Stephen F. Austin State University

MINUTES OF THE BOARD OF REGENTS

Nacogdoches, Texas

April 22, 2003
Volume 190

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MINUTES OF THE MEETING
BOARD OF REGENTS
STEPHEN F. AUSTIN STATE UNIVERSITY
NACOGDOCHES, TEXAS

APRIL 22, 2003

The meeting was called to order at 9:12 a.m. by Chair Mike Enoch. Board members present in Room 307: Penny Butler, Kenneth James, Mike Enoch, Gary Lopez, Susan Roberds, Lyn Stevens, Mike Wilhite and Fred Wulf. Margarita de la Garza Grahm joined the meeting at 9:25. Absent: none..

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

Executive Session was announced at 9:15, and the Board returned to Open Session at 1:35.

03-18
Upon motion of Regent Lopez, seconded by Regent Stevens, with Regents Butler, James, Lopez, Roberds, Stevens, Wilhite and Wulf voting aye, it was ordered that the Board suspend its rules, and move the election of officers to the end of the meeting.

03-19
Upon motion of Regent Roberds, seconded by Regent Wulf, with all members voting aye, it was ordered that the minutes of January 28, 2003 and April 17, 2003 be approved.

03-20
Upon motion of Regent Wilhite, seconded by Regent Lopez, with all members voting aye, it was ordered that Dr. Tito Guerrero be elected President, at a salary to be determined when the budget process is completed.

03-21
Upon motion of Regent Roberds, seconded by Regent Lopez, with all members voting aye, it was ordered that Yvette Clark be elected General Counsel, at a salary to be determined when the budget process is completed.

03-22
Upon motion of Regent Lopez, seconded by Regent Butler, with all members voting aye, it was ordered that Steve McGee, at a salary to be determined when the budget process is completed.

03-23
Upon motion of Regent Roberds, seconded by Regent Wulf, with all members voting aye, it was ordered that the following Personnel items be approved.

A. Faculty and Staff Appointments for 2002-2003

1. Academic Affairs

Dr. Mary Cullinan, Provost and Vice President for Academic Affairs and Professor of English, at a salary of $135,000 for twelve months, effective July 1, 2003. Tenure for the faculty appointment is also awarded.

2. College of Education

Dr. John E. Jacobson, Dean of the College of Education and Professor of Elementary Education, at a salary of $110,000 for twelve months, effective July 1, 2003. Tenure for the faculty appointment is also awarded.

3. Forestry

Dr. Theresa G. Coble, Assistant Professor, Ph.D. (University of Minnesota), at a salary of $42,000 for 100 percent time for nine months, effective January 1, 2003.

4. Political Science

Dr. Newton Gaskill, Assistant Professor, Ph.D. (University of Texas-Austin), at a salary of $37,107 for 100 percent time for nine months, effective January 1, 2003.

5. Athletics

Mr. Justin Gilbert, Assistant Volleyball Coach and Instructor of Kinesiology, at a salary of $33,048 for 10.5 months, effective January 13, 2003.

B. Faculty and Staff Appointments for 2003-2004

1. Biology

Mr. Benjamin Pratt, Assistant Professor, M.S. (Iowa State University), at a salary of $39,000 for 100 percent time for nine months, effective September 1, 2003, contingent upon completion of doctorate by September 1, 2003.

2. Chemistry

Dr. Michael A. Janusa, Chair and Professor, Ph.D. (Louisiana State University), at a salary of $81,000 for 100 percent time for eleven months, effective September 1, 2003. Tenure is awarded with this appointment.

3. Economics /Finance

Mr. Mark A. Thompson, Assistant Professor, M.A. (Texas Tech University), at a salary of $56,000 for 100 percent time for nine months, effective September 1, 2003, contingent upon completion of doctorate by May, 2003.

4. English/Philosophy

Mr. Norjuan Q. Austin, Assistant Professor, M.A. (Stephen F. Austin State University), at a salary of $36,000 for 100 percent time for nine months, effective August 31, 2003, contingent upon completion of doctorate by August 31, 2003.

Dr. Michael W. Given, Assistant Professor, Ph.D. (Southern Illinois University), at a salary of $36,000 for 100 percent time for nine months, effective September 1, 2003.

Mr. Kenneth L. Untiedt, Assistant Professor, M.A. (Texas Tech University), at a salary of $36,000 for 100 percent time for nine months, effective September 1, 2003, contingent upon completion of doctorate by September 30, 2003.

5. Management

Mr. Larry Chasteen, Assistant Professor, M.A. (University of Texas-Dallas), at a salary of $63,000 for 100 percent time for nine months, effective September 1, 2003, contingent upon completion of doctorate by August 31, 2003.

6. Political Science

Dr. Hans J. Hacker, Assistant Professor, Ph.D. (Ohio State University), at a salary of $36,000 for 100 percent time for nine months, effective September 1, 2003.

C. Changes of Status

1. Academic Affairs

Dr. Marlin Young, from Interim Vice President for Academic Affairs and Professor of Business at a salary of $116,000 for 100% time for twelve months, to Interim Associate Provost and Professor of Business at a salary of $116,000 for 100% time for twelve months, effective July 1, 2003.

2. Accounting

Dr. Treba A. Marsh, from Associate Professor and Interim Chair at a salary of $83,411 for 100 percent time for eleven months, to Associate Professor and Chair at a salary of $91,772 for 100 percent time for eleven months.

3. Criminal Justice

Dr. Ron Robinson rescinded his request for retirement and modified employment which was approved at the October 17, 2002 meeting, and will remain as Associate Professor.

4. Secondary Education

Dr. Fred M. Zachary, from Associate Professor at a salary of $52,000 for 100 percent time for nine months, to Associate Professor and Interim Chair at a salary of $58,000 for 100 percent time for the Spring semester, 2003.

5. Political Science and Geography

Dr. Ron Claunch, from Professor and Interim Chair at a salary of $80,756 for 100 percent time for eleven months, to Professor and Chair at a salary of $80,756 for 100 percent time for eleven months.

6. Human Services

Mr. William Henry Bryan, from Professor at a salary of $56,832 for 100 percent time for nine months, to Professor and Interim Chair, with a $2,000 added stipend beyond his summer budgeted position, for 100 percent time for two months effective June 1, 2003.

D. Promotions were granted, effective fall semester, 2003.

To Assistant Professor:

Dr. Vikki Boatman	Elementary Education
Dr. Mary Nelle Brunson	Elementary Education
Mr. Scott Harris*	Music

* Contingent upon completion of doctorate by September 1, 2003

To Associate Professor:

Dr. Ellen Csikai	Social Work
Dr. Al Greule	Communication
Dr. Martha Sullivan	Criminal Justice
Ms. Leisha Bridwell	Human Sciences
Dr. Wynter Chauvin	Elementary Education
Dr. Brenda Marques	Human Sciences
Dr. Sheryl Wittenbach	Human Sciences
Dr. Nancy Wisely	Sociology
Dr. Brent Burt	Biology
Dr. Stephen Wagner	Biology

To Professor:

Dr. Elton Scifres	Management
Dr. Charlene Crocker	Secondary Education
Dr. Karen Mayo	Secondary Education
Dr. Kenneth Farrish	Forestry
Dr. Hans Williams	Forestry
Dr. Lauren Scharff	Psychology

To Professor Emeritus

Dr. Paul Risk	Forestry
Dr. Carl Davis	History
Dr. James Speer	Psychology
Dr. Jacob Seaton	Chemistry

E. Tenure was awarded to the following individuals, effective September 1, 2003.

Dr. Ellen Csikai	Social Work
Dr. Michael Stroup	Economics & Finance
Dr. Carol Abel	Elementary Education
Dr. Vikki Boatman	Elementary Education
Dr. Mary Nell Brunson	Elementary Education
Dr. Charlene Crocker	Secondary Education
Dr. Karen Mayo	Secondary Education
Dr. Michael F. Moode	Kinesiology
Dr. Diane Boyd Schultz	Music
Dr. Kirsten Nelson	Music
Ms. Anita D. Powell	Art
Dr. Art Sementelli	Political Science
Dr. Michael Walker	Psychology

F. Regents Professorships for Academic Year 2003-2004

Dr. M. K. (Suzy) Weems	Human Sciences
Mr. Charles D. Jones	Art

G. Faculty Development Leaves for 2003-2004

Fall 2003:

Ms. Sharron Graves	Accounting

Spring 2004

Ms. Sharron Graves	Accounting
Dr. Robert Strader	Computer Science

03-24
Upon motion of Regent Roberds, seconded by Regent Butler, with all members voting aye, it was ordered that the following Academic and Student Affairs items be approved.

A. The Faculty Workload Report for Spring 2003 was approved.

B. Undergraduate and graduate curriculum changes listed in Appendix No. 1 were approved.

C. Spring 2003 Underenrolled Class list was approved.

D. Approval to Offer Graduate Majors in School Mathematics - The College of Sciences and Mathematics was authorized to submit a proposal to the Coordinating Board requesting approval to offer School Mathematics: Middle Level and School Mathematics: Secondary Level as graduate majors.

E. Graduate Major in Athletic Training - The College of Education was authorized to offer a Graduate Major in Athletic Training. The proposal will be forwarded to the Coordinating Board for review and approval.

F. Graduate Student Application Fee: Change Form - Approval was given to charge a $25.00 Graduate Student Application Fee for the following programs: Accounting, Art, Biology, Biotechnology, Communication, Computer Science, Early Childhood Education, Elementary Education, Environmental Science, History, Music, MBA, and Psychology. Half of the fee will be distributed to graduate programs, and half to the Graduate School to cover the cost of application processing and review.

H. Secondary Education ITV Course - The Board authorized Stephen F. Austin to teach a Secondary Education Interactive Video course in Summer II, 2003, which will benefit SFA students who are working on their Masters degree in Educational Leadership, specifically the principal preparation program.

03-25
Upon motion of Regent Wilhite, seconded by Regent Butler, with all members voting aye, it was ordered that approval be given for the Memorandum of Understanding Between SFA and Tyler Junior College to offer a seamless B.S. degree in Animal Science. TJC will offer lower level courses in the agriculture core and general education courses. All upper level courses, including at least 12 hours of the minor in General Business will be delivered by SFA. A minimum of 42 hours must be delivered by SFA with 36 of those hours being advanced.

03-26
Upon motion of Regent James, seconded by Regent Stevens, with all members voting aye, it was ordered that the following Financial Affairs items be approved.

A. Fiscal Year 2003 Budget Adjustments - Changes to the Fiscal Year 2003 Operating Budget were authorized as shown in Appendix No. 3.

B. Fiscal Year 2003 Summer Budget - Faculty and staff salaries and benefits included in the annual budget were increased by $378,828 to provide funding for the education and general portion of the 2003 summer budget, and the total summer budget of $3,972,647 was approved as presented.

C. Purchase over $50,000 (Forestry for FY 2004 - Alto Watershed Project) - Expenditure of a maximum of $105,600 was approved to test water samples from the Alto Watershed Project. Sources of funding are the Center for Applied Studies in Forestry, the Forest Research Institute, and the Alto Watershed Project.

D. Purchase Over $50,000 (Forestry for FY 2004 - Geographic Information Systems (GIS) Labs - Expenditure of $75,000 from FY 2004 funds was approved for the purchase of 25 new PC's and one server. The sources of funding are Instructional Capital and T.L.L. Temple Gift accounts.

E. Purchase Over $50,000 (Forestry for FY 2004 - Wood Science Lab) - Expenditure of $80,000 was approved to purchase a large capacity (20-foot) wood-testing machine. Source of funding is the T.L.L. Temple Gift account.

F. Vending Contract - the University was authorized to contract the food vending program and the President was authorized to sign a five-year contract with Accent Food Services which will guarantee a minimum of $33,000 per year or 15% of gross sales, whichever is higher. In addition to the minimum guarantee the company will purchase the existing vending machines for a sum of $77,000.

03-27

Upon motion of Regent Wilhite, seconded by Regent Lopez, with all members voting aye, it was ordered that the following Buildings and Grounds items be approved.

A. Telecommunications Switch - The Board ratified selection of NEC as vendor for the new telecommunications switch. The expected purchase and five-year maintenance cost is not to exceed $2,197,000. The source of funds is the tuition revenue bond issue approved by the Board on June 18, 2002.

B. Housing HVAC - The University was authorized to replace the HVAC systems in Hall 7 (Todd - $89,000) and chillers in Hall 10 ($80,800) at a cost not to exceed $169,800 and the President was authorized to sign purchase orders and contracts necessary to complete the procurement. The physical plant will serve as general contractor for the project. Funds are included in the fiscal year 2003 budget. Replacement for chillers for Hall 13 (Wilson) will be included in the fiscal year 2004 budget request ($90,000).

C. Coliseum HVAC - The University was authorized to replace the Coliseum cooling tower and chillers at a cost not to exceed $120,000 and the President was authorized to sign purchase orders and contracts necessary to complete the project. Source of funds for this portion of the project is the auxiliary fund balance.

D. Internet Service Contract - The SFA-Verio internet service contract was approved for 100 megabit-per-second bandwidth at a cost not to exceed $10,783 per month ($129,396 per year) and the President was authorized to sign purchase orders and contracts necessary to complete the procurement. Funds for this project were authorized in the FY 2003 Telecommunications and Networking budget.

E. Equine Center - The University was authorized to proceed with construction of the facility at a cost not to exceed $450,000. Funding sources are budgeted HEAF ($197,000), a portion of the proceeds from sale of the Dairy Farm ($80,000), and designated fund balance ($173,000). Project initiation is subject to certification of funds availability.

F. University Center - The University was authorized to seek Coordinating Board approval for the renovation and expansion of the University Center. Combined cost of the renovation and 90,000 sq. ft. expansion is estimated at $27,386,000. The Board of Regents approved the Resolution Authorizing a Request for Financing (Appendix No. 5) to permit the University to begin work with the Texas Public Finance Authority for purposes of issuing bonds to fund the project. Funds expended to the project may be attributed to future issued bonds on the project.

03-28
Upon motion of Regent Wulf, seconded by Regent de la Garza-Grahm, with all members voting aye, it was ordered that the policy revisions shown as Appendix No. 6 be approved, and that all references to "Vice President for Academic Affairs" be amended to "Provost and Vice President for Academic Affairs."

03-29
The Nominating Committee recommended that the Board decide between Kenneth James and Mike Wilhite, as Chair and Vice Chair, and appoint Lyn Stevens as Secretary. A motion by Regent Wulf to elect Wilhite as Chair, James as Vice Chair and Stevens as secretary died for lack of a second. Regent Stevens then made a motion that the Board elect James as Chair, Wilhite as Vice Chair and Stevens as Secretary, at which time Wilhite asked that his name be removed from consideration as Vice Chair. On a third motion, made by Regent Stevens and seconded by Gary Lopez, with Regents Butler, James, Lopez, Roberds, and Stevens voting aye, the Board elected Kenneth James as Chair, Lyn Stevens as Vice Chair and Fred Wulf as Secretary. (Regent de la Garza-Grahm was not present in the room at the time of the vote; Regents Wilhite and Wulf did not vote.)

03-30

Upon motion of Regent Stevens, seconded by Regent Roberds, with all members voting aye, it was ordered that a Board resolution be prepared to recognize those persons involved in the Columbia Shuttle Disaster.

REPORTS

A. Faculty Senate
   1. Recent actions by the Senate.
   2. Pending Senate business.
   3. Selection of the VPAA.

B. Student Government Association
   1. UC Expansion
   2. Student Experience Task Force Report
   3. Farewell

C. President
   1. Legislative Session/Governmental Relations
   2. Strategic Planning Effort
   3. Coordinating Board Meeting (April 24, 2003)
   4. Pizza with the President (April 29, 2003)
   5. Texas Lyceum Meeting (May 2 & 3, 2003)
   6. Faculty/Staff Picnic (May 8, 2003)
   7. Spring Commencement (May 10, 2003)
   8. Boynton Presidential Home Dedication (May 11, 2003)
   9. Meeting of the Board of Regents in July
   10. Answer Questions from Members of the Board of Regents

Meeting adjourned at 2:42 p.m.

UNDERGRADUATE

NEW COURSE PROPOSALS SPRING 2003

Course Number	Course Title	Proposed Action Detail
JS 314	Private Security Operations	New Course
ITC 401	Theory Review	New Course
NV 348	Natural Resource Policy	New Course
OR 255	Forest Wildlife Management	New-Replace FOR 350
OR 255L	Forest Wildlife Management Lab	New-Replace FOR 350L
MS 450	Seminar in American Studies	New Course
MS 475	Independent Study	New Course
NG 335	Intro to Media and Visual Studies	New Course
NG 443	Intro to Literacy Studies	New Course
IS 321	Non-Western World History	New-Replace HIS 251
.A 091	Beginning ESL Comp/Grammar	New Course
.A 092	Beginning ESL Oral Skills	New Course
.A 093	Beginning ESL Read/Vocab	New Course
.A 094	Beginning ESL Listening	New Course
.A 095	Intermediate ESL Comp/Grammar	New Course
A 096	Intermediate ESL Oral Skills	New Course
A 097	Intermediate ESL Read/Vocab	New Course
A 098	Intermediate ESL Listening	New Course
A 211	Intermediate Language Course I	New Course
A 212	Intermediate Language Course II	New Course
'A 420	Applied Spanish Linguistics	New Course
AS 300	Intro to LAS	New-Replace LAS 250
C 413	Campaigns and Elections	New Course
O 250	Economic Botany	New Course
O 472	Special Topics in Biology .	New Course
O 472L	Special Topics in Biology Lab	New Course
R 215	Principles in Electrical Engineering	New Course
R 215L	Principles in Electrical Engineering Lab	New Course
T 215	Turfgrass Management I	New Course
T 247	Landscape Installation	New Course
T 247L	Landscape Installation	New Course
T 419	Turfgrass Management II	New Course
T 419L	Turfgrass Management II Lab	New Course
S 433	Intro to Agricultural Data Analysis	New Course
S 440	Non-Ruminant Nutrition and Feeding	New Course
S 400	App of Human Development	New Course
N 130	Foundations of Dance	New Course
N 228	Topics in World Dance	New Course
N 380	Dance Company	New Course
G 403L	Integrating Middle Grade Learning Lab	New Course
G 422L	Science in the Middle Grades Lab	New Course
G 423L	Social Studies in the Middle Grades Lab	New Course
G 424L	Mathematics in the Middle Grades Lab	New Course

UNDERGRADUATE

COURSE CHANGE PROPOSALS SPRING 2003

Course Number	Course Title	Proposed Action Detail
GBU 330	Personal Law	Change Description
GBU 335	Personal Law	Change Description
ART 390	Exploring Art Scope & Sequence	Change Title
ART 395	Art Development I	Change Title
ART 395L	Art Development I lab	Change Title
ART 490	Art Development II	Change Title
ART 499	Art Development III	Change Title
MHL 354	Music for Children II	Change Description
MHL 355	Music for Children III	Change Description
ENV 224	Intro Spatial Science	Change Title
ENV 224L	Intro Spatial Science Lab	Change Title
FOR 111	Intro to Forestry	Change hrs from 2 to 3
FOR 151	Intro Outdoor Recreation	Change hrs from 2 to 3
FOR 152	Intro Wildlife Management	Change hrs from 2 to 3
FOR 224	Intro Spatial Science	Change Title
FOR 348	Natural Resource Policy	Change hrs from 2 to 3
PSC 306	Political Parties & Interest Groups	Change-Replace LAS 250
PSC 412	Public Opinion & Amer Democracy	Change-Dividing Course
PSC 447	The U.S. Congress	Change name & descrip.
PSC 448	The American Presidency	Change name & descrip
BIO 404	Plant Physiology	Change hrs from 2 to 3
BIO 404L	Plant Physiology Lab	No change
MTH 127	Intro to Math for Elementary Education	Change Prerequisites
MTH 128	Intermediate Math for Elementary Education	Change Prerequisites
AEC 442	Natural Resources Economics	Change Description
ANS 201	Basic Horsemanship	Change Description
DAN 105	Fundamental Tech & Prin of Tap Dance	Change hrs from 1 to 2
ECH 331	Child-Centered Environments	Change desc, & prereq
ECH 432	Prof Roles & Responsibilities	Change desc, prereq, cr hr
MLG 400	Case Studies of Mid Level Students	Change Prefix
MLG 401	Mid Level Learning Community	Change Prefix
MLG 401L	Mid Level Learning Community Lab	Change Prefix
MLG 402	Creating Learner Centered Middle Schools	Change Prefix
MLG 402L	Creating Learner Centered Middle Schools Lab	Change Prefix
MLG 403	Integrating Middle Grade Learning	Change Prefix
MLG 422	Science in the Middle Grades	Change Prefix
MLG 423	Social Studies in the Middle Grades	Change Prefix
MLG 424	Mathematics in the Middle Grades	Change Prefix
SED 370	Introduction to Pedagogy	Change Description
SED 371	Designing Learner-Centered Curriculum	Change Description
SED 372	Reading & Information Literacy	Change Description
SED 450	Classroom Mgmt and Professional Expectations	Change Description
SED 460	Learner-Centered Instruction & Assessment	Change Description

UNDERGRADUATE

COURSE DELETIONS SPRING 2003

Course Number	Course Title	Proposed Action Detail
FOR 350	Forest Wildlife Management	Delete
FOR 350L	Forest Wildlife Management	Delete
PSC 412	Political Parties	Delete

GRADUATE COURSE PROPOSALS
SPRING, 2003

New Courses

Course	Title	Major	Notes
BIO 512	Field Biology	Biology	Six-hour course. Five-week summer field experience
BIO 523	Advanced Plant Physiology	Biology	Four-hour course. Cross-listed with BIO 404G
BIO 532L	Plant Physiology Lab	Biology	Co-requisite with BIO 523
BIO 524	Adv. Studies in Plant Pathology	Biology	Four-hour course. Cross-listed with BIO 424
BIO 524L	Adv. Studies in Plant Pathology Lab	Biology	Co-requisite with BIO 524
BIO 532	Adv. Molecular Biology	Biology	Cross-listed with BIO 431
BIO 533	Advanced Ornithology	Biology	Cross-listed with BIO 433. Replaces BIO 433G
BIO 533L	Advanced Ornithology Lab	Biology	Co-requisite with BIO 533
BIO 535	Graduate Plant Systematics	Biology	Cross-listed with BIO 435. Replaces BIO 435G
BIO 535L	Graduate Plant Systematics Lab	Biology	Co-requisite with BIO 535
BIO 536	Advanced Mammalogy	Biology	Cross-listed with BIO436. Replaces BIO 436G
BIO 536L	Advanced Mammalogy Lab	Biology	Co-requisite with BIO 536
BIO 537	Advanced Herpetology	Biology	Cross-listed with BIO 437. Replaces BIO 437G
BIO 537L	Advanced Herpetology Lab	Biology	Co-requisite with BIO 537
BIO 538	Advanced Ichthyology	Biology	Cross-listed with BIO 438. Replaces BIO 438G
BIO 538L	Advanced Ichthyology Lab	Biology	Co-requisite with BIO 538
BIO 545	Advanced Developmental Biology	Biology	Cross-listed with BIO 445. Replaces BIO 445G
BIO 549	Advanced Histology	Biology	Cross-listed with BIO 449. Replaces BIO 449G
BIO 549L	Advanced Histology Lab	Biology	Co-requisite with BIO 549
BIO 550	Advanced Limnology	Biology	Cross-listed with BIO 450. Replaces BIO 450G
BIO 550L	Advanced Limnology Lab	Biology	Co-requisite with BIO 550
BTC 503	Introduction to Biotechnology	BTEK	Formerly CHE 503
BTC 503L	Introduction to Biotechnology Lab	BTEK	Co-requisite with BTC 503

BTC 555	Proteins and Nucleic Acids	BTEK
BTC 555L	Proteins and Nucleic Acids Lab	BTEK
BTC 557	Advanced Metabolism	BTEK
BTC 557L	Advanced Metabolism Lab	BTEK
BTC 558	Biophysical Chemistry	BTEK
BTC 558L	Biophysical Chemistry Lab	BTEK
BTC 559	Advanced Biotechniques	BTEK
BTC 559L	Advanced Biotechniques Lab	BTEK
BTC 560	Advanced Biochemistry	BTEK
BTC 560L	Advanced Biochemistry Lab	BTEK
BTC 561	Biotechnology I	BTEK
BTC 561L	Biotechnology I Lab	BTEK
BTC 562	Biotechnology II	BTEK
BTC 562L	Biotechnology II Lab	BTEK
BTC 563	Molecular Biochemistry	BTEK
BTC 563L	Molecular Biochemistry Lab	BTEK
BTC 575	Advanced Graduate Studies	BTEK
BTC 589	Thesis Research	BTEK
BTC 590	Thesis Writing	BTEK
CJS 513	Legal Research	MIS & MPA
CJS 514	Appeals and Briefs	MIS & MPA
CJS 520	Criminal Justice Planning	MIS & MPA
CJS 531	Penology	MIS & MPA
ENG 570	Rhetoric and Composition Theory	English
EPS 500	Educ. Applications of Human Dev.	Certification
ILA 500	Adv ESL Speaking and Listening	All
ILA 501	Advanced ESL	All
KIN 510	Medical Terminology	Ath. Trng.
KIN 512	Protective Methods in Ath. Trng.	Ath. Trng.
KIN 521	Athletic Training Clinical I	Ath. Trng.
KIN 522	Athletic Training Clinical II	Ath. Trng.

KIN 531L	Therapeutic Modalities Lab	Ath. Trng.	Adds laboratory requirement for KIN 531
KIN 532L	Eval. Tech. of the Lower Extremity Lab	Ath. Trng.	Adds laboratory requirement for KIN 532
KIN 533L	Eval. Tech. of the Upper Extremity Lab	Ath. Trng.	Adds laboratory requirement for KIN 533
KIN 536	Therapeutic Exercise	Ath. Trng.	For new major in Athletic Training
KIN 536L	Therapeutic Exercise Lab	Ath. Trng.	For new major in Athletic Training
KIN 541	Athletic Training Clinical III	Ath. Trng.	For new major in Athletic Training
KIN 542	Athletic Training Clinical IV	Ath. Trng.	For new major in Athletic Training
KIN 551	Athletic Training Clinical V	Ath. Trng.	For new major in Athletic Training
KIN 554	Introduction to Athletic Training	Ath. Trng.	For new major in Athletic Training
KIN 570	General Medical Conditions	Ath. Trng.	For new major in Athletic Training
KIN 574	Advanced Athletic Training	Ath. Trng.	For new major in Athletic Training
MTC 561	Advanced Analysis	Music	Adds 2-hour course to core requirements
MTC 562	Theory Pedagogy	Music	Adds 2-hour option to core requirements
MTC 563	Scoring and Arranging	Music	Adds 2-hour option to core requirements
MTE 562	Probability and Statistical Reasoning	Math Tch	For secondary certification in mathematics teaching
MTE 565	Precalculus Mathematics	Math Tch	For secondary certification in mathematics teaching
MTE 566	Differential Calculus	Math Tch	For secondary certification in mathematics teaching
MTE 567	Integral Calculus	Math Tch	For secondary certification in mathematics teaching
MTE 568	Topics in Advanced Calculus	Math Tch	For secondary certification in mathematics teaching
MTE 570	Logic and Proof	Math Tch	For secondary certification in mathematics teaching
MTE 572	Geometry Past and Present	Math Tch	For secondary certification in mathematics teaching
MTE 574	Survey of Mathematics I	Math Tch	For secondary certification in mathematics teaching
PLS 540	Non-Ruminant Nutrition and Feeding	Agriculture	Cross-listed with PLS 440
PSY 523	Advanced General Psychology	Psychology	New emphasis in teaching psychology
PSY 524	Advanced Applied Psychology	Psychology	New emphasis in teaching psychology
PSY 526	Teaching Practicum	Psychology	New emphasis in teaching psychology
PSY 527	Advising/Technology	Psychology	New emphasis in teaching psychology
SOC 500	Contemporary Social Thought	Psychology	To add new minor in Sociology
SOC 502	Contemporary Social Issues	Psychology	To add new minor in Sociology
SOC 550	Seminar in Social Research	Psychology	To add new minor in Sociology
SOC 551	Sociological Inquiry	Psychology	To add new minor in Sociology

SOC 563	Sociology of the Family	Psychology	To add new minor in Sociology
SOC 578	Seminar in Sociology	Psychology	To add new minor in Sociology

Course Changes

Course	Title	Major	Type	Notes
CHE 503	Introduction to Biotechnology	BTEK	Delete	No longer needed in Chemistry
CHE 557	Advanced Metabolism	BTEK	Delete	No longer needed in Chemistry
CHE 558	Biophysical Chemistry	BTEK	Delete	No longer needed in Chemistry
CHE 559	Advanced Biotechniques	BTEK	Delete	No longer needed in Chemistry
CHE 560	Advanced Biochemistry	BTEK	Delete	No longer needed in Chemistry
CHE 561	Biotechnology I	BTEK	Delete	No longer needed in Chemistry
CHE 562	Biotechnology II	BTEK	Delete	No longer needed in Chemistry
CHE 563	Molecular Biochemistry	BTEK	Delete	No longer needed in Chemistry
ENG 521	Comparative Literature	English	Revision	Change in title, description, broadens course
ENG 526	Psycholinguistics: Language Acq.	English	Delete	Course now taught in Elementary Ed.
ENG 530	Major Authors	English	Revision	Change in title, description, content
ENG 532	American Literary Types and Modes	English	Delete	No longer needed in curriculum
ENG 542	Special Topics in Linguistics	English	Revision	New title, description, content
ENG 580	Teaching 1st-Year Composition	English	Revision	New title, description, content
ENG 581	Practicum Teaching 132	English	Revision	New title, description, content, credit
KIN 530	Seminar in Athletic Training	Ath. Trng.	Change	Change in course description, content
KIN 531	Therapeutic Modalities	Ath. Trng.	Revision	New title, description, content
KIN 532	Evaluation Techniques of the Lower Ext.	Ath. Trng.	Revision	New title, description, content
KIN 533	Eval. Tech. of the Upper Extremity	Ath. Trng.	Revision	New title, description, content
KIN 534	Management Strategies in Ath. Trng.	Ath. Trng.	Revision	New title, description, content
MKT 513	Marketing Management	MBA	Change	Change in prerequisites
MTC 526	Stylistic Analysis	Music	Revision	Change credit hours and description
MTC 527	Composition	Music	Change	Change in course description
PSY 525	Teaching of Psychology	Psychology	Change	Change in credits from 2 to 3

SED 521	Learning Theory and Pedagogy	Sec. Ed.	Revision	Change in title, description, focus
SED 522	Curriculum, Instruction, and Assess.	Sec. Ed.	Revision	Change in title, description, focus
SED 523	Responding to Ethical and Legal Issues	Sec. Ed.	Revision	Change in title, description, focus
SED 525	Classroom Management and Prof. Resp.	Sec. Ed.	Revision	Change in title, description, focus

DEFINITION OF UNDER-ENROLLED UNDERGRADUATE CLASS:

ANY ORGANIZED CLASS WITH LESS THAN TEN STUDENTS UNLESS THE CLASS IS CROSS-LISTED WITH ANOTHER ORGANIZED CLASS AND THE COMBINED CLASSES EQUAL TEN OR MORE

DEFINITION OF UNDER-ENROLLED GRADUATE CLASS:

ANY ORGANIZED CLASS WITH LESS THAN FIVE STUDENTS UNLESS THE CLASS IS CROSS-LISTED WITH ANOTHER ORGANIZED CLASS AND THE COMBINED CLASSES EQUAL FIVE OR MORE

ANY ORGANIZED CLASS WITH BOTH GRADUATE AND UNDERGRADUATE STUDENTS WILL BE CONSIDERED SHORT UNLESS TEN STUDENTS ARE ENROLLED.

DEPT. COURSE SECTION	NUMBER ENROLLED	CREDIT HOUR	FUNDED HOURS	DAYS / TIME / BUILDING / ROOM / INSTRUCTION TYPE	FACULTY NAME	JUSTIFICATION FOR TEACHING UNDER-ENROLLED COURSE
CJS 350 001	9	3	27	MW 1:00-2:15PM	Mueller P	MAINTAIN SEQUENCE
COM 405 001	7	3	21	W 12:00-12:50PM BO 209 LEC	Patterson K	MAINTAIN SEQUENCE
CSC 321 001	9	3	27	MWF 10:00-10:50AM BU 343 LEC	Grout J	MAINTAIN SEQUENCE
CSC 426 001	8	3	24	MWF 11:00-11:50 AM BU 121 LEC	Pickard M	MAINTAIN SEQUENCE
CSC 513 001	4	3	12	MW 3:30-4:45PM BU 121 LEC	Pickard M	MAINTAIN SEQUENCE
CSC 555 001	4	3	12	TR 3:05-4:20PM BU 121 LEC	Strader R	MAINTAIN SEQUENCE
AGR 480 501	5	3	15	TBA AG 115 LEC	Stiff C	New venture in web based teaching
AGR 580 501	1	3	3	TBA AG 115 LEC	Stiff C	New venture in web based teaching
HRT 326 001	9	2	18	T 1:00-2:50PM AG 116 LEC	Younts E	MAINTAIN SEQUENCE/GRADUATING SENIORS
HRT 326L020	9	1	9	R 0100PM 0250PM AG 116	Younts E	MAINTAIN SEQUENCE/GRADUATING SENIORS
ELE 302 004	9	3	27	W 4:15-6:45PM ED 468 SEM	Sowards A	SUPPORTS NEW MIDDLE SCHOOL PROGRAM
HMS 333 201	1	3	3	INTERINSTITUTIONAL		PART OF FCS ALLIANCE
HMS 353 301	2	3	6	INTERINSTITUTIONAL		PART OF FCS ALLIANCE
HMS 405 201	2	3	6	INTERINSTITUTIONAL		PART OF FCS ALLIANCE
SED 371 001	9	3	27	TR 0225PM 0340PM ED 463 SEM	Nykiel-Herbert	ENROLLMENT DROPPED BELOW 10 LATE ON 12TH DAY
MTC 462 001	9	3	27	TR 8:00-9:15AM M 170 LEC	Utley B	MAINTAIN SEQUENCE/GRADUATING SENIORS
THR 360 001	8	2	16	M 12:00-12:50PM FA 303 LEC	Ramirez L	MAINTAIN SEQUENCE
THR 480 001	8	3	24	TBA FA 113 LEC	Bacarisse A	MAINTAIN SEQUENCE
ENG 099 070	4	3	12	TR 1050AM 1205PM F 176 LEC	Parsons S	SPECIAL SECTION FOR INT'L STUDENTS/TASP REQUIRED
RDG 098 070	5	3	15	MWF 1100AM 1150AM F 171 LEC	Siska C	SPECIAL SECTION FOR INT'L STUDENTS/TASP REQUIRED
ILA 315 070	1	3	3	MWF 1100AM 1150AM F 171 LEC	Paul-Urena J	SPECIAL SECTION FOR INT'L STUDENTS/TASP REQUIRED

Appendix No. 2

DATE_____APPROVAL_____

DEFINITION OF UNDER-ENROLLED UNDERGRADUATE CLASS:

ANY ORGANIZED CLASS WITH LESS THAN TEN STUDENTS UNLESS THE CLASS IS CROSS-LISTED WITH ANOTHER ORGANIZED CLASS AND THE COMBINED CLASSES EQUAL TEN OR MORE

DEFINITION OF UNDER-ENROLLED GRADUATE CLASS:

ANY ORGANIZED CLASS WITH LESS THAN FIVE STUDENTS UNLESS THE CLASS IS CROSS-LISTED WITH ANOTHER ORGANIZED CLASS AND THE COMBINED CLASSES EQUAL FIVE OR MORE

ANY ORGANIZED CLASS WITH BOTH GRADUATE AND UNDERGRADUATE STUDENTS WILL BE CONSIDERED SHORT UNLESS TEN STUDENTS ARE ENROLLED.

DEPT. COURSE SECTION	NUMBER ENROLLED	CREDIT HOUR	FUNDED HOURS	DAYS / TIME / BUILDING / ROOM / INSTRUCTION TYPE	FACULTY NAME	JUSTIFICATION FOR TEACHING UNDER-ENROLLED COURSE
ILA 112 070	1	2	2	TR 9:25-10:40AM F 171 LEC	Siska C	NEEDED FOR ESL STUDENT/AELI
ILA 315 070	1	3	3	MWF 11:00-11:50AM F 171 LEC	Paul-Urena J	NEEDED FOR ESL STUDENT/AELI
BIO 408 001	7	4	28	TR 9:25-10:40AM S 228 LEC	Stewart R	MAINTAIN SEQUENCE/GRADUATING SENIORS
GOL 242 001	9	3	27	MWF 9:00-9:50AM S 333 LEC	Gobel V	MAINTAIN SEQUENCE
PHY 242 001	8	3	24	MWF 11:00-11:50AM S 323 LEC	Bowen D	MAINTAIN SEQUENCE
PHY 242L020	8	1	8	M 1:00-3:50PM S 321 LAB	Friedfeld R	MAINTAIN SEQUENCE
PHY 511 001	4	4	16	MW 10:00-11:40AM S 326 LEC	Gruebel R	MAINTAIN SEQUENCE
TOTAL HOURS GENERATED IN SHORT CLASSES			442	M = Monday		
**SHORT CLASSES AS A % OF TOTAL HOURS			0.33%	T = Tuesday		
** ESTIMATED TOTAL HOURS SPRING '03		**	132,030	W = Wednesday		
** ESTIMATE FROM OFFICE OF INSTITUTIONAL RESEARCH				R = Thursday		
				F = Friday		
				S = Saturday		
				U = Sunday		

DATE_____APPROVAL_____

Stephen F. Austin State University
Fiscal Year 2002-03 Budget Reductions
April 22, 2003

Education and General Funds	
Salaries	454,401
Student Wages	52,269
Operations and Maintenance	826,915
Capital Equipment	917,439
Total Education and General Reduction	2,251,024
Designated Funds	
Operations and Maintenance	232,436
Non Pledged Auxiliary Funds	
Operations and Maintenance	42,106
Pledged Auxiliary Funds	
Operations and Maintenance	278,000
Total 7% Reduction	2,803,566

Stephen F. Austin State University
Schedule of Budget Changes
January 7, 2003 to April 1, 2003

ACTIVITY RECIPIENT		INCOME SOURCE		
ACCOUNT NAME	ACCOUNT NUMBER	SOURCE DESCRIPTION	AMOUNT	DATE
Fine Arts Series	3-00480	Additional Revenue	6,500	1/22/03
UC Expansion & Renovation	8-41200	Additional Revenue	50,000	1/27/03
Pom Squad Discretionary	5-91397	Additional Revenue	7,520	1/29/03
All Girl Cheerleader	5-91400	Additional Revenue	11,699	1/29/03
Equine Studies	4-91002	Additional Revenue	2,843	2/13/03
Pineywoods Plant Center	5-91323	Additional Revenue	17,823	2/13/03
Human Services CF	2-02210	Additional Revenue	12,173	2/24/03
Fine Arts Series	3-00480	Additional Revenue	8,000	3/3/03
TOTAL			116,558	

RESOLUTION AUTHORIZING A REQUEST FOR FINANCING
Stephen F. Austin State University
University Center Expansion and Renovation

WHEREAS, the Texas Public Finance Authority (the "Authority") has the exclusive authority to act on behalf of Stephen F. Austin State University (the "University") in the issuance of bonds pursuant to Tex. Rev. Civ. Stat., art. 601d as amended; and

WHEREAS, the University has been authorized to acquire, purchase, construct, improve, renovate, enlarge, or equip property, buildings, structures, facilities, roads or related infrastructure to be financed by the issuance of bonds or other authorized financing mechanism pursuant to Texas Education Code 55.17 in the aggregate principal amount not to exceed $23,000,000; and

WHEREAS, the Board of Regents of Stephen F. Austin State University (the "Board of Regents") now desires to approve and authorize financing to enable the University to acquire, purchase, construct, improve, renovate, enlarge, or equip property, buildings, structures, facilities, roads or related infrastructures, and authorizes the President of the University (the "President") or designees to submit requests for financing to the Authority from time to time to issue bonds or other authorized financing mechanism in an aggregate amount not to exceed $23,000,000 to enable the University to acquire, purchase, construct, improve, renovate, enlarge, or equip property, buildings, structures, facilities, roads or related infrastructures and to take other actions related thereto.

THEREFORE, BE IT RESOLVED BY THE BOARD OF REGENTS OF STEPHEN F. AUSTIN STATE UNIVERSITY THAT:

1) The University is duly authorized by law pursuant to Texas Education Code, Section 57.17 to acquire, purchase, construct, improve, renovate, enlarge, or equip property, buildings, structures, facilities, roads or related infrastructures to be financed by the issuance of bonds or other authorized financing mechanism in accordance with Texas Education Code, Chapter 55, Subsection B in the aggregate amount not to exceed $23,000,000;

) Dr. Tito Guerrero, President, or his designee is hereby authorized and directed to submit requests from time to time to the Authority to issue bonds or other authorized financing mechanism in an aggregate amount not to exceed $23,000,000 in order that the University may acquire, purchase, construct, improve, renovate, enlarge, or equip property, buildings, structures, facilities, roads or related infrastructures as these

projects are specifically approved by the Board of Regents and further approved by the Texas Higher Education Coordinating Board as may be required;

3) the President is hereby further authorized to approve, execute, and deliver or cause to be delivered those documents and such other instruments including but not limited to the financing documents required by the Authority's rules, and to take such other actions as are necessary and appropriate in connection with the issuance, sale, or delivery of the bonds or other authorized financing mechanism;

4) due notice of the meeting and the subject matter of this Resolution was given as required by law; and that a quorum of the Board of Regents was present at the meeting at which this resolution was considered.

Adopted/Rejected by a vote of 8 yeas, 0 nays effective as of April 22, 2003.

Chairman, Board of Regents
Stephen F. Austin State University

Secretary, Board of Regents
Stephen F. Austin State University

Policies for Board Review
April 22, 2003

A-19	Final Examinations	Finals are to be scheduled in consideration of resource availability. No exams after 5 pm on last day of the semester.
A-44	Transfer Admission	Developmental courses excluded from consideration of completion of nine hours by provisional students
A-45	Transfer Credits	THECB policies will be followed regarding transfer of fields of study courses
A-46	Underenrolled Classes	Corrected numbering of paragraphs. Additional information regarding the procedure for approval of an underenrolled class.
A-50	Concurrent Enrollment	Students not exempt from TASP may take collegiate-level course related to test sections that have been passed.
A-56	Grants & Contracts Administration	Policy reviewed; no changes made.
A-57	Texas Academic Skills Program	Exemption for students with 3.5 or greater high school GPA who graduated in the recommended or advanced/distinguished academic program. Enrollment must occur within 2 years of high school graduation. Developmental courses must be taken during first term of enrollment. Additional information regarding Status of High School Students and Casual/Enrichment Students. Developmental coursework does not count toward degree requirements and is no calculated in GPA
B-24	Property Transfer and Disposal	Added 2 options for disposal of surplus or salvage property
C-45	Professional and Consultant Services	Update site for IRS 20-Question Test. Change contact for processing paperwork for publication in Texas Register. Hiring of a retiree prohibited for 12 months from separation date. Updated procedures for securing professional or consultant services.
D-24	Parking and Traffic Regulations	Reviewed, no changes made.

Policies for Board Review
April 22, 2003

E-19	Employment of Persons with Criminal History	Additional exception to hiring persons with criminal history. Employees are required to disclose felony or misdemeanor convictions involving moral turpitude. Additional Cross Reference to Security Sensitive Policy E-44
F-5	Building Security/Special Events	Policy reviewed, no changes made.
F-25	Stone Fort Museum Collections	Major re-write
New	Intellectual Property Rights for Distance Education	New policy.
New	Property Liability	New policy.

Final Examinations

A-19

Original Implementation: June 16, 1982
Last Revision: ~~April 18, 2000~~ *April 22, 2003*

Faculty members conducting classes shall adhere to the official schedule for administering final examinations published in the Schedule of Classes and distributed to the faculty by the Vice President for Academic Affairs. *Final examinations for any course not listed in the Schedule of Classes, including but not limited to distance education courses, internet courses, evening or weekend courses, should be scheduled in consideration of resource availability. No final examination may be administered after 5 pm on the last day of the semester.* Exceptions may be made by the appropriate academic dean.

Source of Authority: Vice President for Academic Affairs

Cross Reference: Faculty Handbook

Contact for Revision: Vice President for Academic Affairs

Forms: None

Transfer Admission

A-44

Original Implementation: September 8, 1978
Last Revision: ~~August 1, 2000~~*April 22, 2003*

Students who have previously attended a regionally accredited institution must apply as transfer students.

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

1. not currently be on suspension from another educational institution, and

2. have an earned grade point average of at least 2.00 (on a 4.00 scale) on all transferable work~~ attempted~~.

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

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

Source of Authority: Vice President for Academic Affairs

Cross Reference: General Bulletin

Contact for Revision: Vice President for Academic Affairs

Forms: None

Transfer Credits

Original Implementation: November 1, 1977
Last Revision: ~~August 1, 2000~~*April 22, 2003*

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

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

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

1. The grades earned at SFA will remain on the transcript;

2. The hours attempted at SFA will not be changed as a result of course work completed elsewhere;

3. Transfer credit for a course originally taken at SFA has no effect on the grade point average for work attempted at SFA;

4. Transfer hours of repeated work may be used to satisfy degree requirements other than those related to grade point average.

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

Source of Authority: Vice President for Academic Affairs

Cross Reference: General Bulletin

Contact for Revision: Vice President for Academic Affairs

Forms: None

Underenrolled Classes

A-46

Original Implementation: November 4, 1977
Last Revision: ~~January 15, 2002~~*April 22, 2003*

1. This policy applies to courses whose primary mode of instruction is lecture, laboratory, or seminar.

2. Underenrolled classes are undergraduate classes with less than 10 registered students and graduate classes with less than 5 registered students. Minimum enrollment requirements for off-campus, face to face courses are addressed in Policy A-34: Off-Campus Courses.

3. No underenrolled classes shall be offered in any term except as authorized by the Board of Regents of Stephen F. Austin State University.

4. Only underenrolled classes that meet one or more of the following requirements may be authorized to be taught:

a. A course required for graduation. (The course is not offered each semester or term, and if cancelled may affect the date of graduation of those enrolled.)

b. A course required of majors in this field that should be completed in a given semester (term) to keep proper sequence in courses.

c. A course in a newly established degree program, concentration, or support area.

d. Interdepartmental (cross-listed) courses taught as a single class by the same faculty at the same station, provided that the combined courses do not constitute a small class.

e. The first time offering of a course.

f. A course the class size of which is limited by accreditation or state licensing standards.

g. A course the class size of which is limited by availability of laboratory or clinical facilities.

h. A class voluntarily offered by a faculty member in excess of the institutional teaching load requirement and for which the faculty member receives no additional compensation.

~~5.~~4. An underenrolled class of the same course may not be offered in consecutive semesters or summer terms.

~~5~~6. The University shall file with the Coordinating Board through its uniform reporting system a small class report as required by state law or agency regulations.

Procedure:

1. ***Department Chair submits form to Dean requesting approval to offer underenrolled class(es).***
2. ***Dean approves/disapproves request and forwards form to the Vice President for Academic Affairs.***
3. ***Vice President approves/disapproves and sends copies to the Dean and the Registrar.***
4. ***Vice President submits report of underenrolled classes to the Board of Regents for final approval.***

Source of Authority: Texas Education Code, sec. 51.403 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

Concurrent Enrollment Program

A-50

Original Implementation: July 27, 1999
Last Revision: ~~April 30, 2002~~*April 22, 2003*

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 not exempt from TASP may take collegiate-level courses related to test sections that have been passed.* ~~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

Grants and Contracts Administration A-56

Original Implementation: August 1, 2000
Last Revision: ~~None~~*April 22, 2003*

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

Source of Authority: Vice President for Academic Affairs

Cross Reference: Research Enhancement Program

Contact for Revision: Vice President for Academic Affairs

Forms: None

Texas Academic Skills Program A-57

Original Implementation: April 18, 2000
Last Revision: ~~July 17, 2001~~*April 22, 2003*

The SFASU Texas Academic Skills Program policy elaborates the requirements established by the Texas Higher Education Coordinating Board. Ambiguities or omissions in the following policy are to be resolved in accordance with Coordinating Board regulations as set out in the current issue of the Board s publication, *TASP Policy Manual.* The purposes of this policy are,

- To provide for quality and accountability of the developmental education program, and;
- To promote improvement in, and the effective delivery of, the developmental education program.

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

Exemption from Testing

Students are exempt from TASP testing if, and only if, they meet one of the following criteria. (Please note that certain minimum TASP scores, SAT scores, or ACT scores are required of students entering teacher education at the time they seek formal admission into that program even if students meet one or more of the following exemptions.)

1. Student earned at least three semester hours of college credit before September 1, 1989.

2. Student is legally deaf or legally blind and earned at least three semester hours of college credit before September 1, 1995.

3. Student earned scores as specified in the *TASP Policy Manual* on the exit-level Texas Assessment of Academic Skills test (TAAS), the ACT test or the Scholastic Assessment Test (SAT). Such scores must have been earned within the time span specified in the *TASP Policy Manual.*

4. Student is 55 years of age or older and is not seeking a degree.

5. Student is enrolled temporarily at SFASU, is not seeking a degree from SFASU, and is also enrolled in a private or out-of-state institution of higher education or has graduated from an institution of higher education.

6. Student is participating in the National Student Exchange Program from another state and is not seeking a degree from a Texas institution of higher education.

7. Student is a citizen of a country other than the United States of America and is not *a matriculated degree*-seeking ~~a degree from~~*student at* SFASU.

8. Student transfers college-level credit hours from a private or out-of-state institution to SFASU and earned the grade of "B" or better on designated courses in reading, writing, and mathematics.

9. Student possesses a baccalaureate degree from an accredited institution of higher education.

10. Student graduated from high school with a 3.5 or higher grade point average (GPA), AND graduated in the recommended or advanced/distinguished academic program. Enrollment at a state supported college or university must occur within 2 years of high school graduation.

Testing Requirements

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

Exceptions:

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

1. Student suffered documented illness or injury or other bona fide emergency that prevented testing.

2. Student possesses documented disability for which reasonable and appropriate accommodations could not be provided in a timely manner.

3. Student is legally deaf and has not yet taken the Stanford Achievement Test. (Such students must take the Stanford Achievement Test at the first available opportunity.)

4. Student, through no personal fault, has still not been tested after all reasonable institutional testing opportunities have passed.

5. Upon recommendation of student s academic dean it is concluded that student s best interests will be served by delaying testing until the next available testing date.

Developmental Education Program and Advising

Non-exempt students who do not pass one or more parts of the TASP Test or alternative test must engage in appropriate, continuous developmental education ~~in each deficient area~~ beginning immediately. *Precollegiate reading and writing deficiencies must be remediated through appropriate developmental education during the first term of*

enrollment. In exceptional circumstances, part-time students may petition to seek remediation of reading and writing deficiencies sequentially rather than simultaneously. Upon the successful satisfaction of TASP requirements for reading, the student must engage in immediate and continuous developmental mathematics education, if such remediation is required.

Students are advised with respect to TASP-mandated developmental education by a TASP advisor in the Office of the Dean of Liberal Arts *or the Center for Academic Advising*. All students with TASP deficiencies must contact the TASP advisor before registering for classes each semester. Most students who are required to participate in developmental education will be referred to appropriate course-based remediation. All academic advising not mandated by TASP is conducted by advisors in the department of the student s major, or, in the case of students who have not declared a major, in the ~~Office of the Dean of the College of Liberal Arts~~ *Center for Academic Advising of Undecided Majors.*

Meeting Developmental Requirements

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

Meeting Developmental Requirements by the "B-Rule" Alternative

Instead of passing the relevant part of the TASP test, students may satisfy TASP requirements as follows:

1. Make a "C" or better in the relevant, assigned developmental course.

2. Retake the TASP test during the semester in which enrolled in developmental course.

3. Sign a "B-Rule Contract" in the TASP office.

4. Take an appropriate course in the area of TASP deficiency, as specified in the *TASP Policy Manual.*

5. Do not drop the approved "B-rule" course.

6. Earn a grade of "B" or better in the approved "B-Rule" course.

7. Students who initiate the "B-rule" procedure at SFA must satisfy its requirements with courses taken at SFA. Students who satisfy another institution s "B-rule" requirements receive credit at SFA for having done so.

8. Students who attempt to satisfy TASP requirements using the "B-Rule" procedure, but who fail to earn the required "B" may only be permitted to attempt the "B-Rule" procedure again with approval of the TASP advisor.

Status of Transfer Students

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

Status of High School Students

High school students who wish to enter any concurrent enrollment programs must take a test approved for TASP purposes prior to enrollment in any collegiate-level courses unless they are otherwise exempt. High school students who fail one or more portions of a test approved for TASP purposes must not be allowed to take subsequent college-level work related to failed portions of the test while still in high school. However, high school students may take collegiate-level courses related to test sections that have been passed.

Status of Casual/Enrichment Students

Casual/enrichment students must take a test for TASP purposes prior to enrolling in any collegiate level coursework unless the student is otherwise exempt or an exceptional circumstance prevents the student from testing prior to enrollment.

In exceptional circumstances, developmental education for students who are not seeking a degree may be deferred. However, no student will be allowed to proceed beyond the 60-hour limit until all sections of a test approved for TASP purposes have been passed or the student has achieved a grade of B or better in appropriate authorized courses.

Attendance, Grades, and Academic Standing

Students taking developmental courses because of TASP deficiencies are required to attend classes. Students who miss more than 300 unexcused minutes, or more than 450 total minutes of a required developmental class will receive an "F" in that class. Earning an "F" due to excessive absences in a required developmental course results in academic probation. Earning another "F" due to excessive absences in the following semester in a required developmental course results in academic suspension. Attendance at required developmental courses is to be monitored by the instructors of those courses and recorded in the TASP Office. *Developmental coursework does not count toward degree requirements at SFA and is not calculated into the SFA grade point average.* ~~Grades received in developmental courses taken at SFA are included in the- calculation of the SFA grade point average.-~~

Limitations on Course Enrollment

Students who have not satisfied all TASP requirements are limited in the courses for which they are permitted to enroll, as follows:

1. Students who have not satisfied TASP Writing requirements may not take college-level English courses.

2. Students who have not satisfied TASP Mathematics requirements may not take college-level mathematics courses. Students who have earned a score of less than 270 on the TASP mathematics test, and who have failed to achieve a satisfactory score on tests specified by the Department of Mathematics, must earn a grade of "C" or better in Mathematics 099 before being permitted to take college-level mathematics courses.

3. Students who have not fully satisfied their TASP requirements, and whose total semester hours earned plus the semester hours currently registered for exceed 59, may not take courses numbered 300 or higher.

Mechanisms and Standards for Evaluating Developmental Education Effectiveness

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

TASP and Admission to Teacher Education

Students may be required to present TASP test results at the time when they seek formal admission into the teacher education program which would usually be after they have completed 66 or more semester hours. TASP requirements for admission into teacher education including exemptions from TASP testing and TASP passing scores may be different from those described in the present document. Students seeking admission into teacher education should contact the Teacher Education Office.

Source of Authority: Vice President for Academic Affairs

Cross Reference: Texas Higher Education Coordinating Board *TASP Policy Manual*

Contact for Revision: Vice President for Academic Affairs

Forms: None

Property Transfer and Disposal

B-24

Original Implementation: January 1, 1985
Last Revision: ~~April 30, 2001~~*April 22, 2003*

Surplus or salvage property is not to be disposed of in any manner other than those described herein. Disposition of property acquired through Federal or State grants and contracts must respect the terms of the grant or contract under which it was acquired.

Surplus Property is defined as any personal property that is in excess of the needs of the department and which is not required for its foreseeable need. Surplus property may be new or used but must have additional useful life.

Salvage Property is defined as any personal property which through use, time or accident is so depleted, worn out, damaged, consumed, or outdated that it is obsolete and/or can no longer serve the purpose for which it was originally intended.

TRADE-IN OF EQUIPMENT

Before declaring property surplus or salvage a department may consider trading in the property on new property of the same general type when such exchanges are in the best interest of the University. Trade-ins must be included in vendor negotiations from the beginning; not added after completion of a contract. The requisition must include the following information about each piece of equipment to be traded in: description, inventory number, approximate age and condition; i.e., poor, good, working, not working, etc. It is the department's responsibility to remove and return the inventory number plate to the Property Manager.

Trade-ins are offered "where is, as is, at the State's option" during the bid process. The final decision to trade is made after the bids have been received and an evaluation has been performed by Purchasing and the department. The evaluation must consider 1) the value to the University if the equipment can be utilized in another area for the same or other suitable purposes; 2) the value of the equipment if offered in a public sale.

PROPERTY TRANSFERS BETWEEN DEPARTMENTS

Property may be transferred from one department to another by the use of the Property Transfer Form (PTF). The form is to be signed by the department head transferring the equipment and by the department head receiving the equipment. After completion, all copies of the form are to be forwarded to the Property Manager.

Section I is to be completed by the department transferring the equipment. The form and the physical property are to be forwarded to the department accepting responsibility for the equipment.

Section II is to be completed by the department receiving the equipment. Once the department head accepting the equipment signs the form, he/she is accepting responsibility for the care and control of the equipment. The completed form is to be forwarded to the Property Manager. After the transfer is recorded a copy of the PTF will be returned to the department head accepting responsibility for the equipment.

TRANSFERS TO SURPLUS

When equipment is determined to be surplus or salvage and will not be transferred between departments, the department must contact the Property Manager. At the Property Manager s direction the department should complete Section I of the Property Transfer Form (PTF) for a transfer to Surplus. The PTF and equipment are to be delivered to the surplus storage area. The Property Manager may direct the department to provide documentation other than the PTF depending on the disposal action taken. Surplus or salvage property is not to be delivered to the surplus storage area or otherwise disposed of without first contacting the Property Manager.

Once an item is declared surplus or salvage, the Property Manager will determine which disposal option best meets the needs of the University. Options for disposal will be considered in the order listed below:

1. re-use on campus through transfer to another department

2. cannibalization for parts

3. sell or donate to another state agency

~~4~~3. posting on the Coordinating Board web-site for purchase by or donation to a public school or school district (instructional materials only, including data processing equipment)

5. donation only to a political subdivision, school district, volunteer fire department or assistance organization classified under 501C3

~~6~~4. all *remaining* data processing equipment ~~(including items posted to the Coordinating Board web-site and not transferred to a public school or school district)~~ will be transferred to the Texas Department of Criminal Justice

~~5. donation to another state agency~~

~~7~~6. all remaining items will be advertised for public sale

~~8~~7. donation to a private non-profit entity

~~9~~8. discarded

TRANSFERS FROM SURPLUS

Equipment declared surplus or salvage is available, without cost, for transfer to those departments in need of such equipment. Availability is on a first-come, first-serve basis after screening for the proposed purpose. Inspection of the equipment may be arranged by contacting the Property Manager.

POSTING INSTRUCTIONAL MATERIALS TO THE COORDINATING BOARD WEB SITE

All surplus items determined to be "materials or equipment that can be used for instructional purposes" will be posted to the Coordinating Board web site for direct transfer to a public school or school district. Posting may be for consideration or for no consideration as determined by the Property Manager. Disposal options 4-~~9~~*8* can not be considered until "materials or equipment that can be used for instructional purposes" has been posted to the Coordinating Board web site.

Postings will be made for a minimum one (1) week. All items posted for one week but not transferred to a public school or school district will be ~~a) transferred to TDCJ (data processing equipment only) or b)~~ disposed of following disposal options *4-9*~~5-8~~.

If more than one public school or school district seeks to acquire the same property on substantially the same terms, the Property Manager shall give preference to a public school that is considered low-performing by the commissioner of education or to a school district that has a taxable wealth per student that entitles the district to an allotment of state funds under Subchapter F, Chapter 42, Education Code.

TRANSFER OF DATA PROCESSING EQUIPMENT TO THE TEXAS DEPARTMENT OF CRIMINAL JUSTICE

Computer equipment meeting the definition of "materials or equipment that can be used for instructional purposes" will first be posted to the Coordinating Board web site following established rules. Any data processing equipment not posted and any data processing equipment not transferred to a school district shall be transferred to the Texas Department of Criminal Justice following established rules.

Data processing equipment means information technology equipment designed for the automated storage, manipulation, and retrieval of data by electronic or mechanical means. The term includes central processing units, front-end processing units, mini-processors, microprocessors, and related peripheral equipment such as data storage devices, document scanners, data entry equipment, terminal controllers, data terminal equipment, computer-based word processing systems other than memory typewriters, and equipment and systems for computer networks.

Data processing equipment will not be disposed of in any manner other than Disposal Options 3, *4* and ~~5~~4 described herein.

PUBLIC SALE OF EQUIPMENT

The Property manager shall determine prices and conduct a public sale on a regular basis. The Director of Purchasing and Inventory will review all items and sale prices prior to each sale. All sales will be advertised with time for all interested parties to view the items prior to the sale day. The Property Manager shall determine a method of access to the property on sale day which is fair and equitable to all interested parties and which prevents unnecessary traffic on campus by non-University personnel prior to the sale.

The Property Manager is not eligible to purchase any item for which he/she has established pricing. No special privileges will be given to any employee or non-employee wishing to purchase surplus items.

Proceeds from each sale of surplus property are credited, in the year of the sale, to a revenue category (E&G Surplus Sales or non-E&G Surplus Sales) corresponding to the fund from which the original purchase was made.

Source of Authority: Texas Government code, Title 10, Subtitle D, Chapter 2175; Texas Government Code, Title 10, Subtitle B, Section 2054.003(3)(A); President; Vice President for Business Affairs

Cross Reference: Property Inventory and Management Policy C-42

Contact for Revision: Director of Purchasing and Inventory

Forms: Property Transfer Form (available in Purchasing and Inventory

Professional and Consultant Services C-45

Original Implementation: October 26, 1999
Last Revision: ~~April 18, 2000~~*April 22, 2003*

Before entering into a Professional or Consultant Services contract, the department must determine whether the individual should be hired as an independent contractor through the procedures outlined herein or as an employee through the PAR process. To make this determination, refer to the IRS 20-Question test (~~www.averygroup.com/consultants/resources/taxtips/questions.htm~~*www.myplanet.net/rstrate/NSN_IRS_20_Questions.html*).

DEFINITIONS

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

1) accounting

2) architecture

3) land*scape* architecture

4) land surveying

5) medicine

6) optometry

7) professional engineering

8) real estate appraising

9) professional nursing

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

1) a certified public accountant

2) an architect

3) a landscape architect

4) a land surveyor

5) a physician, including a surgeon

6) an optometrist

7) a professional engineer

8) a state certified or state licensed real estate appraiser

9) a registered nurse

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

1) guest artists

2) guest entertainers

3) guest lecturers

4) guest musicians

5) guest performers

6) guest speakers

7) other professional services

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

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

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

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

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

SELECTION OF A PROVIDER

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

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

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

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

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

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

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

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

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

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

RESTRICTIONS ON HIRING PREVIOUS OR RETIRED EMPLOYEES

1. HIRING A PAST EMPLOYEE

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

Local Funds - allowed within 12 months of the employee's separation date ONLY with Presidential approval and ONLY with discretionary funds; the purchase process will follow that outlined in 'Procedures For Securing Professional Or Consultant Services'.

2. HIRING A RETIREE

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

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

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

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

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

3. HIRING A PAST EMPLOYEE/RETIREE AS A CONSULTANT

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

4. HIRING A COMPANY EMPLOYING A PAST OR RETIRED EMPLOYEE

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

5. HIRING AN EXECUTIVE DIRECTOR OF ANY STATE AGENCY

Any Funds - Restrictions apply to contract for professional or consultant services with a) the executive director of the state agency; b) a person who at any time during the four years before the date of the contract was the executive director of the state agency; c) a person who employs a current or former executive director of a state agency. *(Government Code 669.003)*

PROCEDURES FOR SECURING PROFESSIONAL OR CONSULTANT SERVICES

~~CONTRACT - REQUISITION - PURCHASE ORDER - RECEIVING - PAYMENT~~

1) Determine if the need is that of a professional or a consultant service. Contact the Purchasing Director if assistance is needed in making this determination.

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

3) Once the need is identified, enter the requisition. Amounts may be estimated. If the vendor will perform essentially the same service on multiple dates, only one requisition is to be entered with separate lines for each date.

~~4~~3) If the contract is a "Major Consultant Contract", the department must contact ~~the Vice President for Business Affairs~~*General Counsel s Office* for appropriate action.

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

65) ~~Immediately after the contract amount and date(s) are established, enter a requisition, unless already entered per instructions in Step 2. If the vendor will perform essentially the same service on multiple dates, only one requisition is to be entered with separate lines for each date~~*Agreements for expense reimbursement only do not require execution of a formal contract.*

76) *Agreements including a stipend only or stipend plus expense reimbursement require a formal contract to be reviewed by General Counsel and signed by the President.* The department may draw up a contract using samples provided *by General Counsel (www.sfasu.edu/gencounsel/howtos2.htm)* or Purchasing may complete the contract. The contract may be complex or very simple depending on the nature of the services to be provided and must clearly define:

a. The responsibilities of each party, in clear detail

b. The period of time the contract is to be in effect

c. The amount of payment

d. The terms of payment

e. The contractor's federal identification or social security number for payment processing*; to secure this information, the department should have the Contractor complete a W9 form. The form can be obtained from the Controller s Office.*

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

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

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

109) The receiving entry must be made in the FRS system. Payment will be made through normal Accounts Payable procedures. *To insure inclusion in a particular Thursday s check run, the department should have payment information to Accounts Payable by the previous Friday*

11) The consultant s report, if applicable, must be on file in Accounts Payable before payment will be made..

Source of Authority: Texas Government Code Title 10, Subtitle F, Section 2254; Texas Government Code Title 10, Subtitle F, Section 2252.901; *Texas Government Code Title 6, Section 669.003*~~General Appropriations Act~~; Vice President for Business Affairs

Cross Reference: None

Contact for Revision: Director of Purchasing and Inventory

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

Parking and Traffic Regulations

Index D-24

Original Implementation: September 1, 1961
Last Revision: ~~July 25, 2002~~*April 22, 2003*

General Information

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

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

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

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

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

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

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

8. Handicapped parking is provided in all parking lots on campus. **These spaces are reserved 24 hours a day, seven (7) days a week for the holders of**

handicapped parking permits. A current SFA parking permit is also required.

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

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

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

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

Vehicle Registration

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

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

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

4. Permits for the current academic year may be obtained at any time during the academic year. Persons may obtain permits for the next academic year beginning August 1 for faculty, staff, and employees of private contractors assigned to campus and August 20 for students.

5. A permit must be displayed on the vehicle no later than the first University business day that the vehicle is brought on campus.

6. The permit must be displayed as designated by the University Police Department. Only the permit for the current academic year should be displayed.

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

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

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

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

11. **Fees for vehicle registration:**

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

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

b. **Campus Resident Parking**

(1)	Full Year	First Vehicle	$30.00
		Second Vehicle	20.00
(2)	After Jan. 1	First Vehicle	20.00
		Second Vehicle	15.00
(3)	Summer		10.00

c. **Commuters (Off Campus Residents) and Motorcycles**

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

d. **Trailers**

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

e. **Vendors**

(1)	Full Year	First Vehicle	$ 0.00
		Second Vehicle	50.00
(2)	After Jan. 1	First Vehicle	0.00
		Second Vehicle	25.00
(3)	Summer	First Vehicle	0.00
		Second Vehicle	15.00

f. **Occupied Recreational Vehicle**

(1)	After Four Days	Per Night	$20.00

Required Display of Permit

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

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

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

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

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

2. **Permit Not Transferable**

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

Types of Permits

1. **Permanent Permits:**

a. **Faculty, Staff, or Private Contractor**

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

b. **Campus Resident Parking**

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

c. **Commuters** (Students not Living in University Housing)

These permits are issued to students not living in University housing or faculty, staff or students who wish to park in areas designated as "All

Permit" parking areas. Holders of these permits may park in areas designated as "All Permit" area parking. A valid student ID and proof of liability insurance on the vehicle being registered is required.

d. **Motorcycle**

These permits are issued to faculty, staff, students, or employees of private contractors assigned to Stephen F. Austin State University. Holders of these permits may park in areas designated as motorcycle parking. A valid student ID and proof of liability insurance on the vehicle being registered is required.

e. **Trailer**

These permits are issued to faculty, staff, students, or employees of private contractors assigned to Stephen F. Austin State University who need to park trailers on campus. Trailers may not exceed 21 feet in length. Holders of these permits may park the trailer in any legal parking space in which the permit holder's vehicle is assigned.

f. **Vendor**

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

g. **Occupied Recreational Vehicles**

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

2. **Handicapped Permits:**

a. Handicapped Permits and Temporary Handicapped Permits are issued by the County Tax Assessor-Collector of any Texas County.

b. Only vehicles displaying a Handicapped Permit or Temporary Handicapped Permit may park in "Reserved for Handicapped" parking spaces or any other area designed for disabled persons such as an access ramp or curb cut. These vehicles must also display a valid Stephen F. Austin State University parking permit.

c. A vehicle displaying a valid SFA parking permit and a valid handicapped permit may park in any non-reserved parking space on campus. Reserved parking places are reserved 24 hours a day , seven (7) days a week for service vehicles , residence hall directors, and loading zones.

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

3. **Temporary Permits:**

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

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

and current proof of liability insurance on the vehicle being registered is required.

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

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

Parking Regulations

1. The University reserves the right to enforce parking and traffic regulations:

   a. through the issuance of citations and the collection of fees for offenses.

   b. through the impoundment of vehicles in place or removal by towing of vehicles interfering with the movement of vehicular or pedestrian traffic or involved in specified parking offenses.

   c. by the suspension or revocation of permits for repeated offenses.

   d. by barring re-admission of any student for non-payment of outstanding fees.

   e. by withholding a student's official transcript and diploma.

   f. by other such methods as are commonly employed by city or state police in the control of traffic.

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

3. Parking areas are generally reserved for the type of permit holder indicated by signs from 6:00 a.m. to 4:00 p.m., Monday through Friday, except as otherwise

indicated. Parking lots 8 (North of Education Building) and 15 (Early Childhood Lab/Outdoor Pool) are reserved Monday through Friday until 8:00 p.m. A portion of Lot 47, (Commuter Lot) as identified by metal signs, is reserved for Band Practice on Tuesday and Wednesday after 3:30 P.M. Vehicles will be towed, at owner s expense, from this area during this designated time.

a. A valid parking permit is required for parking at the Health Clinic.
b. Pecan Park (Lot 54): All spaces facing the pavilion are reserved for Park Patrons ONLY.

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

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

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

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

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

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

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

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

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

Violations and Enforcement of Parking Regulations

1. **General Violations:**

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

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

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

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

   e. Parking in a space designated "20 minute parking" for more than 20 minutes with a valid permit.
      Fee: $15.00

Above parking control will apply from 6:00 a.m. to 4:00 p.m. Monday through Friday.

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

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

2. **Flagrant Violations:**

a. Parking in a reserved space without displaying a proper permit.
Fee: $25.00 plus tow fee if vehicle is removed by tow away.

b. Parking a vehicle in a no parking zone.
Fee: $25.00 plus tow fee if vehicle is removed by tow away.

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

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

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

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

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

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

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

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

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

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

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

n. Parking in violation of the directions of a Traffic Control Officer.
Fee: $25.00 plus tow fee if vehicle is removed by tow away.
Above parking controls will apply 24 hours a day, seven (7) days a week.

3. **Citations for Parking Violations:**

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

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

Stephen F. Austin State University
Business Office
P. O. Box 130 53 SFASU Station
Nacogdoches, Texas 75962-3053.

4. **Impoundment in Place**

a. A vehicle may be impounded in place if:

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

(4) the owner or operator illegally uses a handicap permit to obtain parking privileges; or
(5) it is parked in any space without a permit for that area.

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

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

5. Tow Away:

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

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

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

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

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

(1) the owner or operator of the vehicle pays the fees for all outstanding citations on the vehicle plus a commercial wrecker service fee of (to be determined by competitive bid and posted at the University Police Department) and storage charges of (to be

determined by competitive bid and posted at the University Police Department); or

(2) the University Chief of Police authorizes the release of the vehicle.

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

(1) pays the wrecker driver a fee of $25.00 in lieu of towing; and
(2) agrees to move the vehicle.
(3) agrees to pay outstanding fees.

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

(1) agrees to move the vehicle.
(2) agrees to pay outstanding fees.

f. No vehicle may be towed away without the express approval of the University Chief of Police or his designated representative.

g. Fees for tow away will be included on their SFA bill if a student, faculty or staff. Others may pay at the University Police Department Permits/Citations Office between 7:30 a.m. and 5:00 p.m. Monday through Friday or the Police Dispatch Office after 5:00 p.m. and on Saturday and Sunday.

6. **Suspension of Parking Privileges:**

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

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

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

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

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

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

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

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

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

Bicycle Registration and Regulations

1. **Registration:**

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

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

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

2. **Regulations:**

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

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

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

Traffic Regulations

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

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

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

University Police

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

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

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

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

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

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

Cross Reference: Parking and Traffic Regulations and Information

Contact for Revision: Chief of University Police

Forms: None

Employment of Persons with Criminal History E-19

Original Implementation: August 1, 1983

Last Revision: ~~April 30, 2001~~*April 22, 2003*

No person who has been convicted ~~within the previous ten years~~ of ~~an offense~~*a felony or is currently on probation for a felony or convicted of a misdemeanor of moral turpitude* ~~that constitutes a felony, or is currently on probation for a felony,~~ shall be employed at the University *in a security sensitive position.* Exceptions to this rule may be made on the basis of ~~two~~ *three* factors:

1. the immediate past employment of the applicant or employee; or
2. the job relatedness of the crime, *or*
3. *the time elapsed since the crime.*

All employees are required to disclose a felony or misdemeanor conviction involving moral turpitude whether prior to or during employment. For purposes of this policy, moral turpitude shall include, but is not limited to dishonesty, giving of a false statement, fraud, and theft. Employees should disclose the conviction to their Department Head who shall inform the Director of Human Resources.

This rule is designed to assure the safety and security of the students, faculty, and staff and property at the University.

For purposes of this rule, the term "offense that constitutes a felony" shall have the same meaning as the term is used in the Texas Penal Code *or any United States codes.*

This rule becomes effective and shall apply to all persons applying for, or granted, employment with the University on or after August 1, 1983.

Source of Authority: Board of Regents

Cross Reference: ~~None~~*Security Sensitive Policy E-44*

Contact for Revision: President

Forms: None

Building Security/Special Events

F-5

Original Implementation: Unpublished
Last Revision: ~~April 18, 2000~~*April 22, 2003*

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

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

Source of Authority: Vice President for University Affairs

Cross Reference: None

Contact for Revision: Chief of University Police

Forms: None

Stone Fort Museum Collections F-25

Original Implementation: April, 1982
Last Revision: ~~August 1, 2000~~*April 22, 2003*

The Stone Fort Museum selectively collects artifacts which the Museum's Curator determines are useful in interpreting the prehistory and history of East Texas ~~with emphasis on the periods prior to 1900.~~*prior to 1900 with special emphasis on the Spanish and Mexican periods beginning in 1690 with the establishment of the Spanish Mission Tejas and ending with the overthrow of the Mexican government in 1836 by Texas revolutionists.*

Permanent Acquisition Policies

1. The Museum may add objects to the collection by means of gifts, bequests, purchases, exchanges or any other transactions by which title to the objects passes to the Museum. Criterions for acceptance to the permanent collection are the following:

a. Consistency with the museum's focus
b. A clear title available from the source of acquisition
c. Adequacy of documentation
d. Acceptable condition
e. Ability of the museum to care properly for and use the acquisition
f. Research potential
g. Educational, interpretive, and exhibit potential
h. Intrinsic value possessing associations with important events or individuals, age, or typicality

2. Donations of artifacts ~~which~~ *that* meet the Museum's collecting purposes are sought and encouraged. ~~Donors~~ *Potential donors* must ~~have~~ *present evidence of* clear, legal title to any gift, and must complete a "Gift Agreement" *form* for each donation. *Items of questionable provenance or obtained through illicit trade shall not be acquired.*

~~1~~*.3 In accepting all collections, regardless of the mode of acquisition, the Museum seeks to acquire, in addition to property rights, any copyright, patent, and trademark that may legally restrict the Museum's full use of the acquisition.*

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

~~2~~*5.* All donations become state property and therefore, must be outright and unconditional gifts to be used at the discretion of the Museum under state laws regulating the use of state property.

a. The Museum must accept each gift without any condition that it be kept intact, that it be exhibited, either temporarily or permanently, or that the Museum keep the gift permanently.

b. The Museum reserves the right to restore, reconstruct, refurbish or repair any part of any gift.

~~3~~6. ~~Generally, t~~The Museum does not accept any gift it cannot use, but will assist *prospective* donors in finding ~~some other museum which might like to have~~*an appropriate home for* the object.

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

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

Incoming Loan Policies

~~5~~*1.* Because of the expense involved in housing, handling, maintaining, insuring and exhibiting collections, ~~loans cannot ordinarily be accepted~~*the Museum does not accept artifacts on loan for extended periods.* ~~. Occasionally,~~*Temporary* loans are considered for special exhibits or programming, but only for assigned *time* periods ~~of time~~. *An "Incoming Loan Agreement" form must be completed prior to the loan of objects.*

2. All material loaned to the Museum will be treated with care and will be subject to collections care procedures governing permanent collections.

~~a.~~*3.* All loan items must be removed from the Stone Fort Museum on the date stated on the "*Incoming* Loan Agreement" form. ~~which is to be completed prior to the loan.~~ *All items not removed by thirty days from this deadline shall automatically become the property of the Stone Fort Museum and shall be subject to museum policies. Effective September 1, 1987, Texas Sentate Bill 952 amends the Texas Property Code by adding Title 6A, Chapter 80. This bill establishes the ownership for loaned cultural property that has been abandoned by the lender, establishes uniform procedures for the termination of loans of property to museums, allows museums to conserve loaned property under certain conditions, and limits actions to recover loaned property. Property on loan to a museum for 15 years or more and to which no person has made claim according to the records of the museum, is considered to be abandoned and becomes the property of the museum if the museum has given the lender notification and unless there is an unexpired loan agreement to the contrary.*

~~b. Any property on loan to a museum for 15 years or more and to which no person has made claim according to the records of the museum, is considered to be abandoned and becomes the property of the museum if the museum has given the lender notification and unless there is an unexpired loan agreement to the contrary.~~

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

Outgoing Loan Policies

1. The Museum loans collection material solely for educational or research purposes. Borrowed items remain the property of the Museum and may not be claimed, mortgaged, loaned, assigned, used as collateral, or otherwise encumbered by the borrower. The borrower must complete an "Outgoing Loan Agreement" form.

2. The borrower is prohibited from photographing or digitally recording objects on loan without written consent of the Stone Fort Museum, and any prints or digital recordings of the loaned material may not be published for any purposes beyond educational use without written consent of the Stone Fort Museum.

3. Any and all use of the loan material will be credited to the Stone Fort Museum, Stephen F. Austin State University.

4. The borrower will exercise all reasonable precautions to protect the loan from damage, loss, destruction, or alteration. The borrower may not glue, pin, punch, drill, tape, nail, tack, or otherwise violate the integrity of the loan, nor may the borrower clean, repair, retouch, or otherwise alter the loan.

5. In the event of damage, loss, alteration, or any other change in the condition of the loan, the borrower must immediately notify the Stone Fort Museum in writing. Damage or loss in shipment must also be reported to the Museum immediately.

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

Cross Reference: None

Contact For Revision: Curator of the Stone Fort Museum

Forms: Gift Agreement, *Incoming* Loan Agreement, *Outgoing Loan Agreement* (~~both~~ available in the Stone Fort Museum), Report of Gifts Received (available in University Advancement)

INCOMING LOAN AGREEMENT - page ____ of ____

In accordance with the conditions printed below and on the reverse, the following objects are borrowed by the Stone Fort Museum from the institution/individual listed below for the following purpose:

lender's name or institution *name of contact*

address

phone *fax*

Purpose of Loan: _____

Loan Period: _____

Transportation: _____

Insurance *(see conditions on reverse):*
__to be carried by the Stone Fort Museum, Stephen F. Austin State University
__to be carried by Lender
__insurance waived
Credit line shall read: _____
Special Instructions *(packing, shipping, handling, etc.):*

Description of Object(s)	*Insurance Value*

_____*check if artifact list continued on Addendum*

I have read and agree to the conditions and certify that I have full authority to enter into this agreement:

signature for Stone Fort Museum *signature for Lending Institution/Lender*

title *title or source of authority*

date *date*

INCOMING LOAN AGREEMENT - page ____ of ____

Artifact List Addendum

Lender's name or institution: _____

CONDITIONS GOVERNING THE LOAN OF OBJECTS TO THE STONE FORT MUSEUM

Care and Preservation

1. The Stone Fort Museum will provide borrowed objects the same care as it does to comparable property of its own.

2. Evidence of damage at the time of receipt or while in the Stone Fort Museum's custody will be promptly reported to the Lender.

3. The Stone Fort Museum will not clean, repair, restore, or otherwise alter the objects without the Lender's written permission. In accordance with Title 6A, Chapter 80 of the Texas Property Code, relating to ownership, conservation, and disposition of property lent to museums (effective September 1, 1987), the Stone Fort Museum may exercise conservation measures if it has reason to believe conservation measures are necessary and is either unable to contact the Lender, or the Lender is unwilling to terminate the loan. A copy of Title 6A, Chapter 80 of the Texas Property Code is available upon request.

4. The Lender certifies that the objects loaned are in good condition and able to withstand the ordinary strains of packing, shipping and handling.

Insurance

1. Unless otherwise noted, the Stone Fort Museum will insure the loaned property wall-to-wall (while in transit and on location during the period of this loan) under its fine arts policy for the amount specified by the lender on the face of this Loan Agreement against all risks of physical loss or damage from any external cause, except the usual standard exclusions such as wear and tear, gradual deterioration, moths, vermin, inherent vice, or loss or damage sustained due to, or resulting from, any repairing, restoration, or retouching process; nuclear reaction or radiation; risks of war, hostile or warlike action, insurrection, rebellion, civil war; and seizure or destruction under quarantine or customs regulations, confiscation, illegal transportation or trade. All loss, damage, injury, expense, cost, or legal obligation directly or indirectly resulting from or arising out of or in any way related to any act of terrorism is excluded. A Certificate of Insurance will be forwarded to the Lender. The Lender agrees that, in the event of loss or damage from any cause, regardless of whether insured or uninsured, recovery, if any, shall be limited to such amount as may be paid by the Insurer, hereby releasing the Stone Fort Museum, its officers, agents and employees from liability for any and all claims arising out of such loss or damage.

2. If the Lender elects to provide their own insurance, any failure of the Lender to provide the agreed upon insurance constitutes a complete release of the Stone Fort Museum from any liability for damage to or loss of the property placed on loan.

3. If insurance is waived by the Lender, this waiver constitutes a complete release of the Stone Fort Museum from any liability for damage to or loss of the property placed on loan.

4. If a valuation is not provided by the Lender, the Lender shall agree to accept an insurance value set by the Stone Fort Museum and that this value is not to be considered an appraisal.

Reproduction and Credit

1. Unless otherwise notified in writing by the Lender, the Stone Fort Museum may photograph or reproduce by other conventional means, borrowed objects for educational, publication and/or publicity purposes.

2. It is understood by the Lender that the Stone Fort Museum does not restrict the use of cameras by the general public in its exhibition areas.

3. At the Lender's request, any and all use of the borrowed objects will be prominently credited as the property of the Lender.

Ownership

1. The Lender warrants full title as the sole owner of the objects listed on this agreement or as the legal representative of the owner(s).

2. It is the responsibility of the Lender to give prompt notice to the Stone Fort Museum if there is a change in ownership of the objects on loan or if there is a change in the identity or address of the Lender.

Return of the Loan

1. Unless otherwise notified in writing, the Stone Fort Museum will release borrowed objects only to the Lender or his/her legal representative.

2. Unless otherwise agreed to in writing, the loan will terminate on the date specified in the loan agreement.

3. In accordance with provisions of Title 6A, Chapter 80 of the Texas Property Code; relating to ownership, conservation, and disposition of property lent to museums (effective September 1, 1987): If the Stone Fort Museum is unable to contact the Lender upon the expiration of the loan period stated on the face of this agreement at the Lender's address of record, the Stone Fort Museum will store the object at the Lender's expense for a period of two years; and if, after this period the object(s) are still unclaimed, the Stone Fort Museum will deem the object(s) an unrestricted gift by the Lender to the Stone Fort Museum. A copy of Title 6A, Chapter 80 of the Texas Property Code is available upon request.

GIFT AGREEMENT

I hereby acknowledge that I am the sole owner of the items described below and am legally authorized to make this donation. I have read the Collection's Policy of the Stone Fort Museum. I hereby give, grant and convey the items described below to the Stone Fort Museum, to be administered in accordance with its established policies.

DESCRIPTION OF ITEMS AS FOLLOWS:

Signature of Donor: _____ *Date:* _____

Name of Donor (type or print): _____

Address: _____

Telephone/Email: _____

Please sign and return the original at your earliest convenience.
Keep the copy and the Collections Policy for your records.

Thank you for making history in Nacogdoches.

Intellectual Property Rights for Distance Education New

Original Implementation: April 22, 2003
Last Revision: None

Guiding Principles

1. The University strongly supports and encourages the development of intellectual property from faculty, staff and students. It also recognizes the importance of such property in fulfilling the mission of the University and in providing strength and vitality within the academic programs.

2. The University recognizes that faculty and students have exclusive ownership of copyrightable materials they create in the normal course of academic teaching or enrollment in classes, including, but not limited to syllabi, class notes and outlines, exams, handouts, web enhancements, etc. The policy below, then, applies only to classes in which 50% or more of the content is delivered electronically and for which the University has a compelling interest because of its obligation to deliver advertised curricular programs and courses. The compelling interest of the University is to be negotiated via the procedure outlined in the Introduction to Categories below.

3. The University supports the concept that ownership of intellectual property rights in distance education classes does not have to be an all-or-nothing proposition. The University believes that clarification of rights supports mutual interests of both the University and the developers of electronically delivered classes.

4. Strategic judgments about distance course development or the development of whole degree programs offered via distance education media are to be driven by curricular needs identified and approved by appropriate faculty, chairs, and deans of the Colleges involved and in consultation with the Director of Distance Education. Expansion of distance education course offerings should be the result of careful strategic planning to maximize student enrollment and to meet the needs of students who are unable to come regularly to the campus or who live outside commuting distance from the University. In this process the University should promote programmatic and faculty strengths while seeking a distinctive niche in the distance education marketplace.

5. Members of the academic faculty are expected to maintain currency in their professional activities and are encouraged to keep up with technological innovations available for course delivery appropriate to courses they teach. This may range from simply placing course syllabi on-line to the development and delivery of complete distance education courses. While faculty should not be compelled against their wishes to create distance education classes as works made for hire, the strategic mission of the

University and the needs of the curricula may compel the University to seek and hire faculty and staff who possess these skills or are willing to complete the training necessary to acquire them. In extreme cases, when it is not possible to develop courses critical to the delivery of on-line programs with existing faculty and staff, the University may be compelled to develop them through work for hire contractual arrangements outside the University community.

6. This policy shall apply to all persons employed by Stephen F. Austin State University, to anyone using SFASU facilities or resources under the supervision of SFASU personnel, and to all SFASU students.

7. The intent of this policy is that the university-supported development of distance education courses will be the decision of faculty, chair within individual departments and dean of the college, based on programmatic needs. Further, the decision about the appropriate category for each specific course will be made by the faculty, chair and dean prior to the development of the course.

8. Appeal of these issues regarding the application of this policy brought by the faculty member shall be referred first to the to the faculty member s Chair and Dean. If the issues are not resolved at this level, they will be referred to a Distance Education Arbitration Committee comprised of one representative from the faculty, administration, and the Office of Instructional Technology appointed by the Provost.

Introduction to Categories

Courses in which 50% or more of the content is delivered through Stephen F. Austin State University via electronic means except as noted below are governed by one of three categories: 1) works totally faculty or staff generated; 2) works jointly generated by the individual and University; and 3) works for hire - University generated. Decisions about the appropriate assignment of course category should be made according to the unique role of the course in the program and through negotiations between the faculty member(s), their Department Chair and Dean and the Director of Distance Education. Faculty members must meet with their Department Chair, Dean and Director of Distance Education prior to creating electronically developed course materials for distributed learning in order to reach and sign a License Agreement as to the appropriate category classification. It is understood that if circumstances change, a new Agreement will be issued to reflect the new classification. It is also understood that courses in which the University does not have a compelling interest may not require any License Agreement with the University and can be considered the sole property of the author(s). This determination must be made (in writing) before the course is developed. (An example of a compelling interest for the University might be a graduate course that is part of a complete on-line degree program that would be jeopardized if the faculty member left the

University and the faculty replacement was either unskilled or unable to create a similar course in a timely fashion.)

Rights of the Individual Applied to All Three Categories

- To make derivative works that do not compete with academic interests of the University; (See Policy E-35 - Outside Employment.)
- To be identified as the author of the work, including the right to decide whether to allow the author s name to be displayed in association with the work;
- To use the work for teaching, scholarship, and research by colleagues or students in one s own department on the SFA campus; and
- To borrow portions of the work for use in compilations or other composite works that do not compete with academic interests of the University.

Rights of the University Applied to All Three Categories

- To control whether the University s name or logo is displayed in association with the work;
- To require an appropriate acknowledgment of University support of the creation of the work; and
- To be informed in advance of any uses, reproductions, distributions, and dispositions of the work by the author(s) that may be construed as a conflict of interest or in conflict with the University policy on Outside Employment.

Category 1 - Works Totally Faculty or Staff Generated

Works in this category result from an individual s efforts on his/her own personal time without any direct support from or through the University and without any use of University resources beyond those normally provided by the University such as a standard office and laboratory space, library facilities, and ordinary access to computers, software and networks.

Rights and agreements while Individual is employed by the University:

- The Individual has exclusive right to allow or disallow the use of their intellectual property in part or in whole by others;
- The Individual has the exclusive right to market the course outside the University in a manner that does not compete with the mission or market of the University;
- The Individual agrees to revise the course as necessary to meet or exceed the Principles of Good Practice for Electronically Delivered Courses as required by the Texas Higher Education Coordinating Board;

- The Individual agrees to a review of the course by appropriate academic program leaders and Distance Education staff to verify that the course meets or exceeds the Principles of Good Practice for Electronically delivered courses;
- The Individual is solely responsible for keeping the course current;
- The Individual agrees to teach sections of the course as often as requested by their department Chair;
- The Individual agrees to abide by all applicable University, State and Federal laws. Before any use is made of intellectual property materials, the author or producer shall warrant that he or she is the sole owner of the author s contribution to the work and that the contribution does not infringe any copyright, violate any property rights or contain any libelous unlawful material.

Portability:

Upon the individual s departure from employment by the University, the University forfeits all rights to use the course or any components of intellectual property of the individual unless permission is otherwise granted in writing by the individual.

Category 2 - Works Jointly Generated by the Individual and University

Works in this category result from the individual s effort in part or entirely on University time and/or with access to and use of specialized staff, facilities and equipment beyond that normally provided and/or compensation in the form of direct grants, additional compensation, or release time for course development.

Rights and agreements while Individual is employed by the University:

- The Individual has the exclusive right to market the course outside the University in a manner that does not compete with the mission or market of the University;
- The Individual has the right to be informed in advance of any uses, reproductions, distributions, and dispositions of the work by the University;
- The Individual agrees to an initial and periodic review of the course by appropriate academic program leaders and Distance Education Staff to verify that the course meets or exceeds the Principles of Good Practice for Electronically Delivered Courses as required by the Texas Higher Education Coordinating Board;
- The Individual agrees to revise the course as necessary to meet or exceed the Principles of Good Practice for Electronically Delivered Courses and understands that any compensation for development of the course is contingent upon adherence to Principles of Good Practice. If the Individual refuses to revise the course according to the recommendations of the review process, the University retains the right to assign revision and teaching tasks to another faculty of the University s choosing;

- The Individual agrees to teach sections of the course as often as requested by their department Chair;
- The Individual is solely responsible for keeping the course current; and
- The Individual agrees to abide by all applicable University, State and Federal laws. Before any use is made of intellectual property materials, the author or producer shall warrant that he or she is the sole owner of the author s contribution to the work and that the contribution does not infringe any copyright, violate any property rights or contain any libelous unlawful material.
- The University has the right to use the intellectual property of the individual in a course as part of SFASU course delivery for both credit and noncredit purposes;
- The University has the right to borrow portions of the work for use in compilations or other composite works;
- The University has the right to make derivative works if the author or authors assign copyright ownership to a third party; and
- The University may not assign the use of the Individual s intellectual property in the course or course components to another instructor without first allowing the Individual the options to teach the section(s) of the course being offered up to and including what is normally considered an overload for the Individual.

Portability:

Rights of the Individual following the Individual s departure from the University:

- Non-exclusive right to use the course as part of course delivery for both credit and noncredit purposes provided the University s name or image (logo) is not used in connection with the course;
- Exclusive right to market course provided the University s name or image is not used in connection with the course.

Rights of the University following the Individual s departure from the University:

- Non-exclusive right to use the course or course components as part of the SFASU course delivery for both credit and noncredit purposes without Individual consent.

Category 3 - Works for Hire - University Generated

Works in this category result from an individual s effort under a formal contractual arrangement with the University for the development and/or revision of courses or as a result of the terms of the individual s job description or hiring agreement.

Rights and agreements while Individual is employed by the University:

- The Individual agrees to develop the course to meet or exceed the Principles of Good Practice for Electronically Delivered Courses and understands that any compensation for development and/or revision of the course is contingent upon adherence to Principles of Good Practice as required by the Texas Higher Education Coordinating Board;
- The Individual agrees to a review of the course by the appropriate academic program leaders and Distance Education Staff to verify that the course meets or exceeds the Principles of Good Practice for Electronically Delivered Courses and the appropriate standards and contractual specifications;
- The Individual agrees to teach sections of the course as often as requested by their department Chair;
- The University has exclusive right to use the materials generated under the terms of the contract;
- The University has the right to borrow portions of the work for use in compilations or other composite works;
- The University has exclusive right to market the course outside the University.

Portability:

Upon the departure of the individual from employment at the University, the individual forfeits all rights to use or market the course or any components of the intellectual property unless permission is otherwise granted in writing by the University. The University retains exclusive right to use and revise the course as part of the SFASU course delivery for both credit and noncredit purposes. The University has the exclusive right to market the course outside the University.

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

Cross Reference: University Policies, Intellectual Property D-20, Conflict of Interest in Sponsored Activities A-11.5, Instructor-Generated Materials A-22.1, Copyrighted Works Reproduction A-12, Distance/Distributed Education Faculty Compensation A-58, Outside Employment E-35.

Contact for Revision: President

Forms: License Agreement for Works Totally Faculty or Staff Generated; License Agreement for Works Jointly Generated by the Individual and University; License Agreement for Works for Hire - University Generated.

Property Liability

NEW

Original Implementation: April 22, 2003
Last Revision: None

Any University employee entrusted with state property may be held financially liable for lost, damaged and stolen property as outlined in Texas Government Code 403.275.

All University employees will be required to sign a written document acknowledging that he/she will from time to time be entrusted with the proper maintenance and safekeeping of State and University property. The Property Liability Acknowledgement form will also declare the employee s understanding that he/she will be held financially responsible for any property determined to be missing or stolen due to employee negligence.

A person is financially accountable for any property loss sustained by the state if:
(1) agency property disappears, as a result of the failure of the head of an agency, property manager, or agency employee entrusted with the property to exercise reasonable care for its safekeeping;
(2) agency property deteriorates as a result of the failure of the head of an agency, property manager, or agency employees entrusted with the property to exercise reasonable care to maintain and service the property; or
(3) agency property is damaged or destroyed as a result of an intentional wrongful act or of a negligent act of any state official or employee.

If the head of the state agency or property manager has reasonable cause to believe that any property in the agency's possession has been lost, destroyed, or damaged through the negligence of any state official or employee, the head of the agency or property manager shall report the loss, destruction, or damage to the comptroller and the attorney general not later than the date established by the comptroller. If the head of the state agency or property manager has reasonable cause to believe that any property in the agency's possession has been stolen, the head of the agency or property manager shall report the theft to the comptroller, the attorney general, and the appropriate law enforcement agency not later than the date established by the comptroller.

The attorney general may investigate any report received.

If an investigation by the attorney general reveals that a property loss has been sustained through the negligence of a state official or employee, the attorney general shall make written demand on the official or employee for reimbursement of the loss.

If the demand made by the attorney general is refused or disregarded, the attorney general may take legal action to recover the value of the property as the attorney general deems necessary.

Venue for all suits instituted under this section against a state official or employee is in a court of appropriate jurisdiction of Travis County.

Source of Authority: Texas Government Code Ann. Sec. 403.271(a) through 403.278; 2203.004; President; Vice President for Business Affairs

Cross Reference: Property Transfer and Disposal, Policy B-24; Property Inventory and Management, Policy C-42

Contact for Revision: Director of Purchasing and Inventory

Forms: Property Liability Acknowledgement Form