can be paid by either of two methods:
- Direct payment to vendor (preferred method)
- Reimbursement to new employee

The Payroll Office will coordinate all payments for moving expenses, regardless of which method of payment is used. Payroll forms must be completed before any moving expense can be processed for payment.

Direct payment to vendors, such as to professional moving companies, will be made by the Accounts Payable Office upon receipt of invoice. Reimbursement to the employee will be made by the Payroll Office upon receipt of documentation (e.g., paid receipts and invoices).

The Payroll Office personnel will review all moving expenses (taxable and non-taxable) prior to payment. Payment of taxable amounts will be subject to tax withholdings and year-end W-2 reporting, in accordance with current Internal Revenue Service regulations.

Moving expenses will be paid through payroll.

Source of Authority: President

Cross Reference: None

Contact for Revision: President/Controller

Forms: None
Purchases from Employees

Original Implementation: Unpublished
Last Revision: April 18, 2000 - March 30, 2002

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

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

A request to purchase SERVICES from any officer or employee of Stephen F. Austin State University must be initiated by submitting an additional compensation form to Human Resources. The request will not be considered unless the service being performed is significantly different from the employee's regular duties. See Policy E-9 Compensation In Excess of Base Salary.

Source of Authority: Vice President for Business Affairs

Cross Reference: None, Policy E-9 Compensation In Excess of Base Salary

Contact for Revision: Director of Purchasing and Inventory

Forms: None
Special Purchases

Original Implementation: Unpublished
Last Revision: January 25, 2000
April 30, 2002

The following items require special consideration for proper processing:

1. **Advertising copy** (radio spots, newspaper ads, billboards, etc.) should be submitted to the Director of Public Affairs for approval prior to release (see Policy D-39 University Publications).

2. **Agency Account Purchases** should be made and submitted for payment on an SFA Purchase Voucher to Accounts Payable. Agency accounts are subject to state tax.

3. **Consultant Contracts**. The rules are numerous and complicated. Review the Professional and Consultant Services Policy, C-45, carefully before making any commitment on behalf of the University.

4. **Purchases from Employees**. Any payments for SERVICES made to a current employee or an individual employed during the past 12 months is to be submitted on an additional compensation request form. Any purchase of GOODS from a current employee must be submitted through the requisition process and must comply with Policy C-27 Purchases from Employees.

5. **Entertainers**. See Professional Services.

6. **Food Purchases**. All purchases of food must be submitted on a Purchase Requisition and must be certified by the account manager in accordance with Policy C-13 Food Purchases.


8. **Insurance**. Purchase of insurance is to be submitted on a Purchase Requisition. As a general rule, payments for insurance may not be made from State funds. However, specific exceptions may be permitted and/or required. Specific insurance requirements should be brought to the attention of the Safety and Risk Management Officer.

9. **Lease of Real Property**. The rental or lease of real estate requires approval of the Vice President for Business Affairs. State funded rentals or leases require approval of the Facilities, Construction, and Space Management Division of the General Services Commission. Such issues as access to the handicapped, fire safety, and the availability of other space on a competitive basis will be considered.
10. **Institutional Memberships** in professional organizations require approval by the appropriate vice president and/or the President. Memberships with subscriptions should be submitted on a "Purchase Requisition." Other memberships may be processed on a SFA Purchase Voucher. (See Policy C-17 Institutional Memberships)

11. **Moving Expenses** are taxable income and should be submitted through the Payroll Department. (See Policy C-21 Moving Expenses)

12. **Printing.** University Printing Services is to be utilized to the extent possible for printing and duplication. All official University publications require editorial approval prior to printing regardless of the source of printing services. (See Policy D-39 University Publications)

13. **Professional Services.** Review the Professional and Consultant Services Policy C-45 carefully before making a commitment on behalf of the University.

14. **Proprietary Purchases.** Purchase requisitions which are submitted for items to be purchased for a single brand and/or from a single vendor shall include a Sole Product/Sole Source Justification Form, which is available from the Purchasing Department. See Policy C-26 Proprietary Purchases.

**Source of Authority:** Texas Government Education Code, Title 10, Subtitle D, Chapters 51.9335(a)-(b)-2151 through 2176, 2254 and General Appropriations Act; Board of Regents; Vice President for Business Affairs; President

**Cross Reference:** None

**Contact for Revision:** Director of Purchasing and Inventory

**Forms:** Purchase Requisition (See Policy C-30 Purchase Requisition); State of Texas Purchase Voucher (available in University Printing Services); Sole Product/Sole Source Form (available from Purchasing)
Asbestos Removal

Stephen F. Austin State University provides for the training of certain University personnel, the establishment of an inspection and abatement program, and maintenance procedures relating to asbestos in University buildings and facilities. The University's objective is that all personnel who may work in an area with asbestos or materials which contain asbestos be informed of the history of asbestos, its past and present use, health affects, and remedial action necessary to meet current regulations and to maintain a safe work environment.

I. Purpose

The purposes of this policy are to provide a plan for: 1) identification and immediate removal of any asbestos-containing material that is in a friable state by accredited, competent, trained personnel. 2) Strict enforcement of OSHA, EPA, NIOSH, NESAPHS, and the Texas State Health Department regulations and guidelines to ascertain as well as possible that no one is exposed to an asbestos hazard. 3) Continuance of an on-going program to maintain asbestos-containing material in a safe condition and remove and/or encapsulate this material as funds are available.

II. The duties and responsibilities of the Asbestos Program Manager include the following:

1 A. The Asbestos Program Manager (APM) must be licensed by the Texas State Health Department as an Asbestos Inspector, Management Planner, and must satisfactorily complete the appropriate examination administered by the Environmental Protection Agency. The APM will stay abreast of all pertinent regulations regarding asbestos.

2 B. The APM will establish a training program to be completed by all University employees who might reasonably be expected to come into contact with asbestos material during the performance of their University employment.

3 C. The APM will establish guidelines for supervisors who will provide periodic reminders to employees (following completion of the initial training program) of the employees' duty to inform their supervisor when any material containing asbestos becomes friable or may become friable due to daily wear-and-tear, roof leaks or maintenance.

4 D. The APM will inspect all University buildings and facilities twice each year to determine the condition of any asbestos-containing materials. If need exists, bulk samples or air samples will be taken.

a 1. Each inspection conducted will be documented on the standard work order form and filed in its respective building folder.

b 2. Upon completion of these periodic inspections an updated composite letter recommending any remedial action or relevant information will be forwarded to the Vice President for Business Affairs, Physical Plant
Director, and any other applicable administrator or director for their information and future planning.

5. E. The APM will maintain two current files, located remotely from each other, on all University buildings and facilities containing any form of asbestos at 1% or above. It will be the responsibility of each maintenance crafts employee to notify his/her supervisor any time a question arises relating to work which may involve contact with suspected asbestos materials, and when the work requirements listed below are anticipated.

a. 1. A wall, ceiling, floor, or partition is to be penetrated, scored, drilled, refinished, or otherwise altered.

b. 2. Pipe insulation is removed, damaged, or altered.

c. 3. Boilers, chillers, hot water tanks, heat exchangers, valves, and piping are repaired, changed, or altered in a way that may affect the insulation.

d. 4. Painting or paint removal is done to a surface that could possibly contain asbestos.

II. Implementation

If at anytime, an employee is working around suspect material, they are to stop immediately and notify their supervisor. The supervisor will notify the Asbestos Program Manager so that records may be researched and an approval to continue work may be secured. Under no circumstances is an employee to work in an unsafe condition or environment.

Contractors working on University property must comply with the same guidelines listed above. In addition, contractors must secure approval from the APM prior to beginning work and must consult the APM when any question or potential problem arises.

Source of Authority: Vice President for Business Affairs

Cross Reference: None

Contact for Revision: Safety Director

Forms: None
Emergency Management Plan

Original Implementation: November, 1986
Last Revision: October 26, 1999/April 30, 2002

An Emergency Management Plan has been adopted to guide the response of appropriate individuals to potential emergencies occurring on the campus of Stephen F. Austin State University.

I. Authority and References

A. Authority for implementation of the Emergency Management Plan rests with the President of Stephen F. Austin State University.

B. References


II. Purpose

The purpose of this plan is to provide the necessary guidelines, procedures, and instructions for implementing emergency operations at SFASU. Emergency operations will utilize the existing University organizations, with aid as necessary from city, state, and federal governments.

III. Scope

This plan constitutes the general guidelines for personnel of the University and for such other departments or individuals as may come under the direction and control of the University while engaged in activities intended to mitigate the harmful effects of accidents or natural disasters. Further, this plan provides guidelines for response to such occurrences.

This plan is intended to stand alone or to complement other plans and provisions of the Texas Emergency Management Council and of local government. Provisions of this plan that are not specific to the activities of the University, have been included for purposes of clarity and their presence here is not intended to supersede or abrogate the provisions of the Texas Emergency Disaster Act of 1975.

IV. Situations and Assumptions

A. Situations

The University is an autonomous community of approximately 13,000 people surrounded by a city of approximately the same size. The University is responsible for providing law enforcement and internal distribution of utility services to the University community on a day-to-day basis.
B. Assumptions

1. The University is more knowledgeable about its facilities than are other agencies.

2. In the event of a disaster, the University may be dependent upon its own personnel and resources in the interval prior to the arrival of help from the usual sources.

3. In the event that the University is not affected by the primary disaster, its personnel and resources may be available to supplement and support local services.

V. Direction and Control

A. Routine organization (See University organizational chart.)

B. The organization of the Emergency Operation Center (EOC) will vary from the routine structure as follows:

1. The location of the primary EOC will be designated by the Director of the EOC upon activation of this plan after consideration of the nature of the emergency.

2. The secondary EOC may be in the University Police Department.

3. The EOC Director will be designated by the President of the University and he, or his designee, must be present in the EOC as long as the plan is activated. He will serve as the official source of information to the University response personnel and will represent the University in the coordination of activities with other agencies. To aid the EOC Director, representatives of those who are assigned responsibilities in Section VI will be present in the EOC, as needed, to record and document incoming information and to dispatch information to the appropriate personnel. The EOC staff will coordinate requests for service and assignment of resources.

C. Warning and Notification

This plan will be implemented by the President of the University when information is received from a credible source concerning a potential or actual disaster that requires a positive response by the University. In the absence of the President, the provisions of the President’s Line of Succession", in section VII of this policy will determine the line of authority applicable to the implementation of this plan. Information received shall be verified and evaluated to determine the response required and the division having responsibility for such action. The individual who evaluates the information must have a thorough understanding of the capabilities and responsibilities of each department of the University. An up-to-date listing of persons to be notified during duty hours, after duty hours, weekends and holidays shall be available to the University Police Department dispatcher. The prioritized list of individuals to be called will consist of a name and at least two alternate names along with office and home phone numbers. Changes in the list shall
be submitted to the Chief of the University Police Department (UPD). The notification procedure is as follows:

1. The UPD will maintain the callout list and make the initial notification.

2. The UPD will initially dispatch personnel as necessary until the EOC is established, then control will shift to the Director of the EOC who is responsible for emergency management.

3. Major problems will be reported to the EOC.

D. Public Information

All public information shall be provided by or coordinated with the Director of Public Information. The designation of a single University spokesperson provides a single point of contact for persons seeking information and provides a single point through which information is released.

VI. Assignment of Responsibilities

A. University President

The President or his designee is the Director of the Emergency Operation Center and shall be responsible for delegating duties to the other staff members as the emergency situation dictates.

B. University Police Chief

The Police Chief is responsible for furnishing and directing the manpower necessary to maintain security in the affected areas. He will maintain traffic control, preserve law and order, direct search and rescue operations, and provide communication between the scene of the emergency and the EOC.

C. Director of the Physical Plant

The Director of the Physical Plant is responsible for coordinating requests for supplies and personnel and for making deliveries to the emergency area. He will discontinue and restore utility services as conditions dictate, clear debris, and restore buildings to functional use, when it is determined that the buildings are safe.

D. Director of Auxiliary Services

The Director of Auxiliary Services is responsible for providing meals for students and other University personnel as conditions dictate and will coordinate the use of the University Center facilities as directed by the President or his designee.

E. Director of the University Health Clinic

The Director of the University Health Clinic is responsible for determining the medical needs, arranging for emergency medical supplies, and the
establishment of First Aid Stations in or near the affected area, but clear of immediate danger.

F. Director of University Public Information

The Director of Public Information is responsible for the timely and accurate dissemination of information to the news media. He will establish an emergency telephone information center to inform students' parents as necessary, and arrange for photographers to document the disaster.

G. Director of Safety

The Director of Safety is responsible for providing the Director of the EOC with specific information about facilities and existing conditions existing which relate or to the emergency. He will work with the city fire department and University police when evacuation is warranted. He will assure that facilities and buildings are safe before they are restored to service or occupied.

H. Director of Hazardous Materials Control and Radiological Safety

The Director of Hazardous Materials Control is responsible for monitoring of radiation sources, providing the Director of the EOC with information about locations of hazardous and toxic materials on campus, and to serve as consultant to the Director of the EOC.

I. Director of Housing

The Director of Housing will be responsible for the relocation and housing of students.

VII. Line of Succession

To insure continuity of University activities during threatened or actual emergencies, the following line of succession for EOC command is established as follows:

Dr. Roland Smith, Vice President for Business Affairs;
Dr. Janelle Ashley, Vice President for Academic Affairs;
Dr. Baker Pattillo, Vice President for University Affairs;
Dr. Jerry Holbert, Vice President for University Advancement.

A list of the Line of Succession for the other positions on the EOC staff will be provided by the appropriate directors and be appended to the emergency callout list.

VIII. Support

Request for assistance, including activation of the Texas National Guard or other military assistance, will be made by calling the State Disaster District Headquarters located at the Department of Public Safety Disaster District Headquarters, Region Sub 2B office in Lufkin, telephone (409)36-634-5553. In the event that the State
Disaster District Headquarters cannot be reached, the request for assistance can be made to the local Department of Public Safety Supervisor, telephone (936) 560-6528.

IX. Outdoor Warning Siren

A. Locations

1. Sunset Cemetery on North Street
2. Fire Station 1 on North Street
3. Baseball Park on Old Tyler Road
4. Durst Street @ Reedy Street
5. Fire Station 3 on Old Lufkin Road
6. Temple Park on Martin Luther King
7. Center Highway @ East Oak Lane
8. Stephen F. Austin Maintenance Facility
9. Fire Station 4 @ Nacogdoches High School
10. Power Street Pump Station

B. Sirens tested 1st Monday of the month at noon.

C. Sirens sounded if the city is to be impacted by:

1. A Severe Thunderstorm and warning by National Weather Service is placed
2. A Tornado Warning is issued by National Weather System and the City is in its path.
3. A flooding situation and the Emergency Management Team feel that a warning should be issued.
4. A hazardous materials event has placed a section of the community in danger.

D. Procedure

1. Take shelter inside unless Authorities are directing action.
2. Channel 14 and local radio stations will broadcast information.

X. Emergency Action

The various types of disasters, related terms, and an outline of general actions are defined for each threat. Each stage of a potential disaster is assigned a condition status number as follows:

A. Condition 4 will refer to normal operating conditions when daily work routine is not interrupted by disaster or impending emergency situations. No action is necessary.

B. Condition 3 will refer to a severe weather watch established by the U.S. Weather Service. Such a watch may be issued for any of the following conditions:
1. Tornado Watch: Conditions are favorable for tornado formation. The action is to maintain daily routine, notify the appropriate department heads of conditions, and be ready to respond to a warning.

2. Severe Thunderstorm Watch: Atmospheric conditions exist such that severe thunderstorms may develop. The action is to maintain daily routine, notify the appropriate department heads of conditions, and be ready to respond to a warning.

3. Flood Watch: Conditions are favorable for rising waters. The action is to maintain daily routine, notify the appropriate department heads of conditions, and notify Physical Plant.

C. Condition 2 will refer to severe weather warnings as issued by the U. S. Weather Service and relayed by local radio and TV stations. Such warnings may be issued for any of the following conditions:

1. Tornado Warning: A tornado has been sighted or seen on radar. The action is to notify EOC personnel and place them on alert status. Maintain the daily routine and notify the appropriate departments to take such action as is required.

2. Severe Thunderstorm Warnings: Severe thunderstorms have been sighted visually or on radar. The action is to maintain the daily routine and notify the appropriate departments to take such action as is required.

3. Flood Warning: Conditions are such that waters may exceed a safe control level. The action is to maintain the daily routine and notify the appropriate departments to barricade areas of possible flooding.

D. Condition 1 indicates any of the following conditions:

1. a tornado strikes
2. flash flooding
3. a major accident or a disaster, man made or natural, occurs without warning
4. a major fire
5. an explosion
6. an electrical blackout

The EOC is activated and all department heads are notified. The EOC members will report to the center. All other department heads will follow their standard operating procedures. It is imperative that all actions taken or anticipated by any department be coordinated with the EOC.

XI. The post-disaster actions will consist of the following:

A. Check and/or re-establish communications.
B. Maintain law and order.
C. Perform fire protection and rescue operations.
D. Set up triage stations if necessary and assure acceptable health conditions.
E. Assess extent of damage.
F. Perform emergency clean-up and debris removal.
G. Request outside assistance as required.
H. Establish controls on critical resources and direct their distribution when necessary.
I. Designate restricted areas as necessary.
J. Furnish regular status reports to the State Department of Public Safety Disaster District Headquarters, Region Sub 2B in Lufkin, telephone (409)936-634-5553, as appropriate.
K. Keep the public informed of conditions. Utilize photographers to document extent of disaster.
L. Insure orderly operations of shelters, provide welfare necessities to the extent possible, and direct all shelter operations.
M. Conduct radiological monitoring and notify "Chemtrec" (1-800-424-9300) if a hazardous material disaster occurs.
N. Examine the disaster area for life safety hazards and assure that precautions are taken to protect personnel until normal operations are established.

XIV. Implementation

Source Of Authority: Texas Government Code sec. 418.001 et seq.; Texas Education Code sec.51.201 et seq.; The Texas Emergency Management Plan, Annex L - Texas Department of Health; President

Cross Reference: Employee Safety Manual

Contact For Revision: Safety Director

Forms: None
Health & Safety

Original Implementation: February 11, 1977
Last Revision: October 26, 1999/April 30, 2002

I. Purpose

This document will establish for Stephen F. Austin State University the policy for the protection of the University’s human and material resources and the maintenance of a safe and healthful environment complementary to the University's needs and the accomplishment of its goals.

II. Scope

The intention of this policy statement is to create among all members of the University community an awareness of and a commitment to an effective safety program. The primary concern of this program will be the safety and well-being of the students, faculty, staff and visitors. The program will be promoted through training, identification of hazards, and initiation of loss-control measures aimed at the overall reduction of accidents and risk.

III. Committee

Responsibility for, and the coordination of, the various aspects of the University’s safety program is vested in the University Environmental Safety and Health/Radiation Committee which reports to the President of the University. The Committee will be composed of the Radiation Safety Officer, the Chief of University Police, and other faculty and staff members appointed by the Vice President for Business Affairs. The Director of University Health Services, the Director of Safety, the Director of Hazardous Material Control, and the Assistant Safety Director acting as the Workers Compensation Representative are ex officio members.

IV. The Committee Responsibilities

A. Will meet quarterly or at necessary intervals necessary to fulfill its responsibilities

B. Act as a clearinghouse and consultative organization for the University safety and health problems.

C. Act as liaison between the University and the State Employees Workers Compensation Division of the State Office of Risk Management, and

D. Act as an advisory body reporting to the President on the status of the University’s safety control activities.
V. The Occupational Safety and Health Program for Texas State Agencies, published by the State Office of Risk Management, is the program document for the University’s safety program except as noted below. Responsibilities are assigned to individuals at appropriate levels of authority and expertise as follows.

4A. The responsibility for physical safety, fire protection, occupational health, and engineering controls is assigned to the Director of Safety, who reports to the Vice President for Business Affairs. The Director of Safety will assume the duties of Accident Prevention Coordinator. The Assistant Safety Director acting as the Workers Compensation Representative associated with the State Employees Workers Compensation Division of the State Office of Risk Management shall report to the Director of Safety.

2B. The responsibility for radiological safety, including the purchase, transportation, use, storage, and disposal of radioactive materials is assigned to the Radiation Safety Officer who reports to the President of the University. The Radiation Safety Officer will assume the responsibility for the Radioactive Materials Management Program to assure compliance with the conditions of the license/registrations issued by the Texas Bureau of Radiation Control, Texas Department of Health.

3C. The responsibility for control of hazardous materials, including use, storage, and disposal of regulated hazardous materials, as well as the responsibility for compliance with the Texas Hazard Communication Act, is assigned to the Director of Hazardous Material Control who reports to the President of the University.

4D. The responsibility for campus security, traffic control, criminal investigation, and civil order is assigned to the Chief of University Police who reports to the Vice President for University Affairs.

5E. The responsibility for the maintenance of the health of students and the initial care of the faculty and staff members suffering from minor occupational injuries or illness is assigned to the Director of University Health Services, who reports to the Vice President for University Affairs.

VI. Support

In addition to the aforementioned and specifically assigned responsibilities, it shall be the general responsibility of all faculty and staff members to attempt to recognize hazards in their areas of activity and to take positive action to reduce or eliminate those hazards. Staff members shall be responsible for the education of their employees and students in regard to proper job procedures and recognized hazards before making task assignments.
VII. Implementation

In all University activities and endeavors, safety is the first concern. The members of the University community shall comply with all statutes, rules, regulations and codes by which the University is bound. They shall also attempt to comply with the spirit of any non-binding requirement which would further the University's intent to provide and maintain a safe and healthful environment in which to work, study, and live.

Source of Authority: President

Cross Reference: None

Contact For Revision: President, University Safety Director

Forms: None
Loudspeakers

Original Implementation: September 17, 1982
Last Revision: October 31, 2000 April 30, 2002

Application to use loudspeakers on campus shall be made to the Dean of Student Development Office of Student Affairs at least 24 hours in advance of the proposed use. Ordinarily, electronic loudspeakers may not be used outside on campus if such use would be disruptive. This rule does not apply to the University and its agents, servants, or employees, acting in the course and scope of their agency or employment; nor does it apply to the Stephen F. Austin State University Alumni Association or the Stephen F. Austin State University Foundation.

Source of Authority: Vice President for University Affairs

Cross Reference: SFA Web pages

Contact for Revision: Dean of Student Development Director of Student Affairs

Forms Reservation for Campus Grounds
Parades and Demonstrations

Original Implementation: July 1980
Last Revision: October 31, 2000 April 30, 2002

These rules shall govern the conduct of all parades and demonstrations on University property or at University-sponsored events.

1. These rules shall apply to:

a. students, faculty, and staff, and their approved organizations; and

b. all other persons and groups.

2. However, these rules do not apply to the University and its agents, servants, or employees acting in the course and scope of their agency or employment; and regularly scheduled classes offered for academic credit.

3. Parades and demonstrations must be conducted in compliance with these rules and University policy and must not:

a. result in a breach of peace or violation of law;

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

c. materially disrupt or interfere with the normal activities of the University.

4. No person conducting or participating in a parade or demonstration on University property or at University-sponsored events may advocate the deliberate violation of the 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.

5. No parade or demonstration shall take place in any building or structure on the University campus.

6. Students, faculty, and staff, and their approved organizations, may demonstrate in the Free Expression Area of the University between the hours of 8:00 a.m. and 7:00 p.m., Monday through Saturday. Reservations must be made in writing through the Office of Student Development at least forty-eight (48) hours in advance of the activity in order to facilitate orderly scheduling of the area.

7. Students, faculty, and staff, and their approved organizations, must secure a valid Reservation Form to conduct a parade or demonstration outside the Free Expression Area. Application for the permit must be made through the
Office of Student Development Affairs at least forty-eight (48) hours in advance of the activity. This advance notice allows the University the opportunity to avoid the problem of simultaneous and competing parades or demonstrations and to arrange for adequate security. The application for a University permit shall require the applicant to provide his/her name, address, and phone number. Further, the application must be signed and dated by the applicant.

8. All other persons and groups may assemble and demonstrate only in the Free Expression Area between the hours of 8:00 a.m. and 7:00 p.m., Monday through Saturday. A Reservation For Campus Grounds form must be completed in the Office of Student Development Affairs at least forty-eight (48) hours in advance of the activity.

Source of Authority: United States Constitution, Amendments I and XIV; President; Vice President for University Affairs

Cross Reference: SFASU Web pages

Contact for Revision: Dean of Student Development Director of Student Affairs

Forms: Reservation For Campus Grounds
Radioactive or Radiation Producing Materials or Equipment

Original Implementation: September 1, 1974

Last Revision: April 20, 1999, April 30, 2002

The purchase, receipt and storage of radioactive or radiation producing materials or equipment is closely monitored and controlled through the University’s Radiation Safety Officer. Individuals of various departments ordering radioactive or radiation producing materials or equipment should follow the procedures outlined below with the assistance of the Radiation Safety Officer.

Purchase of Radioactive Material/Radiation Producing Equipment

1. Radioactive Materials. No person may order radioactive materials unless authorized as a designated user on the special or general license issued to Stephen F. Austin State University pursuant to part 41 of the Texas Regulations for Control of Radiation, Radioactive Materials License #L05191.

Prior to ordering radioactive material, it shall be the responsibility of the licensee or authorized user to assure that appropriate storage facilities are available and radioactive waste disposal procedures implemented. Such facilities and the procedures for disposal of any radioactive wastes must have written approval from the University Radiation Safety Officer, to insure compliance with the Texas Regulations for the Control of Radiation, prior to the arrival of the radioactive material on campus.

All "Purchase Requisitions" for radioactive material must be identified by typing the words "Radioactive Material" immediately above the description of the item on the "Purchase Requisition."

All requisitions must be forwarded to the University Radiation Safety Officer, P.O. Box 13006, Room 208C104 Chemistry Building, for approval to assure compliance with license conditions before processing by the Purchasing Department. The signature of the University Radiation Safety Officer must be on the requisition in addition to that of the department head.

The Purchasing Department shall notify the University Radiation Safety Officer of the issuance of purchase orders for radioactive materials. The Radiation Safety Officer shall be notified of the receipt of such materials by the authorized user within eighteen (18) hours of receipt.

2. Radiation Producing Equipment. No person may order radiation generating equipment unless he is authorized as a designated user on the special or general license issued pursuant to part 41 of the Texas Regulations for Control of Radiation, Registrations #R003844 and #Z00247L.

Prior to ordering radiation generating equipment, it shall be the responsibility of the licensee or authorized user to assure that adequate facilities have been provided. Such facilities and the procedures for use of the equipment and training for the users must have
written approval from the University Radiation Safety Officer, to insure compliance with the Texas Regulations for the Control of Radiation, prior to the arrival of the radiation generating equipment on campus.

"Purchase Requisitions" for any equipment which produces ionizing radiation, including but not limited to lasers, microwave generators, and x-ray generators of all types including diffraction, fluorescence, medical, industrial, atomic absorption, etc., must be forwarded to the University Radiation Safety Officer for approval to assure compliance with license requirements prior to processing by the Purchasing Department. The signature of the University Radiation Safety Officer must be on the requisition in addition to that of the department chair.

The Purchasing Department must notify the University Radiation Safety Officer of the issuance of purchase orders for equipment which produces ionizing radiation. The Radiation Safety Officer must be notified of the receipt of such equipment by the authorized user within eighteen (18) hours of receipt.

Receipt and Storage of Radioactive Materials

1. Storage of Sources of Radiation. Sources of ionizing radiation must be secured against unauthorized removal from an authorized place of storage at all times during receipt, delivery, and use on campus. See the University Radiation Safety Manual and the Texas Radioactive Materials License, available from the University Radiation Safety Officer, for details. The authorized users of radioactive materials and radiation generators are designated on the Radioactive Materials License #L05191 and Registrations #R03844 and #Z00247L.

2. Procedures for Picking Up, Receiving and Opening Packages.

   a. Each authorized user expecting to receive a package containing radioactive material must conform to the following procedures.

      (1) If the package is to be delivered to Central Receiving by the carrier, make arrangements to promptly pick up the package upon notification of arrival. Central Receiving personnel must not re-deliver radioactive material.

      (2) If the package is to be picked up by an authorized user at the carrier’s terminal, make arrangements to receive notification of arrival. In such cases the authorized user must promptly render a receiving report to the Purchasing Department.

      (3) If the package is to be delivered outside of normal working hours, the authorized user must make arrangements to take delivery and survey the integrity of the package on receipt.

   b. Each authorized user who picks up a package of radioactive material from a carrier’s terminal must pick up the package expeditiously upon notification from the carrier.
c. Each authorized user, upon receipt of a package of radioactive material, must survey the external surfaces of the package for radioactive contamination caused by leakage of the radioactive contents. The monitoring must be performed as soon as practicable after receipt, but no later than three (3) hours after the package is received during the licensee’s normal working hours, or eighteen (18) hours if received after normal working hours. Notice that the radioactive material has been received by the user must be sent to the University Radiation Safety Officer accompanied by a completed "Liquid Radioactive Material Receiving Survey" form within eighteen (18) hours of receipt.

d. If contamination is found on the external surface of the package, the University Radiation Safety Officer shall be notified immediately at 468-2485 6908 or leave a message at 468-3606 or contact the University Police Department at 468-2608. UPD maintains a list of radiation users to call in case of emergency and will be responsible for contacting those persons.

Source of Authority: V.T.C.S., art. 4590f et seq.; 25 TAC 289.1 et seq.; President

Contact For Revision: None

Forms: Purchase Requisition, Index C-30; Application to Use Radioactive Material for Teaching or Research; Statement of Training and Agreement with Policies; Non-Commercial Radioactive Material Shipment and Receipt Form; Radioactive Material Receipt and Disposal; Radioactive Waste for Pick-Up by the Radiation Safety Officer; Quarterly Inventory; Leak-Test and Inventory Record; Legal Storage Placed - Building Maps. All Forms except the Purchase Requisition may be obtained from the Radiation Safety Officer.
I. Introduction - Stephen F. Austin State University (SFASU) confirms its commitment to the First Amendment of the United States Constitution by establishing this policy which guarantees a system of free communication and expression. Members of the SFASU community are reminded that the ideals of human worth and dignity are important to maintaining a learning environment that is nurturing, fosters respect, and encourages growth for all individuals who work, teach, study and live within this community. Those who exercise their rights of free speech should also be cognizant of the rights of others.

II. Applicability - The rules articulated in this policy apply to all students, faculty, staff, and their approved organizations, as well as all other persons and groups. Due to practical administrative realities, this policy does not apply to the University and its agents, servants, or employees, acting in the course and scope of their agency or employment. This exception also includes official activities of the SFASU Alumni Association and SFASU Foundation.

III. Definitions
   A. Signs - Signs include, but are not limited to billboards, decals, notices, placards, posters, banners, and any kind of hand-held sign.
   B. Posting - Posting is defined as any means used for displaying a sign.

IV. Format and Procedural Regulations
   A. Individuals and organizations are reminded that they retain full responsibility and liability for the signs that they post.
   B. No object, other than a sign, may be posted on University property.
   C. Only students, faculty, staff, and their approved organizations, may post signs on the University property. Posting must be conducted in compliance with these rules and University policy.
   D. Signs cannot be larger than fourteen (14) inches by twenty-two (22) inches unless authorized by the Office of Student Development Affairs. Authorization for signs larger than said dimensions shall be based upon matters relating to space availability and cannot be based upon content.
   E. The person or organization must deposit in the Office of Student Development Affairs a true and correct copy of the sign to be posted on University property.
F. Each sign to be posted must contain the following information in a format whose size and print must be prominently displayed to the public: name of the sponsoring individual or organization in a size that makes it easily identifiable, usually no smaller than 70% of the size of the largest type on the sign.

G. Prior to posting, signs must be registered with the Office of Student Affairs. This registration will include the following:

1. Name of the individual or organization responsible for the posting of the sign. Name of the organization must be fully spelled out. Organizations must also include the name of an individual who is their authorized representative. If an organization is registering the sign, the name of the organization must be fully spelled out on the registration form and the name of an authorized representative must be provided.

2. A legitimate official address to which comments or information requests can be sent,

3. A legitimate official telephone number at which the individual or authorized representative may be contacted, and

4. The signature of the individual or authorized representative.

H. As a condition of approving the posting of any sign, the individual or authorized organizational representative must permit the University to release their name and contact information contained on the registration form mentioned above to any party requesting it.

I. The Office of Student Development Affairs shall stamp and date each sign to be posted on University property in the lower half of the posting.

J. The person or organization shall remove each of its signs not later than fourteen (14) days after posting or not later than twenty-four (24) hours after the event to which each sign relates, whichever is earlier. The person or organization shall clean and remove any litter that results from the posting of its signs.

K. No person may remove a sign posted in accordance with these rules without the authorization of the Office of Student Development Affairs or the person or organization posting the sign.

L. Signs to be displayed outside may be posted at:

1. One or more of the University kiosks placed in high-pedestrian traffic areas on campus,
2. The shelter for the campus bus stop, and

3. No more than two (2) signs may be posted at each location.

The limitation established by this paragraph also applies to political advertising for campus elections.

**K.M.** Hand-held signs may be displayed in the Free Expression Area between 8:00 a.m. and 7:00 p.m., Monday through Saturday, except that hand-held signs may be carried outside the Free Expression Area in demonstrations or parades which have received a valid University permit.

**L.N.** In addition to these rules, signs to be posted in the following buildings must comply with the rules governing those buildings:

1. Residence halls,
2. The University Center, and

The rules governing said buildings can only relate to reasonable time, place, and manner restrictions and content restrictions cannot be implemented except as stipulated below.

**M.O.** A bulletin board is under the jurisdiction of the school, department, or administrative office that maintains it. A person or organization that wishes to utilize said space must also request permission of the appropriate school, department, or administrative office in addition to the procedures outlined herein. Permission for use of said bulletin boards can only relate to reasonable time, place, and manner restrictions and content restrictions cannot be implemented except as stipulated below. A current list of the officials in charge of bulletin boards is maintained by the Office of Student Development Affairs.

**V. Content Regulations**

**A.** Before a decision is reached on whether to prohibit postings based on any of the following grounds, the Office of Student Development Affairs shall meet with the student(s) or organization involved and allow for input and discussion into the decision making process.

**B.** Posting of signs may be prohibited for failure to follow the reasonable time, place, and manner restrictions stipulated herein. Those restrictions include all of the format and procedural regulations outlined above.
C. Posting of signs may be prohibited based upon expressions that are an incitement to imminent lawlessness. Such prohibitions may be conducted only with the advice of the General Counsel and approval of the President or his/her designated representative. Careful consideration must be given to the actual circumstances surrounding such expression, and suppression can only occur if it appears that such provocation causes an immediate likelihood of violence or illegal acts. Advocacy of lawlessness is insufficient, and the speech must be directed to inciting or producing imminent lawless action and likely to incite or produce such action.

D. Posting of signs may be prohibited based upon "fighting words" expressions. Such prohibitions may be conducted only with the advice of the General Counsel and approval of the President or his/her designated representative. "Fighting words" are similar to expressions of imminent lawlessness, except they are addressed to individuals on a personal scale. Only those "fighting words" that pose an immediate likelihood to provoke the average person to retaliation and thereby cause a breach of the peace should be considered under this exception. Again, careful consideration must be given to the actual circumstances surrounding such expression.

E. Posting of signs may be prohibited based upon obscenity. Such prohibitions may be conducted only in accordance with the procedures outlined in this paragraph. In determining what constitutes obscene material, a three-part test applies:

1. The average person applying contemporary community standards would find that the work taken as a whole, appeals to the prurient interest;
2. The work depicts or describes in a patently offensive way, sexual conduct specifically defined by the applicable state law; and
3. The work, taken as a whole, lacks serious literary, artistic, political, or scientific value.

Procedures for prohibiting the posting of signs based on obscenity are as follows:

1. Contact the General Counsel for advice and obtain approval to proceed from the President or his/her designated representative. The decision to proceed must be made within twenty-four (24) hours from the time of the meeting between the student(s) or organization and the Office of Student Development as outlined in Section V.A. Weekends and holidays are not included in the computation of the 24-hour period.

2. Upon deciding to proceed with this type of prior restraint, a notice must be given to the individual or organization involved. Said notice shall include a copy of these procedures.
3. The University shall then proceed in filing a declaratory judgment action within five (5) working days from the decision to proceed. The posting of the sign in question shall be abated until a court of law rules on the matter.

VI. Other Regulations

A. Anyone who violates this policy may be disciplined pursuant to applicable University policy.

B. Signs posted pursuant to this policy which interfere with the free and unimpeded flow of pedestrian or vehicular traffic can be removed by the University.

C. Signs posted pursuant to this policy that materially disrupt or interfere with the normal activities of the University can be removed by the University.

D. Legal action can be taken against individuals or groups who participate in defamatory action, intentional infliction of emotional distress, or such other causes recognized and allowed under law.

Source of Authority: United States Constitution, Amendments I and XIV; President; Vice President for University Affairs and General Counsel

Cross Reference: Student Organizations Handbook, Stephen F. Austin State University Web Page

Contact for Revision: Dean of Student Development Director of Student Affairs

Forms: None
Solicitation

Original Implementation: July 1980
Last Revision: August 1, 2000 April 30, 2002

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.

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, From the day the Residence Halls open through the first day of classes each semester, the sale or offer for sale of any newspaper in an area designated by the appropriate University official.

b. The 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 Speech 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, Director of Student 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. The CWIS must be developed and maintained to balance these critical needs.

The CWIS is a quasi-university publication, whose content and appearance should reflect favorably upon the university. Therefore, the CWIS should be developed to promote the university to all who visit its pages.

The CWIS may contain personal information, whose confidentiality must be ensured. Consequently, the CWIS should be managed to ensure that information is consistent with university mission and accurate, pertinent, and accessible to users, including those with disabilities, while protecting privacy rights.

The CWIS is mandated by state law. 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. 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.

III. 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.

IV. 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 website'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 email address must be displayed on the unit's main page. To preserve anonymity, generic email 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.*." (See "Guidelines" for examples.)

(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.

V. 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
Chair Appointments

Original Implementation: May 23, 1979
Last Revision: January 19, 1999 April 30, 2002

Department chairs under a twelve-month contract are expected to be on duty each working day except when on vacation, sick leave, or other form of leave. Vacation time and sick leave are earned according to the schedule for state employees. Although rare in occurrence, chairs are subject to being called upon at any time when it is judged to be in the best interest of the University to address a task/issue outside the normal working day.

Department chairs under an eleven-month contract are expected to be on duty each working day within that contract period when classes are in session except when on sick leave or other form of leave. It is the responsibility of the department chair to assure that ongoing departmental obligations are met in his/her absence. Vacation time is not accrued under an eleven-month appointment. Sick leave is earned according to the schedule for state employees. Although rare in occurrence, chairs are subject to being called upon at any time when it is judged to be in the best interest of the University to address a task/issue outside the normal working day.

Department chairs who are appointed for a period of eleven months should have no duties to the University during the equivalent of one calendar month during June, July, and August. This may be taken at one time or distributed throughout the summer. In the latter case, it shall amount to twenty-one working days. In any case, the days allowed during the summer shall be logged in the departmental office and approved by the dean's office prior to the time of taking leave from duties.

In general, the eleven-month contract shall be treated as an academic year appointment plus two summer months.

See also Departmental Administration policy, for details regarding responsibilities, selection and evaluation, and Chair Teaching Load Guidelines policy.

Source of Authority: Vice President for Academic Affairs

Cross Reference: None

Contact for Revision: Vice President for Academic Affairs

Forms: None
**Chair Teaching Load**

Original Implementation: May 24, 1979
Last Revision: January 19, 1999 / April 30, 2002

The teaching load of a department chair shall be determined annually by the dean in consultation with the department chair based on the changing needs and objectives of the department. Such factors as number of faculty, number of majors, and complexity of the department shall be considered in determining the teaching load of the chair.

One example, which incorporates only the number of faculty members in a given department, is provided below:

<table>
<thead>
<tr>
<th>No. of Faculty Members, including Chair</th>
<th>Calendar Year (12-Month Appointment)</th>
<th>Calendar Year (11-month Appointment)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 10</td>
<td>Combination of lecture, lab, or other type of instruction of 20-21 semester credit hours (not less than 6 semester credit hours in each fall and spring semester).</td>
<td>Combination of lecture, lab, or other type of instruction of 17-18 semester credit hours (not less than 6 semester credit hours in each fall and spring semester).</td>
</tr>
<tr>
<td>10-15</td>
<td>Combination of lecture, lab, or other type of instruction of 18 semester credit hours (not less than 3 semester credit hours in each fall and spring semester).</td>
<td>Combination of lecture, lab, or other type of instruction of 14-15 semester credit hours (not less than 3 semester credit hours in each fall and spring semester).</td>
</tr>
<tr>
<td>Above 15</td>
<td>Combination of lecture, lab, or other type of instruction of 15 semester credit hours (not less than 3 semester credit hours in each fall and spring semester).</td>
<td>Combination of lecture, lab, or other type of instruction of 11-12 semester credit hours (not less than 3 semester credit hours in each fall and spring semester).</td>
</tr>
</tbody>
</table>

See also Departmental Administration policy for details regarding responsibilities, selection and evaluation.

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

**Cross Reference:** None / Departmental Administration, E-10A

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

**Forms:** None
Conducting searches to recruit faculty is an important and time-consuming task. It is essential that search committees and university administrators be informed and sensitive to equal opportunity and affirmative action guidelines. The following steps have been established to ensure informed search procedures and to facilitate the search process. Following the procedures outlined, there is additional information pertinent to searches and current samples of forms referenced in the document.

**Position Analysis**

The analysis of the type of position needed by the department should provide opportunity for all faculty to have input. Following adequate discussion of the type of desired position, the department chair will submit the request for the desired position to the dean, who will request permission to fill the position from the Vice President for Academic Affairs.

**Selection of the Search Committee**

The search process begins with the establishment of a Search Committee under the guidance of the department chair. Procedures for appointing search committees may vary among departments, but should adhere to the written guidelines established by the department and must follow the policies of Stephen F. Austin State University.

**Search Committee Responsibilities**

1. **General Responsibilities**

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

2. **Position Description**

   a. The Search Committee is charged with recommending a detailed job description, using input from the departmental faculty and the department chair, that is to be used in advertisements and in screening of candidates who apply for the position.
b. Once the position description is developed, it should be attached to the Department Notice of Vacancy Form and approved by the department chair, the dean, the Vice President for Academic Affairs, the Director of Public Affairs, the Director of Financial Services, the President, and the Director of Personnel Services\textit{Human Resources} using Administrative Route Slip.

3. Advertisement

a. Upon receipt of a copy of the returned signed Administrative Route Slip, the search committee now has the authority to proceed with public announcements and advertisements. Advertising copy must be approved by the Director of Public Affairs. All advertisements, letters, phone calls, listing placements and other communications must be recorded and a complete record kept for future audit of each position.

b. Suggestions for additional advertisements and mail outs may be made by the offices of the dean, Vice President for Academic Affairs, President and/or Personnel Service\textit{Human Resources}.

c. Each individual who submits an application for the position must be sent a copy of the Voluntary Affirmative Action Information Survey. It is the decision of the applicant as to whether or not he/she returns the form, but it is mandatory that the form be sent.

4. Initial Screening

a. The Search Committee is responsible for the initial screening of the applicants. If an application is not accepted, the rejected application must include a summary statement listing the reason(s) the application was not accepted. Approved Reasons for Non-Selection of Candidates lists examples of acceptable reasons for rejection (list found in Personnel Selection Procedures). The Committee is not limited to those reasons listed.

b. After the initial screening is completed, those applicants who were eliminated should \textit{must} be notified that they will no longer be considered. Those applicants who are still under consideration should \textit{must} also be informed.

c. For those applicants who are to be continued in the search process, the following is suggested:

(1) A comprehensive reference check should be conducted on each semi-finalist.
(2) The Search Committee reviews the candidates, ranks them, and recommends the number to invite to campus.

(3) The Search Committee Chair and the department chair review applicants and decide the number of candidates to bring to campus. The department chair will review applicants' folders with the dean who, in turn, will consult with the Academic Vice President. The dean will then approve or modify the number and inform the chairs.

(4) Once the number is agreed upon, the Search Committee recommends to the department chair the names of the desired candidates to be invited to campus for interviews.

5. Interviewing

a. The Search Committee is responsible for the interview process. There is some flexibility in this area but interviews must be conducted in accordance with the Personnel Selection Procedures for Faculty and Staff. The final selection process should must be consistent from candidate to candidate within the same department.

b. When the finalists have been determined, the interview itinerary (dates for campus visits, groups and individuals to meet with the candidates, etc.) is developed by the Search Chair/Committee and reviewed by the department chair. The Search Chair assumes responsibility for invitations and scheduling of interviews.

c. After the finalists have been brought to campus, the department chair will obtain evaluations from the appropriate groups and individuals other than the search committee.

d. The Search Committee will submit the names of acceptable candidates for the position to the department chair. The Search Committee may rank the finalists at the request of the department chair.

6. Other Duties

a. The Search Committee is responsible for completing the Affirmative Action Summary Report.

b. The Search Committee completes its task by reporting to the Director of Personnel Services/Human Resources the following information, supported by appropriate documentation.

(1) A copy of the position description for the specified search must be included.
with the Search Committee records.

(2) Delineate the procedures used for advertising the position, identifying the qualified applicants and making the final selection. This narrative should include the minutes of the search committee as documentation.

(3) Include in the records a copy of all job vacancy announcements, postings, letters, a list of all individuals and institutions receiving notices, and a listing of all phone calls (with dates).

(4) Also included in committee records should be copies of applications and attachments on all persons who applied for the position. State whether the position was offered to applicants other than the successful applicant, to whom offered, why offered to that particular applicant and the outcome of the offer.

(5) The records of the Search Committee must also include a statement as to why each unsuccessful applicant was not chosen for the position.

Selection of the Successful Candidate

1. When a decision has been made to offer the position to a finalist, the department chair obtains the appropriate approvals from the academic Dean and the Vice President for Academic Affairs and presents the offer, pending final approval by the Board of Regents.

2. When acceptance is received, the appointment package should be assembled as soon as possible and should contain the items listed below.

   a. Personnel Action Request (PAR) form
   b. Administrative Approval form
   c. Affirmative Action Review form
   d. Narrative Reasons for Selection of Successful Candidate
   e. official copies of all transcripts (both undergraduate and graduate) a Recommendation for Appointment form Official copies of all undergraduate and graduate transcripts
   f. Recommendation for Appointment Form
   g. Resume' or curriculum vita
   h. Letters of recommendation (if required in application process)
i. Faculty Information form

j. Other documents as may be required. Contact Personnel Services Human Resources.

3. The dean signifies his approval and forwards the package to Personnel Services Human Resources for approval and subsequent action of the Vice President for Academic Affairs, the Vice President for Business Affairs, the President and the Board of Regents.

4. When the search is completed, all application folders and search files are to be kept for a period of two years and one day from the end of the search, by the department/division.

5. Authorization for U.S. Employment

All candidates must be able to prove U.S. work authorization by producing documentation as required by the U.S. Department of Justice.

6. Criminal History

All faculty positions are defined as "security sensitive" positions. As a result, SFA will conduct a criminal history check of the selected candidate following the candidate's acceptance of an offer of employment.

7. Internal Candidates

a. Internal candidates present a special set of circumstances that may require additional attention by the Search Committee. Internal candidates should be reviewed by the Search Committee and informed of the search process in the same manner as other candidates.

b. If internal candidates are among the pool of applicants, the Search Chair/Committee is encouraged to anticipate any special problems and circumstances in scheduling interviews and informing candidates of their status.

c. If problems or questions arise in handling internal candidates, the department chair, dean and Vice President for Academic Affairs are available as resource people.

8. Funds For Recruitment

Expenses incurred during the search are to be borne by the department conducting the search. This includes the costs associated with advertisement, correspondence, interviews and all other normal expenses.

CROSS REFERENCE: Human Resources’ Selection Procedures for Faculty and Staff

CONTACT FOR REVISION: Vice President for Academic Affairs

FORMS: See Human Resources for Selection Procedures for Faculty and Staff
Voluntary Modification of Employment

Original Implementation: January 28, 1992

Last Revision: January 19, 1999 April 30, 2002

The purpose of this policy is to give certain full-time tenured faculty members, including professional librarians, the opportunity to retire, but to continue guaranteed employment with the university on a modified basis. The term "modified employment" or "modification" means an employment status instituted under authority of, and governed by, this policy. Within this document the term "retired faculty member" means a faculty member whose employment status has been modified under this policy.

1. Faculty Eligible. Any full-time tenured faculty member who is eligible for retirement of any kind under the Teacher Retirement System of Texas or under a plan within the Optional Retirement Program may apply for modification of the terms of the faculty member's employment, subject to the provisions of this policy.

2. Length of Modified Status. Modified employment status will be for no more than three years at the discretion of the university.

3. Application. A faculty member desiring to take advantage of this policy must apply for modification no later than nine months prior to the beginning of the fiscal year in which the modified status is to become effective. For example, a faculty member who wishes to apply for modification effective September 1, must submit the application no later than December 1 of the previous year. During the first year after the plan becomes effective, the request may come as late as March 1. September 1 is the beginning of the fiscal year.

4. Discretionary with University. The University will grant an application for modification only when the academic and financial needs of the University can support the modified position, and after determination that the academic and financial needs of the university can support the modified status. Once approved, however, the modification is binding, and subject to the termination provisions below. Neither the University nor the faculty member may vary the terms of the new employment without the agreement of the other. If application for modified employment is denied or less than 3 years are granted, a faculty member may withdraw the request for retirement within 30 days of notification.

5. Maximum Percentage. A maximum of 10 percent of the full-time faculty may be on modified employment status during any academic year. The 10 percent University cap will apply to each College also.

6. Faculty Member’s Change in Status.

   a. A faculty member whose application is approved will formally retire and agree to relinquish his or her full-time status and tenure. By accepting Voluntary
Modification of Employment, a faculty member automatically relinquishes tenure and his/her employment with the university at the end of the VME term. (Effective for retirees after January 1, 2001)

b. The retired faculty member will not be eligible for merit raises, but will receive legislatively mandated raises. The retired faculty member's salary may not exceed at an annualized rate, the lesser of: (1) the rate of compensation the retiree received from the state during the last 12 months of service before retirement; or (2) $60,000. This limitation applies to the entire period of reemployment.

c. The retired faculty member will not be eligible for faculty development grants, but will be eligible for research enhancement grants.

d. The retired faculty will retain the rank held at the time of retirement, including graduate faculty rank.

7. University’s Obligation.

a. If, for not more than five three academic years following the modification of employment, the University requires the services of a retired faculty member within the academic expertise of the retired faculty member, the University will make available modified employment to the faculty member. The modified employment will be on a no more than 50 percent FTE basis (based on a standard of full time being twelve semester credit hours, or 40 hours a week for librarians) or at the maximum level so as to not result in the loss of retirement benefits to the retired faculty member, whichever is less, for a nine month academic year. Thus, depending upon the desires of the faculty member and the needs of the university, the modified employment might be full time for one semester, or half-time for both semesters of the regular academic year.

b. The modified employment will be on a no more than 50 percent FTE basis (based on a standard of full time being twelve semester credit hours, or 40 hours a week for librarians) or at the maximum level so as to not result in the loss of retirement benefits to the retired faculty member, whichever is less, for a nine month academic year. Thus, depending upon the desires of the faculty member and the needs of the university, the modified employment might be full time for one semester, or half-time for both semesters of the regular academic year. The modified employment salary will be no more than 46.75 percent for 50 percent appointment (prorated for lesser percent appointments) of that which the retired faculty member earned for the nine month academic year prior to modification, subject to Section 6b above. A lesser amount may be set at the faculty member’s option.

c. The university will not guarantee summer teaching, and if summer teaching is offered, it will not exceed the maximum level which would result in the loss of retirement benefits to the retired faculty member. Payment for summer teaching
will be at the same proportion or rate as that for full-time faculty.

8. Employment After Period of Modification. After five three years of modified employment, the university may at its discretion continue to employ the retired faculty member on any basis convenient to the university, whether for a full academic year, a semester, or summer session. provided, however, that continued employment will not exceed the maximum level so as to result in the loss of retirement benefits to the retired faculty member.

9. Termination. During the specified period of modified employment, the university may terminate the retired faculty member’s employment only in accordance with Part III. A, C, or D of the University policy on tenure, Policy and Procedure Manual, Index E-5OA.

10. Office Space, Access to Facilities, etc. The university will accommodate as much as possible the office requirements of a retired faculty member whose employment has been modified under this policy. However, the university makes no guarantee that the retired faculty member will retain the same office, and the university will have the right to reassign the retired faculty member to a different or shared office. The retired faculty member will have access to secretarial assistance, parking, library services, on campus mail, athletic and cultural events, professional travel and other facilities and activities on the same basis and at the same costs, if any, as the faculty generally.

11. Loss of Sick Leave, Eligibility for Sick Leave. Because the faculty member seeking modification under this policy must retire, the faculty member’s balance of pre-retirement sick leave will be lost. However, upon the commencement of modified employment, the retired faculty member will be eligible for the same sick leave accrual and use in accordance with state law as any other university employee who is on a comparable part-time status.

12. Retired Faculty Member’s Obligations.

   a. The retired faculty member will continue to observe all obligations applicable to full-time faculty, reduced, however, to a level commensurate with the modified employment.

   b. The retired faculty member will comply with all university rules and regulations applicable to University personnel generally.

   c. The retired faculty member may terminate any modified employment granted under this policy by giving prior written notice to the Vice President for Academic Affairs at least two months prior to the beginning of a given semester.

13. The changes of this date will apply to anyone who retires after January 1, 2001.

Source of Authority: Board of Regents, President, Vice President for Academic Affairs, Texas Government Code Sec. 659.0115
Cross Reference: Faculty Handbook

Contact For Revision: Vice President for Academic Affairs

Forms: Application for Voluntary Modified Employment available in the Deans’ Offices
Accessing Administrative Systems

Original Implementation: December 8, 1987
Last Revision: August 1, 2000 April 30, 2002

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. The form is 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 Human Resources Office.

d. The appropriate system owner(s) will fill out the second page of the form advising 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. ITS staff will create the user account and give the system access designated by the system owner(s).

ITS staff will contact your department head with user name and password information.

SOURCE OF AUTHORITY: President

CROSS REFERENCE: None

CONTACT FOR REVISION: Director of Information Technology Services

FORMS: None

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Student Organization Formation and Recognition

Original Implementation: Unpublished
Last Revision: April 30, 2001

Stephen F. Austin State University acknowledges the right of enrolled students to form a voluntary organization for purposes that are not forbidden by state or federal law.

In order to form a recognized student organization, a group must:

1. Have four (4) students (in good standing) to act as incorporators who will be legally responsible for the formation of the organization. One of the four must be designated as the initial Registered Agent. The Registered Agent is the legal contact and spokesperson for the group. After an organization forms, the currently registered organizational president will be considered the organization's Registered Agent.

2. Select an advisor from the faculty/administrative staff.

3. Have their officers and advisor(s) sign an anti-hazing statement.

4. Prepare a constitution and statement of purpose.

5. Complete all of the required documents contained in the Student Organization Formation Packet, available in the Office of Student Activities Affairs.

6. Submit all completed documents to the Office of Student Activities Affairs.

A group seeking recognition must not:

1. Be a commercial enterprise.

2. Be an unsolicited and/or unrecognized auxiliary of a larger organization.

3. Allow minors to become organizational members unless they are full-time enrolled students at Stephen F. Austin State University.

Applications for recognition can be made at any time during the year. The Office of Student Activities Affairs may grant a group temporary recognition while they are finalizing their formation paperwork. A temporary recognition will lapse 60 calendar days after it is initially granted. Once this temporary recognition has been granted, the application documents will be forwarded to the Student Organization Review Board (SORB) for review.

The SORB, a branch of the Student Government Association, systematically reviews all requests for recognition from organizations. The SORB will review the application documents and make a recommendation to the Dean of Student Development regarding the charter of the petitioning group.
The Dean, Director of Student Affairs will review the recommendations of the SORB application for recognition when it is complete and determine whether a charter recognition should be issued granted.

REQUIREMENTS FOR MAINTAINING RECOGNITION

The authority of an organization to function as a student organization may cease upon:

a) the removal or resignation of the advisor, unless a replacement advisor is registered within 30 days.

b) violation by the organization of any rules or regulations of the University, state or federal law.

c) failure by the organization, its officers or advisor to adhere to the requirements set forth by the University.

d) the organization remaining in an inactive status for three or more long semesters.

e) failure to provide acceptable documentation of affiliation with any parent organization when requested.

Students selected, elected or appointed as a student organization officer (an officer is an individual in a leadership position as defined in the organization's constitution) shall be in good standing with the university and:

For undergraduates, be enrolled for six (6) or more credit hours during their term of office.

For graduate students, be enrolled for four (4) or more credit hours during their term of office.

All meetings and activities of each student organization shall be subject to and held under all applicable University regulations and policies. Student organizations must abide by the Policies and Procedures set forth by the SFA Board of Regents including the Code of Student Conduct.

Being recognized as a student organization is an awarded privilege, not a right, and requires responsibility on the part of the membership of the organization for meeting University requirements for student organizations.

All student organizations must register with the Office of Student Activities Affairs as often as is required. At the time of registration, all information requested on the registration documents must be supplied. A constitution that provides information on the structure, purpose and operation of the organization must be provided and kept on file in the Office of Student Activities Affairs, reaffirmed by the organization on an annual basis and updated whenever the document is revised.
RELATIONSHIP BETWEEN THE UNIVERSITY AND STUDENT ORGANIZATIONS

Aside from the supervision exercised through the Division of University Affairs over the Residence Hall Association, the Student Activities Association, the Student Government Association, the offices of Student Activities and Student Development and certain social and cultural activities conducted on the campus of Stephen F. Austin State University, the University assumes no responsibility for Level One or Level Two student organizations or their programs. Such organizations, if closely connected with the activities of academic departments of the institution may, in some cases, receive special help and supervision from those departments.

Responsibility for any views expressed in a meeting or activity of a student organization is solely that of the individuals concerned and the University is not to be held to approve or disapprove such views, whatever their nature. The University is to be concerned exclusively with the discharge of its educational obligation and to facilitate free discussion of all points of view to the extent constitutionally guaranteed.

Source of Authority: United States Constitution, Amendments I and XIV; President; Vice President for University Affairs

Cross Reference: Stephen F. Austin State University Web Pages

Contact for Revision: Director of Student Activities Affairs

Forms: None
Student Service Fee Allocations

Original Implementation: Unpublished
Last Revision: October 23, 2001, April 30, 2002

Student Activity Fees are distributed to various student organizations and student service operations based on the allocation process utilized by the Student Service Fee Committee. In the spring semester prior to the academic year of the allocations, the Committee receives requests from various student service operations (i.e. Health Center, Intercollegiate Athletics, Fine Arts Programs, etc.) and Level 3 student organizations (i.e. Student Government Association, etc.). Requests are evaluated and recommendations for allocations to these groups for the coming year are submitted to the President who may accept or modify the committee's decision. If the President's recommendations are substantially different from that of the advisory committee, the President will notify the advisory committee and provide an opportunity for the chair of the committee to comment on the committee's recommendations. Upon approval of the Board of Regents, the funds are made available for the coming academic year.

A portion of the available funds is set aside for disbursement during the remainder of the fall semester of the allocation year. All student organizations are notified that applications for funds are being received. A pre-set formula that takes into account number of members, length of time the organization has been in existence and the amount of funds available for disbursement is utilized in the allocation of funds.

Source of Authority: Education Code, Section 54.503; Texas State Legislature; Board of Regents; President; Vice President for University Affairs

Cross Reference: None

Contact for Revision: Director of Student Activities Affairs

Forms: None
Human Research Subjects Protection

Original Implementation: April 30, 2002
Last Revision: None

Introduction

Stephen F. Austin State University is a dynamic learning-centered university dedicated to student success, vital community outreach programs, and the advancement of knowledge and creativity. While fulfilling this mission, the University seeks to protect the welfare of every person who may be involved in research and training projects.

The University bears the responsibility for complying with federal, state, and local laws and gives assurance that it will comply with the Department of Health and Human Services (DHHS) regulations for the Protection of Human Subjects in Research (45 CFR 46, as amended). Additionally, the institution will comply with the requirements set forth in 45 CFR 46 Subpart D which provides additional protections for others involved in research, such as children, prisoners, and persons confined to facilities where the individual’s freedom of movement might be restricted. Thus, the University has set forth the following principles and policies which should be interpreted in the context of the ethical principles regarding all research involving humans as subjects as set forth in the report of the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research entitled, Ethical Principles and Guidelines for the Protection of Human Subjects of Research (the Belmont Report), and in the Code of Federal Regulations (CFR).

Institutional Policy

It is the policy of the University that all research and research-related activities, in which humans are used as subjects, shall be subject to review under current DHHS regulations by an Institutional Review Board (IRB).

Research means an activity designed to test a hypothesis, permit conclusions to be drawn, and thereby develop or contribute to generalizable knowledge (expressed, for example, in theories, principles, and statements of relationships). Research is usually described in a formal protocol that sets forth an objective and a set of procedures designed to reach that objective.

This policy does not apply to program assessment or evaluation, journalistic inquiries, and activities designed to gather information about specific topics which are not generalizable beyond the scope of the investigation. (See also Exempted Research, page 6.)

Except for research in which the only involvement of human subjects is in one or more of the categories exempted by this policy, all research projects involving human subjects.
and all other activities which even in part involve such research must be approved by the IRB acting in whole or in part if:

1. the research is sponsored by this institution, or
2. the research is conducted by or under the direction of any employee or agent of this institution in connection with his or her institutional responsibilities (this includes student research under the direction of a faculty sponsor), or
3. the research is conducted by or under the direction of any employee or agent of this institution using any property or facility of this institution, or
4. the research involves the use of this institution’s non-public information to identify or contact human research subjects or prospective subjects, or
5. the research is conducted by or under the direction of any employee or agent of another institution but who is using research subjects associated with this institution or using facilities or property belonging to the University under written agreement with appropriate University officials.

Guiding Principles to the Ethical Use of Human Research Subjects

1. Since the participation of humans in research projects may raise fundamental ethical and civil rights questions, SFA makes no distinctions between funded and unfunded projects, sponsored and unsponsored projects, or between projects carried out by students, faculty, or other University employees, on-campus or off-campus.

2. All activities involving humans as subjects must provide for the safety, health and welfare of every individual. Rights, including the right to privacy, must not be infringed.

3. The direct or potential benefits to the subject or the importance of the knowledge to be gained must outweigh the inherent risks to the individual.

4. Participation in projects must be voluntary, and informed consent must be obtained from all subjects, unless this requirement is specifically waived by the Institutional Review Board (IRB) as provided in 45 CFR 46.116(c). To obtain the subject’s informed consent, the researcher must use methods that are in accordance with the requirements of 45 CFR 46.116 and 45 CFR 46.117 and adequate and appropriate to the risks of the project.

5. Whenever possible, consent should be obtained from the participants themselves. If a subject is not legally or physically capable of giving informed consent, a legally authorized representative may do so.

6. An individual does not abdicate any rights by consenting to be a research subject. A subject has the right to withdraw from a research project at any time or can refuse to participate; in either case, the subject must not experience loss of benefits to which he or she would otherwise be entitled. Further, a subject has the right to receive appropriate professional care, to enjoy privacy and confidentiality in the use of
personal information, and to be free from undue embarrassment, discomfort, anxiety, and harassment.

7. Safeguarding information about an individual that has been obtained in the course of an investigation is a primary obligation of the investigator. When the investigator is a student, responsibility for the conduct of the research and the supervision of human subjects lies with the faculty sponsor.

8. Projects are reviewed by the IRB as set forth in this policy. All members of the University community involved in investigation are responsible for continual monitoring to assure compliance of their research with these principles.

9. No individual involved in the conduct and/or supervision of a specific project can participate in IRB review, except to provide information.

10. A second review may be required if a) a long interval has elapsed between the initial IRB review and the beginning of the project; b) the proposed effort is in a rapidly changing scientific area; or c) the principle investigator wishes to change procedures after the proposed project has been reviewed by the IRB.

11. In all cases, the investigator should show practical regard for the Stephen F. Austin State University community, recognizing that violations of the ethical and legal standards incorporated in this statement of principles (for example, concerning confidentiality, informed consent, debriefing, and regard for the health, safety and welfare of all human subjects) could impugn the investigator's own name and reputation and the reputation of the University. The investigator does not abdicate ethical and legal responsibility merely by complying with this protocol. It is always the responsibility of the investigator to obtain clearance from the IRB prior to the initiation of any research activity involving the use of human subjects. Failure to do so may result in personal restrictions on the research activities of such individuals, as well as potentially endanger all federal funding to the University.

12. Involving human subjects in research will not be permitted until the IRB has reviewed and approved the research protocol and informed consent has been obtained.

IRB Membership and Institutional Responsibilities

Stephen F. Austin State University has established an Institutional Review Board for the Protection of Human Subjects in Research (IRB) which has the responsibility and authority to review, approve, disapprove, or require changes in appropriate research activities involving human subjects.

1. The IRB shall have direct jurisdiction over all human subject research activities of Stephen F. Austin State University faculty, staff, and students. The IRB shall have at least six members: one community representative not associated with the University,
four faculty members knowledgeable about applicable laws and standards of professional conduct and practice in the use of human subjects in research, and one faculty member from a non-scientific department. All members are appointed by the president of the University for indefinite terms. The IRB chair is selected and appointed by the president of the University from among the faculty members on the IRB.

The IRB may, at its discretion, invite individuals with competence in special areas to assist in the review of complex issues which require expertise beyond or in addition to that available on the IRB. These individuals shall have no voting rights.

2. The IRB will meet once each month or as needed with due regard for a thorough but speedy assessment of applications.

3. An expedited review procedure is possible for those applications which involve no more than minimal risk to subjects and also fall under one of the research categories eligible for expedited review or fall under the categories exempted by federal regulations. Final determination as to whether a specific project is eligible for expedited review can only be made by the IRB.

4. The department chair or director (or a designated faculty member responsible for preliminary IRB review) will be responsible for insuring that research by individuals (faculty, students, or employees) is conducted according to human subjects guidelines.

5. The IRB will weigh the following primary factors in making its determination:

   a. That the rights and welfare of the subjects will be adequately protected. Each project will be scrutinized with the interests of the subjects foremost in consideration. No procedures shall be followed that would result in unnecessary or unacceptable risks to the subjects. Appropriate safeguards and emergency measures must be provided.

   b. That the risks to the subjects are reasonable in relation to anticipated benefits. The project protocol will be evaluated to determine if the risks to subjects are reasonable in relation to the anticipated benefits, if any, to the subjects and the importance of the knowledge that may reasonably be expected to result. The IRB expects that human subjects will not be utilized in projects which are poorly designed. However, the responsibility for monitoring research design lies primarily with the appropriate department chair, division director, or faculty sponsor.

   c. That the informed consent of subjects will be obtained by adequate and appropriate methods.
6. It is the responsibility of a faculty/staff member to monitor classroom projects of their students that involve human subjects, and to consult with the IRB on projects that involve human subjects.

Informed Consent

No subject may be involved in research without the legally effective informed consent of the subject or the subject’s legally authorized representative. This consent must be sought under circumstances that provide sufficient opportunities for the subject to freely consider whether or not to participate. Particular attention should be paid toward minimizing the possibility of coercion or undue influence.

The information given to the subject or to the subject’s legally authorized representative must be in simple, easily understood language. If the subject population is not English speaking, the informed consent must be presented in whatever language is appropriate.

If the subject is a minor, written parental consent is required unless this requirement is waived by the IRB. A waiver of the written informed consent requirement in accordance with 45 CFR 46.116(c) will be granted only if the investigator can provide adequate justification for the request. In addition to obtaining parental consent, the investigator must obtain the assent of the child unless the child is incapable of giving assent and the IRB has waived the requirement.

NOTE: As defined by the General Counsel of Stephen F. Austin State University, the legal age of consent (for research purposes) in the State of Texas is 18 years old.

No informed consent, whether written or oral, may waive or limit in appearance or in fact, the subject’s legal rights, including any release of the institution or its agents from liability or negligence.

Specific requirements for informed consent, guidelines, and sample consent forms can be found on the ORSP web site at www.sfasu.edu/orsp

Expedited Review

DHHS regulations recognize that there are certain categories of research which involve procedures which pose no more than minimal risks to subjects and for which clear standards can be set. Accordingly, research projects which fall under one of the categories listed below will be eligible for expedited review. The research protocol will be reviewed by the IRB chair and/or one or more experienced IRB members selected by the chair. This group will exercise all of the authorities of the IRB except that the reviewers may not disapprove the research.

Listed below are six categories subject to expedited review. In addition, there are five categories subject to expedited review which involve medical, dental, and
pharmacological research. Information on these five categories is available from ORSP. Expedited review will be given only for research protocols that fall under one of the following categories.

1. Minor modifications or additions to existing approved studies.

2. Research on individual or group behavior or characteristics of individuals, such as surveys, interviews, studies of perception, cognition, game theory, or test development, where the investigator does not manipulate subjects' behavior and the research will not involve stress to subjects.

3. The study of existing data, documents, records, pathological specimens or diagnostic specimens.

4. Voice recordings made for research purposes such as investigations of speech defects.

5. Moderate exercise by healthy volunteers.

6. Recording of data from subjects 18 years of age or older using noninvasive procedures routinely employed in clinical practice.

**Exempted Research**

The University has adopted six categories of research as exempt from ongoing IRB review based upon DHHS regulations published in the Federal Register on January 26, 1981 and March 4, 1983.

It is the department chair's responsibility, in consultation with an IRB contact person as needed, to determine whether research projects fall within the following categories of exemption:

1. Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as
   a. research on regular and special education instructional strategies, or
   b. research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

2. Research involving the use of educational tests (cognitive diagnostic, aptitude, achievement), if information taken from these sources is recorded in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

3. Research involving survey or interviewing procedures, **EXCEPT** where any of the following conditions exist:
   a. responses are recorded in such a manner that the subjects can be identified, directly or through identifiers linked to the subject,
b. the subject's responses, if they become known outside the research could reasonably place the subject at risk of criminal or civil liability or be damaging to the subject's financial standing or employability,
c. the research deals with sensitive aspects of the subject's own behavior, such as illegal conduct, drug use, sexual behavior, or use of alcohol,
d. the research involves the use of children, minor age students, or other vulnerable groups as subjects

All research involving survey or interview procedures is exempt, without exception, when the respondents are elected or appointed public officials or candidates for public office.

4. Research involving the observation (including observation by participants) of public behavior, EXCEPT where any of the following conditions exist:
a. observations are recorded in such a manner that the subjects can be identified, directly or through identifiers linked to the subjects,
b. the observations recorded about the individual, if they become known outside the research, could reasonably place the subject at risk of criminal or civil liability or be damaging to the subject's financial standing or employability, and
c. the research deals with sensitive aspects of the subject's own behavior such as illegal conduct, drug use, sexual behavior, or use of alcohol, or
d. the research involves the use of children, minor age students, or other protected or vulnerable groups as subjects and the investigator is a participant in the activities being observed.

5. Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the principle investigator(s) in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

6. Research and demonstration projects which are conducted by or subject to the approval of the Department of Health and Human Services, and which are designed to study, evaluate, or otherwise examine:
a. programs under the Social Security Act, or other public benefit or service programs,
b. procedures for obtaining benefits or services under those programs,
c. possible changes in or alternatives to those programs or procedures, or
d. possible changes in methods or levels of payment for benefits or services under those programs.

Definition of Terms

1. Research means an activity designed to test a hypothesis, permit conclusions to be drawn, and thereby develop or contribute to generalizable knowledge (expressed, for example, in theories, principles, and statements of relationships). Research is usually
described in a formal protocol that sets forth an objective and a set of procedures
designed to reach that objective.

2. **Human Subject** means a living person about whom an investigator conducting
research obtains a) data through intervention or interaction with the individual (e.g.,
surveys, interviews) or b) identifiable, private information (e.g., existing records).

3. **Private Information** includes information about behavior that occurs in a context in
which an individual can reasonably expect that no observation or recording is taking
place and information which has been provided for specific purposes by an individual
and which that individual can reasonably expect will not be made public (e.g., a
medical record).

4. **Minimal Risk** means that the risks of harm anticipated in the proposed research are
not greater in either probability or magnitude, than those ordinarily encountered in
daily life or during the performance of routine physical or psychological
examinations or tests.

5. **Informed Consent** means the knowing, legally-effective consent of any individual or
the individual's legally authorized representative. Such consent can be obtained only
under circumstances that a) provide the prospective subject or representative
sufficient opportunity to consider whether or not to participate, b) minimize the
possibility of coercion or undue influence, and c) provide information about the
research to the participants.

6. **Legally Authorized Representative** means an individual or judicial or other body
authorized under applicable law to consent on behalf of a prospective subject to the
subject's participation in the research procedure(s) (e.g., the parent of a minor child).

Application procedures, explanation of IRB procedures and requirements for approval,
IRB forms and sample consent forms are located at the Office of Research and Sponsored
Programs (ORSP) web site [www.sfasu.edu/orsp](http://www.sfasu.edu/orsp)

**Source of Authority:** Ethical Principles and Guidelines for the Protection of Human
Subjects in Research: The Belmont Report; Title 45, Part 46 of the Code of Federal
Regulations, as amended; President; Vice President for Academic Affairs

**Cross Reference:** None

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

**Forms:** None