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The Meeting of the Board of Regents was called to order at 9:00 a.m., Thursday, July 14, 2005 by Chairman Fred Wulf. No executive session was held.

PRESENT:

Board Members: Dr. Margarita de la Garza Graham
                Valerie Ertz
                Joe Max Green
                Paul Pond
                Mike Wilhite
                Fred Wulf

President: Dr. Tito Guerrero

Vice-Presidents: Dr. Mary Cullinan
                 Dr. Jerry Holbert
                 Dr. Baker Pattillo

General Counsel: Yvette Clark

SFA administrators, staff, and visitors

ABSENT:

Vice President: Dr. Roland Smith

President Guerrero introduced Provost and Vice President Cullinan, who introduced Dr. Scott Beasley, Dean of the Arthur Temple College of Forestry and Agriculture. Dr. Beasley brought with him Dr. David Kulhavy and Dr. David Creech, who each reported on collaborations with colleagues during their recent trip to China and joint ventures that may result.

Dr. Holbert presented recent film clips of news coverage in the Austin area featuring the response by SFA's Forest Research Institute and the HUES GIS Lab during the recovery efforts in the Columbia disaster.

Amber Lara, President of the Student Government Association, brought a report concerning the Watermelon Bash and SGA plans for the fall semester.
APPROVAL OF MINUTES

05-44
Upon motion of Regent Green, seconded by Regent de la Garza-Grahm, with all members voting aye, it was ordered that:

The minutes of the April 27 & 28, 2005, May 13, 2005 and June 8, 2005 meetings be approved.

ADMINISTRATION

05-45
Upon motion of Regent Ertz, seconded by Regent de la Garza-Grahm, with all members voting aye, it was ordered that:

The following items be approved:

A. ELECTION OF PRESIDENT

Dr. Tito Guerrero be re-appointed President with a salary of $236,900 effective September 1, 2005. It is also recommended that his deferred compensation annuity be immediately funded for this year at an annual rate of $10,000 to vest in accordance with the plan.

B. ELECTION OF GENERAL COUNSEL

Yvette Clark be re-appointed General Counsel with a salary of $115,360 effective September 1, 2005.

C. ELECTION OF DIRECTOR OF AUDIT SERVICES

Gina Oglesbee be re-appointed Director of Audit Services with a salary of $70,040 effective September 1, 2005.

D. ELECTION OF ASSISTANT TO THE BOARD OF REGENTS

Judy Buckingham be appointed Assistant to the Board of Regents with a salary of $32,500 effective July 15, 2005.

PERSONNEL

05-46
Upon motion of Regent Green seconded by Regent Pond, with all members voting aye, it was ordered that:

The following personnel items be approved:
A. FACULTY APPOINTMENTS FOR 2005 – 2006

1. Applied Arts and Science

   a) Mr. Georgen Guerrero, Assistant Professor of Criminal Justice, M.S. (Texas State University), at a salary of $45,000 for 100 percent time for nine months, effective August 23, 2005, contingent upon completion of doctorate by August 31, 2005.

2. Education

   a) Ms. Holly Abel, Assistant Professor of Human Services, M.A. (University of Central Oklahoma), at a salary of $47,500 for 100 percent time for nine months, effective August 23, 2005, contingent upon completion of doctorate by August 31, 2005.

   b) Dr. Deborah J. Buswell, Assistant Professor of Kinesiology & Health Science, Ph.D. (Texas Woman’s University), at a salary of $48,500 for 100 percent time for nine months, effective August 23, 2005.

   c) Ms. Chay Runnels, Lecturer of Human Sciences, M.A. (University of Texas), at a salary of $45,000 for 100 percent time for nine months, effective August 23, 2005, contingent upon completion of doctorate by Fall 2009.

   d) Dr. Kimberly Welsh, Assistant Professor of Elementary Education, Ed.D. (Texas A&M University-Commerce), at a salary of $47,000 for 100 percent time for nine months, effective August 23, 2005.

3. Fine Arts

   a) Ms. Carolyn S. Conn, Assistant Professor of Theatre, M.F.A. (Indiana University), at a salary of $40,000 for 100 percent time for nine months, effective August 23, 2005, for nine months.

   b) Ms. Maki Hajikano, Assistant Professor of Art, M.F.A. (University of Oregon), at a salary of $42,000 for 100 percent time for nine months, effective August 23, 2005.

   c) Mr. Kyle D. Kennedy, Assistant Professor of Theatre, M.F.A. (University of Texas at Austin), at a salary of $42,000 for 100 percent time for nine months, effective August 23, 2005.
d) **Mr. David Ngirailemesang**, Visiting Assistant Professor of Art, M.F.A. (University of Washington, Seattle), at a salary of $36,000 for 100 percent time for nine months, effective August 23, 2005.

e) **Ms. Natalya Pinchuk**, Assistant Professor of Art, M.F.A., (University of Illinois, Urbana-Champaign), at a salary of $42,000 for 100 percent time for nine months, effective August 23, 2005.

4. Forestry and Agriculture

a) **Ms. Erin G. Brown**, Assistant Professor of Agriculture, M.S. (Michigan State University) at a salary of $45,000 for 100 percent time for nine months, effective August 23, 2005, contingent upon completion of doctorate by December 31, 2005.

5. Liberal Arts

a) **Mr. Baresh Ali**, Assistant Professor of English, M.A. (SUNY-Buffalo), at a salary of $38,000 for 100 percent time for nine months, effective August 23, 2005, contingent upon completion of doctorate by May 31, 2006.

b) **Dr. William Forbes**, Visiting Assistant Professor of Geography, Ph.D. (University of North Texas), at a salary of $37,500 for 100 percent time for nine months, effective August 23, 2005.

c) **Dr. Christos Frentzos**, Visiting Assistant Professor of History, Ph.D. (University of Houston), at a salary of $37,500 for 100 percent time for nine months, effective August 23, 2005.

d) **Dr. Steven Eric Galatas**, Assistant Professor of Political Science, Ph.D. (University of Missouri), at a salary of $39,000 for 100 percent time for nine months, effective August 23, 2005.

e) **Dr. Dwight Walker**, Visiting Assistant Professor of Psychology, Ph.D. (Kansas State University), at a salary of $37,500 for 100 percent time for nine months, effective August 23, 2005.

f) **Dr. Kevin R. West**, Assistant Professor of English, Ph.D. (Indiana University), at a salary of $3,000 for 50 percent time effective July 7, 2005, for Summer II session and $38,000 for 100 percent time for nine months, effective August 23, 2005.
6. Science and Mathematics

   a) Dr. Sara Elizabeth Bishop, Assistant Professor of Nursing, Ph.D. (Texas Women's University), at a salary of $58,000 for 100 percent time for nine months, effective August 23, 2005.

   b) Ms. Christine J. Harper, Clinical Instructor of Nursing, M.S.N. (Texas Women's University), at a salary of $57,000 for 100 percent time for nine months, effective August 23, 2005.

   c) Dr. Saad Hassan, Assistant Professor of Biology, Ph.D. (University of North Texas), at a salary of $41,000 for 100 percent time for nine months, effective August 23, 2005.

   d) Ms. Regina Low, Clinical Instructor of Nursing, M.S.N. (University of Phoenix), at a salary of $54,000 for 100 percent time for nine months, effective August 23, 2005.

   e) Ms. Susan M. McDonald, Clinical Instructor of Nursing, M.S.N. (Pace University), at a salary of $54,000 for 100 percent time for nine months, effective August 23, 2005.

   f) Ms. Sara Whitelaw, Clinical Instructor of Nursing, M.S.N. (University of Texas at Austin), at a salary of $54,000 for 100 percent time for nine months, effective August 23, 2005.

B. ATHLETIC DIRECTOR

   Robert Hill, Athletic Director at a salary of $90,000 effective September 1, 2005.

C. STAFF APPOINTMENTS FOR 2005 – 2006

1. Admissions

   a) Daja L. Pope, Admissions Counselor at a salary of $24,000 for 100% time effective April 18, 2005 for 12 months

2. Athletics

   a) Tara Schuling, Assistant Soccer Coach at a salary of $25,420 for 100% time effective April 18, 2005 for 10½ months.

3. Library

   a) Mercy T. Cannon, Assistant Director at a salary of $42,480 for 100% time effective June 1, 2005 for 12 months.
b) **Ms. Casandra Stonebraker**, Academic Assistance and Resource Center (AARC) Mathematics Program Director at a salary of $40,000 for 100 percent time for twelve months, effective July 11, 2005.

4. Office of International Studies and Programs

   a) **Dr. Daniel P. Norton**, Director and Adjunct Assistant Professor of English at a salary of $66,000 for 100 percent time for twelve months, effective August 15 2005.

5. Student Affairs

   a) **Mr. Jeffrey Huskey**, Director of the Campus Recreation Center, at a salary of $66,000 for 100% time for 12 months, effective July 11, 2005.

D. **CHANGES OF STATUS FOR 2005 – 2006**

1. Admissions

   a) **Ms. Daphne L. Curl**, from Administrative Assistant at a salary of $22,972 for 100 percent time for 12 months to Admissions Counselor at a salary of $24,000 for 100 percent time for twelve months, effective April 4, 2005.

2. Agriculture

   a) **Mr. Robert B. Rogers**, from Graduate Assistant at a salary of $4,500 per semester to Supervisor (Interim) at a salary of $2,944 for 100 percent time for one month, effective May 16, 2005.

3. Applied Arts and Science and Liberal Arts

   a) **Dr. James O. Standley** from Dean of Applied Arts and Sciences at a salary of $117,861 for 100 percent for 12 months to Dean of Applied Arts and Sciences and Liberal Arts at a salary of $117,861 for 100 percent time for twelve months, effective July 31, 2005.

4. Education

   a) **Dr. Melanie Jephson** from Associate Dean of Education at a salary of $100,000 for 100 percent time for twelve months to Professor of Human Services at a salary of $65,000 for 100 percent time for nine months, effective September 1, 2005.
b) **Dr. John Leonard** from Associate Professor of Secondary Education at a salary of $51,001 for 100 percent time for nine months to Associate Professor of Secondary Education and Interim Associate Dean of Education at a salary of $51,001 for 100 percent time for nine months, plus a $6,000 salary supplement and an additional salary supplement $3,000 for 50 percent time for the additional three months as Interim Associate Dean, effective September 2005.

c) **Dr. Lisa Mize** from Associate Professor of Human Sciences at a salary of $45,000 for 100 percent time for nine months to Associate Professor of Human Sciences and Interim Associate Dean of Education at a salary of $45,000 for 100 percent time for nine months, plus a $6,000 salary supplement and an additional salary supplement $3,000 for 50 percent time for the additional three months as Interim Associate Dean, effective September 2005.

5. Housing

a) **Ms. Jill J. Heard**, from Interim Manager at a salary of $28,509 for 100% time for 12 months to Manager at a salary of $35,000 for 100% time for 12 months, effective April 14, 2005.

6. Science and Mathematics

a) **Dr. Russell LaRell Nielson**, from Interim Chair of Geology at a salary of $71,957 for 100 percent time for eleven months to Chair of Geology at a salary of $76,000 for 100 percent time for eleven months, effective August 23, 2005.

E. RETIREMENTS

1. Criminal Justice

   a) **Dr. Martha J. Sullivan**, Associate Professor, effective December 31, 2005.

2. Health Services


3. Human Sciences

   a) **Dr. Mary K. Weems**, Professor, effective July 31, 2005.
4. Mathematics and Statistics


F. VOLUNTARY MODIFICATION OF EMPLOYMENT

1. Mathematics and Statistics

   a) Dr. Thomas A. Atchison, at a salary of $37,400 for 100 percent time, effective August 29, 2005.

G. PROMOTIONS

1. Dr. Mark S. Guidry, English and Philosophy, promoted to the rank of Associate Professor, effective fall semester, 2005.

2. Ms. Ann Ellis, Library, not be promoted to Librarian III, as erroneously reported in the April, 2005 Board of Regents meeting agenda.

H. HOLIDAY SCHEDULE FOR 2005-2006

   Sept. 5  Labor Day
   Nov. 24  Thanksgiving Day
   Nov. 25  Day after Thanksgiving
   Dec. 26  Day after Christmas
   Dec. 27  (substitute for Veterans’ Day)
   Dec. 28  (substitute for MLK Day)
   Dec. 29  (substitute for Confederate Heroes’ Day)
   Dec. 30  Employees take vacation or comp time
   March 13 Spring Break (substitute for Texas Independence Day)
   March 14 Spring Break (substitute for San Jacinto Day)
   March 15 Spring Break (substitute for Emancipation Day)
   March 16 Spring Break (substitute for Presidents’ Day)
   March 17 Spring Break - employees take vacation or comp time
   May 29   Memorial Day
   July 4   Independence Day
ACADEMIC AND STUDENT AFFAIRS

05-47
Upon motion of Regent de la Garza-Grahm, seconded by Regent Wilhite, with all members voting aye, it was ordered that:

The following Academic and Student Affairs items be approved:

A. UNDERENROLLED CLASSES

The Summer 2005 under-enrolled class list be approved. The list is attached in Appendix 1.

B. PROPOSAL TO OFFER A BACHELOR OF ARTS DEGREE IN PHILOSOPHY

Approval to offer a Bachelor of Arts Degree with a major in Philosophy be granted.

C. EARLY CHILDHOOD LABORATORY QUALITY IMPROVEMENTS

Approval be given to solicit bids and secure contracts for the playground renovations and educational materials. The total amount spent will not exceed the amount awarded from Work Force Solutions. The President shall be authorized to sign all contracts contingent upon receipt of funding.

D. INTERCOLLEGIATE ATHLETIC POLICY AND PROCEDURE MANUAL

The revisions to the Athletic Policy and Procedure Manual be approved as presented.

FINANCIAL AFFAIRS

05-48
Upon motion of Regent Ertz, seconded by Regent de la Garza-Grahm, with all members voting aye, it was ordered that:

The following Financial Affairs Items be approved:
A. ADOPTION OF FISCAL YEAR 2006 BUDGET

In accordance with Article III of the Appropriation Bill for the 2006-07 biennium, the recommended operating budget totaling $150,014,879 for the 2005-06 fiscal year be adopted. The 2005-06 proposed budget includes a $12 per semester credit hour increase in Designated Tuition, a 16% increase in residence hall rates, and a 3% increase in meal plan rates. Also contained in the proposed 2005-06 budget is a 3% salary pool for employee raises. The detailed HEAF allocation is included in Appendix No. 2.

B. CONCRETE CONTRACT

A new solicitation be issued and a contract awarded for a blanket contract for minor improvements of $25,000 or less involving concrete site repair, concrete new construction and other associated minor alterations. The contract will be established for one year, with one annual renewal, subject to administrative approval. The President will be authorized to sign the contract.

C. DIRECTORS AND OFFICERS LIABILITY INSURANCE

Approval be given to continue with the RFP process and proposal evaluation while simultaneous obtaining from SORM renewal pricing and coverage for D&O insurance to be effective September 1, 2005. A comparison of pricing and coverage made and decision made based on which represents the best value to SFA. If necessary, an exception will be requested from SORM; however, SORM retains ultimate authority to deny such exception requests. If such exception is sought and received, the University’s insurance will include options for two additional one year renewals subject to administrative approval. The President is authorized to sign the contract.

D. WRONGFUL ACTS LIABILITY INSURANCE

Approval be given to continue working with USI Insurance Services of Texas to analyze pricing for wrongful acts/sexual abuse coverage through Lexington to be effective 9/1/05. The State Office of Risk Management has been asked to review a specimen policy and provide input as well. The President is authorized to sign the contract.

E. PROPERTY, BOILER & MACHINERY, INLAND MARINE AND GENERAL LIABILITY INSURANCE

Approval be given to contract for a second year of insurance with Travelers through USI Insurance Services of Texas covering property, boiler & machinery,
inland marine and general liability at a cost to be negotiated by administration.
The President is authorized to sign the contract.

F. FUEL CARDS FOR RETAIL GASOLINE PURCHASES

Approval be given to continue using the CCG contract issue a purchase order for
the payment of FY06 fuel card expenditures under the CCG contract. The
President is authorized to sign the purchase order.

G. CABLE TELEVISION SERVICES

Approval be given to enter into negotiations with Cox Communications as a sole
source provider of cable television services in Nacogdoches for a five-year
contract at a cost not to exceed $200,000 during the first year of the contract.
Should negotiations break down, it is recommended that the University enter into
a one-year agreement with Cox Communications at a rate not to exceed $9.50 per
drop plus FCC and franchise fees, at which point the University will pursue
issuing a solicitation for satellite or other options for Fiscal Year 2007. The
President is authorized to sign the contract.

H. BUDGET CHANGES LESS THAN $50,000

Items are included as Appendix 3.

I. APPROVAL FOR PURCHASES OVER $50,000 (ARTHUR TEMPLE COLLEGE
OF FORESTRY & AGRICULTURE)- Laboratory Analysis of Water Samples

The Board of Regents authorize the President to approve the purchase of stream
water analysis at a cost of $53,300.

J. APPROVAL FOR PURCHASES OVER $50,000 (ARTHUR TEMPLE COLLEGE
OF FORESTRY & AGRICULTURE)-Computer Purchases

The Board of Regents authorize the President to approve the purchase of
computer equipment at a cost of $75,000.

K. APPROVAL FOR PURCHASES OVER $50,000 (ARTHUR TEMPLE COLLEGE
OF FORESTRY & AGRICULTURE)- Chemical Isolation Equipment

The Board of Regents authorize the President to approve the purchase of
equipment for Center for Medicinal Plant Research, at a cost of $123,000.
L. APPROVAL FOR PURCHASES OVER $50,000 (ARTHUR TEMPLE COLLEGE OF FORESTRY & AGRICULTURE) - In Vitro Testing Equipment

The Board of Regents authorize the President to approve the purchase of equipment for anti-tumor studies at a cost of $62,000.

M. APPROVAL FOR PURCHASES OVER $50,000 (ARTHUR TEMPLE COLLEGE OF FORESTRY AND AGRICULTURE) - Columbia Geospatial Service Center - Computer Hardware and Software Items

The Board of Regents authorize the President to approve the purchase of computer servers and storage, workstations, software and licenses at a total cost of $334,544 for the Columbia Geospatial Service Center.

N. INTERNET SERVICE

The Board of Regents approve an ongoing monthly expenditure expected not to exceed $10,783 (i.e. $129,396 annually) in FY06 for Verio Internet services. Source of funds will be O&M.

O. HARDWARE MAINTENANCE

The Board of Regents approve an ongoing annual expenditure expected not to exceed $100,000 in FY06 for HP hardware maintenance. Source of funds will be O&M.

P. INTERNET2 NETWORK ACCESS

The Board of Regents approve an ongoing annual expenditure expected not to exceed $50,000 in FY06 for Internet2 connectivity through the Southeast Texas Gigapop. Source of funds will be O&M.

Q. VOICE AND DATA TELECOMMUNICATIONS SERVICES

The Board of Regents approve ongoing monthly expenditures expected not to exceed an annual total of $375,000 in FY06 for SBC voice and data services. Source of funds will be O&M.

R. ADMINISTRATIVE SOFTWARE SYSTEMS MAINTENANCE

The Board of Regents approve an ongoing annual expenditure expected not to exceed $237,000 in FY06 for SCT software maintenance of SFA's administrative software systems, as invoiced by Texas A&M - Corpus Christi. Source of funds will be O&M.
S. INTRANET SOFTWARE MAINTENANCE

The Board of Regents approve an ongoing annual expenditure expected not to exceed $58,080 in FY06 for SCT software maintenance of the Campus Pipeline intranet portal product. Source of funds will be O&M.

T. DATABASE MANAGEMENT SOFTWARE MAINTENANCE

The Board of Regents approve an ongoing annual expenditure not to exceed $129,921 in FY06 for Oracle software maintenance. Source of funds will be O&M.

U. MICROSOFT OFFICE AND MICROSOFT OPERATING SYSTEMS LICENSE FEE

The Board of Regents approve the annual license renewal for Microsoft Office Suite and Operating System upgrades, expected not to exceed $55,000 in FY06. Source of funds will be HEAF.

Recommendations for financial items concerning auto insurance and third party payment processing were withdrawn by the administration. They will be brought to a future board meeting.

At the January 18, 2006 board meeting, the following correction was made to the July 14, 2005 minutes (Order 06-13):

The minutes of the July 14, 2005, board meeting should be corrected to add the following Financial Affairs item to Board Order 05-48:

V. Automobile Insurance

Approval was given to secure Auto Insurance through the SORM program for Fiscal Year 2006. The President was authorized to sign all contracts.

BUILDINGS AND GROUNDS

05-49

Upon motion of Regent Pond, seconded by Regent Wilhite, with all members voting aye, it was ordered that:

The following Buildings and Grounds Items be approved:

A. REAL ESTATE PURCHASE

The President be authorized to sign all necessary closing documents for the purchase of 125 Feazell and 115 Feazell, or that the Director of Physical Plant be authorized to sign in his absence, at a cost not to exceed $95,000 for the purchase.
of 125 Feazell and $125,000 for 115 Feazell, plus all closing costs to be paid by the purchaser and tenant moving expenses of $500 each.

B. MINERAL RIGHTS RIGHT-OF-WAY

The President be authorized to sign all necessary right-of-way and surface damage agreements relating to the Chesapeake Energy Marketing, Inc. oil and gas exploration at the Walter C. Todd Agricultural Research Center. The University is not the mineral rights owner on this property.

C. ELECTRIC UTILITIES

The university be authorized to purchase electricity from the Deep East Texas Electric Coop to service the Todd Agricultural Research Center and the Temple-Eastex Forestry Laboratory and that the contract be extended from year to year at the option of the University as needed.

D. WATER, SANITARY SEWER AND LANDFILL SERVICES

The university be authorized to purchase water, sanitary sewer and landfill service from the City of Nacogdoches for FY06 and that the university be authorized to extend this contract as required.

E. NATURAL GAS UTILITIES

The university be authorized to extend its negotiated contract for gas with Center Point Energy and that the university be authorized to seek a competitive price for natural gas and enter into an annual or long term contract if advantageous to the university. Current estimated gas cost for Fiscal Year 2005 is $1,675,000. The estimated cost for Fiscal Year 2006 is $1,845,000.

UNIVERSITY POLICIES AND PROCEDURES

05-50
Upon motion of Regent Wilhite, seconded by Regent Ertz, with all members voting aye, it was ordered that:

The policy revisions and the updated Board Rules and Regulations shown respectively in Appendix No. 4 and Appendix No. 5 be approved.
REPORTS

A. FACULTY SENATE
B. ENROLLMENT MANAGEMENT
C. AUDIT SERVICES REPORT
D. VICE PRESIDENT FOR UNIVERSITY ADVANCEMENT
E. PRESIDENT

Future board meetings were scheduled for October 20 and 21, 2005; January 18 & 19, 2006; April 12 & 13, 2005; and July 12 & 13, 2006.

Upon motion of Regent Green, seconded by Regent Wilhite, with all members voting aye, the meeting was adjourned by Chairman Wulf at 10:45 p.m.
APPENDIX SECTION
Under-Enrolled Classes Summer I 2005

**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.

<table>
<thead>
<tr>
<th>DEPT. COURSE</th>
<th>SECTION</th>
<th>NUMBER</th>
<th>CREDIT</th>
<th>ENROLLED</th>
<th>HOURS</th>
<th>DAYS / TIME / BUILDING / ROOM / INSTRUCTION TYPE</th>
<th>FACULTY NAME</th>
<th>JUSTIFICATION FOR TEACHING</th>
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Appendix No. 1

TOTAL 712 HOURS GENERATED IN SHORT CLASSES

**SHORT CLASSES AS A % OF TOTAL HOURS**

**ESTIMATED TOTAL HOURS SPRING '05**

**ESTIMATE FROM OFFICE OF INSTITUTIONAL RESEARCH**
### Fiscal Year 2005-06 HEAF Appropriation

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Off-Campus Credit Classes

The University recognizes off-campus credit classes as an important responsibility to the citizens of Texas. As part of this responsibility, the University offers off-campus courses designed to meet educational needs of its clientele.

General policies for off-campus classes:

a. All off-campus classes must be approved by the Coordinating Board and meet its guidelines for the conduct of such classes. The responsibility for submitting a proposed class rests with the dean of the college offering the class in collaboration with the Distance Education Coordinator in the Office of Instructional Technology.

b. Each department chair, director, and academic dean of a college proposing to offer an off-campus class has the responsibility, in conjunction with the appropriate department chair/division director, of informing the Distance Education Coordinator by the approved methods and deadlines for course requests, of the intention to offer the class so that peer institutions may be notified according to Coordinating Board rules. Deans and department chairs/division directors also have the responsibility of scheduling the class, reserving space at reasonable cost, and managing the budget related to that class. Each class must have at least ten (10) students.

c. A department offering an off-campus class is responsible for the instructional aspects of the class including staff, content, materials and evaluation as well as for student advising, registration, and degree plans.

Because off-campus instruction makes demands on faculty time and energy beyond that required for on-campus instruction, additional compensation is appropriate. The responsibility for establishing the schedule of compensation rests with the Provost and Vice President for Academic Affairs.

Source of Authority: Texas Education Code, Title III, sub-Title A, Chapter 61, Subchapter C, Sec. 61.051; and Provost and Vice President for Academic Affairs

Cross Reference: Faculty Handbook

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: None
Research Enhancement Program

Original Implementation: September, 1965 Final Draft

Last Revision: April 30, 2004 July 14, 2005

Research Enhancement funds provided by the State of Texas are the basis of the support for the faculty research enhancement program. The funds are intended to encourage and enhance research opportunities for faculty members and serve as "support for innovative research and seed monies to attract non-state external financial support."[1987 Report of the Select Committee on Higher Education.]

The Research Enhancement Program at Stephen F. Austin State University is composed consists of two components: the Faculty Research Grants Program and the Minigrants Program. The Faculty Research Grants Program provides substantive support for research and scholarly creative activities. Minigrants provide an opportunity for faculty to carry out small projects or preliminary research activities which will increase their competitiveness in the acquisition of Faculty Research Grants or external funds.

Any full-time faculty member including any professional librarian is eligible to apply for a faculty research grant, subject to the following conditions:

1. A faculty research grant will not be awarded for the purpose of obtaining an advanced academic degree.

2. The recipient of a faculty research grant in a given year is ineligible for a grant the following year, except that, in the first year of a fiscal biennium, a project may be funded for two years under extraordinary circumstances.

3. Except in extraordinary circumstances, an applicant is limited to one faculty research grant award or one minigrant award proposal in a single year.

4. Faculty research grant funds may not be used for research activities or equipment funded by another research grant. This does not preclude the use of these funds for purposes of matching.

5. Those researchers who have access to research funds from other sources are encouraged to exhaust all alternative funding pathways prior to applying for a faculty research grant.

6. In the expenditure of faculty research grant appropriations, a recipient is subject to all local, state, and federal fiscal regulations.

7. A recipient is subject to all local, state, and federal affirmative action
Appendix No.4

8.7. Any research proposal that would involve the use of human subjects, laboratory animals, or hazardous materials must be accompanied by a memorandum of approval from the chair of the appropriate University committee. These committees are: Institutional Review Board for the Protection of Human Subjects, Institutional Animal Care and Use Committee, Environmental Safety and Health/Radiation Committee, Biosafety Committee, and Public Health Committee.

9.8. A faculty research grant recipient must make such progress and final reports about his/her project as required by the Office of Research and Sponsored Programs. The final report must include a 200-word abstract of the research and the findings.

9.9. Any publication resulting from a faculty research grant shall acknowledge that the project was conducted under a Stephen F. Austin State University faculty research grant. Copies of the publication shall be filed with the Office of Research and Sponsored Programs and with the Steen Library.

9.10. Each recipient of a faculty research grant is subject to the provisions of, and shall be responsible for adherence to, the University policy on Intellectual Property (Policy D-20), which applies to "...intellectual property of all types (including any invention, discovery, trade secret, technology, scientific or technological development, computer software, conception, design, creation or other form of expression of an idea) regardless of whether subject to protection under patent, trademark, or copyright laws or common law." In addition, each recipient shall be responsible for securing and disposing of all other legal claims, such as copyrights, to any publication or other original creation made or conceived in the course of research or other activity supported by a faculty research grant.

9.11. Nothing in this policy shall conflict with State or Federal law or with the policies of the Board of Regents of the University.

For information on application procedures, program guidelines, submission deadlines, methods of evaluating faculty research proposals, and criteria for evaluating faculty research grant proposals, contact the Office of Research and Sponsored Programs.


Cross Reference: University Policy D-20, Intellectual Property
Contact for Revision: Associate Vice President for Graduate Studies and Research

Forms: None
Indirect Costs Distribution

Original Implementation: October 26, 1999

Last Revision: April 30, 2002 February 2004 July 14, 2005

Revision 02

Indirect costs are those incurred for a common or joint purpose which benefit more than one University department/activity, and which are not readily assignable to a specific department/activity. They are sometimes referred to as overhead costs. In some instances, grantors and funding entities agree to reimburse the University for overhead expenses of conducting research, education and service projects. This policy establishes guidelines for the use of such reimbursements.

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

1. To the Office of Research and Sponsored Programs (ORSP) an amount sufficient to cover the total actual costs of operations as approved through Academic Affairs budget process.

2. Thirty-Fifty percent (30.50%) of any remaining revenue (after Step 1) to the ORSP to be distributed to academic units that generated the recovered indirect costs. Such units shall expend the funds for projects encouraging further research, including, but not limited to:
   a. conducting pre-grant feasibility studies
   b. preparing competitive proposals for sponsored programs
   c. purchasing capital equipment directly related to expanding the research capability of the institution
   d. research or project administrative costs not covered by the funding entity
   e. supporting new researchers pending external funding

3. Any remaining funds shall be expended to support research and sponsored programs at Stephen F. Austin State University according to the provisions of the Texas Education Code, Section 145.001.
The ORSP shall make distributions to academic units as recommended by the University Research Council and approved by the Provost and Vice President for Academic Affairs. The distributions will be made at the close of each fiscal year, based upon the previous year's indirect cost reimbursements. No allocations will be made to academic units in any year in which the total indirect costs recovered are less than the actual amount expended by the ORSP.

Source of Authority: Texas Education Code, Section 145.001, as amended; Provost and Vice President for Academic Affairs

Cross Reference: None

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

Forms: None
Academic Program Review

Original Implementation: April 28, 2005
Last Revision: None July 14, 2005

BACKGROUND

Academic Program Review (APR) is intended to enhance the quality of academic programs and ensure the ongoing support necessary for continuation, modification, and development of programs. All undergraduate and graduate degree programs fall within this policy.

Professional or specialized accreditation reports will substitute for the program review document required by this policy. The scheduling of reviews for programs requiring such reports will be modified so the two reports can be produced simultaneously. Any information required by the program review but not included in the professional or accreditation review should be added before the report is submitted as a program review.

The provost, dean, or department chair may recommend that a program which has very low enrollments be subject to an independent (external) evaluation to help assist in assessing the program and determine if new strategies to increase enrollment are warranted.

The following definitions help in distinguishing terms used throughout this document:

- An academic program is a structured grouping of coursework designed to meet an educational objective leading to a baccalaureate or post-baccalaureate degree, a minor, or a teaching credential.
- A department is an administrative unit that may manage one or more academic programs.

PURPOSE

The goal of Academic Program Review is to improve the quality and viability of each academic program. Academic Program Review serves to encourage self-study and planning within programs and to strengthen connections among the strategic plans of the program, the college, and the university as a whole. Academic program reviews provide information for curricular and budgetary planning decisions at each administrative level. In turn, resources needed for growth, continuation, or modification of programs can be included in planning processes.

PROCESS SUMMARY

The academic program review process is intended to close a circle of self-inquiry, review, and improvement. The basic components of APR are the following:

- A self-study, recommendations, and implementation plan completed by the faculty associated with the program and in some cases, an external evaluation.
- Review and recommendations by the college
- Review and recommendations by the University Program Review Committee.
- Final approval by the Provost.

The process can be summarized as follows:
1. The Office of the Provost announces the programs to be reviewed one year prior to the completion date of the self-study along with its recommendations and implementation plan.

2. The program representative(s), program administrator, dean and Institutional Research establish a schedule for completion of the review within the university's timeline for review.

3. For accredited programs, the provost, in consultation with the college dean and the program administrator, will determine whether the accreditation review process covers the essential elements of APR.

4. The program representative conducts the self-study and then prepares recommendations and a suggested implementation plan along with the budgetary/resource issues identified in the self-study.

5. The college reviews the self-study, requesting additional materials as needed, and makes recommendations. A copy of the self-study and implementation plan is forwarded to the Office of the Provost for distribution to the University Program Review Committee.

6. The Program Review Committee reviews the self-study, recommendations, and implementation plan of the program and makes recommendations.

7. The program representative(s), the program administrator, the college dean, the representative of the Program Review Committee, and the provost meet to discuss recommendations.

8. The program administrator, in collaboration with the dean, submits to the provost a final implementation plan that identifies resource needs consistent with the recommendations of reviewing committees, and consistent with the college mission strategic plan. Programs responsible for core curriculum courses and those programs that teach courses in the Honors Program may also factor needs resulting from such participation into their resource needs.

9. A copy of the self-study, recommendations, and action plan is submitted to Institutional Research.

10. Institutional Research submits a year-end report to the Board of Regents on the program reviews completed that year.

11. Academic Affairs and the individual college builds the program review recommendations into planning for the coming year(s).

**Roles and Responsibilities**

Academic program review is a comprehensive and periodic review of academic programs and General Education. APR is a function of the Provost, in conjunction with the deans and academic governance, and is supported by Institutional Research. Since APR is the major assessment of all academic programs, appropriate support should be given to programs to ensure a thoughtful, critical appraisal of the program.

Academic programs should be reviewed periodically at intervals of five years. This schedule may be accelerated in individual cases either at the discretion of the Provost or college dean or in compliance with recommendations from prior program reviews. Wherever possible, APR’s will be coordinated with specialized accreditation reviews.

**Elements of the Self-Study**

**Introduction and Update since Last Review.** How has this discipline/field changed over the past five years? How has your curriculum changed to address these developments? What actions have been taken in response to recommendations made in any previous reviews?

**Commitment to Student Learning.** What are the learning goals of your program? How do you measure that students are achieving these goals? How do you gather and use data collected in your assessment program? For undergraduate programs, identify the general education goals/skills that are most critical.
for majors entering your program. What is your assessment of student achievement in these goals/skills as they enter your major courses? On what evidence do you base this assessment?

**Describe enrollment trends in the program for the past five years.** Provide an analysis of how successful the program is in recruiting, retaining and graduating students. Include information about service courses (for other majors, general education, remediation) if appropriate.

**Does faculty expertise cover the breadth of the program?** Please report how faculty members are engaged and supported in development of expertise and skills required to strengthen the program and how they are engaged in scholarship, research, and/or creative activity.

**Recommendations and implementation plan.** What are the recommendations of the program in response to this review? Provide the plan that shows implementation of these recommendations and projections for the program for the next five years. In the course of your plan, please address the following:

- Are there any changes you can reasonably anticipated in the profile of the students in your program, including number and types of students?
- What curricular changes are planned? What scheduling changes are planned? How will the program contribute to non-traditional modes of delivery (i.e. short courses, web, TV)?
- What types of human, fiscal and physical resources are needed to implement your enrollment projections and recommendations?

A preliminary draft should be included with the self-study; however, the final draft should reflect not only the views of the program faculty but also recommendations by university committees. The final implementation plan will result from discussion and consultation among the self-study coordinator, the department chair, the dean of the college, and the provost. The implementation plan will link the program plans and goals to those of the college and university and will guide the activities of the program for the subsequent five years.

**DATA APPENDICES:**

**Information provided by the Office of Institutional Research**

- **STUDENT DATA (5-year history)**
  - Student enrollment (major, minor)
  - Student/ethnicity/gender
  - Student grade distribution; GPA
  - Student retention rates, degrees awarded

- **FACULTY & faculty workloads (5-year history)**
  - Student/faculty ratio
  - Course History

- **CURRICULUM DATA (5-year history)**
  - Course enrollment history
  - Student credit hour generation
OTHER
Senior exit survey responses

**TIMELINE**

The timeline will be disseminated by the Provost's office in September.

Normally the process will occur within the following timeline

<table>
<thead>
<tr>
<th>Target Date</th>
<th>Activity</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>April</td>
<td>Departments are notified of Program Review</td>
<td>Provost</td>
</tr>
<tr>
<td>May</td>
<td>Self-Study Coordinator Identified</td>
<td>Program</td>
</tr>
<tr>
<td>June-August</td>
<td>Program-review workshops held for Self-Study-Coordinators</td>
<td>Institutional Research</td>
</tr>
<tr>
<td>September-December</td>
<td>Program faculty make necessary decision for program review</td>
<td>Program Faculty</td>
</tr>
<tr>
<td>January-March</td>
<td>Self-study, recommendations, implementation plan due to College</td>
<td>Program-Self-Study Coordinator</td>
</tr>
<tr>
<td>May</td>
<td>Draft report to dean</td>
<td>Program</td>
</tr>
<tr>
<td>May-August</td>
<td>College review completed. Document forwarded to University Program Review Committee and Provost office.</td>
<td>College</td>
</tr>
<tr>
<td>November-December</td>
<td>Review by faculty-governance and Provost</td>
<td></td>
</tr>
<tr>
<td>December</td>
<td>Provost meets with dean/department representatives. Approval of implementation plan.</td>
<td></td>
</tr>
<tr>
<td>January</td>
<td>Final document to Office of Institutional Research with copy to College</td>
<td></td>
</tr>
<tr>
<td>February</td>
<td>Summary document regarding all review forwarded to Board of Regents</td>
<td>Provost</td>
</tr>
</tbody>
</table>

Source of Authority: Provost/Vice President for Academic Affairs

Cross Reference: None

Contact for Revision: Provost/Vice President for Academic Affairs

Forms: None
Kennedy Auditorium

Original Implementation: September 1, 1975

Last Revision: July 17, 2001 July 14, 2005 Final Draft

The provisions of the policy for Use of University Facilities, University Policy B-1, Use of University Facilities, govern the use of all buildings, facilities, equipment and grounds, hereinafter referred to as facilities, under the control of Stephen F. Austin State University. That policy provides that the University may establish additional procedures for the reservation and use of specific facilities; therefore, the following provisions apply to the Kennedy Auditorium.

Reservations for the Kennedy Auditorium must be made with the Dean of the College of Sciences and Mathematics.

1. No event is scheduled for which an admission fee is charged.

2. Verification is required from the University Center that no space in the University Center is available prior to allowing student organizations to use the Kennedy Auditorium.

3. The University is not responsible for items left in the auditorium.

4. It is the responsibility of the person making the reservation to obtain needed equipment such as a podium, projector, public address system, etc.

5. Persons reserving the auditorium will be responsible for keeping the facility clean and for repairing any damage.

6. No materials are to be taped or in any way affixed to the walls, doors (interior or exterior), chalkboards or screens.

Violation of the above regulations will result in denial of future use.

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

Cross Reference: None

Contact for Revision: Dean of the College of Sciences and Mathematics

Forms: None
The provisions of the policy for Use of University Facilities, University Policy B-1, Use of University Facilities, govern the use of all buildings, facilities, equipment and grounds, hereinafter referred to as facilities, under the control of Stephen F. Austin State University. That policy provides that the University may establish additional procedures for the reservation and use of specific facilities; therefore, the following provisions apply to the Norton HPE complex.

The Lucille Norton HPE Complex is intended primarily for the use of SFASU students. The first priority use is for instruction, the second priority is for organized intramurals, and the third for recreation of students, faculty, and staff and fourth for summer camps with a building maintenance fee attached.

University-sponsored groups may apply for use of the complex in accordance with the policy on Use of University Facilities. Application for the use of the Complex and tennis courts shall be made to the Chair of the Kinesiology and Health Science Department, and for other outside recreational areas, to the Director of Intramurals. These requests are normally honored provided the before mentioned guidelines are met.

Outside groups may apply for use of the Complex in accordance with University regulations. Area public schools are usually granted permission to use the tennis courts and, on rare occasion, Shelton Gym, for district and/or regional playoffs. Requests other than these require administrative approval by the respective vice president(s) and/or the President of the University.

The following are specific guidelines for the use of the Norton HPE Complex by faculty and staff.

1. Faculty and staff I.D. card required to use facilities and/or check out equipment

2. No charge for use of facilities or pool by faculty or staff members; faculty/staff families have access to pools at a cost of $20 and the tennis courts at no cost. There is no access to the complex for faculty/staff families.

3. Family swim passes ($20) may be purchased at the Ticket Office and faculty/staff locker fee ($4 per semester) paid at the University Business Office.

4. Full time faculty and staff participation permitted in organized intramurals.
5. Racquetball courts available by reservation at the equipment room; individuals must reserve a court in person (with I.D.); only one hour per week.

6. Indoor recreation areas are open:

   Monday - Thursday  3:00 p.m. to 10:00 p.m.
   Friday           1:00 p.m. to 7:00 p.m.
   Saturday         10:00 a.m. to 6:00 p.m.
   Sunday           1:00 p.m. to 9:00 p.m.

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

**Cross Reference:** Intramural Handbook, B-1 Use of University Facilities

**Contact for Revision:** Chair of the Department of Kinesiology and Health Science; Director of Intramurals

**Forms:** None
The provisions of the policy for Use of University Facilities, University Policy B-1, Use of University Facilities, govern the use of all buildings, facilities, equipment and grounds, hereinafter referred to as facilities, under the control of Stephen F. Austin State University. That policy provides that the University may establish additional procedures for the reservation and use of specific facilities; therefore, the following provisions apply to the Piney Woods Conservation Center. Reservations for the Piney Woods Conservation Center (PWCC) must be made with the Program Coordinator, (936) 584-2412, Rt. 1 Box 138 DE, 336 County Road 473, Broaddus, TX 75929, or the Arthur Temple College of Forestry and Agriculture, (936) 468-3301, P.O. Box 6109, Nacogdoches, TX 75962-6109.

Reservations

1. A deposit is required to hold reservations for a specific date. The deposit may be waived for state agencies.
2. University colleges, departments and sponsored programs must submit an I.D.T. account number for deposit and billing purposes.
3. The deposit or I.D.T. account number is submitted to the PWCC Program Coordinator with a letter detailing the following:
   a. title and nature of program
   b. name, phone number and address of program contact person
   c. estimated number of participants
   d. arrival and departure dates and times
   e. number of meals
   f. number of participants by sex for dorm assignments
   g. special requests, i.e., menu preferences, sack lunches, number of classrooms, etc.

Confirmation

1. A letter or e-mail of confirmation is returned by the Program Coordinator.
2. A final count of participants is due to the Program Coordinator of the PWCC no later than seven (7) days prior to the event.

Billing

Each group is responsible for collecting meal and housing fees for its program. The PWCC will submit a statement at the completion of the program based on the
actual number of participants per meal and per bed occupied. Payment is due no later than 10 days after receipt of the bill.

Checks should be made payable to Stephen F. Austin State University and mailed to Office of the Controller/Bursar, P.O. Box 330536 007, Nacogdoches, TX 75962-3053-75963-9918.

Minimum

To maximize use of the PWCC, a twenty-person minimum is required for all groups. Smaller groups may be accommodated at a higher rate or scheduled simultaneously with another group using the facility.

Day and evening programs only (with no overnight reservations): The facilities of the PWCC are available for luncheon, banquets, or planning sessions.

Capacities

The following capacities apply with two rooms sharing one bath (suite):

1. 1 person or couple per suite — capacity 16 individuals or 16 couples
2. 1 person per room - capacity 32
3. 2 people per room - capacity 64
4. 3 people per room - capacity 96
5. 4 people per room - capacity 128

Rates are established and adjusted periodically for standard meals and accommodations. Special arrangements and prices can be negotiated for large groups, miscellaneous equipment, etc. Standard rates are available upon request. Arrangements may be made for accident insurance coverage for qualified groups. Details are supplied upon request.

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

Cross Reference: None

Contact for Revision: Dean of the Arthur Temple College of Forestry and Agriculture

Forms: None
Turner Auditorium

Original Implementation: May, 1987

Last Revision: July 17, 2001—July 14, 2005

The provisions of the policy for the Use of University Facilities, University Policy B-1. Use of University Facilities, govern the use of all buildings, facilities, equipment and grounds, hereinafter referred to as facilities, under the control of Stephen F. Austin State University. That policy provides that the University may establish additional procedures for the reservation and use of specific facilities; therefore, the following provisions apply to Turner Auditorium.

W. M. Turner Auditorium is a part of the Griffith Fine Arts Center, an academic facility of Stephen F. Austin State University. In addition to the Turner Auditorium, the facility contains the SFA Gallery, two lab theaters, technical shops, classrooms, design areas and the offices of the College of Fine Arts and the Department of Theatre.

Scheduling and use of the facility and its equipment are pursuant to Stephen F. Austin State University Presidential Policy Number 10 (October 25, 1982), University Policy B-1. Use of University Facilities. Part III, Section 1 of that document assigns responsibility for administrative control of the facility to the "Dean of the College having jurisdiction over the space."

Auditorium Operating Policy

The William M. Turner Auditorium is an academic and performing arts facility of Stephen F. Austin State University. Scheduling and use of the facility and its equipment are pursuant to SFASU Presidential Policy No. 10, University Policy B-1, Use of University Facilities. The Dean of the College of Fine Arts is the administrator of the facility and its operating policies. Nothing contained in this policy shall be construed to prohibit or hinder the operation of Turner Auditorium in pursuing the University's mission as a public institution of higher education. All activities associated with that mission shall have priority in the use of this facility.

Priority of Users

Because Turner Auditorium is an academic and a performing arts facility, its use shall be restricted. The following priorities for assignment of use shall be in effect:

Category I - Events sponsored by the Departments of Art, Music, and Theatre; Dance productions of the Department of kinesiology and Health Science; and other performance activities that are a necessary adjunct to academic programs in the College of Fine Arts.
Category II - Events that are a part of the University Series or the Children’s Performing Arts Series of the CFA @ SFA visual and performing arts programming.

Category III - Events sponsored by University departments or registered student, faculty, and staff organizations of both an academic and nonacademic nature.

Category IV - Events sponsored jointly by official University departments or agencies with non-University groups subject to the regulations described herein.

**Reservations Procedures**

Reservations for all functions in Turner Auditorium are made through the office of the Dean of the College of Fine Arts. Scheduling priorities will be given in accordance with the following procedures:

Category I - Events requiring the use of the auditorium for five days or longer have priority for reserving dates until October 15 of the previous academic year. Events requiring the use of the auditorium for fewer than five days have priority for reserving dates through December 15 of the previous academic year.

Category II - Events in this category have priority for reserving dates after October 15 and prior to March 15 of the previous academic year.

Category III and IV - Events in these categories may reserve available dates after May 1 of the previous academic year.

The office of the Dean of the College of Fine Arts will produce and distribute to all Category I and II auditorium users a working calendar on October 15 and December 15 of the previous academic year. Attempts will be made to resolve any conflicts. The Dean of Fine Arts will act as arbitrator in circumstances where scheduling conflicts cannot be resolved.

**Procedures for Reserving Facility**

The following reservation procedures apply to requests to use Turner Auditorium:

Category I, II

1. The office of the Dean of the College of Fine Arts will distribute an invitation to Category I and II users of Turner Auditorium to make their initial date requests according to the reservation procedures.

2. Once conflicts are resolved, each scheduled user will receive forms ("William M. Turner Auditorium Reservation Request") to complete and return to the office of the Dean of the College of Fine Arts.
confirmation of a requested date will be issued upon receipt of a completed form.

3. The office of the Dean of the College of Fine Arts will notify users at the appropriate times regarding technical needs, publicity, house management, etc.

Category III, IV

1. Obtain a reservation packet from the office of the Dean of the College of Fine Arts. The Auditorium should be reserved as far in advance as possible (suggested minimal time: 12 weeks prior to the event) since there is great demand for the facility and insufficient staff to easily accommodate all requests. Alternate dates should also be selected in the event that the date of first choice is not available.

2. For all non-College of Fine Arts users, if a date is confirmed, a meeting with the Turner Facilities Manager will be scheduled to formalize equipment and personnel needs (suggested minimal time: 5 weeks prior to the event). At the time of the signing of a rental contract, the user will pay a deposit of 20% of the estimated rental, personnel, and equipment fees as indicated on the contract addendum. For College of Fine Arts users, standard Arts Information Office procedures will be utilized.

3. Meet with the Turner Facilities Manager and staff 2 weeks before the event to finalize plans. Additional meetings may be required at the discretion of the Dean and/or the Turner Facilities Manager.

Schedule Of Fees

Category I

1. Rental Fees: None charged.

2. Equipment/Personnel Fees: During the academic year, equipment fees general are not charged to Category I users, except in those instances where the use of equipment results in an unusual expense to Turner Auditorium (i.e., piano tuning, purchase of special gels, etc.). Personnel fees may be charged per number of hours worked times the minimum wage. A minimum of two hours per worker per rehearsal or performance is charged. For the summer months, Category I users may be required to cover personnel costs on a per-use basis (summer fees will be based upon budgetary allocations to the College of Fine Arts).

Category II
Appendix No. 4

1. Rental Fees: None charged.

2. Equipment/Personnel Fees: During the academic year, equipment fees general are not charged to Category I users, except in those instances where the use of equipment results in an unusual expense to Turner Auditorium (i.e., piano tuning, purchase of special gels, etc.). Personnel fees may be charged per number of hours worked times the minimum wage. A minimum of two hours per worker per rehearsal or performance is charged. For the summer months, Category I users may be required to cover personnel costs on a per-use basis (summer fees will be based upon budgetary allocations to the College of Fine Arts).

Category III

1. Rental Fees:

   First Hour of Use - $150

   Second Hour of Use - $100

   Third and All Succeeding Hours of Use - $25 (This charge applies to hours contracted for over several days.)

   Hours are determined according to the production plan and are continuous. Accordingly, a Category III event with eight rehearsal hours and a performance of three hours would cost $150 plus 100 plus 9 times $25 for a total $475. Gaps of unscheduled stage time (periods between rehearsals) may be used for certain events (i.e., speaker) even though the stage is taken with sets or other equipment.

2. Personnel/Equipment Fees:

   The minimum personnel requirement for any rehearsal or performance (whether or not admission is charged) is one each:

   Stage technician - two hours times minimum wage

   House manager - two hours time minimum wage (when audience is present)

   (Turner Auditorium personnel are hired from a list of trained stage assistants familiar with apparatus and equipment of Turner stage and employed only through the office of Dean of the College of Fine Arts.)
Personnel needs are determined during the planning conferences with Turner staff. Follow spot operators, lighting technicians, sound technicians, and miscellaneous stagehands may be needed. These workers will be employed by the Dean of the College of Fine Arts and supervised by the Stage Technician. The cost of the workers will be charged to the user.

A schedule of equipment rental charges is available separately from the office of the Dean of the College of Fine Arts.

The need for House Personnel (ushers, ticket takers, house manager, box office staff) will be determined at the planning conference. A member of the Turner Auditorium staff will provide the user with an estimate of total costs associated with the use of the auditorium.

Category IV

1. Rental Fees:

   First Hour of Use - $200
   Second Hour of Use - $150
   Third and All Succeeding Hours of Use - $75 (applies to hours contracted for over several days)

   Hours are determined according to the production plan and are continuous. Accordingly, an event with eight rehearsal hours and a performance of three hours would cost $200 plus $150 plus 9 times $75 for a total of $1,025. Gaps of unscheduled stage time (periods between rehearsals) may be used for certain events (i.e., speaker) even though the stage is taken with sets or other equipment.

2. Personnel/Equipment Fees: Same as Category III

Events with Admission Charges

Category I, II users: If an event has an admission charge, the user of the facility must deposit the proceeds from ticket sales to a University account.

   1. Users scheduling events with admission charges must conform to University Business Office ticket procedures.
2. Ticket prices and ticket availability notices may not be published until Turner Auditorium Staff certifies that the event has received adequate planning and all necessary approvals.

Category III, IV users: Users are free to set admission prices and handle admissions as they see fit. Notwithstanding this general statement, University departments must deposit funds in a University account and conform with University business practices and policies.

**Jointly Sponsored Events**

Jointly sponsored events (i.e., events where official University departments and agencies jointly sponsor an event with a non-university group) may be scheduled only in accordance with the provisions of this document and the Regents' Rules and Regulations, Part I, Chapter IV, Section 6.5 and Presidential Policy No. 10 University Policy B-1, Use of University Facilities. Jointly sponsored events in Turner Auditorium are subject to the following regulations:

1. Only official University departments and agencies may jointly sponsor an event with a non-University group.

2. A jointly sponsored event must have approval from a Dean or Vice-President and have self-evident educational implications.

3. A written agreement between the University department/agency and the non-University group must be prepared after consultation with the office of the Dean of the College of Fine Arts and the Turner Facilities Manager. This agreement must be signed by the appropriate Dean or Vice-President.

4. The University department/agency acting as sponsor agrees to assume full responsibility for the event and all charges for damages related to that event.

5. The Turner staff will work directly with the sponsoring University department/agency rather than the non-University group. The University agency will be considered the producer of the event.

6. All advertising, promotion, and announcements of the event must include the name of Stephen F. Austin State University and be approved by the University joint sponsor.

7. The University agency sponsoring an event assumes responsibility to assure that the use of Turner Auditorium does not result in private gain for the non-University group.
General Operating Regulations

Regulations Applicable to All Turner Auditorium Users:

1. Signs and displays: No signs, messages or other materials may be posted, displayed, distributed, or announced in, on, or adjacent to Turner Auditorium by the user of sponsor without prior written approval by the Dean of the College of Fine Arts. Such materials may not be fastened to any part of the facility except in spaces provided for the purpose and may not be permitted to interfere with crowd movement and safety.

2. Advertising: All news releases, handbills, advertisements, television and radio announcements or other media utilized to inform the public of a non-University event to be held in Turner Auditorium must be approved by the Public Affairs Office and also must carry a disclaimer, approved by the University General Counsel, to the effect that use of Turner Auditorium does not imply endorsement of the event by the sponsoring organization or the University.

3. Safety: Safety regulations, as determined by the Turner Auditorium Staff and the University Safety Officer, will govern all areas of Turner Auditorium and the Griffith Building.

4. Conduct: The user organization is responsible for the conduct of its representatives, members, and guests while in the Griffith Building. Organizations with a history of conduct violations during previous use of the Turner Auditorium may be denied subsequent use.

5. Smoking: Griffith Fine Arts Center is designated as a No Smoking facility. That means there shall be no smoking in the building!

6. Photographs and recordings: Each user is advised to make its policies regarding the taking of photographs and/or recordings clear to the audience.

7. Broadcasts: Users must have prior written permission from Turner Auditorium Staff to make any broadcasts, telecasts, master recordings, films, and transcripts of performances. If consent is given, the user organization will furnish and install all equipment necessary other than Turner equipment furnished and contracted for by the user organization.

8. Hours: The user must specify daily clock hours of occupancy and may not carry out activities in the facility other than at those times. The Turner Staff will be in attendance and may be paid for by the user during all specified hours.

9. Personnel: Turner Auditorium operating personnel needed shall be determined by the office of the Dean of the College of Fine Arts and the Turner Facilities Manager. A minimal crew (Turner Auditorium technical crew for all events;
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House management when an audience is present) is required. Any additional technical and house personnel required as determined by the office of the Dean of the College of Fine Arts shall be provided at the user's expense.

10. User Staff: Organizations may wish to use their own crews for tasks more appropriately understood by their personnel (music stand and chair setup, prop arrangements, etc.). This arrangement must be cleared by the office of the Dean of the College of Fine Arts and Turner Facilities Manager in advance. Such arrangement does not, however, release the user from the basic personnel charges identified in other sections of this document.

11. Services: Technical and house needs and functions performed by Turner Auditorium Staff on behalf of the use outside scheduled occupancy shall be paid for by the user. All University equipment will be operated by trained personnel employed by the University and/or approved by the Turner Facilities Manager.

12. Operating Code: Any user whose technical or house crew fails to operate and maintain the facility according to the stated Operating Regulations shall be required to use Turner staff for future events. Users who fail to abide by the Operating Regulations may forfeit future use.

13. Payment for damages: All users and sponsors shall be responsible for payment for damages to the facility, its fixtures and equipment, whether caused by the user or its patrons, ordinary wear and tear excepted.

14. Pianos: Pianos owned by SFA may be provided for use on the stage. Any tuning requested by the user organization may be billed at cost to the user. The Dean of the College of Fine Arts will designate the piano to be used and the tuner employed.

15. Stage work: All stage work shall be done at the user's expense under the supervision of the Turner Facilities Manager. Prior approval must be secured as indicated above if user organizations wish to employ their own personnel.

16. House equipment: A request to use Turner Auditorium equipment must be made at pre-event conferences and involve individuals who have been designated as competent and qualified by the Turner Facilities Manager.

17. Cleared stage: The user organization shall leave the stage and stage areas, including dressing room, clear after the final performance, unless permission is given for a longer storage period. Such permission is granted by Turner Facilities Manager. If the stage is not cleared within the designated period, the Turner staff will employ a cleanup crew for this purpose and assign charges to the user organization. A user will be released from further responsibility only after inspection by the Turner staff reveals the facility to be in satisfactory condition.
18. Concessions: The user organization shall not allow tobacco products, beverages, food, gum, or refreshments of any kind to be sold, brought into, or served on the premises. No refreshment shall be taken onto the stage, into the backstage areas or into the Auditorium at any time.

19. Prior approval: The user organization will acquire written approval from the Turner Facilities Manager before placing any equipment on the stage. The user organization will acquire written approval from the Turner Facilities Manager before a) erecting or operating any machinery or equipment run by electricity or other power, or by b) installing any wires, electrical installations or other appliances. All decorations shall be installed without defacing the building and shall be subject to the supervision and approval of the Turner Facilities Manager. The use of tape, nails, adhesives, tacks, screws, or similar articles on wall, floors, or plaster surfaces is not allowed.

20. Cancellation: In most cases, should an event be canceled more than two weeks before the scheduled performance date, no financial obligation will accrue to the user organization. Should an event be canceled within two weeks of performance, however, appropriate charges will be made.

21. Curtain time: Doors ordinarily open 30 minutes before curtain time. The House Manager starts the performance. Normally, evening performances begin at 7:30 p.m.

22. Rental Payments: When applicable, payments for use of Turner Auditorium will be made within thirty (30) days of the event.

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

Cross Reference: NoneB-1 Use of University Facilities

Contact for Revision: Dean of the College of Fine Arts

Forms: None
Delegated Purchasing Authority

Original Implementation: Unpublished
Last Revision: October 14, 2005

Stephen F. Austin State University adheres to a policy of centralized purchasing for the purposes of:
1. insuring compliance with state and federal laws, rules, and regulations;
2. protecting the University from unauthorized acquisitions of supplies, equipment and services;
3. providing budgetary control and coordination;
4. insuring fair and ethical business practices; and
5. providing savings through consolidation of requirements, standardization of products where appropriate, and competitive bidding.

The Purchasing Department, under supervision of the Director of Purchasing and Inventory, has sole authority for the negotiation and purchase of all goods and services for the University with the exception of items listed in Policy D-20.5, Items Requiring Board of Regents Approval, and the following specific delegations that exist under proper administrative approval:

1. The Director of the University Libraries is authorized to purchase books, periodicals, journals, and other related materials needed to maintain University resource material collections.

2. The Curator of the Stone Fort Museum is authorized to purchase general merchandise for resale in the museum gift shop.

3. The Physical Plant is authorized to make purchases up to $2000 with pre-assigned requisition numbers for completion by the Purchasing Office with the same number.

4. Account Administrators are authorized to make local purchases of items costing $500 or less through the Local Purchase Authorization procedures, Policy C-20.A.

5. Account Administrators are authorized to make on-line office supply purchases with a requisition #, if a ProcCard is not available for the account being used.

6. Employees are authorized to make procurement card purchases of items costing $2000 or less through the Procurement Card procedures, Policy C-44.

7. Employees without Procurement Cards or access to LPA’s may make purchases approved by the Account Manager, and request reimbursement ONLY when other purchase options are not possible or available. Taxes will not be reimbursed.

8. Employees are authorized to provide to vendors authorized PO numbers issued by the Purchasing office (Phone PO). In most cases the requisition must be entered and
approved on-line before the PO# is issued. When determined appropriate by the Purchasing Office, the PO# may be issued without a requisition. In such cases, the requisition must be entered on-line within 24 hours, and referencing the PO#.

99. Certain payments may be made by completing a voucher for submission to the Controller’s Office. See Policy C-31, Purchase Voucher.

100. All other purchases are to be submitted as a formal request for the Purchasing Department to secure a good or service. See Policy C-30, Purchase Requisition.

All official correspondence other than that delegated above; i.e., bids, purchase orders, correction, cancellations, etc. shall be issued by the Purchasing Department.

UNAUTHORIZED PURCHASES MADE OUTSIDE OF DELEGATED AUTHORITY

Unauthorized purchases are purchases charged to the University without utilizing one of the delegations stated above. Payment for unauthorized purchases will not be made by the University with appropriated funds.

The department head approving an unauthorized purchase is responsible to insure that the account used for payment has sufficient funds.

If payment of the unauthorized purchase and/or any late fees is not approved by the appropriate department head, dean, vice president or president, the individual making the purchase will be responsible for payment to the vendor or returning the item(s). Any freight costs associated with receiving or returning the item(s) will be the responsibility of the individual making the unauthorized purchase.

Source of Authority: Vice President for Business Affairs

Cross Reference: Policy D-20.5 Items Requiring Board of Regents Approval; Policy C-20.A Local Purchase Authorization; Policy C-30 Purchase Requisition; Policy C-31 Purchase Voucher

Contact for Revision: Director of Purchasing and Inventory

Forms: None
Memberships

Original Implementation: September 1, 1982
Last Revision: July 14, 2005

All memberships are held in the name of the University. Memberships that clearly relate to the University as a whole may be paid from the University's Institutional Membership account, subject to available funding and President's approval. Memberships relating to specific departments or functions are funded from departmental or college accounts.

Requests for approval of memberships are processed electronically through the online Financial Records System (FRS) using Requisition Type ‘DM’.

All memberships must be approved at the president's or vice president's level. This approval may not be delegated.

Memberships to be funded from the University's Institutional Membership account must be routed to the President's Office for requisition entry, will be routed through administrative channels to the President. Those to be funded from departmental or college accounts will be routed through administrative channels to the appropriate vice president (or the President).

Source of Authority: Texas Government Code, Section 2113.104; President; Vice President for Business Affairs

Cross Reference: Purchase Requisition, Policy C-30

Contact for Revision: Director of Purchasing & Inventory

Forms: Purchase Requisition (available at https://apache.sfasu.edu/sfa_forms/purchase_req.html)
Interagency and Interlocal Contracts

Original Implementation: Unpublished

Last Revision: July 25, 2005

The purchase of goods or services from another agency of the state of Texas is allowed by the Interagency Cooperation Act, except that a state agency may not enter into an agreement or contract that requires or permits the agency to exceed its duties and responsibilities or the limitations of its appropriated funds. An agency may purchase goods, equipment and special or technical services including the services of an employee through an Interagency Cooperation Contract.

The purchase of goods or services from or by a political subdivision such as a city or county government, school district, or junior or community college in agreement with a State Agency is handled as an Interlocal Agreement, and is allowed so long as neither the agency nor the political subdivision exceeds its duties and responsibilities or the limitation of its appropriated funds or its governing board or commission.

A state agency may not provide services or resources to another agency that are required by Article XVI, Section 21, of the Texas Constitution to be provided under a contract awarded to the lowest responsible bidder. Printing services MAY NOT be purchased through an Interagency or Interlocal Agreement.

SFA AS THE RECEIVING AGENCY

A requisition must be submitted to initiate an Inter-agency or Interlocal purchase where SFA is the receiving agency. The requisition must include the following:

a. the kind and amount of goods or services to be provided;

b. the basis for computing reimbursable costs; and

c. the maximum cost during the period of the agreement

If the cost will be $50,000 or greater a formal agreement must be completed in addition to the requisition and including the same information above, and Board approval must be obtained.

SFA AS THE PERFORMING AGENCY

The Purchasing Office is not involved. If the estimated cost of the goods or services is less than $50,000 the department must document the exchange through some type of informal letter of agreement or memoranda. If the cost is $50,000 or greater, a formal written agreement signed by both agency heads is required, and SFA Board approval
must be obtained. An Interlocal Agreement requires a formal written agreement regardless of the dollar amount. The written agreement must include the following.

a. the kind and amount of goods or services to be provided;

b. the basis for computing reimbursable costs; and

c. the maximum cost during the period of the agreement

An agency shall reimburse another agency for the goods or services provided with an interagency voucher payable to the providing agency or electronically as prescribed by the Uniform Statewide Accounting System. A reimbursement received by an agency for goods or services provided shall be credited to the appropriation items or accounts from which the agency's expenditures for goods or services were made.

An agency shall reimburse or be reimbursed by a political subdivision for the goods or services provided through the issuance and payment of an invoice.

**Source of Authority:** Texas Government Code, Title 7, Chapter 771 and Chapter 791; Texas Constitution, Article XVI, Section 21; President; Vice President for Business Affairs

**Cross Reference:** Purchase Requisition Policy C-30; Items Requiring Board of Regents Approval Policy D20.5

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

**Forms:** Purchase Requisition; Interagency Transaction Voucher (available in Controller's Office)
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Year-End Purchasing  

Original Implementation: April 5, 1984  
Last Revision: July 145, 2005

The State fiscal year is September 1 through August 31 and the following rules and regulations apply to year-end transaction processing.

**Consumable/expendable supply items** are to be charged to the fiscal year in which they are delivered. The cost of consumable supplies ordered in one fiscal year and delivered in the next fiscal year may be charged to the prior year only if the following conditions exist:

1. delay causing delivery in the later fiscal period was beyond control of the agency;
2. delivery could have reasonably been expected to occur during the fiscal year in which the order was placed; and
3. the quantity ordered could have been consumed during the fiscal year in which it was ordered had delivery occurred as originally anticipated.

**Services** are to be charged to the fiscal year in which they are delivered.

**Capital equipment purchases** (non-consumable with a useful life of more than 1 year) are to be charged to the fiscal year in which they are ordered, except that capital purchases may be charged to the year of delivery as long as the appropriation for the year in which delivery will occur exists, (General Appropriations Act has been signed by the Governor) and payment is not made prior to September 1 of the new fiscal year. Payments under a lease-purchase agreement are to be charged to the fiscal year in which the payment is made.

**Subscriptions, maintenance contracts, post office box rental, insurance and surety or honesty bonds** are chargeable to the fiscal year in which they begin and may be paid in full from that fiscal year regardless of whether the purchase covers more than one fiscal year. This rule supercedes other rules relating to consumable items, services, or capital equipment.

**Seminar and conference expenses** related to conducting or attending the same are to be paid from the fiscal year in which the seminar or conference occurs, unless it is determined to be cost-effective to use current fiscal year funds to pay for conducting or attending a seminar or conference that will occur partly or entirely during a different fiscal year. This rule supercedes other rules relating to consumable items, services, or capital equipment.

**Utility services** are to be charged to the fiscal year in which the service is provided except that a prior fiscal year may be used to pay for September services of the next fiscal
year. This rule supercedes other rules relating to consumable items, services, or capital equipment.

A **Combined Purchase** of at least two consumable items, services and capital assets should follow the year-end rules according to the dominant purpose of the contract.

A **Purchase Option** contractual option that is contractually exercised for the to purchase of a consumable item, service, or capital equipment should follow the year-end rules according to the good or service for which the option is exercised.

**Department Notification**
Each spring, the Purchasing Department notifies University departments of annual deadlines to allow compliance with state deadlines and to allow adequate order processing time for current year orders. Once a deadline has passed, orders received after that date will be processed against the new fiscal year unless one of the above year-end rules applies.

Requisitions received prior to a deadline date will be processed on current fiscal year funds unless properly identified as a next fiscal year requisition following the instructions provided through the Purchasing List-serv.

**Source of Authority:** 34 TAC, Part 1, Chapter 5, Subchapter E, Rule 5.56; President; Vice President for Business Affairs

**Cross Reference:** None

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

**Forms:** None
Centralized property management and control is performed by the Purchasing and Inventory Department. The Director of Purchasing and Inventory and the Property Managers are responsible for the overall management of University equipment, maintenance and control of centralized inventory records, and disposition of surplus, salvage and scrap. (See Property Transfer and Disposal Policy B-24). Property acquired under Federal or State grants and contracts is inventoried and maintained according to the same guidelines of the University’s centralized property management and control described herein.

In accordance with Texas Government Code Ann. Sec. 403.271(a) through 403.278, Stephen F. Austin State University will comply with the State Property Accounting Policies and practitioner's standards as outlined in the State Property Accounting Policy and Procedures Manual. Stephen F. Austin State University shall be certified as an internal agency.

PROPERTY DEFINITIONS

Items are added to the SPA centralized inventory records at the time of acquisition and are carried in the system at original cost value until disposed of through surplus. The Property Manager is responsible for assignment and control of inventory numbers. Inventory control tags are normally applied by Central Receiving prior to delivery or by property office representatives after delivery. As outlined in the State Property Accounting (SPA) Policy and Procedure Manual, property will be added to centralized inventory records as follows:

Capitalized Equipment
All equipment with a useful life of greater than one year and a value of $5000 or more

Controlled Equipment
All equipment with a useful life of greater than one year and a value greater than $500 in the following commodity groups:

- fax machines, telexcopiers (deleted effective 9/1/05)
- stereo systems
- cameras
- TV, VCR DVD player, camcorder, any combination of these units
- microcomputers, servers and laptops
- printers
- data projectors (added effective 9/1/05)
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All equipment with a useful life of greater than one year and any value in the following commodity groups:

__firearms of any type

University Controlled Equipment
The Property Manager has determined that the following items will be added to centralized inventory records with a useful life of greater than one year and at any value:

__microcomputers, servers, and laptops, and handheld computers
__monitors
__printers
__scanners
__digital cameras (including palm pilots that include a digital camera)
__palm pilots
__PDAs

additional item(s) that the department head feels may be subject to a high risk of theft (requires Property Manager approval)

PROPERTY RESPONSIBILITY

Property responsibility is delegated by the President of the University through the Director of Purchasing and Inventory to two Property Managers. The chair or administrative head of a department is designated as the “Property Manager” for the department. The department head may not delegate this responsibility. However, individual custodians of property will be held responsible for the proper maintenance and safekeeping of property entrusted to them.

All University employees will be provided a written document for acknowledgement 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 (see Policy B-34 Property Liability) will also declare the employee’s understanding that he/she will be held pecuniarily responsible for any property determined to be missing or stolen due to employee negligence.

PROPERTY RESPONSIBILITY WITH CHANGE IN DEPARTMENT HEAD

Out-Going Department Head
When there is an administrative change in department heads, the out-going department head (interim or permanent) must request from the Property Manager a current list of inventory items for which he/she is accountable. Verification of all items must be completed and the Change in Department Head form signed by the out-going department head within 30 days prior to the individual’s last day. Verification of property includes documenting that all items are accounted for and in good condition. Any property that is not accounted for will be investigated to determine if it is missing or stolen due to employee negligence. If negligence is determined, a written demand for reimbursement from the person(s) responsible for the loss will be issued by the State Attorney General’s Office.
In-Coming Department Head
The incoming department head (interim or permanent) must request from the Property Manager a current list of inventory items for which he/she will be accountable. Verification of all items must be completed and the Change In Department Head form signed by the incoming department head within 30 days of the individual’s first day. Verification of property includes documenting that all items are accounted for and in good condition. Any property that is not accounted for will be investigated to determine if it is missing or stolen due to employee negligence. If negligence is determined, a written demand for reimbursement from the person(s) responsible for the loss will be issued by the State Attorney General’s Office.

PROPERTY MAINTENANCE AND VALIDATION

Each department head is to exercise care and control over the assets for which he/she is responsible. Property should be monitored on a perpetual basis. Location changes are to be reported to the Property Manager as they take place. Transfers to surplus or other departments must have prior approval of the Property Manager. (See Property Transfer and Disposal Policy B-24) Missing or Stolen Property must be reported immediately.

Annual Physical Inventory Audit
To validate the accuracy of property records, an Annual Physical Inventory Audit is conducted February through April of each year. During this Annual Physical Inventory Audit each department head is responsible to physically count and verify by tag number and room location all items on the official departmental inventory. Each item on the report must be physically marked showing verification of the item and its location or documented as to the reasons for not being verified. Responses will be due from custodian departments within 45 days. The annual property report is due to SPA 45 days from the department due date. Each department head shall sign an Annual Inventory Audit Receipt and return it to the Property Manager along with a documented copy of the departmental inventory. The receipt will include the following statement:

"I understand that I or the employees in my department are under financial liability for loss or damage to this (these) item(s) if the loss or damage results from my negligence, intentional act, or failure to exercise reasonable care, safeguard, maintenance, or servicing."

Spot-Check Validation
Property validation spot-checks will be conducted by Property personnel in a routine fashion to allow independent verification. Other spot-checks will be performed when necessary. Spot-checks will not be performed during annual inventory (January-April).

Monthly Transaction Statements
Transaction statements listing all additions and deletions to the departmental inventory are mailed out monthly. These transaction statements are to be updated with building and
room information and the name of the individual in possession of the property and returned to the Property Manager.

Adjustment Of Property Records
When the need arises to alter the description or change the location of an item on a departmental inventory, the person responsible for the department's inventory must initiate a memo or email to the Property Manager listing the inventory number(s), description and the change(s) desired.

The following fields must be updated throughout the year as changes occur:

1. Responsible Department Name - this will only be changed for the following reasons: a) through means of a transfer form when property is transferred between departments; b) if it is determined that an error was made in the original entry; c) department has a name change.

2. Building and Room Location

3. End User Name

4. Department Chair Name

5. Serial Number - this will only be changed when it is determined that an error was made in the original entry or that original equipment has been returned to the company and replaced.

6. Description - this will only be changed when it is determined that the equipment has not changed but that a more accurate description is needed to facilitate the physical inventory process.

USE OF STATE PROPERTY

State/University property may be used only for state purposes. Non-consumable state property in the custody of any Stephen F. Austin State University employee may not be loaned, sold, traded, thrown away, cannibalized, or disposed of in any manner without the prior authorization of the Property Manager. (See Property Transfer and Disposal Policy B-24)

Removal Of Property From Campus
State/University property may be removed from the campus only for official business of the University or another State Agency. When so removed, the individual removing it assumes pecuniary responsibility.

If such property is to be removed, the department head responsible for the equipment should prepare and sign a "Removal of Equipment From Campus" form. The inventory
number, date of purchase, description and inventory value may be obtained from the departmental inventory printout provided by the Property Manager.

The original of the completed form should be sent to Purchasing and Inventory prior to physical removal of the equipment from campus. A copy should be kept for departmental inventory records. A follow-up audit will be made by the Property Manager on the date equipment is to be returned to the University. If an extension of time is needed, contact the Property Manager.

The Removal of Equipment from Campus form must also be filled out for equipment being removed with an indefinite return date. The Department Head will be required annually to verify the status of all such equipment. This verification will be initiated via a memo from the Property Manager and will be separate from the Annual Physical Inventory Audit.

Loan of Property To Another Agency
When State/University property is loaned to another agency the President must approve the loan of the property in writing and receipt of the property must be acknowledged in writing by the head of the borrowing agency.

MISSING OR STOLEN PROPERTY

Any equipment discovered to be 'missing' or 'stolen' must be reported IMMEDIATELY. Missing property is to be reported to the Property Manager. Stolen property is to be reported to BOTH the Property Manager and the University Police Department.

MISSING Property is defined as any personal property that has disappeared with no explanation.

Missing property must be reported to the property manager IMMEDIATELY upon recognition of the loss. The department head must complete a Missing or Stolen Property Report in full with a detailed report of the loss; i.e. last known location, last date seen, date of discovery of loss, etc. This form must be submitted to the Property Manager within 24 hours of notification. The Property Manager is required to update the property records IMMEDIATELY for electronic notification to the State Comptroller’s Office.

Missing property will remain on the department’s inventory for two (2) years and will be clearly marked as ‘Missing’. The department head must continue to search for the missing property during the 2-year time period. At the end of two (2) years the property will be removed from centralized inventory records upon approval from the State Comptroller’s Office. In the event of employee negligence, the Property Manager must fax a copy of the Missing or Stolen Report to the Office of the Attorney General within 5 working days of the occurrence.
Any appropriations withheld from the University due missing property based on the Fy 02-03 Appropriations Bill, section 9.03, will be deducted from the budget of the department responsible for the equipment.

Stolen Property is defined as any personal property missing by known theft, whether by forced removal, burglary, theft by employees, or other criminal acts.

Stolen property must be reported to the Property Manager IMMEDIATELY and University Police within 48 hours of recognition of the loss. The department head must complete a Missing or Stolen Property Report in full with a detailed report of the theft; i.e., last known location, last date seen, evidence of theft, date of discovery of loss, etc. Both the Missing or Stolen Property Report AND a Police Report must be submitted to the Property Manager; and the Property Manager must report the theft to the State Comptroller IMMEDIATELY. In the event of employee theft, the Property Manager must fax a copy of the Missing or Stolen Report to the Office of the Attorney General within 5 working days of the occurrence.

Failure to report to the Property Manager IMMEDIATELY, thus allowing reporting to the State Comptroller or Attorney General within the required timeframe, may result in the stolen property being report as missing property with possible employee negligence.

EMPLOYEE NEGLIGENCE

When the President has reasonable cause to believe that any State/University property has been lost, stolen, damaged, or destroyed through the negligence or fault of an employee, it must be reported to the Attorney General.

When equipment is reported Missing or Stolen, the department head must make an initial determination of whether negligence was involved in the loss of the property. The Property Manager will investigate, including requiring completion of a follow-up questionnaire, the circumstances surrounding all property reported missing and make a further determination of negligence. If the Property Manager determines that negligence is involved, the Department Head, Attorney General's Office, Director of Purchasing, SFA Audit Services and Vice President for Business Affairs will be notified immediately. The Attorney General's Office will investigate and make a final determination of negligence. If the final determination is negligence, the Attorney General's Office will make a written demand for reimbursement from the person(s) responsible for the loss.

A person is pecuniarily liable for the 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.
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 Liability Policy B-34

Contact for Revision: Director of Purchasing and Inventory

Forms: Change In Department Head (available on the ITS Forms Server), Annual Inventory Audit Receipt (provided with Annual Inventory Packet), Removal of Equipment from Campus (available on the ITS Forms Server), Missing or Stolen Property Report (available on the ITS Forms Server), Police Report (available from University Police Department)
Appearsances Before the Board of Regents

Original Implementation: January 19, 1988

Last Revision: January 30, 2001 July 14, 2005

1. Special appearances as requested by the Board or President: The Chair of the Board of Regents or the President may invite individuals to appear before the Board or one of its committees for specific purposes. The Chair of the Faculty Senate and the President of the Student Government Association shall have the opportunity to provide a report at each quarterly Board meeting. Other individuals or group representatives wishing to appear before the Board shall file a written request with the President at least seven working days before the appropriate meeting. The written request shall include a statement of the purpose for which an appearance is requested, the nature of the information to be presented and the names of those who will speak to the Board. The President will submit the request to the Chair of the Board, who will grant the request, deny the request or provide for an appearance before an appropriate committee of the Board. The individual making the request shall be notified of the Chair's decision by the President.

2. Requests to address the Board: Requests to appear before the Board to make comments on a specific agenda item must be received by the Assistant to the Board in writing no later than twenty-four (24) hours before the Board meeting at which the individual wishes to speak. The request should set out clearly the nature of the subject matter to be presented relating to a specific Board agenda item. In making a request to appear before the Board, individuals must give their names and any relevant title or affiliation. Comments regarding non-posted agenda items may be submitted to the Assistant to the Board in writing, at any time, for distribution to the Regents.

3. Time allocation: The Board will allow up to twenty (20) minutes for public comment per agenda item. An individual speaker will be permitted three (3) to five (5) minutes for a presentation. The Board will allow a total of up to ninety (90) minutes for public comments per regular quarterly meeting. Copies of speakers' comments, and/or other written materials for distribution to the Board of Regents will be accepted. Public comments will take place during the scheduled public comment period at the beginning of each regular quarterly meeting.

4. Other meetings: While a specific period for public testimony will be limited to the regular quarterly meetings, written comments are welcome for any scheduled meeting of the Board of Regents. Forward one copy of your comments to the Assistant of the Board for distribution to the Regents.
5. Scheduling of speakers: When the number of requests to address the Board at a
given session and for a specific agenda item exceeds the time available, requests
will be approved based on the order the written request was received by the
Assistant to the Board. If, by virtue of time or other constraint a speaker is not
able to present his/her comments, said comments will be accepted and distributed
to the Board of Regents at the meeting.

6. Special Requests: Special requests to appear before the Board for comments at
times other than the regular quarterly meetings can be submitted to the Assistant
to Board for consideration by the Chair of the Board of Regents.

Source of Authority: Board of Regents Rules and Regulations; Texas Education Code,
Chapter 51, Section 51.355

Cross Reference: None

Contact for Revision: President

Forms: None
Stephen F. Austin State University is unequivocally opposed to any activity by an organization or individual(s) within the organization that is herein defined as hazing.

Definitions

Hazing. Any intentional, knowing or reckless act occurring on or off campus by one person alone or acting with others, that endangers the mental or physical health or safety of a currently-enrolled or prospective student for the purpose of new member intake, being initiated into, affiliating with, holding office in, or maintaining membership in that organization.

Hazing acts include but are not limited to:

1. any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, placing a harmful substance on the body, or similar activity;

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

3. any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health of the student;

4. any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, humiliation, that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered at the institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to the acts described in this policy;

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

Committing an Offense. The organization and any individual involved in hazing commits an offense by:

1. engaging in hazing;

2. soliciting, encouraging, aiding or directing another engaging in hazing;
3. intentionally, recklessly or knowingly permitting hazing to occur;

4. having first-hand knowledge that a specific hazing incident is being planned or has occurred and failing to report said knowledge in writing to the Judicial Officer.

**Organization Hazing Offense.** An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

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

**Penalties - University**

**Individual.** Each individual committing an offense is subject to University penalties ranging from probation to expulsion.

**Organization.** Student organizations committing an offense may be placed on University probation and are subject to withdrawal of University recognition.

**Penalties - Criminal**

**Individual.** Penalties relative to criminal prosecution range from a fine of $2,000 and/or 180 days in jail for failure to report a hazing incident to a fine of $10,000 and two years in jail for an incident which causes the death of a student.

**Organization.** The student organization may be penalized with a fine of up to $10,000 or double the expenses involved due to the injury, damages or loss.

**Notice of Policy**

**To General Campus Community.** This policy shall be published in the General Bulletin, SFASU Website, and the Schedule of Classes and The Pine Log so as to cause all students to be aware of the provisions of this policy.

**Of Offenders.** A list of organizations that have been disciplined for hazing or convicted for hazing on or off campus during the previous three years shall be published in the same manner each time this policy is published. The three-year publication will begin as soon as the organization's name can be placed in the next printing of the General Bulletin. A date in parenthesis following an organization's name will indicate the last year the organization will be included.
Source Of Authority: V.T.C.A., Education Code, secs. 37.151 to 37.157; V.T.C.A., Education Code, secs. 51.936; Board of Regents; President; Vice President for University Affairs

Cross Reference: SFASU Web pages, General Bulletin

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Student Discipline

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Rules Of Procedure In Student Disciplinary Matters

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

These Rules of Procedure shall be followed in any disciplinary proceeding commenced after the beginning of the Fall semester, 2005, subject to the authority of the Board of Regents and the authority delegated to the President of the University to exercise jurisdiction over disciplinary matters of the University.

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

Advisor: An individual accompanying a charged student in a hearing. The advisor may be anyone of the charged student's choice. The advisor may provide counsel to the charged student but may not participate in the hearing through questioning or making statements to any other hearing participant.

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

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

Judicial Board: The panel that is authorized to conduct hearings and to impose sanctions regarding residence hall infractions committed by residence hall occupants. The Board shall be composed of two (2) volunteer residence hall students, one (1) Resident Assistant, and one (1) Hall Director who serves as the chair.

Judicial Officer: As used in these procedures, the Judicial Officer is charged, as a designee of the Vice President, with the daily responsibility for the administration of these disciplinary procedures. Specifically, the Judicial Officer conducts informal hearings for alleged conduct code violations, has appellate authority over residence hall violation hearings, presents the University's case in formal hearings before the Student Conduct Committee and serves as custodian of all Student Conduct Code disciplinary hearing records.

Student: A person having once been admitted to the University who has not completed a chosen course of study and who intends to or does continue that course of study at the University. For the purposes of these rules, student status continues whether the University's academic programs are in session or not.
**Student Conduct Code:** University Policy D34.1, which describes the types of behaviors and situations for which students and student organizations will be held accountable.

**Student Conduct Committee:** As used in these procedures, the Student Conduct Committee is that body which is authorized to conduct formal hearings and impose sanctions for alleged Student Conduct Code violations and to serve as the appellate authority over informal hearings for alleged Student Conduct Code violations. The Committee shall be composed of one (1) faculty/staff member, one (1) student and one (1) faculty/staff Chair. The Chair, appointed by the President of the University, shall hold the position on a permanent basis and shall preside at all disciplinary hearings of the Committee, unless another faculty/staff member is appointed to preside by the Chair for reasons of scheduling or conflict of interest. The initial pool of committee members shall consist of five (5) faculty/staff appointed by the President of the University and the student member of the Committee from a pool of five (5) students appointed by the President of the Student Government Association. Each Committee member shall have a vote.

**University-recognized Medium:** Any form of communication officially recognized by the University. Examples include but are not limited to postal mail, campus mail, hand delivery and email to a University account.

**Vice President for University Affairs:** As used in these procedures, the Vice President for University Affairs is charged with the primary responsibility for the administration of these disciplinary procedures and is the appellate authority for Student Conduct Committee hearings. The Vice President may appoint designees to administer disciplinary procedures in addition to or in the absence of the Judicial Officer. These designees shall follow the same procedures as outlined for the Chief Judicial Officer.

## III. Rights of Charged Students in Disciplinary Proceedings

Any student charged with violating Residence Hall Policy or the Student Conduct Code will be notified through a University-recognized medium to contact the appropriate hearing official for a hearing on the alleged misconduct. The notice will include the date of the alleged violation and the specific provision of the Policy or Code in question. The rights outlined below will be accorded to any student in a formal or informal hearing for an alleged violation of the Student Conduct Code and for formal hearings for an alleged violation of Residence Hall Policy. A student is not afforded the right of an advisor in an informal hearing for an alleged infraction of Residence Hall Policy due to the nature of these types of offenses and the short timeframe allowed for a case to be resolved.

- to be present at the hearing;
- to have an advisor of the charged student’s choice appear with the student and to consult with such advisor during the hearing except as stated in the previous paragraph;
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c. to hear or examine evidence presented against the charged student;
d. to make any statement in mitigation or explanation of the conduct in question;
e. to be informed in writing of the finding and any sanction imposed;
f. to appeal the finding and sanction to the proper authority;
g. to waive hearing deadlines as outlined in these procedures;
h. to have and cross-examine witnesses.

IV. Rights of Victims in Disciplinary Proceedings

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

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

During the course of a disciplinary proceeding, a victim of an alleged violent criminal offense or nonforcible sex resulting in bodily injury has the following rights:

a. to meet with the judicial officer to discuss the disciplinary process.
b. to submit a written account of the alleged incident.
c. to be advised of the date, time and location of the disciplinary hearing, and to request rescheduling for good cause.
d. to be present at the hearing and to be accompanied by an advisor of the victim's choosing during the hearing process, although the advisor will not be permitted to speak for the victim during the hearing.
e. to testify as a witness during the hearing. All alleged victims of any violation involving sexual offenses or assault have the option to use an intercom or other remote audio or video device, so that they may be used in hearings to allow a victim to testify and respond to questions and cross-examinations without face-to-face contact with the alleged perpetrator.
f. to decline to testify, with knowledge that such action could result in dismissal of the University's charges for lack of evidence.
g. to make an impact statement, either in person or in writing, to the
currently appointed hearing officer or Student Conduct Committee for consideration
during the sanctioning phase.

V. Evidence and Burden of Proof

In all disciplinary proceedings, the University bears the burden of proof by a
preponderance of the evidence. Preponderance of the evidence means proof which leads a
reasonable person to find that the fact in issue is more probable than not. It is evidence
that is of greater weight or more convincing than the evidence offered in opposition to it.
The rules of evidence do not apply in any hearing nor are the proceedings to be
conducted as judicial trials; however, care shall be taken to comply with the intent of the
procedural safeguards provided by these rules. All hearings are closed to the public.

VI. Confidentiality Standards

All hearings and records pertaining to such will be considered educational records and
will be treated as designated by current law. This means there will be no disclosure of
file contents outside of the University without the written permission of the student
unless a legal exception exists. Disclosure within the University will be limited to those
employees having legitimate need of the information to conduct University business.
Disclosure to victims of violent crimes and nonforcible sex offenses will be handled
according to current law. Hearings will be closed to the public.

VII. Penalties

Admonition is a warning.

Conduct Probation is for a specified period of time and requires that a second offense
will result in disciplinary probation or suspension.

Disciplinary Probation is for a specified period of time and may carry with it other
conditions to be met (e.g. restriction of participation in extracurricular activities, holding
student office, pledging or joining campus organizations).

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

Suspension is a bar from attending the University for a specific period of time and
carries with it the following conditions:
a. The charged student must remain off the campus during the period of suspension, except when summoned by an administrator of the University or when an appointment with an official has been arranged in advance.
b. A student under suspension may not live or board in University facilities.

Expulsion is a permanent bar from attending the University whereby the student is not eligible for readmission to this University. An expelled student’s status will also carry the following conditions:

a. The expelled student must remain off the campus, except when summoned by an administrator of the University or when an appointment with an official has been arranged in advance.
b. A student under expulsion may not live or board in University facilities.

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

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

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

a. the reliability of the information concerning the student's conduct, including the matter of his/her identity;
b. whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the University campus poses a substantial threat of harm or bodily injury to himself/herself or to others, to property, or to the stability and continuance of normal University functions.

If the Judicial Officer or Committee finds the information concerning the charged student’s conduct is unreliable or that the charged student has been misidentified, charges may be dismissed. If the Judicial Officer or Committee finds that allowing the charged student to remain on campus poses no threat or disruption, the student may be allowed to remain on campus pending the completion of the hearing process.
VIII. Residence Hall Policy Violation Procedures

The Hall Director shall receive the report of any alleged infraction of Residence Hall Policy and the Student Conduct Code that occurs in a residence hall. Infractions that constitute Student Conduct Code violations shall be forwarded to the Judicial Officer.

In the event of multiple infractions involving both Residence Hall Policy and the Student Conduct Code, each infraction shall be heard by the appropriate hearing officer. In Residence Hall Policy violation cases, the Hall Director shall notify, through a University-recognized medium, the charged student of a hearing to adjudicate the alleged Infraction. Failure by the charged student to have his/her current local address on record with the University or to access notifications transmitted through a University-recognized medium shall not invalidate the notice. The notice shall include the date of the alleged violation and the specific provision of the Residence Hall Policy in question. The Hall hearing shall be held within five (5) working days of the infraction.

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

A. Informal Disposition for Residence Hall Policy Violations

1. Informal Hearing Procedures for Residence Hall Policy Violations

If the charged student selects an informal hearing, the discipline report shall serve as evidence of the infraction. The Hall Director shall serve as the official initiating the charge of misconduct, serve as hearing officer, make a determination and impose any sanction. In the event the charged student does not appear for the initial hearing with the Hall Director, the charged student shall be notified again of a new hearing within two (2) working days. If the charged student fails to appear for the newly scheduled hearing, the Hall Director shall refer the case to the Residence Hall Judicial Board for a hearing on the original charge and an additional charge of failure to comply with the directions of a University official.

2. Right of Appeal for an Informal Hearing of Residence Hall Policy Violations

The charged student may appeal the decision of the Hall Director to the Judicial Officer who has final authority in the matter. The appeal
must be filed within three (3) working days of the Hall Director’s decision. Grounds for an appeal are limited to procedural irregularities. The signed and dated written appeal must be filed in the Judicial Officer’s office prior to 5 p.m. the day of the deadline and must contain the charged student’s University identification number, date of the disciplinary action being appealed, the nature of the charges, the grounds which merit an appeal, and any extenuating circumstances the charged student wishes to have considered. The Judicial Officer shall review the full record of the case and the appeal documents and may affirm, reverse or remand the case for further proceedings and shall notify, through a University-recognized medium, the charged student and the Residence Life Center of the decision on the appeal.

3. Status During Appeal for an Informal Hearing of Residence Hall Policy Violations

When an appeal is filed within the required time, the terms of the sanction are not enforced pending final determination of the appeal. In the event the sanction is upheld, any final disciplinary action imposed shall be effective from the date of the final appellate authority decision.

4. Record of Hearing for an Informal Hearing of Residence Hall Policy Violations

The hearing record shall be maintained by the Residence Life Center according to the University’s retention schedule. For the purpose of appeal, the record shall be accessible at reasonable times and places to both the University and the student charged. The record may be stored electronically and shall include the content of the originating report of misconduct, the findings of and sanctions imposed by the Hall Director and any additional documentation generated through an appeal.

B. Formal Disposition for Residence Hall Policy Violations

1. Formal Hearing Procedures for Residence Hall Policy Violations

   a. If the charged student elects to have the case heard before the Judicial Board or is referred by the Hall Director, the Chair of the Judicial Board shall notify the charged student of the hearing date to be scheduled within five (5) working days of the election or referral.
b. The Judicial Board Chair shall provide notice of the hearing through a University-recognized medium. Failure by the charged student to have his/her current local address on record with the University or to access notifications transmitted through a University-recognized medium shall not invalidate the notice. The notice shall set forth the date, time, and place of the alleged infraction, the conduct in question, and the date, time and place of the hearing before the Judicial Board. The charged student shall also be informed that an advisor may accompany the charged student to the hearing. If the charged student fails to appear at the scheduled time, the charged student shall be notified of a new hearing date within two (2) working days. If the charged student fails to appear for the newly scheduled hearing, the case shall be referred to the Judicial Officer for a hearing on the original charge and an additional charge of violation of the Student Conduct Code for failure to comply with the directions of a University official. If the charged student has been referred to the Judicial Board because of failure to appear for informal Hall Director hearings, the charged student will receive no second notice and the hearing will proceed without the student being present. The findings of and any sanction imposed by the Judicial Board will be provided to the student through a University-recognized medium.

c. The Judicial Board Chair shall preside at the hearing, ascertain the presence or absence of the student charged with misconduct, read the notice of the hearing and the charges, and establish the presence of any advisor of the charged student. The charged student may make a statement to the Board at this time. Witnesses for either the University or the charged student may be questioned by both the Board members and the charged student. The student's advisor may advise the charged student, but may not participate in the hearing by questioning witnesses or addressing the Board.

d. At the conclusion of the questioning, the Board shall then make its findings and determinations in executive session out of the presence of the charged student. The Board shall promptly consider the case on its merits, make its findings and inform the charged student and the student's Hall Director within two (2) working days of the findings and any sanction to be imposed.
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2. **Right of Appeal for a Formal Hearing of Residence Hall Policy Violations**

   The decision of the Judicial Board may be appealed in writing within three (3) working days to the Judicial Officer who has final authority over the matter. Grounds for an appeal are limited to procedural irregularities. The signed and dated written appeal must be filed in the Judicial Officer’s office prior to 5 p.m. on the day of the deadline and must contain the charged student’s University identification number, date of the disciplinary action being appealed, the nature of the charges, the grounds which merit an appeal, and any extenuating circumstances the charged student wishes to have considered. The Judicial Officer shall review the full record of the case and the appeal documents and may affirm, reverse or remand the case for further proceedings and shall notify, through a University-recognized medium, the charged student and the Hall Director of the decision on the appeal.

3. **Status During Appeal for a Formal Hearing of Residence Hall Policy Violations**

   When an appeal is filed within the required time, the terms of the sanction are not enforced pending final determination of the appeal. In the event the sanction is upheld, any final disciplinary action imposed shall be effective from the date of the final appellate authority decision.

4. **Record of Hearing for a Formal Hearing of Residence Hall Policy Violations**

   The hearing record shall be maintained by the Residence Life Center according to the University’s retention schedule. For the purpose of appeal, the record shall be accessible at reasonable times and places to both the University and the student charged. The record may be stored electronically and shall include the content of the originating report of misconduct, the findings of and sanctions imposed by the Residence Hall Judicial Board and any additional documentation generated through an appeal.

IX. **Student Conduct Code Violation Procedures**

   The Judicial Officer shall receive the report of any alleged violation of the Student Conduct Code. Reports of alleged violations may be received from any person having knowledge of the incident. The Judicial Officer shall notify, through a University-recognized medium, the charged student of the necessity of a hearing to adjudicate the
alleged violation. Failure by the charged student to have his/her current local address on
record with the University or to access notifications transmitted through a University-
recognized medium shall not invalidate the notice. The charged student shall contact the
Office of the Judicial Officer concerning the scheduling of an appointment within five (5)
working days. The notice shall include the date of the alleged violation and the specific
provision of the Student Conduct Code in question. The charged student shall be
informed that an advisor may be present to provide counsel to the charged student; and if
an attorney is chosen as an advisor, the student must provide this information when
scheduling the initial meeting to allow the University's attorney to also be present.

At the initial meeting with the charged student, the Judicial Officer will provide the
charged student a copy of the incident report which will include the name(s) of the
individual(s) making the charge and potential witnesses. The charged student will also be
presented with the option of having the Judicial Officer informally resolve the incident or
having the case heard before the Student Conduct Committee. The Judicial Officer shall
also have the right to refer the case to the Student Conduct Committee. Cases where
expulsion could be considered a sanction will automatically be referred to the Student
Conduct Committee.

A. Informal Disposition for Student Conduct Code Violations

1. Informal Hearing Procedures for Student Conduct Code
Violations

If the charged student selects an informal hearing, the incident report
shall serve as evidence of the violation. The Judicial Officer shall
serve as the official who initiates the charge of misconduct, serve as
hearing officer, make a determination and impose any sanction. The
charged student's advisor may advise the charged student but may not
participate in the hearing by asking questions or addressing the
Judicial Officer. In the event the charged student does not appear for
the initial hearing scheduled with the Judicial Officer, the charged
student shall be sent a second notice within two (2) working days. If
the charged student does not respond to the second notice, the charged
student may be suspended from the University and/or have a bar
placed on all University files and accounts preventing the conduct of
University business until the charged student appears before the
Judicial Officer for disposition of the case.

2. Right of Appeal for an Informal Hearing of Student Conduct Code
Violations

Sanctions of suspension or expulsion
There are two (2) appeal options for the sanction of suspension:

Appeal of Findings
The determination of the Judicial Officer of a student's responsibility in a case may be appealed to the Student Conduct Committee by requesting a formal hearing. The request must be in writing and submitted to the Committee Chair within five (5) working days of the Judicial Officer's decision. See the following section, B. Formal Disposition for Student Conduct Code Violations, for formal hearing procedural details.

**Appeal of Sanction**

The charged student may accept the finding of responsibility and appeal the decision of the Judicial Officer to sanction by suspension to the Vice President for University Affairs who has final authority in the matter, within five (5) working days of the Judicial Officer's decision. The signed and dated written appeal must be filed in the Vice President's office prior to 5 p.m. the day of the deadline and must contain the charged student's University identification number, date of the disciplinary action being appealed, the nature of the charges, the grounds which merit an appeal, and any extenuating circumstances the charged student wishes to have considered.

**Sanctions other than suspension or expulsion**

The charged student may appeal the decision of the Judicial Officer to the Student Conduct Committee who has final authority in the matter, within five (5) working days of the Judicial Officer's decision. Grounds for an appeal are limited to the following: procedural irregularities severe enough to have denied the student a fair hearing; lack of clear and convincing evidence to support the hearing outcome; new information pertinent to the case that was unknown to the student at the time of the hearing; or an excessive or inappropriate sanction. The signed and dated written appeal must be filed in the Student Conduct Committee Chair's office prior to 5 p.m. the day of the deadline and must contain the charged student's University identification number, date of the disciplinary action being appealed, the nature of the charges, the grounds which merit an appeal, and any extenuating circumstances the charged student wishes to have considered. Upon filing, the Chair will provide the charged student with a list of the faculty/staff and student pool members of the Student Conduct Committee and allow the charged student to make one (1) strike of any one (1) member of the ten (10) pool members. The Committee shall review the full record of the case and the appeal documents and may affirm, reverse or remand the case for further proceedings and shall notify, through a University-recognized medium, the charged student and the Judicial Officer of the decision on the appeal.

3. **Status During Appeal for an Informal Hearing of Student Conduct Code Violations**

In cases of suspension or expulsion where an appeal is filed within the required time, a charged student may petition the Student Conduct Committee Chair/appropriate appeal officer, either the Conduct Committee Chair or the Vice President of University Affairs, in writing for permission to attend classes pending final determination of the appeal. The Officer-Chair may permit a charged student to continue to attend classes under such conditions as may be designated pending completion of appellate procedures provided such
continuance will not seriously disrupt the University or constitute a danger to the health, safety or welfare of the University community. In cases of other sanctions where an appeal is filed within the required time, the terms of the sanction are not enforced pending final determination of the appeal. In the event a sanction is upheld, any final disciplinary action imposed shall be effective from the date of the final appellate authority decision.

4. Record of Hearing for an Informal Hearing of Student Conduct Code Violations

The hearing record shall be maintained by the Office of the Judicial Officer according to the University's retention schedule. For the purpose of appeal, the record shall be accessible at reasonable times and places to both the University and the student charged. The record may be stored electronically and shall include the content of the originating report of misconduct, the findings of and sanctions imposed by the Chief Hearing Officer and any additional documentation generated through an appeal.

B. Formal Disposition for Student Conduct Code Violations

1. Formal Hearing Procedures for Student Conduct Code Violations

a. If the charged student elects to have the case heard before the Student Conduct Committee, or is referred by the Judicial Officer, the Judicial Officer will immediately provide the charged student with a list of the faculty/staff and student pool members of the Student Conduct Committee and allow the charged student to make one (1) strike of any one (1) member of the ten (10) pool members. This information will be forwarded to the Chair of the Committee, who shall notify the charged student of the hearing date to be scheduled within ten (10) working days of the election.

b. The Student Conduct Committee Chair shall provide notice of the hearing transmitted either through a University-recognized medium or personal delivery to the charged student. The notice shall set forth the date, time and place of the alleged violation, the conduct in question, and the date, time and place of the hearing before the Student Conduct Committee. The charged student shall also be informed that an adviser may accompany the charged student to the hearing and if an attorney is chosen as an advisor, the student must provide this information when scheduling the initial meeting to allow the University's attorney to also be present. Failure by the charged student to have his/her current local address on record with the University or to access notifications transmitted through a University-recognized medium shall not invalidate the notice. The notice shall be given at least five (5)
consecutive calendar days prior to the hearing, unless a shorter or longer time is fixed by the Chair for good cause. If the charged student fails to appear at the scheduled time, the charged student shall be informed of a new hearing date. Any request for continuance shall be made in writing to the Chair, who shall have the authority to continue the hearing if it is determined the request is timely and for good cause. If a new hearing must be set for either the failure of the charged student to show or for a continuance, the Chair shall notify the Judicial Officer and the charged student of the new date for the hearing. Failure to appear for the newly scheduled hearing will result in the case being referred back to the Judicial Officer who may then suspend the charged student from the University or have a bar placed on all University files and accounts preventing the conduct of University business until the charged student appears for disposition of the case in compliance with these rules.

c. The Student Conduct Committee Chair, or designated temporary Chair, shall preside at the hearing, ascertain the presence or absence of the student charged with misconduct, read the notice of the hearing and the charges and verify the receipt of notices of charges by the charged student, report any continuances requested or granted, establish the presence of any adviser or counselor of the charged student and call the attention of both the charged student and any adviser to any special or extraordinary procedures to be employed during the hearing.

d. The Judicial Officer and the charged student shall make opening remarks outlining the general nature of the case and the types of evidence to be presented. The charged student's adviser may advise the charged student, but may not participate in the hearing by questioning witnesses or addressing the committee.

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

2. Scope of the Committee

The Student Conduct Committee may:
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a. permit a stipulation of facts by the Judicial Officer and the charged student involved;
b. permit the incorporation in the record by a reference to any document, affidavit or other thing produced and desired to be incorporated in the record by the University or the charged student;
c. question witnesses or other evidence introduced by either the University or the charged student;
d. hear from the Judicial Officer about dispositions made in similar cases and any dispositions offered to the charged student appearing before the Committee;
e. call additional witnesses or require additional investigation;
f. dismiss any action or permit informal disposition upon request of the charged student;
g. dismiss any person from the hearing who interferes with or obstructs the hearing or fails to abide by the rulings of the Chair of the Committee.
h. In cases involving more than one student, which arise out of the same transaction or occurrence, the Committee may hear the cases together, but shall make separate findings and determinations for each charged student.

3. Determinations and Official Report of the Student Conduct Committee

The Student Conduct Committee shall then make its findings and determinations in executive session, out of the presence of the Judicial Officer and the charged student. Separate findings are to be made as to the conduct of the charged student and the recommended sanction, if any, to be imposed. No sanction shall be imposed on the charged student unless a majority of the Committee present is reasonably convinced by the evidence that the charged student has committed the violation charged and should therefore be sanctioned by the University. The Committee shall promptly consider the case on its merits and inform the charged student and the Judicial Officer within two (2) working days of the findings and any sanctions to be imposed.

4. Other Procedural Questions for a Formal Hearing of Student Conduct Code Violations

Procedural questions which arise during the hearing not covered by these general rules shall be determined by the Chair, whose ruling shall be final unless the Chair shall present the question to the Committee at the request of a member of the Committee, in which event the ruling of the Committee by majority vote shall be final.
5. General Rules of Decorum for a Formal Hearing of Student Conduct Code Violations

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

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

6. Right of Appeal for a Formal Hearing of Student Conduct Code Violations

A charged student may appeal the decision of the Student Conduct Committee to the Vice President for University Affairs who has final authority in the matter. The written appeal must be filed in the Vice President's office within five (5) working days of the Committee's notice. Grounds for an appeal are limited to the following: procedural irregularities severe enough to have denied the student a fair hearing; lack of clear and convincing evidence to support the hearing outcome; new information pertinent to the case that was unknown to the student at the time of the hearing; or an excessive or inappropriate sanction. The signed and dated written appeal must be filed in the Vice President for University Affairs Office prior to 5 p.m. on the day of the deadline and must contain the charged student's University identification number, date of the disciplinary action being appealed, the nature of the charges, the grounds which merit an appeal, and any extenuating circumstances the charged student wishes to have considered. The Vice President shall review the full record of the case and the appeal documents and may affirm, reverse or remand the case for further proceedings and shall notify the charged student, the Conduct Committee Chair, and the Judicial Officer of the decision on the appeal.

7. Status During Appeal for a Formal Hearing of Student Conduct Code Violations

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

8. Record of Hearing for a Formal Hearing of Student Conduct Code Violations

The University shall maintain a video or audio record of the hearing before the Student Conduct Committee. The hearing record shall be maintained according to the University's retention schedule. The notice, exhibits, video or audio record, the findings and sanctions of the Committee shall become the hearing record and shall be filed in the Office of the Judicial Officer. The hearing record may be stored electronically in part or in whole. For the purpose of appeal, the record shall be accessible at reasonable times and places to both the University and the student charged.

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

Cross Reference: Stephen F. Austin State University Web Pages

Contact for Revision: Judicial Officer

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

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

1. Hazing
(See Policy and Procedures and General Regulations section of the SFA Web pages, D-16.)

Stephen F. Austin State University is unequivocally opposed to any activity by an organization or individual(s) within the organization that is herein defined as hazing. Hazing is defined as any intentional, knowing or reckless act occurring on or off campus by one person alone or acting with others, that endangers the mental or physical health or safety of a currently-enrolled or prospective student for the purpose of new member intake, being initiated into, affiliating with, holding office in, or maintaining membership in that organization.

Hazing acts include but are not limited to:

a. any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, placing a harmful substance on the body, or similar activity;
b. any type of physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;

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

d. any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame or humiliation or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered at the institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than to submit to the acts described in this policy;

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

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

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

Individual penalties relative to criminal prosecution range from a fine of 2,000 and 180 days in jail for failure to report a hazing incident to a fine of $10,000 and two years in jail for an incident which causes the death of a student. Further, an organization may be penalized with a fine up to $10,000 or double the expenses due to the injury, damages or loss.

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

Sanctioned Student Organizations

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

**Delta Sigma Theta (December 2004)**

**Kappa Alpha Order (May 2005)**

**Zeta Phi Beta (December 2005)**

### 2. Illegal Drugs

(Referenced in the Policy and Procedures and General Regulations section of the SFA Web pages, Policy D-19, at [http://www.sfasu.edu/upp/pap/GENERAL_REGULATIONS/illicit_drugs_and_alcohol.html](http://www.sfasu.edu/upp/pap/GENERAL_REGULATIONS/illicit_drugs_and_alcohol.html).)

It is the policy of Stephen F. Austin State University that any unlawful manufacture, possession, use or delivery of any controlled substance or illegal drug is strictly prohibited. Moreover, it is the policy of the State of Texas and of this University that this institution will be as free of illegal drugs as it can possibly be. Therefore, in accordance with state law and University policy, any student who is determined, through the regular disciplinary procedures of the University, to have violated this policy will be suspended from the University for no more than two years and no less than the remainder of the current semester. At the discretion of the Vice President for University Affairs, a student suspended under this policy may, under certain conditions, remain enrolled at the University on disciplinary probation for the remainder of the current or subsequent semester, pending in position of a suspension at a later date.

### 3. Committing any criminal offense or other unlawful act under any federal, state, or municipal law, including, but not limited to:

- a. arson
- b. robbery
- c. burglary
- d. theft
- e. disruptive activity
- f. forgery
- g. gambling
- h. disorderly conduct
- i. trespassing
- j. possession of stolen property
- k. unlawful use, possession, or storage of firearms or unlawful weapons on University property
- l. entering or remaining on campus after withdrawal of consent to remain on campus
- m. refusing to leave a University building closed to the public
- n. possession of drug paraphernalia

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

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

### 6. Making or causing any false report, warning, or threat of fire, explosion, or other emergency on University property or at University-sponsored activities.
7. Interfering with fire, police or emergency service. This also includes failure to evacuate University facilities or willfully disregarding any emergency or fire alarm signal.

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

9. Interfering with normal University or University-sponsored activities, including, but not limited to, studying, teaching, research, and University administration. Disruptions in classrooms or other instructional areas will be seen as interference with a University activity.

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

11. Furnishing false information to the University.

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

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

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

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

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

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

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

19. Damaging, defacing, or destroying University property, including, but not limited to, buildings, statues, monuments, library and teaching materials, memorials, trees, shrubs, grasses, and flowers.
20. Wrongful utilization of university goods, services or information including, but not limited to, unauthorized possession or use of University keys, security codes, long distance phone access codes or calling cards, cable service and sale or use of University property for personal gain.

21. Improper use of student identification card (Policy F-27, http://www.sfasu.edu/upp/pap/university_services/student_id_cards.html). This includes allowing use of card by another to obtain services such as, but not limited to meals, event admission, and library services.

22. Unauthorized or illegal use of alcoholic beverages (Policy D-19, http://www.sfasu.edu/upp/pap/GENERAL_REGULATIONS/illicit_drugs_and_alcohol.html) or products on University property or at University-sponsored activities, including, but not limited to, intercollegiate and intramural athletic events on University grounds and academic and administrative buildings. Housing policies dictate use of alcohol in residence halls and on-campus apartments.

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

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

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

26. Unauthorized use of University computing equipment, services or facilities. Such unauthorized usage may include, but not limited to, improperly accessing or altering academic or administrative records, and/or information contained in an instructional or research account, harassment through e-mail, possession of unauthorized passwords, destruction of hardware or software, unauthorized copying of software, activities related to personal for-profit ventures unrelated to the educational mission of the University or illegal activities such as copyright infringement (Policy D-42, http://www.sfasu.edu/upp/pap/general_regulations/digital_millennium_copyright.html) resulting from unauthorized file sharing.

27. The unauthorized use of the emergency exit doors of the University shuttle buses. (Use is authorized in an emergency endangering the life and safety of passengers and driver).

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

30. Violating any rule, regulation, or law for which the University could be penalized including but not limited to fire, safety, or environmental codes.

31. Disrupting the normal University community living environment to the extent that the rights and/or safety of others are denied.

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

Cross Reference: SFASU Web Pages

Contact for Revisions: Judicial Office

Forms: None
The rank of Emeritus is a position of great honor and should be conferred only on those retirees who have a record of distinguished service to the University. The rank is not automatic upon retirement, and not all retiring persons should be considered deserving of the position. The rank of emeritus should be the culmination of a career of outstanding service to the university. Ordinarily the applicant should have received at least one of the following honors during his or her career: Regents Professor, SFA Alumni Distinguished Professor Award, SFA Foundation Faculty Achievement Award, or Teaching Excellence Award, or comparable state-wide and national professional recognition. The Board of Regents may confer the rank of Emeritus upon the recommendation of the appropriate department, college, Provost and Vice President of Academic Affairs, and the President. An individual on modified service who continues to teach on a part-time basis cannot be recommended for emeritus status while still teaching.

**FACULTY/LIBRARIAN ELIGIBILITY:**

To be eligible for such appointment the person must:

5. At the time of retirement, hold the rank of Professor and a terminal degree.

2. Ordinarily have served SFA University for 15 years and held the rank of professor for the last 10 years.

3. Provide a resume showing excellence in teaching; evidence of active campus involvement by citing membership on committees; grants and contracts received while at SFA; citing publications while at SFA including performances or exhibitions in music, theater and art; citing involvement in the graduate program at SFA; and by detailing professional and community services. Particular attention should be given to the last five years of the retiree’s career.

**PRIVILEGES:**

1. Have name listed as an Emeritus in the University Catalog—General Bulletin.

2. Be recognized at the May commencement ceremony following the granting of the Emeritus rank.
Appendix No. 4

3. Be encouraged to march, following the marshals, in any academic procession held on campus, and be accorded a place of honor in the procession.

4. Represent the University at community or professional meetings, upon request.

5. Have the right to use Emeritus title in professional endeavors.

6. Be encouraged to serve the University by participating on committees, as requested by the Provost and Vice President of Academic Affairs.

7. Have the opportunity to audit courses with fees waived, subject to the availability of space and with the consent of the instructor.

8. Be provided office space, laboratory space, a telephone, and a computer, subject to available space and approval of the Departmental Chair, the Dean, and Provost and Vice President of Academic Affairs.

9. Have full library, parking privileges, and health and wellness privileges.

10. Granted e-mail privileges, be issued a faculty I.D. card, and University business cards.

PETITION
APPLICATION FOR EMERITUS STATUS/RANK:

1. Retiree should initiate a petition to apply for Emeritus rank following the normal promotion timetable and for the last year of employment. Status, and a resume and other supporting evidence of service to the University. Submission of the emeritus petition will follow the normal promotion timetable for the last year of employment.

2. Recommendation of the Department Chair and the Department Faculty.

3. Recommendation of the Dean and a recommendation of the college promotion committee.

4. Recommendation by the Vice President of Academic Affairs, and the University President.

5. Approval by the Board of Regents.

EMERITUS ADMINISTRATIVE OFFICIAL/ LIBRARIAN OFFICIALS' ELIGIBILITY:
Upon approval of the President, the title "emeritus..." may be given to a retired administrative official not holding faculty rank or librarian, effective upon retirement, to recognize exceptional meritorious service, upon approval of the President. Privileges and prerequisites to accompany the title shall be determined by the President. The conferring of this title is not automatic upon retirement.

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

Cross Reference: None

Contact For Revision: Provost and Vice President for Academic Affairs

Forms: Promotion/Tenure Application
Appendix No.4

Sick Leave Pool

Original Implementation: September 17, 1982
Last Revision: April 28, 2005; July 14, 2005

Purpose:

Pursuant to Senate Bill 357, 71st Legislature, Regular Session, the University shall maintain a Sick Leave Pool to benefit certain regular employees who suffer a catastrophic injury or illness. A sick leave pool shall be established and maintained to provide for the alleviation of the hardship caused to an employee and the employee’s family if a catastrophic illness or injury forces the employee to exhaust all accrued leave (including compensatory time, if applicable) and lose compensation with the state.

Definitions:

1. A catastrophic injury or catastrophic illness is defined as a severe condition or combination of conditions affecting the mental or physical health of the employee, or the employee’s immediate family, that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all accrued leave and lose compensation from the state.

2. A severe condition or combination of conditions is one that:

   a. will result in death or is a severely debilitating condition that will result in the individual not meeting the essential functions of their job if not treated promptly or at regularly scheduled intervals (e.g. chemotherapy treatments, radiation treatments, etc.):

   b. has been designated as terminal; or

   c. prevents the employee from working for a continuous period of forty-five (45) calendar days or more.

3. Licensed practitioner means a practitioner, as defined in the Texas Insurance Code, who is practicing within the scope of his/her license.

4. Immediate family is defined as those individuals related by kinship, adoption, marriage or foster children who are so certified by the Texas Department of Human Services who are living in the same household. If not in the same household, an immediate family member is strictly limited to the employee’s spouse, child or parent who needs care and assistance as a direct result of a documented catastrophic medical condition.
Eligibility and Other General Provisions:

1. All regular faculty and non-probationary staff members eligible to accrue and use sick leave in accordance with university sick leave policy E-47 may apply to use sick leave from the sick leave pool.

2. Employees may use sick leave pool for their own catastrophic illness or injury or for one in their immediate family, as defined above.

3. Employees must meet job performance requirements and observe work rules to be eligible for pool leave beyond that period which is covered by Family Medical Leave.

4. An employee may submit only one request for sick leave from the Sick Leave Pool per fiscal year for each catastrophic illness or injury.

5. An employee must exhaust all accrued leave before being eligible to receive sick leave from the Sick Leave Pool.

6. An employee utilizing sick leave from the Sick Leave Pool continues to accrue vacation and sick leave entitlement as if on regular sick leave, provided he or she returns to work following the leave.

7. Employees who are not covered by FMLA (policy E-58) and who are offered a bona fide job offer under the University's Return to Work (policy E-62) must accept the offer or sick leave pool benefits will end.

8. Employees who file for Worker's Compensation Benefits are not eligible to use sick leave from the sick leave pool. In no case may sick leave pool time be used in conjunction with a worker's compensation claim.

9. A routine pregnancy is not considered a catastrophic illness or injury.

10. A regular part-time employee is granted pool leave on a pro-rated basis.

11. One sick leave pool will be administered for all regular faculty and staff employees of the University.

Requesting Sick Leave from the Pool

1. A regular employee may apply for sick leave from the Sick Leave Pool by completing a "Request for Sick Leave from the Sick Leave Pool" form, providing a copy to his or her department head, and routing the form to the Pool Administrator in Human Resources.
2. Medical certification is required every thirty (30) days. Weekly documentation of appointments and/or treatment must be submitted to the Pool Administrator. Failure to return the required certification and documentation may result in loss of pool benefits.

3. The Pool Administrator will approve all or part of the request, or deny the request. All practitioner’s statements and medical updates are subject to be referred to and reviewed by a University medical review board.

4. The amount of the pool leave granted for each catastrophic illness or injury will be determined by the Pool Administrator. The amount granted cannot exceed one-third of the balance of hours in the pool. However, in no case may an employee use more than 90 work days from the pool. The Pool Administrator shall approve the use of not more than 30 days of such leave by one individual at one time. Initiation and renewal of approval for use of such leave shall be subject to review of a current medical report for each approval period, and subject to availability of appropriate balance in the fund.

5. Medical updates are required every 30 days, unless otherwise indicated. Failure to return required medical documentations may result in delay or loss of pool benefits.

6. Any unused balance of leave granted to an employee from the Sick Leave Pool returns to the pool if the employee returns to work prior to using all days granted. The estate of a deceased employee is not entitled to payment for unused leave requested from the Sick Leave Pool.

7. Employees on sick leave pool who return to work on a part-time basis are not eligible to continue on pool leave to make up the difference between their part-time employment and regular full-time employment.

8. An employee’s sick leave pool award will immediately stop once the catastrophic medical condition for which it was granted ceases.

Contributing Sick Leave to the Pool

1. An employee with accrued sick leave may contribute to the Sick Leave Pool in increments of eight hours, with the exception of a retiring employee who may contribute accrued sick leave in increments of less than eight hours.

2. Sick leave contributed to the pool reduces the accrued sick leave balance of the employee making the contribution.

3. Contributions to the pool are strictly voluntary.
4. An employee contributing sick leave to the Sick Leave Pool may not stipulate who is to receive the contribution.

5. An employee who contributes sick leave to the Sick Leave Pool cannot reclaim the contribution unless entitled to use leave from the Sick Leave Pool.

An employee who contributes sick leave to the Sick Leave Pool and then exhausts his or her sick leave balance in the same fiscal year may receive the number of hours he or she contributed to the pool in that fiscal year without suffering a catastrophic illness or injury.

6. An employee desiring to contribute sick leave to the Sick Leave Pool should complete an "Application to Contribute Sick Leave" form, provide a copy to his or her department head, and route the form to the Pool Administrator in Human Resources.

7. Terminating employees who are not transferring to another state agency and who have a sick leave accrual are encouraged to donate the balance of their sick leave.

Administration of the Pool

1. The Pool Administrator (in the Human Resources department) is responsible for the administration of the Sick Leave Pool. Decisions of the Pool Administrator may be appealed to the appropriate vice president.

2. Requests for sick leave from the Sick Leave Pool will be forwarded to the Pool Administrator with copies to the appropriate department head and will be considered by the Pool Administrator on a first-come, first-serve basis. Employees may not submit a request for Sick Leave Pool hours until they have been out of work for forty-five (45) days. If a request is awarded, sick leave pay will be made retroactive to the date and time the employee exhausted accrued leave.

3. The Pool Administrator will have five working days from the date a request is received in which to approve all or part of the request or deny the request.

4. The amount of sick leave granted for each catastrophic illness or injury will be determined by the Pool Administrator. The amount cannot exceed one-third of the balance of hours in the pool, or 90 working days, whichever is less. The Pool Administrator shall approve the use of not more than forty-five (45) days of such leave by one individual at one time. Initiation and renewal of approval for use of such leave shall be subject to review of a current medical report for each forty-five (45) day approval, and subject to availability of appropriate balance in the fund.
6. The Pool Administrator shall design and implement a system of records management and reporting of Sick Leave Pool activity. The total leave time available in the Sick Leave Pool shall be reported quarterly to the Director of Human Resources and be available upon request to faculty and staff.

Source of Authority: Texas Government Code, Chapter 661, Section 661.002; Board of Regents; President; Vice President for Business Affairs

Cross Reference: None

Contact for Revision: General Counsel. Director of Human Resources

Forms: Application to Contribute Sick Leave, Family Medical Leave Request (both available in Human Resources)
Faculty Code of Conduct

Original Implementation: April 28, 2005
Last Revision: None—July 14, 2005

Purpose: This is to establish standards of conduct for the faculty of Stephen F. Austin State University.

PROCEDURE

1. Tax-supported colleges and universities must function in accordance with the public trust, and actions by faculty within them must be consistent with the execution of that trust.

2. The following offenses are hereby defined to exemplify and define actions that are in breach of that trust:

   a. Plagiarism;

   b. Forgery, unauthorized alteration or use of university documents, records, or identification materials;

   c. Knowingly furnishing false information to the university;

   d. The use of violent or other forceful methods to obstruct the functions of the university, which include teaching, research, administration, public service, presentations by guest lecturers and speakers, and other authorized activities;

   e. Physical abuse of any person on university-owned or controlled property or at university-sponsored or supervised functions, or conduct that threatens or endangers the health or safety of any such person;

   f. Theft of or negligent damage to the university or to the property of a member of the university community or campus visitor;

   g. Unauthorized entry to or use of university facilities;

   h. Unlawful manufacture, distribution, dispensing, possession or use of controlled substance, or any substance the possession or distribution of which is regulated by federal or Texas law, except where the manufacture, distribution, dispensing, possession, or use are in accordance with the laws of each;
i. Lewd, indecent, or obscene conduct on university-owned or controlled property or at a university-sponsored or supervised function; and

j. Violation of other promulgated university policies or rules.

3. Each faculty member is required to notify the University of any Felonious Criminal Conviction no later than five days after such conviction.

4. Violations of the standards established in this policy can result in the assessment of a penalty ranging from an oral reprimand to separation from the University. Tenured and tenure-track faculty members are also subject to standards and procedures in Tenure Policy E-50A.

5. Each faculty member employee shall be required to abide by the terms of this policy as a condition of employment.

6. Violations of the standards established in this policy should immediately be brought to the attention of the chairperson to whom the individual is responsible and the dean of the college. The provost/vice president for academic affairs in consultation with the chairperson and the dean will decide whether the allegation is true and what action should be taken. The university president is the next superior level of administrator who will be fully informed of the allegation and the results of if there are any further inquiries or required actions.

7. Faculty may appeal disciplinary action taken pursuant to this policy by following the appeal procedure outlined in Guarantees Relating to Matters other than Termination and Non-Renewal of Contracts E-26A or Tenure Policy E-50A

Source of Authority: President, Board of Regents

Cross Reference: E-50A Tenure Policy
  E-46 Discrimination Complaints/Sexual Harassment
  C-42 Property Inventory and Management
  B-1 Use of University Facilities
  E-5 Alcohol/Drug Free Workplace
  E-26A Guarantees Relating to Matters other than Termination and
  Non-Renewal of Contracts

Contact for Revision: Provost/Vice President for Academic Affairs

Forms: None
Appendix No.4

Express Mail Services

Original Implementation: Unpublished
Last Revision: February 14, 2005

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

Purchasing reviews state contracts and cooperative contracts to determine the best value for express mail services from year to year. The most current express mail contracts are shown below.

**DHL. E&I Cooperative Contract.**
To insure receipt of SFA discounted pricing, call toll-free 832-515-1070 and request a new account under Master Contract #E&I-AIRBORNE AID CODE #EIC.

To schedule a pick-up, complete the airbill with required information, including departmental account number. Call the 800 number on the airbill to schedule the pick-up. Upon receipt of an invoice from Airborne (by the department), review for accuracy and submit to Accounts Payable with the account number to charge and an approved signature.

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

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

**USPS® EXPRESS MAIL SERVICE.** Deliver package or letter to the Nacogdoches Post Office after the required postage has been metered at the Stephen F. Austin State University Post Office. Contact the University Center Post Office for handling details.

Source of Authority: Vice President for Business Affairs

Cross Reference: None

Contact for Revision: Director of Purchasing and Inventory

Forms: None
Benefits eligible employees are entitled to purchase a faculty or staff identification card. Employees wishing to use the HPE facilities, Library, Wellness Center, or other University facilities will be required to show a current faculty/staff ID. Employees wishing to obtain an ID card must complete a "Request for Staff/Faculty ID Card" form in Human Resources. Human Resources will verify employment. The employee must take the request to Room 110 in the University Center where he/she must pay a nominal charge (non-refundable) and have a picture taken. The employee must take the request to room 13 in the University Center where he/she must pay $5 (non-refundable). The employee must then take the request form and the receipt showing payment to room 221 in the University Center to have a picture taken and a card produced.

A department has the discretion to pay for the faculty/staff ID card on behalf of employees who are required to have the ID as a condition of employment. ID cards must be validated annually in Human Resources, the ID office, room 221 of the University Center. Separating employees are required to return ID cards during the checkout process. Retired faculty/staff are encouraged to purchase ID cards in the same manner.

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

**Cross Reference:** None

**Contact for Revision:** Director of Human Resources, Director of Auxiliary Services

**Forms:** Request for Staff/Faculty ID Card (available in Human Resources)
Accessibility for Persons with Disabilities

Original Implementation: Unpublished

Last Revision: April 20, 2005 - July 14, 2005

Stephen F. Austin State University does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services or activities, including hiring or employment practices.

The University is committed to providing equal opportunities in higher education to academically qualified students with disabilities who demonstrate a reasonable expectation of college success. Students with disabilities who attend SFA will be integrated as completely as possible into the University community. The University shares responsibility with the student for modifying campus facilities and programs to meet individual need.

Compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act, is coordinated through the office of Disability Services. Department heads and directors in academic and non-academic divisions have primary responsibility for providing access to programs and activities in their respective divisions and for seeking assistance to insure physical access to facilities in which those programs are offered. Disability Services works directly with students with disabilities, individual faculty members, and academic departments in the provision of classroom accommodations, and assists other University departments in providing access and coordinating accommodations for programs, activities and services offered by the University outside the classroom.

Requests for employment accommodations for employees with disabilities are submitted to the director of Human Resources for faculty and staff, or to the associate director of Career Services for student employees, who, with assistance from Disability Services and a review committee if needed, makes employment accommodations based on individual need.

Requests for housing accommodations for students with disabilities are submitted to the director of Housing who, with assistance from Disability Services and a review committee if needed, makes housing assignments based on individual need.

Requests for specific persons to provide academic accommodations will be given consideration based upon the requested person’s employment qualifications and ability to satisfy uniform quality assurance standards. Persons who are involved in an ongoing relationship with, or are related within the second degree of affinity or the third degree of consanguinity to the student or employee with a disability, as defined by policy E-33, Nepotism, may not receive compensation for providing services to that particular student or employee.
For specific information regarding provision of academic assistance, refer to Policy F-33, Academic Accommodation of Students with Disabilities. For specific information regarding resolution of disagreements, refer to Policy F-34 Appeal Procedure Relating to the Provision of Accommodations for Students with Disabilities. For information regarding discrimination or harassment refer to Policy E-46 Discrimination Complaints/Sexual Harassment. For information on the use of service animals refer to Animals on University Property D-3.


Cross Reference: Appeal Procedure Relating to the Provision of Accommodations for Students with Disabilities F-34; Academic Accommodation of Students with Disabilities F-33

Contact for Revision: Director of Disability Services

Forms: None
Student ID Cards

Original Implementation: Unpublished
Last Revision: February 4, 2004, July 14, 2005

Student identification cards are made during registration at a cost of $5. Students must show a valid picture ID to obtain their first SFA ID card. Cards made after registration and replacement cards are made in the University Center, Room #110-221, of the Reservations Office at a cost of $5 per card.

The cards are used for the following purposes:

1. The Mag strip on the back of the card allows the designated student access to the cafeterias and access into the residence halls after hours and access to Jack Bucks account, if applicable.

2. The card allows SFASU students admission into regular season home football and basketball games.

3. Certain performances in the Fine Arts Department and Student Activities are sold at a discount price to students with ID cards.

4. The card is required for identification to purchase items by check and for book buy-back in the University Center Bookstore.

5. The validation sticker placed on the front of the card upon payment of semester fees is required to enter the Health and Physical Education building and Wellness Center.

6. The Computer and Spanish Labs require the deposit of the ID card to use diskettes and tapes.

7. The University Center Games area requires the deposit of the card for use of certain games.

8. The Business Office requires presentation of ID cards to claim payroll checks.

9. The card is the property of Stephen F. Austin State University and is intended for use by the individual cardholder only.

Source of Authority: Vice President for University Affairs

Cross Reference: None

Contact for Revision: Director of Auxiliary Services
Appendix No.4

Forms: None
1. Composition of Board

The Board of Regents, Stephen F. Austin State University, is composed of nine members who are appointed by the Governor of Texas, with the advice and consent of the Senate. Three members of the Board are appointed biennially to serve for terms of six years.

The Board is charged with the responsibility of performing those duties which are delegated to it by the Legislature. The Board has no authority except as delegated to it by law.

Knowledge of the limitations of its authority is imputed to all persons, firms and corporations dealing with the Board.

2. Office of the Board of Regents

The Office of the Board of Regents is located in the Austin Building, Room 308. The mailing address is PO Box 13026 – SFA Station, Nacogdoches, TX 75962-3026. The office is staffed by the Assistant to the Board of Regents.

3. Setting of Meetings

The Board of Regents shall convene annually in Nacogdoches, Texas, in the month of April, which meeting shall be known as the Annual Meeting.

All meetings of the Board shall conform to the terms of the Texas Open Meetings Act, Ch. 551 Tx Gov Code. Regular meetings of the Board shall be held quarterly at such time and place as a majority of the Board shall determine. The Board shall set regular quarterly meeting dates one year in advance, which may be changed by consensus of the Board due to unanticipated needs. Special meetings of the Board may be called by the Chair, or by a majority of the members of the Board. Telephone conference meetings may be called when circumstances dictate that immediate action would be in the best interest of the University or when it is difficult or impossible to convene a quorum in a single location. Telephone conference meetings shall be restricted to special meetings of the Board.

All meetings of the Board of Regents shall be open to the public. Executive sessions of the Board may be held with the consent of a majority of those members present and as authorized by law.

A majority of the members of the Board shall constitute a quorum. Proxies shall not be recognized. No formal action shall be taken by the Board in the absence of a quorum.
4. Designation of Officers

The Officers of the Board shall include a Chair, a Vice Chair, a Secretary, and such other officers as may from time to time be elected or appointed.

5. Election of Chair and Authorization of Duties

At the Annual Meeting of the Board, and as the last order of business, there shall be elected from the membership of the Board a Chair, who shall take office immediately, and shall serve through the next Annual Meeting.

No member shall serve more than two consecutive terms as Chair unless the members shall re-elect such member for each term after the two consecutive terms by a vote of at least six (6) members.

In the event of a Chair's death or resignation, the Vice Chair shall serve as Chair of the Board until the next Annual Meeting.

The Chair of the Board shall preside at all meetings of the Board which he/she attends.

He/she will be responsible for the agendas of the meetings of the Board. He/she shall have the authority to call special meetings of the Board, as herein provided. He/she shall be an ex officio member of all committees of the Board. He/she shall deliver to each new Board member immediately upon such person's appointment by the Governor a copy of the Regents' Rules and Regulations and a copy of the organization of principal administrative offices of the University.

Parliamentary procedure in Board meetings will conform to Roberts' Rules of Order Revised when not in conflict with Board rules.

The Chair shall, in the name of the Board, formally execute all contracts and documents authorized by resolutions of the Board unless otherwise authorized to be signed by the President, and perform such other duties as are generally imposed on a Chair of the Board.

6. Election of Vice Chair and Authorization of Duties

A Vice Chair shall be elected from the membership of the Board immediately following the election of a Chair and shall take office upon election as the last order of business and shall serve through the next Annual Meeting.

No member shall serve more than two consecutive terms as Vice Chair unless the members shall re-elect such member for each term after the two consecutive terms by a vote of at least six (6) members.

The Vice Chair shall preside over meetings of the Board in the absence of the Chair, and shall succeed to the rights and powers of the Chair in the event he/she is absent from the state or is unable to act because of disqualification, or because of physical disability as determined by the Board. The Vice Chair shall perform such other duties as may be delegated to him/her by the Board.
In the event of the death, resignation, or assumption of Chair duties by the Vice Chair, the Secretary shall serve as Vice Chair until the next Annual Meeting.

7. Election of Secretary and Authorization of Duties

The Board shall select a Secretary from the membership of the Board, immediately following election of a Vice Chair, who shall take office at the end of the Annual meeting and who shall serve through the next Annual meeting. The Secretary shall ensure that preparation for all meetings of the Board, including such notices as required by law are made. The Secretary shall attend all open meetings of the Board and ensure that accurate records of all open meetings are kept. He/she shall ensure that all parties affected by the actions of the Board are notified. He/she shall provide oversight to the Assistant of the Board who shall be responsible for all records of the Board and all documentary files thereof. He/she shall ensure that the Assistant to the Board keep the official copy of the Regents' Rules and Regulations. Said copy shall contain all current rules and regulations as set by the Board of Regents. Any changes or additions thereto shall be entered in the official copy and such changes and additions shall be furnished members of the Board and officers of the University as designated by the President. The Assistant to the Board shall assist the Secretary in performing the duties of his/her office.

8. Committees of the Board

The Chair of the Board shall appoint at the Annual Meeting of the Board of Regents or soon thereafter all committee members and shall designate a Chair of each committee except as otherwise provided herein.

7.1 The Executive Committee shall consist of the Chair of the Board, the Vice Chair of the Board, and one other member appointed by the Chair. Two members present shall constitute a quorum. The Chair of the Board shall serve as Chair of this committee. This committee shall review and make recommendations to the full Board on any matter related to the governance, control and direction of the policies of the University.

7.2 The Academic and Student Affairs Committee shall consist of three members. This Committee shall consider:

1. the curricula of the various colleges and departments of the University with any other matters dealing with academic programs and the progress thereof;
2. the research programs within the University and their relationship to all graduate education;
3. student affairs within the University;
4. personnel matters within the University.

The Committee shall summarize facts and present alternatives as necessary.

7.3 The Building and Grounds Committee shall consist of three members. This committee shall consider:
(1) use and occupancy of University property;
(2) planning of, locating of, receiving bids for, awarding contracts for, construction of, and maintenance of buildings, utilities, and other physical facilities of the campus.

The Committee shall summarize facts and present alternatives as necessary.

7.4 The Finance Committee shall consist of three members. This Committee shall consider:

(1) the budgeting and appropriations request processes;
(2) all requests for appropriations and budgets covering expenditures of educational and general funds and auxiliary programs, including, but not limited to, student housing, the athletic department, and the bookstore;
(3) handling of University funds, depositories, etc., whether from appropriated or contributed funds.

The Committee shall summarize facts and present alternatives as necessary.

7.5 The Nominating Committee shall consist of three members. This committee shall be appointed annually at the January Meeting by the Chair for the purpose of nominating Board officers for election at the April Meeting.

7.6 The Chair of the Board and/or not less than six members thereof at a meeting of the Board of Regents may at any time appoint special committees, name the members thereof and designate the chairmen. Any special committee so created shall be temporary and shall be charged in writing as to its particular duties and functions and the period in which it is to serve. Action by the Chair of the Board and/or six such members will be required to extend this period.

9. Prohibiting Contracting with Board Members

The Board of Regents shall approve no contract or agreement of any character in which a member of the Board, directly or indirectly, has a pecuniary interest, without prior advice of the General Counsel. Regents must self disclose potential direct or indirect pecuniary interests in matters pending before the Board of Regents.

10. Election of University President

Annually when the budget is passed, the Board of Regents shall elect the President of the University by affirmative vote of a majority of its members. The President of the University shall hold office without fixed term and at the pleasure of the Board. The President shall not have tenure as President, but may hold tenure as a member of the faculty of the University when such tenure has been approved by the Board. The President's salary shall be designated in the appointing order.
Appendix No. 5

In case a change in the presidency is made, the Board will accept for consideration suggested nominations from a screening committee representing the Board, the faculty, the staff, the Alumni Association, the community, and the student body, which committee shall be selected by a majority vote of the Board of Regents

11. Authority, Duties, and Responsibilities of the University President

The President shall be responsible for developing and maintaining excellence and efficiency within the University.

The President shall be answerable to the Board of Regents and shall have discretionary powers broad enough to effectively administer the University within the policies and guidelines as set forth by the Board of Regents. The President shall have such powers as may be from time to time delegated by the Board.

The President shall be prepared to make recommendations to the Board on University matters which require Board approval.

The President shall be responsible for carrying out all Board orders affecting the University.

The President shall interpret the Board’s policies to the faculty and staff and interpret the University’s programs and needs to the Board. The President shall at all times also represent and interpret the University’s programs, needs and interests to the public.

The President shall recommend appropriate operating budgets and supervise expenditures under approved budgets.

The President shall nominate to the Board the appointment and reappointment of all members of the faculty and administrative officers and recommend such individuals for promotion, retention, or dismissal.

The President shall develop and maintain efficient personnel programs for all employees, including faculty and administrative officers.

The President shall ensure efficient management of business affairs and physical property and shall recommend additions and alterations to the physical plant.

The President shall assume active leadership in developing private fund support for the University.

Without prior notice or hearing, the President of the University may suspend without pay and immediately remove from the University or assign to other duties with pay any employee, and suspend and immediately remove from the University any student, that: (1) poses a continuing danger to persons or property; (2) disrupts the orderly operation of the University; (3) endangers the education of students; (4) has been convicted by a trial court of any felony or a crime of moral turpitude. The President shall, as soon as possible, notify the General Counsel of such action. In such cases the President will set a hearing before the appropriate administrator or committee on the employee’s or student’s case as soon thereafter as is practicable unless otherwise waived by the employee or student.
The President shall have the ultimate responsibility for the proper administration of all University contracts, agreements, or purchases which are delegated to the President under the Board’s policy. The President is authorized to accept grants and contracts and enter into agreements involving the furnishing of educational services with the various agencies of the Federal and State Governments, Foundations, and private corporations and is authorized to advance funds as necessary to finance federal grants and contracts which are on a reimbursement basis provided the University will be reimbursed by the agencies for any cost resulting from such grants or contracts.

12. Election and Duties of General Counsel

Annually when the budget is passed, the Board of Regents shall elect the General Counsel by affirmative vote of a majority of its members. The General Counsel shall hold office without fixed term and at the pleasure of the Board. The General Counsel’s salary shall be designated in the appointing order.

The General Counsel shall be responsible for all legal advice on all matters related to the University. He/she shall be responsible for all legal matters with local, state, and federal agencies and officials.

The General Counsel shall work in cooperation with the Attorney General of the State of Texas, legal counsel engaged in private practice and other legal counsel for agencies of the State of Texas concerning matters that may affect the University. He/she shall monitor all lawsuits brought against or for the University and assist the Attorney General’s office in the preparation, trial, and appeal of lawsuits involving the University.

The General Counsel shall review all contractual obligations entered into by the University. He/she shall make legislative interpretations and be responsible for the compilation of all legislative statutes affecting the University. He/she shall be responsible for the determination of student residency classification on appeal. He/she shall perform such other duties which are generally incumbent upon a general counsel of like boards or which shall be delegated to him/her by the Board or the President of the University.

13. Election and Duties of the Director of Audit Services

Annually when the budget is passed, the Board of Regents shall elect the Director of Audit Services by affirmative vote of a majority of its members. The Director of Audit Services shall hold office without fixed term and at the pleasure of the Board. The Director’s salary shall be designated in the appointing order.

The Director of Audit Services shall assist the Board in carrying out its oversight responsibilities as they relate to the University’s a) financial and other reporting practices, b) internal control, and c) compliance with laws, regulations, and ethics.

The Director of Audit Services shall report on a day-to-day and functional basis to the President of the University. The Director of Audit Services shall periodically communicate directly with the Finance Committee Chair. It is important that the
University auditor be independent of the chief financial and/or accounting officers to ensure independent review of the internal control structure and the financial reporting process.

The Director of Audit Services shall work in cooperation with the State Auditor’s Office, independent auditors engaged in private practice, and other auditors for entities of the State of Texas concerning matters that may affect the University.

The Director of Audit Services shall annually submit information on the annual audit plan, work schedule, and staffing plan to the President for his review and to the Board of Regents for their approval. The Director shall submit an annual report as required by Art. 6252-5d, V.T.C.S., recodified at Government Code, Chapter 2102. The annual report shall be submitted to the President and the Board for review prior to public dissemination.

14. Election and Duties of the Assistant to the Board of Regents

Annually when the budget is passed, the Board of Regents shall elect the Assistant to the Board of Regents by affirmative vote of a majority of its members. The Assistant to the Board of Regents shall hold office without fixed term and at the pleasure of the Board. The Assistant to the Board of Regents’ salary shall be designated in the appointing order.

The Assistant shall manage the Office of the Board of Regents to assist in the administration of the responsibilities of the Board and facilitate the role of each Regent in the discharge of his or her responsibilities.

The Assistant shall use discretion and independent judgment in establishing reporting mechanisms for the Board, shall work directly with the Regents, President, and General Counsel on a routine basis, shall track information needs of the Board including monitoring of legislative bills during session, shall work as the campus liaison for the university’s honored guests, including Legislators, commencements speakers, and other dignitaries.

The Assistant’s other responsibilities shall include taking, preparing and distributing meeting minutes; preparing and distributing meeting agendas; filing open meeting notices; notifying Board members of all meeting dates; administering all communications and correspondence for the Board; planning meetings, workshops, and retreats for the Board; making travel arrangements for Board members; maintaining a calendar for the Board; keeping Board members apprised of upcoming events; ensuring appropriate Board representation at functions; maintaining current Board address list; developing and maintaining Board of Regent’s web page.

15. Employees Reporting to the Board of Regents

From time to time, the Board of Regents may employ other individuals who report directly to the Board of Regents. Such employees shall hold office without fixed term and at the pleasure of the Board. The salary of such employees shall be designated
Appendix No. 5

16. Report or Agenda for Meetings

At all regular or special meetings of the Board, the President of the University shall submit a President's Report in writing. Such reports shall follow a uniform format approved by the Board, with the proposed form of recommended Board orders set out in the first section of the report, followed by sections on faculty and staff, budgetary items, contracts, curriculum, miscellaneous items and explanation. The latter section of the report shall set forth in reasonable detail an explanation of each proposed Board order or recommendation. All Board orders proposed in a President's Report shall be drafted with clarity and brevity to reflect, without the need to refer to extraneous sources, the precise action ordered by the Board in each instance. The drafting of multifarious orders for Board consideration shall be avoided.

A copy of the President's Report shall be submitted to all members of the Board and the Secretary at least ten days in advance of a meeting of the Board.

17. Order of Business

All regular and special meetings of the Board of Regents shall be as follows unless the Chair otherwise directs:

A. Approval of the minutes of the preceding meeting
B. Reports of standing committees
C. Reports of special committees
D. Other business
E. Adjournment

18. Appearance Before the Board

1. Special appearances as requested by the Board or President: The Chair of the Board of Regents or the President may invite individuals to appear before the Board or one of its committees for specific purposes. The Chair of the Faculty Senate and the President of the Student Government Association shall have the opportunity to provide a report at each quarterly Board meeting.

7. Requests to address the Board: Requests to appear before the Board to make comments on a specific agenda item must be received by the Assistant to the Board in writing no later than twenty-four (24) hours before the Board meeting at which the individual wishes to speak. The request should set out clearly the nature of the subject matter to be presented relating to a specific Board agenda item. In making a request to appear before the Board, individuals must give their names and any relevant title or affiliation. Comments regarding non-posted agenda items...
may be submitted to the Assistant to the Board in writing, at any time, for
distribution to the Regents.

8. Time allocation: The Board will allow up to twenty (20) minutes for public
comment per agenda item. An individual speaker will be permitted three (3) to
five (5) minutes for a presentation. The Board will allow a total of up to ninety
(90) minutes for public comments per regular quarterly meeting. Copies of
speakers' comments, and/or other written materials for distribution to the Board of
Regents will be accepted. Public comments will take place during the scheduled
public comment period at the beginning of each regular quarterly meeting.

9. Other meetings: While a specific period for public testimony will be limited to
the regular quarterly meetings, written comments are welcome for any scheduled
meeting of the Board of Regents. Forward one copy of your comments to the
Assistant of the Board for distribution to the Regents.

10. Scheduling of speakers: When the number of requests to address the Board at a
given session and for a specific agenda item exceeds the time available, requests
will be approved based on the order the written request was received by the
Assistant to the Board. If, by virtue of time or other constraint a speaker is not
able to present his/her comments, said comments will be accepted and distributed
to the Board of Regents at the meeting.

11. Special Requests: Special requests to appear before the Board for comments at
times other than the regular quarterly meetings can be submitted to the Assistant
to Board for consideration by the Chair of the Board of Regents.
The Chair of the Board of Regents or the President may invite individuals to
appear before the Board or one of its committees for specific purposes. The Chair of the
Faculty Senate and the President of the Student Government Association shall have the
opportunity to provide a report at each quarterly Board meeting. Other individuals or
group representatives wishing to appear before the Board shall file a written request with
the President at least seven working days before the appropriate meeting. The written
request shall include a statement of the purpose for which an appearance is requested, the
nature of the information to be presented and the names of those who will speak to the
Board. The President will submit the request to the Chair of the Board, who will grant
the request, deny the request or provide for an appearance before an appropriate
committee of the Board. The individual making the request shall be notified of the
Chair's decision, by the President.

19. Annual Budget for University Operations

The President shall prepare and submit annually to the Board at its April or July
meeting, as specified each year by the Board, a proposed budget for the operation of the
institution for the next fiscal period. Copies of all proposed operating budgets shall be
submitted in writing to all members of the Board at least one week in advance of such meeting of the Board.


The President of the University shall submit a Monthly Operating Statement to the members of the Board showing balance sheet by fund groups; statement of income; statement of expenditures, unexpended balances, encumbrances, and unencumbered balances.

All institutional books, records, ledgers and accounts shall be kept and maintained in conformity with recommendations of the State Auditor and the State Comptroller of Public Accounts, subject to approval by the Board.

Blanket fidelity bonds, approved by the Board, shall be required to cover all employees of institutions under the jurisdiction of the Board.

21. Student Admission, Degree Requirements, Tuition and Fees

Student admission standards, entrance requirements, and degree qualifications shall be determined and prescribed by the institution, subject to the approval of the Board. No otherwise qualified applicant for student enrollment shall be denied admission solely on the basis of religious or racial tests. Enrollment preference shall be given residents of the State of Texas.

Tuition, student fees, and room and board rates shall be established by the institution, subject to legislative direction and approval by the Board.

Each member of the Board shall receive copies of major publications of the University.

22. Employment of Bond Legal Counsel

The Board shall employ bond counsel as appropriate to advise and represent it in any matters.

23. Reimbursement of Expenses

Reimbursement of expenses shall be allowed members of the Board for attending regular and special meetings of the Board; for visiting the University at the request of the Board or the Chair of the Board; for attending formal committee meetings, and for such other special and limited purposes as the Board may expressly authorize in accordance with state regulations. Verified expense accounts shall be submitted to the Secretary for payment and the same shall be subject to review and control by the Board.
Appendix No. 5

24. Use of Campus Facilities for Political Purposes

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

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

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

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

25. Authority for Official Statements

The Board of Regents hereby reserves the authority and responsibility for determining matters of policy and official statements concerning any political or other subjects of an obviously controversial nature which represents an official policy, statement, or position of the Board of Regents, or of the University. Statements, policies, and positions by the Board of Regents on such matters shall be made by the Board through the Chair of the Board or the President of the University. No Regent, officer, faculty or staff member shall have the authority to speak for or issue any public statements on policy for and on behalf of the Board of Regents, or of the University, on such matters without prior approval of the Board.

26. Naming of Buildings and Other Facilities

Buildings and other facilities (including laboratories and clinics) of Stephen F. Austin State University may be named by the Board of Regents for deceased persons who have made outstanding contributions to the University or its prestige. In extraordinary circumstances, particularly when a significant donation has been made to the University, the Board of Regents may name a building, or other facility, for a living person.

Proposed names may be submitted from any source to the Academic Affairs Council for their recommendation to the President who, if he concurs, shall submit such names, together with background reasons, to the Board of Regents for consideration; provided, however, that the Board of Regents may act without receiving a nomination from the Academic Affairs Council, when circumstances justify such action, and particularly when a substantial donation has been made toward the construction of the
building or facility to be named. Any such nominations shall be reviewed by a committee of the Board. Such review shall take place before any contacts with prospective nominees. A name will not be moved from one building to another, and when a building is razed, the name will no longer be used.

A plaque shall be placed on each new building. The plaque shall show the names of the Board of Regents in alphabetical order, and the names of those occupying the following positions on the date of the contract award: the Chair of the Board of Regents; the President of the University; the Vice President for Business Affairs, the architect and the contractor, together with the year the contract is awarded.

27. Provisions to Amend Rules and Avoid Conflict with Statutes

The Rules and Regulations herein provided may be amended by a majority vote of members of the Board at any regular meeting or at a special meeting of the Board called for that purpose. Proposed amendments shall be filed in writing with the Secretary and copies submitted to each Board member at least fifteen (15) days before the same are considered by the Board.

Should all or any part of the foregoing Rules and Regulations conflict with any constitutional, statutory or legislative appropriations provisions, they shall be amended to conform therewith.