

Stephen F. Austin State University

MINUTES OF THE BOARD OF REGENTS



**Nacogdoches, Texas
July 19 and 20, 2010
Meeting 260**

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**Stephen F. Austin State University
Minutes of the Meeting of the Board of Regents
Nacogdoches, Texas
July 19 and 20, 2010
Austin Building 307
Meeting 260**

Monday, July 19, 2010

The regular meeting of the Board of Regents was called to order in open session at 8:00 a.m., Monday, July 19, 2010, in the Multimedia Room of the Baker Pattillo Student Center by Chair Melvin White.

PRESENT:

Board Members: Mr. Melvin White, Chair
 Mr. Richard Boyer
 Dr. Scott Coleman
 Mr. James Dickerson
 Ms. Valerie Ertz
 Mr. Bob Garrett
 Mr. Steve McCarty
 Ms. Sydni Mitchell
 Mr. James Thompson

President: Dr. Baker Pattillo

Vice-Presidents: Dr. Richard Berry
 Mr. Danny Gallant
 Mr. Steve Westbrook

General Counsel: Mr. Damon Derrick

Other SFA administrators, staff, and visitors

The Finance/Audit Committee convened at 8:00 a.m. and adjourned at 2:20 p.m. The Building and Grounds Committee convened at 2:30 p.m. and adjourned at 2:55 p.m. The Academic and Student Affairs Committee convened at 2:55 p.m. and adjourned at 4:00 p.m.

The chair called for an executive session at 4:15 p.m. to consider the following items:

Consultation with attorney regarding legal advice on potential intellectual property opportunities, pending and/or contemplated litigation or settlement offers, including but not limited to *Stephen F. Austin State University v. Sunbelt Pools, Inc., American*

Granby, and National Diversified Sales, Inc., In Re: Dr. and Mrs. J.E. Watkins Scholarship Trust and related matters, and currently pending EEOC complaints. (Texas Government Code, Section 551.071)

Consideration of Individual Personnel Matters Relating to Appointment, Employment, Evaluation, Assignment, Duties, Discipline, or Dismissal of an Officer or Employee, including but not limited to the dean of the Nelson Rusche College of Business, the dean of the James I. Perkins College of Education and currently serving deans; the director of audit services; the general counsel; the coordinator of board affairs; the vice presidents; and the president. (Texas Government Code, Section 551.074)

The executive session ended at 6:45 p.m. and the board meeting was recessed for the evening with no further action.

Tuesday, July 20, 2010

The chair reconvened the board meeting in open session at 9:00 a.m. on Tuesday, July 20, 2010.

PRESENT:

Board Members: Mr. Melvin White, Chair

Mr. Richard Boyer
Dr. Scott Coleman
Mr. James Dickerson
Ms. Valerie Ertz
Mr. Bob Garrett
Mr. Steve McCarty
Ms. Sydni Mitchell
Mr. James Thompson

President: Dr. Baker Pattillo

Vice-Presidents: Dr. Richard Berry
Mr. Danny Gallant
Mr. Steve Westbrook

General Counsel: Mr. Damon Derrick

Other SFA administrators, staff, and visitors

Regent Boyer led the pledge to the flags and Regent McCarty provided the invocation.

RECOGNITIONS

Dr. Baker Pattillo recognized Dr. David Sanderson for his years of service to the university as team physician for the Athletic Department. Outstanding Student Teachers were recognized by Dr. Ric Berry, who then introduced new deans, Dr. Judy Abbott and Dr. Danny Arnold. Mr. Robert Hill exhibited the recent Southland Conference awards and introduced staff members who serve behind the scenes to make athletic successes possible.

APPROVAL OF MINUTES

BOARD ORDER 10-32

Upon motion by Regent Dickerson, seconded by Regent McCarty, with all members voting aye, it was ordered that the minutes of the April 19 and 20, 2010, meetings be approved as presented with the inclusion of the two additional classes to Appendix 2: Multidisciplinary Capstone Project (SFA 499) and Introduction to Multidisciplinary Study (SFA 110).

ADMINISTRATION

BOARD ORDER 10-33

Upon motion by Regent McCarty, seconded by Regent Boyer, with all members voting aye, it was ordered that the following items be approved.

ELECTION OF PRESIDENT

A performance evaluation was conducted, and Baker Pattillo was reelected president of Stephen F. Austin State University at an annual salary of \$291,720, effective September 1, 2010.

ELECTION OF GENERAL COUNSEL

A performance evaluation was conducted, and Damon Derrick was reelected interim general counsel at an annual salary of \$60,000, effective September 1, 2010.

ELECTION OF DIRECTOR OF AUDIT SERVICES

A performance evaluation was conducted, and Gina Oglesbee was reelected director of Audit Services at an annual salary of \$106,080, effective September 1, 2010.

ELECTION OF COORDINATOR OF BOARD AFFAIRS

A performance evaluation was conducted, and Judy Buckingham was reelected coordinator of board affairs at an annual salary of \$44,064, effective September 1, 2010.

PERSONNEL

BOARD ORDER 10-34

Upon motion by Regent Dickerson, seconded by Regent Ertz, with all members voting aye, it was ordered that the following personnel items be approved:

FACULTY APPOINTMENTS FOR 2010 – 2011

BUSINESS

Danny Arnold, Dean of the College of Business and Professor of Business, D.B.A. (Louisiana Tech University), at an annual salary of \$180,000 for 100 percent time, effective August 1, 2010.

Kelly Gail Noe, Assistant Professor of Accounting, M.B.A. (Stephen F. Austin State University), at an academic year salary of \$105,000 for 100 percent time, effective September 1, 2010, contingent upon completion of doctorate by September 1, 2011.

EDUCATION

Judy Abbott, Dean of the College of Education and Professor of Education, Ph.D. (University of Texas), at an annual salary of \$135,000 for 100 percent time, effective August 1, 2010.

Brandon Burr, Assistant Professor of Human Sciences, M.A. (Oklahoma State) at an academic year salary of \$52,000 for 100 percent time, effective September 1, 2010, contingent upon completion of doctorate by August 31, 2010.

Pamela Cheatham, Instructor of Elementary Education, M.S. (Texas A&M University) at an academic year salary of \$49,000 for 100 percent time, effective September 1, 2010, contingent upon completion of doctorate by May 31, 2016.

Robin Johnson, Instructor of Elementary Education, M.S. (Texas A&M University), at an academic year salary of \$49,000 for 100 percent time, effective September 1, 2010, contingent upon completion of doctorate by December 31, 2010.

Leah Kahn, Instructor of Elementary Education, M.Ed. (Stephen F. Austin State University), at an academic year salary of \$50,000 for 100 percent time, effective September 1, 2010, contingent upon completion of doctorate by May 31, 2016.

Vicki Seeger, Assistant Professor of Elementary Education, Ph.D. (Kansas State University), at an academic year salary of \$50,000 for 100 percent time, effective September 1, 2010.

Robbie Steward, Chair and Professor of Human Services, Ph.D. (University of Oklahoma) at an annual salary of \$110,000 for 100 percent time, effective August 1, 2010.

FINE ARTS

Joseph Alberti, Assistant Professor of Theatre, Ph.D. (University of Texas), at an academic year salary of \$44,500 for 100 percent time, effective September 1, 2010.

Nathan Nabb, Associate Professor of Music, D.M.A. (Northwestern University), at an academic year salary of \$53,000 for 100 percent time, effective September 1, 2010.

Linda Post, Assistant Professor of Art, M.F.A. (Vermont College of Fine Arts), at an academic year salary of \$47,500 for 100 percent time, effective September 1, 2010.

FORESTRY AND AGRICULTURE

Jeremy Stovall, Assistant Professor of Forestry M.S. (University of Vermont) at an academic year salary of \$52,500 for 100 percent time effective August 1, 2010, contingent upon completion of doctorate by August 31, 2010.

LIBERAL AND APPLIED ARTS

Weixia Chen, Assistant Professor of Government, Ph.D. (University of Southern California), at an academic year salary of \$50,000 for 100 percent time, effective September 1, 2010.

Steven Estrada, Visiting Assistant Professor of Psychology, M.A. (Cornell University), at an academic year salary of \$43,000 for 100 percent time, effective September 1, 2010, contingent upon completion of doctorate by August 31, 2010.

Sarah Savoy, Assistant Professor of Psychology, M.A. (Southwestern Louisiana University), at an academic year salary of \$46,000 for 100 percent time, effective September 1, 2010.

Kierah Weber, Instructor/Intern of Government, M.A. (Stephen F. Austin State University), at an academic year salary of \$32,000 for 100 percent time, effective September 1, 2010.

STAFF APPOINTMENTS FOR 2010 – 2011

ADMISSIONS

Kenneth Felts, International Programs Coordinator, at an annual salary of \$35,000 for 100 percent time, effective July 19, 2010.

ATHLETICS

John Critzer, Assistant Coach for Volleyball, at a 10.5 month salary of \$25,462 for 100 percent time, effective July 19, 2010.

A'Quonesia Franklin, Assistant Coach for Women's Basketball, at a 10.5 month salary of \$44,500 for 100 percent time, effective May 10, 2010.

Jodi Greve, Assistant Coach for Women's Basketball, at a 10.5 month salary of \$55,025 for 100 percent time, effective May 10, 2010.

Andrew Majors, Assistant Coach for Women's Basketball, at a 10.5 month salary of \$41,931 for 100 percent time, effective July 5, 2010.

Lindsey Lee Morgan, Assistant Coach for Soccer, at a 10.5 month salary of \$24,720 for 100 percent time, effective July 26, 2010.

Paul Nagy, Assistant Coach for Soccer, at a 10.5 month salary of \$32,009 for 100 percent time, effective May 3, 2010.

Staci Ramsey, Assistant Coach for Softball, at a 10.5 month salary of \$24,000 for 100 percent time, effective July 19, 2010.

Kellen Sampson, Assistant Coach for Men's Basketball, at a 10.5 month salary of \$37,000 for 100 percent time, effective May 3, 2010.

INFORMATION TECHNOLOGY SERVICES

Kalen Smith, Programmer Analyst I, at an annual salary of \$34,449 for 100 percent time, effective June 7, 2010.

INTERNATIONAL PROGRAMS

Oresta Felts, Coordinator of International Programs, at an annual salary of \$36,000 for 100 percent time, effective August 2, 2010.

PUBLIC AFFAIRS

Elma Gildenhuys, Publication Specialist, at an annual salary of \$39,500 for 100 percent time, effective April 26, 2010.

RESIDENCE LIFE

Daniel Byars, Hall Director, at an annual salary of \$28,000 for 100 percent time, effective July 19, 2010.

Kayla Knox, Hall Director, at an annual salary of \$28,000 for 100 percent time, effective June 7, 2010.

Genevra Lynn, Program Coordinator, at an annual salary of \$32,000 for 100 percent time, effective May 24, 2010.

Kyle McCracken, Area Coordinator, at an annual salary of \$32,000 for 100 percent time, effective June 21, 2010.

Gabriela Osria, Hall Director, at an annual salary of \$28,000 for 100 percent time, effective July 19, 2010.

SCIENCES AND MATHEMATICS

Sherry Anthony, Lab Coordinator in Biology, at an academic year salary of \$35,000 for 100 percent time, effective September 1, 2010.

CHANGES OF STATUS FOR 2010 – 2011

ATHLETICS

Mark Nichols, from Assistant Coach for Men's Basketball (3rd Assistant Position) at a 10.5 month salary of \$33,256 for 100 percent time, to Assistant Coach for Men's Basketball (2nd Assistant Position) at a 10.5 month salary of \$48,074 for 100 percent time, effective May 3, 2010.

EDUCATION

Christy Leduff, from Teacher at an annual salary of \$30,900 for 100 percent time, to Master Teacher at an annual salary of \$46,732 for 100 percent time, effective June 1, 2010.

Gloria Gresham, from Assistant Professor of Education at an academic salary of \$54,244 for 100 percent time, to Associate Professor of Education at an academic year salary of \$54,794 for 100 percent time, effective September 1, 2010.

FINANCIAL AID

Sara Wilkerson, from Financial Aid Specialist I at an annual salary of \$23,175 for 100 percent time, to Financial Aid Officer at an annual salary of \$33,000 for 100 percent time, effective May 17, 2010.

INFORMATION TECHNOLOGY SERVICES

Tristan Adams, from Programmer Analyst I at an annual salary of \$35,005 for 100 percent time, to Programmer Analyst II at an annual salary of \$42,000 for 100 percent time, effective May 7, 2010.

Timothy Lewallen, from Technical Support Specialist II at an annual salary of \$34,688 for 100 percent time, to Assistant Manager of Technical Support at an annual salary of \$45,000 for 100 percent time, effective April 22, 2010.

Jason Lisenby, from Manager of Technical Support at an annual salary of \$50,034 for 100 percent time, to Manager of Technical Support with additional duties at an annual salary of \$55,500 for 100 percent time, effective April 1, 2010.

Stephen Watson, from Systems Programmer II at an annual salary of \$57,560 for 100 percent time, to Systems Manager at an annual salary of \$60,000 for 100 percent time, effective April 1, 2010.

OFFICE OF RESEARCH AND SPONSORED PROGRAMS

Christine Hennessey, from Librarian II at an annual salary of \$45,750 for 100 percent time, to Research Development Specialist at an annual salary of \$49,500 for 100 percent time, effective June 21, 2010.

LIBERAL AND APPLIED ARTS

Kimberly Squyres, from Graduate Teaching Assistant in Communication and Contemporary Culture at a semester salary of \$4,613 for 50 percent time, to Visiting Lecturer in Communication and Contemporary Culture at an academic year salary of \$36,000 for 100 percent time, effective September 1, 2010.

REGISTRAR

Lynda Langham, from Interim Register at an annual salary of \$48,255 for 100 percent time, to Registrar at an annual salary of \$71,757 for 100 percent time, effective May 17, 2010.

STUDENT AFFAIRS

Kenneth Norris, from Assistant Director of Facility and Member Services at an annual salary of \$40,016 for 100 percent time, to Interim Director of Campus

Recreation at an annual salary of \$47,216 for 100 percent time, effective June 5, 2010.

RETIREMENTS

Patty Ellison, Associate Professor of Nursing, effective March 31, 2010

Sharron Graves, Assistant Professor of Accounting, effective July 31, 2010

Janie Kenner, Professor of Human Sciences, effective May 30, 2010

Patrick Thurman, Administrator Database III, Information Technology Services, effective August 31, 2010.

BOARD ORDER 10-35

Upon motion by Regent Boyer, seconded by Regent McCarty, with all members voting aye, it was ordered that the following personnel item be approved:

HOLIDAY SCHEDULE FOR 2010-2011

WHEREAS, the board considered the following:

Twelve holidays are allowed by the state for 2010-2011. The following schedule of 16 days would allow the campus buildings to be shut down for ten days during the Christmas break and nine days during Spring Break, which will result in significant energy savings. Employees would be required to take vacation or comp time on December 30 and 31 and March 17 and 18.

September 6	Monday	Labor Day
November 25	Thursday	Thanksgiving Day
November 26	Friday	Day after Thanksgiving
December 24	Friday	Christmas Eve
December 27	Monday	Substitute Veteran's Day
December 28	Tuesday	Substitute Confederate Heroes' Day
December 29	Wednesday	Substitute MLK Day
December 30	Thursday	Employees take vacation or comp time
December 31	Friday	Employees take vacation or comp time
March 14	Monday	Spring Break - Substitute President's Day
March 15	Tuesday	Spring Break - Substitute Texas Independence Day
March 16	Wednesday	Spring Break - Substitute San Jacinto Day
March 17	Thursday	Spring Break - Employees take vacation/comp time
March 18	Friday	Spring Break - Employees take vacation/comp time
May 30	Monday	Memorial Day
July 4	Monday	Independence Day

THEREFORE, it was ordered that the Holiday Schedule for 2010-2011 be approved as presented.

ACADEMIC AND STUDENT AFFAIRS

BOARD ORDER 10-36

Upon motion by Regent Dickerson, seconded by Regent Garrett, with all members voting aye, the following academic and student affairs items were approved:

SMALL CLASSES FOR MAYMESTER AND SUMMER I 2010

WHEREAS, the following was considered by the board members: Texas Higher Education Coordinating Board rules require that all regular organized undergraduate classes with fewer than ten students enrolled and regular graduate classes with fewer than five students enrolled be approved by the Board of Regents. Under policies established by the board, such classes can only be taught for specific reasons, such as the course being needed for students to meet graduation requirements, etc. Courses for Maymester and Summer I 2010 are listed in Appendix 1.

THEREFORE, it was ordered that the Maymester and Summer I 2010 small class list in Appendix 1 be approved.

COURSE TYPE CHANGES

WHEREAS, the following was considered by the board members: A number of courses are listed incorrectly as to activity type and require changes, in order to be in compliance with state guidelines. After approval by the Board of Regents, changes are submitted to the Texas Higher Education Coordinating Board.

THEREFORE, it was ordered that the following undergraduate course activity type changes be approved.

College	Department	Course #	Old Activity Type	New Activity Type
FOR	Agriculture	ANS 131L	PRA	LAB
FOR	Agriculture	ANS 342L	PRA	LAB
FOR	Agriculture	PLS 237L	PRA	LAB
FOR	Agriculture	PLS 437L	PRA	LAB
FOR	Agriculture	PLS 537L	PRA	LAB
FOR	Forestry	ENV 503L	PRA	LAB
FOR	Forestry	ENV 512L	PRA	LAB
FOR	Forestry	ENV 514L	PRA	LAB
FOR	Forestry	ENV 515L	PRA	LAB
FOR	Forestry	FOR 486L	PRA	LAB
FOR	Forestry	FOR 509L	PRA	LAB
FOR	Forestry	FOR 551L	PRA	LAB
FOR	Forestry	GIS 425L	PRA	LAB
EDU	Human Sciences	HMS 137L	PRA	LAB
EDU	Human Sciences	HMS 139L	PRA	LAB
EDU	Human Sciences	HMS 206 L	PRA	LAB
EDU	Human Sciences	HMS 208L	PRA	LAB
EDU	Human Sciences	HMS 241L	PRA	LAB
EDU	Human Sciences	HMS 412 L	PRA	LAB

INTERCOLLEGIATE ATHLETIC POLICIES AND PROCEDURES MANUAL REVISIONS

WHEREAS, the following was considered by the board members: In accordance with NCAA requirements the university adopted an Intercollegiate Athletic Policies and Procedures Manual in 1994. This policy manual is annually reviewed and approved by the board in its July meeting. Minor policy and/or procedure changes have occurred since the July 2009 revision and are included in Appendix 2.

THEREFORE, it was ordered that the revisions to the Athletic Policies and Procedures Manual be approved as presented in Appendix 2.

DESIGNATION OF ADMINISTRATOR FOR IMPLEMENTATION OF TEXAS EDUCATION CODE SEC. 51.974, AS AMENDED (EXECUTIVE SESSION ITEM)

WHEREAS, the following was considered by the board members: In House Bill 2504, the 81st Texas Legislature amended Section 51.974 of the Texas Education Code to provide that certain information, including course syllabus, curriculum vitae for each instructor, and departmental budget if available, be included on the university's Web site. Such information must be accessible from the university's Web site home page by not more than three clicks, searchable by keywords and phrases, and available without requiring registration or other user identification. The information is to be available on the Web page no later than the seventh day after the first day of classes of the semester or term which the course is offered. Amended Section 51.974 requires the governing body of the institution to designate an administrator to be responsible for ensuring implementation of these requirements.

THEREFORE, it was ordered that Dr. Richard Berry, provost and vice president for academic affairs, be designated as the administrator responsible for ensuring implementation of Texas Education Code Sec. 51.974, as amended.

BUILDING AND GROUNDS

BOARD ORDER 10-37

Upon motion by Regent McCarty, seconded by Regent Dickerson, with all members voting aye, it was ordered that the following item be approved:

UTILITY EASEMENT FOR ONCOR ELECTRIC DELIVERY COMPANY

WHEREAS, the following was considered by the board members: Oncor Electric Delivery Company LLC has requested an expansion of the easement on university property that extends from the Pine Crest Subdivision to East Starr Avenue along Appleby Sand Road. Oncor plans to make improvements to the utility lines in the existing easement space and would like an additional five feet of space to manage forest encroachment. University representatives analyzed the site and determined the easement expansion should cause minimal impact to the current use of our property and facilities.

THEREFORE, it was ordered that an easement be granted as requested by Oncor Electric Delivery Company LLC along Appleby Sand Road as described in the survey and field notes prepared by Lacy Surveying Inc. dated April 27, 2010. The president was authorized to sign the Easement and Right of Way and other associated documents as negotiated between SFA and Oncor to effectuate the granting of the easement.

BOARD ORDER 10-38

Upon motion by Regent McCarty, seconded by Regent Thompson, with all members voting aye, it was ordered that the following item be approved:

APPROVAL OF THE FISCAL YEAR 2010-11 CAPITAL INFRASTRUCTURE PLAN

WHEREAS, the following was considered by the board members: The university has a long term campus infrastructure plan that addresses capital renewal, deferred maintenance and renovation projects. The 2010-11 capital plan addresses the university's current infrastructure needs. The 2010-11 capital infrastructure plan includes academic, student life, building and life safety initiatives.

THEREFORE, it was ordered that the \$3,027,286 fiscal year 2010-11 capital infrastructure plan be approved. The plan is detailed in Appendix 3 and includes new construction, campus improvement, deferred maintenance, and renovation. Each project in Appendix 3 was funded at a level not to exceed the item cost, the source of funds used as described and the president was authorized to sign associated purchase orders.

FINANCIAL AFFAIRS

BOARD ORDER 10-39

Upon motion by Regent Garrett, seconded by Regent Ertz, with all members voting aye, it was ordered that the following item be approved:

SELECTION OF AN INVESTMENT MANAGEMENT FIRM

WHEREAS, the following was considered by the board members: Pursuant to Chapter 2256 of the Texas Government Code, known as the Texas Public Funds Investment Act, the governing body of an investing entity may contract with an investment management firm to provide for the investment and management of its public funds or other funds under its control. A contract may not be for a term longer than two years. A renewal or extension of the contract must be made by the governing body of the investing entity by order, ordinance, or resolution. The current investment management contract ends on August 31, 2010.

Stephen F. Austin State University, the SFA Foundation, and the Alumni Foundation issued a joint request for proposals (RFP) for external investment fund management. The proposals were analyzed and three finalists were selected to appear before the finance committee of the Board of Regents and members of the SFA Foundation and Alumni Foundation. The joint meeting produced a unanimous selection of The LMT Wealth

Management Group of Merrill Lynch as the firm best qualified to serve as the investment management firm for all three entities.

THEREFORE, it was ordered that The LMT Wealth Management Group of Merrill Lynch be selected as external investment management firm for the university. The president was authorized to sign the contract with the investment management firm.

BOARD ORDER 10-40

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

ATHLETIC PROGRAMS INSURANCE

WHEREAS, the following was considered by the board members: The NCAA provides catastrophic coverage for athletic injuries that exceed \$75,000. SFA has a self-insured retention plan for athletic medical excess insurance to cover injuries not addressed by the NCAA. The university is currently utilizing agent services of Bob McCloskey for athletic insurance with UTICA Mutual as the underwriter. The existing policy expires on July 31, 2010. Current policy expenditures are \$36,742 for coverage to date with the self-insured retention plan set at \$176,000. The university solicited proposals for a new policy. The State Office of Risk Management must approve the contract.

THEREFORE, it was ordered that the university continue athletic insurance coverage for fiscal year 2010-11 that provides the best value to the university. Approval was given to obtain athletic insurance coverage for the 2010-11 athletic seasons. The president was authorized to sign the contract. Auxiliary funds will be used to purchase the insurance coverage.

GENERAL LIABILITY INSURANCE

WHEREAS, the following was considered by the board members: The university is currently utilizing agent services of Wells Fargo for general liability insurance with United Educators as the underwriter. Current policy expenditures are \$114,306.00 for coverage through September 1, 2010. The current coverage expires on August 31, 2010. A bid proposal has been issued for 2010-11 general liability insurance coverage. The State Office of Risk Management (SORM) must approve any negotiated insurance contract.

THEREFORE, it was ordered that the university continue its coverage and enter into a best value general liability insurance contract. The president was authorized to sign the contract.

PURCHASE OF ELECTRIC UTILITIES FROM DEEP EAST TEXAS ELECTRIC CO-OP FOR FY 2010-11

WHEREAS, the following was considered by the board members: The university utilizes regulated electricity from the Deep East Texas Electric Co-Op to serve the Todd Agricultural Research Center and the Temple-Eastex Forestry Laboratory. Fiscal year 2008-09 total expenditures were \$69,214 and fiscal year 2009-10 expenditures as of May 31, 2010 were \$59,205.

THEREFORE, it was ordered that the university purchase electricity from the Deep East Texas Electric Co-Op to serve the Todd Agricultural Research Center and the Temple-Eastex Forestry Laboratory for fiscal year 2010-11. The president was authorized to sign the purchase order.

PURCHASE OF WATER, SANITARY SEWER AND LANDFILL SERVICES FOR FY 2010-11

WHEREAS, the following was considered by the board members: The university utilizes water, sanitary sewer and landfill services provided by the city of Nacogdoches. Fiscal year 2008-09 expenditures were \$1,417,000 and fiscal year 2009-10 expenditures as of May 31, 2010 were \$1,075,046.

THEREFORE, it was ordered that the university purchase water, sanitary sewer and landfill services from the city of Nacogdoches for fiscal year 2010-11. The president was authorized to sign the purchase order.

INSTALLMENT FEE FOR TUITION, FEES, ROOM AND BOARD PAYMENT PLANS

WHEREAS, the following was considered by the board members: Stephen F. Austin State University offers installment plans in accordance with Texas Education Code 54.007. The university currently assesses a fee depending on the types of charges being paid in installments. The same fee rates have been in effect for more than fifteen years:

\$15 - tuition and fees only

\$25 - tuition, fees, room and board

In conjunction with the fall 2010 Banner student system installation, SFA is implementing the TouchNet installment plan as part of the TouchNet payment gateway. The TouchNet software only allows a single rate for installment fee charges.

THEREFORE, it was ordered that the installment fee be changed to a flat \$25 per semester or term, effective with the fall 2010 semester.

XEROX COPIER LEASES FOR SFA PRINTING SERVICES

WHEREAS, the following was considered by the board members: Printing Services digital copy area currently depends upon three high volume Xerox production units which are 5 to 10 years old at a monthly cost of \$6,460.49. Xerox has agreed to replace all three units with three newer units available on state contracts that will have a total monthly cost of \$6,874.59. The savings on monthly overage costs and employee work hours will more than compensate for this difference. Printing Services income will pay all costs associated with these leases.

THEREFORE, it was ordered that the university terminate two existing copier leases with Xerox, trade-in a 10-year old Xerox unit, and replace them with three new copier lease agreements for two 4112 units and a color 700 unit with Xerox Free Flow print servers at a cost not to exceed \$412,475.40 over the five-year term of the leases. The president was authorized to sign contracts and purchase orders. The source of funding will be designated funds.

BOARD ORDER 10-41

Upon motion by Regent Garrett, seconded by Regent Ertz, with all members voting aye, it was ordered that the following item be approved:

APPROVAL OF THE FRESHMAN RESIDENCE HALL AND PARKING GARAGE BUDGET

WHEREAS, the following was considered by the board members: At the July 21, 2009 meeting, the SFA Board of Regents authorized the university to seek approvals from the Texas Higher Education Coordinating Board, Texas Public Finance Authority, and Bond Review Board to issue revenue financing bonds of \$35,000,000 to construct a freshman residence hall and parking garage. On March 29, 2010, the university issued the bonds.

THEREFORE, it was ordered that the Freshman Residence Hall and Parking Garage budget be approved at a level not to exceed \$37,000,000. The president was authorized to sign associated purchase orders. The fund sources will be revenue bond proceeds and auxiliary fund balance.

BOARD ORDER 10-42

Upon motion by Regent Garrett, seconded by Regent Ertz, with all members voting aye, it was ordered that the following item be approved:

GRANT AWARDS FOR FY10 AWARDED BETWEEN APRIL 1, 2010 AND JUNE 24, 2010

WHEREAS, the following was considered by the board members: Since the fiscal year 2009-10 budget was approved, the university has received grant awards that total \$24,203,062. Those include multi-year awards and represent a total increase of \$12,277,273 since the last report. Total grant awards allocable to fiscal year 2010 are

\$13,219,787. That total represents an increase of \$3,583,138 since the last report. The grant awards result from extensive faculty research and service engagement across many academic disciplines. The grants include direct federal, federal pass through, state and private awards.

THEREFORE, it was ordered that the additional fiscal year 2010 grant awards that total \$3,583,138 be approved and ratified. The grant awards are detailed in Appendix 4.

BOARD ORDER 10-43

Upon motion by Regent Garrett, seconded by Regent Ertz, with all members voting aye, it was ordered that the following item be approved:

ADOPTION OF THE FISCAL YEAR 2010-11 INSTITUTIONAL BUDGET

WHEREAS, the following was considered by the board members: In accordance with Article III of the Appropriation Bill for the 2010-11 biennium, the recommended institutional budget totaling \$ 214,300,789 for the 2010-11 fiscal year is submitted for approval. The 2010-11 proposed budget includes state funding reductions, a 3.95% increase in tuition and fees and room and board increases. The proposed budget includes faculty and staff salary equity adjustments, an increase for faculty promotions, and staff reclassifications. A detailed Higher Education Fund allocation is included in Appendix 5.

THEREFORE, it was ordered that the fiscal year 2010-2011 institutional budget of \$214,300,789 be approved as presented.

BOARD ORDER 10-44

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

ADOPTION OF THE FISCAL YEAR 2010-11 CAPITAL INFRASTRUCTURE BUDGET

WHEREAS, the following was considered by the board members: The university has developed a comprehensive institutional capital infrastructure plan for fiscal year 2010-11. The 2010-11 capital infrastructure plan includes academic, student life, building and life safety initiatives

THEREFORE, it was ordered that the fiscal year 2010-11 capital infrastructure budget of \$3,027,286 be approved as presented in Appendix 3. Sources of funding are detailed in specific action items.

ADOPTION OF THE FISCAL YEAR 2010-11 CAPITAL OPERATING PLAN BUDGET

WHEREAS, the following was considered by the board members: The capital plan includes capital operating needs as well as infrastructure needs. The 2010-11 capital operating

plan addresses the university's current major capital operating needs. The plan includes information technology, vehicle and life safety initiatives.

THEREFORE, it was ordered that the \$1,816,000 fiscal year 2010-11 capital operating plan be approved. The plan is detailed in Appendix 3. Each project in Appendix 3 was funded at a level not to exceed the item cost, the source of funds used as described and the president was authorized to sign associated purchase orders.

UNIVERSITY POLICIES AND PROCEDURES

BOARD ORDER 10-45

Upon motion by Regent Dickerson, seconded by Regent McCarty, with all members voting aye, it was ordered that the policy revisions as presented in Appendix 6 be adopted.

REPORTS

President Pattillo reported on the following:

- Significant dates
- Texas Public Finance Authority
- Legislative Budget Board Request for 2012-2013

Gina Oglesbee reported on the following:

- Public Funds Investment Act Compliance Audit
- SACS Financial Review
- Facilities Audit
- Risk Assessment
- Quality Assurance Review
- Update on Annual Audit Plan

Dr. Ken Collier reported from the Faculty Senate:

- Senate Goals/Initiatives for 2010-2011
 - Improving the Campus Culture
 - Enhancing the Faculty Community
 - Building Campus Communication
 - Expanding Work with University Committees
 - Coping with Budget Cuts

Andy Teel reported from the Student Government Association:

- Introduction of Vice President and Speaker of Senate
- Archie McDonald Speaker Series
- Fan Bus and Service Project
- 2010 Watermelon Bash

The meeting was adjourned at 10:40 a.m.

Texas Higher Education Coordinating Board Rules Currently in Effect (9-2006)**Chapter 5. Rules Applying to Public Universities and/or Health-Related Institutions of Higher Education in Texas**
Subchapter B. Role and Mission, Tables of Programs, Course Inventory**§5.23 Definitions**

§5.23.5 Organized classes--Classes whose primary mode of instruction is lecture, laboratory, or seminar.

§5.23.8 Small classes--Undergraduate level classes with less than 10 registrations, and graduate level classes with less than five registrations.

§5.26 Offering of Small Classes by Public Universities

In accordance with **Texas Education Code, §51.403(d)**, public universities may offer organized small classes which:

§51.403(d.1) have been approved by the governing board of the university;

§51.403(d.2) is a required course for graduation (the course is not offered each semester or term, and, if canceled, may affect the date of graduation of those enrolled);

§51.403(d.3) is a required course for majors in this field and should be completed this semester (or term) to keep proper sequence in courses;

§51.403(d.4) is a course in a newly established degree program, concentration, or support area;

§51.403(d.5) is part of an interdepartmental (cross-listed) course taught as a single class by the same faculty at the same station, provided that the combined enrollments do not constitute a small class;

§51.403(d.6) is a first-time offering of the course;

§51.403(d.7) is class size-limited by accreditation or state licensing standards;

§51.403(d.8) is class size-limited by availability of laboratory or clinical facilities; or

§51.403(d.9) is voluntarily offered by a faculty member in excess of the institutional teaching load requirement and for which the faculty member receives no additional compensation.

Source Note: The provisions of this §5.26 adopted to be effective May 28, 2003, 28 TexReg 4124

**SMALL CLASSES
Summer I 2010**

Appendix 1

Course Information					
Section ID	Title	Number Enrolled	Credit Hour Value	Total Credit Hours	Texas Education Code Offering Compliance
ELE 304 001	TECHNOLOGY IN TEACHING	9	3	27	§51.403 (d.3)
HMS 409 201	APPLIED NUTRITION	2	3	6	§51.403 (d.1)
SED 370 002	INTRODUCTION TO PEDAGOGY	8	3	24	§51.403 (d.3)
MTC 561 588	ADVANCED ANALYSIS	4	2	8	§51.403 (d.3)
MHL 350 501	MUS FOR CHILD I	8	3	24	§51.403 (d.3)
THR 471 001	IRISH THR & DRAMA	9	3	27	§51.403 (d.2)
THR 471 002	IRISH THR & CULTURE	9	3	27	§51.403 (d.2)
MCM 409 001	BROADCAST SALES	6	3	18	§51.403 (d.3)
PSC 397 001	STUDY ABROAD-CHINA	1	3	3	§51.403 (d.6)
HIS 313 001	HISTORY OF CHINA	2	3	6	§51.403 (d.6)
HIS 318 001	ANCIENT WORLD	9	3	27	§51.403 (d.2)
PSY 375 001	ABNORMAL PSYCH	6	3	18	§51.403 (d.2)
BIO 353 001	ECONOMIC ENTOMOLOGY	7	4	28	§51.403 (d.2)
PHY 101 001	GEN PHYSICS I	8	3	24	§51.403 (d.2)
PHY 101L020	GEN PHYS I LAB	8	1	8	§51.403 (d.2)

Small Class Hours	275
Total Summer 1 Hours	22,062
Percentage	1.25%

Date: _____

Approval: _____

Intercollegiate Athletic Policies and Procedures Manual
Proposed Revisions July, 2010

<u>POLICY NAME</u>	<u>POLICY #</u>	<u>ACTION/CHANGE</u>
FAR Job Description	302Q	New job description
Academic Services Assistant	302R	New job description
Videographer Job Description	302S	New job description
Budget Control Statement	401D	Deleted policy, no longer used because of Banner
Purchasing Procedures	404	Major rewrite
Goods & Services	405A	Major rewrite
Travel & Entertainment	405C	Minor wording change
Telephones	407	Updated cellular policy and NCAA record request
Complimentary Tickets	408C	Major rewrite
Business Contracts	410	Remove AAD from contracts
SA Conduct & Ethics	501	Added social networking policy
SA Recruitment	502A	Minor changes to meet NCAA requirements
SA Eligibility	502C	Minor changes to meet NCAA requirements
SA Financial Aid	502D	Minor changes to meet NCAA requirements
SA Non-recruited	502E	Minor change
SA Academic Policy	503A	Minor change
Summer School Policy	503B	Minor wording change
Text Books	503C	Minor revision
SA Food Service	504B	Minor change
SA Awards	505	Minor change
SA Medical Policy	506A	Added concussion management policy & minor changes
SA Employment	507A	Major rewrite
Staff Hiring	508B	Major rewrite
Individual Travel	601A	Minor changes to include Banner system
Travel Team	601B	Minor rewrite to meet SFA travel policy
Prospective SA Travel	601C	Minor changes
Facility Usage	604A	Major rewrite
Music & Entertainment	605C	Minor changes, solicitation change for Lalley
Events Staging	605D	Minor changes, added additional sport duties
Post Season Competition	605E	Minor change
Media Coverage	606A	Minor change
Publicity Material	606C	Minor change
Media Event Coverage	606D	Minor change

**JOB DESCRIPTION
FACULTY ATHLETIC REPRESENTATIVE**

Reports To: President

Positions Directly Supervised: None

Basic Function

The Faculty Athletics Representative (FAR) is involved in the assurance of the academic integrity of the athletics program and in the maintenance of the welfare of the student-athlete. Serves as the senior faculty advisor on intercollegiate athletics to the President.

Duties and Responsibilities

1. Chairs the Intercollegiate Athletic Council.
2. Meets monthly with the President to provide advice that reflects the traditional values of the faculty as they pertain to the academic integrity of the athletics program.
3. Meets regularly with the Director of Athletics to discuss all aspects of the athletics program.
4. Meets regularly with the Associate Athletic Director for Compliance & Student Services and the Assistant Athletic Director for Student Services to review academic issues.
5. Reviews the operation of the academic support staff to determine the academic well being of the student-athletes.
6. Reviews the mid term and final grades of all student-athletes, and with the AADSS, counsels the academic at-risk students if requested.
7. Ensures those academic services such as tutorials, study halls, academic advising and other services are available to student-athletes.
8. Represents the University as a faculty delegate to Southland Conference meetings and any special meetings of the NCAA.
9. Meets as needed with the Senior Woman Administrator to discuss any special concerns related to women's athletics.
10. Monitors Title IX and Gender Equity issues.
11. Exercises meaningful oversight of those aspects of the athletics program that interact with other offices and departments on the campus (e.g., admissions, registrar, financial aid).

302Q:2

12. Monitors the effectiveness of the compliance practices of the Athletics Department.
13. Active in rule-education efforts and aware of all NCAA and Southland Conference rules violations that are detected and reported.
14. Monitors the process and procedure utilized in certifying student-athletes as eligible for practice and competition.

SFA
7/2010

JOB DESCRIPTION
Athletic Academic Services Assistant

Reports To: Assistant Athletic Director for Student Services

Positions Directly Supervised: None

Basic Function

Responsible for providing comprehensive academic advising and support services programs to assigned student-athletes. Responsible for coordinating and monitoring student-athlete's degree progress and NCAA academic eligibility; assigning and verifying study hall hours and coordinating tutorial sessions; conducts proactive mentoring with identified at-risk student-athletes; and assists with recruitment of prospective student-athletes.

Duties and Responsibilities

1. Oversees the academic progress of assigned student-athletes by monitoring continuing eligibility and degree progression using NCAA, SLC and University guidelines.
2. Monitors, tracks, and projects academic eligibility, grade point average, academic performance rating, admissions status, etc. Report findings and analysis to appropriate Head Coach as needed.
3. Advises, mentors and counsels assigned student-athletes in academic curricula, graduation requirements, and University policies and procedures.
4. Identifies and works closely with at-risk student-athletes to ensure continued eligibility and academic success.
5. Provides registration advising and services in accordance with University, conference and NCAA regulations.
6. Assists in the design and implementation of comprehensive academic advising and support services for student-athletes.
7. Liaisons with faculty and advisors regarding academic progress/deficiencies, class time missed due to team travel, and other circumstances regarding class attendance or special needs.
8. Serves as liaison to campus academic support services.
9. Assists with coordination of tutorial program and study hall. May supervise tutors during study sessions.
10. Disseminates academic status information, deadlines, and related materials to student-athletes.
11. Compiles, maintains, and analyzes accurate and complete academic records and reports for student-athletes.

12. Assists with recruiting by meeting with recruits and presenting academic services presentations.
13. Assists student-athletes with admissions and registration processes.
14. Assists with new student-athlete orientation.
15. Contributes to team effort by regularly keeping coaching staff abreast of team academic issues.
16. Generates required statistical reports to fulfill University and outside agency requirements.
17. Abide by all rules of the National Collegiate Athletics Association (NCAA) and the Southland (SLC).
18. Compliance matters will also be included in your annual Performance Management Review.
19. Performs other duties as assigned by the Athletic Director.

SFA

7/2010

JOB DESCRIPTION VIDEOGRAPHER

Reports To: Assistant Athletic Director for External Affairs

Positions Directly Supervised: Student Assistants
Casual Workers

Basic Function

This is a professional position responsible for overseeing the external video services for the Department of Intercollegiate Athletics. Responsible for the operation and content of video boards at Homer Bryce Stadium and the William R. Johnson Coliseum; producing a weekly television show for the department and producing recruiting videos, promotional videos, etc; and hiring, supervising and scheduling production crews. Works under general supervision, with moderate latitude for the use of initiative and independent judgment..

Duties and Responsibilities

1. Designs, composes and directs creative audiovisual productions, including planning for use of talent, visualization of script and use of graphics.
2. Oversees all external video services, including production, writing, taping, editing and website streaming for the Department of Intercollegiate Athletics.
3. Supervises student, contract video and professional crews, including the recruiting, scheduling and hiring of crews for live productions.
4. Provides technical direction during live events, including website streaming if necessary.
5. Produces a weekly television show for department, including shooting video of practices, games and other activities; editing features; studio set-up; and direction.
6. Produces departmental recruiting videos, highlight films, promotional videos, videos for special events and the department's website.
7. Sets up and operates equipment such as cameras, lights and microphones to film and record productions, and edits for production using computer-assisted and other special effect audiovisual equipment.
8. Assesses needs of the department and meets those needs within the department's time schedule and budget.
9. Assesses equipment capabilities and user needs to recommend the purchase of new equipment or the modification of existing hardware.
10. Supports production and trafficking of advertising content for athletics event video boards.

302S:2

11. Designs graphics and animation.
12. Abides by all rules of the National Collegiate Athletics Association (NCAA) and the Southland Conference (SLC).
13. Compliance matters will also be included in the annual Performance Management Review.
14. Performs other duties and assists with special projects as assigned.

SFA
7/2010

PURCHASING PROCEDURES

The Stephen F. Austin State University's ~~Purchasing and Inventory~~ *Procurement and Property Services* Department has been charged by the Board of Regents with the responsibility for securing ~~competitive bids to obtain~~ maximum value from University expenditures, maintaining liaison with vendors, coordinating the procurement of goods and services for the University and developing the most cost effective supplier sources for equipment, services and materials for the University.

It is the policy of the Department of Intercollegiate Athletics that all Departmental purchase transactions are conducted by the Assistant Athletic Director for Business Affairs. It is the responsibility of the Assistant Athletic Director for Business Affairs to ensure that proper purchasing procedures are followed.

Purchase Requests

All requests for the purchase of goods and service must be made by the Assistant Athletic Director for Business Affairs. Requests for goods and services from internal service units, as well as outside vendors are made electronically through the University ~~Financial Records~~ *System (Banner)*. The Assistant Athletic Director for Business Affairs completes the form and electronically transmits the document to the ~~Purchasing and Inventory~~ *Procurement and Property Services* Department.

A staff member requesting an item for purchase must provide the Assistant Athletic Director for Business Affairs with a specific description of the required item, a vendor name, if appropriate, and ~~the~~ *an estimated* unit cost of each item requested.

Employees of the University are cautioned, under no circumstances to accept payments or gifts from vendors. (See Policy 508A, Departmental Staff: Conduct and Ethics in this Manual for additional business ethics directives.

- Interdepartmental Transfer (IDT)

The Department may charge purchase of goods and services from other departments within the University by an Interdepartmental Transfer (IDT). Interdepartmental transfers are initiated by the Department through several channels, as appropriate. The Department strictly adheres to the normal purchasing process except for goods or services acquired through the use of an IDT.

Interdepartmental transfers are not to be used to transfer capital equipment from one Department to another. Such transfers are handled by property management personnel within the ~~Purchasing and Inventory~~ *Procurement and Property Services* Department.

Purchases over \$5,000

Requests for items costing more than \$5,000 but less than \$25,000 require a minimum of three (3) informal solicitations, minimum 50% HUBs included in solicitation including one woman-owned and one minority-owned business, unless purchased through an existing University, State or Cooperative contract.

404:2

Procurement Card

Departmental staff members, with oversight provided by the Assistant Athletic Director for Business Affairs, may order supplies and small items in amounts not exceeding \$2000 using a University Procurement Card (~~Pre~~-Card). The only person authorized to use the ~~Pre~~-Card is the cardholder whose name appears on the card. The cardholder may not allow someone else to use their card unless the cardholder and account manager have completed a ~~Pre~~-Card Use form and it is on file with the Program Coordinator in the ~~Purchasing~~ *Procurement* Office.

The Assistant Athletic Director for Business Affairs with approval from the Director of Athletics will determine those staff members who can be issued Procurement Cards. All staff members will be required to attend training and sign a Cardholder Agreement before being issued a card. *Refresher training/testing is required every 2 years.*

The Transaction Detail entries are required and provide an audit trail for expenditures made with the ~~Pre~~-Card. Each individual purchase must be detailed in the ~~Oracle ProCard System~~ *Banner*. See the ~~Procurement Card Program~~ *P-Card Detailing Banner* Guide for detailed instructions on completing the Transaction Detail entries. Transaction Detail entries are completed on-line through the ~~Oracle system~~ *accessed through MySFA University financial system (Banner)*.

Upon receipt of the monthly statement from the credit card vendor, the cardholder shall reconcile the statement with the Transaction Detail Summary and forward the reconciled statement, Transaction Detail Summary and all supporting documentation to the Account Manager or his/her designee for review and signature. The Account Manager is responsible to verify that all purchases are appropriate expenditures and should take necessary disciplinary action with employees making inappropriate expenditures.

The documentation identified in the ~~Pre~~-Card Program Guide must be kept for three (3) years plus the current fiscal year to comply with the University's Records Retention Schedule. These are the official University records. The records for procurement card purchases will be required for periodic audits by the ~~Purchasing~~ *Procurement* Office or when SFASU is audited by the Texas ~~Building and Procurement Commission~~ *Procurement and Support Services*, the State Auditor or Internal Audit Services.

Food and Beverage Purchase

With the exception of food supplies purchased for travel, funds which may be expended for food and/or beverage are only to be taken from Auxiliary, *Designated or Restricted* Accounts. To be allowable, the expenditure of such funds must serve a legitimate public purpose or further the educational mission of the Department. The ~~FRS~~ *Banner* form must indicate the time and place of the function, must identify the direct beneficiaries of the function, and must be approved by the Director of Athletics. The purchase of alcoholic beverages must be approved in advance by the Vice President for University Affairs.

The following statement ~~must be typed on the FRS form~~ *is included in the Banner form when the food commodity is selected*:

"I hereby certify under penalty of law that the expenditure of funds for the purchase of food and beverage is necessary for the completion of the functions of this department, qualifies as a legitimate public purpose, or that the educational function of this University is well served thereby."

State funds and funds under the control of the Department of Intercollegiate Athletics may not be used to purchase alcoholic beverages.

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DISBURSEMENTS: GOODS AND SERVICES

The disbursement of funds for goods and services procured by the Department of Intercollegiate Athletics must be approved and processed by the Assistant Athletic Director for Business Affairs according to established University policies and procedures. The Accounts Payable Department in the University's Business *Controller's* Office monitors all disbursements to ensure that transactions involving University funds are approved, documented and disbursed for payment in compliance with State *purchasing* *payment* rules.

Payment Procedure

Provided established purchasing procedures are followed (see Policy 404, Purchasing Procedures), the disbursement of University funds for goods and services is easily accomplished by the Assistant Athletic Director for Business Affairs who coordinates payment operations with the Accounts Payable Department.

Upon receiving the goods or services requisitioned, the receiver verifies on the accompanying packing slip/invoice that goods or services have been received. The forms are then forwarded to the Assistant Athletic Director for Business Affairs. The Assistant Athletic Director for Business Affairs is responsible for *entering* *submitting* receiving information into the *FRS system* *Procurement Office for entry into Banner*. All appropriate documents are forwarded to the Accounts Payable Department.

Interdepartmental Orders

When ordering goods and/or services from a SFA service unit, the Department sends a completed Interdepartmental Transfer (IDT) form directly to the appropriate service unit (see Policy 404, Purchasing Procedures, for additional information). Charge tickets are prepared by the service unit providing the goods or service. A copy of the charge ticket is provided at the time of delivery and should be forwarded to the Assistant Athletic Director for Business Affairs for posting to the appropriate cost center.

Delivery of Goods

Purchased items may be delivered to the Fieldhouse lobby or to Central Receiving, as appropriate. Items delivered to the Fieldhouse are verified by the Assistant Athletic Director for Business Affairs prior to being delivered to the requestor. Items received in Central Receiving are checked for delivery only and then forwarded to the Department for verification.

In order to facilitate the accounts payable process, the Assistant Athletic Director for Business Affairs completes the receiving portion of the Purchase and Requisition Form on the University's computer system *submits receiving information to the Procurement Office* in a timely fashion. Timeliness is of utmost importance, as delayed payments for goods and services can result in loss of cash discounts or poor credit ratings for the University. The reporting of partial deliveries may be delayed a couple of days to allow time for all items included in a shipment to be delivered to the Department.

Any problems with a shipment (e.g., damaged goods, overages/shortages, back orders, etc.) are noted by the Assistant Athletic Director for Business Affairs and reported to the *Purchasing* *Procurement*

405A:2

and ~~Inventory~~ *Property Services* Department. The Assistant Athletic Director for Business Affairs, working with the ~~Purchasing and Inventory~~ *Procurement and Property Services* Department and in some cases the vendor(s), handles all such problems on behalf of the Departmental.

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7/2010

DISBURSEMENTS: TRAVEL AND ENTERTAINMENT EXPENSES

The University Business Office handles disbursements for travel and entertainment expenses according to Departmental and University policies and procedures and within the prescribed budget for each cost center. The Assistant Athletic Director for Business Affairs coordinates travel authorizations and travel advances for the Department.

All travel and entertainment expenses incurred by staff members or teams on official Departmental business must be within the applicable budget allocations and have the prior approval of the Assistant Athletic Director for Business Affairs or the Director of Athletics. Employees are reminded to apply a conservative approach when incurring travel or entertainment expenses, so as to ensure the approval of all submitted expenses. **Expenses incurred without proper approval are the personal obligation of the responsible person(s).**

Categories of travel approved by the Department for reimbursement are:

1. Individual Staff Travel (e.g., Recruiting, Conference meetings, professional meetings, fund raising, etc.);
2. Team Travel; and
3. Prospective Student-Athlete Travel.
4. Prospective Employee Travel

(For specifics regarding travel arrangements and allowances, see Policies 601A, Travel: Individual; 601B, Travel: Teams; and 601C, Travel: Prospective Student-Athletes, in this Manual.)

- Business Entertainment

The reimbursement or payment of business meals and entertainment expenses is a privilege extended by the Department for the enhancement of legitimate business purposes. Departmental staff members are expected to ensure that the privilege is not abused and that only legitimate purposes are served. Texas State funds and funds under the control of the Department may **not** be used for the purchase of alcoholic beverages.

State of Texas Travel Regulations are used as the guidelines and limitations for business entertainment expenses and are specified in the *SFA Business Policies and Procedures Manual*. In some instances, travel guidelines are additionally dictated by NCAA rules and regulations.

In general, staff members who are normally allowed to entertain on behalf of the Department include the Director of Athletics, Head Coaches and certain administrators whose responsibilities require frequent public relations activities. Documentation for reimbursement of entertainment expenses should include;

1. A valid receipt. Meal receipts should list number of persons present on the back;
2. A listing of participants and their relationship to the Department;
3. The date and location of the entertainment function; and
4. A statement of purpose for the entertainment. All entertainment must relate to Departmental business (e.g., news media, promotions, fund raising, development, recruiting, etc.).

Disbursements for travel and entertainment expenses are handled employing one of the following methods:

- Travel Advance;
- Travel Voucher - reimbursement for expenses paid by the employee; and/or
- Direct payment to the vendor.

Charge Card for Travel Expenses

An individual corporate charge card is available for eligible employees. To be eligible to apply, the employee must take, or expect to take, three (3) or more business trips per fiscal year, or expend at least \$500 per fiscal year for official State business. An employee is not required to apply for or accept a State-issued charge card.

The State-issued individual corporate charge card is to be used for business-related charges only while traveling on official State business. Use of the card for personal business is considered a violation of State policy and the employee may be subject to disciplinary action. The individual whose name appears on the card is solely responsible for payment of the account. If the card is suspended or cancelled for misuse or nonpayment, the employee will be ineligible for travel advances from the University.

If the application is approved by the credit card company, the employee agrees to be bound by the cardmember agreement which will be sent with each card. Additionally, the employee agrees to be bound by the State policies governing the use of the card. Applications and further information concerning this program are available in the Controller's Office or on-line. The employee, the Assistant Athletic Director for Business Affairs, and the travel manager in the Controller's Office must sign the application.

Travel Request and Travel Advances

An employee traveling on behalf of the Department must obtain permission to do so **in advance** of the trip. ~~by submitting a Travel Request form (see Appendix 405C-1). www.sfasu.edu/controller/travel The completed form must be signed and approved by the Associate Athletic Director for Internal Affairs~~ **Employees must submit a completed travel request form (Appendix 405C-1) to the appropriate departmental secretary. The information is then entered into the university's Banner system which will route the request thru the appropriate levels of approval.**

405C:3

Advance travel funds are available for employees who wish to obtain money in advance of the trip and who are ineligible to apply for the individual corporate charge card. Employees eligible to apply for the corporate credit card are not eligible for advances; however, any employee may request advance travel funds when involved with team travel. The minimum amount of advance funds that can be obtained is \$100.

To receive advance travel funds, the Travel Request should be received by the Controller's Office at least five (5) working days prior to departure. Generally, the requested funds will be available at the University Business Office at least one working day prior to departure. Advance travel funds will be issued by a check made payable to the individual requesting the funds. As a condition of receiving advance travel funds, the employee agrees to refund any excess (amount advanced less documented eligible expenditures on the Travel Voucher) within 30 days from the ending date of the trip. An employee receiving advance travel funds will be ineligible for future travel advances until the outstanding Travel Voucher is submitted. An employee who receives an advance and does not travel must immediately return the advance funds. Abuse of the travel advance privilege will result in ineligibility for future advances and the employee may be subject to disciplinary action.

An advance travel check will only be issued prior to the trip. No advancement is authorized if the trip has already commenced. The traveler should submit a Travel Voucher for reimbursement subsequent to the trip.

The request for an advance is handled in the following manner:

1. Each staff member is responsible for securing his/her own personal travel advance.
2. Advances are procured by submitting an SFA Travel Request form to the Assistant Athletic Director for Business Affairs. The form should state name of requester; the amount desired; specific budget item to be charged; date(s) of travel; and destination(s).
3. The Travel Request form is approved by the Assistant Athletic Director for Business Affairs and forwarded to the ~~Vice President of University Affairs~~ **University President** before forwarded to the University Business Office.
4. Travel checks are prepared in the name of the requester by the University Business Office. Authorized personnel within the Department may sign for the check in the Business Office and deliver it to the requester in the Department.

405C:4

Reimbursement for Expenses Paid by the Employee

A State of Texas Travel Voucher (Appendix 405C-2) along with all receipts and other required documentation must be submitted to the appropriate secretary. The Travel Voucher is designed to elicit a detailed account of travel expenditures, as required for reimbursement. Extreme care should be used to differentiate between those expenses that are paid directly by the Department and those paid for by credit card or by funds obtained through a travel advance.

The Travel Voucher is signed by the requester and reviewed and signed by the Assistant Athletic Director for Business Affairs. The completed form is forwarded to the University Business Office. All payments are issued directly to the employee.

Direct Payment to the Vendor

Travel and entertainment expenses which are incurred through contractual agreement (e.g., transportation and/or lodging) are usually paid for directly by the University. The Assistant Athletic Director for Business Affairs ensures that all documentation related to each invoice is in order prior to submitting the invoice for payment.

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TELEPHONES

The Department of Intercollegiate Athletics utilizes the University telephone system. The Assistant Athletic Director for Business Affairs coordinates all telephone services (e.g., new service, change of service, special equipment, etc.) for the Department by transmittal of a memo to Information Technology Services. Moreover, the Assistant Athletic Director for Business Affairs coordinates request for extensive changes in service, which are the result of building or renovation programs within the Department.

Telephone Listings

Each staff member is assigned a four (4)-digit telephone number, which is listed in the SFA Telephone Directory. The Department of Intercollegiate Athletics maintains a Departmental telephone directory which is updated by the Administrative Assistant to the Director of Athletics. Secretaries generally answer the telephones within a given area; however, each employee can answer his/her direct dial office number. In addition, telephones can be forwarded to the Receptionist in the lobby of the Field House.

Telephone Service of Repair Requisitions

Requests for any additional, change or modification in service, as well as the movement of any office telephone equipment, should be submitted in writing to the Assistant Athletic Director for Business Affairs who after approval submits the request to Information Technology Services for appropriate action. **The Department is not responsible for any expense related to telephone service unless it is approved in advance by the Assistant Athletic Director for Business Affairs.**

Local Call Instructions

Different methods are used for placing on- and off-campus, local calls.

- **On-Campus Calls**
To reach another department within the University, or another staff member in the Department, the user dials the appropriate four (4)-digit number.
- **Off-Campus Calls**
To place an off-campus call in the immediate area, the user dials 9 + seven (7)-digit number.

Long Distance Call Instructions

University regulations restrict the use of University telephones for long distance calls to University business only.

- **On-Campus Calls**
To place a long distance call from campus, the user dials 9 + 1 + area code + number + access code.
- **Off-Campus Calls**
To place a long distance call from off-campus, the user dials 1 + area code + number + number + calling card number.

407:2

Telephone Access Codes

Athletic Department staff members may be assigned a ~~four~~ **six** digit long distance access code by Information Technology Services. This code is only for on-campus use and cannot be used on off-campus phone systems. Requests for an access code must be received in writing by the Assistant Athletic Director for Business Affairs who submits the request to ITS.

Staff members with access codes are responsible for long distance calls made using their assigned codes. Further, staff members are urged to keep their assigned access code confidential and should never share the number with a student-athlete or non-staff member.

Telephone Credit Cards

Administrative and coaching staff members who recruit and/or travel on official University business ~~are given a department issued cellular phone or a telephone calling card for this purpose. AT&T calling cards are issued by Instructional Technology Services to staff members designated by the Assistant Athletic Director for Business Affairs with the approval of the Director of Athletics.~~ **can request the use of an AT&T Calling Card. Requests should be made to the Assistant Athletic Director for Business Affairs who will approve or disapprove the request.**

To prevent unauthorized use of telephone calling cards, personal authorization numbers are given to each card holder. Each recipient signs a statement declaring he/she will not transfer card use to anyone else.

Additionally, if a telephone calling card is either lost or stolen, the situation should be reported immediately to the Assistant Athletic Director for Business Affairs so that the Computing Center can be notified. The calling card is then deactivated and a new card issued.

Telephone Charges

Telephone services constitute a major expense item within the Department's budget. Individual cost-centers are charged for telephone and facsimile usage. Therefore, it is mandatory that all employees keep long distance calls to a minimum and avoid the use of long distance calls when other means of communication will suffice.

To avoid unnecessary and unapproved charges, long distance telephone use is monitored. Each area within the Department is held accountable for incurred charges, bills and fees. The Department's long distance telephone, **cellular phone** and calling card charges are transmitted to the Assistant Athletic Director for Business Affairs on a monthly basis. The Assistant Athletic Director for Business Affairs reviews these charges. If necessary, users are asked to go over these charges with the Assistant Athletic Director for Business Affairs to ensure their accuracy. **Any unauthorized charges are the responsibility of the card holder.**

It is expressly forbidden by NCAA regulations for student-athletes to be given access to cost-free telephone (e.g., local and toll calls) use. Only emergency calls are allowed, and they must be both brief and local.

Cellular Phones & Wireless Communication Devices

A limited number of cellular phones and PDA's are distributed to coaches and key staff members for official use only. Refer to University Policy F-29 concerning University furnished cell phones or wireless communication devices. The entire amount of the university provided cell phone or wireless communication device is considered as a taxable fringe benefit to the employee. The employee is not required to document personal or business usage. However, the department must require that an employee reimburse the department for calls that exceed the monthly plan amount unless they provide documentation that the excess use is attributed solely to business related calls.

As per university policy, some staff members are eligible to receive a monthly stipend for cell phone use. Those coaches and staff members not supplied with a university provided cellular device, and whose job duties require substantial cellular device usage, may receive the stipend. A Communication Allowance Request Form must be filled out and signed by each employee requesting the stipend before approval by the Assistant Athletic Director for Business Affairs and University President.

The Assistant Athletic Director for Business Affairs must submit a "Cellular Telephone Request and Justification Form" to the assistant director of telecommunications and networking for each employee, as required in policy F-29, Communications Services. The assistant director of telecommunications and networking will communicate the taxable value of the university provided cell phone and wireless communication device to the Payroll Office.

At no time are these phones to be used by student-athletes except for emergency situations that may occur during travel or competition.

Personal Telephone Records & Recruiting Calls

Stephen F. Austin State University is required to control its intercollegiate athletics program in compliance with the rules and regulations of the NCAA, and in some circumstances, responsible for the actions of its coaching staff members. See NCAA Bylaw 2.1.1 and 2.1.2. NCAA legislation limits recruiting contacts, including contact made by telephone. See NCAA Bylaw 13.1. Therefore, all coaches shall be required to provide SFA with copies of all billing records or other documents showing calls made or received for any telephone used by a coach, including without limitation, a coach's personal cell phone and/or home phone if such phone is ever used in the scope of the coach's employment. All coaches shall provide such records to the Associate Athletic Director for Compliance and Student Services on a monthly basis. All coaches shall cooperate with SFA in obtaining additional records from telephone providers, to include without limitation executing an authorization to obtain such records, to the extent deemed necessary by SFA.

407:4

Facsimile Transmissions

The Department of Athletics maintains Facsimile machines for staff use in various administrative and sports offices. **These machines are to be used for Departmental business only.** To send a long distance FAX, the user dials 9 + 1 + area code + number + access code.

Transmissions are monitored in the same manner as telephone calls, with Departmental staff held accountable for their usage.

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TICKET OFFICE: COMPLIMENTARY TICKETS

The Department of Intercollegiate Athletics' and the University's complimentary ticket policies have been devised to extend hospitality to University guests and to recognize supporters of the athletics program. Established procedures for distributing complimentary tickets enable the University's Ticket Office to account for these tickets. Complimentary ticket policies and procedures are consistent with University, Southland Conference and NCAA rules and regulations, and have been developed with careful consideration given to the best interests of the athletics program.

When used properly, complimentary tickets are an excellent public relations and recruiting tool; however, their misuse can result in administrative and NCAA sanctions, as well as loss of revenues. Therefore, Departmental Staff must be knowledgeable of all constraints placed on the distribution of complimentary admissions. **The transfer or resale of complimentary tickets is prohibited.**

Four hundred (400) seats in the Player Pass section and 320 seats in the Visitor's Player Pass section are allocated for complimentary admissions.

Accountability

All complimentary tickets **for home football, basketball, baseball and softball games** must be accounted for: therefore, all tickets must be signed for by the recipient. Any unused tickets must be returned to the Ticket Office no later than one week following the event.

Allocations of Tickets/Admissions

Generally, the allocation of complimentary tickets and/or admission is determined by the Director of Athletics. Any exceptions to established policies must be approved in writing by the Director of Athletics. **No hard tickets are issued to student-athletes, Departmental staff, visiting players or prospective student-athletes.**

In general, complimentary tickets are made available to the following groups:

- ~~Department of Intercollegiate Athletics Staff;~~ **Guests of the Athletic Department;**
- Student-Athletes;
- Visiting ~~players~~ **student-athletes and coaches;** and prospective student-athletes.

Guidelines for Complimentary Admissions

The procedure for gaining complimentary admission to ticketed intercollegiate athletics events (i.e., football, basketball, **baseball and softball**) at SFA are the same for ~~Departmental staff members,~~ student-athletes, recruits, **and guests of the athletics department.** Guidelines or information related to any specific group are detailed below. The following guidelines and procedures are applicable to every group:

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1. ~~The Ticket Office distributes envelopes to the Department that provide spaces for: name of eligible staff member, student athlete or recruit, guest name(s), opponent and date.~~ **The Southland Conference requires that member institutions use its complimentary admission form that includes spaces for: the sport involved, date of competition, name of the person completing the form, the student-athlete's name, complimentary admission recipient and recipient's signature.**
 2. ~~These envelopes~~ **The head coach for football, men's basketball, women's basketball, softball and baseball, or their designee, is responsible for completing the complimentary admission form prior to each home contest. The completed forms are delivered to the East-side ticket booth of the Stadium, Ticket Window 1 of the Coliseum, the baseball ticket booth or softball ticket booth by a representative of the Department one and a half (1 1/2) hours prior to a game time.**
 3. ~~The envelopes are filed in alphabetical order by requester's name. Pass windows at the Stadium are marked with alpha signs.~~ **Player pass ticket windows are marked at all venues.**
 4. The person requesting complimentary admission gives his/her name, as well as the person requesting the ticket for him/her to ticket personnel at the window.
 5. A photo identification is requested and the identity of the person is verified.
 6. ~~The person receiving the ticket must sign for the ticket prior to receiving a torn stub. The other portion of the stub is deposited in an envelope which is kept for five (5) years by the Ticket Office.~~ **Following each home game, the complimentary admission form is sent to the Associate Athletic Director for Compliance and Student Services and the visiting institution's compliance administrator within one week of the completed event.**
- **Department of Intercollegiate Athletics Staff & Guests**

~~All staff members of the Department and their designated guest are provided admission to all home athletic events.~~ **All staff members of the Department receive a staff pass at the beginning of each academic year which admits them and three other guests to all home competitions. Additional special guests of the Department are admitted using the complimentary admission form. (See Appendix 408C-1 for a copy of the envelope staff pass used for Department personnel complimentary admissions.)**
 - **Student-Athletes**

Student-athletes are allowed four (4) complimentary admissions in their sport for each home event. Only eligible team members of the traveling squad receive four (4) complimentary admissions for on-the-road events in their sport. (See Appendix 408C-2 for a copy of the envelope **complimentary admission form** used for student-athlete complimentary admissions.) **Student-athletes may neither receive payment for complimentary admissions nor exchange them for any item of value.**

- **Recruits**

The NCAA has very specific guidelines for the issuing of complimentary tickets to recruits. During the Official Visit to the University campus, complimentary admissions may be issued for the exclusive use of the prospective student-athlete and his family, guardian or spouse. On an Official or Unofficial Campus Visit, a maximum of three (3) complimentary admissions to a campus athletic event may be given the prospect and those accompanying the prospect. (For additional information, see Policy 502A, Student-Athletes: Recruitment, in this Manual.)

The number and use of admissions to events for recruiting purposes is determined by the Head Coach of each sport.

- **Visiting Teams**

For non-conference teams, complimentary tickets are provided as per contractual agreement for football and basketball. Non-conference teams provide their approved complimentary ticket form to the east side ticket booth at Homer Bryce Stadium or to Window 1 at the Coliseum. No complimentary tickets are made available for baseball or softball.

For conference teams, SLC operating codes for each sport are followed as they pertain to complimentary admissions.

~~Away Games~~ **Away Conference Games**

~~Complimentary admission for student-athletes and staff members at away games follow the same general procedure as for home games. The allocated number of complimentary admission for SFA staff members and student-athletes is designated in each game contract. The same standard envelopes are delivered to the game site by a representative of the Department. The envelopes with stubs are returned to the Ticket Office following the game and retained for five (5) years by the SFA Ticket Office. All teams should provide a self-addressed stamped envelope on road contests for return of Ticket Envelopes.~~ Complimentary admission for student-athletes and staff members for away Southland Conference games generally follows the same procedure as home games using the SLC complimentary admission form.

Away Non-Conference Games

For non-conference away games, only those who are a part of the official travel party will receive complimentary tickets (4 per person). Staff members or student-athletes who are not considered part of the official travel party will not receive complimentary tickets without prior approval of the Director of Athletics. The Director of Athletics, or his designee, will review and monitor the official travel party list and coordinate the distribution of complimentary tickets.

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Media Representatives

Media representatives are admitted to athletic events on a credential basis only. Representatives requiring credentials apply to the ~~Sports Information~~ **Media Relations** Office prior to a scheduled event requesting press credentials for the event. The ~~Sports Information~~ **Media Relations** Office prepares and mails the credentials. (See Policy 606D Media Coverage: Events, in this Manual for additional information.)

Charitable Events and Donations

Complimentary tickets for promotional purposes are provided on a case-by-case basis by the Director of Athletics, **or his designee**. The Director of Athletics, **or his designee** requests a specified number of tickets from the Ticket Office Manager. All tickets issued by the Ticket Office for use by the Department are accounted for on an Interdepartmental Transfer. The Director of Athletics, ~~or representative~~ **his designee**, must sign for these tickets in the Ticket Office.

Postseason Events

In the event that a University team is invited to participate in a postseason competition, the Department distributes complimentary tickets within guidelines established by the Southland Conference and the NCAA. In general, the University follows established guidelines for on-the-road events, with each traveling student-athlete allotted ~~four (4)~~ **up to six (6)** complimentary admissions. Complimentary admissions are not given to **staff members and** student-athletes not participating in the event or to recruits for postseason Conference and/or NCAA championship events.

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BUSINESS CONTRACTS

It is the policy of Stephen F. Austin State University to honor all provisions agreed to in contracts entered into by the Department of Intercollegiate Athletics. In general, a business contract is required for the following types of agreements:

- Athletic events;
- Facilities use;
- Radio and television broadcasts;
- Promotional advertising (i.e., scoreboard advertising, advertising tables and signage); and
- Purchases.

Before any contract agreement is signed, the Assistant Athletic Director for Business Affairs must be contacted to determine whether the proposed contract/agreement meets all University and Departmental rules and regulations. All contracts or contract forms other than athletic event agreements should be reviewed by the General Counsel.

All contracts must have clearance from the Assistant Athletic Director for Business Affairs and the Director of Athletics **prior** to being executed. Purchasing contracts in the amount of \$100,000.00 or more must be approved by the Board of Regents.

Intercollegiate Athletic Events

A contractual document is generally prepared for intercollegiate sports regardless of whether a guarantee is involved. ~~The Assistant Athletic Director for Business Affairs in conjunction with the~~ Director of Athletics, is authorized to execute athletically-related contractual agreements on behalf of the Department of Intercollegiate Athletics.

A standardized athletic contest agreement form is used in effecting contractual commitments for competitive events with other educational institutions when SFA is the host institution. ~~These agreements are initiated by the Assistant Athletic Director for Business Affairs when negotiations for scheduling an athletic event have been finalized.~~

Copies of all contracts are retained by the Director of and the competing institution.

In the event that it is necessary to change the contents of a fully executed contractual agreement, an addendum to the athletic contest agreement form is prepared. All changes must be reviewed and approved, as specified above, prior to execution of the addendum.

(Specific scheduling procedures can be found in Policy 602A, Scheduling: Events/Special Events, in this Manual).

Facilities Use

Athletic facilities may be used by organizations outside the Department. However, the Department may refuse use of its facilities, if:

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1. The meetings or events are sponsored solely by a non-University organization;
2. The nature of the activity is assessed to potentially cause serious disruption;
3. The purpose of the activity is prohibited by either federal, state or local statute, rules or regulations;
or
4. An event is assessed to potentially produce damage to the facility or endanger attendees.

Requests for the use of facilities by non-Departmental organizations are directed to the Coordinator of Athletic Events who negotiates the rental rate and details of the contract. (All health, fire and other regulations applicable to Departmental facilities must be observed by any group using its facilities.) Once the terms of the facility-use contract have been approved, the contract is prepared by the Coordinator of Athletic Events. The facility use agreements shall be prepared on a form developed and approved by the General Counsel.

Billings related to facilities use are processed by the Assistant Athletic Director for Business Affairs with payment made to the Department. If an event is canceled, the sponsoring group may be responsible for any set-up charges incurred by the Department prior to cancellation. (See Policy 402B, Receivables: Invoicing and Accounting for procedural details. Also see Policy 604A, Facilities: Use, in this Manual for additional information.)

Radio and Television Broadcasts

Contracts for most television network coverage of athletic events are part of Southland Conference and NCAA packages, which are handled and negotiated by the Director of Athletics and representatives of the Conference Office.

The Department holds contracts with ~~two~~ local radio stations for broadcasting of football, men's and women's basketball and select baseball games (See Policy 606E, Media Coverage: Television and Radio Programs, in this Manual for additional information.)

Promotional Advertising

In order to offset expenses and/or enhance attendance at athletic events, the Department obtains advertising sponsors via contractual agreements. Such contracts are individually generated by the Assistant Athletic Director for External Affairs. Sponsorships include advertising through any of the following: radio network, game programs, scoreboard and sideline table advertising and signage.

Purchases

In addition to formally written agreements with vendors, a properly executed purchase order constitutes a contract which is binding on both the University and the supplier. The proper administration of all such contracts is the responsibility of the Assistant Athletic Director for Business Affairs. Contracts may be written in the form of Purchase Agreements, Facility Use Agreements, or other approved documents.

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STUDENT-ATHLETES: CONDUCT AND ETHICS

Stephen F. Austin State University has established a tradition of ethical conduct at all levels of University life. In accordance with this tradition, all student-athletes involved in the intercollegiate athletics program are expected to represent the University in an honorable manner at all times. Coaches and professional staff members are expected to instruct student-athletes on appropriate behavior and to assist them with understanding the intent of rules and regulations imposed upon them by all relevant governing authorities.

Governing Authorities

Standards of ethical conduct are established and enforced by:

- National Collegiate Athletic Association

Student-athletes are subject to the rules and regulations of the NCAA governing unsportsmanlike behavior, non-therapeutic drug use, gambling and bribery, the acceptance of non-permissible awards, benefits and expenses, and other forms of misconduct. All such rules and regulations are found in the *NCAA Manual*.

- The Southland Conference

The Southland Conference has authority similar to that of the NCAA with regard to regulating the practices of member institutions to ensure that individuals conduct themselves in an honorable and sportsmanlike manner. Conference rules and regulations are detailed in the *Southland Conference Operating Manual*.

- Stephen F. Austin State University

Student-athletes are subject to the University rules and regulations, specified in the SFA "Student Code of Conduct," published in the *Stephen F. Austin State University General Bulletin*.

- Department of Intercollegiate Athletics

Team rules may be established by each individual sport's Head Coach and his/her staff within parameters set forth by the Director of Athletics and the University.

The Head Coach is responsible for informing team members of the established team and training rules at the beginning of the academic year. Furthermore, student-athletes are to be encouraged to obtain clarification regarding Departmental, University, Conference, or NCAA rules and regulations from a member of the coaching staff, the Associate Athletic Director for Compliance & Student Services or the Assistant Athletic Director for Student Services, as appropriate. In addition to the rules and regulations of the afore-mentioned authorities, general Department conduct policies are set forth below.

Personal Conduct and Responsibilities

The Department of Intercollegiate Athletics makes every effort to offer a program which meets the objectives of the University by assisting student-athletes in securing their degrees as they strive to achieve their full potential both on and off the field. The Director of Athletics, the

Associate Athletic Director for Compliance & Student Services, professional staff members associated with the various sports programs, individual Head Coaches and the Assistant Athletic Director for Student Services work together to develop appropriate standards for personal conduct.

Student-athletes accepted into the University athletics program are extended the privilege of participating in intercollegiate athletics. This privilege in no way constitutes a right to participate. Therefore, in agreeing to join the intercollegiate athletics program, **student-athletes must be willing to accept personal responsibility for behavior.** Obligations include, but are not limited to, responsible conduct as specified below:

- Academic Obligations
 1. Attend classes regularly and complete all academic assignments.
 2. Consult with academic counselors and attend tutoring sessions, as directed.
 3. Maintain an academic course load of at least 12 hours per semester and make satisfactory progress toward a degree.
 4. Accept responsibility for maintaining academic eligibility.
 5. Strive to obtain a college degree within five (5) years.
 6. Communicate to the appropriate parties (e.g., instructors) in a timely manner when an academic/athletic conflict occurs.
 7. Understand and live by the academic regulations of the University, as described in the *SFA General Bulletin*.
- Athletic Obligations
 1. Abide by all team, Departmental, University, Conference, and NCAA team rules.
 2. Achieve and maintain optimum physical conditioning within accepted health standards.
 3. Attend all organized practices, unless officially excused.
 4. Take proper care of equipment and return it in good condition.
 5. Treat officials and opponents with respect, and avoid undue confrontations (See "Sportsmanlike Conduct" below).

- General Conduct Obligations
 1. Read, understand and follow the University's "Student Code of Conducts."
 2. Obey residence halls policies and regulations.
 3. Obey all federal, state and local laws.
 4. Abstain from using tobacco, alcohol and non-therapeutic drugs (see Policy 506B, Student-Athletes: Drug Education and Screening Policy).

Dress Code

Head Coaches are encouraged to set dress code standards for student-athletes, especially when traveling as a team. Coaches may also specify what constitutes appropriate dress while representing the University at other times.

Sportsmanlike Conduct

Sportsmanlike conduct means more than the absence of negative actions in public. The Associate Athletic Director for Compliance & Student Services, as well as each individual Head Coach, is expected to provide instruction on appropriate conduct, including positive techniques for handling the following playing-field situations:

- Communicating with officials and opponents on routine matters during athletics events;
- Maintaining control during emotionally charged situations, including assisting a teammate or colleague who appears to be losing control; and
- Reacting in a positive manner to an aggressive action by an individual or a group.

Coaches are to define actions which constitute inappropriate conduct, and suggest ways to avoid such behavior. Unacceptable behavior on the playing field includes, but is not limited to, the following:

- Physically abusing officials, coaches, opponents or spectators;
- Throwing objects;
- Seizing equipment from officials or the news media;
- Inciting players or spectators to negative actions or to any behavior which insults or defiles an opponent's traditions;
- Using obscene or otherwise inappropriate language or gestures;
- Making public statements which are derogatory, controversial or outside the Department's media policy;
- Engaging in negative recruiting by making derogatory statements about another institution or its personnel; and/or
- Participating in any action which violates the generally recognized ethical standards of intercollegiate athletics, the University or the community.

Acquaintance Rape

Because acquaintance rape, commonly called “date rape,” is an increasingly serious concern nationwide, the Department publicly addresses such behavior with its student-athletes. All student-athletes are expected to conduct themselves in a manner which avoids any association with such a charge. Coaches and staff members who counsel student-athletes should make them aware of the consequences of such a charge. Student-athletes should be advised to:

1. Understand the definition of rape;
2. Be conscious of the signals they transmit to others;
3. Be careful not to place themselves in situations that could be misunderstood or misread.
4. Respect and accept a negative response to their overtures (e.g., “no” does **not** mean “yes”); and
5. Avoid drinking or taking drugs at all times, but especially when on a date.

Gambling and Bribery

The NCAA has established specific guidelines concerning involvement in gambling and bribery at the intercollegiate and professional sports levels. The Assistant Athletic Director for Compliance and the individual sports coaches are responsible for educating student-athletes concerning these guidelines.

In addition to awareness of the gambling and bribery threat to the integrity of intercollegiate sports, student-athletes are responsible for the following:

1. Reporting any offers of gifts, money or favors in exchange for supplying team information or for attempting to alter the outcome of any contest;
2. Maintaining a clear understanding of what constitutes gambling and bribery activities and reporting any suspected infractions;
3. Contacting the coach or other Departmental personnel (i.e., Sports Information Director) when questions concerning the release of team information occur; and
4. Increasing one’s awareness that participation in gambling or bribery activities can result in disciplinary actions by the University and the NCAA (see “Enforcement” below), as well as local, state and/or federal prosecution of the involved individuals(s).

Hazing

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

Hazing, which is prohibited in any form at SFA, includes (but is not limited to) situations which would require any of the following:

1. Whipping, beating, striking, branding, or electronic shock;
2. Any activity that subjects the student to extreme mental or physical stress, such as sleep deprivation, confinement in a small space, extended isolation from social contact, or exposure to the elements;
3. Any activity involving the consumption of food, liquid, alcoholic beverage, drug or substance which could adversely affect the health of well-being of the individual;
4. Any activity that harasses, intimates or threatens the student with ostracism, shame or humiliation; and or/
5. Any activity that induces, cause or requires the student to violate the Penal Code.

Organizations found to be encouraging or authorizing hazing will be subject to both University disciplinary sanctions and criminal prosecution.

Agents

It is essential that student-athletes know the NCAA rules related to professional sports. An infraction of the rules concerning agents could have severe negative consequences for the University and the student-athlete (see "Maintaining Amateur Status" in Policy 502C, Student-Athletes: Eligibility). NCAA rules make a student-athlete ineligible for participation in an intercollegiate sport if:

- He or she ever has agreed, orally or in writing, to be represented by an agent or organization for the purpose of marketing his or her athletics ability or reputation in that sport;*
 - He or she enters into a written or verbal agreement with an agent for representation in future professional sports negotiations that are to take place after the student-athlete has completed his or her eligibility in that sport; and/or
- He or she (or his or her relatives or friends) accepts transportation or other benefits from any person who wished to represent the individual in the marketing of his or her athletic ability.
- * An agency contract not specifically limited in writing to a sport or particular sports is deemed applicable to all sports and the student-athlete is ineligible to participate in any sport.

Social Networking

Playing and competing for Stephen F. Austin State University is a privilege not a right. Student-athletes at SFA are held in high regard and are seen as role models in the community. As leaders we have the responsibility to portray our team, our University and ourselves in a positive manner at all times. Sometimes this means doing things that are a personal inconvenience, but benefit the whole team.

In recent years, Facebook, MySpace and other social networking sites have increased in popularity and are used by the majority of student-athletes at SFA.

Student-athletes may not be aware that third parties including the media, faculty, future employers and NCAA officials can easily access their profiles and view all personal information. This includes all pictures, videos, comments and posters. Inappropriate material found by third parties affects the perception of the student, the athletic department and the University. This can be detrimental to a student-athletes future employment options

Before participating in any online community, student-athletes should understand that anything posted online is available to anyone in the world. Any text or photo placed online is completely out of the student-athlete's control the moment it is placed online.

Student-athletes should not post information, photos, or other items online that could embarrass them, their family, their team, the athletic department, or Stephen F. Austin State University. This includes information about team activities and teammates.

Student-athletes cannot post any information that is proprietary to the Athletic Department which is not public information such as tentative or future schedules, or information that is sensitive or personal in nature, such as travel plans and itineraries.

Student-athletes are personally liable for any copyright violations committed, such as posting photographs, audio, or video that is not the student-athlete's personal property. This includes the use of the logos and marks of Stephen F. Austin State University.

Student-athletes are personally liable for any violations of other students or student-athletes' privacy rights, especially those that fall under federal privacy laws (FERPA or HIPPA) or that violate Stephen F. Austin State University student codes of conduct or codes of computing practices.

Student-athletes should not post their home address, local address, social security number, phone numbers (s), birth date, or other personal information such as their whereabouts or their plans. This could be opening up themselves to predators.

The malicious use of online social networks such as derogatory language about any member of the Stephen F. Austin State University community, demeaning statements about or threats to any third party, and incriminating photos or statements depicting hazing, sexual harassment, vandalism, stalking, underage drinking, illegal drug use or other inappropriate behavior will be subject to disciplinary action by the head coach and/or Director of Athletics if they gain knowledge of such violations. Sanctions may include written notification requiring the unacceptable content be removed, temporary suspension from the team, dismissal from the team and loss of athletic aid, if applicable.

Enforcement

Any student-athlete conduct violation should be reported immediately to the Director of Athletics, who is ultimately responsible for investigating all such charges and enforcing sanctions imposed for conduct violations. The Associate Athletic Director for Compliance & Student Services assists in the investigation and resolution of any suspected violation involving a student-athlete, as requested.

- Legal Violations

When a student-athlete violates a local, state or federal law and the misconduct involves a violent action, drugs and/or a felony charge, the student-athlete may be suspended from participation in intercollegiate athletics until the charges have been addressed by the legal system. By suspending the student-athlete the Department and the University are in no way pre-judging the situation; rather, such action is taken in order to protect the intercollegiate athletics program and, specifically, the student-athlete's team from negative media attention. Moreover, it is assumed that the accused student-athlete will have neither the time nor the mental concentration required for effective sports participation until the matter has been resolved. A determination regarding further action by the Department and the University is made on a case-by-case basis once the charge has been resolved by the court.

The student-athlete is to be given written notification of the suspension, signed by the respective Head Coach and the Director of Athletics. The student-athlete may appeal this decision. Such an appeal must be submitted within 72 hours of the notice of suspension. Based on all available information, the Director of Athletics may lift or modify the suspension or leave it in place until the case has been decided by the legal system.

While on suspension, the student-athlete may not practice or compete; however, his/her financial aid will remain in place. Further, as determined by the Institutional Athletics Representative, Director of Athletics, and Head Coach, the student-athlete's name will remain on the squad list and he/she may utilize student-athlete support services, such as the weight and training rooms, and academic support services.

Student-athletes and staff are encouraged to refrain from addressing the student-athlete's case with the media in order to protect the accused and to limit media attention. All questions concerning the situation should be referred to the Sports Information Director for a prepared statement release.

- University, Conference and NCAA Violations

Conduct violations of the University's rule of conduct are reported to the Judicial Office while violations of Conference or NCAA conduct rules are reported to the student-athlete's Head Coach, the Associate Athletic Director for Compliance & Student Services, the Director of Athletics, the Southland Commissioner and the NCAA, as appropriate.

If a student-athlete is found to be in violation of University, Conference or NCAA policy, the penalty imposed depends upon the severity of the offense and may include the following:

1. Written warning;
2. Disciplinary probation;
3. Dismissal from the squad;
4. Cancellation or gradation of the grant-in-aid; and/or
5. Suspension or expulsion from the University.

For additional information regarding actions which may result in the withdrawal of financial aid, please consult Policy 502D, Student-Athletes: Financial Aid, in this Manual.

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STUDENT-ATHLETES: RECRUITMENT

Participation in athletics is an important component of the student-athlete's college experience, although academic achievement must remain of primary concern. Athletic success gained and maintained through the recruitment of student-athletes who possess the necessary skills to successfully compete on both levels at Stephen F. Austin State University. Therefore, the University endeavors to recruit only those individuals who have demonstrated exceptional abilities in the classroom as well as on the playing field.

Moreover, the University prides itself in conducting its recruiting program with integrity. The Department of Intercollegiate Athletics has established rules within each sport which meet or exceed the rules and regulations established by the NCAA and the Southland Conference to govern recruiting activities. As the University's delegated administrator of the athletics program, the Director of Athletics accepts full responsibility for actions related to recruiting taken by Departmental staff members. The Director ensures that all recruiting activities are carefully coordinated and documented by each Head Coach and monitored by the Associate Athletic Director for Compliance & Student Services to ensure total compliance with established guidelines and procedures.

To achieve full compliance, it is particularly important that each staff member involved in recruiting activities be knowledgeable of established recruiting rules and regulations and any revisions related to them. They include, but are not necessarily limited to the following:

- Offers and Inducement;
- Contracts;
- Evaluation Periods;
- Publicity
- Use of Funds;
- Tryouts
- High School All-Star Games;
- Official and Unofficial Visits (Transportation, Visitation and Entertainment);
- Pre-College Expenses;
- Specialized Sports Camps, Coaching Schools and Clinics; and
- Booster Activities

The Associate Athletic Director for Compliance & Student Services with assistance from the Assistant Athletic Director for Student Services, is responsible for monitoring recruiting rules and regulations and informing staff members involved with recruiting operations of all pertinent updates and changes in a timely manner. Furthermore, the Associate Athletic Director for Compliance & Student Services is available to assist recruiting staff in the interpretation of NCAA rules and regulations, and to answer specific questions concerning recruiting. The Associate Athletic Director for Compliance & Student Services may request assistance from the Director of Athletics, or directly consult with NCAA or Southland Conference staff when questions concerning compliance issues arise.

All rules and regulations relevant to recruiting are carefully detailed in Bylaw 13 of the *NCAA Manual* and in the "The NCAA Guide for the College-Bound Student-Athlete."

Recruiting Violations

Recruiting violations, however unintentional, have resulted in adverse publicity and sanctions for many colleges and universities throughout the United States. The Department's best defense against recruiting violations is a thorough knowledge of strict adherence to all pertinent NCAA rules and regulations by all Departmental staff when recruiting student-athletes.

All representatives of the Department involved in recruiting and/or related athletic activities are required to certify annually that, to the best of their knowledge, they and their colleagues have complied with University policy and NCAA rules and regulations governing the recruitment of prospective student-athletes (see Policy 510A, Coaches and Administrators: Employment Contracts).

The Southland Conference requires that a Coaching Staff and Off-Campus Recruiters Designation form (see [Appendix 502A-1](#)) be completed for each sport and submitted to the Conference office by September 15 of each year. The Associate Athletic Director for Compliance & Student Services is responsible for the administration of this form and for securing the required signatures of each Head Coach and the Director of Athletics. In addition coaches recruiting off-campus must be certified annually and pass a standardized test on recruiting regulations before engaging in any off-campus recruiting. A list of all coaches certified to recruit is maintained in the Office of the Director of Athletics.

When involved in recruiting activities, it is especially important to keep in mind these two facts:

1. Any violation (intentional or accidental) of NCAA, Conference or University rules and regulations must be reported **immediately** to the Associate Athletic Director for Compliance & Student Services. If the Associate Athletic Director for Compliance & Student Services is not available, violations should be reported to the Director of Athletics or the Institutional Athletics Representative.
2. Anyone found guilty of a serious recruiting violation (including persons who only have knowledge of violations but fail to report them) are subject to financial penalty and/or immediate dismissal from the University.

Alumni Activities

Over the past several years, NCAA bylaws governing recruiting activities have been amended to greatly limit the role of alumni in recruiting activities. NCAA Bylaw 13 in the NCAA Manual specifies the restrictions which apply to "athletics representatives." In general this legislation prohibits telephone conversations with prospects, contact at athletic contests, contact with coaches for evaluation purposes and visits to the prospects institution to pick up films, transcripts, etc.

Alumni recruiting activities are permitted provided they relate to the normal admissions procedures which are applicable and available to all prospective students. Personal contacts may **not** be made for the purpose of athletic recruiting. Extreme caution must be taken at all times to insure that the distinction between **athletic** and **academic** recruiting is absolutely clear.

PROCEDURES

The key to recruiting is careful planning and successful implementation. Taking into consideration budget limitations, coaches are urged to identify particular geographic concentrations of prospective student-athletes for their respective sport. These prospective student-athlete pools become the basis of the program's overall recruiting strategy and should be prioritized according to specific need. The Head Coach for each sport is responsible for initiating the following recruiting activities:

- Identification of Prospects

Head Coaches may develop and send questionnaires to high school and junior college coaches in target areas requesting the identification of prospects. Questionnaires may also be sent to individual prospective student-athletes identified by athletic boosters, friends of the Department, coaches, etc.

Questionnaires may not serve as a recruiting brochure or poster promoting Stephen F. Austin State University.

Additional information on prospects may be gained by:

1. Observing video and actual play;
2. Reviewing published literature;
3. Monitoring the prospect's level of academic progress; and
4. Reviewing the Recommendation Form, if available.

Evaluation periods are scheduled for the various sports in accordance with NCAA guidelines.

- Distribution of Information

Materials on the University, including its academic and athletics programs, may be sent to high schools and two-year colleges, as well as individual students. University materials may be sent to prospective student-athletes at any time during their secondary school attendance if the information is part of a regular institutional mailing to all prospective students. However, Department of Intercollegiate Athletics materials may not be sent to a prospective student-athlete **before September 1 of his/ her junior year of high school (except men's basketball, which may begin sending materials on June 15, following the prospects sophomore year)**. All recruiting materials must comply with NCAA rules and regulations governing printed recruiting aids. Facsimiles (FAX) and electronic mail communications to prospects are subject to restrictions on general correspondence.

Organized mailing campaigns to identified prospects are usually initiated in the spring semester of the prospect's junior year. Permissible publications include the following:

1. General correspondence, including letters, postcards issued by the U.S. Postal Services, institutional note cards and schedule cards;

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2. Official academic, admissions and student services publications, produced by the institution and available to all students; and
- ~~3. A recruiting brochure or media guide in each sport the University sponsors (utilizing only one color of ink inside the covers and no enclosed posters).~~

*Note: Game programs may **not** be mailed to prospects, however, game programs **without posters** may be provided free of charge to prospects on official or unofficial visits to the campus.*

Questionnaires and summer camp brochures may be mailed prior to September 1 of a prospect's junior year in high school. Prospective student-athletes may also receive NCAA educational information related to recruiting, including "The NCAA Guide for College-Bound Student-Athlete" publication.

Once the prospect has been officially accepted for enrollment and has signed the National Letter of Intent, institutions are permitted to provide pre-enrollment information regarding orientation, conditioning, academic and practice activities (e.g., play books).

- Videotaping

Videotapes highlighting the academic, enrichment, social and athletic programs (within NCAA guidelines) at Stephen F. Austin State University may be sent to a prospective student-athlete by the Office of Admissions only, provided it is the institution's policy to send or make available such materials to all prospective students.

- Recruiting Timetables

Head Coaches for each sport, with the assistance of the Assistant Athletic Director for Compliance, maintain timetables and appropriate checklists to assist with recruiting efforts. Timetable information varies from sport to sport according to NCAA regulations and may include:

1. Recruiting and evaluation periods;
2. Contact periods;
3. Organized bulk mailing campaigns;
4. Admissions and financial aid application deadlines;
5. Off-campus recruiting schedules;
6. On-campus recruiting weekends;
7. "Dead Periods;" and
8. National Letter of Intent signing dates.

The Associate Athletic Director for Compliance & Student Services distributes for the Department recruiting information each month prepared by the NCAA specifying quiet periods, contact and evaluation periods, and signing dates in each sport.

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Evaluation of Academic Records

At the time of the **initial** contact with a prospective student-athlete, the recruiting coach should request a copy of all transcripts which reflect the academic performance of the student through his/her junior year, as well as a listing of subjects in which the student is currently enrolled or is scheduled to complete prior to registration at the Stephen F. Austin State University.

Such transcripts from all secondary and post-secondary institutions, as well as SAT/ACT test scores, should be reviewed by the coach and if needed, by the Assistant Athletic Director for Student Services in order to properly evaluate the prospective student-athlete's chances of becoming a "qualifier" and thus of meeting the University's admission requirements. (For specific academic qualifications, see Policy 502B, Student-Athletes: Admissions, and 502C, Student-Athletes: Eligibility, in this Manual.)

Coaches should carefully consider the evaluation of a prospect's academic record in determining further recruiting efforts. Coaches are encouraged to complete an academic evaluation **before** an invitation is extended to a recruit for the official campus visit. Transcripts must be sent directly from the prospect's institution to SFA's Office of Admissions. Moreover the prospect's National test score must be received prior to an official visit. Prospects must also be registered with the NCAA Eligibility Clearinghouse prior to any official visit.

Contact and Evaluation Forms

A contact and evaluation record is kept for each prospective student-athlete in each sport on the Southland Conference Recruiting Log **or on an electronic recruiting package approved by the Associate Athletic Director for Compliance and Student Services**(see Appendix 502A-4 for Football, 502A-5 for Basketball, and 502A-6 for all other sports for sample forms). This form includes the recruiting coach's name, prospect's name, address, phone and social security numbers, date(s), time(s) and sites of contacts and evaluations, the name of the high school or junior college, and its address and phone number plus the name of the school's head coach, guidance counselor and principal, as well as a section to list all phone call contacts made and their dates and times.

A Recruiting Log form for each prospective student-athlete is kept on file in the Head Coaches' office and made available to the Associate Athletic Director for Compliance & Student Services, as requested. Copies of completed Recruiting Logs and relevant recruiting materials are to be filed in the offices of the Head Coach for each sport and the Associate Athletic Director for Compliance & Student Services.

Off-Campus Evaluations

The evaluation of a prospective student-athlete, as defined by the NCAA, includes any off-campus activity designed to assess the academic qualifications or athletic ability of a prospect. Such an evaluation includes any visit to a prospect's institution or observation of a practice or competition at any site at which the prospect participates. If no contact is made, this "activity" counts only against the limitation placed on evaluations. However, if the prospect is also contacted at this site, the "activity" is counted as an evaluation **and** a contact.

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All off-campus evaluations must be authorized by the Director of Athletics or designated representative **prior** to the visit. When scouting prospective recruits off-campus, the coach's

name must first appear on the written list of full-time coaches on file in the Director of Athletics' Office. This certification is in compliance with the NCAA's limitation on the number of full-time coaches.

In sports other than football and basketball, each institution shall be limited to **seven recruiting opportunities**, contacts and evaluations combined per prospect at any site (which shall include contacts made with the prospect's relatives or legal guardians but shall not include contacts made during an official visit, and **not more than 3 of the 7 opportunities may be contacts**).

1. If a prospect is being evaluated for multiple sports, then **each** sport is permitted the maximum number of evaluations per sport per academic year, however, only one visit per prospect per week is permitted.
2. When two (2) or more prospects are practicing or competing on the same or opposing teams, an observation counts as one (1) evaluation for **each** prospect.
3. Once the maximum number of evaluations per sport have been made on any prospect(s) at an institution, it is not permissible to visit that institution to evaluate **any other prospect(s) participating in that sport**.
4. During the academic year, an evaluation of a tournament counts as one evaluation (e.g., all competition that occurs on consecutive days within a tournament or that involves a tier of a tournament counts as a single evaluation).
5. In football, prospects may be evaluated only one (1) time during the fall evaluation period and two (2) times during the May evaluation period.
6. Talent scouts may **not** be employed to evaluate prospects; however, subscriptions to regularly published scouting reports are permissible **provided they meet all current criteria defined in NCAA legislation for such scouting services**.
7. Representatives of the SFA's athletics interest (e.g., boosters) may not pick up a prospect's academic records or athletic performance films or tapes for the Department.
8. Evaluations of prospects are for the Department's exclusive use and may not be distributed or "leaked" to media or to a recruiting service.

Off-Campus Recruiting Contacts

The NCAA defines a "prospective" student-athlete as an individual who has started classes for the ninth grade and a "recruited" student-athlete as an individual who has received transportation to campus, is contacted by telephone, receives correspondence other than a generic letter, and/or is visited or arrangements are made to visit or entertain him/her (or his/her family) for the purpose of recruiting. Since many less obvious activities may also constitute recruiting activities, all contact with potential prospects must be reported to the Associate Athletic Director for Compliance & Student Services.

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- Definition of a Contact

An in-person contact is defined as any face-to-face encounter (pre-arranged or by chance) that a coach has with a prospective student-athlete or the prospect's parents or legal guardians during which a dialogue other than a simple greeting is exchanged. Furthermore, any face-to-face, pre-arranged contact with a prospective student-athlete, no matter how brief the encounter, must be counted as an in-person, off-campus contact if it takes place at the either of these sites:

1. The prospect's educational institution; or
2. The site of an organized competition or practice.

It is permissible to make in-person, off-campus contacts and telephone calls with prospective student-athletes, their relatives or legal guardians provided that all three (3) of the conditions below apply:

1. The contacts or calls are in compliance with all current NCAA recruiting legislation.
2. They are made by coaches or recognized staff members of the University; and
3. They are **not** made by a "representative of the University's athletics interests" i.e., alumni or booster club members).

In sports other than Football, designated athletic staff members may only make a total of **three (3) contacts per staff member with a prospect**, either at the prospect's educational institution or at any other sites. Coaches from the same University are permitted to visit a prospect's educational institution **only once per week**. Therefore, when a prospect is recruited for multiple sports, the coaches of the various sports must make contact with the prospect on the same day of the week. However, coaches visiting a prospect's educational institution on consecutive days to observe a multi-day tournament during the academic year are permitted to log the tournament as the one permissible visit per week.

To reduce the risk of unintentional violations of recruiting contact limits, all visits should be coordinated with the Head Coach and, as appropriate, with the Associate Athletic Director for Compliance & Student Services. Additional, in the sports of football and basketball contacts and evaluations must be restricted to the periods specified for those. (For additional information regarding recruiting restrictions for transfer student-athletes, see Policy 502C, Student-Athletes: Eligibility, in this Manual.)

Other important contact rules include the following:

1. Recruiting contacts are prohibited **prior** to any athletics competition (including club sports, intramurals, etc.) in which a prospect is a participant; however, contact is permitted, during applicable contact periods, once the prospect has been released by the appropriate authority (e.g., prospect's coach).

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2. Prospective student-athletes may not be contacted for 48 hours prior to and 48 hours after 7:00 a.m., on the National Letter of Intent signing date.
3. Before contact is made with a student attending another four-year institution, **written permission** must be obtained from the original institution's Director of Athletics (or designated representative). A letter of release must be on file in the Director of Athletic's Office.

Daily records of recruiting contact must be kept on the applicable Southland Conference Recruiting Log or on an electronic recruiting package approved by the Associate Athletic Director for Compliance and Student Services (see [Appendixes 502A-4, 5 and 6](#)), copies of these forms are kept in the appropriate sport's recruiting office and the Associate Athletic Director for Compliance & Student Services.

Telephone Calls

Telephone calls initiated by Departmental staff members must be logged on the prospect's individual Southland Conference Recruiting Log. Telephone calls to prospective student-athletes are subject to the following restrictions:

1. In sports other than football and basketball, telephone calls to a prospective student-athlete may not be made before July 1 following completion of the prospect's junior year in high school; thereafter, staff members shall not make such calls more than once per week.

In the football, one telephone call to a prospect may be made during the period April 15 – May 31 of the prospects junior year in high school. Additional telephone calls may not be made before September 1 of the beginning of the prospects senior year in high school; thereafter, such telephone contact is limited to once per week outside of a contact period. During a contact period, such telephone calls may be made at the institution's discretion.

In the sports of men's basketball, one call to a prospective student-athlete may be made on or after July 15 following the prospects sophomore year in high school until July 31 of the junior year. Coaches may make 2 calls per week beginning August 1 to the start of classes of the prospects senior year. After that, only one call per week is permitted

In the sport of women's basketball, during the prospects junior year in high school, one call in April on or after the Thursday following the conclusion of the Women's Final Four. One call in May. One call June 1 – June 20. One call June 21 – June 30. Three calls during July, but only one per week and then once call per week thereafter.

2. Only coaches or recognized staff members may make telephone calls to a prospect, his/her parents or legal guardians.
3. **No calls** may be made **from the field/floor** during any of University's athletics contests in the prospect's sport.

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4. SFA students or student-athletes are **not** permitted to make telephone calls to prospects at the direction of a staff member of athletic representative.
5. However, telephone calls from enrolled students to prospects are permitted provided they are part of the University's regular admissions programs directed at all prospective students.

There are not limitations placed on collect telephone calls made to the Department by a prospect or calls made to SFA students or student-athletes by a prospect, provided these calls occur after July 15 following the prospects junior year in high school. In men's basketball, collect calls can be received after the conclusion of prospects sophomore year in high school. However, the Department is not permitted to utilize a toll-free (1-800) number to receive such calls.

- Unlimited phone calls are permitted by SFA staff members as follows:
 1. Staff members may make unlimited telephone calls to a prospect during the five (5) days immediately preceding the prospect's official visit.
 2. Staff members may make unlimited telephone calls to a prospect on the initial date for the signing of the National Letter of Intent and during the two (2) days immediately following the initial signing date.
 3. In the sport of football, staff members may make unlimited telephone calls to a prospect during the 48 hours prior to and 48 hours after 7:00 a.m. on the initial signing date for the National Letter of Intent.
 4. Staff members may make unlimited telephone calls to a prospect on the day a permissible, in-person, off-campus contact occurs.

Unofficial Campus Visits

Prospective student-athletes are welcome to visit the University at their own expense, **except during "dead periods."** During unofficial visits to the campus, prospective student-athletes may be provided with complimentary admission to Departmental athletics events, as allowed by the NCAA. In addition, the sport's designated recruiting coach may arrange for the prospect to meet with faculty, student-athletes, Departmental administrators and other appropriate individuals in order to help the prospect gain pertinent information. Prospects may also be provided transportation to an off-campus practice site within a 30 mile radius of the campus when accompanied by a Departmental staff member.

Each sport maintains an Unofficial Visitation Form (see [Appendix 502A-7](#)) for all prospects completing an unofficial visit. **Extreme care must be taken to ensure that prospects are not involved in any on-campus activity that might be construed as entertainment or given financial assistance with travel, meals or lodging while making an unofficial visit to the campus.** Additionally, prospects and their traveling companions, are not allowed to receive special (i.e., VIP) seating at on-campus athletic events.

Official Campus Visits

Prior to the visit, the following steps are taken:

1. The Head Coach or designate provides that Associate Athletic Director for Compliance & Student Services with copies of high school transcript(s) and scores from SAT or ACT exams, along with a copy of the Official Visit Notification Letter and Official Visit Checklist (see Appendix 502A-14). A prospective student-athlete may not make an Official Visit until he/she has submitted a score from a PSAT, SAT, PACT or ACT taken on a national testing date and must be registered with the NCAA Eligibility Center and placed on the institutions IRL.
2. At least 48 hours prior to the visit, the prospect is notified by letter that the scheduled visit counts as one of his/her five (5) allowable paid visits (see Appendix 502A-9) for a sample letter). A photocopy of the letter is to be sent to the Associate Athletic Director for Compliance & Student Services.
3. The Head Coach or designate plans itineraries for official visits. The itinerary should include complete travel plans, lodging, meal plans and attendance at scheduled games and practices. Itineraries may also include scheduled visits to classes on campus; attendance at planned University activities (e.g. pep rallies and concerts); meetings with coaches, staff, players, academic counselors and admission representatives; and a tour of campus and sports facilities. The completed itinerary and any additions or changes are kept in the prospect's recruiting file.
4. The Southland Conference Official Visitation Form (see Appendix 502A-10) is maintained during the official visit. This form lists persons accompanying the prospect, transportation, lodging, meals, itineraries and reimbursements made to the prospect. Copies of this form along with a completed Official Visit Exit Interview form (see Appendix 502A-15), a Student Host Instruction form and completed Southland Conference Official Visit Roster form (see Appendix 502A-11) are submitted to the Associate Athletic Director for Compliance & Student Services, within one and one-half (1-1/2) days of the completion of the official visit. Additionally, a copy is retained for insertion in the prospect's recruiting file.

Planning Activities for the Official Visit

In order to have a productive official visit, particular objectives should be kept in mind when planning activities. Basically, those planning the visit should strive to provide a safe, informative visit for each prospect and his/her parents, guardians, or spouse, with an appropriate amount of enthusiasm demonstrated toward the prospect's chances of attaining a place at Stephen F. Austin State University. Likewise, after visiting SFA, the prospect should be able to adequately assess whether the campus environment, as well as its academic and athletic programs, are best suited to his/her needs. During the visit the prospect should also be made fully aware of all procedures associated with admission, and his/her obligations to the University and the Department of Intercollegiate Athletics.

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Each visit should be individually tailored to the prospect's needs, focusing upon his/her individual academic interests or specialties. The Head Coach or designate, arranges for meetings with faculty, student-athletes, students, coaches, trainers, equipment managers and the Director of Athletics, as appropriate.

A prospective student-athlete may attend athletic events while on his/her one, official visit. The Head Coach or his/her designate, makes arrangements for complimentary admissions with the Ticket Office, ensuring compliance with NCAA rules and regulations. For additional information related to the entertainment of prospects, see Policy 408D, Ticket Office: Complimentary Tickets, and Policy 601C, Travel: Prospective Student-Athletes, in this Manual.

Those involved in planning the official visit should be aware and take advantage of any on-campus social events, such as faculty gatherings, student organization functions, fraternity parties, etc., that introduce the University's student life to the prospect. However, care should be exercised so as not to violate any NCAA rules and regulations.

Departmental policies prohibit any consumption of alcohol by the prospect during his/her visit, as well as gambling, illegal drug use and arrangement of sexual activities for entertainment.

Student Hosts

SFA student-athletes acting as host during official visits must be fully informed regarding all NCAA rules and regulations which affect recruiting. Only student athletes are permitted to serve as hosts. Student athletes must meet and be certified by the Associate Director of Athletics for Compliance and Student Services before serving as hosts.

The Head Coach or designate assigns each prospect a host/hostess for the official campus visit. The host/hostess is expected to provide general information concerning campus life, answer questions about the University and the Department, show the prospect around the campus and the surrounding area, and most importantly, make him/her feel welcome.

NCAA rules allow the University to give a student host/hostess \$30 per day which is to be used to pay for all entertainment and snacks while the prospect is on-campus for the official visit. Prior to the prospect's arrival, the Head Coach obtains the student host funds from the Associate Athletic Director for Compliance & Student Services and disburses it to the student host upon completion of the review and signing of the Student Host Instructions for Official Visits form (see Appendix 502A-12). Each student host is required to sign and date the form, agreeing to comply with applicable regulations and acknowledging the receipt of host funds.

Administration of National Letter of Intent

The Southland Conference annually subscribes to the voluntary National Letter of Intent program administered by the Collegiate Commissioner's Association (CCA). As a member institution of the Southland Conference, Stephen F. Austin State University and the prospective student-athletes who signs the Letter of Intent are bound by the policies in effect at the time of signing.

The National Letter of Intent is initiated by the Head Coach and completed by the Associate Athletic Director for Compliance & Student Services.

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Once approved, all paperwork will be sent next-day delivery by the Associate Athletic Director for Compliance & Student Services to the student athlete for signature.

Upon receiving notification that a prospective student-athlete has signed a National Letter of Intent with an institution other than Stephen F. Austin State University, no further recruiting efforts are to be made by Departmental staff members.

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STUDENT-ATHLETES: ELIGIBILITY

A student-athlete's athletic eligibility can be affected by academic performance and progress, as well as conduct and participation in outside competitions or activities. Adherence to all University, Southland Conference, and NCAA rules governing athletic and academic eligibility is mandatory for all Department of Intercollegiate Athletics staff members and student-athletes.

The Head Coach, with the support of the Director of Athletics, and in conjunction with the Associate Athletic Director for Compliance & Student Services and the Assistant Athletic Director for Student Services, ensures compliance with the rules and regulations regarding student-athlete eligibility. The University's Director of Admissions determines the initial eligibility of student-athletes and provides the academic information for certification purposes to the Department's Assistant Athletic Director for Student Services.

- In general, to be considered eligible for participation in intercollegiate athletics, a student-athlete must:
- Be accepted for enrollment under the rules of the University
- Be eligible to practice and compete according to Conference and NCAA eligibility rules and regulations; and
- Be registered in a full-time program of studies (at least twelve (12) credit hours each regular term for undergraduate students, nine (9) hours for graduate students).

Student-athletes may compete for four (4) years, provided their final year of competition occurs within (5) calendar years of the initial date of full-time enrollment in a post-secondary institution. An additional year of competition may be granted if a student-athlete meets the requirements of a hardship waiver, as defined in the NCAA Manual (i.e., medical hardship, foreign-aid services, church missions, pregnancy and specified athletics activities).

INITIAL ELIGIBILITY REQUIREMENTS

Student-athletes enter the University initially as high school graduates or as transfer students from another college. NCAA initial eligibility requirements differ according to the type of entrance into the University, as outlined below.

High School Graduates

The NCAA Initial-Eligibility Clearinghouse must certify the eligibility of each freshman student-athlete. Prospective student-athletes register with the Clearinghouse by completing and processing the NCAA Clearinghouse Student-Release-Form. Prospective student-athletes must meet the following criteria in order to satisfy NCAA requirements for initial eligibility and be considered a qualifier for intercollegiate athletics participation.

- Grade with a minimum GPA, as specified in the chart on Appendix 502C-1, based on a maximum 4.0 scale in a successfully completed core curriculum of at least 16 academic courses including;

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English	4 Years
Mathematics (one (1) year of Algebra and one (1) year of Geometry or a high level math course for which geometry is a prerequisite)	3 Years
Natural or Physical Science (includes at least one 91) lab class)	2 Years
Additional Course From English, Math or Science	1- Year
Social Science	2 Years
Additional Academic Courses (any of the above areas or foreign language, computer science, philosophy or non-doctrinal religion)	4 Years

Furthermore, minimum required SAT or ACT score must be achieved prior to the student's initial full-time enrollment in any collegiate institution.

Stephen F. Austin State University's admission standards meet or exceed the criteria for admission required by the NCAA. For specific University admissions requirements, see Stephen F. Austin State University's General Bulletin and policy 502B, Student-Athletes: Admissions in this Manual.

Transfer Student-Athletes

The Office of Transfer Admissions evaluates the academic record of all students who are interested in transferring to Stephen F. Austin State University. Athletic eligibility requirements are imposed by the Conference for intra-conference transfers and by the NCAA as summarized below.

Initial academic eligibility requirements for transfer student-athletes, per NCAA regulations, vary according to whether previous enrollment was at a two-year or four-year institution. In all transfer situations, NCAA rules and regulations apply unless Conference rules are more stringent. Head Coaches, prior to any contact with a student attending a four (4) year institution, must receive approval from the Director of Athletics who must obtain written permission from the original institution's Director of Athletics.

Intra-Conference Transfer

Southland Conference Intra-Conference Transfer rules adhere to the NCAA's eligibility rules related to student-athletes transferring from one (1) institution to another. While NCAA regulations require the student-athlete to complete one full academic year of residence before becoming eligible to compete in a sport, the Conference requires that the student-athlete forfeit one (1) season of competition eligibility and be ineligible to receive athletically related financial aid and/or practice during the NCAA's imposed residency requirement. Exceptions to this policy do exist if the transferring student has never received athletic aid from the departing school.

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The following summarizes the NCAA's eligibility provisions for transfers.

- Transfers From a Two-Year Institution (High School Qualifiers)

To be eligible for practice, regular season competition and athletically-related financial aid, a student who transfers from a two-year college that conducts an intercollegiate athletics program must meet the NCAA initial eligibility requirements, as well as the transfer requirements of the University. Additionally, the student must:

1. Have attended the first institution for at least one full time semester & averaged 12 hours of transferable-degree credit per semester of attendance.
2. Present a 2.00 GPA (on a scale of 4.00) in all transferable course work, ~~and~~
3. Have passed a minimum of 6 hours of credit in their last full-time semester of attendance

- Transfers From a Two-Year Institution (High School Non-Qualifiers/~~Partial Qualifiers~~)

A student who was not a qualifier is eligible for financial aid, practice and competition during the first year in residence as SFA if the student has accomplished the following:

1. Graduated from the two-year institution with a minimum of 48 semester or 72 quarter hours of transferable degree credit toward any degree offered at the certifying institution, **including six semester hours of transferable English credit and three semester hours of transferable Math Credit**
2. Has attended a two-year college as a full-time student for at least three (3) semesters or four (4) quarters (excluding summer sessions); and
3. Earned a cumulative GPA of 2.000 for all transferable course work.
- ~~4. Not more than a total of 18 semester hours of transferable degree credit may be earned during summer terms, and not more than nine semester hours of transferable degree credit may be earned during the summer term(s) immediately prior to the transfer.~~
- ~~5.~~ 4. Have passed a minimum of 6 hours of credit in their last full-time semester of attendance.
5. **Transfers in men's basketball, not more than two credit hours of physical education activity courses may be used to fulfill the transferable degree credit and grade-point average requirements**

The NCAA Manual should be consulted for additional two-year college transfer regulations as related to the following issues:

1. Students who have attended multiple two-year colleges;
2. Students who have competed in a sport at the two-year college of residence;
3. Credits earned as a part-time student at a four-year institution;
4. Minimum course load requirements;
5. Competition in year of transfer; and
6. Academic versus vocational degrees.

- Transfers From a Four-Year Institution

The NCAA requires that a transfer from one four-year institution to another four-year institution establish residency (usually one year) at the new institution before he/she can compete. In most cases, however, if the student is granted a release from the previous institution, he/she can engage in practice and receive financial aid. In sports other than basketball, a student may compete immediately without establishing residency provided the following NCAA conditions are met:

1. The student has not transferred before from one four-year institution to another;
2. The first institution certifies that the student met satisfactory progress requirements and he/she would have been eligible had he/she returned; and
3. The first institution certifies in writing that it has no objection to the transfer and waiver of the residency requirement.
4. Have passed a minimum of 6 hours of credit in their last full-time semester of attendance

Additional exceptions to the residency requirement for transfers from a four-year institution are described in detail in the NCAA Manual.

- 4-2-4 Transfers

A student-athlete who transfers from a four-year college to a two-year college and then to SFA must fulfill a one-year residency requirement unless the following conditions have been met:

1. The student has completed a minimum of 24 semester or 36 quarter hours at the two-year college following transfer from the four-year college.
2. One calendar year has elapsed since the student's departure from the previous four-year college; and
3. The student has graduated from the two-year college and has achieved a cumulative GPA of 2.000; or
4. The student returns to the original four-year college from which he or she transferred to the two-year college; or

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5. The student was initially enrolled in a four-year college that never sponsored his/her sport on an intercollegiate level while the student attended that institution; and
6. Have passed a minimum of 6 hours of credit in their last full-time semester of attendance

For a detailed description of 4-2-4 transfer regulations, see Bylaw 14 in the NCAA Manual.

CONTINUING ACADEMIC ELIGIBILITY REQUIREMENTS

NCAA Academic Requirements

In order to maintain academic eligibility for athletic participation after the initial year, NCAA regulations require student-athletes to make satisfactory progress toward a baccalaureate or equivalent degree. More specifically, a student-athlete must satisfy these requirements:

1. Remain academically eligible to attend the University by maintaining a grade point average that places the student in good academic standing.
2. Complete 24 acceptable degree credits the first year with a minimum of 75% of these courses must be completed in the academic year (fall and spring semesters) with no more than 25% taken during summer session or by correspondence courses); and
3. Pass 6 new hours each semester and earn a 1.80 GPA.
4. After your fourth semester of attendance, complete minimum of 18 hours during fall and spring semester with a GPA of 1.90. Pass 6 new hours each semester and have completed 40% of students intended degree program.
5. After your sixth semester of attendance, complete minimum of 18 hours during fall and spring semester with a GPA of 2.00. Pass 6 new hours each semester and have completed 60% of students intended degree program.
6. After your eighth semester of attendance, complete minimum of 18 hours during fall and spring semester with a GPA 2.00. Pass 6 new hours each semester and have completed 80% of students intended degree program.

University Academic Requirements

The University requires all undergraduate students to maintain a grade point average which ensures that they are making progress toward the cumulative grade point average minimum required for graduation. Students are required to have a minimum 2.0 GPA.

Student-athletes are to be encouraged to declare a major program of study by the middle of their sophomore year. Once a major has been declared, only grades acceptable for degree credit in that major may be applied toward the satisfactory progress requirement. Degree applicability is determined by the school or college offering the program of study.

- Probation
Students are placed on academic probation after the first regular semester in which the grade point average fails to meet the minimum standards stated above.

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Scholastic probation does not affect the athletic eligibility of a student-athlete unless he/she fails to meet academic standards for students on probation. A coach may impose practice sanctions or additional study requirements to ensure improvement in the student-athlete's academic standing at the University. (See Policy 503, Student-Athletes; Academic Policy in this Manual for more information.)

- **Suspension**

Per University standards, a student is placed on academic suspension for one (1) regular semester after the second consecutive regular semester of enrollment in which he/she fails to meet the minimum standard grade point average.

Failure to achieve the minimum standard grade point average in summer school will not result in Academic Suspension.

- **Reinstatement**

A student on academic suspension may be allowed to continue his/her studies at the University by:

1. Attending summer school at SFA and raising his/her GPA to the minimum University standard; or
2. Passing with a C average or better at least nine (9) semester credit hours as specified by his/her college dean; or
3. Being reinstated on probation automatically after one regular semester's absence from the University.

Additional conditions for readmission may be imposed by the college deans.

Further, if a student-athlete is declared academically ineligible, in accordance with provisions of NCAA Bylaw 14.12, and the institution has a documented appeal process for all such students, the student-athlete's eligibility during the appeal process is based on the institutional regulations applicable to all such students. Additionally, if the institution's appeal process extends into the following term, an eligibility declaration for purposes of NCAA legislation must be made before the beginning of that term.

Exceptions to the Satisfactory Progress Rule

The NCAA permits exceptions to the satisfactory progress rule under certain circumstances. These are explained in detail in the NCAA Manual, Bylaw 14, and include the following:

- **Missed Term**

A student-athlete may miss up to one academic year of enrollment for one time only if he/she:

1. Fulfilled satisfactory progress requirements while previously enrolled;
2. Was eligible for enrollment during the intended absence; and

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3. Did not participate in any outside competition while not in attendance at the University.

- Midyear Enrollment

A student-athlete entering the University at the beginning of the second semester, may have his/her required credit hours prorated to 12 credits for the initial regular academic year of attendance.

- Non-Recruited, Nonparticipant

A student-athlete may qualify for an exception to the application of the satisfactory-progress regulation for the initial season of eligibility if the student-athlete:

1. Has been in residence at the University for more than one (1) academic year;
2. Was not recruited;
3. Has not received athletically related financial aid; or
4. Has never participated in intercollegiate athletics.

The student-athlete's eligibility in subsequent seasons is governed by the provisions of the satisfactory-progress rule which is applied from the beginning for the first semester in which the student participates in intercollegiate athletics.

- Medical Absence

A Medical Absence Waiver may be granted when a student-athlete sustains an illness or injury that precludes full-time enrollment. Medical documentation is required and the waiver is granted by the Conference Office. Credits earned during this period may not be used in determining satisfactory progress. (See Policy 506A, Student-Athletes: Medical Policy, in this Manual for additional information.)

- International Competition

Academic and enrollment waivers may be granted to student-athletes participating in Pan American, Olympic or World University Games. The waiver is granted by the Conference Office.

Change of Major

As stated above, a major or designated major must be selected no later than the beginning of the fifth term of college enrollment. Thereafter, a change of major during any term is permissible, but credits used to meet satisfactory progress requirements prior to the change must be acceptable for the degree previously sought.

CONDUCT AND SPORTS PARTICIPATION ELIGIBILITY REQUIREMENTS

Student-athletes are expected to uphold ethical standards of conduct and demonstrate ethical behavior, especially in matters related to gambling and bribery and unsportsmanlike conduct, as discussed in Policy 501, Student Athletes: Conduct and Ethics, in this Manual. In addition, a student-athlete's eligibility is jeopardized if he/she takes any of the following actions

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- Arranges for fraudulent credit or false transcripts;
- Violates relevant Conference or NCAA rules and regulations; or
 - Furnishes the NCAA or other regulatory bodies with false or misleading information about other individuals.

Maintaining Amateur Status

NCAA regulations regarding amateurism and permissible awards, benefits and expenses should be carefully reviewed in order to avoid violations. In general, student-athletes cannot commit to any of the following:

- Agree to make an appearance or have their pictures or name used to promote a commercial product;
- Accept benefits such as gifts, meals and loans of cars or money, as offered by athletic interest groups (e.g., alumni or booster organizations) or anyone within the athletics program of the University.
- Be represented by an agent or organization in order to market their athletic skills or reputation;
- Receive any benefit that is not available to other students at the University;
- Participate in a summer sports league not approved by the NCAA;
- Accept payment, or a promise of payment (e.g., in cash prizes, gifts, or travel) for intercollegiate athletics participation;
- Enter into an agreement of any kind to compete in professional athletics or negotiate a professional contract;
- Request to be put on a professional sports draft list or try out with a professional sports organization;
- Play on any professional athletics team
- Have athletically related financial aid determined by anyone other than the Student Financial Aid Office at Stephen F. Austin State University; or
- Participate on teams other than those of Stephen F. Austin State University during the season. (This includes exhibition, all-star team or tournament games.)

However, NCAA regulations allow a student-athlete to request information about his/her professional market value and to undergo a medical examination by a professional league's recognized scouting bureau. Additionally, the student-athlete, legal guardian or the University's career sports counseling committee may negotiate with a professional sports organization without the loss of the individual's amateur status. See Policy 507C, Student-Athletes: Professional Sports Counseling Panel, in this Manual for additional information.

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Outside Sports Competition

A student-athlete that participates as a member of any outside team in any non-collegiate amateur competition during the academic year becomes ineligible for intercollegiate competition in that sport for the remainder of the year and for the next academic year.

However, a student-athlete may compete as a member of a competitive, non-collegiate, amateur team during any official vacation period published in the University's catalog. In addition, student-athletes may participate as individuals in events such as track meets, golf and tennis tournaments, provided such participation is approved in writing by the Director of Athletics and the Head Coach of that sport and does not violate NCAA regulations.

In the sports of soccer, women's volleyball, field hockey and men's water polo, a student-athlete may compete outside of the institution's declared playing season as a member of an outside team in any noncollegiate, amateur competition, provided:

- a. Such competition occurs no earlier than May 1.
- b. The competition is approved by the institutions Director of Athletics.
- c. No class time is missed for practice or competition.

Organized competition exists (as specified by NCAA Bylaws) where any of the following conditions are present:

- Teams are regularly formed or have team rosters;
- The competition is scheduled and publicized in advance;
- Official score is kept;
- Individual or team standings are maintained;
- An official timer or game officials are used;
- Squad members are dressed in team uniforms;
- Admission is charged;
- The competition is privately or commercially sponsored; or
- The competition is either directly or indirectly sponsored, promoted or administered by an individual, or organization or any other agency.

Several exceptions exist to the outside competition rulings; therefore, student-athletes should be directed to consult their Head Coach or the Associate Athletic Director for Compliance and Student Services prior to participating in such activities.

ELIGIBILITY CERTIFICATION PROCESS

The Director of Athletics, Associate Athletic Director for Compliance and Student Services, Assistant Athletic Director for Student Services and Director of Admissions work together to comply with the eligibility certification procedures established for all student-athletes. New student-athletes and transfer students are initially certified by the Director of Admissions. Such student-athletes are certified as eligible to participate in practice and outside competition or as eligible only to participate in practice.

Copies of all certification forms are maintained on file by the Associate Athletic Director for Compliance and Student Services. The Director of Athletics, in conjunction with the Southland Conference Office, retains ultimate responsibility for the final certification of all student-athletes.

The official certification process for the Department begins with a team meeting, held prior to each sport's first competition of the year. The Head Coach is responsible for scheduling the meeting with the Director of Athletics, or his designate. At this time, each student-athlete is required to complete the NCAA Student-Athlete Statement and the NCAA Drug Testing Consent Form as described below.

NCAA Student Athlete Statement

The NCAA Student-Athlete Statement (see Appendix 502C-3) must be signed annually by each student-athlete certifying that he/she understands and abides by the NCAA rules and regulations. (NOTE: All formal student-athlete documents must also be signed by the student-athlete's parents or legal guardian if he/she is under 18.)

The Student-Athlete Statement includes the following:

1. The NCAA verification of eligibility, whereby the student-athlete states to the best of his/her knowledge he/she is eligible to participate in intercollegiate athletics;
2. The Buckley Amendment Statement form, whereby the student-athlete agrees to the release of private information (e.g., health records, financial aid and academic information) to appropriate authorized University personnel in order to verify eligibility;
3. A Summary of NCAA regulations related to ethical conduct, amateurism, financial aid, academic standards, etc. and recruitment (for new student-athletes, only);
4. An Affirmation of Eligibility which is signed and kept with the NCAA Student-Athlete Statement; and
5. The NCAA Drug Testing Consent form, whereby the student-athlete agrees to participate in NCAA drug testing procedures.

Each student-athlete is responsible for reporting any changes in information provided (e.g., address, financial aid status, etc.) as they occur to the Associate Athletic Director for Compliance and Student.

NCAA Squad List

The NCAA Squad List (see Appendix 502C-5) is prepared prior to the student-athlete's first contest each academic year. This form is completed by the Associate Athletic Director for Compliance and Student Services.

Student-athletes may not participate in competition until they have been listed as eligible via the NCAA Squad List. A copy of each sport's Squad List is kept on file in the Associate Athletic Director for Compliance and Student Services Office. Upon certification, student-athletes are eligible for practice, unless they are partial or non-qualifiers.

Additions or changes to the Squad Lists are to be reported to the Associate Athletic Director for Compliance and Student Services within 24 hours of when they occur. New student-athletes wishing to participate in intercollegiate athletics may not do so until they have been certified as eligible.

NCAA Admissions and Graduation Disclosure Procedure

The NCAA Graduation-Rates Disclosure Sheet (Form 95-6a) (see Appendix 502C-6) is to be compiled by the President of the University, or designate, and the Director of Athletics, signed and submitted to the NCAA by March 1 of each year. Information required on this form includes the following:

1. University enrollment data;
2. Average admissions data;
3. Freshman - cohort graduation rates;
4. Standards for transfer student-athletes;
5. Degree programs;
6. Exhausted eligibility graduation rates;
7. Time spent to graduate; and
8. Transfer cohort graduation rates.

Temporary Certification

A recruited student-athlete entering the University as a freshman or transfer student may practice **once they have a completed TRYOUT/WALKON CLEARANCE FORM**, but not compete, for a period not to exceed two (2) weeks while the University is certifying his/her initial eligibility requirements. At the end of this two-week period, the student-athlete must have been certified eligible to continue practice or to compete.

A non-recruited student-athlete entering the University as a freshman may practice, but not compete, for a period not to exceed 45 days while the academic records and core requirements of the student-athlete are being evaluated and certified. After this period, the student-athlete must have established eligibility in order to continue to practice or to compete.

The eligibility certification process for the above student-athletes follows the same process as for all other student-athletes. It includes the completion of the following forms:

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- NCAA Initial Eligibility Clearinghouse approval (via computer modem or by paper report);
- NCAA Student-Athlete Statement (Appendix 502C-3); and
- NCAA Squad List (Appendix 502C-5).

EXIT INTERVIEWS

Exit interviews are to be conducted with student-athletes, in each sport, whose eligibility has been exhausted. Interviews are conducted by the Chairman of the IAC, who after review, forwards the information to the Director of Athletics. The purpose of the interview is to aid in developing athletics programs that continue to meet the needs of students and to aid in developing specific sport's programs.

SFA

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STUDENT ATHLETES: FINANCIAL AID

Stephen F. Austin State University awards financial aid to student-athletes in accordance with University policy, as well as Southland Conference, and NCAA rules and regulations governing financial aid. Athletically related grants-in-aid are limited to bona fide educational expenses such as tuition, fees, room, board and course-related books not to exceed the cost of 30 hours of tuition and fees, room, board and course-related books each academic year (fall/spring).

The Associate Athletic Director for Compliance and Student Services administers the financial aid program for the Department and works with the University's Director of Financial Aid in meeting the financial needs of student-athletes.

While it is understood that athletically related grants-in-aid are awarded on an annual basis and are limited to bona fide educational expenses, the Department of Intercollegiate Athletics is philosophically committed to providing the student-athlete with four (4) years of scholarship funding. Financial aid provided to student-athletes is not considered a reimbursement for services performed and cannot be graduated or discontinued, on the basis of athletic performance, during the period of its award.

However, athletically related aid may be reduced or canceled if the student-athlete becomes academically or athletically ineligible to participate (See Policy 502C, Student-Athletes: Eligibility, in this Manual for additional information).

Allocation of Grant-in-Aid Awards

Each intercollegiate sport is provided a specific number or amount of grant-in-aid awards, according to budgetary restrictions and within NCAA rules and regulations. Head Coaches are informed early each fiscal year of the amount of scholarship aid available to their programs. Grants-in-aid are allocated upon the recommendation of the Head Coach and with the approval of the Director of Athletics. The University's Office of Financial Aid awards grants-in-aid based on these recommendations. Recipients of financial aid are notified of the award scholarship on the Southland Conference Grant-in-Aid Offer Form (see Appendix 502D-1) which details the terms and conditions of the grant. Awards are tendered, along with the National Letter of Intent, at the appropriate signing dates, as provided by the NCAA.

Head Coaches are encouraged to work with their prospective student-athletes and their families prior to the award deadline. They should assess each student-athlete's financial need and encourage them to file the necessary paperwork for other types of assistance well before the deadline date. This allows coaches the opportunity to use athletic financial aid award funds in the most effective manner possible for their student-athletes.

Allowable grants-in-aid are calculated according to NCAA guidelines for head-count and equivalency sports, as described below. Further, the number of grants-in-aid for any team may be affected by NCAA sanctions which may be imposed against the Department's sport.

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Head Count and Equivalency Sports

For purposes of financial aid computations, a player is considered a Counter when he/she receives financial aid based on athletic ability, and/or was recruited, receives financial aid and is competing as a member of an intercollegiate team.

- **Head-Count Sports**

A head-count sport is one, designated by the NCAA, in which athletically related aid is calculated by the number of student-athletes receiving any amount of aid, regardless of the amount of aid received by individual team members. Student-athletes designated to receive any type of financial aid, including textbooks only scholarships, are to be included in the number of student-athletes receiving aid in head-count sports.

The following are the maximum awards, allowed by the NCAA, that may be in effect at any one time for the various head-count sports sponsored at SFA:

Sport	Men	Women
Basketball	13	15
Tennis		8
Volleyball		12

- **Equivalency Sports**

Equivalency sports, as designated by the NCAA, are those in which athletically related aid is calculated by the percentage of a full, athletically related scholarship awarded to a team member. The University may administer such awards to any number of recipients on the basis of value (equivalency), provided the total dollar amount expended does not exceed commonly accepted educational expenses at the University multiplied by the number of maximum awards permitted for the particular sport.

The following are the maximum awards, allowed by the NCAA, that may be in effect at any one time for the various equivalency sports sponsored at SFA:

Sport	Men	Women
Cross Country/Track	12.6	18
Golf	4.5	
Women's Golf		6
Bowling		5
Football	63 *	
Soccer		14
Softball		14
Baseball	11.7	

*In Division FCS Football, there is an annual limit of 30 initial counters and 63 equivalency sports to total 85 annual counters.

Although grant-in-aid allocations within each sport are recommended by the Head Coach, the procedures for administering grants-in-aid are the same for all student-athletes. These procedures are summarized as follows:

Processing of Grant-in-Aid Awards

Grants-in-aid are allocated upon the recommendation of the Head Coach and the approval of the Director of Athletics and the University's Director of Financial Aid. The Southland Conference Grant-in-Aid Offer forms are prepared by the Associate Athletic Director for Compliance and Student Services. The approved forms are forwarded to the Associate Athletic Director for Compliance and Student Services which checks equivalencies to ensure compliance with NCAA grant-in-aid limitations for each sport.

The University's Financial Aid Office awards grants-in-aid based on the recommendations of the Director of Athletics. Recipients of financial aid are notified of the awarded scholarship via the completed Southland Conference Grant-in-Aid Offer form which details the amount of aid and the terms and conditions of the grant. Copies of Team Rosters and Grant-in-Aid lists are kept on file in both the Associate Athletic Director for Compliance and Student Services Office and with each sport's secretary.

Prospective Student-Athletes

Financial aid agreements are issued to prospective student-athletes with the National Letter of Intent (see Appendix 502A-14). Prospects may not be offered financial aid prior to the times and dates noted on the Letter.

To be valid, the National Letter of Intent Agreement must be signed within 14 days after it is issued and returned to the Associate Athletic Director for Compliance and Student Services.

A copy of the Financial Aid Agreement is forwarded to the Office of Financial Aid. If the student fails to be admitted following the University's regular admission process, the grant-in-aid becomes null and void. (See Policy 502B, Student-Athletes: Admissions, in this Manual for admissions standards and procedures.)

Enrolled Students

A student-athlete eligible for a grant-in-aid who enrolls at the University without having received a financial aid offer may, thereafter, be given aid at any time.

A Head Coach who wishes to make an initial offer of athletically related financial aid to a previously enrolled student must submit a revised Squad List to the **Associate Athletic Director for Compliance and Student Services**. Prior to tendering an offer of financial aid to the enrolled student-athlete, it is necessary to verify the eligibility of the student and comply with squad limitations. With the recommendation of the Director of Athletics and the signatory approval of the Director of Financial Aid, the Grant-in-Aid Offer is considered fully executed and ready for the student-athlete's signature.

Continuing Student-Athletes

Athletically related financial aid is awarded on a year-by-year basis and cannot be increased, reduced or discontinued during the period of its award for any athletically related reason. As stipulated by NCAA Bylaw 15, grants-in-aid are renewed on or before July 1st of the academic year in which they are to be effective. Student-athletes are asked to sign and return the agreements by July 15.

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Renewal notifications (see Appendix 502D-2 for sample) must be mailed out on or before June 30th. The Associate Athletic Director for Compliance and Student Services coordinates the processing of renewal letters with each sport's secretary, the Director of Athletics, the Assistant Athletic Director for Student Services and the Director of Financial Aid.

Graduation or Cancellation of Aid

By July 1, student-athletes must be notified in writing by the Director of Athletics ~~and the Director of Financial Aid~~ if the renewal of aid is to be reduced or canceled. (See Appendix 502D-2 for a sample cancellation letter.) Student-athletes may appeal ~~to the Office of Financial Aid~~ if they believe they were unjustifiably denied the renewal of aid.

The request for an appeal must be filed in writing and directed to the Director of Athletics within ten (10) days of the cancellation notification. Upon receipt, the Director of Athletics schedules a review for the appeal. If the appeal is not granted, then it can be appealed to the Financial Aid Appeals Committee. The Scholarship appeal process must be completed prior to the commencement of the academic year for which the scholarship is renewed, reduced or canceled. In general, the renewal of aid may be denied if the student-athlete:

1. Fails to meet all established eligibility requirements related to University academic standards or intercollegiate competition;
2. Engages in serious misconduct which results in substantial disciplinary action by the University;
3. Voluntarily withdraws from participation in a sport for personal reason;
4. Fails to meet the Department of Intercollegiate Athletics' team rules governing discipline, training or conduct;
5. Is found guilty of fraudulent misrepresentation on his/her application, National Letter of Intent or Financial Aid Agreement;
6. Is found guilty of falsifying a statement concerning his/her attendance at another institution;
7. Fails to comply with the requirements of the drug education, testing and rehabilitation program;
or
8. Is found guilty of withholding information which could affect his/her eligibility status.

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Summer School

Athletically related financial aid does not normally include summer session classes. However, financial aid may be extended to cover summer school if attendance is warranted for reasons related to student-athlete's academic suspension, regular course of study or to maintain eligibility. The Head Coach of each sport makes a determination regarding those student-athletes to be offered financial assistance for summer school.

As per NCAA legislation, an enrolled student-athlete, if awarded financial aid for summer school, may only receive athletically related financial assistance in proportion to the amount of athletically related aid received during the prior academic year, he/she may not be provided athletically related aid during the ensuing summer term.

For student-athletes who meet the NCAA's criteria for summer school aid, the following circumstances may dictate the need for summer school assistance as determined by the Head Coach:

1. Student-athletes who need the hours to be eligible for fall competition;
2. Fourth-year athletes who intend to graduate that summer;
3. Fifth-year student-athletes who intend to graduate that summer; and
4. Student-athletes who have maintained their eligibility for the fall, but who need hours to keep on schedule for graduation within four (4) years.

All applicants for summer school are considered on an individual basis. Once approved, each student-athlete is required to sign a financial aid agreement for summer school reflecting the amount, terms and duration of aid.

Additionally, summer school scholarship recipients will be asked to repay the cost of **tuition & fees** of any class that was dropped or receives the grade of 'F'.

Fifth Year/Injured

The Department of Intercollegiate Athletics is not able to automatically grant Fifth-Year/Injured financial aid. Therefore, each request is reviewed by the Director of Athletics and granted based on the individual merits of the situation and on the recommendation of the Head Coach for each sport. Post eligibility grants-in-aid will be funded not to exceed the cost of tuition and fees (maximum of 15 hours per semester) or the amount of their last award if it was less.

Requirements to receive this award include:

1. Return academically eligible just as if they still had a season of competition remaining.
2. Enroll full-time unless they are in the final semester of degree plan/
3. Work at an Athletic Department assigned job for 10 hours each week.

To receive athletic aid the following semester, the recipient must pass at least 9 new hours towards their degree plan with a GPA of 2.00 or higher.

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Lastly, it should be understood that this scholarship award will be made in 3 payments during the semester. The first payment will be 50% of the total cost of tuition and fees, and will be applied to their account at the beginning of each semester. The remaining two payments will be made in equal amounts approximately 30 and 60 days following the first payment. Should a recipient choose not to fulfill their assigned work detail, one or both of the remaining payments will not be applied to the billing statement.

Moreover, post-eligible aid is not awarded to any student-athlete under contract or receiving compensation from a professional sports organization.

- **NCAA Sixth Year Scholarship Program**

The NCAA has a program for awarding scholarship money to student-athletes who require an 11th semester or a full sixth year to complete graduation requirements. Applications are available from the Assistant Athletic Director for Student Services. The deadline for returning the applications is May 15th and the applications require extensive documentation. Therefore student-athletes interested in applying should be encouraged to begin the process as early as possible.

Non-Institutional Financial Aid

Should a student-athlete qualify for non-institutional financial aid and exceed the maximum scholarship aid allowed, University funds are reduced dollar-for-dollar. NCAA Manual Bylaw 15, regarding Financial Aid should be consulted to determine the types of outside aid student-athletes may receive without reducing University aid (i.e., non-countable, outside aid) when totals do not exceed NCAA ceilings. Further, a student-athlete may receive a Pell Grant in combination with other institutional financial aid, provided the overall total does not exceed the cost of attendance ceiling.

All outside aid received by a student-athlete must be reported to the Southland Conference and the NCAA at the beginning of each academic year. Individuals reporting outside aid may have their athletic grant-in-aid reduced to avoid an award in excess of a full-ride amount. permissible outside scholarship awards must meet NCAA criteria and may cause athletic grant-in-aid to be adjusted to NCAA ceiling amounts.

All non-athletically related aid received is to be reported to the Office of Financial Aid. The Associate Athletic Director for Compliance and Student Services is responsible for ensuring that the aid is permissible and for notifying the appropriate parties to make any necessary adjustments to the athletically related aid.

University Charges Not Paid by the Department

Certain expenses which may be incurred by the student-athlete while enrolled at SFA are not covered under the his/her grant-in-aid. Per NCAA regulations, only tuition, room, board and required books are legitimate components of athletically related financial aid. The following list of expenses are not part of a grant-in-aid and therefore must be paid by the student-athlete.

They include, but are not necessarily limited to:

- Cost of treatment for non-athletically related injuries;
- Non-legitimate hotel charges (e.g., long distance telephone, laundry, movies, etc.) incurred during away travel;
- Library fines;
- Fines for damage to University property, including the Residence Halls;

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- Key deposits or replacement of a lost Residence Hall key;
- School supplies, reference books, pens, notebooks, paper, drafting kits, etc.;
- Vehicle registration fee;
- Parking fines;
- Personal insurance for non-athletically related injuries and illnesses; and
- Residence hall penalty fees incurred by the individual student who move contrary to residence hall contract agreements.

Non-Scholarship Student-Athletes

The University extends to all non-scholarship (recruited or non-recruited) student-athletes the same benefits as scholarship athletes (excluding grant-in-aid awards). Once certified as eligible to participate, the benefits received are as follows:

- Academic counseling assistance (e.g., tutoring, career and peer counseling, etc.)
- Training Room treatment for athletically related injuries;
- Strength and conditioning facility use;
- Referrals for vacation and permanent employment;
- Team travel and equipment use;
- Training table participation provided NCAA rules are adhered to; and
- Athletic letter awards.

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STUDENT-ATHLETES: NON-RECRUITED

The Department of Intercollegiate Athletics recognizes the right of individuals who have not been recruited to try out for an intercollegiate sports team and includes non-recruited, as well as recruited, student-athletes on their team rosters. Non-recruited student-athletes are students who are entering or presently enrolled at SFA and who have not been recruited or offered financial aid based on athletic ability.

The Head Coach of each sport has sole authority for establishing tryout guidelines and for determining the success or failure of a tryout. The Associate Athletic Director for Compliance and Student Services works closely with the Head Coaches of all sports to ensure that applicable compliance records are maintained on all non-recruited student-athletes.

A non-recruited student-athlete not receiving institutional financial aid is not considered a counter. A non-recruited student-athlete receiving institutional financial aid is not considered a counter if there is certification on file in the Director of Athletics Office signed by the Director of Admission and the Director of Financial Aid certifying that the financial aid was granted without regard to athletic ability.

Eligibility Certification

A non-recruited student-athlete entering the University as a first semester freshman or transfer student may practice **once they have a completed TRYOUT/WALKON CLEARANCE FORM**, but not compete, for a period not to exceed 45 days while the academic records and core requirements of the student-athlete are being evaluated and certified. After this period, the student-athlete must have established eligibility in order to continue to practice or compete.

The eligibility certification process for non-recruited student-athletes follows the same process as for other student-athletes as described in Policy 502C, Student-Athletes: Eligibility, of this Manual.

Benefits Extended to Non-Recruited Student-Athletes

Excluding grand-in-aid awards, the University extends to all non-recruited student-athletes the same benefits as scholarship student-athletes. These benefits may include:

- Academic Services (e.g., study hall, tutoring, academic counseling, etc.);
- Training Room treatment for athletically related injury;
- Strength and conditioning facility use;
- Team Travel and equipment use; and
- Athletic achievement awards.

Additionally, non-recruited student-athletes may eventually be offered athletically related financial aid at the discretion of the Head Coach and according to the provisions described in Policy 502D, Student-Athletes: Financial Aid, in this Manual.

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STUDENT-ATHLETES: ACADEMIC POLICY

Stephen F. Austin State University and the Department of Intercollegiate Athletics are committed to excellence in education. Academic standards and requirements for student-athletes at SFA are no less stringent than for the general student population. Both the University and the Department of Intercollegiate Athletics are aware that participation in varsity athletics makes exceptional demands upon a student-athlete's time and energy. Student-athletes, however, must assume ultimate responsibility for their academic endeavors while attending the University.

The Assistant Athletic Director for Student Services is responsible for the daily administration of the academic support program and works closely with the Office of Admissions and the Registrar's Office to institute program services which help ensure continuing eligibility for SFA's student-athletes.

Philosophy and Objectives

The University believes in the development of a well-rounded individual, sound in mind and body. To achieve this, the University and the Department strive to offer a balanced academic and athletics program that encourages ~~students~~ *student-athletes* to develop characteristics that will make them better citizens and assist them in their life endeavors. Further, the University and the Department are committed to helping each student-athlete achieve a quality education and graduate. This philosophy encompasses helping the motivated student-athlete to learn faster and more completely, and the under-motivated student-athlete to become more motivated and better able to succeed in the academic arena.

In fulfilling its philosophy, the Department, as a whole, strives to:

- Recruit only student-athletes with the potential to succeed academically, as well as athletically;
- Maintain the athletic eligibility of every student-athlete;
- Graduate all student-athletes;
- Protect the academic integrity of the University; and
- Comply with all rules, regulations and procedures of the University, the Southland Conference and the NCAA.

Coach's Responsibility

Although it is the University's and Department's goal to create an academically supportive environment, it is the student-athlete's responsibility to work within the parameters of this environment. Coaches are asked to support the efforts of the Assistant Athletic Director for Student Services and *Academic Services Assistants and* to impose logical consequences for those student-athletes who are not fulfilling their academic obligations. If problems with specific student-athletes cannot be resolved jointly by the coach and the Assistant Athletic Director for Student Services, the student-athlete may be in jeopardy of losing his/her academic support services privileges.

The Department requests that coaches not only support the program with encouragement and appropriate sanctions, but also be supportive of the program's requirements and allow flexibility with student-athletes who may be on occasion late to practice due to academic counseling or related responsibilities.

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In an attempt to advise coaches of scheduled workshops and tutorials, regular reports are sent by the Assistant Athletic Director for Student Services *and/or Academic Services Assistants*. These reports address the student-athletes participation, performance and attitude as related to services offered by the Academic Support Program.

Student-Athlete's Responsibilities

As stated previously, the student-athlete is ultimately responsible for his/her academic progress at the University. General academic requirements and responsibilities are contained within this policy.

Academic Programs and Services for Student-Athletes

The Department's goal is to provide student-athletes with an academic support program which utilizes Departmental and University resources to address a variety of academic, personal and career issues. To accomplish this goal, the Academic Support Program, in concert with University student services strives to make available to student-athletes the services described below.

- SFA 101 - Each new student-athlete is requested to enroll in SFA 101. This class will include campus life and survival skills presentations; the explanation of academic support programs and academic counseling services, etc. The class is specialized for student-athletes and taught by members of the athletic department staff.
- Personal Counseling - Confidential assistance is provided to student-athletes by Licensed professional Counselors to help them with transitional issues, stress management, academic focus and personal crisis intervention.
- Career Counseling - Vocational counseling, including interest testing, career library and SIGI (computerized guidance system) is made available to student-athletes
- Testing Services - National tests such as GRE, MAT, LSAT, GMAT, and the TASP are administered to student-athletes, as appropriate. Preparation counseling is also available.
- Placement and Career Services - A liaison service between employers and prospective employees is offered. All students are encouraged to begin a placement file early in their senior year.
- Career Planning - Job development skills are offered in the form of resume development, cover letter writing, job search strategies, interviewing skills and professional school placement assistance.
- Student-Athlete Advisory Committee - The purpose of this established Board is to encourage student leaders and staff to discuss concerns, set goals and identify projects.
- Service Program - This program encourages and facilitates the involvement of student-athletes with students in the community as peer counselors and role models.

- Educational Assessments - A proactive approach is utilized to help develop a personalized academic support plan for student-athletes by offering: reading, writing and listening assessments, services for students with disabilities and in-depth academic assessments and evaluations.
- Tutorial Support - Various programs are offered to help student-athletes experience academic success. They include: subject tutoring, mentor tutoring, group tutorials, time management counseling and supplemental instruction.
- Academic Supervision — ~~Short and long term supervision includes study halls, grade report updates from instructors informing academic staff and coaches of course performance, class attendance monitoring and evaluation of overall academic progress.~~ The SAMS *Grades First* software program was introduced in the ~~spring 2006~~ *summer 2009* and utilizes the latest computer technology to track attendance, grade status, comments from professors and arranging appointments with tutors.
- Computer Resources - Computers and computer assistance are made available to student-athletes.
- Degree Audit Program - This program contains a tracking system which is used to insure accurate course selection and to monitor progress towards graduation through evaluation, maintenance of records and their updating, semester by semester, via an evaluation of academic transcript and degree requirements.

Satisfactory Progress

To comply with the NCAA's satisfactory progress rule, each student-athlete must designate a program of studies leading toward a specific baccalaureate degree by the beginning of the third year of enrollment (i.e., the fifth semester). The Assistant Athletic Director for Student Services confirms, with the assistance of the Office of Admissions, that each student-athlete meets this requirement, and then works with the student-athlete to ensure that satisfactory progress toward to specified degree is being made.

Each student-athlete's on-going academic status is monitored via the Southland Conference Eligibility Verification form (Appendix 502C-4). All Information is verified by the Office of Admissions, using University computer data. A copy of the completed form is kept on file with the Associate Athletic Director for Compliance and Student Services

In order to remain academically eligible to participate in intercollegiate athletics, a student-athlete's course load must not drop below 12 hours. If dropping a class results in a student-athlete being registered for less than 12 hours, the Assistant Athletic Director for Student Services immediately informs the ~~Assistant Athletic Director for Compliance~~ *Associate Athletic Director for Compliance and Student Services* and the individual's Head Coach of the potential eligibility problem.

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Drops and Adds

All student-athletes are required to receive signatory approval for drop/add from the Assistant Athletic Director for Student Services before preceding with changes in approved schedules. No schedule changes may be made after the deadline specified in the academic calendar without the approval from the course instructor and the departmental dean.

Class Attendance

Student-Athletes are expected to attend class on a regular and punctual basis. In any university course, professors have discretion over whether or not to accept excuses. Further, course instructors establish specific attendance policies to which student-athletes must adhere. The University recognizes the legitimacy of intercollegiate competition while striving to minimize the number of classes missed due to competition. Absences due to personal reasons unrelated to athletics competition and not in accord with the University's attendance policy may significantly affect grades.

Arrangements for taking any examination or completing work assignments affected by team travel are the student-athlete's responsibility. Instructors are aware of the problems involved in scheduling athletic competitions, and are usually willing to provide some flexibility if the student-athlete requests consideration in advance. Student-athletes should identify themselves to their professors as early as possible in each course and provide professors with their team and travel schedule to eliminate potential conflicts.

Additionally, your class attendance will be regularly monitored by Athletics staff (Assistant Athletic Director for Student Services and coaching staff). Professors routinely provide information to the Assistant Athletic Director for Student Services regarding missed classes and concerns they may have about academic performance.

Each head coach will be responsible for enforcing class attendance and deciding penalties for unexcused and excessive absences. Penalties could include additional study hall time, loss of game participation and loss or reduction of athletic scholarship.

Exams

When a student-athlete learns that an exam is scheduled during the time he/she will be participating in the intercollegiate athletics program, the student-athlete is responsible for notifying the instructor and making arrangements to make up the exam. The instructor should be contacted at the earliest possible date.

Incomplete Grades

Student-athletes are required to complete all course assignments by the last day of classes for the semester. However, student-athletes may petition the dean of their college prior to the last day of classes to request an extension, if circumstances warrant the extension. The course instructor must endorse the petition for the extension. Extensions are granted only if the student has completed the major requirements of the course. If an extension is granted, a grade of I (incomplete) is given. The incomplete is removed at the end of the extension period. If the student has not completed the course requirements, a grade of zero is assigned to all missing grades and the final grade is assigned by the instructor.

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Study Hall

~~The Assistant Athletic Director for Student Services schedules sport specific evening study halls. These sessions are mandatory for all freshmen and transfer student-athletes their first year at the University.~~—*The Assistant Athletic Director for Student Services identifies minimum recommended study hall hours for all freshmen and transfer student-athletes.* Additionally, study hall attendance may be mandated by the Assistant Athletic Director for Student Services *and Academic Services Assistants* in consultation with the student-athlete's Head Coach. Student-athletes attending study hall sessions are required to verify their attendance by electronic login using their University ID. The Assistant Athletic Director for Student Services or designate, monitors the sessions to verify the presence of these student-athletes. A student-athlete's failure to attend required study halls is reported to his/her Head Coach for counseling.

All study hall sessions are open to all student-athletes.

Tutoring Services

The Assistant Athletic Director for Student Services coordinates a variety of tutoring services for student-athletes. These programs include individualized subject tutoring, small group tutorial sessions, supplemental instruction and time management counseling.

At-risk students are identified and assigned tutors at the beginning of each semester. Any student-athlete requesting tutoring must receive permission form the Assistant Athletic Director for Student Services.

Academic Monitoring and Evaluation

The Assistant Athletic Director for Student Services compiles and maintains a file on each student-athlete. The file contains all materials documenting the academic profile of the student-athlete (e.g., academic transcripts, SAT and/or ACT scores, grade point averages, plan and/or program of study), as well as various forms verifying the eligibility status of the student-athlete.

The Assistant Athletic Director for Student Services *and Academic Services Assistants* monitors all grades and class attendance for student-athletes designated as high risk. The student-athlete and the Head Coach are contacted to review problems and offer possible solutions as necessary.

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STUDENT-ATHLETES: TEXTBOOKS

The textbook distribution program for scholarship student-athletes at Stephen F. Austin State University is administered by the Associate Athletic Director for Compliance & Student Services, in conjunction with the University Barnes & Noble Bookstore. The program is administered in accordance with grant-in-aid stipulations and NCAA guidelines related to allowable financial aid limits.

Only required textbooks for courses in which the student-athlete is officially registered may be paid for by the Department. Books will be available for pick-up before each term for those student-athletes that have pre-enrolled. Others will need to provide a copy of their class schedule for verification before the Bookstore will issue books.

Books must be returned to the Barnes & Noble Bookstore, located in the Student Center at the end of the term. Textbooks that are not properly returned at the end of the term will be billed to the students account at 65% of the purchase price.

Only student-athletes receiving full scholarships will be provided scholarship books as described above. All other student-athletes who receive scholarship books as a part of their award will be provided a dollar equivalent not to exceed \$400 in any one semester.

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STUDENT-ATHLETES: FOOD SERVICE

The Department of Intercollegiate Athletics adheres to all University, Southland Conference, and NCAA rules and regulations related to providing food service to student-athletes. Each Head Coach determines which student-athletes are to receive board as part of their athletic scholarship. The Assistant Athletic Director for ~~External Affairs~~ **Sports Medicine** serves as the Department's liaison to the University's Campus Dining Services, which offers a campus-wide food service plan. Students who reside in University residence halls are required to obtain room and board in a package plan, for a single unit price, as listed in the schedule of residence halls in the current General Bulletin. Student-athletes designated to receive board allotments as part of their athletically related financial aid participate in one of the University's meal programs or receive a cash-in-lieu monthly meal stipend, depending upon their living arrangements.

REGULAR FOOD SERVICE

The Director of Campus Dining Services administers the food service program utilizing two (2) cafeterias located on campus and several "pay as you go" locations. One is on East College Drive across from Steen Hall and the other is located on the first floor of the Baker Pattillo Student Center. The magnetic strip on the student i.d. card electronically identifies the chosen dining plan and debits each meal purchased from the weekly or semester allowance.

On-Campus Procedure

Most students living on campus are required to sign a contract for board based on their residence hall plan. The contract cost includes either a semester plan of 20 meals in 7 days with a \$50 dollar declining balance, a 14 meal 7 day plan with a \$125 declining balance, or a block plan (210 meals, no restrictions) with a \$75 declining balance. The declining balance fund (Dining Dollars) can be used at any "pay as you go" location on campus.

Off-Campus Procedures

In compliance with NCAA regulations, student-athletes living off campus who are eligible for board, receive a stipend equal to the established, average on-campus board award. A listing of student-athletes approved to receive off-campus room and board stipends is completed in August by each Head Coach and submitted to the Associate Athletic Director for Compliance and Student Services. Additions and/or deletions for the second semester must be submitted in December. Cash-in-lieu of board payments combined with the off-campus housing payments are distributed in a lump sum payment at the beginning of each semester from the University Financial Aid Office. Student-athletes must present their photo I.D., in person, to receive their stipend.

A Head Coach can choose to award a commuter dining plan to a student-athlete living off campus as part of the total board award. This commuter dining plan includes either a 5 meals in 5 days with a \$50 declining balance, a 50 meal block plan with \$50 declining balance, or a 25 meal block plan with \$100 declining balance.

Married student-athletes receive the same board amount as any other student-athlete living off campus.

Further information regarding stipend disbursements can be found in Policy 502D, Student-Athletes: Financial Aid, in this Manual.

Late Meals

Pre-game, post-game and late meals are coordinated with the Director of Campus Dining Services by the Head Coach or his/her designee (assistant coach or athletic trainer).

so the eligible student-athletes may eat after the regular dining halls have closed. These meals are generally served in the ~~East College Cafeteria~~ **Baker Pattillo Student Center**. Additionally, sack lunches may be provided when necessary and charged to the meal plan.

Vacation and Break Meal Service

Coaches requiring meal service for their teams during vacation or break periods when the dining halls are closed are to request per-diem allowances from the Assistant Athletic Director for Business a minimum of two (2) weeks in advance of the vacation or break period.

Guest Meals

Student-athletes are personally responsible for paying for all meals eaten by guests in the campus dining facilities.

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STUDENT ATHLETES: AWARDS

At Stephen F. Austin State University recognition for outstanding performance in both athletic and academic endeavors is given to deserving student-athletes each year. These awards may be presented by the Department, the Southland Conference, the NCAA, individuals or national groups. They may be in the form of NCAA approved awards for athletic participation, scholarship awards for academic accomplishments and/or recognition rewards (e.g., Academic All-American teams).

ATHLETIC AWARDS

Department Awards

As acknowledgment for athletic participation, and in recognition of outstanding performance, the Department of Intercollegiate Athletics permits deserving student-athletes to receive athletic awards in compliance with NCAA and Southland Conference rules and regulations. Athletic awards are presented upon the recommendation of the Head Coach **for team honors. Major departmental award winners are determined by a special awards committee made up of support staff members as appointed by the Director of Athletics.** ~~and with the approval of the Director of Athletics, according to criteria established by Departmental administrators and Head Coaches.~~ The Director of Athletics, Associate Athletic Director for Internal Affairs **Assistant Athletic Director for External Affairs** in conjunction with the Sports Information director **Media Relations Director** administer the awards program.

In order to receive an athletic award, student-athletes must be of amateur standing, eligible for athletic participation, as defined by the NCAA, and must have been representing Stephen F. Austin State University at the time they were competing. In addition to athletic performance, other factors which are taken into consideration include a student-athlete's academic standing, as well as his/her attention to college regulations, observance of training rules, sportsmanship and overall conduct.

Permissible Award Restrictions

A student-athlete may not receive an award of cash or its equivalent (i.e., items that are negotiable for cash or trade). An award of a country club or sports club membership is not permitted even if the cost of membership is less than the allowable award value.

Award Value Limitations

The total value of a single participation or letter award received in a year by a non-senior student-athlete may not exceed \$175. Multiple awards may be presented only if the total value of all participation awards received during a particular academic year by an individual (non-senior) student-athlete does not exceed \$175

Multiple awards may be presented to a senior student-athlete only if the total value of all participation awards presented during a particular academic year to a senior student-athlete does not exceed \$325 in each sport in which the student-athlete participates.

Student-athletes may receive awards in recognition of Conference or national championships from the University, the Southland Conference or an approved organization. The total value of any single award may not exceed \$325 for a Conference championship or \$325 for a national championship, except for awards purchased and presented by the NCAA to student-athletes for participation in NCAA championship events.

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Awards for participation in special events (e.g., bowl games, all-star games, featured individual competitions, etc.) may be presented by the University (or the management of the event) when either a team or an individual has represented the Department in such an event. However, the total value of any single award to a student-athlete may not exceed \$350, with most-valuable player awards limited to a maximum value of \$325. When multiple awards are presented for participation in the particular event or in honor of the student-athletes achievement, the total value of such awards may not exceed \$300, per person, except for bowl-game and all-star game awards.

For bowl-games or all-star games, student-athletes may receive awards valued at no more than \$500 from the sponsoring agency and additional awards from the institution subject to a separate \$350 limitation.

Furthermore, established national awards received by a student-athlete (e.g., Heisman Trophy) are not subject to a value limitation.

VARSITY LETTER AWARDS

The following are general guidelines that will be used to determine recipients of Varsity Letter Awards.

1. The student-athlete must complete the entire academic year as a member of his/her team in good standing.
2. The student-athlete, to receive his/her letter award must return for the upcoming fall semester meeting all NCAA and SFA satisfactory progress requirements for academic eligibility.
3. A student-athlete will not receive his/her letter award, if during the academic year they had a positive drug test or was involved in serious misconduct as determined by the Director of Athletics.
4. Multiple sport athletes who have lettered in two or more different sports will receive their letter award from their scholarship sport.
5. In sports where letter criteria is based on percentage of time played, a student-athlete who is injured, will not have those competitions factored into their percentages.
6. Awards are based on seasons of competition completed at SFA. Transfer students from 2-year or 4-year institutions are not given letter award credit for competition at these schools.

Basketball Participate in 20% of available minutes during season.

Cross Country Place in the top 15 at the Southland Conference Cross Country Championships, or
Place in the top 35 in two or more regular season competitions, or
Be one of the top five finishers for SFA at a competition won by SFA.

Football Participate in 20% of "available" plays for the season. Plays will be based on offensive plays and defensive plays separately.
First-year freshman will letter if they compete and make the travel squad for at least 50% of the away from home contests.

Golf	Must participate in four tournaments during academic year, or Play as a member of an SFA team that wins a tournament, or Win an individual scoring title at a tournament.												
Managers	Complete entire season in good standing with team, and Travel with team to minimum of 50% of away contests, and Meet all academic standards required for student-athletes of same academic class.												
Softball	Participate in 20% of available innings for regular season (pitchers). Start 35% of regular season games played Obtain 35% of Team At-Bat appearances based on average of 3 per game. Player will be credited with At-Bat for base-on-ball and sacrifice. Appear in 75% of all games played.												
Soccer	Participate in 50% of all halves available during the regular season. Goalkeepers will letter if they compete and make the travel squad for at least 75% of the away from home contests.												
Tennis	Participate in 5 matches during the Spring season against other Division I opponents.												
Track & Field	Score a point in either the Southland Conference Indoor Track Championship or Outdoor Track Championship, or Qualify for the NCAA Indoor or Outdoor Track Championships, or Break or tie an existing SFA track record, or Earn of minimum of eight points during the Indoor Track Regular Season (excluding the SLC Indoor Championship) or fifteen points during the Outdoor Track Regular Season (excluding the SLC Outdoor Championship). These scoring opportunities must be at meets with five or more teams. Scoring will be: <table> <tr> <td>First Place</td><td>10 pts</td></tr> <tr> <td>Second Place</td><td>8 pts.</td></tr> <tr> <td>Third Place</td><td>6 pts.</td></tr> <tr> <td>Fourth Place</td><td>4 pts.</td></tr> <tr> <td>Fifth Place</td><td>2 pts.</td></tr> <tr> <td>Sixth Place</td><td>1 pt.</td></tr> </table>	First Place	10 pts	Second Place	8 pts.	Third Place	6 pts.	Fourth Place	4 pts.	Fifth Place	2 pts.	Sixth Place	1 pt.
First Place	10 pts												
Second Place	8 pts.												
Third Place	6 pts.												
Fourth Place	4 pts.												
Fifth Place	2 pts.												
Sixth Place	1 pt.												
Trainers	Complete second full year in the Athletic Training Program in good standing, and Meet all academic standards required for student-athletes of same academic class. To qualify for a 4-year letterman's ring: Complete 600 hours of athletic training work during the Fall and Spring semesters. Pass the Texas Athletic Trainers Licensing Exam within 12 months of graduation.												
Volleyball	Participate in 20% of regular season games played, or Be selected as a member of any All-Conference Southland Conference team (except All-Academic).												

Baseball Position Players: 50 total at bats or appear in 28 games.
 Pitchers: Appear in 30 innings or appear in 10 regular season games, or
 A member of a team that wins the SLC baseball tournament, a team that appears in an NCAA regional or a College World Series game.

Letter Awards

First Year	Backpack (1)
Second Year	Jacket (2)
Third Year	Blanket (3)
Four-Year Letter Winner at SFA	- Ring
All Seniors	- Senior Plaque

The Senior Woman Administrator is responsible for collecting lettering information from each Head Coach and the ~~Head Athletic Trainer~~ Assistant Athletic Director for Sports Medicine to determine those student-athletes who have lettered during the academic year. The SWA then compiles a list of those student-athletes and the year(s) they have lettered. This list is submitted ~~no later than June 15th~~ to the Assistant Athletic Director for Business who places orders for the letter awards. The awards ~~when received, with the exception of rings which are awarded during the Champions Dinner, are then given to the respective Head Coach who distributes them at the beginning of the Fall Semester.~~ **for all athletes who have completed their season of competition. Student-athletes who have not finished their competition season at the time of the Champions Dinner receive their awards in the summer.**

Champions Dinner

Each spring an end of the year Champions Dinner will be held for the men's and women's sports programs. During this event the Department recognizes the outstanding contributions of its student-athletes. At this time, senior awards, four-year letter awards, and appropriate special awards are provided.

All Champion Dinner events are coordinated by the Assistant Athletic Director for External Affairs working with the Media Relations Director.

Special Departmental Recognition Awards

In addition to senior awards, the Department also recognizes outstanding team and individual performances by presenting the following awards at the Champions Dinner:

Men's Sports

- Ralph Todd Outstanding Male Athlete Award;
- Bob Shelton Athletic Award;
- Dick Wright Memorial Sportsmanship Award;
- George Reese Sr. Memorial Golf Award;
- Mart Crawford Football Award;
 - Cally Belcher Football Award;
 - Outstanding Track & Field Award;
 - Molaski Cross Country Award;
- George Johnson Basketball Award;

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- Elvin Buddy Lowery Basketball Award;
- Murray Shaw Top Academic Award for each sport; and the
- Jene' Carter SAAC Award.

Women's Sports

- June Irwin Outstanding Female Athlete of the Year Award;
- Sadie Allison Softball Award
- Lucille Norton Basketball Award;
- Carolyn Barnett Track and Field Award;
- Ed and Gwen Cole Cross Country Award;
- Scottie Bailess Volleyball Award;
- Diane Baker Tennis Award;
 - Jene' Carter SAAC Award
 - Pam Thorstenson Soccer Award;
- Kathy McGough Top Female Academic Award; and the
- Murray Shaw Top Academic Award for each sport.

Men or Women's Sports

- Steve McCarty Award

SOUTHLAND CONFERENCE AND NCAA CHAMPIONSHIP AWARDS

Team Awards

Letter award recipients who are members of a Southland Conference or NCAA championship team may be given a special award in addition to their letter award. National and Southland Conference championship awards are within NCAA guidelines. An award may also be recommended, at the discretion of the sport's Head Coach with the approval of the Director of Athletics, to a deserving student-athlete who has not fulfilled the award requirements but has made an outstanding contribution to the team.

Additionally, an appropriate award may be given to any member of a varsity team who wins an individual Southland Conference or NCAA championship, even though the team did not win the championship.

Winners of Conference championships (and in some instances other team rankings, high overall to competitive ratings) participate in NCAA championship events in all SFA sponsored sports except football. The NCAA provides individual certificates to championship participants and team trophies to the school.

Individual Awards

The Southland Conference holds a Conference championship annually in each individual sport. Further, during the regular season, a Player of the Week is recognized in the sports of football, men's and women's basketball, volleyball, softball, men's spring sports and women's spring sports. A Southland Conference Athlete-of-the-Year is also named in all sports, based on the student-athlete's athletic accomplishments and a Newcomer of the Year/Freshman of the Year is selected in all sports in which an all-conference team is selected by a vote of media representatives and/or Head Coaches.

SCHOLAR-ATHLETE AWARDS

~~The University, Department, Conference and NCAA annually recognize student-athletes who have excelled both academically and athletically. These awards are presented at the SFA Student-Athlete Sports Banquets held annually each spring.~~

- ~~• Outstanding Student-Athlete Male and Female~~
- ~~— Each academic year SFA designates one male and one female student-athlete as the outstanding Student-Athlete. The recipients must have earned letters in their sports and have an outstanding academic record for all courses taken at SFA.~~

POSTGRADUATE SCHOLARSHIP AWARDS

SFA student-athletes are eligible for postgraduate scholarships on the University, State, Conference and national level. The Assistant Athletic Director for Student Services assists student-athletes in applying for these awards.

- Conference Award
F.L. McDonald Scholarship - The Southland Conference annually presents \$1,000 each to senior male and female letter winners in a Conference sponsored sport. The recipients must have compiled the highest grade point averages in the Conference. The award is to be used for graduate school. Should the recipients not choose to attend graduate school the second highest nominee(s) receive the scholarship.

Steve McCarty Citizenship Award – The Southland Conference annually presents this award to a male and female athlete to honor former SFA Athletic Director Steve McCarty. The award is presented for athletic achievement and citizenship as displayed by those student-athletes who are nominated by each member school. The nominees are then screened by the SLC Awards Committee and voted on by the members of the committee.

- National Awards
NCAA Post-Graduate Scholarship Award - The NCAA currently offers approximately 100 post-graduate scholarship awards. These are one-time awards worth \$4,000 per scholarship.

To be eligible to receive an NCAA Post-Graduate Scholarship, the student-athlete must be nominated by the Director of Athletics, have a minimum GPA of 3.0 on a 4.0 scale and have achieved significant athletic achievement. Demonstrated campus and community leadership ability is also taken into consideration.

Presently, each NCAA member institution may nominate one (1) student-athlete each, from men's and women's basketball. Two (2) nominations may be made in football and two (2) additional scholarship nominations may also be made in the other sports category.

NCAA Women's Enhancement and Ethnic Minority Scholarships - This program was designed by the NCAA to help women and ethnic minorities pursue careers in sports administration or related programs. Those honored are awarded \$6,000 postgraduate grants designed to assist them in their pursuit of a career in intercollegiate athletics.

National Football Foundation and Hall of Fame Postgraduate Scholarship - This graduate fellowship, worth approximately \$18,000, is awarded annually to a select group of college seniors who have demonstrated outstanding academic applications and performance, exemplary school leadership and citizenship, and superior football performance.

NACDA/Disney Scholar Athlete Award - Each year ten (10) scholar athletes from around the country receive a \$5,000 grant for postgraduate studies awarded by the National Association of Collegiate Directors of Athletics (NACDA) and the Walt Disney Company.

The Walter Byers Postgraduate Scholarship Program - An annual academic award valued at \$10,000 is given to deserving scholar athletes.

The Delta Scholar-Athlete Award - This award consists of \$5,000 per scholarship.

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STUDENT-ATHLETES: MEDICAL POLICY

The Department of Intercollegiate Athletics maintains a comprehensive sports medicine and athletic training program to ensure quality health care for its student-athletes. More specifically, the medical and training staff is responsible for the prevention, evaluation, treatment and rehabilitation of injuries or illnesses sustained as a result of participation in scheduled practices, competitions or during travel to and from these events.

Maintaining adequate health care is shared responsibility between the Athletic Training staff, the Head Coaches and student-athletes. The Team Physician has absolute authority in determining the physical fitness of each student-athlete, to include deciding whether an ill or injured student-athlete may participate in practice or competition. Coaches must be willing to abide by and/or implement the instructions given by the Athletic Training staff and abide by medical disqualifications and restrictions. Student-athletes must immediately report any injury incurred during a scheduled practice or athletic event to a member of the Athletic Training staff.

Athletic Training Staff

The SFA Athletic Training staff consists of the Team Physician, the ~~Head Athletic Trainer~~ **Assistant Athletic Director for Sports Medicine**, Assistant Athletic Trainers, Graduate Assistants and Athletic Training Students in consultation with orthopedic consultants and other medical specialists, as required. The ~~Head Athletic Trainer~~ **Assistant Athletic Director for Sports Medicine** in consultation with the Team Physician, is responsible for ensuring that student-athletes receive proper treatment for athletically-related illnesses or injuries. All members of the Department involved in training, conditioning, coaching or supervision of students participating in University-sponsored intercollegiate athletic events are fully responsible to the ~~Head Athletic Trainer~~ **Assistant Athletic Director for Sports Medicine** with respect to matters pertaining to health and/or injuries.

Operation and Use of Athletic Training Room Facilities

Athletic Training Room hours of operations are 6:30 a.m. - 6:00 p.m., Monday through Friday, during the academic year. Hours of operation are extended when additional coverage is necessary for scheduled events or practices. Coverage for usual practice sessions or events must be scheduled by the Head Coach at least one week prior to the event. The ~~Head Athletic Trainer~~ **Assistant Athletic Director for Sports Medicine** coordinates this coverage.

The ~~Head Athletic Trainer~~ **Assistant Athletic Director for Sports Medicine** is responsible for the operation and supervision of the Athletic Training Room. Student-athletes are not allowed in the Athletic Training Room without supervision. All therapeutic modalities are administered by a member of the Athletic Training staff because of the potential danger involved. When the Training Room is not in use, it is to be locked at all times. Student-athletes receiving therapy are supervised at all times; under no circumstances is a patient receiving treatment left unattended.

The Athletic Training Room is strictly for the use of those individuals involved in the intercollegiate athletics program; however, the facility is available to visiting teams on an as-needed courtesy basis.

Care Providers and Referrals

Only medical expenses related to athletic injuries that occur as a direct result of participation in the student-athlete's designated intercollegiate sport are covered. Participation includes voluntary physical activities that prepare the student-athlete for participation, as well as supervised pre-season conditioning, organized practice attended by a member of the coaching staff, or a Department sponsored game, meet or match. (The Department is not responsible for medical expenses incurred when a student-athlete is injured in a non-athletic event, such as while playing a recreational sport with friends.)

The ~~Head Athletic Trainer~~, **Assistant Athletic Director for Sports Medicine** or designate, evaluates all athletic injuries and refers student-athletes to specialists, when appropriate. All referrals for off-campus medical care must be authorized in advance by the ~~Head Athletic Trainer~~. **Assistant Athletic Director for Sports Medicine**. A Department of Athletics Injury Referral Form (see Appendix 506A-1) must be completed by the ~~Head Athletic Trainer~~ **Assistant Athletic Director for Sports Medicine**, ~~or the Assistant Athletic Trainer~~, or the Graduate Assistant Athletic Trainer prior to consultation and accompany the athlete receiving treatment from an outside physician or specialist.

For all illness (night or day), the student-athlete should immediately report to the ~~Head Athletic Trainer~~ **Assistant Athletic Director for Sports Medicine**, Assistant Athletic Trainer, or Graduate Assistant Athletic Trainer. Once seen, the Athletic Trainer decides if further medical attention is appropriate and arranges for an appointment with an appropriate physician as soon as possible. The student-athlete is responsible for reporting to the ~~Head Athletic Trainer~~ **Assistant Athletic Director for Sports Medicine** the physician's diagnosis, all drugs or special instructions required, and the advisability of returning to practice or competition.

Psychological/Psychiatric Expenses

Other than athletically-related injuries, the NCAA only allows payment of expenses incurred for eating disorders, drug-rehabilitation or by waiver policy. Only the ~~Head Athletic Trainer~~ **Assistant Athletic Director for Sports Medicine** may refer a student-athlete with these problems for psychological or psychiatric counseling to the University Counseling Center for initial evaluation in order for such treatment to be covered at the Department's expense. If the student-athlete is treated by the University or a private provider for psychological problems other than eating disorders or drug rehabilitation, expenses incurred are the financial responsibility of the student-athlete. If the Medical staff refers a student-athlete to University or private care for non-allowable medical treatment, the student-athlete is notified that such treatment is at his/her own expense.

Medical Examinations

All student-athletes participating in an intercollegiate sports program are required to undergo a comprehensive physical examination prior to any participation in practice or competition. All new student-athletes are required to complete the Medical History form and are given a complete physical examination under the supervision of the ~~Head Athletic Trainer~~ **Assistant Athletic Director for Sports Medicine**. Thereafter, student-athletes are required to complete an annual health history update, with physical examination or specialty consultation performed only on those areas of the body where a change has occurred from the time of the initial examination. (See Appendix 506A-8 for Annual Health Information and Re-Examination forms.)

Head Coaches are responsible for submitting completed team rosters to the ~~Head Athletic Trainer~~ **Assistant Athletic Director for Sports Medicine** each spring with updates and additions provided a minimum of two (2) weeks prior to the first day of the fall semester. The Assistant Athletic Trainer(s) or a Graduate Assistant Athletic Trainer is responsible for setting up physical exam appointments and returning the team roster with appointment times and place indicated. Physical exam priorities are established according to official practice starting dates, and are set by the Team Physician and ~~Head Athletic Trainer~~ **Assistant Athletic Director for Sports Medicine**. Physicals are completed at the University Health Center.

A member of the Athletic Training staff is on hand during the course of all physical examinations to observe the procedures and policies of the attending physician and to assist the physician at his/her discretion. It is the responsibility of the Athletic Training staff to ensure that each student-athlete has completed his/her physical examination before providing written notification for the issuance of athletic equipment.

Each physical examination focuses on the following areas of concern:

1. Evaluation of Sports Health History Evaluation Form (first year student-athletes);
2. Evaluation of existing medical records;
3. Orthopedic Checks;
4. Sight
5. Urinalysis;
6. Blood analysis **to include sickle cell solubility test** (no drug screening); and
7. Personal and mental evaluation (at physician's discretion).
8. **A baseline neurocognitive test and a Standardized Assessment of Concussion.**

- **Walk-on Student-Athletes Physical Examinations**

Walk-on athletes trying-out for a team are required to show proof of medical insurance and to sign a waiver of responsibility as part of Appendix 506A-8. If selected for participation in a sport, the student-athlete must complete the required Medical History form, and participate in a complete physical examination. It is the responsibility of the Head Coach, or designate, of each sport to ensure that the physical exam has been completed prior to tryouts, practice or participation.

All first-time, walk-on student-athletes are responsible for securing their own athletic physicals and are responsible for any costs incurred. Appropriate forms for the examination are to be obtained from the Head Athletic Trainer.

Walk-on student-athletes who have appeared on a team roster for one complete season, are considered as team members for the purpose of physical exams only and may receive subsequent physical exams and post-eligibility exams at no cost.

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Sickle Cell Testing

NCAA legislation effective August 1, 2010, requires institutions, as part of the required medical examination, to include a sickle cell solubility test. All SFA student-athletes who are beginning their initial year of eligibility and student-athletes trying out for a team, including transfers will be tested.

Costs associated for this test will be provided, if needed, for scholarship athletes. Students wishing to walk-on or tryout for a team will be required to pay all costs associated with this test.

Test results are required for all students before they are permitted to practice or compete.

Post Eligibility Examinations

All student-athletes are given an exit physical examination upon the completion of their eligibility. The examination is designed to ascertain the physical health and well-being of each student-athlete and to release the Department of Intercollegiate Athletics from any responsibility for injuries sustained by the athlete in competitions other than intercollegiate sports sanctioned by the Department.

Medical Records

A medical record file is created at the time a student-athlete joins the intercollegiate athletics program and completes the initial physical examination. Complete medical records for all student-athletes participating in the intercollegiate athletics program are accurately maintained and up-dated during the time a student-athlete is competing for SFA. All records are kept on-file for a period of seven (7) years following competition.

The medical file contains the appropriate insurance information, medical histories, authorizations, understandings and agreements between the University and the student-athlete and his/her parents or legal guardians, as well as history of athletically related injuries and illnesses, and any treatments rendered. Additionally, the Athletic Training staff maintains complete records of all encounters, medical referrals, medication records, exams, injuries, and other information pertinent to the student-athlete's medical history.

A Daily Treatment Report is maintained in the Training Room by the Athletic Training staff which reflects all treatments provided on a given day, treatment appointments and medication. The reports are furnished on a daily basis to the appropriate Head Coach.

Coverage for Scheduled Practices and Events

The Athletic Training staff is initially responsible for treating any injury or illness sustained as a result of athletic participation in scheduled practices and games, or during travel to and from those events. For low risk sports, such coverage may be provided by the Athletic Training staff member who is on call or on duty in the Training Room. For high-risk sports, coverage is provided at the site of the practice or competition. Physician coverage is provided as needed.

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All Head Coaches and their assistants are responsible for familiarizing themselves with the Department's medical policies. Coaches should be equipped to handle emergency situations in the absence of a member of the Athletic Training staff. Such knowledge is not only vital to the welfare of the student-athlete, but is important in preventing charges of neglect or misconduct from being filed against the coach in charge.

Preventative Care

The Athletic Training staff is responsible for not only providing medical care to injured student-athletes, but also preventing injury by identifying risk factors associated with athletic participation, and educating coaches and student-athletes on preventive safety techniques. Additionally, all coaches should be able to recognize the onset of fatigue, dehydration and heat exhaustion and notify a member of the Athletic Training staff when such an event occurs.

It is the responsibility of the coaches, as well as the ~~Head Athletic Trainer~~ Assistant Athletic Director for Sports Medicine and Equipment Manager to make sure that all athletic equipment is in good working order and inspected on a regular basis. Coaches must ensure that each student-athlete is wearing appropriate, properly fitted athletic equipment. When there are adverse climate conditions, extreme care is used to maintain the proper balance of electrolytes.

The Athletic Training staff works with the Director of Wellness Center to provide dietary counseling to student-athletes. More specifically, every effort is made to provide an adequate number of calories and proper nutrition to student-athletes who are actively participating. Student-athletes needing help with weight control may be referred by the Athletic staff to a physician for evaluation and nutritional consulting.

Treatment of Illness or Injury

All injuries, including dental injuries, and illnesses are to be reported immediately to a member of the Athletic Training staff for emergency first aid and evaluation. If necessary, the student-athlete is referred to the Team Physician for medical diagnosis and prescribed treatment. The ~~Head Athletic Trainer~~ Assistant Athletic Director for Sports Medicine may refer the athlete to orthopedic consultants or other specialists.

The Athletic Training staff provides prophylactic taping, bracing and padding for injured parts, as well as stretching and strengthening exercises for specific injuries. In addition, rehabilitative therapy (strengthening and range of motion exercises and/or treatment with appropriate modalities) is provided by the Athletic Training staff under the ~~Head Athletic Trainer's~~ Assistant Athletic Director for Sports Medicine or Team Physician's supervision.

It is the student-athlete's responsibility to follow recommended Training Room procedures related to the care of any athletic injury. Failure to do so may result in an unnecessary, lengthy rehabilitation and a prolonged absence from participation in the sport.

The Athletic Training staff monitors the progress of all student-athletes during treatment in the Training Room and keeps complete and accurate records on the progress of student-athletes during the treatment period. Required diagnostic tests for injured student-athletes and transportation to medical testing facilities is also coordinated by the ~~Head Athletic Trainer~~ Assistant Athletic Director for Sports Medicine when required.

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When surgery or hospitalization of a student-athlete who is a minor is recommended, the ~~Head Athletic Trainer~~ Assistant Athletic Director for Sports Medicine contacts the student-athlete's parents or guardians to inform them of their son's/daughter's diagnosis, prognosis and current health status. Contact must be made with parents or guardians prior to the scheduling of surgery. The student-athletes and his/her parents should be informed of the right to a second opinion when surgery is recommended.

Athletes injured on an away trip should be returned to SFA, if possible. If a member of the Athletic Training staff is not traveling with the team, the coach is responsible for obtaining the assistance of the host school's team physician or certified trainer. Every effort should be made to contact the parents or guardian of a dependent student-athlete prior to hospitalization or surgery, to inform them of the injury. In emergency situations, immediate medical care should be obtained. If a member of the Athletic Training staff is not present on the trip, the Athletic Training staff must be notified concerning the injury.

- **Dental Care**

Dental screening assessments are included in the pre-participation physical examinations given to all student-athletes. Mouthpieces are fitted for those student-athletes participating in contact sports. If the mouthpiece is not worn or has been lost, the Department is not responsible for dental charges.

The Department assumes financial responsibility for dental care which is a direct result of an athletic injury sustained in formal practice or competition in the student-athlete's designated sport. Student-athletes are to immediately (i.e., within 24 hours) report all dental injuries to a member of the Athletic Training staff. The Department will not pay for general dental treatment (e.g., cleaning of teeth or treatment of cavities).

- **Eye Care**

Eye exams are performed as part of the annual physical exam. If eye problems are discovered, the student-athlete is referred by the ~~Head Athletic Trainer~~ Assistant Athletic Director for Sports Medicine to an optometrist or ophthalmologist.

The Department assumes financial responsibility only for eye injuries sustained in training, scheduled practices and competitions in the student-athlete's designated sport. The Department replaces and assumes responsibility for the payment of glasses or contacts which are lost or broken, provided:

1. There is a record in the student-athlete's personal file of his/her need for corrective lenses to participate in said sport;
2. There is an injury report filed the day of breakage or loss of glasses or contacts detailing the situation;
3. There is proof that breakage or loss occurred during practice for a participation in an authorized intercollegiate athletic event; and
4. The ~~Head Athletic Trainer~~ Assistant Athletic Director for Sports Medicine has issued an authorization referral and acquired an appointment for the student-athlete.

Concussion Assessment, Management, and Return to Play Guidelines

Policy and procedures on neurocognitive baseline testing and subsequent assessment and management of concussions as well as return to play guidelines has been developed in accordance with the Stephen F. Austin State University Department of Sports Medicine's Mission Statement to provide quality healthcare services and assure the well-being of each student-athlete.

The Stephen F. Austin State University Department of Sports Medicine recognizes that sport induced concussions pose a significant health risk. Baseline neurocognitive testing on student-athletes who participate in those sports which have been identified as collision and or contact sports and/or who have had a history of concussions prior to entering Stephen F. Austin State University will provide significant data for return to competition decisions. This baseline data along with physical examination, and/or further diagnostic testing will be used in conjunction in determining when it is safe for a student-athlete to return to competition.

Concussion Definition

Violent shaking or jarring action to the brain, usually as a result of impact with an object or ground, resulting in immediate partial or complete impairment of neurological function.

Signs and Symptoms of Concussion

Certified athletic trainers and athletic training students should be aware of the signs and symptoms of concussion to properly recognize and intervene.

Physical Symptoms	Cognitive Symptoms	Emotionality Symptoms
Headache	Memory Loss	Irritability
Vision Difficulty		Sadness
Nausea	Attention Disorders	Nervousness
Dizziness	Reasoning difficulty	Sleep
Balance Difficulties		Disturbances
Light sensitivity		
Fatigue		

Baseline Assessment

All incoming freshmen, transfers and walk on student-athletes who are participating in those sports which have been identified as a contact or collision sport and /or who have had a previous history of concussions as identified by their health history will have a baseline neurocognitive test and a Standardized Assessment of Concussion (**SAC™**) performed as part of their athletic medical screening. Currently the SFASU Department of Sports Medicine utilizes the **IMPACT™** concussion management system (Impact.com). The **IMPACT™** system is a Windows-based user-friendly computer program which consists of 10 modules designed to test cognitive functioning. The **SAC™ I** is a series of questions testing: Orientation, Immediate Memory, Concentration, and Delayed Memory to measure the immediate neurocognitive effects of a student-athlete with a suspected concussion.

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Sports which currently undergo baseline neurocognitive testing are as follows:

M/W Basketball	Baseball	Cheerleading
M/W Diving	Field Hockey	Football
M/W Gymnastics	Women's Lacrosse	M/W Pole Vaulters
M/W Soccer	Softball	

Concussion Management and Return to Play Guidelines

In any circumstance where a concussion is suspected in an athlete, the first priority is to remove the athlete from further competition until a thorough sideline assessment can be made. Furthermore, if there is a question about the state of mental clearing it is best to err in the direction of conservative assessment and withhold the athlete from further competition until a physician assessment can be arranged.

The recommendations in this document for the management of concussion are based on review of the medical literature including, but not limited to, statements by the American Academy of Neurology, Robert C. Cantu, MD, Colorado Medical Society and the NCAA Manual of Sports Medicine.

While there is no clear consensus regarding prognostic significance of many physical manifestations in the post-concussion setting, there is general agreement that these symptoms do assist in the grading of concussion severity. This grading is pivotal management of concussion.

Concussion Grading Scale

Grade 1

- Transient Confusion
- No Loss of Consciousness
- Post-Concussive symptoms lasting < 15 min

Grade 2

- Transient Confusion
- No Loss of Consciousness
- Post-Concussive symptoms lasting > 15 min but < 60 min

Grade 3

- Any Loss of Consciousness
- Confusion or Concussive symptoms lasting > 60 min

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Sideline Management of Concussions*Grade 1 Concussions*

1. If all situations where a concussion is suspected the first step is to removed the athlete from competition.
2. The athlete should be assessed every 5 minutes until post-concussive confusion has cleared.
3. The athlete should undergo a **SAC™** test. If they achieve a score of 25 or higher and continue to be free of any signs or symptoms, then they should perform exertional drills.
4. If the athlete has no confusion at 15 minutes and is free of the Signs and Symptoms of Concussion listed above, have the athlete perform exertional sport specific drills
5. If the athlete remains free of symptoms and has a negative Rhomberg Exam, the athlete may return to competition that day.
6. In all circumstances document the player name, position, circumstance of injury, duration of confusion and any post-concussive symptoms. All athletes' who sustain a concussion should be referred for neurocognitive testing and evaluation with the team physician within 24 hours.

Grade 2 Concussions

1. If all situations where a concussion is suspected the first step is to removed the athlete from competition.
2. Assess the athlete for post-concussive clearing of his/her confusion every 5 minutes for the first 30 minutes, then every 15 minutes until symptoms resolve.
3. Document the player name, position, circumstance of injury, duration of confusion and any post-concussive symptoms.
4. The athlete should **NOT** return to the current competition, even if symptoms completely clear.
5. The athlete should be referred for neurocognitive testing and evaluation by the team physician within 24 hours of the injury.

Grade 3 Concussions

1. All athlete's with documented loss of consciousness *or* post-concussive confusion lasting more than 60 minutes shall be considered to have a Grade 3 concussion.
2. If the athlete remains unconscious, he/she should undergo cervical spine immobilization and be transported by rescue squad to the nearest emergency department.
3. When the loss of consciousness is brief (<15 seconds) or the athlete has prolonged post-concussion confusion, evaluation should be conducted by the team physician (or his local equivalent in travel situations) or the Emergency department in an expedient manner.
4. Assess the athlete for post-concussive clearing of his/her confusion every 5 minutes for the first 30 minutes, then every 15 minutes until symptoms resolve.
5. Document the player name, position, circumstance of injury, duration of confusion and any post-concussive symptoms.
6. The athlete should **NOT** return to the current competition, even if symptoms completely clear.
7. The athlete should be referred for neurocognitive testing and evaluation by the team physician within 24 hours of the injury.
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The Department of Sports Medicine recognizes that it may not be possible for neurocognitive testing to take place within a 24 hour time frame due to team travel and other difficulties. With that in mind, it is necessary to plan for neurocognitive testing as soon as possible for the student-athlete, when they return to campus and for an evaluation with the team physician.

Return to Play Guidelines

Outside of circumstances where an athlete sustains a Grade 1 concussion with no alteration, in mental state and complete resolution of all concussion signs and symptoms, should a Certified Athletic Trainer allow an athlete to return to play without consultation with the team physician. The athlete still needs to be referred for neurocognitive testing and an evaluation with the team physician within a 24 hour period of initial injury, if possible.

Neurocognitive testing in conjunction with the team physician physical exam and additional diagnostic tests, as needed, will determine when a student-athlete returns to activity. Neurocognitive testing will be scheduled for 24 hours post initial injury and then subsequently every 48 hours, until the student-athlete scores at their baseline level, or an equivalent that is acceptable by the team physician.

Continued post-concussive symptoms, prior concussion history and any diagnostic testing results along with neurocognitive testing and physical exam, will be utilized by the team physician in establishing a timeline for an athlete's return to activity. It is important to note that this timeline could last over a period of days to weeks or months, or potential medical disqualification from all intercollegiate activity. All cases will be handled on a case-by-case basis. The team physician's decision on when a student-athlete can return is final.

Student-athletes must sign a statement in which they accept responsibility for reporting their injuries and illnesses to the sports medicine staff, including signs and symptoms of concussions.

Fifth Year of Eligibility for Medical Hardship

A Head Coach may initiate the request for a fifth year of eligibility for a player who is ill or was injured during the first half of the sport's traditional playing season and can no longer participate in his/her sport's program. The ~~Head Athletic Trainer~~ Assistant Athletic Director for Sports Medicine and/or Team Physician, under the direction of the Director of Athletics, reviews the student-athlete's medical records to determine if the fifth year option applies.

If the ~~Head Athletic Trainer~~ Assistant Athletic Director for Sports Medicine or appropriate consultant agrees that the student-athlete should be granted a fifth year of eligibility, a Southland Conference Hardship Waiver Petition (see Appendix 506A-9) must be completed. This petition must also include the following:

- The date of the injury or illness;
- An anatomical diagnosis of the injury or illness;
- The treatment prescribed; and
- The medical reasons for disqualifying the student-athlete from competition; and
- The extent of authorized participation subsequent to onset of injury or illness.

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Additionally, a published schedule of events, and a copy of the student-athlete's transcript must accompany the petition. The petition must be signed by the student-athlete, the Head Coach and the Director of Athletics before being forwarded to the Southland Conference Office for the approval of the Commissioner.

Medical Expense and Insurance Coverage

Medical expenses incurred as a direct result of participation in organized practice or competition at SFA are considered the responsibility of the Department. All student-athletes are required to complete and return the Medical Coverage for Athletes Policy (see Appendix 506A-10) to the Athletic Training Room prior to the issuance of equipment for practice. Student-athletes not covered by family or individual policies are encouraged to purchase student insurance for coverage of non-athletically related illnesses or injury.

The student-athlete's own insurance policy is used in all instances to cover expenses related to any athletically related injury. If the insurance does not cover an athletically related injury or does not fully cover the charges, the Department, as secondary insurer, is responsible for the balance. Parents are notified by the ~~Head Athletic Trainer~~ Assistant Athletic Director for Sports Medicine or designate. Unauthorized, outside medical expenses are considered to be the responsibility of the student-athlete.

Post-Eligibility Insurance Coverage

The University realizes that certain injuries which are the direct result of intercollegiate athletics participation may require additional medical attention after a student-athlete has exhausted his or her eligibility. Therefore, secondary insurance coverage is provided for up to one (1) year after the date of a student-athlete's last competition. This coverage is dependent upon documentation of injury, reasonable adherence to medical advice during rehabilitation and no further evidence of post-competition re-injury. Each case is individually reviewed for strict adherence to these guidelines.

Arrangements for the continuing care of a student-athlete with an athletically related injury are to be made before he/she leaves the University, either as a result of withdrawal or graduation. If prior arrangements for short or long-term care are not made, the University is released from all responsibility.

NCAA Catastrophic Injury Policy

The Department, ~~through its NCAA membership~~, provides coverage for all student-athletes, ~~and athletic personnel~~ student coaches, student managers, and student trainers against catastrophic injury while representing Stephen F. Austin State University ~~in travel to or from or while participating in an athletic contest~~ during qualifying intercollegiate athletics play or practice, or during travel related to these activities. Special catastrophic injury medical insurance provides payment for serious injuries up to ~~the limit of the policy,~~ \$20 million in lifetime benefits.

The Department assumes no legal liability or moral responsibility for injury to a student-athlete that was not caused by the negligent acts or omissions of an officer, employee, or agent of the Department. Claims by third parties for damages as a result of injury to a student-athlete are investigated in the same manner as any other liability claim against the University.

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Distribution of Drugs and Medication

The Department recognizes its responsibility related to controlling the purchase, storage and dispensing of prescription drugs, both narcotic and non-narcotic, as well as the keeping of records related to these activities. All of these activities must be in keeping with state and federal laws, as well as Athletic Training Room procedures, and they must be carried out in such a manner as to provide proper security.

All prescription medications stocked in the Athletic Training Room are labeled and pre-dispensed. The medications are distributed by written prescription from the Team Physician or referral physicians or dentists. Medications unavailable in the Athletic Training Room are referred by written prescription to a designated pharmacy in the community. Non-prescription medications are distributed by the Athletic Training staff following established Athletic Training Room protocol. No other Department personnel are allowed to distribute medications to student-athletes. The Department pays only for medications prescribed by the Team Physician and referral physicians and dentists.

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STUDENT-ATHLETE: EMPLOYMENT

Earnings from a student-athlete's on- or off-campus employment that occurs at any time is exempt and is not counted in determining a student-athlete's cost of attendance or in the institution's financial aid limitations, provided:

- (a) The student-athlete's compensation does not include any remuneration for value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following that he or she has obtained because of athletics ability;
- (b) The student-athlete is compensated only for work actually performed; and
- (c) The student-athlete is compensated at a rate commensurate with the going rate in that locality for similar services

~~The institution must include earnings from the student athlete's employment during semester or term time in determining whether his/her full grant in aid has been reached.~~

~~**Exception:** In Division I, a student athlete may receive earnings from legitimate on- or off campus employment during semester or term time in combination with other financial aid included in the student athletes individual financial aid limit up to the value of a full grant plus \$2,000, provided:~~

- ~~a. The student athlete has spent one academic year in residence at the certifying institution; and~~
- ~~b. The student athlete is eligible academically to compete for the institution.~~

~~**Written Statement:** Prior to the commencement of the employment, the student athlete and the employer must sign a written statement to be kept on file in the athletics department which states the rate of pay, the amount the athlete can earn and that the pay must be commensurate with the work performed.~~

~~A student athlete's earning during official vacation periods and between term periods do not affect his/her grant in aid. However, summer or vacation employment is subject to University, Conference, and NCAA rules and regulations (see Employment Guidelines below). Each Head Coach should advise his/her student athletes of NCAA rules, regulations and restrictions so as to preclude any employment violations.~~

~~Student athletes who do not receive financial aid may seek employment at any time during the academic year or summer break. However, the financial benefits must be weighed against the difficulties encountered in trying to fulfill academic, athletic and work responsibilities. Student athletes who have exhausted eligibility in a particular sport during the preceding academic year are also exempt from the grant in aid or cost of attendance limitation, provided they do not subsequently practice or compete in intercollegiate athletics.~~

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Employment Guidelines

The student-athlete who decides to seek employment must be advised that he/she is seen as a representative of the University and is expected to behave responsibly and perform the job to the best of his/her ability.

The following rules apply to all types of student-athlete employment:

1. The student-athlete must perform useful work
- ~~2. The student-athlete must give a minimum of one (1) week's notice before leaving a job.~~
3. The rate of pay is to be the regular rate of pay for such duties.
4. Hours paid must be equal to actual hours worked.
- ~~5. Payment in advance of hours worked is not permitted.~~
6. Transportation to the job site may only be provided if such transportation is made available to all employees.
7. Student-athletes are responsible for complying with employment rules and are to report any irregularities in employment compensation or benefits to their Head Coach or the **Associate Athletic Director for Compliance and Student Services** ~~Assistant Athletic Director for Compliance.~~

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DEPARTMENTAL STAFF: HIRING

Stephen F. Austin University is committed to achieving an adequate representation of well-qualified men, women and minorities in all operational areas and at all employment levels. As a reflection of this commitment, the Department of Intercollegiate Athletics recruits and employs the most qualified applicants available, consistent with the requirements of the position and the long-range objectives of the Department. All decisions regarding the recruitment, selection and placement of employees are made solely on the basis of job-related criteria. Furthermore, every effort is made to allow existing employees the opportunity for advancement within the Department or University and to place new employees in positions which best utilize their abilities and in which they are able to achieve both personal satisfaction and career opportunities.

Within the Department, the Director of Athletics coordinates the hiring process and ensures compliance with the University's policies for recruiting, interviewing and selecting applicants. Supervisors wishing to fill an existing vacancy or create a new position should contact the Director of Athletics for approval to initiate the hiring process. Staff members involved in the hiring process are expected to comply with established University procedures for selecting candidates. All related activities are subject to the approval of the University's Director of Human Resources.

For additional information, see SFA's Policies and Procedures Manual, Index E-27N and the University's Affirmative Action ~~Manual~~ *Policy E-4*.

Equal Employment Opportunity

State and federal laws, as well as institutional policies, provide for equal employment opportunities for all individuals seeking employment with Stephen F. Austin State University, regardless of gender, marital status, race, creed, handicap, age, ancestry, sexual orientation, political affiliation or veteran status. (See Policy 102, commitments, in this Manual, for additional information.) Additionally the University is committed to more than simply non-discrimination in its compliance with U.S. Statutes and Executive Orders. By asserting the need for even-handedness in employment decisions, the University recruits a diverse group of individuals, while assisting all employees to prepare for advancement.

Affirmative Action

The Department also follows the University's affirmative action policy, which requires making additional efforts to recruit, hire and promote qualified minorities, women and ~~handicapped~~ *disabled* individuals.

Nepotism

The University restricts the hiring or appointment of a candidate for a University position of employment, if the candidate is related within the second degree of affinity or within the third degree of consanguinity to a University officer or employee responsible for the hiring and/or supervision of the candidate. Exceptions to the rule are at the discretion of the Director of Human Resources.

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Additionally, no person related to a member of the Board of Regents of the University within the second degree of affinity or the third degree of consanguinity may be employed in any position within the University, unless the candidate for the position has been continuously employed in the position for a period of one (1) year prior to the appointment of the related Regent.

Relatives of a person within the second degree of affinity include the person's spouse and the parents, children, brother, sisters, grandchildren, nephews, nieces, uncles, aunts, and first cousins of the employee's spouse.

The relatives of a person within the third degree of consanguinity include the parents, children, brothers and sisters, grandparents, uncles and aunts, first cousins, nephews and nieces, grandchildren, great-grandchildren, great-grandparents, great-uncles, great uncles' children, second cousins, first cousins' children, and grand nephew and nieces of the person.

Employment of Aliens

The University abides by regulations of the U.S. ~~Federal~~ *Citizenship and* Immigration and Naturalization ~~service~~ *Services* in the hiring of employees.

New Staff Positions

Departmental administrators (e.g., Directors, Supervisors, etc.) who wish to create a new position within their area of responsibility must provide the Director of Athletics with a job description and position justification. A job analysis questionnaire must also be completed for Human Resources who will develop the job description for the department. This information is used to ~~complete the SFA Department Notice of Vacancy Form (Non-Classified Position)~~ *justify the position to the President.*

The ~~job description~~ *position justification* should specify the position to be filled, describing primary and secondary responsibilities, as well as the required/desired preparation, qualifications and experience.

The ~~job description~~ justification should provide the rationale for the position's creation, as well as describe how this position will help meet the needs of the Department and the hiring unit. In requesting the creation of a new position, the Director of Athletics retains final Departmental approval.

The President, must approve the creation of a new position. Human Resources ~~and~~ *determines* the position's classification and pay level, based on the position's scope of responsibilities and job duties. The University has adopted a ~~Classified Pay~~ *Compensation* Plan which designates uniform titles and grants equitable compensation for employees engaged in comparable work. The Director of ~~Personnel Services~~ *Human Resources* is responsible for the administration of the ~~Pay~~ Plan. Once a position for appointment is approved, the appropriate hiring procedure may be initiated.

Filling An Existing Position

When an existing position becomes vacant, the supervisor for the position must decide whether the position is to be filled. If the position is to be filled, it must be approved by the Director of Athletics.

Recruitment Assistance

~~Recruitment to fill positions at SFA is a service provided by the Office of Human Resources. Vacant positions are posted on-line with non-exempt positions being posted for a minimum of 5 day and exempt positions posted for a minimum of 10 days. Information about vacancies is updated weekly and published for a minimum of five (5)~~

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working days for classified positions and a minimum of ten (10) working days for non-classified positions. Prior to publication, employment advertisements for ~~non-classified~~*exempt* positions must be approved by the ~~Affirmative Action Officer~~*the Director of Human Resources and the Office of Public Affairs*. In addition to listing the positions *on-line, they are also listed* with the ~~local State Employment Office~~*Texas Workforce Commission*, such positions are also posted on bulletin boards located throughout the campus.

National searches are conducted for open coaching and some administrative staff positions. The Intercollegiate Athletics Council acts in an advisory capacity to the President and the Director of Athletics in the selection of Head Coaches for football and men's and women's basketball.

Candidates for other positions may be recruited using contacts with professional organizations and advertisements in national and local publications, in addition to requesting a list of well-qualified employees maintained by the Office of Human Resources.

Interviews

In compliance with Affirmative Action guidelines, all candidates are to be treated equally and allotted equal interview time. A well planned interview, that begins in a timely manner and provides the candidate an opportunity to represent him/herself appropriately, as well as one that allows the supervisor an opportunity to obtain the necessary job-related information, is important to the recruitment process.

Supervisors are advised to develop questions ahead of time and to ask follow-up questions based on the candidate's responses. ~~Similar~~*The same* questions should be asked of each candidate to provide a basis of comparison and an opportunity to select the most qualified candidate. *The interview questions must be approved by Human Resources prior to the start of the interview process.* As a matter of courtesy, candidates should be given a time-frame in which they can expect an employment decision and all candidates should be informed when the decision is made.

Selection

The requesting supervisor, after consultation with the Director of Athletics makes a recommendation to hire the ~~most~~*best* qualified candidate and indicates his/her choice. The Director of Athletics must approve the recommendation and clearance must be obtained from the Office of Human Resources prior to offering the position to the applicant. *A criminal history check must be run on the final candidate before the hiring offer can be completed.*

All written and on-line ~~Detailed~~ records ~~are~~*must be* maintained on each applicant ~~and as well as other~~ materials related to the hiring process *including the hiring matrix and any other notes taken during meetings. These records must be kept in the department for a two years and one day from the close of the search and are subject to audit.* In addition, copies of all related materials are retained in the personnel file of the new employee in the Director of Athletics' Office. The Administrative Assistant to the Director of Athletics ensures that the following forms are completed and processed according to University specifications:

- Letters of offer and acceptance (~~managerial/professional~~*exempt employees* only);
- ~~Classified Position~~ Personnel Action Requests *on all employees*;
- ~~Department Notice of Vacancy Form (Non-Classified Position)~~ *Job description (all employees)*;
- ~~Administrative Route Slip (Non-Classified Position)~~;
- ~~Employee's Withholding Allowance Certificate, W-4; and~~
- ~~Insurance Application Form (if applicable).~~

Probationary Period

All newly hired non-academic employees must serve a 180 calendar days probationary period. This probationary period is an extension of the selected process and is used to determine an employee's suitability for the position. During the probationary period the University (e.g., Department) is free to terminate an employee at any time upon written notice.

One ~~week~~ *month* prior to the completion of the probationary period, the Office of Human Resources forwards a New Employee 180-Day Evaluation form to the supervisor. The supervisor is responsible for evaluating the candidate objectively and recommending the continuation or decision. The evaluation form is submitted to the Office of Human Resources with a copy retained in Departmental files. *Before deciding on termination, the decision must be reviewed by the Director of Human Resources.* If employment is to be terminated, a Personnel Action Request form should be ~~included~~ *completed*.

Newly hired, probationary employees ~~have not~~ *do not have* grievance rights *unless they believe they have been the victim of discriminatory conduct or have had their constitutional rights violated.* However, any employee who believes his or her legal rights with respect to employment have been violated by a dismissal action may appeal through the Office of ~~Personnel Services~~ *Human Resources*.

Transfers

Employees may apply for transfer to other positions within the Department or University. The procedure utilized for a transfer to a ~~posted~~ *vacant* position is the same as that for external applicants. Salaries for transfer employees are the same or higher than the minimum advertised level.

~~Employees under current corrective counseling or those whose performance is documented as unsatisfactory, are not eligible for transfers.~~

Temporary Positions

Requests for temporary employees, to assist the Department during peak operations or to substitute for absent employees, require advanced planning and are processed through the Director of Athletics' office, in conjunction with the Office of Human Resources. Written justification for the temporary hiring of an employee should be included in the request. All requests for temporary hiring are to receive the prior approval of the Director of Athletics.

Dual Employment

Employees who are already employed in a position within the Texas government must receive prior Board approval before assuming an additional State Job, and are obligated to inform both employers of the intent to accept additional employment with the state. Additionally, specific limitations are placed upon leave accrual, state payroll deductions and employee benefits. The Director of ~~Personnel Services~~ *Human Resources* is responsible for informing employees of these limitations.

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New Employee Orientation

All newly hired employees are to receive sufficient orientation to ~~enable~~ *assist* them to ~~in~~ *performing* their assigned duties. It is the responsibility of each department within the University to require ~~that~~ *their* new employees *to* participate in the New Employee Orientation program. The program consists of two parts:

1. The formal, group session conducted by Human Resources staff during the first ~~week~~ *three days* of employment. At this session new employees *complete certain employment documents*, receive detailed information about SFA, ~~and complete~~ *receive* a New Employee Orientation packet, *attend mandatory EEO and Safety Training*; and
2. Individual employee orientation conducted by the employee's immediate supervisor, to be completed within the first six (6) weeks of employment.

~~The Office of Human Resources~~ provides a "New Employee Orientation Checklist" to the supervisor to insure that all essential information is covered during the individual orientation. The completed checklist is returned to the Office of ~~Personnel Services~~ *Human Resources* for inclusion in the employee's personnel file upon conclusion of the orientation.

The orientation process may be modified by the supervisor to fit the employee's needs. ~~(i.e., individuals who have previous University experience may be excused from the formal, group session.)~~

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TRAVEL: TEAMS

The Department of Intercollegiate Athletics is committed to following all State of Texas, University, Southland Conference and NCAA rules and regulations related to transporting student-athletes to and from practice and competition sites. Since team travel represents a major expense to the Department, individuals involved in making such arrangements must strive to negotiate terms which are in the best interest of the University and the Department. Moreover, when warranted by the size and related costs of the traveling party, transportation and lodging arrangements are to be let out for bid according to University and State guidelines.

All team travel arrangements for away contests are itemized, trip by trip, by the respective Head Coach during the budget formulation process. Coaches are then expected to remain within established budget limitations (for additional information, see Policies 401A, Budget: Formulation, and 401C, Budget: Accountability Control, Reports and Revision, in this Manual). Each sport's Head Coach or designated Assistant Coach or Athletic Trainer coordinates team travel arrangements for all sports teams.

In general, travel arrangements include:

1. Developing the team itinerary;
2. Completing travel authorization paperwork;
3. Arranging for transportation, lodging and team meals;
4. Obtaining team travel advances and
5. Reporting all expenses and reconciling the cash advance with appropriate documentation upon completion of travel.

Each team's Head Coach is responsible for setting conduct standards (e.g., dress, conduct, curfews, free time activities, etc.) during trips. Each team should be accompanied by a member of the coaching staff. When this is impossible, an adult representative of the Department must be present.

Travel Requirements for Team Members

In general, all team members must travel to and from an away event with their teammates and must stay with them at assigned lodgings. However, exceptions may be made for separate travel arrangements for a student-athlete to return from an athletic event at the discretion of the Head Coach, with the approval of the Director of Athletics.

Separate Student-Athlete Travel

For any student to travel separate from the team, he or she must submit a completed SFA Department of Athletics Request for Student-Athlete Travel form (see Appendix 601B-1). This form includes: event, date of travel, sport, name, name(s) of traveling companions and their relationship to the student-athlete, signature of the student-athlete and signature of the Head Coach.

Additionally, the form includes a liability waiver. The original is maintained on file with the Department. The Head Coach retains a copy of the waiver and the original accompanies the student-athlete. This form releases the Department and the University from any liability or risk involved in the alternate travel plans.

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The completed request must be submitted to and approved by the Head Coach no later than 48 hours prior to the athletic contest listed on the form.

Circumstances calling for separate travel are typically one of the following:

- A student-athlete traveling at a different time because of academic commitments or competitive uniqueness, or
- A student-athlete wishing to spend time with parents/guardians.

Student-athletes, with prior approval to travel separately, may be reimbursed for expenses that are within NCAA rules and regulations. Effective August 1, 1996, the Department may provide transportation expenses for a student-athlete to travel from campus to the site of a regular season contest and back to campus during the vacation period, even if the student-athlete does not travel with team, provided the student-athlete pays the difference in cost associated with traveling to another site. Regardless of route, the student-athlete must leave the event site within 48 hours of the conclusion of the event.

Additional information on this policy and other permissible student-athlete travel expenses is detailed in NCAA Bylaw 16, Permissible Awards, Benefits and Expenses for Enrolled Student-Athletes, in the NCAA Manual. Note: Student-athletes cannot accept free or discounted airfare for personal use (per NCAA regulations). This rule includes the offer of a free ticket when an overbooking occurs and a student-athlete volunteers to miss a scheduled flight.

Official Travel Party

Prior to the travel date, an official travel party list must be submitted to the Director of Athletics. Only persons with their names on the list may travel with the team. Only student-athletes who are eligible and who have been officially certified by the University to compete as per Southland Conference, and NCAA regulations may be allowed to travel.

In addition, while injured, an eligible student-athlete whose development might be enhanced through team travel may be allowed to travel on occasions approved by the Director of Athletics. However, injured team members may not be included in the travel party if travel requires an overnight stay or missed class time. Factors taken into consideration are NCAA regulations, budget duties and role performed by student-athlete during injury.

For all away games, schedules must be provided to the Athletic Business Office. Further, a listing by name and category must be submitted for each individual for whom travel expenses are provided. For charter flights, the Department must provide a flight manifest identifying by name and category each passenger on the charter.

The NCAA allows the University to provide travel expenses to the spouse of a student-athlete to accompany the player to a certified postseason football game, provided the student-athlete is certified eligible to participate. The use of Departmental funds for a student-athlete's spouse is subject to the prior approval of the Director of Athletics.

Travel Itineraries

Travel itineraries are developed by the ~~Head Athletic Trainer~~ Assistant Athletic Director for Sports Medicine for football and by the Assistant Trainer for women's basketball and by the Head Coach or an

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assistant coach for all other sports. All itineraries are made in compliance with NCAA rules and regulations. Each itinerary must include the following information:

1. Official travel party list;
2. Departure date and time;
3. Mode of transportation and name of carrier (e.g., airline, bus, charter company, etc.);
4. Lodging accommodations;
5. Telephone contact number at destination; and
6. Anticipated time of return to campus.

Copies of the itinerary are distributed to the Director of Athletics and the ~~Sports Information~~ **Media Relations** Office, who in turn may distribute the itinerary to other appropriate staff members.

Travel Requests and Travel Advances

The request for team travel and a travel advance must be submitted on a Travel Request form (Appendix 405C-1) two (2) weeks prior to travel to the ~~Assistant Athletic Director for Business Affairs~~ before a travel advance can be issued. ~~The approved form is forwarded to the University Business Office~~ **secretary responsible for the sport involved. The secretary enters the information from the Travel Request form on-line into the University's Banner system which will assign a requisition number to the document. Banner will then notify by email the Assistant Athletic Director for Business Affairs that a requisition requires approval. The AAD for Business will go on-line to review the requisition and either approve or disapprove. If approved, the request will be electronically forwarded to the President's Office for final approval. If an advance has been requested, the secretary involved will contact the travel desk in the University Business Office to notify them of the requisition number and that an advance is needed. For more information, see Policy 405C, Disbursements: Travel and Entertainment Expense, in this Manual.**

It is the responsibility of the Head Coach of each sport to ensure that adequate time is allowed for each team travel request to be processed. Generally, two weeks is the minimum amount of time especially when a travel advance is required. Failure to follow these guidelines could result in no advance funds available at the date and time of departure for the team involved.

In the event a travel advance was requested and received for team travel, a State of Texas Travel Voucher (Appendix 405C-2) must be completed by the appropriate department secretary who has been assigned to that sport and turned in to the Assistant Athletic Director for Business Affairs along with all receipts and other required documentation.

Any Departmental staff member traveling with a team is considered a part of the team traveling party and is not required to submit a Travel Voucher for expenses. Employees traveling separately from the team but meeting the team at some point during the official travel, are required to file a separate Travel Request Form and Travel Voucher.

Travel Accommodations

All expenses incurred by a sport's team when traveling must be within budgetary constraints and Departmental, State, Southland Conference, and NCAA guidelines. Depending on the team size, the amount of required travel and related costs (e.g., transportation, lodging, meals), all or part of the travel accommodations may be let out for bid as described in Policy 404, Purchasing Procedures, in this Manual.

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Transportation

The mode of transportation for team travel is selected by the Assistant Athletic Director for Business Affairs. Transportation for both men and women's teams is to be comparable. When choosing transportation, the following factors are considered:

1. Safety;
2. Expense;
3. Availability;
4. Distance; and
5. Number of travel days.

University Motor Pool vehicles (i.e., autos, vans, etc.) are used whenever feasible. Passengers in University owned vans are limited to 11 without cargo/luggage or 9 with cargo/luggage. Vehicles rented from non University fleet must be limited to 11 passengers and follow the limitations specified for University vans. Otherwise, University owned buses or charter buses are used when distance and time allow. (See Policies 412A, Department Motor Pool and 412B, University Motor Pool, in this Manual for more information.) Commercial and/or charter airline transportation is primarily reserved for traveling long distances or for minimizing the number of class and study days missed.

Meals and Lodging

Student-athletes are required to sign for the receipt of per diem funds if these amounts are provided to the student-athlete in lieu of meals.

Trainers or Head Coaches may arrange for sit-down meals for the team (e.g., pre-game meals) in lieu of giving a meal allowance. In order to secure the best possible rates, sit down meals must be arranged as far in advance as possible, often as part of the request for bids for lodging. All sit-down meals must be supported by a receipt showing the name of the establishment, the total cost of the meal and the number of people served. In addition, a signed list must be submitted with the voucher identifying who ate the meal.

The maximum allowable for meals and lodging for the team traveling unit is not to exceed:

- In-State Travel: \$121 per person per day.
- Out-of State Travel: not to exceed the locality-based allowance for that location as established in the Federal Travel Regulations Guide. Localities not listed in the federal guide will have allowable based on the lowest flat rate established in that state.

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Student-athletes may be assigned rooms with double occupancy provided the cost does not exceed the Maximum daily allowable expense.

Student-athletes should be advised that all unapproved, in-room charges (i.e., pay per view movies, long distance phone calls, laundry, etc.) are to be their personal responsibility. Any approved miscellaneous expenses for student-athletes are to be substantiated with a valid receipt or detailed explanation. (For reimbursement information, see Policy 405C, Disbursements: Travel and Entertainment Expenses, in this Manual)

Weather Related Travel

In cases where team travel could be threatened by weather related hazards (i.e., flooding, snow/ice storms, hurricanes, etc) the Director of Athletics must be consulted by the Head Coach before departure from campus to determine if the trip should proceed. If the trip is determined to be a threat to the safety of the team members the Director of Athletics along with the Head Coach will contact the administration of the home team and/or conference office to inform them of the decision and begin efforts to reschedule.

Missed Class Days

Head Coaches are requested to carefully consider missed class days when scheduling travel departures and returns in order to minimize missed class days. Coaches should submit a Missed Class Day Declaration form each semester to the Assistant Athletic Director for Student Services.

Team Entertainment

The Assistant Athletic Director for Business Affairs is authorized to approve reasonable expenditures for team entertainment when in travel status for away games. This authorization includes approval for team members and for those individuals traveling with the team as members of the official travel party whose expenses are paid by the Department.

Foreign Tours

A coach who desires to plan a foreign tour for his/her sport must first secure the permission of the Director of Athletics, who presents the proposal to the President at least 60 days prior to the date of departure **Funds for such tours are not regularly budgeted items and require outside financial support. No foreign tour can be approved without funding in place prior to accepting any invitation.**

~~Foreign tour teams should consist only of those student-athletes eligible for participation in intercollegiate play under University and NCAA eligibility requirements. Freshmen and incoming junior college transfer student-athletes are eligible, provided the international competition begins after the official starting practice date in the sport or after the first official day of classes at the University, whichever comes first.~~

~~The following conditions for participating in foreign tours and competitions must be followed:~~

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1. ~~The tour must be scheduled during the summer vacation period, between the spring and fall terms, or during any other vacation period published in the University's official catalog. All travel to and from the foreign country must take place during such a vacation period.~~
2. ~~A team is limited to a maximum of three (3) football games, ten (10) basketball games, or five (5) contests or dates of competition in any other sport during, and as part, of the tour.~~
3. ~~The team cannot compete during the tour against other American teams (i.e., colleges or other U.S. teams) other than teams composed of U.S. armed forces personnel stationed at U.S. military bases in foreign countries.~~
4. ~~Any foreign football tour is considered the University's postseason play for that season, with the season beginning with the start of the University's fall football practice.~~

NCAA Bylaw, Article 17 does allow an intercollegiate athletics team to play one (1) or more of its contests in one (1) or more foreign countries on one (1) trip during the prescribed playing season. However, except for contests played in Canada or Mexico or on a certified foreign tour, the University may not engage in such in-season foreign competition more than once every four (4) years in each sport.

The Associate Athletic Director for Compliance and Student Services is responsible for certifying in writing that the conditions set forth in NCAA section 30.7 are met and must maintain the certification on file in the athletic department.

A tour may only be scheduled during the summer-vacation period between the spring and fall terms or during an academic year vacation period (other than a Labor Day vacation period). All travel to and from the foreign country must take place during such a vacation period.

The eligibility of student-athletes on the tour shall be governed by the following (see NCAA Bylaw 14.2.3.6):

- If the tour takes place during the summer, the student-athletes shall have been eligible for intercollegiate competition during the previous academic year or shall have been enrolled at SFA as a full-time student during the previous academic year and have established by the beginning of the tour that he or she is eligible for competition the academic year immediately following the tour; or
- If the tour takes place after the academic year has started, the student-athletes shall be regularly enrolled at SFA and eligible for intercollegiate competition.

It is permissible for an eligible incoming student-athlete to represent SFA on a foreign tour that begins after the permissible starting practice date in the sport involved or after the first day of classes on the student-athlete's first regular term at SFA. An incoming student-athlete (freshman or transfer) may participate in practice sessions conducted in preparation for a foreign tour only if such practice sessions occur either: (See NCAA 30.7.2.1)

- On or after the first permissible practice date in the involved sport; or
- On or after the first day of classes of the student-athlete's first regular academic term at SFA.

Not more than 10 days of practice are permitted prior to departure. Practice is prohibited outside the playing season one week prior to the beginning of final examinations for the applicable regular academic term through the conclusion of the final exam period.

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A team shall not engage in a foreign tour in each sport more than once every four years. Teams are limited to a maximum of three (3) football games, ten (10) basketball games, or ten (10) contests or dates of competition in any other sport during and as part of the tour.

Teams shall not compete during the tour against other American teams (colleges or other U.S. teams) other than teams composed of U.S. armed forces personnel stationed at U.S. military bases in foreign countries.

Transportation to Local Practice Fields and Facilities

Departmental and University Motor Pool vehicles may be used to transport sports teams to SFA practice fields and facilities which are not within walking distance of the locker rooms. Only

University certified drivers may drive Departmental or University Motor Pool vehicles to and from the practice site for these purposes.

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TRAVEL: PROSPECTIVE STUDENT-ATHLETES

NCAA regulations permit the Department of Intercollegiate Athletics to finance only one (1) official campus visit for a prospective student-athlete. The ~~Assistant~~ **Associate** Athletic Director for Compliance and Student Services and the Head Coach of the designated sport, oversee the visit to ensure adherence to applicable rules and regulations.

Reimbursements for legitimate expenses associated with the official visit of a prospective student-athlete to the University are allowable if the visit is approved in advance by the ~~Assistant~~ **Associate** Athletic Director for Compliance and Student Services and if such expenses are in compliance with the rules and regulations of the Southland Conference, and the NCAA.

The Southland Conference Official Visitation Form (see Appendix 502A-10) is maintained during the official visit. This form lists persons accompanying the prospect, transportation, lodging, meals, itineraries and reimbursements made to the prospect. For additional information on procedures for official visits, see Policy 502A Student-Athletes: Recruitment, in this Manual.

Transportation, Meals and Lodging

The Head Coach or his/her designate prepares the necessary travel authorization paperwork for the official campus visit of the prospect. This individual works with the ~~Associate Athletic Director for Internal Affairs~~ **Assistant Athletic Director for Business Affairs** to develop the itinerary, determine the mode of travel and make all travel arrangements according to Departmental policy and State guidelines.

Specific allowable expenses are as follows:

1. Actual round-trip transportation expenses by direct route from the prospect's home or school to the University by:
 - a. Tourist or coach class airfare on commercial carrier; or
 - b. Personal car mileage at ~~\$-.35~~ **.40** cents per mile.
2. Transportation to and from the nearest airport to the University.
3. Necessary and reasonable meal costs to and from the campus for the prospect (but not the prospect's family or friends).
4. On-campus meal costs for the prospect, his/her parents or guardians, and spouse.
5. Accommodations for lodging in an on-campus facility or in a local commercial facility at a scale comparable with that required for normal student-life and only within a 30-mile radius of the campus.

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Entertainment

The Assistant Athletic Director for Compliance and the Head Coach of the designated sport must ensure that entertainment of prospective student-athletes is in compliance with University, Southland Conference, and NCAA rules and regulations. Entertainment for prospects is confined by NCAA rules and regulations to the following:

1. During the 48-hour Official Campus Visit, entertainment may be provided only to the prospect and the prospect's parents or guardians or spouse and must take place only within 30 miles of the main campus.
2. Excessive entertainment is not permitted. Cash and the use of an automobile cannot be provided to the prospect. To ensure permissibility, the Associate Athletic Director for Compliance and Student Services should be contacted before providing entertainment other than admission to movies and athletics events or meals.
3. A maximum of \$30 for each day of the visit to cover all actual costs of entertaining the student host(s) and the prospective student-athlete (and the prospective student-athlete's parents, legal guardians, or spouse), excluding the cost of meals and admission to campus athletic events. The cost of entertainment of an athletic department staff member who may accompany the prospective student-athlete is also excluded. The entertainment allowance may not be used for the purchase of souvenirs or other institutional mementos. The student host may receive an additional \$15 per day for each additional prospective student-athlete the host entertains.
4. A prospect and his/her parents or guardian or spouse may be provided complimentary admission to a campus athletics event. Admission may not be provided for a prospect's friends.
5. The prospect and those in his/her party cannot be given any souvenirs, such as shirts, photographs, jerseys, etc.

For more detailed information, see Bylaw 13, in the NCAA Manual or the NCAA Guide for the College Bound Student-Athlete, and Policy 502A, Student-Athletes: Recruitment, in this Manual.

Advance Funds for Entertainment and Student Hosts

At least one (1) week prior to an official visit by a prospective student-athlete, the Head Coach, or designee acting as a sport's Recruiting Coordinator, may request funds for student host payment and entertainment expenses of prospective student-athletes. A University Purchase Voucher with the estimated amount required is completed by the requestor. This completed Voucher is approved by the Assistant Athletic Director for Business Affairs and forwarded to the University Business Office. A check is prepared in the name of the requestor by the University Business Office. The requestor may collect and sign for this check at that Office.

Reimbursement of Expenses to Prospect

All expenses related to a prospect's Official Campus Visit must be supported by receipts or other appropriate documentation, and all individuals involved in entertainment must be identified. The Associate Athletic Director for Compliance and Student Services, or the

designated coach of the sport, is responsible for ensuring that all expense documentation is complete.

1. If the prospect traveled by personal car, the Department may reimburse the prospect in an amount equal to \$.505 cents per mile. A University Purchase Voucher is completed in the name of the student or his/her parents, as appropriate, and approved by the Associate Athletic Director for Compliance and Student Services before being forwarded to the University Business Office. The University Business Office prepares a check and mails it to the prospect or his/her parents, as requested.
2. If a student host receives the \$30 per day in cash to cover entertainment expenses, as allowed by NCAA rules and regulations, the receipt of such monies must be documented in writing on the Student Host Receipt, Instruction & Entertainment Report (see Appendix 502A-12).

If the designated coach has submitted a request for a cash advance to draw funds for anticipated cash expenses, the staff member must ensure that the use of such funds is fully documented on the Student Host Receipt, Instruction & Entertainment Report and that any unused monies are returned to the Athletic Business Office along with copies of receipts for all entertainment expenses within one and one-half (1 1/2) days of the completion of the official visit.

Unofficial Visits

Extreme care must be used to comply with University, Southland Conference, and NCAA rules and regulations related to the entertainment of prospective student-athletes on unofficial campus visits. For trips to the campus at the prospective student-athlete's own expense, benefits offered by the Department are limited to a maximum of three (3) complimentary admissions to athletics events on campus. In addition, when accompanied by a staff member, the prospect may be provided with transportation to a practice or competition site within a 30-mile radius of the campus.

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FACILITIES: USE

Policies and procedures governing Departmental use of athletic facilities are established and enforced through the cooperative efforts of the Coordinator of Athletic Operations, the Supervisor for Facilities and Equipment, and the Head Coaches. Departmental staff members and student-athletes are expected to comply with all rules regarding facility use. Of primary importance is the prevention of injuries to student-athletes and spectators alike, and the maintenance of facilities and equipment in optimal condition. The Department of Intercollegiate Athletics' senior staff is charged with the responsibility of reviewing and determining the use of all of its facilities on an on-going basis.

The Coordinator of Athletic Operations coordinates the use of athletic practice and competition facilities for the intercollegiate athletics program. Athletic facilities' use is prioritized, with intercollegiate sports programs receiving first priority, followed by campus organizations and outside organizations. Within the athletics program, in-season sports are given top priority with revenue producing sports granted highest priority.

The Department controls the maintenance and use of all athletic facilities that are owned by the University. The Coordinator of Athletic Operations maintains a master schedule of all practice and event schedules and is responsible for disseminating notifications of any schedule changes to the Supervisor of Facilities and Equipment. (See Policy 602A and 602B, Scheduling: Events and Scheduling: Practices, respectively, in this Manual for additional information.) (Specific information regarding facilities usage during home events may be found in Policies 605A-E, related to Athletic Events in this Manual.) Department of Intercollegiate Athletics facilities include the following:

- Homer Bryce Stadium Complex
- William R. Johnson Coliseum;
- Track facilities
- Jimmy W. Murphy Wellness Center
- Soccer field
- Schlieff Tennis Complex
- SFA Baseball & Softball fields at the Nacogdoches Baseball Complex

Homer Bryce Stadium Complex

Homer Bryce Stadium was originally completed in 1973, and since that time has undergone major improvements. The bowl-like construction seats 14,575 with additional festival seating on the steep grass banks increasing the capacity to more than 16,000. Since 1990, the stadium has had an artificial playing surface.

The pressbox contains two floors and a covered video deck. The first floor contains six suites and a club area with seating for 100. There is also a prep kitchen for catering support. The second floor includes working space for media, coaches, and game operations including a video control room.

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The Fieldhouse is located at the north end of the Stadium and houses dressing rooms, meeting rooms and Departmental office space. ~~The east wing of the Fieldhouse houses additional departmental office space, football offices and meeting rooms on the top floor and additional dressing rooms on the ground floor. The west wing also includes the training room, equipment room, Department office space and the Purple Room.~~ **The department's sports medicine and academic center is located directly behind the Fieldhouse.**

William R Johnson Coliseum.

The William R. Johnson Coliseum is home to both men's and women's basketball and volleyball teams with a seating capacity of 7,200 and features multipurpose scoreboards and video boards. The facility houses additional departmental administrative office space including both men's and women's basketball offices, volleyball office, training rooms, meeting rooms and hospitality room.

The Coliseum is also used as a concert venue, serves as SFA's Commencement facility and hosts high school basketball and graduations.

A full color electronic message center is located adjacent to the facility which is used to advertise only the events schedule for the Coliseum and on campus.

Track Facilities

The Homer Bryce Stadium track is an all-weather synthetic surface. The pole vault runway is located at the north end of the stadium and the long jump, triple jump and high jump areas at the south end. The throwing event area is located just outside the stadium, on the northeast side and accommodates shot put, discus, hammer and javelin events. The track dressing room facilities are located on the ground floor of the fieldhouse.

Jimmy W. Murphy Wellness Center

This 8,000 square foot facility is located on the southwest corner of Homer Bryce Stadium and is used for strength training and conditioning of all intercollegiate athletic teams. The facility contains weight training equipment, dressing rooms and office space for the staff. Only intercollegiate teams, coaches and athletic support staff are allowed to use the facility.

Soccer Field

The women's soccer field is located at the intramural field complex on Wilson Drive just south of Homer Bryce Stadium. The soccer field meets NCAA specifications and includes covered bench areas with scoreboards on each side of the field. The field is shared with Campus Recreation but is reserved for the women's soccer team during their competition season. The field is maintained by SFA Grounds personnel.

Gerald & Candace Schlieff Tennis Complex

The complex is located at the corner of Wilson and Starr and includes 16 regulation courts and a pavilion for the women's tennis team. The pavilion opened in 2008 and includes dressing rooms, office for the tennis coach, meeting room and storage space. The courts are maintained and scheduled by Campus Recreation. The pavilion belongs to intercollegiate athletics for use by the women's tennis team.

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Baseball & Softball Fields

Baseball and softball facilities for SFA teams are located inside the Nacogdoches Baseball Park Complex located on the west loop in Nacogdoches approximately 4 miles from the main campus. The University has a 20-year lease agreement with the City of Nacogdoches for use of these facilities which are maintained by the athletic department. The baseball facility includes a dressing room and office space for the baseball team, scoreboard, and a 750 seat bleacher system with a pressbox and sound system. The softball facility includes a 350 seat bleacher system, pressbox, sound system, and scoreboard. There is a small building used for a dressing room adjacent to the field. Both teams use a covered batting cage owned by the Nacogdoches Baseball Association.

Outside Use of Athletic Facilities

The Department of Intercollegiate Athletics' facilities are for the primary benefit of the Department's programs, events and contests. The Department may permit the use of its facilities by both campus and outside groups, provided usage does not conflict with Department of Intercollegiate Athletics programs. When available, athletic facilities may be scheduled according to the following prioritized organizational categories:

1. Camps conducted by coaches and the Department of Intercollegiate Athletics staff;
2. University departments or recognized student organizations conducting activities within their established role and scope, considered on a case-by-case basis by the Coordinator of Athletic Operations, and approved by the Vice President of University Affairs; and
3. Outside, non-profit groups as sponsored by the University (i.e., high school football state playoff games).

The Coordinator of Athletic Operations coordinates the use of athletic facilities and accepts all requests for their scheduling. The Coordinator of Athletic Operations, negotiates rental agreements and contracts, on behalf of the University. ~~The Vice President of University Affairs~~ **President** retains the right to approve or deny all special requests.

Usage Fees and Rental Charges

Organizations allowed to use one of the Department's athletic facilities must first complete a facility use agreement form, and if appropriate, complete a contract before the date of the event. Usage fees and designated rental charges are assessed to the requesting organization (and/or individuals) based on individual requirements. Advance deposits may be required at the discretion of the Coordinator of Athletic Operations. Organizations and/or individuals using/renting Departmental facilities must obtain the required amount of liability and property damage insurance, as determined by the University. Usage fees and designated rental charges are subject to periodic review and change. (See Policies 402B, Receivables: Invoicing and Accounting and 412, Business Contracts in this Manual for more information.)

Preparation of Facilities for Use

The Coordinator of Athletic Operations ensures that all necessary preparations are accomplished for all competitive events and practices that appear on the master facility schedule, as well as for non-Department related events, as designated by the Facility Use Agreements.

Actual field setup and marking for soccer, baseball and softball are the responsibility of the head coach and his/her staff. This includes all lines and boundaries either painted or chalked. The baseball and softball staff are also responsible for mowing the playing surface and maintaining the infield.

Additionally, the Supervisor for Facilities and Equipment coordinates the ~~daily~~ **custodial** maintenance and preparation of each facility for schedule events. To ensure appropriate set-up and preparation of event sites, the Supervisor for Facilities and Equipment must have advance notice (actual lead time requirements vary with type of event).

The Coordinator of Athletic Operations contacts the necessary auxiliary personnel needed for the event and submits work orders to the University Physical Plant for any necessary event services (i.e. technicians for audio/video, stages, chairs, tables, etc.). The Supervisor of Facilities and Equipment submits work orders to the University Physical Plant for any necessary facility services (i.e. custodial, air conditioning and/or heat, electricians, plumbers, etc.).

Rules for Facility Use

The following rules are in effect for the use of all athletic facilities:

1. Pets are not permitted inside any facility and must be on a leash in outdoor play areas.
2. Fighting, rough-housing and abusive language or behavior are not tolerated.
3. Individuals may be held responsible for any damage to equipment beyond normal wear and tear.
4. Food and beverage consumption is limited to designated areas. Littering of all track, field and court areas is prohibited.
5. Designated building entrances and exits must be used. Use of fire exits during non-emergencies or to permit access of non-eligible patrons may result in the removal of both parties from the facility.
6. The Department reserves the right to close any facility or forbid use of its equipment without prior notice during emergencies.
7. The Department reserves the right to eject or to refuse entrance to any individual judges as a potential danger to the general safety of its patrons.
8. Person(s) stealing or damaging personal or University property in any facility are subject to immediate ejection and prosecution to the full extent of the law.

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9. Use of facilities under the control of the Department of Intercollegiate Athletics is restricted to organizations and activities authorized by the Director of Athletics or his designate, ~~and approved by the Vice President of University Affairs.~~

Safety Precautions

In order to ensure the personal safety of University students, staff and guests, requests for a facility's use are approved only if the planned use of the facility is within the limits of its seating capacity and its condition, as normally equipped. Posted safety and fire prevention regulations are to be followed, and all injuries, accidents, equipment failures, etc., are to be reported promptly.

Cancellations

Should a sponsoring organization cancel an event, it must contact the Coordinator of Athletic Operations immediately. The organization is liable for all costs incurred by the Department, as provided for in the facility use agreement.

Should an event be canceled due to circumstances beyond the control of the Department or the sponsoring organization and the Department agrees that it is impractical to proceed with the event, or should the campus or facility be declared off-limits by the University or State, the Department is not liable to the organization.

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ATHLETIC EVENTS: MUSIC AND ENTERTAINMENT

Pre-game and half-time ceremonies are planned to reflect the pride and loyalty of the student body, faculty, alumni and fans of Stephen F. Austin State University who attend football and basketball games. Special ceremonies are also planned to provide opportunities to honor campus organizations, alumni and local groups for past achievements or current activities. Additionally, visiting teams and their representatives are routinely extended invitations to participate in half-time activities. Every effort is made to ensure that planned activities serve to enhance the game's atmosphere and heighten the enthusiasm level of spectators without creating potential crowd control problems or disrupting the scheduled athletic event. Appropriate management of such activities requires open and direct communication among all parties involved in their production.

The ~~Director of Athletics~~ **Assistant Athletic Director for External Affairs** and the Coordinator of Athletic Operations are responsible for the coordination of all pre-game and half-time activities within guidelines established by the University, the Southland Conference, and the NCAA. The Associate Athletic Director for Compliance is responsible for ensuring that all activities are in compliance with Conference and NCAA rules governing music and entertainment at athletic events.

Pre-game and Half-Time Arrangements

The ~~Director of Athletics~~ **Assistant Athletic Director for External Affairs**, the Coordinator of Athletic Operations, and the Band Director review proposed half-time programs for content, staging, timing and related requirements, to ensure that programs are appropriate and meet Departmental standards. All ceremonies must adhere to established time constraints and are subject to the final approval of the Director of Athletics. Requests for special arrangements and presentations must be submitted to the Coordinator of Athletic Operations by a specified deadline prior to each season in order to be considered for inclusion in pre-game and/or half-time activities.

Arrangements for pre-game and half-time ceremonies for football and basketball include, but are not necessarily limited to, the following:

1. Review and approval of requests by outside groups to participate in pre-game and half-time activities;
2. Preparation of timetables;
3. Reservation of locker rooms for performers;
4. Review of special needs and requests;
5. ~~Pass list compilation and parking requirements;~~

6. Dissemination of instructions to participants (e.g., time constraints, program content, etc.); and
7. Coordination with the public address announcer, event workers and other support personnel.

Football Events

The Coordinator of Athletic Operations arranges and conducts a meeting during the week prior to each home football games with all departments and organizations on campus who have game day responsibilities and duties. Those include: Physical Plant, University Police, Aramark, Ticket Office, auxiliary spirit groups, and athletic staff. Information is exchanged at this meeting to assure a coordinate effort for game day operations.

The Coordinator of Athletic Operations serves as the game day liaison to all auxiliary spirit groups (i.e. band, cheerleaders, pom squad, etc.) and provides each group with information related to policies and procedures set forth by the Southland Conference, and the NCAA prior to the start of the season. Such information includes informing all participants of pertinent information regarding their group and/or activity (i.e. designated performance areas, time limitations, performance restrictions, etc.). In addition, the Coordinator of Athletic Operations is responsible for making any necessary special arrangements for pre-game and half-time activities in addition to the routine activities provided by these groups.

The Coordinator of Athletic Operations oversees accompanying musical selections during pre-game and activities. However, once the contest has begun, the selection of musical entertainment is the responsibility of the Band Director. Cheerleaders, Pom Squad, band members and the mascot are prohibited from coming onto the playing field at football games while play is in progress, as stipulated in the NCAA's Football Rules.

Half-time Activities

In accordance with Southland Conference rules, the half-time intermission for all football games is limited to 20 minutes. Half-time entertainment is carefully scheduled to ensure that everyone involved is aware of the schedule and related time constraints.

Basketball Events

The Coordinator of Athletic Operations oversees the scheduling and staging of special pre-game and halftime activities for home basketball games, including establishing timelines and procedures pursuant with applicable University, Southland Conference and NCAA rules and regulations. Furthermore, if the game is televised, staging and time requirements may be adjusted to allow for television production needs.

The Coordinator of Athletic operations oversees accompanying musical selections during pre-game and during the contest. Additional musical selections are coordinated with the Band

605C:3

Director. Cheerleaders, Pom Squad, band members and the mascot are expected to follow all applicable policies, as stipulated in the NCAA's Basketball Rules.

The use of artificial noisemakers, airhorns and electronic amplifiers at Conference basketball games is prohibited. Additionally, bands may not play while the game is in progress. It is the responsibility of the home team to enforce the rules at all home contests.

Conference and Tournament Events

When hosting a Southland Conference Tournament, the NIT or NCAA Championship events, the Department of Intercollegiate Athletics complies with the rules and regulations governing the event. In general, at Conference and NCAA events, bands may play only when play is not in progress (e.g., pre-game, half-time, post-game and during time-outs). Furthermore, band instruments may not be played during a free-throw, throw-in, jump ball or other live ball situations during basketball games; or from the time the offensive team breaks from the huddle until the completion of that play, during a football game.

Lumberjack Alley

Stephen F. Austin State University allows students, alumni, and friends of the University to hold tailgate parties in the University's commuter parking lot near Homer Bryce Stadium in conjunction with SFA home athletic events. The event and location is called "Lumberjack Alley."

The Coordinator of Athletic Operations oversees the operation of Lumberjack Alley, including pre-event planning, coordination of space rental and game day logistics. Additional support is provided by the SFA Alumni Association and the Coordinator of Athletic Operations serves as the liaison with the group.

The SFASU Policy and Procedures Manual authorizes consumption of alcoholic beverages at Lumberjack Alley and other events on the SFA campus, where authorized by the President.

~~No organization, business, or individual, except the University's licensed vendor, may offer any food or non-alcoholic beverages for sale (including "donations") in conjunction with SFA home football games.~~

No organization, business, or individual may offer any food or non-alcoholic beverages for sale (including "donations") in conjunction with SFA home football games except those officially contracted with by the University to provide such services..

No organization, business, or individual, ~~except the University's licensed vendor,~~ may offer any goods and services for sale (including "donations") in conjunction with SFA home football games **except those officially contracted with by the University to provide such services.**

A fee is assessed for tailgate and RV permits.

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All police services are coordinated by the Chief of the University Police Department, or his designee, in cooperation with the Intercollegiate Athletics Department. The Chief has the final authority over the placement and duties of his officers.

Individuals, groups and organizations hosting or participating in tailgate parties are responsible for their own conduct and are expected to respect the rights of others and the entire University community. Groups hosting tailgate parties are responsible for providing their own designated drivers.

Amplifier and sound system equipment must be confined to your vehicle. Please be respectful to others around you and remember this is a family atmosphere.

At its discretion, the University may terminate or take other appropriate action against individuals, groups, or organizations whose conduct at tailgate parties is irresponsible, unreasonable, or inconsistent with University policies and regulations, ordinances and laws.

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ATHLETIC EVENTS: STAGING

The Director of Athletics assumes overall responsibility for the staging of home athletic events to include both facility and game management operations. Game management activities are directly overseen by the Coordinator of Athletic Operations, who delegates specific staging procedures to Departmental personnel designated as home game management staff. For the sports of football, ~~and basketball~~, ~~soccer~~, ~~volleyball~~, ~~softball~~, ~~track~~, and ~~baseball~~ the Coordinator of Athletic Operations is designated to oversee the home game management staff as stipulated by Southland Conference rules. This individual is responsible for carrying out assigned duties in an efficient and proper manner.

Effective game administration requires continual cooperation and clear communication among the individuals, departments and agencies involved. Furthermore, strict adherence to stated procedures is required to ensure the safety of all spectators and participants and to guarantee that operations run smoothly during athletic events. To facilitate the effective management of home events held in Homer Bryce Stadium and the Coliseum ~~and the baseball and softball fields at the city complex~~, the Supervisor of Facilities and Equipment has specific game preparation procedures for each of these facilities. Individuals with managerial or support duties are responsible for familiarizing themselves with these guidelines. In addition, the Southland Conference has designated event management regulations related to public address announcements, sideline policing, clock operations, etc., for member institutions, which have been incorporated in event management guidelines. Lastly, emergency evacuation and protocol plans have been developed for the Stadium (fieldhouse) and Coliseum and are kept on file and coordinated by the University Safety Officer. (See Appendix 605D-1 and 605D-2 for fire evacuation maps for the Coliseum and fieldhouse, respectively.)

Preliminary Arrangements

As soon as home athletic event schedules are determined, the ~~Director of Athletics~~ ~~Assistant Athletic Director for External Affairs~~, in conjunction with the Coordinator of Athletic Operations, begins to make necessary arrangements for the successful staging of these events. Before arranging for various auxiliary services, attendance projections are developed for scheduled events. (See Policy 602A, Scheduling: Events/Special Events, for additional information.) Staging requirements include (but are not necessarily limited to) the following:

1. Scheduling and supervision of ancillary personnel (e.g., ticket takers, gatekeepers, ushers, custodians, first aid personnel, etc.) and game management staff (e.g., officials, public address system announcers, scoreboard operators and statisticians);
2. Notifying the Concession Manager of scheduled events;
3. Arranging for police security and crowd control;
4. Arranging for transportation and traffic control;

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5. Arranging for facility maintenance coverage with the Supervisor of Facilities and Equipment;
6. Coordinating request for special media services with the ~~Sports Information Director~~ **Media Relations Staff member assigned to the sport involved.**
7. Coordinating visiting and home team locker room requirements;
8. Coordinating pre-game and half-time events;
9. Coordinating Cheerleaders, Mascot and Band performances with the Cheerleader Advisor and Band Director;
10. **Coordinating video board production and video streaming with the Video Coordinator**
11. Preparing and distributing the game day format and agenda;
- ~~12. Coordinating complimentary admission operations with the Ticket Office;~~
13. Ordering refreshment for team locker rooms and the press box;
14. Preparing letters to visiting teams (sent a minimum of one (1) month prior to the event); and when necessary,
15. Securing alternative practice arrangements for sports displaced by an event.

Facilities Management

The Supervisor of Facilities and Equipment coordinates facility requirements with the University's Physical Plant management. This to ensure that all structural components of the required facility are in good working order (e.g., lighting, air conditioning, plumbing, etc.) The Supervisor of Facilities and Equipment with designated home game management staff workers is responsible for the preparation of the facility for competition, by performing such activities as ~~lining the field~~, preparing the locker rooms, setting up team bench areas, setting up the Coliseum area, etc.

The Coordinator of Athletic Operations ensures compliance with all applicable federal, state and local statutes, as well as University policies and procedures governing the operation of athletic facilities. This includes patron safety, fire prevention and food service requirements. For information regarding facility usage, see Policy 604A, Facilities: Use, in this Manual.

Event Staff

The number of game workers (e.g., ticket takers, ticket sellers, parking attendants, ushers, door guards, program sellers, concessionaires, etc.) required for each event is determined by the size of the anticipated crowd. The ~~Director of Athletics~~ Assistant Athletic Director for External Affairs in conjunction with the Coordinator of Athletic Operations, determines the number and type of personnel needed and makes appropriate arrangements, as necessary, with Departmental personnel or the University for coverage, as follows:

1. Security coverage, traffic control and parking administration are provided by the University Police Department. The Athletics Department provides additional support personnel in parking areas, if necessary, and at the discretion of the Coordinator of Athletic Operations and the Assistant Chief of the University Police Department. Appropriate credentials and/or passes are provided to the press, special guests and other game personnel for easy identification; however, careful scrutiny of credentials is still necessary.
2. Facility preparation and clean-up operations are coordinated by the Supervisor of Facilities and Equipment with assigned facilities staff workers and auxiliary workers, as required. Time-tables and schedules are developed by the Coordinator of Athletic Operations in conjunction with the Supervisor of Facilities and Equipment, for the effective preparation and clean-up of facilities prior to competitions.
3. The University Ticket Office hires, trains and schedules ushers, ticket takers, and ticket sellers for athletic events.
4. Emergency medical services are provided by the Nacogdoches County Hospital District and arranged for by the Head Athletic Trainer.
5. Food service is scheduled with the concessionaire. The Assistant Athletic Director for External Affairs arranges for the set up of novelty sale booths, as appropriate. (See Policy 605A, Athletic Events: Concessions and Novelty Sales, in this Manual for additional information.)
6. Clock operators, ball persons, chain crew personnel and official foul secretaries are hired, trained and scheduled by the Texas Association of Sports Officials: Stephen F. Austin Chapter.
7. Communication arrangements (e.g., telephone for security and general operations, two-way radios, pagers, etc.) are managed by University Physical Plant/Electronics Division personnel.
8. Scoreboard and field microphone operations, click effects operators, message center operators, and video screen operations are handled by the Coordinator of Athletic Operations with the assistances of the University Physical Plant/Electronics Division.

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9. ~~Public address announcers,~~ statistical crews and auxiliary press box personnel for media operations are under the supervision of the Media Relations Office.

Game Officials

The Coordinator of Athletic Operations serves as the game day liaison to the game officials and is responsible for providing adequate dressing and showering facilities, a secure pre-game meeting room, security to all officials until their departure, shower towels, complimentary cold drinks and game programs, where applicable, and other necessities pursuant to Southland Conference, and NCAA rules and regulations.

In the sport of football ~~and basketball, the game officials are provided with a key to the dressing room to insure security while they are officiating the game. In the sport of basketball,~~ the officials dressing room is locked by event personnel during the game.

Press Box & Press Row Operations

The Media Relations Director organizes press box and press row operations for home athletic contests to include preparation and mailing of press credentials and parking passes, compiling and distributing of statistical materials, filing post-game reports to media outlets, overseeing the installation of transmission facilities and arranging for outside statistical crews. Additional information on press box and press row arrangements is contained in Policy 607D, Media Coverage: Events in this manual.

Prohibited Items

SFA reserves the right to inspect all bags, blankets, coolers and any other containers of patrons entering an athletic event. Personnel are expected to behave in a positive and courteous manner, at all times. When necessary, security personnel may be asked to assist in the inspection of patrons' belongings.

Sign and Banner policy

Content of signage should show support for the team and may not contain vulgar, derogatory or unsportsmanlike language. Signs may not obstruct the view or endanger guests and may not be hung on stadium or arena walls. The athletics department reserves the right to move or remove items not meeting these specifications.

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Spectator Control

All spectators, boosters and guests are prohibited from entering or being on the field without proper credentials. All public access to Homer Bryce Stadium should occur at the concourse level. The field will be closed to all spectators without credentials for a minimum of 15 minutes following the conclusion of the game. Additionally, in basketball, volleyball, softball and baseball, spectators, boosters and guests are prohibited from entering the floor or field and locker room area for a minimum of 15 minutes following the conclusion of the game.

Guest Distractions

Stephen F. Austin State University desires to provide a totally enjoyable experience for our fans and expects respect for fellow fans. Inappropriate conduct or activity should be reported to the nearest usher or police officer. Authorized officials will observe the conduct and request it to stop, if necessary. Further occurrence could result in removal from the stadium.

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ATHLETIC EVENTS: POSTSEASON COMPETITION

The Department of Intercollegiate Athletics encourages the appearance of its teams in postseason competition. However, every effort must be made to avoid scheduling postseason events in competition with University-scheduled examination periods.

Invitations to compete in postseason competitions must be approved by the Director of Athletics and the President. Once approved, the Assistant Athletic Director for Business Affairs in conjunction with the other Departmental staff members, as appropriate, is responsible for the coordination of all aspects of postseason event operations. The Director of Athletics retains the right to approve the Official Travel Party list.

Preparations

When competition is approved, the following steps are taken:

1. The Head Coach submits a list of participating student-athletes to the Associate Athletic Director for Compliance and Student Services, who initiates the certification of eligibility and ensures that the paperwork needed to comply with NCAA rules and regulations is completed. (See Policy 502C Student-Athletes: Eligibility in this Manual for additional information.)
2. The Assistant Athletic Director for Student Services is informed of the upcoming competition requirements and request faculty cooperation in the rescheduling of any exams and/or required assignments. However, it is the faculty member's prerogative regarding compliance with the request.
3. The Assistant Athletic Director for Student Services and the Head Coach discuss academic commitments and the need for any rescheduling of classes or practices with the student-athletes.
4. The Head Coach instructs players that participation in tournament or postseason competition is an honor which requires additional effort both athletically and academically.
5. The Assistant Athletic Director for Business Affairs coordinates budgetary concerns, as well as oversees travel advances and the disbursement of travel funds. (See Policies 405C, Disbursements: Travel and Entertainment Expenses and 601B, Travel: Teams, in this Manual for additional information.)

Departmental Staff Responsibilities

The Associate Athletic Director for Compliance & Student Services is responsible for all NCAA and Conference compliance issues as they relate to postseason competition, and in conjunction with the Assistant Athletic Director for Business Affairs oversees all internal operations related to preparations for off-campus postseason competition. They are assisted by the following individuals as specified below:

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1. The Media Relations Director coordinates requests for student-athlete or coach interviews, and oversees the Department's media and press requirements for the event.
2. The University Ticket Manager oversees additional ticket activities and sales operations related to the event.
3. The ~~Assistant Athletic Director for External Affairs with assistance from the~~ Coordinator of Athletic Operations assists with entertainment, promotional activities.
4. The Head Athletic Trainer and/or Assistant Athletic Trainer assist with the coordination of hotel arrangements, meals, transportation, and itinerary preparations.

Hosting NCAA Postseason Competitions

The Assistant Athletic Director for Business Affairs in conjunction with the Coordinator of Athletic Operations, is responsible for completing the required application paperwork, in order to host NCAA and/or Southland Conference Championship events.

If selected to serve as host, the Director of Athletics appoints the Coordinator Athletic Operations as the Tournament Host. Working in conjunction with the Media Relations Director and the Supervisor of Facilities and Equipment, he is responsible for ensuring that all requirements listed in the facility/site specifications are met. Additionally, the competition must be conducted and administered in accordance with the policies of the Southland Conference and/or NCAA, as applicable.

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MEDIA COVERAGE: STAFF RESPONSIBILITIES

The Media Relations Director is responsible for the operation of the Media Relations Office, which serves as the primary media contact for the Department of Intercollegiate Athletics. The Office responds to requests made by electronic and print media representatives for information and commentary on all aspects of the intercollegiate athletics program.

It is the Media Relations Office's primary objective to publicize all intercollegiate teams in the most professional manner possible, creating both interest and enthusiasm while maintaining a reputation for credibility and integrity. To do this, the Office relies on a steady flow of information from, as well as close communications with, coaches, administrators and student-athletes.

The Media Relations Director is charged with overseeing the Sports Information Office and coordinating staff assignments. Specific responsibilities and duties within the Office are delegated by the Media Relations Director to the Assistant Media Relations Director and the student assistants as defined in their respective job descriptions and assigned duties.

Responsibilities of the Media Relations Office.

The media-related responsibilities of the Media Relations Office are as follows:

- To write, edit, publish and/or disseminate all athletically-related material, in the following forms:
 1. The departmental website (www.sfajacks.com) where daily and weekly news releases and sports updates pertaining to individual student-athlete, coach or team activities;
 2. Event programs, as well as annual sports brochures for media purposes;
 3. Current team and individual statistic compilations;
 4. Current and historical files for all sports, including information on teams, individual student-athletes and coaches;
 5. Special interest stories related to student-athletes, coaches, teams or Departmental activities; and
 6. Master sporting event schedules for media on a yearly/monthly/weekly basis.
- To direct media activities at athletic events in the following ways:
 1. Serving as host to radio, television and print media representatives and providing all background information;
 2. Supervising credentials for sideline, press box and team practices;

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3. Coordinating publicity events and press conferences involving student-athletes, coaches and administrators;
4. Providing requested materials to opponent's Sports Information Offices for both home and road games;
5. Reporting contest results to media outlets;
6. Supervising the gathering of required statistics at home contests;
7. Coordinating the transmission of post-game information to the media;
8. Overseeing the maintenance of information and archives for all sports;
9. Coordinating the advancing and staffing of away events; and
10. Assisting in the preparation of Conference, and NCAA reports, as required.
 - To provide additional services as required, to include the following:
 1. Assisting student-athletes in gaining post-season academic and athletic honors and/or publicizing the receipt of such honors;
 2. Providing student-athletes with interview guidelines;
 3. Assist student-athletes and coaches in preparing for scheduled interviews;
 4. Coordinating individual interviews and media conferences;
 5. Traveling with teams; and
 6. Assisting the administration with public relations campaigns.

Responsibilities of the Coaches

Coaches are expected to cooperate fully with the Media Relations Office to achieve favorable media coverage and provide for the production of quality brochures, media releases and event programs for their sports. Head Coaches' cell phone numbers will be released to known media representatives, unless the coach request in writing that his/her number be withheld.

The media-related responsibilities of Department of Intercollegiate Athletics' coaches are as follows:

1. To coordinate the completion of individual student-athlete publicity information forms on an annual pre-season basis;
2. To abide by the Buckley Amendment when releasing student-athlete information;
3. To participate in television, radio and print interviews, as requested.

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4. To be courteous and cooperative with members of the media at all times, even during difficult situations;
5. To be honest when dealing with the media and to exercise sound judgment when commenting to the press on any topic;
6. To go through the Media Relations Office when scheduling media releases and restrict press statements to their specific sport;
7. To honor all deadlines when submitting information for rosters, schedules, publicity questionnaires and athletic event information;
8. To provide the Media Relations Office with all information pertinent to invitational and championships conducted at SFA, as soon as possible prior to the event;
9. To be on time for pre-arranged interviews and return calls to media members in a timely fashion;
10. To assist the ~~Sports Information~~ Media Relations Office in setting up a time and place for either a press day or photo session for the team, prior to the opening of the sport's season and be available for team and individual pictures;
11. To ensure that student-athletes receive proper instructions and encouragement on appropriate interview techniques.

Stephen F. Austin State University receives regular media attention regionally and statewide. Therefore, coaches are reminded to think carefully prior to answering media questions dealing with subjects such as specific student-athletes, injuries or controversial topics. **Public statements or media releases regarding sensitive topics are to be approved by the Director of Athletics or Media Relations Director prior to release.** For additional information, see Policy 606B, Media Coverage: Interviews, Press Conferences and Press Releases.

Privacy Rights of Student-Athletes

All Department of Intercollegiate Athletics personnel are expected to comply with University and NCAA rules and regulations, as well as federal laws, regarding the release of personal information related to student-athletes and prospective student-athletes. Therefore, in accordance with University, NCAA rules and regulations and the 1974 Family Educational and Privacy Rights Act (Buckley Amendment), personal information about the student-athlete is not to be used or released unless the student-athlete has given his/her consent to the University for the release of such information for publicity use.

For specific information, see Policy 606B, Media Coverage: Interviews, Press Conferences and Press Releases in this Manual.

SFA
7/2006
7/2010

MEDIA COVERAGE: PUBLICITY MATERIALS

The Department of Intercollegiate Athletics produces publicity materials not only as a means of providing the media with vital information about the athletics program, but also to stimulate support for its athletics program from the University, fans and surrounding community. The Media Relations Office is charged with the responsibility of producing professional publicity materials of the highest quality in compliance with University, Southland Conference and NCAA rules and regulations.

Media Guides

The Media Relations Office is responsible for the production, within budget limitations, of annual media guides for each of the Department's intercollegiate sports programs. Media guides are on sale to the general public at the price of \$12.00 per guide (subject to change).

Criteria governing the publication of a media guide are as follows:

1. The guide is formatted and sized according to individual sport requirements. The number of pages, use of photos, etc., is commensurate with the media's interest in the sport, budget constraints, and NCAA regulations. The number of guides printed is determined by historical media requirements and Departmental needs.
2. All production costs are derived from the individual sport's annual budget.
3. The University's purchasing and printing procedures are observed in the production of media guides (see Policy 404, Purchasing Procedures, and Policy 406, Printing, in this Manual).
4. The Media Relations Office develops publication timetables according to each sport's season and production requirements.
5. Media guides are distributed by the Media Relations Office.

(DELETED THE RECRUITING BROCHURES PARAGRAPH)

Schedule Cards/Posters

Schedules must be officially approved by the Director of Athletics prior to the printing of any schedule cards or posters. (See Policy 602A, Scheduling: Events/Special Events in this Manual for additional information.) The Assistant Athletic Director for External Affairs is responsible for the production of schedule cards for various intercollegiate sports.

Individual Game Programs

The Media Relations Office is responsible for the production of day-of-game programs and/or flip cards. The size of specific game programs and/or flip cards is determined by the sport's budget. The Media Relations Office is responsible for coordinating advertising for all programs. All advertising must conform to University and NCAA guidelines. Program production (i.e., number and associated cost) is determined by the Media Relations office in consultation with the Athletic Director for Business Affairs, and approved by the Director of Athletics. Production costs are derived through the sale of advertising, program sales and as allocated by each sport's budget.

The Media Relations Director retains responsibility for the editorial content of all game programs and/or flip cards. The Director of Athletics has final approval over content.

Photographs

The Media Relations Office is responsible for maintaining an active **file of photographs of** student-athletes, members of the coaching staff and athletic administrators. In addition to posed team and individual photographs, game action sports photographs are included in the file for use in sports programs.

The Media Relations Director is responsible for scheduling photographic sessions for individuals and teams with each Head Coach prior to the start of the sport's season. Photo days are scheduled to meet each sport's publication requirements. Coaches should ensure that the entire team is present at scheduled photography sessions and that team members arrive promptly and are appropriately dressed.

All photographs are the property of the Department of Intercollegiate Athletics and are to be used for Departmental purpose only. Copies of photographs are made available to members of the media upon request without charge. Internal use of file photographs is determined by mutual consent between the Media Relations Office and the individual requesting the photograph. Per NCAA regulations, photographs and/or slides are not provided to any student-athlete unless considered a part of an approved athletic award.

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MEDIA COVERAGE: EVENTS

The Department of Intercollegiate Athletics recognizes the importance and benefit of comprehensive print and electronic media coverage of its intercollegiate sports programs. The Media Relations Office is responsible for providing maximum assistance to legitimate media representatives who cover the University's sports programs, so that they can perform their duties in a professional and timely manner.

The Media Relations Director, in conjunction with the Director of Athletics, is responsible for establishing guidelines for media coverage of intercollegiate athletic events.

Event Staffing

The Media Relations Director is responsible for the coordination of staff coverage for all varsity events (home and away), as well as ensuring appropriate coverage to meet the publicity needs of each program on a seasonal basis.

Staff members may be assigned primary responsibility for specific sport(s) (i.e., men's basketball, volleyball, etc.) as well as receive individual coverage assignments, as they occur. Staff responsibilities related to event management may include, but are not limited to, the following:

- Reporting and recording results of events;
- Issuing press credentials to approved members of the media
- Coordinating and monitoring activities in the press box and along the sidelines;
- Coordinating pre-game notes and post-game results of each event;
- Orientating security to media procedures; and
- Providing appropriate information and support services to any visiting team's **Media Relations Office**.

Working Press Credentials

The Media Relations Office is responsible for issuing press credentials (e.g., sideline and press box passes) to approved members of the media (print and electronic). Press credential requests are approved by the Media Relations Director, in conjunction with the Director of Athletics.

Press credentials are only issued to individuals serving in an assigned working capacity for a legitimate news organization. Legitimate media agencies are considered to be one of the following:

- Newspapers, periodicals, radio and television stations regularly covering Stephen F. Austin State University sports;
- Media representatives approved by the visiting **Media Relations Director**;
- Agencies affiliated with the University;

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- Representatives of television and radio networks/stations granted the right to televise or broadcast contests on a national or regional basis;
- National media agencies (print and electronic) covering a specific story on SFA athletics; and
- Media outlets within the region who do not regularly cover SFA athletics (subject to availability).

Season media passes are issued to established beat reporters and photographers on a sport-by-sport basis.

Credential requests for individual games are to be submitted to the Media Relations Office, in writing on official letterhead, at least two (2) weeks in advance of the specific contest. Upon receipt and approval of the application, credentials are either mailed to the requestor or **held** at the Will Call window or at the designated media entrance.

Media Seating

Only working media members are granted credentials and allowed to access to designated media areas at various athletic events. An assigned seating chart is developed by the Media Relations Director to ensure orderly press box operations and assign prioritized seating, based on the media outlet's importance and size.

Sideline and Floor Passes

During any athletic contest, only personnel with proper credentials are allowed on the sidelines in football or on the floor for basketball and volleyball. All other members of the media must operate from the designated media area.

Away Games

The Media Relations Office is responsible for obtaining working press credentials for members of print and electronic news outlets who regularly follow Stephen F. Austin State University teams on the road. Use of media credentials is a privilege and may be revoked if abused. Transferring of passes to friends, family members, and especially to children may result in loss of press credentials.

Enforcement

All media representatives are required to display proper credentials at all times during an event. Event staff personnel are authorized to remove any individual without proper credentials from a restricted media area.

Post Game Coverage

The designated Media Relations Office staff member assigned to the event coordinates post-game coverage of all home events. Post-game responsibilities include providing official statistics, arranging interviews with players and coaches, and providing general assistance to the media, as well as transmitting information to specified news agencies. Every effort is made to comply with the policies and requests of the individual Head Coaches.

Post-game interviews normally begin after the traditional ten (10) minute cooling off period. In general, media representatives are not permitted in the locker rooms.

Recordkeeping

It is the responsibility of the Media Relations Office to record, compile and maintain statistical and highlight data on all intercollegiate events. Additionally, final scores and statistics are reported to the Southland Conference, and the NCAA, as appropriate.

The Media Relations Office maintains complete files on individual student-athletes, as well as a daily clip file on the Department of Intercollegiate Athletics. Each student-athlete file contains a publicity questionnaire concerning past history, athletic and academic achievements, and personal information including the release form (see Appendix 606B-1). These files are updated with statistics, photographs, feature articles and other materials as they become available.

It is against Departmental policy to reveal any non-public, personal information to the media without the prior consent of the student-athlete. (See Policy 606B, Media Coverage: Interviews, Media Conference and Media Releases, for further information on releasing information on student-athletes to the public.)

Athletic Archives

At the end of each sport's season, archival data of a historical interest is retained and kept by the Media Relations Office in files located in the **press box** with selected archival athletics data stored on computer diskettes. Additionally, comprehensive sport brochure files are maintained by the Media Relations Office.

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Capital Plan Project Items

Capital Infrastructure Plan**TV Studio Renovation**

The current TV Studio is out-dated by approximately 30 years and needs upgrading. Funding of \$100,000 would address both the needed updates and Strategic Plan Initiative 4, which is to develop a learner-centered environment.

The administration recommends funding the project with Higher Education Funds at a cost not to exceed \$100,000. The administration further recommends that the regents authorize the president to sign associated purchase orders and contracts.

Communication Video Production Switcher

The current equipment is 20 years old and is no longer used in today's professional field of communication; therefore, there is no "value added" in the student training. This request also addresses Strategic Plan Initiative 4: develop a learner-centered environment.

The administration recommends funding the project with Higher Education Funds at a cost not to exceed \$100,000. The administration further recommends that the regents authorize the president to sign associated purchase orders and contracts.

Theatre Vent Dye Room

The Theatre Vent Dye Room is located on the first floor of the Griffith Fine Arts building. The room is used to dye fabrics for the Costume Shop. The room needs ventilation upgrades and interior renovation.

The administration recommends funding the project with Higher Education Funds at a cost not to exceed \$100,000. The administration further recommends that the regents authorize the president to sign associated purchase orders and contracts.

Cole Auditorium Lighting

The current procedure for replacing burned-out lamps and directing or focusing lighting instruments in Cole auditorium is difficult and inefficient. This funding would allow the purchase of a new rigging system that would simplify lamp replacement and would include a timer switch that would power down the lights when not in use.

The administration recommends funding the project with Higher Education Funds at a cost not to exceed \$125,000. The administration further recommends that the regents authorize the president to sign associated purchase orders and contracts.

Science, Technology, Engineering and Mathematics (STEM) Classroom Remodeling

Completing the remodeling of these Science, Technology, Engineering and Mathematics (STEM) classrooms will provide excellent quarters for the education of graduate students in the STEM education fields. We have six cohorts coming through this summer under various grants generating graduate student enrollments and formula funding. One of the rooms included in this remodel will be used not only for instruction, but will also be rented to Education Service Center VII for workshops that we will provide. This will generate a source of rental income as well as faculty support.

The administration recommends funding the project with Higher Education Funds at a cost not to exceed \$292,286. The administration further recommends that the regents authorize the president to sign associated purchase orders and contracts.

Agriculture (Equestrian) Building

Funding is requested to erect a facility to provide a women's and men's restroom, including showers and dressing room as well as an office area and storage space at the equestrian center. Currently there is a rented portable building to accommodate these needs.

The administration recommends funding the project with Higher Education Funds at a cost not to exceed \$200,000. The administration further recommends that the regents authorize the president to sign associated purchase orders and contracts.

Campus Lighting

This campus lighting project would include the Alumni and Austin buildings as well as other isolated places on campus. The lighting would increase visibility for students and visitors at night.

The administration recommends funding the project with Higher Education Funds at a cost not to exceed \$200,000. The administration further recommends that the regents authorize the president to sign associated purchase orders and contracts.

Elevator Repair and Upgrades

University elevator repair and modernization to upgrade the functionality and operation of the elevators.

The administration recommends funding the project with Higher Education Funds at a cost not to exceed \$300,000. The administration further recommends that the regents authorize the president to sign associated purchase orders and contracts.

Electrical Transformer and Switchgear Replacement

The Ferguson building transformer and switchgear have exceeded their life expectancy. This project will also include replacing the main switchgear for the McGee Business building and the service entrance switchgear for the McKibben Education building.

The administration recommends funding the project with Higher Education Funds at a cost not to exceed \$278,000. The administration further recommends that the regents authorize the president to sign associated purchase orders and contracts.

Switch Gear Replacement – Halls 10 and 14

The electrical switch gears in these two halls are original equipment and have exceeded their life expectancy. To ensure continued reliable electrical service to these buildings, the switch gears must be replaced. This project has been on the deferred maintenance list for five years.

The administration recommends the project with budgeted Auxiliary funds at a cost not to exceed \$143,000. The administration further recommends that the regents authorize the president to sign associated purchase orders and contracts.

Twilight Ballroom Renovation

The current height of the ceiling and the limited amount of lighting in the Twilight Ballroom in the Baker Pattillo Student Center limits the functionality and marketability of this space. This project will raise the height of the ceiling from nine feet to approximately eleven feet. The project will include the installation of new lighting fixtures as well as sound and projection equipment to enhance the audio-visual capabilities of the space.

The administration recommends the project with budgeted Auxiliary funds at a cost not to exceed \$300,000. The administration further recommends that the regents authorize the president to sign associated purchase orders and contracts.

Restroom Renovations – Griffith and Kerr Halls

Both of these residence halls offer community-style bathrooms to its residents. This project will modernize all of these bathrooms with new tile, fixtures, sinks, and lighting.

The administration recommends the project with budgeted Auxiliary funds at a cost not to exceed \$500,000. The administration further recommends that the regents authorize the president to sign associated purchase orders and contracts.

Network Switch Replacement - Steen Hall and Halls 14 and 16

To maintain reliable network connectivity in these residence halls, it is necessary to replace the aging network switches serving these facilities. The equipment to be replaced is more than ten years old. This project will begin a multi-year replacement plan of network switches in the residence halls.

The administration recommends the project with budgeted Auxiliary funds at a cost not to exceed \$197,000. The administration further recommends that the regents authorize the president to sign associated purchase orders and contracts.

Replace Carpeting in Hall 16

Room and hallway carpeting in Hall 16 was last updated in 2006 and needs to be replaced.

The administration recommends the project with budgeted Auxiliary funds at a cost not to exceed \$192,000. The administration further recommends that the regents authorize the president to sign associated purchase orders and contracts.

Total Capital Infrastructure Plan Project Items	\$3,027,286
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Capital Operating Plan

New Work Order for Sungard Higher Education

SunGard Higher Education (SGHE) has agreed to reduce the hourly consulting rate for the Banner Axxess Project by approximately 9%. In order to secure the lower rate, Sungard requires the university to sign a new work order. The new work order encompasses all of the remaining hours allotted for the Axxess Project and additional hours for implementing Banner Workflow, and the TickeTrac interface from the University Police Department.

The administration recommends funding the SunGard Higher Education Services work order with Higher Education Funds at a cost not to exceed \$500,000. The administration further recommends the regents authorize the president to sign associated purchase orders and contracts.

ITS Unix Equipment

The OpenVMS platform (operating system) currently in use for the Banner Enterprise Resource Planning (ERP) system will not be supported beyond December 2011. The university needs to purchase Unix equipment in order to transition Banner to a Sungard supported Unix platform.

The administration recommends funding the project with Higher Education Funds at a cost not to exceed \$100,000. The administration further recommends that the regents authorize the president to sign associated purchase orders and contracts.

Cloud Desktop Computing

Cloud Desktop Computing makes it possible to replace existing desktop computers with client devices that connect to the data center and provide Windows-based sessions to the users. These clients have low power consumption requirements and an eight year life span. The cloud methodology provides for centralized storage and administration and reduces the burden of maintaining traditional desktop computers.

The administration recommends funding the project with Higher Education funds at a cost not to exceed \$500,000. The administration further recommends that the regents authorize the president to sign associated purchase orders and contracts.

Sungard Workflow Software Implementation

The university is licensed to use the SunGard Workflow Software. As a next step in the Banner migration, funds are needed for equipment, training, and consulting. Workflow is also a prerequisite for implementing the Banner Travel and Expense Module.

The administration recommends funding the project with Higher Education Funds at a cost not to exceed \$186,000. The administration further recommends that the regents authorize the president to sign associated purchase orders and contracts.

Banner Travel and Expense Module

This module will streamline the process involved with employee travel and reimbursement. The funds include the purchase of the software license and implementation costs.

The administration recommends funding the project with Higher Education Funds at a cost not to exceed \$120,000. The administration further recommends that the regents authorize the president to sign associated purchase orders and contracts.

New Garbage Truck and Dumpsters

The university currently has two garbage trucks that serve the campus. The trucks use a lift system that loads dumpsters from the rear of the vehicle. The newer of the two is eleven years old and has been driven approximately 120,000 miles. The second truck is approximately twenty-two years old and has been driven approximately 80,000 miles. Both have exceeded their efficient useful lives.

In addition, the university has approximately fifty garbage dumpsters that are designed to accommodate garbage trucks with rear loading lift systems. Some of the dumpsters are in extremely bad shape and need to be replaced.

The administration would like to trade in or sell the two garbage trucks and purchase one new garbage truck that uses a front loading lift system. Whereas a driver assistant is needed for trucks with rear loading lift systems, an assistant is not needed for trucks with front loading lift systems. The administration would also like to purchase new dumpster containers that allow front loading access.

The administration recommends that the Board of Regents authorize the university to trade in or sell the two existing garbage trucks and purchase a garbage truck with a front loading lift system at a cost not to exceed \$240,000. The administration also recommends that the regents authorize the university to replace the existing garbage dumpsters with new ones that allow front loading access at a cost not to exceed \$50,000. The administration further recommends that the regents authorize the president to sign associated purchase orders. The fund source for both items is the Higher Education Fund.

Science Research Center Emergency Generator and Exit Lights

The Science Research Center (SRC) does not have an emergency generator to use during periods of power outage. An additional safety need is building emergency and exit lights. These items were recommended as a result of a State Office of Risk Management (SORM) audit.

The administration recommends funding the project with Higher Education Funds at a cost not to exceed \$120,000. The administration further recommends that the regents authorize the president to sign associated purchase orders and contracts.

Total Capital Operating Plan Project Items	\$1,816,000
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**Stephen F. Austin State University
Capital Plan
Fiscal Year 2010-11**

Capital Project	HEF	Budgeted Auxiliary Funds	Total
TV Studio Renovation	100,000		100,000
Communication Video Production Switcher	100,000		100,000
Theatre Vent Dye Room	100,000		100,000
Cole Auditorium Lighting	125,000		125,000
STEM Classroom Remodeling	292,286		292,286
Agriculture Office Building	200,000		200,000
Campus Lighting	200,000		200,000
Elevator Repair and Upgrades	300,000		300,000
Electrical Transformer and Switchgear Replacement	278,000		278,000
Switchgear Replacement Halls 10 and 14		143,000	143,000
Twilight Ballroom Renovation		300,000	300,000
Restroom Renovation - Griffith Hall		250,000	250,000
Restroom Renovation - Kerr Hall		250,000	250,000
Replace Network Switches Halls 14 and 16 and Steen		197,000	197,000
Replace Carpeting in Hall 16		192,000	192,000
Total Major Capital Infrastructure Plan Items	1,695,286	1,332,000	3,027,286
SunGard Work Order Contract	500,000		500,000
SunGard Workflow Software Implementation	186,000		186,000
ITS Unix Equipment	100,000		100,000
Cloud Desktop Computing	500,000		500,000
Banner Travel and Expense Module	120,000		120,000
Garbage Truck and Dumpsters	290,000		290,000
SRC Generator and Emergency Lights	120,000		120,000
Total Major Capital Operating Plan Items	1,816,000		1,816,000

Grant awards for FY10 awarded between April 1, 2010 and June 24, 2010

Report to the Board of Regents – July 2010

Direct Federal Awards

Cooperative Research Program (McIntire-Stennis)

FY 2010 Award: \$407,427
 Total Award: \$407,427 (Cooperative Agreement)
 Sponsor: U.S. Dept. of Agriculture
 Term (this action): October 1, 2009 – September 30, 2010
 Description: *Funds are provided to conduct research in land, forest, watershed and rangeland management, reforestation, the development of land management policies, and studies promoting the fullest and most effective use of forest resources.* PI/PD: Dr. Steve Bullard, College of Forestry and Agriculture

National Visitor Use Monitoring Research – Kisatchie National Forest

FY 2010 Award: \$76,000 (additional award)
 Total Award: \$76,000 (Challenge Cost Share Agreement)
 Sponsor: Forest Service, U.S. Dept. of Agriculture
 Term (this action): November 23, 2009 – March 31, 2011
 Description: *In partnership with the USFS, SFA will conduct surveys to determine visitor use patterns of the Kisatchie National Forest.* PI/PD: Dr. Pat Stephens-Williams, Forestry

Environmental Availability and Mottled Duck Exposure to Lead on the Texas Chenier Plain National Wildlife Refuge Complex

FY 2010 Award: \$30,000 (additional award)
 Total Award: \$30,000 (Cooperative Agreement - renewal)
 Sponsor: US Dept. of Interior
 Term (this action): June 18, 2010 – August 31, 2012
 Description: *Funds are provided to study and determine the role of environmental lead present on the National Wildlife Refuges (NWR) of the Texas Chenier Plain NWR Complex in the population dynamics of mottled ducks dependent on managed habitats of the complex.* PI/PD: Dr. Warren Conway, Forestry

The Radom Transform in White Noise Analysis

FY 2010 Award: \$14,367
 Total Award: \$29,364 (Grant)
 Sponsor: National Security Agency, U.S. Dept. of Defense
 Term (this action): January 21, 2010 – January 20, 2011
 Description: *Funds are provided to research and develop a Radon Transform along with a corresponding Support Theorem and Inversion Formula in the setting of White Noise Distribution Theory (or White Noise Analysis).* PI/PD: Dr. Jeremy Becnel, Mathematics and Statistics

Grant awards for FY10 awarded between April 1, 2010 and June 24, 2010

Ground Truthing Excavation in Los Adaes State Historic Site, Robeline, LA

FY 2010 Award: \$10,395
 Total Award: \$24,949 (Task Order Contract)
 Sponsor: US Dept. of Defense, Army ERDC
 Term (this action): April 23, 2010 – March 15, 2011
 Description: *The purpose of this federally sponsored project is to advance the knowledge of the archaeological features located at the Los Adaes site by ground truthing the results of techniques conducted at the site in 2008 and 2009. PI/PD: Dr. George Avery, Center for Regional Heritage Research, College of Liberal and Applied Arts*

HGM Research Guidebooks for East Texas and the Southeastern U.S.

FY 2010 Award: \$20,000 (additional award)
 Total Award: \$20,000 (Cooperative Agreement)
 Sponsor: Army Engineer Research/Development, U.S. Dept. of Defense
 Term (this action): March 31, 2010 – August 31, 2010
 Description: *Funds are provided to collect riverine wetlands field data in Louisiana and East Texas, which will be used in an HGM guidebook intended to expand the applicability of regional assessment models and classification systems over a large area. PI/PD: Dr. Hans Williams, Forestry*

Urban Connections Expansion

FY 2010 Award: \$10,000 (additional award)
 Total Award: \$10,000 (Challenge Costshare)
 Sponsor: U.S. Forest Service, U.S. Dept. of Agriculture
 Term (this action): October 1, 2010 – December 31, 2010
 Description: *The purpose of this partnership is to further the efforts of the ongoing Latino Legacy program within the Houston area and areas surrounding the National Forests and Grasslands in Texas, and to incorporate two other successful programs, Urban Connections and A Forest for Every Classroom, in this conservation education effort. PI/PD: Dr. Pat Stephens-Williams, Forestry*

Subtotal FY 2010 Awards (this report) = \$568,189
Subtotal Direct Federal Awards (this period) = \$597,740

Federal Pass-through Awards

Building Efficiency and Retrofit Revolving Loan Program- Phase I (ARRA Stimulus Funds)

FY 2010 Award: \$1,983,592
 Total Award: \$9,917,961 (Grant)
 Sponsor: State Energy Conservation Office (U.S. Dept. of Energy)
 Term (this action): April 30, 2010 – December 31, 2011
 Description: *The purpose of this federally sponsored program is to reduce SFA's carbon footprint by minimizing the university's utility consumption, increasing control and monitoring of HVAC equipment, and reducing operational and utility costs. PI/PD: Mr. Lee Brittain, Physical Plant Department*

Grant awards for FY10 awarded between April 1, 2010 and June 24, 2010

Critical Facilities Infrastructure Mapping (CFIM)

FY 2010 Award: \$300,000 (additional award)
 Total Award: \$300,000 (Interagency Vendor Contract)
 Sponsor: Texas Commission on Environmental Quality (U.S. EPA)
 Term (this action): March 23, 2010 – August 31, 2010
 Description: *This project, conducted in partnership with UT El Paso and Texas Tech University, identifies and collects geographic locations of public water systems' critical facility infrastructure. PI/PD: Mr. P. R. Blackwell, Forestry - Columbia Regional Geospatial Service Center*

Development of a Watershed Protection Plan for Attoyac Bayou

FY 2010 Award: \$53,986
 Total Award: \$194,348 (Subcontract)
 Sponsor: Texas AgriLife Research/TAMU (U.S. EPA)
 Term (this action): November 2, 2009 – October 31, 2012
 Description: *The purpose of this project is to assess the current water quality conditions and impairments in the Attoyac Bayou watershed, the findings of which will guide any further assessment or planning activities. PI/PD: Dr. Matthew McBroom, Forestry, Waters of East Texas Center*

Texas Team: Expanding Nursing Education Capacity through Regionalization (ARRA Stimulus Funds)

FY 2010 Award: \$135,809
 Total Award: \$135,809 (Subaward)
 Sponsor: TX Tech University Health Science Center (US Dept. of Labor)
 Term (this action): October 1, 2009 – December 31, 2010
 Description: *The purpose of this project is to utilize the findings from a previous grant in order to redefine "at-risk students" as those who are flagged on three variables, with reading comprehension as the primary variable, in order to increase chances of student success. PI/PD: Dr. Glenda Walker, School of Nursing*

Child Welfare Professional Development FY11

FY 2010 Award: \$29,403
 Total Award: \$176,415 (Interagency Agreement - renewal)
 Sponsor: TX Dept. of Family and Protective Services (DHHS)
 Term (this action): July 1, 2010 – June 30, 2011
 Description: *The purpose of this federally funded program is to provide a staff development and training program that supports the goals in the Child and Family Services state plan for Title IV-E training, which include enhancing the skills of CPS workers through education in social work and providing opportunities for ongoing foster parent and staff training. PI/PD: Ms. Becky Price-Mayo, Social Work*

Evaluating the Effectiveness of a NASA-led Effort to Build Climate Literacy among NPS and FWS Educators (NASA Earth to Sky II)

FY 2010 Award: \$19,592
 Total Award: \$60,017 (Subcontract)
 Sponsor: Sigma Space Corporation (NASA)
 Term (this action): September 28, 2009 – September 27, 2012

Grant awards for FY10 awarded between April 1, 2010 and June 24, 2010

Description: *Funds are provided to improve public understanding of climate change through infusing NASA science into the many informal and formal educational opportunities afforded by National Parks and Refuges.* PI/PD: Dr. Theresa Coble, Forestry

State Leadership Educational Excellence for CTE in Education & Training, Hospitality & Tourism, and Human Services

FY 2010 Award: \$37,072 (additional award)
 Total Award: \$37,072 (Grant)
 Sponsor: Texas Education Agency (U.S. Dept. of Education)
 Term (this action): September 1, 2009 – August 31, 2010
 Description: *This project supports the statewide implementation of rigorous TEKS for the Education and Training, Hospitality and Tourism, and Human Services career cluster and develops and coordinates professional development opportunities to improve teacher effectiveness.* PI/PD: Dr. Lynda Martin, Human Sciences. Co-PIs/PDs: Ms. Mary Olle and Ms. Chay Runnels, Human Sciences

Title XIV State Fiscal Stabilization Funds (ARRA Stimulus Funds)

FY 2010 Award: \$23,264
 Total Award: \$23,264 (Formula grant)
 Sponsor: Texas Education Agency (U.S. Dept. of Education)
 Term (this action): October 22, 2009 – September 30, 2010
 Description: *Funds are provided to restore education funding to support of elementary and, as applicable, early childhood education programs and services in the SFA Charter School.* PI/PD: Ms. Lysa Hagan, Elementary Education

StateView Program Development and Operations for the State of Texas

FY 2010 Award: \$5,788 (additional award)
 Total Award: \$5,788 (Subaward)
 Sponsor: AmericaView, Inc. (U.S.G.S., Department of the Interior)
 Term (this action): May 1, 2010 – September 29, 2010
 Description: *TexasView is a consortium of 14 universities, federal, state, and local entities dedicated to promoting remote sensing through a comprehensive program of research, education, and outreach activities.* PI/PD: Mr. P.R. Blackwell, Forestry

Mentor Program and Workshops for Area Child Care Providers (ARRA Stimulus Funds)

FY 2010 Award: \$35,860 (additional award)
 Total Award: \$35,860 (Interlocal Agreement)
 Sponsor: Workforce Solutions Deep East Texas (DHHS)
 Term (this action): January 12, 2010 – December 31, 2010
 Description: *Funds are provided for the conduct of a mentor teacher program to provide in-depth guidance to provider childcare classroom teachers and for the conduct of Saturday workshops for teachers on early childhood development and developmentally appropriate practice.* PI/PD: Ms. Lori Harkness, Elementary Education

Grant awards for FY10 awarded between April 1, 2010 and June 24, 2010

Special Education Consolidated Grant

FY 2010 Award: \$33,187
 Total Award: \$33,187 (Formula grant)
 Sponsor: Texas Education Agency (U.S. Dept. of Education)
 Term (this action): September 8, 2009 – June 30, 2010
 Description: *Funds are provided for technology hardware and software to be used by speech students and special education services, and an Early Intervention Program which will target Kindergarten students. PI/PD: Ms. Lysa Hagan, Elementary Education*

Special Education Recruitment and Retention

FY 2010 Award: \$4,000 (additional award)
 Total Award: \$4,000 (Subaward)
 Sponsor: Texas A&M – Texarkana (U.S. Dept. of Education)
 Term (this action): September 1, 2009 – June 30, 2010
 Description: *This grant provides funds to assist in the recruitment of the first cohort of well-qualified students to begin the new online special education degree completion program for distance education students. PI/PD: Dr. Melanie Jephson McGill, Human Services*

Nacogdoches Reads One Book: “Where the Birds Never Sing” by Jack Sacco

FY 2010 Award: \$3,500
 Total Award: \$3,500 (Grant)
 Sponsor: Humanities Texas (NEH)
 Term (this action): January 1, 2010 – April 30, 2010
 Description: *Funds are designated to support a community lecture by Jack Sacco, author of “Where the Birds Never Sing: The True Story of the 92nd Signal Battalion and Liberation of Dachau.” PI/PD: Dr. Dana Cooper, History*

Geriatric Education Center (GEC) Meal Purchases

FY 2010 Award: \$400
 Total Award: \$400 (Interagency Contract - *renewal*)
 Sponsor: U.T. Medical Branch – Galveston (DHHS)
 Term (this action): February 1, 2010 – June 30, 2010
 Description: *The purpose of this federally sponsored program is to provide the funds for lunch during the Geriatric Education Center’s lecture series. PI/PD: Ms. Janis Ritter, AHEC - College of Science and Mathematics*

Subtotal FY 2010 Awards (this report) = \$2,665,453
Subtotal Federal Pass-through Awards (this period) = \$10,927,621

Grant awards for FY10 awarded between April 1, 2010 and June 24, 2010

State and State Pass-through Awards

Systemic Texas Educator Preparation Sites (STEPS) for College and Career Readiness Demonstration Project

FY 2010 Award: \$161,640
 Total Award: \$500,000 (Grant)
 Sponsor: Texas Higher Education Coordinating Board
 Term (this action): April 1, 2010 – August 31, 2011
 Description: *This grant provides funds to create a research-based teacher preparation model which will combine the expertise of postsecondary content and education professors with that of secondary content teachers to embed the College and Career Readiness Standards (CCRS) into teacher education curriculum while simultaneously aligning the TEKS to the CCRS. PI/PD: Dr. Amanda Rudolph, Secondary Education*

Energy, Economics and the Environment Graduate Course

FY 2010 Award: \$12,000
 Total Award: \$12,000 (Grant)
 Sponsor: Region 7 Education Service Center (UT Austin)
 Term (this action): June 1, 2010 – July 10, 2010
 Description: *Funds are provided for Region 7 area educators to attend a Teaching Environmental Science graduate course during Summer 2010. PI/PD: Dr. Alan Sowards, Elementary Education*

Technology Cooperative Grant FY10

FY 2010 Award: \$12,000
 Total Award: \$12,000 (Formula grant)
 Sponsor: Region 7 Education Service Center (TEA)
 Term (this action): June 17, 2010 – December 31, 2010
 Description: *This formula allotment provides funding for technology for the SFA Charter School. PI/PD: Ms. Lysa Hagan, Elementary Education*

Anthropology Laboratory Curation Cabinet Replacement

FY 2010 Award: \$7,000
 Total Award: \$7,000 (Interagency Agreement)
 Sponsor: Nacogdoches County (TX Historical Commission)
 Term (this action): January 7, 2010 – August 31, 2010
 Description: *Funds are provided to replace SFA's Anthropology Laboratory's current wooden cabinets with spacesaver metal cabinets in order to protect the collections in the repository, increase the repository's total capacity by 30%, and assist in the goal of achieving certification as an approved curation facility by the Texas Historical Commission. PI/PD: Dr. Jerry Williams, Social and Cultural Analysis*

Grant awards for FY10 awarded between April 1, 2010 and June 24, 2010

Summer Orientation and Mobility Cooperative Internship

FY 2010 Award: \$1,800
 Total Award: \$1,800 (Interagency Agreement - *renewal*)
 Sponsor: TX Dept. of Assistive and Rehabilitative Services
 Term (this action): July 5, 2010 – August 13, 2010
 Description: *Funds will provide direct Orientation and Mobility services to blind and visually impaired consumers of the Division for Blind Services (DBS) through a cooperative internship program between the DBS and the SFASU Orientation and Mobility Program. PI/PD: Mr. Bob Bryant, Human Services*

Pineywoods Area Health Education Center (AHEC)

FY 2010 Award: (\$31,017) (reduction in award)
 Total Award: (\$31,017) (Subcontract)
 Sponsor: U.T. Medical Branch – Galveston
 Term (this action): September 1, 2009 – August 31, 2010
 Description: *The purpose of this project is to build and maintain an integrated, community-based regional organization to effectively and efficiently address and support achievements of East Texas AHEC objectives. PI/PD: Ms. Janis Ritter, AHEC - College of Science and Mathematics*

Subtotal FY 2010 Awards (this report) = \$163,423

Subtotal State Awards (this period) = \$501,783

Private and Local Government Awards

Vegetative Community Development on Reclaimed Coal Mine Land in East Texas

FY 2010 Award: \$65,239
 Total Award: \$106,609 (Grant)
 Sponsor: Luminant Environmental Research Program
 Term (this action): June 1, 2010 – May 31, 2011
 Description: *Funds are provided to support a research fellowship to research and determine vegetative community characteristics and trends in community development over time within three vegetative community types, planted during reclamation activities, in order to determine if coal mine reclamation methods are effective at the restoration of vegetative communities. PI/PD: Dr. Brian Oswald, College of Forestry and Agriculture*

Energy, Economics and the Environment Graduate Course

FY 2010 Award: \$28,000
 Total Award: \$28,000 (Grant)
 Sponsor: Luminant Power
 Term (this action): June 6, 2010 – June 18, 2010
 Description: *Funds are provided for Region 7 area educators to attend a Teaching Environmental Science graduate course during Summer 2010. PI/PD: Dr. Alan Sowards, Elementary Education*

Grant awards for FY10 awarded between April 1, 2010 and June 24, 2010

Focused Visitor Research Survey in Grand Teton National Park

FY 2010 Award: \$16,280
 Total Award: \$24,420 (Contract)
 Sponsor: Grand Teton Association
 Term (this action): May 15, 2010 – December 31, 2010
 Description: *The purpose of this project is to conduct brief face-to-face interviews while visitors are in the Grand Teton National Park in order to examine pertinent socio-demographic visitor characteristics and develop and understanding of how visitor socio-demographics affect trip characteristics and outcomes.* PI/PD: Dr. Pat Stephens-Williams, Forestry

Henderson Wildlife Research Institute Support

FY 2010 Award: \$45,000 (additional award)
 Total Award: \$45,000 (Grant)
 Sponsor: Simon and Louise Henderson Foundation
 Term (this action): December 16, 2009 – August 31, 2020
 Description: *Additional funds are provided to support wildlife research endeavors relevant to private forest landowners and forest managers in the southeast.* PI/PD: Drs. Warren Conway, Christopher Comer, and Daniel Scognamillo, Forestry

The Effects on Broiler Performance and the Microbial Population of Broiler Litter Treated with LitterGuard

FY 2010 Award: \$8,000
 Total Award: \$8,000 (Contract)
 Sponsor: DSM Nutritional Products, Inc.
 Term (this action): December 10, 2009 – May 1, 2010
 Description: *Funds are provided to evaluate the effects on the microbial population and overall broiler performance when LitterGuard is applied to built-up litter in commercial broiler houses.* PI/PD: Dr. Joey Bray, Agriculture

Mathematics, Science, Technology (MST) Academy – ISD Match

FY 2010 Award: \$8,000
 Total Award: \$8,000 (Matching Funds)
 Sponsor: Local ISD Partners
 Term (this action): August 19, 2009 – August 31, 2010
 Description: *Funds are provided by school district partners as matching for the support of their teachers participating in MST Academy activities.* PI/PD: Dr. Kimberly Childs, Mathematics and Statistics

Grant awards for FY10 awarded between April 1, 2010 and June 24, 2010

An Efficacy Study of Applying Buffered, Sulfuric Acid Salt Solutions at Different Concentrations to Built-up Broiler Litter for Ammonia Control

FY 2010 Award: \$6,000
 Total Award: \$6,000 (Contract)
 Sponsor: Advanced Food Technologies, LLC
 Term (this action): April 22, 2010 – July 1, 2010
 Description: *Funds are provided to evaluate the efficacy of buffered, sulfuric acid salt products at varying concentrations for ammonia control on built-up broiler litter and to compare AFT products to Poultry Litter Treatment (PLT) for ammonia control and performance affects. PI/PD: Dr. Joey Bray, Agriculture*

Louisiana Black Bear Habitat Evaluation

FY 2010 Award: \$4,654
 Total Award: \$19,200 (Grant)
 Sponsor: COYPU Foundation Trust
 Term (this action): January 15, 2010 – October 1, 2012
 Description: *Funds are provided to support black bear population and habitat research in southeast Texas through a three year study that will determine occupancy and distribution of black bears, examine demographics, and assess the sustainability of forested habitats. PI/PD: Dr. Christopher Comer, Forestry*

Digitization of Charles S. Taylor Papers

FY 2010 Award: \$2,500 (additional award)
 Total Award: \$2,500 (Grant)
 Sponsor: Texas State Genealogical Society
 Term (this action): November 11, 2009 – December 1, 2010
 Description: *Funds are provided to complete the digitization of the Charles S. Taylor Papers and other historical documents as approved by the sponsor. PI/PD: Ms. Linda Reynolds, Steen Library, East Texas Research Center*

Apartment Utilities Fund for AHEC

FY 2010 Award: \$2,400
 Total Award: \$2,400 (Contract)
 Sponsor: Nacogdoches Memorial Hospital
 Term (this action): January 1, 2010 – December 31, 2010
 Description: *Funds are provided for utilities associated with housing interns hosted by the Pineywoods AHEC. PI/PD: Ms. Janis Ritter, College of Sciences and Mathematics*

Subtotal FY 2010 Awards (this report) = \$186,073
Subtotal Private Awards (this period) = \$250,129

Total FY 2010 Awards (this report) = \$3,583,138
Total Grant Awards (this period) = \$12,277,273

Note:

- *Amounts are based on award notices as they are received from the funding agency, not balances in funds/accounts.*
- *Does not include non-grant financial aid or gift accounts.*

Stephen F. Austin State University
Proposed HEF Allocations **FY 2010-11**

Fiscal 2010-2011 HEF Appropriation	8,425,937
HEF Bond Proceeds Available for Debt Service	1,305,125
Debt Service	1,305,125
E&G Capital Expenditures	1,000,000
Academic Capital Equip	1,250,000
Academic Capital Equip - Library	1,250,000
LAN 102 & 142 Classroom Seating	85,000
TV Studio Renovation - ADA Compliance	100,000
Communication - Video Production Switcher	100,000
Theatre - Remodel Studio & Sound Lab	75,000
Theatre - Vent Dye Room	100,000
Theatre - Production Lighting Upgrades	50,000
Cole Auditorium Lighting	125,000
Film House Phase 2 Remodeling	70,000
Science and Math Chairs & Stools for Labs	47,000
STEM classrooms Remodeling	292,286
Chemistry Raman Spectrometer	70,000
Miller Room 127 Advising Center Remodeling	56,000
Agriculture-Restroom Facility at Equine	200,000
Network Infrastructure Upgrades	200,000
ITS Capital E&G Funding	200,000
Banner Unix Migration Software	93,000
Unix Equipment	100,000
SunGard Workflow Software Implementation	186,000
TickeTrac Software Interface	25,000
Cloud Desktop Computing	500,000
Life and Fire Safety	86,000
Campus Lighting	200,000
Elevator Repair and Upgrades	300,000
Electrical Transformer and Switchgear	278,000
Garbage Truck and Dumpsters	290,000
Banner Travel and Expense Module	120,000
Roof and Building Exterior Repair	96,500
Campus Sidewalk Repair	50,000
Chemical Data Base and Safety Software	23,000
Library Directional Lights	15,000
SRC Emergency Generator and Exit Lights	120,000
Police Patrol Vehicles	50,000
Police Video Equipment	75,000
Disability Services Accommodation Software	20,000
Contingency	528,151
Total	9,731,062

**Policies for Board Review
July 20, 2010**

Policy Name	Policy Number	Action/Change	Page Number
Access to Secure Computing Facilities	F-32	Deleted reference to on-duty personnel leaving secure area.	3
Add/Drop	A-5	Major rewrite.	7
Administrative Systems Software Changes	F-36	Major rewrite.	9
Agency Accounts	C-01.2	Form location changed. Removed reference to mailing checks and collection costs.	11
AIDS and HIV Virus	D-1.1	Minor wording changes. Updated statutory references.	13
Authority to Act in the Absence of the President	D-7	Updated chain of authority.	19
Compliance with the Americans with Disabilities Act	D-41	Changed policy title. Added ADA Amendment Act.	20
Computer Hardware and Software Acquisition	F-7.5	Policy to be deleted.	22
Computer Replacement	C-56	Major rewrite.	24
Computer System Access	F-37	Minor wording changed.	26
Contracting Authority	C-9	Major rewrite.	30
Departmental Administration	E-10A	Changed policy title. Major rewrite.	33
Distinguished Professor Award	A-16	Changed policy title. Major rewrite.	40
Driver Certification	D-10	Minor clarification.	42
Dual Employment	E-12	Reviewed with no changes.	43
E-mail for University Communication	F-41	Students are bound by policy when they are admitted to the university. Faculty/staff accounts are disabled on last day of employment and deleted at notification of HR.	45
Emergency Management Plan	D-11	Changed policy title. Completely rewritten.	47
Employee Terminations and Transfers	E-18	Minor wording changes.	77
Firearms, Explosives and Ammunition	D-14	Updated titles and statutory references	79
Historically Underutilized Businesses	C-16.5	Major rewrite.	80
Human Research Subjects Protection	A-62	Major rewrite.	86
Information Technology Services	F-9	Policy to be deleted.	96

Policy Name	Policy Number	Action/Change	Page Number
Interagency and Interlocal Contracts	C-18	Major rewrite.	97
Interdepartmental Transfer	C-19	Major rewrite.	100
Items Requiring Board of Regents Approval	D-20.5	Minor wording changes.	102
Missing Student Notification	D-56	NEW POLICY	106
Outside Employment	E-35	Minor wording changes.	108
Parking and Traffic Regulations	D-24	Portion of Lot 47 will be reserved for Lumberjack Alley.	110
Property Inventory and Management	C-42	Data stored on printers, scanners and copiers must be removed before disposal.	129
Reasonable Workplace Accommodations for Disabilities	E-67	Updated statutory authority references. Added exclusions for undue hardship.	138
Returned Checks	C-35	Returned checks will be treated as outstanding charges until paid.	142
Security Systems	D-57	NEW POLICY	147
Student Conduct Code	D-34.1	Reviewed with no changes.	133
Student Discipline	D-34	Added to Penalties: Suspension of Organization.	153
Student Employment Center	F-26	Changed policy title. Major rewrite.	174
Time Clock	E-51.1N	Minor wording changes.	179
University Logo/Seal	D-38	Minor wording changes.	181
University Web Site	D-45	Minor wording changes; updated job titles.	182
Vendor Protests	F-35	Minor wording changes; updated job titles.	185

Access to Secure Computing Facilities (F-32)

Original Implementation: July 14, 1998

Last Revision: ~~January 30, 2007~~ July 20, 2010

A secure environment must be maintained for all central computer systems managed by Information Technology Services (ITS). To that end, physical access to all central facilities must be strictly regulated. The process of regulating access will include, but is not limited to, setting guidelines for personnel that will be allowed access, monitoring the physical area for access violations and reporting any suspected violations to the appropriate authorities.

Secure computing facilities at the Boynton Computer Center will be defined as the Boynton Computer Center Machine Room and the adjoining hallway between the east and west entrances to this area containing the report distribution lock boxes.

Guidelines for Access to Secure Facilities

Types of Access Allowed

Full Access — The individual will be given keys, door codes, card swipe access, and alarm codes for access to the Boynton Computer Center Machine Room and may enter the facility at will.

Limited Access — The individual can be let in to the facility to perform designated tasks that require access to the Boynton Computer Center Machine Room.

Escorted Access -- Individual(s) can enter the Boynton Computer Center Machine room only under continuous escort by Operations or Technical Support Staff.

Report Access – The individual can be granted swipe card access to the hallway containing the lock boxes, or they can be let in by ITS operations personnel.

~~Criteria Determining Access~~ The Assistant Director of Systems will use the following criteria to determine the appropriate access level.

Full Access

To be granted full access to secure computing facilities, an individual must meet all the following criteria:

- A regular, recurring need for unimpeded access to equipment located within the machine room 24 hours a day, 7 days a week.
- Must be employed by Information Technology Services in the Operations or Technical Support Areas, or Director of ITS.

Limited Access

To be granted limited access to secure computing facilities, an individual must meet all the following criteria:

- An occasional or intermittent need for access to secure computing facilities to perform scheduled maintenance to equipment located within the machine room.
- A member of the Operations or Technical Support Staff can give the individual access to the secure area.
- The individual must be employed by the University.

Escorted Access

To be granted escorted access to secure computing facilities, an individual must meet some or all of the following criteria:

- Member of a tour group.
- A contractor or maintenance person not employed by the University that must perform maintenance, installation, construction, de-installation, or other well-defined task that requires access to the secure area.
- A member of the Operations or Technical Support Staff must accompany the individual(s) without interruption during the duration of the individual's stay in the secure area.

Report Access

To be granted report access to the hallway, an individual must meet all of the following criteria:

- The individual must be employed by the University.
- The individual is responsible for retrieving output generated in the computer center on a regular basis.

General Guidelines for Monitoring Access to Secure Facilities

Monitoring of the secure computing facilities shall be carried out by the Operations and Technical Support Staff employed by Information Technology Services. Operations and Technical Support staff should conduct regular walkthroughs of the facility while on duty. All ITS staff members are encouraged to report any activity they even remotely regard as suspicious or hostile to a member of the Operations or Technical Support Staff. Access to the machine rooms will be logged. All individuals granted escorted access to the machine room will sign in on a log provided at the door. All entrances and exits are being video recorded.

Loud or disruptive behavior will not be tolerated in secure areas of the Computer Center. Such behavior detracts from the security monitoring process as well as distracting personnel performing complex tasks in these areas. Individuals or groups engaging in this

type of behavior will be asked to leave the area at once; individuals refusing to comply will face disciplinary action. The University Police Department can be engaged in enforcing this policy if the situation warrants.

Times of Access to Secure Area

At all times the hallway doors are locked via magnetic locks. Access to the hallway is logged when access is granted by the card swipe or proximity card reader.

- **Business Hours** - During the hours of 7 AM - 6 PM, Monday through Friday excluding holidays, the East and West Entrances to the secure area will grant access via the magnetic card readers to individuals with Full Access, Limited Access, and Report Access. In addition, the East entrance to the Boynton Building at the corner of Aikman and East College will be unlocked during this same period. During these periods, Operations and Technical Support Staff will regularly check that the doors to the machine room are closed and locked, and that no unauthorized individuals are in the Machine Room.
- **Off Hours** - Any time other than normal business hours, access to the secure area is only permitted to individuals with Full Access. In addition, the East entrance to the Boynton Building at the corner of Aikman and East College will be closed and locked. During these periods, Operations and Technical Support on-duty staff will regularly check that all entrances to the secure area are properly closed and locked and that no unauthorized personnel are within the secure area. ~~At any time that on-duty personnel have to leave the secure area during off-hours, no matter how brief, the alarm / security system that protects this area is to be engaged and it will be physically confirmed by the individual that all doors are locked and the bolts to these doors are properly engaged.~~

Guidelines for Reporting Suspected Violations

During normal business hours, the person discovering an access violation will immediately report it to the Director or the Assistant Director of ITS. The University Police Department (UPD) will then be notified at once by one of these individuals. In the event the Director or Assistant Director of ITS are not available, the person discovering the violation should immediately contact UPD directly.

During off-hours, the on-duty Operations staff should immediately contact University Police at once and request assistance. Operations staff should then call the Assistant Director of ITS and report the situation. The Assistant Director can then assess the situation and advise the Director of ITS and others as needed. In the absence of the Assistant Director, the Systems Programmers or the Operations Manager may be called to initiate action.

At any time one of the contacts can initiate the disaster recovery plan if the situation includes damage or potential further damage to the computer center that would impact normal operations. Under no circumstances should a staff member confront individual(s) committing an access violation that might even remotely be considered a threat. Staff

should move to a safe location and call University Police at once. The Department of Audit Services is to be notified in writing of any access violation within 24 hours.

Cross Reference: None

Responsible for Implementation: *Provost and Vice President for Finance and Administration*
Academic Affairs

Contact for Revision: Director of Information Technology Services

Forms: None

Add/Drop (A-5)

Original Implementation: April 27, 1986

Last Revision: ~~October 30, 2007~~ July 20, 2010

Students may add courses through the second class day during the summer semesters and through the fourth class day during the fall or spring semesters. Academic unit chairs/directors may reconcile class schedules through the official reporting date.

Students may drop classes through five working days past mid-semester or mid-session as applicable. A student ~~will~~ may not be allowed to drop a course after these dates, unless ~~he or she~~ withdrawing from the university.

The following rules apply:

1. ~~A Through the official reporting date, withdrawals or a course dropped by the official reporting date dropped will~~ shall not be recorded on a student's transcript.
- 1.2. ~~After the official reporting date defined as twelfth class day in fall/spring and fourth class day in a summer session through five working days past mid-term for full semester courses or mid-session for partial semester courses) date, a drop, as well as a or withdrawal, will~~ shall be noted as a "W" grade on the student's official transcript and reflected on the student information system. Undergraduate students who enrolled in a Texas public institution of higher education for the first time in the fall 2007 or thereafter may not drop ~~a total of more than six courses with a "W" grade who enroll in a Texas public institution for the first time during the fall 2007 academic term and thereafter. may not drop a total of more than six courses with a "W" grade. This number includes~~ any course a transfer student has dropped at another Texas public institution but excludes full semester withdrawals and exceptions as defined in Texas law (Education Code section 51.907) (e.g. severe illness or debilitating condition, responsibility for the care of another, death of a family member, active military duty of the student or immediate family member, work conflicts or other exceptions as determined by the institution). After all six withdrawals W's (6 drops) have been used by a student who was a first-time freshmen entering a Texas public institution in the fall of 2007 or thereafter, the student must complete all courses shall receive the grade awarded for each attempted course ~~taken and receive a grade.~~
3. Beginning on the sixth working day after mid-term for full semester courses or mid-session for partial semester courses, a drop shall not be permitted unless the student withdraws from all courses for the term. This withdrawal shall be noted on the transcript as a "WP" if the student is passing at the time or a "WF" if the student is failing at the time.
- 3.4. If a student has been found guilty of academic dishonesty ~~cheating/plagiarism according to (p) Policy A-9.1), Cheating and Plagiarism, the~~ a grade of "WP" or "WH" may be changed to "WF" at the discretion of the faculty member involved. In the case of a grade change to "WF," ~~the course will~~ shall not count

toward the six course drop limit ~~referenced in section 2~~ since the student is incurring an academic penalty.

~~3. Beginning on the sixth working day after mid-term for full semester courses or mid-session for partial semester courses, a drop will not be permitted unless the student withdraws from all courses for the term. This withdrawal will be noted on the transcript as a "WP" if the student is passing at the time or a "WF" if the student is failing at the time.~~

3.5. Approved medical withdrawals may be granted for ~~mental and physical~~ medical conditions that prevent the student from completing the semester. Medical withdrawals ~~is~~ are not intended as a device to shield a student from unsatisfactory progress or ~~any other academic behavioral~~ irregularity. ~~Students wishing to request a~~ Medical withdrawal requests must ~~do so~~ be made to the Office of the Registrar within one year of the semester affected by the medical condition, affected semester. ~~Medical withdrawal requests should be made through the Office of the Registrar and will~~ shall be considered by a committee comprised of the Registrar ~~in conjunction with~~ and other appropriate university officials as appropriate.

Cross Reference: General Bulletin; Graduate Bulletin; Schedule of Classes; ~~Texas Education Code Section~~ *Tex. Educ. Code § 51.907*; *Academic Integrity (A-91)*; *Active Military Service (A-74)*

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Registrar

Forms: None

Administrative Systems Software Changes (F-36)

Original Implementation: January 19, 1999

Last Revision: ~~January 19, 2006~~ July 20, 2010

~~System s~~Software changes to *the university's Enterprise Resource Planning (ERP)* administrative systems allows the systems to:

- A. Meet the changing needs of the user community and system owners.
- B. Provide patches when problems are encountered.
- C. Provide upgrades to the systems as new features are added.

~~Changes to systems software modules involving the Financial Records System (FRS), the Human Resources System (HRS), and the Student Information System (SIS) in the ERP system are requested by the system module owners or the managers for those respective systems within Information Technology Services (ITS). The changes are then evaluated as a solution for the problem or need they address by the appropriate system manager team lead within Information Technology Services (ITS) and are approved or rejected for application to the system. If the changes are approved, ITS will assign staff to complete the programming for the modifications.~~

Application of Software Changes

~~The database administration staffer, (DBAS), is exclusively responsible for performing changes to the production system software modules in FRS, HRS, and SIS in the production systems the ERP system. Candidate code is modified and/or tested in the appropriate test system by the ITS programming staff and the system managers for the respective systems module owner. After the candidate code has been successfully tested and evaluated for correct function, the programmer or system manager module owner may request that the DBAS move the code to the production module. system by sending a move request through the SCT Move Request System (SCTREQ).~~

~~After the DBA receives the request to promote the candidate code to production via SCTREQ, the DBA will review the changes, compile the code, and schedule the new code for activation after the nightly batch scheduler run completes that night. The new change will be available for the next business day's processing.~~

Once the DBAS completes the move process, the new code is ready for use in the production ERP system.

Source of Authority: Vice President for Finance and Administration

Cross Reference: None

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Director of Information Technology Services

Forms: Account Authorization Form

Agency Accounts (C-01.2)

Original Implementation: January 20, 1998

Last Revision: ~~July 10, 2007~~ July 20, 2010

Agency accounts are funds held by the university as custodian or fiscal agent for others. The money is deposited with the university for safekeeping, to be used or withdrawn by the ~~depositor~~ *agency account's authorized representatives* at will. All agency accounts must be related to the mission of the university. The university, at its sole discretion, will determine whether or not to establish an agency account.

The university reserves the right to commingle agency funds with university funds, which may be deposited in financial institutions. Agency accounts will neither earn interest nor be assessed administrative fees, except for identifiable bank charges directly related to a specific agency account. Agency funds will be managed at the same level of safekeeping as university funds. Should ~~owners~~ *authorized representatives* of the agency funds wish to conduct an independent audit, they may do so by obtaining their own auditor at their own expense. Agency accounts are subject to review by university and state officials as well as anyone legally authorized to do so.

Request to Establish an Agency Account

A request to establish an agency account is made by completing the "Request to Establish an Account" form (Policy C-34). The form is available from the Controller's Office or at http://jack.sfasu.edu:7778/wf/wf_fr.newAccountReqForm. ~~https://apache.sfasu.edu/sfa_forms/frs_acct_req.html~~. If approved, the agency account will be assigned an *Banner fund-account number* (0-9XXXX8XXXX), which will be used by the ~~owner~~ *agency account's authorized representatives* when depositing or withdrawing funds.

Disbursement from an Agency Account

~~Owners~~ *Authorized representatives of agency funds-accounts* may withdraw funds or make payment to vendors by either of two methods:

1. Complete a "Purchase Voucher" form on-line at https://apache.sfasu.edu/sfa_forms/purchasevoucher.shtml. Print the completed form, sign it, and submit it to the accounts payable department in the Controller's Office.
2. Complete a "Request for Disbursement from an Agency Account" form, available from the Controller's Office or online at

https://apache.sfasu.edu/sfa_forms/REQUEST_FOR_DISBURSEMENT.shtml.

Print the completed form, sign it, and submit it to the accounts payable department in the Controller's Office.

~~All checks will be mailed unless written instructions are provided on these forms. Allow one week for check processing.~~

Negative Balances in Agency Account Prohibited

Agency accounts are not permitted to carry negative balances. Therefore, the university may assess a \$25 institutional fine each time an account goes into a negative balance. ~~If an agency account is referred for collection, the account will be assessed all associated costs.~~

Cross References: Request to Establish an Account, ~~Policy~~ (C-34); Purchase Voucher, ~~Policy~~ (C-31)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: University Controller

Forms: Request to Establish an Account; Purchase Voucher; Request for Disbursement from an Agency Account ~~(available online at~~
~~http://apache.sfasu.edu/sfa_forms/fill_in_forms.shtml)~~

AIDS and HIV Virus (D-1.1)

Original Implementation: September, 1990

Last Revision: ~~July 10, 2007~~ July 20, 2010

Stephen F. Austin State University recognizes the increasing public awareness and concern over AIDS and the HIV virus. For the purposes of this policy, AIDS means acquired immune deficiency syndrome, and HIV Virus means human immunodeficiency virus. AIDS is a fatal disease that has become a nationwide public health problem ~~in the last few years~~. In health related matters such as this one, the university shall follow the guidelines of recognized authorities including: the National Centers for Disease Control, the United States Public Health Service, the Texas Department of Health, and the American College Health Association. Further, the university shall conform its actions to the Texas Communicable Disease Prevention and Control Act, the Texas Human Immunodeficiency Virus Services Act, and other law *as applicable*.

The health status of a person infected with the HIV virus may vary from an apparently healthy, normally functioning individual to a critically ill person. However, there is no current medical evidence that persons infected with the HIV virus present a health risk to others in the normal academic or workplace setting. Routine daily encounters with others pose no risk of transmitting the fragile, blood-borne virus. Accordingly, there is no reason to exclude individuals with AIDS or the HIV virus from campus academic, social, or cultural activities. Therefore, on the basis of current knowledge of the disease, persons sharing common living space, work or study areas, libraries, classrooms, recreational facilities, and theaters do not represent a problem or public threat to the campus community.

Students and employees (faculty and staff) of the university who may become infected with the HIV virus will not be excluded from enrollment or employment, or restricted in their access to university services or facilities, unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the infected person or of the other members of the university community.

Persons with HIV infection are entitled to the same rights and opportunities as persons with other communicable diseases. The university prohibits any discrimination in its programs and activities against a person with HIV infection unless based on accurate scientific information. Any student, faculty member, or employee who violates this rule may be subject to appropriate disciplinary action.

When circumstances arise that require review of any matter regarding HIV/AIDS, the president will seek the advice of the director of University Health Services, the attending physician, and other relevant parties. An opportunity will be provided for persons involved in the matter to discuss their circumstances. Members of the Public Health Committee will be available to review the issues and to provide recommendations to the president for appropriate action.

In the event of public inquiry concerning university policy, programs, problems, or statistics related to AIDS on campus, the director of Public Affairs will serve as the official spokesperson for the university and will enlist the cooperation of the director of University Health Services and the Public Health Committee as necessary to prepare an appropriate response. All inquiries from the press, elected public officials, or the public in general will be referred to the spokesperson. Inquiries of a more private or specific nature may be made to the director of University Health Services or the chair of the Public Health Committee.

The medical records and test results of any HIV-infected person on the campus shall remain confidential and private information in accordance with law. The breach of that confidentiality may result in litigation and in severe penalties, both civil and criminal. (Some exceptions to confidentiality are permitted by law.)

The university shall keep the number of people who are aware of the existence and identity of students, faculty, or staff members who have AIDS or the HIV virus to an absolute minimum to protect the confidentiality and privacy of the infected persons and to avoid the generation of unnecessary fear and anxiety on the campus. However, public information shall be disclosed upon request in accordance with the Texas ~~Open Records Act~~ *Public Information Act*, the Family Educational Rights and Privacy Act, the Texas Communicable Disease Prevention and Control Act, the Texas Human Immunodeficiency Virus Services Act, and other law.

Persons who know, or have a reasonable basis for believing, that they are infected with the AIDS virus are expected to seek expert advice about their health circumstances and are obligated, ethically and legally, to conduct themselves responsibly in accordance with such knowledge for the protection of other members of the university community. The university encourages regular medical follow-up for such persons.

The university shall carefully observe the safety guidelines established by the U.S. Public Health Service for the handling of blood and other body fluids and secretions in University Health Services and in other institutional contexts in which such fluids or secretions may be encountered (e.g., teaching and experimental laboratories).

The university shall strictly observe the public health reporting requirements for AIDS and HIV infection as well as other communicable diseases.

The university shall make this policy available upon request to students, faculty, and staff members and such a statement will be included in the Policy and Procedure Manual on the university's Web page.

Policy for the Work Environment

In the work setting, the university's major concern will be whether an HIV-infected employee will be able to satisfactorily perform job duties. The university will make

accommodations to keep an employee with HIV infection employed and productive for as long as the employee is capable of this performance.

Most HIV-infected employees will be able to perform their job duties for an extended period before their illnesses interfere with job-related performance. During the asymptomatic period, the employee is not obligated to provide information about his/her HIV status to the university. However, an employee may want to share information about his/her HIV-infected status with university officials so that responsible management decisions may be made about:

1. assignments or reassignments of job duties;
2. evaluating leave policies to assure leave time comparable to other medical conditions;
3. determinations of possible qualification for disability entitlements; and,
4. monitoring the insurance status of the HIV-infected employee to assure continuation of coverage.

Once HIV-related symptoms occur, the employee has the responsibility as in the case of other illnesses to provide medically verified information relating to the ability to perform job duties.

Based on federal and state law, any medical documentation of information provided by an HIV-infected employee to university officials must be considered confidential and private information. As such, university officials are forbidden by law from disclosing this information to others without the employee's knowledge and consent. (Some exceptions to confidentiality are permitted by law.) The university requires that any consent to disclosure by the employee be in writing. Any university employee who breaches the confidentiality of this information commits a serious offense that may be cause for litigation, resulting in both civil and criminal penalties.

University employees who refuse to work with HIV-infected co-workers may be subject to disciplinary action. University departmental chairs and directors should carefully monitor and document any instances of such refusal in violation of this policy and take appropriate disciplinary action.

At least once each year, Human Resources shall conduct an HIV/AIDS training program or distribute an educational pamphlet for university employees and include in the program and/or pamphlet:

1. current medical information about HIV transmission and prevention;
2. confidentiality and related laws;
3. personnel management, including relevant policies;
4. development of staff problem-solving skills; and
5. a plan for scheduled periodic training.

Also, each year Human Resources shall conduct HIV/AIDS employee education programs to:

1. provide basic and accurate information regarding the modes of transmission and prevention of HIV infection;
2. reduce fear and misinformation of HIV/AIDS;
3. help faculty and staff recognize and avoid personal behaviors that might cause them to become infected with the HIV virus;
4. encourage nondiscrimination, which enables the HIV-infected person to remain employed as long as feasible;
5. help maintain productivity and lawful behavior in the workplace;
6. provide continuing information about HIV/AIDS; and
7. distribute to all employees a copy of the Texas Department of *State Health Services's* educational pamphlet entitled "*HIV/AIDS÷ and the~~THE~~ WORKPLACE Workplace.*"

At a minimum, the HIV curriculum will include:

1. modes of transmission;
2. methods of prevention;
3. behaviors related to substance abuse;
4. current laws and regulations concerning the rights of an AIDS/HIV-infected individual; and,
5. behaviors associated with HIV transmissions which are in violation of Texas law.

On an employee's request, the university shall pay the costs of testing and counseling an employee concerning HIV infection if the employee:

1. provides appropriate documentation that the employee may have been exposed to the HIV virus while performing duties of employment with that agency; and,
2. was exposed to the HIV virus in the manner that the U.S. Public Health Service has determined is capable of transmitting the HIV virus.

However, an employee who may have been exposed to the HIV virus while performing job duties at the university may not be required to be tested for the HIV virus.

For the purpose of qualifying for worker's compensation or any other similar benefits or compensation, an employee must provide the employer with a written statement of the date and the circumstances of the exposure and document that within 10 days after the exposure the employee had a test result that indicated an absence of HIV infection.

The cost of an employee's testing and counseling shall be paid from funds appropriated for payment of worker's compensation benefits to state employees. Counseling or a test conducted in accordance with these provisions shall conform to the model protocol on HIV counseling and testing prescribed by the Texas Department of *State Health Services*.

In compliance with the Texas Communicable Disease Prevention and Control Act, the University Police Department shall adopt a policy for handling persons with AIDS or HIV infection who are in its custody or under its supervision. The department's policy shall ensure that education programs for employees include information and training relating to infection control procedures and that employees have infection control supplies and equipment readily available.

The university shall adopt and implement workplace guidelines similar to the workplace guidelines for state agencies listed in the Texas Human Immunodeficiency Virus Services Act for any program involving direct client contact that is funded by one of the listed state agencies.

Policy for the Academic Environment

The university shall allow, to the extent possible, HIV-infected students, whether they are symptomatic or not, to continue regular classroom attendance in an unrestricted manner as long as they are physically able to attend class.

The university recognizes that there is no medical justification for restricting the access of HIV-infected students to the ~~University~~ *Student* Center or to university cafeterias, snack bars, gymnasiums, swimming pools, recreational facilities, or other common areas.

The university recognizes that the best currently available medical information does not support the existence of a risk to those sharing residence halls with HIV-infected individuals; in some circumstances, however, there may be reasonable concern for the health of those with AIDS or the HIV virus who might be exposed to certain contagious diseases (e.g., measles or chicken pox) in a close living environment. Thus, decisions about residential housing of students with AIDS or the HIV virus shall be made on a case-by-case basis. The university may decide to assign students with AIDS or the HIV virus to private rooms in the interest of protecting the health of those students. The university shall provide education programs about AIDS and the HIV virus to its residence hall staff (both students and employees).

Since there is no medical necessity, the university shall not advise others living in a residence hall of the presence of students in the residence hall who have AIDS or the HIV virus. The university believes that the responsibility to provide a safe living environment is best dealt with by educational programming. Similarly, the university shall not make any attempt in any other setting to identify those students or employees who have AIDS or HIV status.

The university shall not routinely ask students about their status regarding AIDS or the HIV virus. However, the university shall encourage new students to inform the medical staff at University Health Services if they have AIDS or the HIV virus in order that Health Services can provide proper medical care and education. The Health Services staff will handle this information, like all other medical information, in a strictly confidential manner in accordance with university policy and with federal and state law.

The university shall not provide any person, group, agency, insurer, employer, or institution with confidential medical information about students with AIDS or the HIV virus without the specific written consent of the student. Given the possibility of unintended or accidental compromise of the confidentiality of information, University Health Services staff will carefully weigh the importance of including any specific information regarding the existence of AIDS or the HIV virus in the medical record of a student except in circumstances of medical necessity created by the evaluation of an illness. At a minimum, the inclusion of any such information in the medical record should be discussed with the patient prior to its entry.

The university shall make available to students, on request, the educational pamphlet on HIV infection developed by the Texas Department of *State Health Services* and shall include in the university's Web page a statement that the pamphlet is available from University Health Services.

University Health Services shall provide accurate, understandable information on how to prevent the transmission of HIV infection in compliance with Section 51.919 of the Texas Education Code.

In further compliance with Section 51.919 of the Texas Education Code, the curricula of the nursing, counseling, and social work degree programs of the university shall:

1. include information about:
 - a. methods of transmission and methods of prevention of HIV infection; and
 - b. federal and state laws, rules, and regulations concerning HIV infection and AIDS; and,
2. give special attention to the physical, emotional, and psychological stress associated with the care of patients with terminal diseases.

Cross Reference: Texas Human Immunodeficiency Virus Services Act, ~~Texas Health and Safety Code~~ *Tex. Health & Safety*, Code Chapter 85; Texas Communicable Disease Prevention and Control Act, ~~Texas Health and Safety Code~~ *Tex. Health & Safety*, Code Chapter 81; ~~Texas Education Code~~, see *Tex. Educ. Code* § 51.919

Responsible for Implementation: President

Contact For Revision: General Counsel

Forms: None

Authority to Act in the Absence of the President (D-7)

Original Implementation: February 23, 1978

Last Revision: ~~July 10, 2007~~ July 20, 2010

In the absence of the president the authority to act in his place is delegated in the following order depending upon the presence of the individual on the campus:

1. Provost/Vice President for Academic Affairs
2. Vice President for University Affairs
3. Vice President for Finance and Administration
4. Associate ~~Provost~~ Vice President for Academic Affairs
5. ~~Associate Vice President for Budget and Finance~~
6. ~~Vice President for Development~~

The individual administrative officer acting under this delegation of authority is to handle administrative situations in accordance with the recognized operating procedures of the university, in the absence of the president (the line of succession for emergency operations is outlined in Policy D-11).

He/She may take such action as he/she deems necessary, dependent upon the circumstances of a particular situation, when the president cannot otherwise be reached to make such decisions. As soon as possible and practical, the president shall be informed of any decision or unusual incident and the action taken. No unusual or major decision embodying significant commitments on behalf of the university will be made without consulting the president.

Cross Reference: ~~None~~ *Emergency Management Plan (D-11)*

Responsible for Implementation: President

Contact for Revision: President

Forms: None

Compliance with the Americans with Disabilities Act *and the ADA Amendments Act* (D-41)

Original Implementation: October 19, 1993

Last Revision: ~~July 10, 2007~~ July 20, 2010

The Americans with Disabilities Act signed into law on July 26, 1990, *as well as the ADA Amendments Act of 2008 signed on September 25, 2008*, acknowledges the findings of congress that millions of Americans have one or more physical or mental disabilities. The legislation provides a comprehensive national mandate for the elimination of discrimination against individuals with disabilities.

It is the intent of the Board of Regents of Stephen F. Austin State University to comply with both the letter and the spirit of the Americans with Disabilities Act (ADA) *and the ADA Amendments Act of 2008 (ADAAA)*, as well as the Rehabilitation Act of 1973 and other laws protecting the rights of persons with disabilities. Compliance measures should address the necessity to provide opportunities to qualified persons with disabilities in employment and in access to education, where this will not pose an undue burden or fundamentally alter the programs of the institution. The board recognizes that compliance with *the ADA and ADAAA* requires increased awareness of all university employees and a commitment of institutional resources. Further, it is the intent of the board to continue this institution's strong commitment to meeting the special needs of individuals with disabilities, and that this commitment remain an integral part of the educational mission and service component of Stephen F. Austin State University.

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

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

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

Definition:

Discrimination on the basis of disability means:

- to limit, segregate, or classify a job applicant or employee in a way that may adversely affect opportunities or status because of the applicant's or employee's disability;
- to participate in a contract which could subject an applicant or employee with a disability to discrimination;
- to use any standards, criteria or method of administration which could have the effect of discriminating on the basis of disability;
- to deny equal jobs or benefits because of a disability;
- to fail to make reasonable accommodations for known physical or mental limitations of an otherwise qualified individual unless it can be shown that the accommodation would impose an undue hardship;
- to use selection criteria which exclude disabled persons unless the criteria are job related and consistent with business necessity; and,
- to fail to use employment tests in a manner that ensures that the test results accurately reflect the applicants or employee's skills or aptitude for a particular job

Cross Reference: *Americans with Disabilities Act of 1990 (ADA)*, 42 U.S.C. §§ 12101-12213 (2000)~~The Americans with Disabilities Act of 1990 42 USC Sec. 12101 et seq.;~~
ADA Amendments Act of 2008, Pub. L. 110-325; *Rehabilitation Act of 1973*, Pub. L. No. 93-112, 87 Stat. 355~~Rehabilitation Act of 1973 (29U.S.C. 701 et seq.)~~

Responsible for Implementation: President

Contact for Revision: ADA coordinator

Forms: None

Policy Deleted July 20, 2010

~~Computer Hardware and Software Acquisition (F-7.5)~~

~~Original Implementation:~~ January 30, 1996

~~Last Revision:~~ January 30, 2007

~~Scope and Purpose~~

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

~~This policy provides guidance for the acquisition of desktop computers, applications software and related technology. It is not the intent of this policy to restrict departments' ability to purchase specific computing resources, only to provide guidance in selecting equipment which will maximize their potential for utilizing campus services and computing resources support.~~

~~Equipment and Software~~

~~Equipment and software are recommended based on the following criteria:~~

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

~~Current recommended equipment and software information is available from the Purchasing Department or ITS Networking and Telecommunications.~~

~~Support Limitations~~

~~Departments purchasing the recommended equipment and/or software may expect to receive important types and levels of support for the items; therefore, departments are strongly advised to obtain current information before finalizing purchasing decisions. Departments which purchase equipment or software outside those recommended assume the liability for maintenance, licensing, and other support issues.~~

~~Additional Information~~

~~Departments wanting further information and advice or whose needs cannot be met from the current recommended equipment and software are urged to contact the Computing Help Desk, ext. 1212.~~

~~Information Resources Operating Plan Requirements~~

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

~~Role of the Purchasing Office~~

~~Purchases must comply with all University and State Purchasing requirements and procedures.~~

~~-~~

~~Cross Reference:~~ None

~~Responsible for Implementation:~~ Vice President for Finance and Administration

~~Contact for Revision:~~ Director of Information Technology Services

~~Forms:~~ None

Computer Replacement Policy (C-56)

Original Implementation: January 30, 2007

Last Revision: ~~None~~ July 20, 2010

Purpose

To establish a policy for replacing university personal computers on a regular basis. This policy complies with standards issued by the Texas Department of Information Resources (DIR).

Provisions

1. The university will replace computers on a four-year cycle. *The four year cycle may be deferred for additional years as needed due to budget constraints or administrative discretion. Any computers replaced during the deferment period will still be subject to the replacement requirements of this policy.*
- 1.2. Both desktop and laptop computers are included wherever they may be used – office, classrooms, and laboratory. Organizational units are encouraged to replace monitors and speakers less frequently than every four years.
- 2.3. Base hardware configurations for desktop CPU units and laptop / tablet computers will be specified. The university's goal is to provide computers that will perform robustly over their life-cycle. These configurations will constitute the minimally acceptable computers for all purchases. No personal computers with hardware capabilities less than the base configurations may be purchased regardless of source of funds, *unless approved as an exception by the provost/vice president of academic affairs.* The configurations of the base machines will be reviewed at least annually.
- 3.4. The base hardware configurations will be the basis for *PC brand selection*, and best value negotiations with prospective vendors *for both Macintosh computers and PCs.* ~~Apple Computer is the sole source for Macintosh computers. The suitability of the vendors will be reviewed at least annually.~~
- 4.5. ~~The approved R~~replacement computers brands will be ordered from the *approved preferred vendor(s) unless an exception is allowed by the provost/vice president of academic affairs. In most cases, a base machine will be satisfactory. The University-* ~~Dedicated university replacement funds will bear the support replacement costs to the level of the least expensive base machine. Additional costs, including those for enhancements beyond a base hardware configuration, will be borne by the organizational unit. However, any computers replaced during the deferment period must be funded in full by the organizational unit.~~
- 5.6. If the computers being replaced are high performance workstations, the capabilities and hardware specifications of the workstations must be superior to the

base configurations. ~~The University~~ *Dedicated university replacement funds will meet support the replacement costs up to the dollar equivalent to the level of the least expensive base machine. Additional costs will be borne by the organizational unit. However, any high performance workstations replaced during the deferment period must be funded in full by the organizational unit.*

7. Computers purchased using funds from external grants are excluded from being replaced under this replacement policy during the award period of the grant. After the termination of the grant, the computers will be placed in the replacement cycle.
8. *Computers designated as surplus, salvage, or historical during the annual inventory process are not eligible for replacement with dedicated university replacement funds, unless extenuating circumstances indicate that replacement should be allowed.*
9. *Servers are not eligible for replacement.*
10. *Once a computer has been through the replacement cycle, or has been surplus, it is not eligible for replacement.*
11. *When a replacement computer is received, the computer identified for replacement must be turned in to surplus, unless approved as an exception by the provost/vice president of academic affairs.*

4.

Cross Reference: General Appropriations Act, 79th Legislature, Senate Bill 1, Regular Session, Article IX, Sec. 9.04; ~~SFA Policy B-24~~, Property Transfer and Disposal (B-24)

Responsible for Implementation: Vice President for Finance and Administration;
Provost/Vice President of Academic Affairs

Contact for Revision: Director of ~~Purchasing~~ *Procurement and Property Services/HUB Coordinator*; Director of Information Technology Services

Computer System Access (F-37)

Original Implementation: January 19, 1999

Last Revision: ~~January 19, 2006~~ July 20, 2010

Stephen F. Austin State University (SFA) Administrative Account Security

Administrative accounts are provided for access to ~~SFA's administrative information systems~~ *the university's Enterprise Resource Planning (ERP) system*. The accounts have the following security characteristics that have been arrived at by the functional need of the type of user.

General Guidelines

All accounts should adhere to the following general guidelines:

- Minimum password length of six characters.
- No trite or easy to guess passwords.
- Passwords cannot be re-used.
- As a rule, "generic" or group accounts are not permitted.

Staff Accounts

Staff accounts are provided for SFA faculty and staff for access to the ~~administrative systems, specifically, the SCT suite of systems: SIS, FRS, and HRS~~ *university's ERP system*. These accounts are generally organized as follows:

Password Lifetime: The password lifetime is set to 90 days for staff accounts.

Access to the Data Command Language prompt: This is generally not allowed.

Programmer Accounts

Programmer accounts are provided to Information Technology Services (ITS) programming staff for the purpose of maintaining ITS systems, providing support to staff users, and augmenting current systems. These accounts are generally organized with the following characteristics:

Password Lifetime: The password lifetime is set to 60 days.

Access to the Data Command Language prompt: Allowed.

Operator Accounts

Operator accounts are provided for ITS operations staff to allow them to:

1. Monitor ITS systems and take corrective action autonomously, if necessary
2. Service requests for print, tape or other associated resources
3. Oversee operation of the batch scheduler

Password Lifetime: The password lifetime is set to 30 days.

Access to the DCL prompt: Allowed.

Database Administrator Accounts

Database administrator accounts are provided for ITS ~~operations~~ *database administration* staff to allow them to:

1. Maintain ITS Database systems
2. Upgrade ~~SCT-Plus~~ *ERP* software (patches and new release software)
3. Provide programming necessary to maintain and augment *the* administrative environment.
4. Provide general support to programming staff

Password Lifetime: The password lifetime is set to 30 days.

Access to the DCL prompt: Allowed.

System Manager Accounts

System manager accounts are provided for ITS ~~operations~~ *systems management* staff to allow them to:

1. Maintain system software.
2. Upgrade system software (patches and new release software).
3. Provide programming necessary to maintain and augment the system environment.
4. Perform security monitoring and monitor system viability/performance management.
5. Administer user accounts, ~~SCT-ERP~~ online system security, and email.

Password Lifetime: The password lifetime is set to 30 days.

Access to the DCL prompt: Allowed.

Investigation of Access Violations

Reported or suspected access violations will be investigated aggressively and completely by the ~~Technical Support~~ *systems management* staff of ITS. Upon notification of any such event, the director of Information Technology Services will be notified and the assistant director of ~~Technical Support~~ *systems* shall initiate a complete investigation utilizing any

system and/or ITS resources necessary. The director of Information Technology Services will notify the *provost and vice president for academic affairs* ~~Vice President for Finance and Administration~~ and, in the event a business system is involved, the internal auditor.

ITS will take some or all of the following steps to investigate, with the exact order of steps determined by the specific situation:

1. Close any avenue used to commit the violation and return the system at once to a secure state.
2. Immediately take steps to preserve and protect any evidential data sources.
3. Perform any real-time monitoring of suspected violations in progress.
4. Engage ITS and system owner staff as needed to assess and report on the health of any affected application systems.
5. Assess any other systems, application or system-related, that for any reason may be suspected of being involved in the access violation.
6. Alert the University Police Department. Others who may need to be notified include the system owner and any other department that has a justifiable need for involvement.
7. Continue to monitor the system to ascertain if any related violations are attempted. The exact length of any high state of alert is to be commensurate with the situation encountered.

The ITS ~~Technical Support~~ *systems management* staff reserves complete authority to inspect in real-time or by other means any suspected activity that appears to represent an abuse of any ITS-managed system. This includes, but is not limited to, inspection of email, real time monitoring of users, logging of activity and inspection of files of any type.

A complete report and analysis of the access violation will be produced after the investigation is complete. Any criminal investigation will fall under the auspices of the appropriate investigating body. The report will be filed by ITS and full and complete measures will be taken to repair any security breaches uncovered by the investigation.

Assignment of New Passwords

Students, faculty and staff may request a password change in the event their password has been forgotten or some other problem dictates resetting their password.

The process of obtaining password change is outlined below:

Faculty and Staff Email Accounts

Self-Service

Faculty and staff can activate and reset their passwords by choosing the appropriate link under Faculty/Staff E-Mail section on the mySFA home page. ~~on the Getting Started with mySFA help page.~~

Assisted by ITS ~~personnel~~ Help Desk Staff

~~The~~ *If Faculty and Staff encounter difficulties using the self-service process to activate or reset their password, they can contact the Customer Support/ITS Help Desk is available at 468-1212 for assistance with the self-service process.*

~~In the event the Help Desk is closed or otherwise inaccessible, ITS can be contacted directly at 468-1110.~~

Student Email Accounts

Self-Service

Students can activate and reset their password by choosing the appropriate link under Student E-Mail section on the mySFA home page. ~~located on the Getting Started with mySFA help page.~~

Assisted by Technical Support Center (TSC) Staff

If students encounter difficulties using the self-service process to activate or reset their password, they can contact the TSC for assistance with the self-service process. If the student cannot remember their Personal Identification Number (PIN), they must contact the Registrar's Office to have it reset.

~~Source of Authority:~~ Vice President for Finance and Administration

Cross Reference: None

Responsible for Implementation: Provost and Vice President of Academic Affairs

Contact for Revision: Director of Information Technology Services

Forms: Account Authorization Form

Contracting Authority (C-9)

Original Implementation: July 18, 1988

Last Revision: ~~January 30, 2007~~ July 20, 2010

This policy governs the authority to enter and make contracts, purchases, and agreements of any character on behalf of Stephen F. Austin State University.

- I. No member of the Board of Regents shall enter into the discussion, make motions, or vote on a contract, purchase, or agreement of any character in which the member directly or indirectly has pecuniary interest unless the general counsel has advised that there is a legally permitted exception to this rule with the regent making the appropriate public disclosures.
- II. The following items shall be submitted to the Board of Regents for approval at either a regular board meeting or a special called board meeting. Each item shall be presented to the board for consideration. The general counsel shall review all contracts and agreements prior to signature.

- a. ~~Construction~~ *Contracts, purchases, or agreements in the amount of \$100,000 or more, whether the amount is income or expenditure, for items identified in Section A of Policy D-20.5, Items Requiring Board of Regents Approval*

- ~~Architect Engineer selections~~
- ~~Authority to submit the proposal to the Coordinating Board if the estimated cost (including all cost) is at least \$1,000,000 for new construction, \$2,000,000 for renovation, or as otherwise required under law~~
- ~~Construction contract awards~~
- ~~Change orders that would increase the cost of the project beyond the amount of the approved budget~~

- ea. ~~Contracts, purchases, and agreements in the amount of \$100,000 or more, whether the amount is income or expenditure with the exception of: those items identified in Section B of Policy D-20.5, Items Requiring Board of Regents Approval.~~

- ~~Private, governmental, and foundation grants or agreements in which the donor or agency stipulates the purpose for which the funds are to be expended~~
- ~~Materials purchased for resale in auxiliary operations and in central supply~~
- ~~Materials purchased for normal inventory stock for the physical plant operation~~
- ~~Materials purchased for normal inventory stock from operation and maintenance budgets previously approved by the Board~~
- ~~Maintenance service contracts on elevators, computers, office equipment, chillers, and water treatment services~~
- ~~Library subscription services~~
- ~~Recurring printing orders~~

- ~~Contracts and agreements for athletic events, entertainment concerts, Fine Arts events, and other similar activities~~
 - ~~Group travel packages for resale to students, faculty and staff, and other similar activities~~
 - ~~Materials or services purchased for emergencies resulting from disasters, hazards, and other exigent circumstances~~
 - ~~Leases of one (1) year or more, including equipment, involving expected aggregate payments exceeding \$100,000~~
 - ~~Purchase, sale or exchange of real property~~
 - ~~Depository contracts~~
 - ~~Food services contracts or service contracts for similar University activities~~
 - ~~Architect Engineer contracts required for projects specified under Subsection 2.a.1.~~
 - ~~Contracts and agreements with support or development foundations~~
 - ~~Employment of administrative officers, faculty, and non-classified employees~~
 - ~~Changes of position status of administrative officers, faculty, and non-classified employees~~
 - ~~Dual employment of administrative officers, faculty, and non-classified employees~~
 - ~~Leaves of absence for one (1) semester or more~~
 - ~~Settlements, consent decrees, and similar actions in litigation (Executive session only, does not require Board action for approval.)~~
- III. The president shall be delegated the responsibility and authority to enter into contracts, purchases, and agreements for sums less than \$100,000, *or amounts over \$100,000 to the extent authorized in Section B of Policy D-20.5, Items Requiring Board of Regents Approval*, whether the amount is income or expenditure, and to enter into all grants and agreements funded by private individuals, governmental agencies, and foundations without regard to the amount, unless otherwise limited by the Board. At the option of the president, contracts, purchases, and agreements for sums less than \$100,000 may be submitted to the Board of Regents for approval. The general counsel should review and provide legal advice on all contracts or agreements. The department responsible for originating the contract is responsible for maintaining it for the applicable *records retention period* ~~(minimum of two years)~~.
- IV. The president may delegate *to other employees of the university* power to contract, purchase, or enter into agreements ~~of less than \$100,000, or amounts over \$100,000 to the extent authorized in Section 2.b. of this policy, to other employees of the University.~~ *delegated to the president in Section III of this policy.* The president will remain responsible for all contracts, purchases, and agreements ~~for sums under \$100,000~~ *so delegated*, and for the proper administration of all grants and agreements funded by private individuals, governmental agencies, and foundations, regardless of delegation of power to contract, purchase, or enter into agreements.

In the absence of the president, or at such time as the president is unavailable to sign a document by a required deadline, the following individuals are authorized to sign on his behalf: (listed in order of priority) provost and vice president for academic affairs, vice president for finance and administration, vice president for university affairs, ~~vice president for University Advancement~~, associate provost *vice president for academic affairs*. All other delegations must be specific and in writing to be effective. The general counsel should review and provide legal advice on all contracts or agreements.

All delegations of contracting authority to persons other than those listed above which were made by a previous president shall be void once a new president assumes office.

Cross Reference: ~~None~~ *Items Requiring Board of Regents Approval (D-20.5)*

Responsible for Implementation: President

Contact for Revision: President

Forms: None

Departmental Administration of Academic Units (E-10A)

Original Implementation: March 7, 1978

Last Revision: ~~July 10, 2007~~ July 20, 2010

The Chief Administrative Officer of an Academic Department

~~The chief administrator of an academic department shall be the chair.~~

General Description of the Department Chair

~~The chair of an academic department occupies a unique position in the university. The chair/director hereafter referred to as “chair” of an academic department/division/school (hereafter referred to as “academic unit” or “unit”) is the unit’s chief executive of the department responsible for the implementation of department, college and university policy, and a frequent participant in policy formation. Thus, the chair is an administrator, the quality of whose performance has fundamental impact on the success of the institution in attaining its specific goals. The chair’s efforts are crucial to the achievement of excellence in teaching, scholarship/creative activities, and service at Stephen F. Austin State University. The chair, through daily interaction with colleagues, sets the tone for the department. The chair is both an advocate for the department’s needs to the administration and an interpreter of administrative policy to faculty and students. That dual role is a sensitive one, requiring considerable skills of diplomacy and persuasion. Simultaneously, the chair is a faculty member who is expected to exemplify those faculty qualities most valued by the academic community: teaching excellence, scholarly and creative activities, and a commitment to university and community service. (See also Chair Teaching Load Policy.)~~

Major Responsibilities of the Department Chair

~~The primary responsibilityies of the chair is-are to establish and maintain a departmental climate conducive to the pursuit of knowledge. The chair should provide leadership and direction to the department. The chair should serve as the chief representative of the department both within and without the university and effectively communicate to the faculty and students those policies and events which affect departmental policies and procedures.~~

~~The decisions of the chair should be made and implemented in the context of collegiality and regular communication with the departmental faculty. Such communication includes both institutional forms and informal consultations seeking the counsel and advice of the~~

faculty on matters which affect academic programs or the professional interests of the faculty and the department.

More specifically, the administrative responsibilities of a department chair include, but are not limited to, the following:

1. Provide leadership in the establishment and maintenance of a visionary direction and the maintenance of standards for the academic unit, consistent with the college and university missions;
2. Serve as the principal advocate for the department, unit and as an advocate for the college; and university missions;
3. assure-Ensure program quality through evaluation, modification and development of academic programs and curriculum;
4. Respond to the needs, responsibilities and requirements of students, faculty, administration, the public and other constituencies—e.g., develop and implement an effective student advising system; encourage the professional growth and recognition of faculty and staff; prepare catalog materials, schedules of classes, and teaching and collateral assignments of department faculty/staff; support and encourage faculty involvement in university and community activities;
5. Manage and allocate fiscal and physical resources of the unit—prepare and administer the department budget; maintain effective and efficient department office procedures; where appropriate, coordinate fundraising activities with the college and university;
6. manage and allocate physical resources;
- 7.6. Establish, maintain and communicate effective personnel procedures and processes—recruitment and hiring procedures, evaluation of department members for retention/termination, tenure, promotion, and merit raises; develop a climate and allocate available resources that promote faculty development; and
- 8.7. Promote the academic unit externally as a representative to external organizations/activities.

Selection of the Department Academic Unit Chair

1. A search and screening committee will shall be used in each search for an department-academic unit chair. Each search initially will be open and without prejudice for inside or outside candidates. The dean of the college or provost and vice president for academic affairs will shall meet with the department faculty of the academic unit prior to committee the selection of the screening committee to discuss whether a search should be open or closed to outside candidates the type of search. Should considerations indicate that a fully open search may not be a viable choice, a decision limiting the scope of the search should be made prior to the selection of the

- ~~committee. Such a decision will not be made without consultation with the department faculty.~~
2. The committee ~~will~~ *shall* be ~~constituted~~ *formed* by the dean of the college ~~in consultation with the faculty of the department academic unit and with the approval of or concurrence by the provost and vice president for academic affairs (VPAA).~~ *The committee shall have an odd number of members, with at least five members. The committee may be larger depending on the size and complexity of the unit's programs. The committee chair will inform the department faculty of the names of the committee members. The dean will inform the college faculty.*
 3. ~~The committee shall have at least five members. Larger membership will depend on the size of the department and the complexity of its programs, but all committees must have an odd number of members. Except in small academic units, every committee shall have representation from outside the academic unit and at least one member with appropriate administrative experience. Outside representatives shall be appointed by the dean after considering recommendations by the faculty.~~
 4. Once the size of the committee ~~has been~~ *is* established, the ~~department faculty~~ shall elect its specified number of representatives to the committee. Faculty members eligible to vote ~~will~~ *shall* be those on full-time contract with the university who hold faculty rank (*instructor, assistant professor, associate professor, professor or librarian I-IV*) in the ~~department academic unit~~. When possible, all tenure-track ranks will be represented *on the committee*. In all cases, the faculty shall elect a majority of the committee.
 5. ~~Normally every search and screen committee will have representation from outside the department. No more than one-third of the committee will be from outside the department, except in those cases where the small size of the department or other major considerations make this provision impracticable. While outside representatives will ordinarily be appointed, they may be elected by the department faculty if it seems appropriate or proves necessary to meet the provision that a majority of the committee shall be elected by the department faculty.~~
 6. ~~The dean, after consultation with the provost and vice president for academic affairs and the department faculty, shall then fill the other positions on the committee, from within and/or without the department, with a view toward creating a balanced committee which can best represent the interest of the department, college, and university.~~
 7. ~~To enhance the ability of the committee to focus on the administrative capabilities of the candidates, at least one member of the committee should be an individual with appropriate academic administrative experience.~~
 - 8.5. The dean ~~will~~ *shall* convene the committee for its organizational meeting; at this time the committee ~~will~~ *shall* elect its chair and other officers. *The committee chair shall inform the faculty of the names of the committee members.*

~~9.6. If funds permit, It is recommended that at least three candidates recommended by the committee will should be interviewed on the brought to campus for interviews. The itinerary for the interviews will Each visit shall provide ample opportunity for the candidates to meet department faculty, students, the dean of the college, the provost and vice president for academic affairs VPAA, and the search and screen committee.~~

~~10.7. After Following the interviews, the dean-committee shall invite comments from all department faculty, staff and those students who may have been were involved in the process relative to the acceptability of various candidates campus visits. The committee shall forward a recommendation to the dean along with aA summary of these comments. should be forwarded, The dean, in turn, shall forward a recommendation to the along with the dean's recommendation and the final recommendation of the committee, to the provost and vice president for academic affairs VPAA that is accompanied by all previous recommendations and summaries.~~

~~11.8. Appointment is by the provost and vice president for academic affairs and the president and requires the approval of the Board of Regents The provost and VPAA shall make the appointment for an indeterminate term, subject to approval by the president and the Board of Regents.~~

Term of Office of the Department Chair

~~The department chair is appointed by the president of the university upon recommendation by the dean and the provost and vice president for academic affairs for an unspecified term of office. (See also Chair Appointments Policy.)~~

Evaluation of the Department Academic Unit Chair

~~The evaluation of the department-academic unit chairs is designed to assist the chair in promoting academic excellence throughout the university. This process takes two forms: the-a triennial review by the academic unit faculty and the annual review of department chairs by the dean. Both processes are guided by the considerations outlined below. The annual review provides the basis upon which to award merit to department chairs.~~

~~1. The faculty, chair, and dean must be constantly aware of the quality of a department's academic programs and department administration, and should make recommendations for their improvement.~~

~~2.1. In order to strengthen evaluation of department operations, the department The chair will shall be evaluated annually by the dean of the college. A and a recommendation for merit will shall be forwarded to the provost and vice president for academic affairs VPAA. In making an evaluation, the dean shall consider the responsibilities of the chair as stated above, while any When the dean begins the process of annual evaluation of the chair, consideration should be given to all~~

aspects of the chair's performance. The criteria in the Major Responsibilities of a chair enumerated above provide a basis for the dean's assessment of the effectiveness of the department chair and are delineated in the Department Chair Administrative Effectiveness Appraisal. The evaluation process is designed to assist the chair in promoting academic excellence. Additional criteria used by the dean ~~should~~ shall be communicated to the chairs in *advance of the evaluation period* the college prior to the three-year evaluation period and prior to the period during which the chair is considered for merit. In the case of the triennial review, a summation of the faculties' evaluations of the chair should be included as a component of the evaluation procedure.

- 3.2. At least once every three years, the dean ~~will initiate an evaluation of the department chair's performance~~ shall be evaluated by the faculty of the department academic unit. A summation of the faculty's evaluations of the chair shall be included as a component of the final evaluation report. The instrument used in this formal evaluation, "Department Chair Administrative Effectiveness Appraisal," shall request each faculty member to provide a recommendation on the continuance of the chair. Following ~~an~~ the faculty's evaluation of the chair, the dean of the college ~~will~~ shall meet with the department unit for a report to discuss the evaluation the chair's performance.
- 4.3. The eEvaluations of a department chair's performance by the faculty may be initiated at any time by a majority of the faculty; or at the call of the chair, dean, provost and vice president for academic affairs VPAA, or president. Comments which may have been received relative to the chair's performance and the advisability of retention should be carefully weighed for both the annual and triennial reviews. If these comments reveal serious problems in the department or that a majority of the faculty of the department desire a full-scale, formal evaluation by the faculty of the department, the dean will consult with the provost and vice president for academic affairs and determine whether such an evaluation of the chair will be conducted. The dean will report the nature of his/her decision to those faculty members who expressed the initial concern. In this, as in the case of all administrative decisions, faculty members have the right to appeal formally this decision to the provost and vice president for academic affairs and then to the president.
4. The dean of the college ~~will~~ shall review with the department chair the results of the annual administrative ~~each~~ evaluation and any evaluation by the faculty. After this review the A report of the evaluation with and any recommendations based thereon ~~will~~ shall be submitted by the dean of the college to the provost and vice president for academic affairs VPAA.
5. The chair shall have ten (10) working days from the date of the review to submit to the provost and VPAA a written response to the dean's report.

Merit for Academic Unit Chairs/Division Directors

~~Stephen F. Austin State University includes among the aspects of its mission and purpose the recognition of outstanding performance by chairs/directors of academic departments/units in the areas of administration, teaching, scholarly/creative activity, and service. Thus, Stephen F. Austin State University believes that the achievement of those aspects of professional performance of academic administrators should be regularly and systematically assessed; and in each case in which achievement has been accomplished in an exemplary manner, merit pay should be extended. To evaluate the performance of its chairs and to provide appropriate rewards, the university will employ the policies and procedures set forth below. Merit pay for chairs should be based on performance in administration, teaching, creative/scholarly activity and service.~~

~~1. — Criteria:~~

~~Outstanding performance in administration, teaching, creative/scholarly activity, and service shall constitute the basis for awarding merit to a chair. For the categories of teaching, creative/scholarly activity, and service, therefore, each college shall identify specific characteristics consistent with Evaluation, Merit Pay, Promotion and Tenure, policy E-20A, that are pertinent to its role within the university wide mission and purpose. The Department Chair/Director Administrative Effectiveness Appraisal Form is intended to guide the evaluation of administrative merit at the chair level.~~

~~1. Procedures:~~

~~Each chair will provide the dean with copies of his/her "Annual Report on Teaching, Scholarly/Creative Activities, and Service" for the preceding year as well as a report of the administrative achievements for the preceding year. The format of this attached report may vary among colleges; however, it should reflect the activities appropriate to the role of the chair as described earlier in this policy as well as progress on realizing goals and aspirations for the department. The report shall be completed at the time faculty members are completing their annual faculty evaluation forms. The chair or division director shall, in consultation with the dean of the college, establish and document goals and aspirations for the department/division for the coming year. These stated goals should serve as the basis for future evaluation of the chair/division director. The chair will review his/her Annual Report and report on administrative accomplishments with the dean. Following this review, tThe dean will shall submit the "Administrative Evaluation" form and supporting documentation a recommendation on each chair in the college to the provost and vice president for academic affairs-VPAA for merit consideration recommendation, if appropriate, to the president of the university, with a copy to the chair. The provost and vice president for academic affairs shall make recommendation to the president for final approval.~~

Cross Reference: Faculty Handbook, *Faculty Evaluation, and Merit Pay, Promotion and Tenure, Policy* (E-20A)

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: Department Chair Administrative Effectiveness Appraisal (~~available in academic dean's office~~)

Alumni Association Distinguished Professor Award (A-16)

Original Implementation: Unpublished

Last Revision: ~~July 10, 2007~~ July 20, 2010

The Stephen F. Austin State University (SFA) Alumni Association honors an outstanding faculty member at an awards ceremony each ~~spring-fall~~ semester. Nominations are solicited ~~in early February~~ *each spring* with the deadline for nominations ~~of by March~~ June 1. Nominations should be submitted on a Distinguished Professor Award Nomination Form; available on the SFA Alumni Association web-site (www.sfaalumni.com). A committee made up of the last three recipients reviews the nominations and presents ~~their~~ *its* recommendation *for selection* to the ~~associate vice president for executive director of alumni affairs of the alumni association~~ *for approval*. ~~The selection of the distinguished professor is made by the alumni association board of directors.~~

Criteria for the selection of the SFA Alumni Association Distinguished Professorship Award *include:*

~~are listed below:~~

1. *In general, the faculty member selected should most nearly satisfy the criteria for faculty excellence incorporating teaching, scholarly/creative, and service activities.*
 2. *The recipient must be a tenured member of the SFA faculty. Academic administrators holding a position above that of a department chair or director are not eligible.*
 3. *The recipient must be an active member of the faculty at the time of the award.*
 4. *Scholarship, citizenship, and contribution to academic excellence and to the overall program of SFA must be of such magnitude as to be judged by the selection committee and SFA Alumni Association to cause wide recognition of SFA.*
 5. *The recipient must be a member of the Alumni Association by the date of the award.*
 6. *Evidence of involvement and support of the Alumni Association must be demonstrated.*
- ~~1. In general, the faculty member selected should demonstrate excellence in the following areas: teaching, scholarly/creative, and service activities.~~
- ~~2. The recipient must be a tenured member of the faculty. Academic administrators holding a position above that of department chair or director are not eligible.~~
- ~~3. The recipient must have been a full-time teacher at SFASU for three years.~~
- ~~4. The recipient must be an active member of the faculty at the time of the award.~~
- ~~5. Scholarship, citizenship, and contribution to academic excellence and the university's mission should be of such caliber as to bring positive and wide spread recognition to SFASU.~~

Cross Reference: www.sfaalumni.com

Responsible for Implementation: Provost/ *and* Vice President for Academic Affairs

Contact for Revision: ~~Associate Vice President~~ *Executive Director* for Alumni Affairs

Forms: None

Driver Certification (D-10)

Original Implementation: May 4, 1983

Last Revision: ~~July 10, 2007~~ July 20, 2010

Driver certification is required for any university employee who must drive a university vehicle, including rented or leased, within the scope of his/her employment. Such certification is processed through the University Police Department (UPD). An "Application Approved Drivers Certification" form is obtained from the administrative specialist in UPD and should be signed at the bottom by the applicant's department head.

Upon receipt of the driving record report from *the Texas Department of Public Safety* ~~Austin~~, and in compliance with university requirements, UPD will: (a) issue a temporary permit valid for 180 days for faculty and staff or 90 days for students, (b) issue a permanent permit valid for three years, or (c) deny driver certification. All applicants for a temporary permit must register for a scheduled defensive driving course at the time the temporary permit is issued.

A defensive driving course must be completed in order to receive a permanent permit and must be completed every three years to maintain the permanent permit. The temporary permit is issued: (a) prior to completion of the defensive driving course and (b) for specific-use purposes, such as an academic field trip.

Cross Reference: None

Responsible for Implementation: Vice President for University Affairs

Contact For Revision: Chief of University Police and Director of Environmental Health, Safety, and Risk Management

Forms: Application Approved Drivers Certification

Dual Employment (E-12)

Original Implementation: Unpublished

Last Revision: ~~July 10, 2007~~ July 20, 2010

Employees who are employed in two positions within Texas government must have prior board approval and are subject to the following provisions:

1. Separate leave records will be maintained for each employment.
2. Time worked in one position may not be used as additional tenure credit for purposes of longevity or annual leave accrual for the other position.
3. Upon termination of one employment, the leave balances accrued under that employment may not be transferred to the remaining employment.
4. The state's contribution towards the taxes imposed on the employee by the Federal Insurance Contributions Act may not exceed the overall limit specified in the General Appropriations Act. The comptroller shall prescribe such uniform accounting and reporting procedures as necessary to ensure that expenditures for this purpose do not exceed this limit.
5. The total state contribution toward the employee's group insurance will be limited to no more than the amount specified in the General Appropriations Act for one full time active employee.
6. The employee will be entitled to receive longevity payment for no more than one employment.
7. Overtime compensation will accrue for each employment totally independent of the other, except that when an employee works in a dual employment capacity where the employee is subject to the overtime provisions of the Fair Labor Standards Act (FLSA) of 1938, 29 U.S.C., sec. 201 et seq., in either employment, the employing agency or agencies must consider all combined time worked in excess of 40 hours per week as overtime and compensate the employee in accordance with the FLSA provisions applicable to joint employment relationships. In cases where the dual employment is with two separate agencies, the two agencies shall coordinate in order to determine which agency shall have the responsibility to assure that the employee is properly compensated in accordance with such provisions.
8. Employees are to be informed of their obligation and responsibility to inform both employers of their intent to accept additional employment with the state.

Cross Reference: ~~Texas Constitution, art. 16, sec. 33 and 49~~ *Tex. Const. art. XVI, XXXIII, XLIX*; ~~Texas Government Code Chapter 667.001 (a), (b), (c), 667.002-667.007~~ *Tex. Gov't*

*Code §§ 667.001-.007; General Appropriations Act; Fair Labor Standards Act, 29
USC U.S.C.; §§ 201-219 Sec. 201, et seq*

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources

Forms: None

E-Mail for University Communication (F-41)

Original Implementation: January 28, 2003

Last Revision: ~~July 13, 2006~~ July 20, 2010

Purpose

~~To~~ This policy establishes conditions for the use of e-mail as a means for communication among university faculty, students, and staff members.

Scope

This policy is effective for e-mail communications among university faculty, admitted and/or attending students, and staff members. Although e-mail accounts are assigned to all prospective students at the time they apply for admission, they are not bound by this policy until they have been ~~enrolled~~ admitted to the university.

Responsibility

This policy is the responsibility of the *provost and vice president for Finance and Administration* ~~Administration~~ academic affairs.

Policy

1. Each person applying for admission to *Stephen F. Austin State University* (SFA) as a student will be assigned an e-mail account. Each faculty or staff member hired by the university will be assigned an e-mail account at the time the employment information is entered into the Human Resources system.
2. The assigned e-mail account shall be considered an official method of communication from university faculty and administrators to faculty, enrolled students, and staff members, either collectively or individually. It is the responsibility of each faculty member, enrolled student, and staff member to check for and appropriately respond to all such e-mail messages on a regular and frequent basis.
3. SFA shall provide a mechanism for forwarding mail from a university account to one other account of the person's choosing (e.g. Hotmail, Yahoo!, departmental account, etc). It is the responsibility of each faculty member, student, and staff member to maintain accurate forwarding information.
4. Students e-mail accounts and forwarding information will be deleted on the 20th class day of the first long semester in which the student is not enrolled at SFA.
- 4.5. Faculty and staff email accounts will be disabled on the last day of employment and deleted once official notification is received from Human Resources.

Source of Authority: ~~Vice President for Finance and Administration~~

Cross Reference: None

Responsible for Implementation: *Provost and Vice President for Academic Affairs*

Contact for Revision: *Provost and Vice President for Finance and Administration*
~~Administration~~*Academic Affairs*

Forms: None

Emergency Management Operations Plan (D-11)

Original Implementation: November 1986

Last Revision: ~~July 10, 2007~~ July 20, 2010

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

AUTHORITY AND REFERENCES

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

References:

Article 51.201 of the Texas Education Code.

The Texas Emergency Disaster Act of 1975, Texas Government Code, Sec. 418.001 et seq.

The Texas Emergency Management Plan and Governor's Division of Emergency Management.

PURPOSE

The Emergency Management Plan is intended to establish policies, procedures, and organizational structure for response to emergencies that are of sufficient magnitude to cause a significant disruption of the functioning of all or portions of SFA. This plan describes the roles and responsibilities of departments, schools, and personnel during and after emergency situations. The basic emergency procedures are designed to protect lives and property through effective use of university and community resources. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes and can change at the direction of the director of the Emergency Operations Center.

This plan addresses several types of emergencies on an individual basis, providing guidelines for the containment of the incident and provides emergency instructions to the individual designated to direct university resources in a concise format. It also will provide emergency response information primarily for use by faculty/staff and other on-site personnel who may be initial responders to an emergency incident.

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

SCOPE

This plan is a university level plan that guides the emergency response of university personnel and resources before, during and after an emergency situation. It is the official Emergency Management Plan of SFA and precludes actions not in concert with the intent of this plan or the organization created by it. However, nothing in this plan shall be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the plan.

This plan and organization shall be subordinate to federal, state, or local plans during a disaster declaration by those authorities. This plan is consistent with established practices relating to coordination of emergency response. Accordingly, this plan incorporates the use of the **Incident Command System (Emergency Operation Center)** to facilitate interagency coordination, promote the use of common emergency response terminology and command structure, and facilitates the flow of information between responding agencies.

The university will cooperate with the Office of Emergency Management, state, county and city police and other responders in the development of emergency response plans and participate in multi-jurisdictional emergency planning exercises.

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

MISSION

The university will respond to an emergency situation in a safe, effective, and timely manner. University personnel and equipment will be utilized to accomplish the following priorities:

Protection of human life

Support of health and safety services

Protection of university assets

Maintenance of university services

Assessment of damages

Restoration of general campus operations

SITUATIONS AND ASSUMPTIONS

~~Situations: The university is an autonomous community of approximately 13,000 people surrounded by a city of approximately 30,000. The university is responsible for providing law enforcement and internal distribution of utility services to the university community on a day-to-day basis.~~

~~Assumptions: This Emergency Management Plan is predicated on a realistic approach to the problems likely to be encountered during a major emergency or disaster. Hence, the following assumptions are made and should be used as general guidelines in such an event:~~

~~An emergency or a disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.~~

~~The succession of events in an emergency or disaster is not predictable; therefore, published operational plans, such as this plan, should serve only as a guide and a checklist, and may require modifications in order to meet the requirements of the emergency.~~

~~An emergency or a disaster may be declared if information indicates that such conditions are developing or probable.~~

~~Disasters may be communitywide. Therefore, it is necessary for the university to plan for and carry out disaster response and short-term recovery operations in conjunction with local resources. The university may, however, be dependent upon its own personnel and resources in the interval prior to the arrival of help from the usual sources.~~

~~The university is more knowledgeable about its facilities than are other agencies.~~

~~In the event that the university is not affected by the primary disaster, its personnel, and resources may be available to supplement and support local services with direction from the president and/or the director of the Emergency Operations Center.~~

~~DIRECTION AND CONTROL~~

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

~~The location of the primary EOC will be the University Police Department upon activation of this plan.~~

~~The vice-president for university affairs shall be the EOC director and the president's designee for command responsibilities and delegating duties to the other staff members as the emergency situation dictates.~~

~~A secondary EOC may be designated by the EOC director, if necessary, upon activation of this plan and after consideration of the nature of the emergency.~~

The EOC director, or his/her designee, must be present in the EOC as long as the plan is activated. The EOC director will serve as the official source of information to the university response personnel and will represent the university in the coordination of activities with other agencies. To aid the EOC director, representatives of those who are assigned responsibilities in section G. (see Emergency Response Team Members and Responsibilities) will be present in the EOC, as needed, to record and document incoming information and to dispatch information to the appropriate personnel. The Emergency Response Team will coordinate requests for service and assignment of resources.

Warning and Notification This plan will be implemented by the president of the university, or their designee, when information is received from a credible source concerning a potential or actual disaster that requires a positive response by the university. In the absence of the president, the provisions of the president's line of succession in Section H of this policy will determine the line of authority applicable to the implementation of this plan.

Information received shall be verified and evaluated to determine the response required and the division having responsibility for such action. The individual who evaluates the information must have a thorough understanding of the capabilities and responsibilities of each department of the university. An up-to-date call list of persons to be notified during duty hours, after duty hours, weekends, and holidays shall be available to the UPD dispatcher. The prioritized list of individuals to be called will consist of a name and at least two alternate names along with office, home and mobile phone numbers. Changes in the list shall be submitted to the university Chief of Police. The notification procedure is as follows:

UPD will maintain the call list and make the initial notification.

UPD will initially dispatch personnel as necessary until the EOC is established; then control will shift to the EOC director who is responsible for emergency management.

Major problems will be reported to the EOC.

All division/department heads and supervisors are directed to report status of emergency situations directly to the president and/or his or her designee. They will not discuss this status with outsiders, including media, on behalf of the university.

The president will be kept apprised of the status of all emergencies, including what the emergency is, how it began (what caused it), who is involved, if there are injuries, the names of those injured and the extent of injuries, what is happening now, and what help has been summoned. Additionally, what is being done to resolve the emergency.

At the earliest opportunity, the president will meet with the EOC director, and other members of the Emergency Management Team, to evaluate action taken and decide on the most appropriate course of future action.

All contacts from the media will be referred directly to public affairs and the director of the EOC.

~~Public Information All public information shall be provided by or coordinated with the director of public affairs and the director of the EOC. The university Chief of Police will issue press releases concerning criminal or police activities. The designation of a single university spokesperson provides a single point of contact for persons seeking information and provides a single point through which information is released.~~

~~EMERGENCY RESPONSE TEAM MEMBERS AND RESPONSIBILITIES~~

~~University President The president shall be responsible for delegating duties to the other staff members as the emergency situation dictates.~~

~~Vice President for University Affairs Responsible for oversight of EOC activities and shall be the president's designee for command responsibilities and delegating duties to the other staff members as the emergency situation dictates. Keeps the president informed of emergency situation as appropriate.~~

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

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

~~Director of Environmental Health, Safety and Risk Management Responsible for providing EOC director specific information about facilities and existing conditions related to emergency. He/she will work with the Nacogdoches Fire Department and UPD when evacuation is warranted. He/she will assure facilities and buildings are safe before they are restored to service or occupied.~~

~~Director of Public Affairs Responsible for timely and accurate dissemination of information to employees, students, public, campus and external news media, and other stakeholders. Information may be disseminated by a variety of methods, including university web site, e-mail, phone and news briefings. He or she may arrange for photographers to document the disaster after approval from the director of the EOC.~~

~~Director of the University Health Clinic Responsible for determining medical needs, arranging for emergency medical supplies, and establishment of first aid stations in or near affected area, but clear of immediate danger.~~

~~Director of Student Services Responsible for student services and providing meals for students and other University personnel as conditions dictate and coordinating use of his/her facilities as directed by president or the EOC director.~~

~~Hazardous Materials Officer Responsible for providing EOC director with information about locations of hazardous and toxic materials on campus and for serving as consultant to EOC director. The Radiation Safety Officer will monitor radiation sources and report to the Hazardous Materials Officer.~~

~~Director of Housing Responsible for relocation and housing of students.~~

PRESIDENT'S LINE OF SUCCESSION

~~To ensure continuity of university activities during threatened or actual emergencies, the president's line of succession for EOC command is established as follows:~~

~~Vice president for university affairs~~

~~Provost/vice president for academic affairs~~

~~Vice president for finance and administration~~

~~Associate provost/vice president for academic affairs~~

~~Associate vice president for budget and finance~~

~~A list of the president's line of succession for other positions on the Emergency Response Team will be provided by the appropriate directors and be appended to the emergency call list.~~

SUPPORT

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

CITY OF NACOGDOCHES OUTDOOR WARNING SIREN

Locations

~~Sunset Cemetery on North Street~~

~~Fire Station 1 on North Street~~

~~Baseball Park on Old Tyler Road~~

~~Durst Street at Reedy Street~~

~~Fire Station 3 on Old Lufkin Road~~

~~Temple Park on Martin Luther King~~

Center Highway at East Oak Lane

SFA Maintenance Facility

Fire Station 4 at Nacogdoches High School

Power Street Pump Station

Sirens tested first Wednesday of the month at noon.

Sirens sounded if the city is to be impacted by:

A severe thunderstorm warning is placed by National Weather Service

A tornado warning is issued by National Weather System and the city is in its path

A flooding situation and members of the Emergency Response Team believe a warning should be issued.

A hazardous materials event has placed a section of the community in danger.

EMERGENCY ACTION

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

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

Condition 3: refers to a severe weather watch established by the U.S. Weather Service. Such a WATCH may be issued for any of the following conditions:

Tornado watch: Conditions are favorable for tornado formation. The action is to maintain daily routine, notify the appropriate department heads of conditions, and be ready to respond to a warning.

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

Flood watch: Conditions are favorable for rising waters. The action is to maintain daily routine, notify the appropriate department heads of conditions, and notify physical plant.

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

~~Tornado warning: A tornado has been sighted or seen on radar. The action is to notify the Emergency Response Team and place team members on alert status. Maintain the daily routine and notify the appropriate departments to take such action as is required.~~

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

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

Condition 1: indicates any of the following conditions:

A tornado strike

Flash flooding

A major accident or a disaster, man made or natural, occurs without warning

A major fire

An explosion

An electrical blackout (after evaluation by the director of the EOC)

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

~~THE POST-DISASTER ACTIONS WILL CONSIST OF THE FOLLOWING:~~

~~The following list is not in exact order. Actions may begin at any time.~~

~~Check and/or re-establish communications.~~

~~Maintain law and order.~~

~~Perform fire protection and rescue operations.~~

~~Set up triage stations if necessary and assure acceptable health conditions.~~

~~Assess extent of damage.~~

~~Perform emergency clean-up and debris removal.~~

~~Request outside assistance as required.~~

~~Establish controls on critical resources and direct their distribution when necessary.~~

~~Designate restricted areas as necessary.~~

~~Furnish regular status reports to the state Department of Public Safety Disaster District Headquarters, Region Sub 2B in Lufkin, telephone (936) 634-5553, as appropriate.~~

~~Keep employees, students, public, campus and external news media, and other stakeholders informed of conditions. Utilize photographers to document extent of disaster when safe to do so and ordered by the director of the EOC.~~

~~Ensure orderly operations of shelters, provide welfare necessities to the extent possible, and direct all shelter operations.~~

~~Conduct radiological monitoring and notify "Chemtree" (1-800-424-9300) if a hazardous material disaster occurs.~~

~~Examine the disaster area for life safety hazards and assure precautions are taken to protect personnel until normal operations are established.~~

Preface

Stephen F. Austin State University provides this Emergency Operations Plan (EOP) as an all-hazard emergency management guidance document. This EOP is built upon scalable, flexible, and adaptable coordinating systems to align key roles and responsibilities across the university when an emergency occurs, since it is not always obvious at the outset of a seemingly minor event whether the incident will remain minor and contained, or whether it might be the initial phase of a larger and rapidly growing threat. This plan describes both authorities and practices for managing and coordinating the response to incidents that range from the serious but purely isolated, to large-scale incidents and natural disasters.

This plan is founded on the principles of the National Incident Management System (NIMS), which provides a national template that enables federal, state, and local governments and private sector nongovernmental organizations to work together effectively and efficiently.

Implementation of this plan will require cooperation, collaboration, and information sharing among all university departments, as well as with external agencies that may assist the university during major emergencies and disasters.

Definitions

For the purposes of this plan, the following definitions are provided and listed in order of severity:

Critical

Incident - an incident that does not pose a comprehensive and ongoing threat to the university community, and/or the functioning of the institution. Critical incidents may be handled under the Critical Incident Response Plan (CIRP), which is separate from this EOP. When an emergency or disaster occurs, the CIRP will operate as a sub-plan within the EOP. An example would be the report of a missing student.

Emergency - a sudden or unexpected occurrence, or combination of occurrences, that may cause injury, loss of life, destruction of property and creates a disruption of the university's normal operations to such an extent that it poses a threat to the campus community. An example would be a building fire.

Disaster - a sudden, unplanned event with a significant scope of impact involving many people, if not the entire community, and is based on the scope of the event, number of lives impacted, and the devastation of property. An example would be a hurricane.

(Portions of this plan are adapted from the National Response Framework, January 2008.)

EOP Organization

The Stephen F. Austin State University Emergency Operations Plan contains three fundamental elements that follow the format of the National Response Framework:

- *Base Plan,*
- *Support Function Annexes, and*

- *Situational Annexes.*

The Base Plan

The Base Plan describes structure and process using an all-hazards planning approach, and is scalable to an emergency or disaster of any magnitude or geographic size. The Base Plan provides general guidance for primary university resources and outlines the procedures for such major tasks as notification, organizational structure, and emergency operations center coordination. The Base Plan is the fundamental guiding document for all emergency incident and disaster operations, while the annexes may be used to supplement the Base Plan according to the specific situation. The Base Plan may be continually reviewed and is subject to revision.

Functional Annexes

Support function annexes are based on models developed in the National Response Framework and adapted for the specific functions necessary at Stephen F. Austin State University. These annexes provide direction for specific functions during preparedness, response, and recovery phases of an emergency incident or disaster. These annexes do not address specific incidents or disasters, but rather provide a general framework that may be adapted for emergency operations during any type of incident. Functional Annexes may also be continuously adapted based upon the current risks and vulnerabilities of the university.

Situational Annexes

Certain hazards or situations present a greater risk to, or vulnerability for, the university. Situational annexes are specific plans for such incidents. Examples of these situations include a hurricane, a hostile intruder, or a fire. Situational annexes expand on the framework of the Base Plan, and provide additional guidance for responding to specific situations. Situational annexes may also be continuously adapted based upon the current risks and vulnerabilities of the university.

1.0 Purpose

The purpose of the Stephen F. Austin State University Emergency Operations Plan (EOP) is to provide the framework and guidance for emergency operations designed to protect

the faculty, staff, students, and visitors of Stephen F. Austin State University during an incident that could impact the functioning of the university for an extended period of time. To protect the Stephen F. Austin community, the Plan establishes both general and specific responsibilities during emergencies and disasters, and at other times when the Emergency Operations Center (EOC) may be activated.

The EOP addresses specific hazards and provides general guidelines for university operations should emergency situations arise. This plan will not, nor can it be expected to, address every possible emergency situation. Therefore, it encourages generalized preparedness and helps inform university stakeholders of the resources and knowledge they need to prepare.

The EOP is not designed as a shelf plan, but rather a readable working document that is continuously revised through exercises and evaluation.

2.0 Scope

This EOP is designed to address hazards that may affect the university. Through the utilization of an all-hazards planning model, this plan may be used for any type of incident, whether natural, man-made, or technological. This plan applies to all departments, personnel, and agents of Stephen F. Austin State University, although some departments or agencies may have more specific roles and responsibilities within emergency operations.

3.0 Authority

The Stephen F. Austin State University Emergency Operations Plan is based upon the foundations of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), Pub. L. 93-288, as amended, 42 U.S.C. §§ 5121-5207; Homeland Security Presidential Directive 5 (HSPD-5); The Texas Disaster Act of 1975, Tex. Gov't Code §§ 418.001-.191; Tex. Gov't Code §§ 433.001-.007; Executive Order by the Governor, Exec. Order RP32 or current version; Tex. Att'y Gen. Op. No. MW-140 (1980); Hazard Communication Act, Tex. Health & Safety Code §§ 502.001-.019; Texas Hazardous Substances Spill Prevention and Control Act, Tex. Water Code §§ 26.261-.267; Solid Waste Disposal Act, Tex. Health & Safety Code § 361; and the State of Texas Emergency Management Plan (Disaster Plan).

4.0 Situation

1. *Stephen F. Austin State University enrolls more than 12,000 students and employs more than 1,400 faculty and staff. As student enrollment increases, faculty and staff positions may also increase. The university is governed by a Board of Regents appointed by the governor of Texas.*
2. *Stephen F. Austin State University's main campus is located in the city of Nacogdoches, within Nacogdoches County in Eastern Texas. Nacogdoches is a community of approximately 30,000 residents, with population surges during numerous months of the year due to the university population and the local tourism industry.*
3. *The main campus of Stephen F. Austin State University includes approximately 103 buildings across more than 400 acres. In addition, the university owns or leases property and facilities located within other areas of the city of Nacogdoches, including the DeWitt School of Nursing and the Scientific Research Center. Other property and facilities in Nacogdoches County include the Walter Todd Agricultural Research Center and the SFA Observatory. Outside of Nacogdoches County the university operates the Pineywoods Conservation Center in San Augustine County.*
4. *The University operates 15 student residential facilities that can house more than 5,000 students.*
5. *The A.L. Mangham Regional Airport in Nacogdoches is a city-owned facility. Runway 18-36 has an asphalt surface and is 5001 feet x 75 feet in length. It is equipped with a precision instrument approach and is capable of serving aircraft up to larger corporate jets. There is no scheduled commercial service. The most accessible airports capable of handling scheduled commercial flights are East Texas Regional Airport (GGG) in Longview (59 miles), Tyler Pounds Regional Airport (TYR) in Tyler (84 miles), Shreveport Regional Airport (SHV) located in Shreveport, Louisiana (93 miles), and George Bush Intercontinental Airport (IAH) in Houston (130 miles).*

6. *The university is exposed to hazards which have the potential to disrupt normal operations within the university and local community, causing damages and/or casualties.*
7. *The university experiences population surges at numerous times during the year for specific events such as football games, graduation, new student orientations and other events that are hosted on campus from time to time.*

5.0 Assumptions

5.1 Incident Assumptions

1. *An incident that affects the university is likely to also affect the surrounding communities and region. Therefore, the university should plan to manage all incidents with limited or no external resources and assistance for the first 72 hours.*
2. *During an incident, university operations and interests will remain under the coordination and management of the university; therefore, it is necessary to plan accordingly and maintain incident operations until the incident is concluded. Requests for external resources will be forwarded to the appropriate entity as needed.*
3. *An emergency incident or disaster may occur at any time of the day or night, weekend, or holiday, with little or no warning.*
4. *The succession of events in an emergency incident or disaster is unpredictable; therefore this plan should be utilized as a guidance document, and adapted for the specific needs of the emergency incident or event.*
5. *Although Stephen F. Austin State University is more vulnerable to specific hazards, such as severe weather and its consequences, the university must plan to respond using a standard structure and organization to any hazard that may affect the university.*

6. *The fundamental priorities for Stephen F. Austin State University during an emergency incident or disaster are:*
 - A. *The preservation of life and protection of people.*
 - B. *The protection and restoration of property and infrastructure.*
 - C. *Stabilization of the emergency incident or disaster.*
 - D. *Recovery to pre-incident conditions.*
7. *During an emergency incident or disaster, all operations will be coordinated through the Emergency Operations Center (EOC). The EOC will coordinate with other entities as needed.*
8. *Stephen F. Austin State University may seek the advice and guidance of other entities when making emergency management decisions, but reserves the right to make decisions beyond those of other entities.*
9. *Extended incidents that require 24 hour operations will most likely be divided into two (2) operational periods or shifts of 12 hours each. Staffing should be planned accordingly.*

5.2 Plan Assumptions

1. *Stephen F. Austin State University will maintain and disseminate an all-hazard Emergency Operations Plan (EOP). In addition to the EOP itself, the university will educate individual departments and units so that all personnel will be aware of the general framework for responding to emergency incidents and disasters.*
2. *All university departments and units will be familiar with the emergency operations plan, and their specific responsibilities within the plan.*
3. *In addition to this EOP, departments should maintain specific emergency response plans relevant to their area and operations addressing issues that may affect the department. Faculty and staff within each department should*

understand the basic premise of the EOP, as well as any departmental plans so that emergency incident and disaster operations may be conducted in both a timely and effective manner. Departmental plans should address at a minimum:

- A. Evacuation*
- B. Sheltering in Place*
- C. Building Lockdown*
- D. Communication procedures for both dissemination of information to staff and students when needed.*
- E. Actions to be taken to ensure continuity of operations including critical tasks, services, key systems, and infrastructure.*
- F. Methods to ensure that all personnel have been made aware of the plan and the plan is reviewed at least annually.*

The Emergency Management Committee may assist any department with the development of a departmental policy or plan.

- 4. The Emergency Operations Plan will be reviewed and updated at least annually by the Emergency Management Committee. A record of changes will be maintained.*
- 5. The Plan will be exercised at least once annually.*

6.0 National Incident Management System

The National Incident Management System (NIMS) prescribes a national template for responding to major emergencies and disasters. One of the core elements within NIMS is the directive to utilize the Incident Command System (ICS). For incidents that are site specific or limited in scope, the Incident Command System will be utilized with little or no Emergency Operations Center involvement. The University Police Department will most

likely fulfill the ICS structure, although other departments may be involved from time to time.

The decision to operate within the on-scene ICS model, or, to integrate operations into the Emergency Operations Center will typically be determined by:

- 1. Incident Size: If the incident is expanding beyond a limited geographic area the EOC model should be used to manage the incident.*
- 2. Incident Complexity: As more departments and resources are committed to the incident, the university may utilize the EOC to improve communication and coordination.*

Although the ICS model will be incorporated into the response throughout an incident, the system may also be incorporated into the EOC structure. The EOC will increase coordination capabilities and align within any ICS structure.

The use of the Emergency Operations Center to coordinate an incident does not preclude the use of the Incident Command System, but provides the university with improved capabilities to most effectively respond and recover.

7.0 Concept of Operations

- 1. This Plan will be activated when the condition of the university is downgraded from normal. Any member of the Executive Group, in coordination with the Chief of University Police, or designated alternate, may activate the Emergency Operations Plan upon increased threat, or notification of an impending or actual emergency incident or disaster. When activated, the EOP will be utilized as a decision making tool and the framework for general response and recovery coordination.*
- 2. The Emergency Operations Center (EOC) may be activated as needed. Any member of the Executive Group, or the Chief of University Police, may activate the EOC. An EOC activation and its staffing level will be dependent upon the situation. More information*

regarding the Emergency Operations Center is provided within Section 9 of this Base Plan.

3. *When the EOC is activated, the Vice President for University Affairs serves as the Emergency Operations Center Director, and will manage all operations within the EOC, as well as coordinate the deployment of University resources throughout the incident. The EOC Director has authority to deploy any university resources necessary to respond to the incident.*

The Chief of University Police will serve as EOC Director during times that the Vice President for University Affairs is unavailable.

4. *The Public Information Officer will coordinate with the Executive Group and external media sources to ensure accurate and timely release of information.*
5. *All university departments and/or divisions will contribute to the response and recovery as directed, to create an effective operation during emergencies or disasters.*
6. *The Emergency Operations Center will coordinate with technical specialists, such as the National Weather Service, the Texas Division of Emergency Management, and other appropriate agencies to provide specialized information necessary for emergency and disaster operations.*
7. *When the response to an incident exceeds the capabilities of university resources, assistance will be requested from appropriate agencies as needed.*
8. *Support Function Annexes are provided in addition to the Base Plan to provide responsibilities for specific emergency and disaster emergency functions. These annexes will continually be updated and revised. Situational Annexes will also be included that provide detailed response planning for specific incidents.*

8.0 Organization

When the Emergency Operations Center is activated, one or more of the identified groups in this organization may also be activated. Depending on the situation, each group may be partially or fully activated. Similar to the Incident Command System, this organization may be expanded for each incident.

- ***Executive Group:*** *the President, Vice Presidents and other key personnel to make executive decisions and provide general incident oversight.*
- ***Emergency Operations Center Group:*** *identified personnel to manage the incident, provide coordination for the ground operations, and communicate with the Executive Group.*
- ***Operations Group:*** *the departments and personnel that physically provide the services to prepare, respond, and recover from the incident.*
- ***Public Information:*** *Information that must be delivered to the Stephen F. Austin community is managed through this group that is in communication with the EOCG, Executive Group, and Operations Group.*

8.1 The Executive Group

The Executive Group is responsible for major decisions that impact university operations, such as university closure. Additionally, the Executive Group will plan and prioritize the long term recovery efforts following a disaster. The Executive Group will communicate with the Emergency Operations Center, generally through the Vice President for University Affairs, and provide oversight to the Emergency Operations Center Group as needed.

Each member of the Executive Group will identify at least one alternate to serve in his/her absence. The Executive Group is comprised of the following:

- *President*
- *Provost*
- *Vice President for University Affairs*

- *Vice President for Finance and Administration*
- *University Legal Counsel*

Once the Executive Group is convened, they will make decisions as needed in regards to the following:

- *Cancellation of classes*
- *Cancellation of university sponsored events and activities*
- *Closing of non-essential buildings and sending non-essential personnel home*
- *Evacuation of the entire or part of the campus*
- *Closure of the university*

Direction and Succession of the Executive Group

The President will call the Executive Group meetings and provide direction. If the President is not available, the line of succession is as follows:

- 1. Vice President for University Affairs*
- 2. Provost / Vice President for Academic Affairs*
- 3. Vice President for Finance and Administration*

8.2 The Emergency Operations Center Group (EOCG)

The Emergency Operations Center Group will provide staffing in the Emergency Operations Center to represent the primary divisions of the university. The EOCG, through the EOC Director, has the authority to assign university resources and make operational decisions to provide the most efficient response and recovery possible. The Emergency Operations Center Group consists of a primary divisional representative and one alternate.

In accordance with the National Incident Management System, each of the primary university divisions will be referred to as a branch during activation.

The Emergency Operations Center Group members that report to the Emergency Operations Center are dependent on the situation, although each of the following university divisions has a representative identified in the EOCG:

- *Academic Affairs*
- *Finance and Administration*
- *University Affairs*
- *Public Affairs*
- *University Police (Emergency Management)*

Immediately upon notification of an emergency or disaster, the representative of each branch within the EOCG will report to the Emergency Operations Center.

If the primary EOC is not available, a secondary location will be identified.

Once the Emergency Operations Center Group is convened and operating within the EOC, they will make operational decisions for their respective division, coordinate with external resources, provide information to the Executive Group, and maintain continuous operations until the emergency or incident is terminated.

8.3 Operations Group

Although many university departments will most likely be utilized to some degree during a major emergency or disaster, the Operations Group (OG) consists of primary departments that are identified to provide critical services or perform emergency functions. Each member of the Operations Group will coordinate activities through its representative at the Emergency Operations Center, or the Incident Commander. The head of each department represented in the Operations Group will identify an alternate to manage department operations in his/her absence.

The following departments are identified as members of the Operations Group:

- *Information Technology Services*
- *Athletics*
- *Counseling Center*
- *Dean of Student Affairs*
- *Food Services*
- *Health Services*
- *Residence Life*

- *Physical Plant*
- *Environmental Health, Safety, & Risk Management*
- *Student Services*
- *University Police*

Immediately upon notification of an emergency or disaster, the primary representative of each department within the OG will report to their office, where they will communicate with the Emergency Operations Center (Incident Commander during incidents with no EOC activation) and coordinate departmental resources.

8.4 Essential Staff

All university personnel may be requested to work during a major emergency or disaster; however, Essential Staff are those that are more likely to be requested. Essential Staff are those university personnel that work within one of the Operations Group Departments, members of the Emergency Operations Center Group, and other personnel that may be designated as essential by the department Director.

Essential Staff are expected to be directly involved with the response and recovery actions as the result of a major emergency or disaster. Immediately upon notification of an emergency or disaster, Essential Staff should stand-by for specific tasks, or follow department policy with regards to emergencies and disasters. Essential staff should use caution appropriate to the circumstances when reporting to work during emergency or disaster conditions.

Each director of an Operations Group Department is responsible for determining Essential Staff in his/her respective areas. The Director must then ensure that all employees identified as Essential Staff annually review the Emergency Operations Plan and their possible involvement during a major emergency or disaster.

8.5 Operating Within the Incident Command System

During incidents where the Emergency Operations Center is not activated, the Executive Group and Operations Group may be working directly with the Incident Commander. The Incident Command System provides several positions the Incident Commander may designate to order and coordinate resources. The university may choose to expand or condense the structure depending on the incident.

9.0 Emergency Operations Center

The Emergency Operations Center (EOC) serves as the central location for situation assessment, resource coordination, and operational management of an emergency or a disaster. The physical location of the primary Emergency Operations Center is the EOC Room within the University Police Department facility on East College Street.

The Emergency Management Committee, in coordination with other university officials, will identify and maintain alternate emergency operations centers that may be utilized during an incident where the primary facility is inaccessible or damaged.

EOC Activation Levels

Level I - Routine operations; comparable to a normal university condition; EOC is not staffed.

Level II - Minimal staffing; may include limited personnel to monitor a situation or assist in planning and logistics for the on-scene Incident Command System.

Level III - Some staffing to support an expanding on-scene Incident Command System and provide communication to and from the Executive Group.

Level IV - Fully activated; includes staffing with the Emergency Operations Center Group.

The Vice President of University Affairs will serve as the EOC Director during activation and ensure the continuity of EOC operations. The EOC Director has the authority to deploy all necessary University resources to respond to the situation. The Chief of University Police will serve as EOC Director in the absence of the Vice President for University Affairs.

The Vice President of University Affairs, or the Chief of University Police, may open the Emergency Operations Center for situational monitoring or limited operations. The decision to staff the EOC with the EOC Group will be made by the Executive Group or the Vice President for University Affairs.

During incidents that utilize the on-scene incident command model, the EOC may serve as a central coordination point for resource allocation and general planning. In this case

the Chief of University Police will serve as the EOC Director, unless activation of the EOC Group is necessary for extended operations.

During emergency operations, all university departments must submit their requests for external resources to the EOC. The EOC is the single point for coordination with the City, County and State Emergency Operation Centers.

EOC Operations

Set-Up and Readiness:

The Chief of University Police is responsible for the physical set-up of the EOC, including but not limited to computers, telephones, and expendables; and is responsible for maintaining the EOC at a state of constant readiness for activation.,

Direction and Control:

The Vice President for University Affairs is responsible for the direction and control of the EOC as EOC Director when the center is activated.

Activation:

All personnel assigned to the EOC Group are expected to report to the EOC as soon as possible after notification of activation. Should a primary member of the EOC Group be unable to immediately report, the alternate for this position should report instead.

EOC Demobilization

As an incident lessens in scope, the EOC Director may reduce staffing in the EOC based on situational need. The EOC shall remain in operation until the university is placed in a normal condition status.

10.0 University Conditions

The use of a condition status for the university is intended to assist personnel in understanding the risk level of a specific hazard or threat. The Emergency Operations Center and/or the University Police Department will initiate any university condition status change from normal.

Additional status changes may be released by the Emergency Operations Center / Incident Commander as an incident evolves.

Normal Condition

This indicates that the university is operating under normal conditions. There is no special hazard or threat.

Guarded Condition

This indicates that there is some general threat information that may affect the university. Examples include general threats towards a college campus in Texas or natural hazard watch.

Elevated Risk Condition

This indicates that information has been collected in regards to a specific threat directed towards the campus, such as imminent flash floods or specific threats.

High Risk Condition

There is information of an immediate threat on campus including but not limited to hazardous materials release, active shooter, storm, major fire, etc.

11.0 Public Notification and Information

The initial notification of an emergency or disaster will usually be received first by the University Police Department. The University Police Department is the department within the university that is responsible for issuing timely campus alerts in compliance with the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act {20 U.S.C. § 1092(f)}.

The determination of when an alert will be issued will be made on a case-by-case basis and will consider the facts surrounding the incident; including such factors as the nature of the incident, and the imminent or continuing threat to the university community. The University Police Department will make a determination regarding the information presented to help ensure it does not hinder the successful response to an incident, or the investigation of the cause or nature of an incident. Weather alerts may be issued when there is an imminent threat to the safety of the campus community from severe weather.

When a determination is made that an alert should be issued, UPD will inform the campus community by utilizing a number of communication methods. The following are ways in which the campus community may be notified when the incident in question warrants. These methods may be used individually, or in any combination, depending upon the message being conveyed and the nature of the incident prompting the alert.

1. **Emergency Alert Website Activation:** *The emergency alert website, maintained by UPD (<http://www2.sfasu.edu/upd/information.html>) may be activated and as much information as can be concisely presented about the current state of the incident triggering the alert will be posted. When this site is activated, an alert banner is posted on top of each webpage hosted on the main university Web server indicating an alert and directing visitors to the alert Web site. Web pages and Web sites hosted on individual departmental servers do not display this alert banner. The emergency alert Web site will be updated with evolving information as it becomes available and can be shared.*
2. **Campus Alerts System Activation:** *Depending on the incident, the University Police Department will issue text and/or voice messages to all participants registered in the Campus Alerts system. These alert messages will notify the recipients that an event has occurred that requires notification, will contain a very brief description of the event if possible, and will direct them to the emergency alert Web site for details and updates.*
3. **Campus-Wide Broadcast E-Mail:** *E-mail messages may be sent to all faculty, staff, and students via the Stephen F. Austin State e-mail system. These alert messages will notify the recipients that an event has occurred that requires notification, will contain a very brief description of the event if possible, and will direct them to the emergency alert Web site for details and updates.*
4. **Call Center Activation:** *When needed, an informational Call Center will be activated as soon as possible to field telephone calls relative to the alert issued. This call center is located adjacent to the primary EOC in the University Police facility and is staffed by pre-designated staff members. Once the Call Center is active, the telephone number assigned to the center will be posted on the alert Web site.*
5. **Non-alert related communications** *will be handled through the Office of Public Affairs in coordination with the Executive Group, Emergency Operations Center, or the Incident Commander.*
6. **In the event of an expanded incident,** *the Office of Public Affairs, in coordination with the Emergency Operations Center, may establish a Joint*

Information Center to handle media inquiries. The Joint Information Center will be established by the Office of Public Affairs and located at the Baker Pattillo Student Center Theater unless an alternate location is necessary.

12.0 Plan Annexes

The Base Plan is intended to provide the general framework based on an all-hazards planning model. The general response roles and responsibilities of the Base Plan provide basic guidelines to ensure that the university is prepared to respond to any major emergency or disaster. Annexes expand on the information provided in the Base Plan to outline more specific responsibilities.

Functional Annexes

Specific functions that support the Base Plan can be defined and associated roles and responsibilities assigned to individual departments within the university. Each Functional Annex is constructed as a supplement to this Base Plan.

Situational Annexes

Additionally, specific hazards that present a significant risk or vulnerability may have specific plans to provide more detailed guidance than the Base Plan provides. Each Situational Annex is constructed as a supplement to this Base Plan.

13.0 Preparedness

Although the majority of the Emergency Operations Plan discusses response mechanisms and procedures, the ultimate resilience and capability of the university to respond is dependent upon the preparedness of all students, faculty, staff, and departments.

The University Emergency Management Committee is the point of contact for all emergency management programs, including preparedness. In coordination with various university departments, the Emergency Management Committee will help ensure the following preparedness mechanisms are completed on a continual basis:

Emergency Exercises

Exercises are fundamental to the university's emergency preparedness program. Exercises test plan elements, as well as the university's ability to respond to specific

incidents. The Federal Emergency Management Agency identifies four types of exercises, each with a significant degree of complexity and involvement. The university will conduct at least one emergency table-top exercise per year. The university should conduct a functional or full-scale exercise at least once every five years. Exercises should involve members of the Executive Group.

Plan Maintenance

The plan should be reviewed at least annually and updated when needed. This annual plan maintenance may be completed following the exercise schedule.

Maintain Record of Incident Command System Training

The Chief of University Police serves as the Emergency Management Coordinator, and will ensure that sufficient training courses are offered in Incident Command, and ensure that the university complies with standards established through National Incident Management System guidance documents.

The Emergency Management Committee, chaired by the Vice President for University Affairs, will meet regularly and provide oversight for the emergency management program.

Departmental Responsibilities

All university Departments should continually maintain preparedness via the following actions at a minimum:

- Review this Emergency Operations Plan and applicable annexes at least annually and provide recommendations to the Emergency Management Coordinator to be considered in the annual review/revision.*
- Compile and maintain an active call/contact list with current phone numbers of all personnel within the department.*
- Provide clear lines of succession identifying personnel that may fulfill the department head's role should they be absent during a major emergency or disaster.*

- *Train employees on basic preparedness procedures and general departmental plans for responding to an emergency.*
- *Identify program weaknesses and make recommendations to the university Emergency Management Coordinator.*

14.0 Recovery Actions

Recovery from a major emergency or disaster will most likely begin while response activities are still being conducted. Recovery actions involve the development, coordination, and execution of university restoration. Examples of recovery actions may include debris removal, damage assessment, and re-opening of non-critical facilities.

Damage assessment is a critical process in any disaster; additionally an accurate damage assessment is critical to obtaining reimbursement during a state or federally declared disaster. Therefore, damage assessments should begin as soon as possible.

During and following larger incidents, Damage Assessment is the responsibility of the Physical Plant Department, although personnel to physically conduct the damage assessment may be provided by various departments within the university. During the damage assessment, the extent of the damage and estimated repairs will be reported to the Emergency Operations Center as long as the EOC remains activated. After the EOC is demobilized, these reports will be made to the Executive Group through the Vice President for Finance and Administration.

Essentially, recovery resources will be handled in the same manner that response resources are managed.

The two elements of recovery that are reserved for the Executive Group include:

1. *Determining when to terminate the incident.*
2. *Determining when to return the university to normal condition.*

15.0 Post-Incident Actions

Following each major emergency or incident, the university will conduct a debriefing to identify major weaknesses, strengths, lessons learned, and best practices. The initial

debriefing should occur not less than twenty-four hours, but not more than one week following the conclusion of an incident.

Following the debriefing, the Emergency Management Coordinator will ensure that an After Action Report (AAR) is drafted, reviewed, and distributed. Elements discussed in the AAR and debriefing(s) will be applied to improve the university's emergency management program and Emergency Operations Plan.

Cross Reference: *Stafford Act, Pub. L. 93-288, as amended, 42 U.S.C. §§ 5121-5207; Homeland Security Presidential Directive 5, HSPD-5; Texas Disaster Act of 1975, Texas Gov't Code §§ 418.001-.191 et seq.; Tex. Gov't Code §§ 433.001-.007; Executive Order by the Governor, Exec. Order RP32 or current version; Tex. Att'y Gen. Op. No. MW-140 (1980); Hazard Communication Act, Tex. Health & Safety Code §§ 502.001-.019; Texas Hazardous Substances Spill Prevention and Control Act, Tex. Water Code §§ 26.261-.267; Solid Waste Disposal Act, Tex. Health & Safety Code § 361; Texas-Tex. Education-Educ. Code §§ 51.201-.211 et seq.; The Texas Emergency Management Plan, Governor's Division of Emergency Management; Employee Safety Manual / Emergency Management Plan*

Responsible for Implementation: President

Contact for Revision: Chief of Police; ~~Director, Environmental Health, Safety, and Risk Management~~ Vice President for University Affairs

Forms: None

Employee Terminations and Transfers (E-18)

Original Implementation: Unpublished

Last Revision: ~~July 10, 2007~~ July 20, 2010

It is preferred that employees give at least two (2) weeks notice to their supervisors prior to termination or retirement from the university or transfer to another department. Supervisors are responsible for immediately notifying Human Resources of all faculty, staff, graduate assistant terminations, retirements, and transfers. Notification will be accomplished through completion of a Personnel Action Request (PAR), see policy E-30, and the "Administrative Account Disablement" form, (available *on-line* as a business form through the www.sfasu.edu Web site).

Timely notification must be given to *Human Resources* prior to the termination, retirement, or transfer date preferably in the last week of employment, but must be given no later than the day the employee leaves his/her department. The purpose of this notification action is to alleviate security risks and prompt the termination of accounts such as email, long distance access, internet connectivity, purchasing privileges, ~~HRS, FRS, and SIS~~ computer system access and building access. This notice also alerts certain departments to verify whether or not the employee has outstanding financial matters to be resolved. If the employee has any outstanding debts to the university, the employee's department should notify Human Resources and/or payroll immediately so that the matter can be reviewed. Early notification will not terminate an employee's accounts until the effective date. The PAR notification process should be started as soon as possible to allow for routing through the appropriate channels for signature.

Failure to notify Human Resources in a timely manner may cause the employee's department to be charged for the employee's benefits unnecessarily *since employees continue to have benefits unless proper and timely notification has occurred*. All employees leaving the employment of the university are required to complete a checkout procedure with Human Resources.

As part of the exit process, the department in which the employee works must administer a departmental exit process to finalize business matters involving the terminating or retiring employee. A departmental checklist form is available on-line at <http://www2.sfasu.edu/personnel/ExitFormsLinkPage.htm> to assist the department in accomplishing this task. The departmental checkout form is to be signed by the department head, the employee and forwarded to Human Resources for the employee's personnel file. Human Resources will verify whether or not all departmental business is cleared such as keys collected, credit cards returned, uniforms returned, files and

equipment returned, time sheet signed and that the Administrative Account Disablement form and the PAR have been submitted.

Employees leaving the employment of the university are required to complete an exit interview or checkout procedure with Human Resources and clear all outstanding financial matters prior to their exit interview.

The employee should contact Human Resources to schedule an exit interview, but it is the department head's responsibility to ensure that the terminating employee has scheduled an exit interview no later than the last day of employment.

It is to the employee's benefit to have an exit interview where they will obtain information about their retirement funds, discuss benefits and make arrangements for their last paycheck. It is important that a forwarding address be given to Human Resources so that the employee's W-2 and COBRA (health care continuation) information can be sent to them. The employee will be given an opportunity to complete a separation questionnaire during the exit interview.

Cross Reference: Non-Academic Employee Handbook

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources

Forms: Personnel Action Request, see Index E-39; Employee Checkout Form

(available in ~~Human Resources~~ at

<http://www2.sfasu.edu/personnel/ExitFormsLinkPage.htm>), Administrative Account

Disablement (available at ~~www.sfasu.edu~~ <https://apache.sfasu.edu/par/website>)

Firearms, Explosives and Ammunition (D-14)

Original Implementation: Unpublished

Last Revision: ~~July 10, 2007~~ July 20, 2010

Firearms, ammunition, explosive devices, or illegal knives may not be brought on to the campus of Stephen F. Austin State University or any property which is owned, leased, or operated by the university, or a passenger vehicle which is owned, leased, or operated by the university, without the written permission of the president.

Requests for permission to bring any of the above-listed items on campus must be submitted in writing to the president. The president will advise the university police chief and the director of *environmental health, safety & risk management* ~~safety~~ of requests for permission which has been granted as outlined herein.

Cross Reference: ~~Sec. 46.03, Texas Penal Code~~ *Tex. Penal Code § 46.03*

Responsible for Implementation: President

Contact for Revision: General Counsel

Forms: None

Historically Underutilized Businesses (C-16.5)

Original Implementation: August 2, 1994

Last Revision: ~~April 21, 2009~~ July 20, 2010

MISSION

The mission of the Stephen F. Austin State University Historically Underutilized Business (HUB) program is to insure that all vendors, including Historically Underutilized Businesses, receive full and equal opportunity to participate in contracting opportunities through race-, ethnic-, and gender-neutral policies.

~~COMMITMENT~~ GOAL

In accordance with Texas Government Code § 2161 and 34 Texas Administrative Code §§ 20.11-.28, Stephen F. Austin State University will make a good faith effort to utilize Historically Underutilized Businesses (HUBs) in contracts for construction, services, including professional and consulting services, and commodities contracts. The university is committed to making a good faith effort to increase business with HUBs by setting goals that recognize both underutilized and overutilized businesses identified in the State of Texas Disparity Study.

Heavy Construction other than building contracts:

Underutilized Goals - 6.6% (BL, HI, AS, AI)

Overutilized Goals - 5.3% (WO)

Building Construction including general contractors and operative builders contracts:

Underutilized Goals - 25.1% (BL, HI, WO)

Overutilized Goals - 1.0% (AS, AI)

Special Trade construction contracts:

Underutilized Goals - 47.0% (BL, HI)

Overutilized Goals - 10.2% (AS, AI, WO)

Professional Services Contracts:

Underutilized Goals - 18.1% (BL, HI, WO)

Overutilized Goals - 1.9% (AS, AI)

Other Services contracts:

Underutilized Goals - 33.0% (BL, HI, AS, AI, WO)

Overutilized Goals - None

Commodities contracts:

Underutilized Goals - 11.5% (BL, HI, WO)

Overutilized Goals - 1.1% (AS, AI)

AI-American Indian AS-Asian American; BL-Black American; HI-Hispanic American; WO-Woman

ADMINISTRATION

The director of Procurement and Property Services shall serve as the official HUB coordinator, executing all responsibilities associated with the position, and ensuring full participation in the HUB program by the Procurement and Property Services Department and that purchasing policies are written to ensure HUBs have maximum opportunity to participate in all procurement opportunities.

~~GOALS~~ OBJECTIVES

In development of a HUB plan in accordance with Texas Government Code, Section 2161.123, the university has established the following ~~goals~~*objectives* and specific programs *in support of our stated goal*.

~~Goal~~Objective #1

The university will ensure that best value procurement policies regarding solicitations are written to meet or exceed the state's HUB solicitation requirements.

- A. Solicitations over \$5,000, but less than \$25,000 will include a minimum of three informal solicitations, with no less than 50% being HUB's
- B. Solicitations over \$25,000 will include a minimum of five formal solicitations, with no less than 50% being HUB's.

- C. Formal solicitations will be posted to the Procurement Department web site *unless Procurement Services determines that no value is added by the posting.*
- D. Solicitations exceeding \$25,000 will be posted to the ~~Texas Marketplace~~ *Electronic State Business Daily (ESBD) unless Procurement Services determines that no value is added by the posting.*
- E. Solicitations \$100,000 and greater will require a HUB Subcontracting Plan (HSP) to be submitted ~~as required by 34 TAC Section 20.14. See Goal #3~~ *unless the HUB coordinator makes a determination that HUB subcontracting is not probable.*
- F. ~~Solicitations \$50,000 to \$100,000 will be reviewed for subcontracting opportunities, and if appropriate, the solicitation will require a HUB Subcontracting Plan (HSP) to be submitted in accordance with the TPASS HUB Subcontracting Plan requirements.~~
- F. Opportunities for subcontractors will be posted on the SFA Procurement web-site and on the ~~Texas Marketplace~~ *ESBD, as required upon request by prime contractors contracts.*
- G. ~~Tabulations for all formal and informal solicitations will be sent to all participating vendors after award, so that HUBs can see how their pricing compared to the awarded vendor.~~

~~Goal-Objective #2~~

The university will pursue various forms of outreach to identify HUB vendors and non-certified minority and women-owned businesses with which to develop a business relationship. Non-certified minority and women-owned businesses will be advised of and/or assisted with the state's certification process.

- A. The university Procurement Department will host a vendor fair at which vendors across the state will be invited to participate. Vendors will be provided with information regarding how to do business with the university, as well as information about the HUB certification process, and other state rules and guidelines. The university campus, other state agencies, ISD's, and city and county governments will be invited to attend. HUB vendors will be clearly identified on their company label and in the program. Other state agencies will be invited to co-host and attend.
- B. The HUB coordinator and/or assistant HUB coordinator will attend and participate in economic opportunity forums in the Houston, Dallas and Austin Metroplexes and East Texas. HUB vendor information from these forums will be disseminated to ~~all Procurement Department buyers/purchasers as well as~~ *targeted end users, as appropriate.*
- C. The university Procurement Department will utilize the HUB directory provided by TPASS on-line when soliciting potential suppliers and subcontractors for commodities, services, and construction contracts.

~~D. The HUB Coordinator and/or Assistant HUB Coordinator will work with the local chamber and other minority chambers and/or business organizations to present upon request a seminar on how to do business with the university. The seminar will include the university's HUB program and information about the HUB certification process.~~

~~E.D.~~ The university Procurement Department will send a mail piece to all new Texas vendors added to the university's vendor database advising them of the State's HUB certification process.

~~E.E.~~ The university will host quarterly Supplier Showcases at which HUB vendor(s) will be invited to present their business to appropriate personnel from the procurement office as well as end users with delegated purchasing authority. When appropriate, contracted construction managers or architect/engineers will be invited to attend.

F. The university will work with prime contractors assisting them in identifying HUBs, providing lists of potential subcontractors from the TPASS Centralized Master Bidder's Lists *where appropriate*, and posting subcontracting opportunities on the *ESBD and SFA Web site upon request*.

G. *The HUB coordinator and assistant HUB coordinator actively participate in the Texas Universities HUB Coordinators Alliances, learning and sharing best practices and lessons learned from other higher education agencies. One or two HUB vendors are spotlighted at each of these quarterly meetings.*

~~Goal~~ Objective #3

Stephen F. Austin State University will seek to contract with HUBs indirectly through subcontracting opportunities in accordance with Texas Government Code, Chapter 2161, Subchapter F and Commission HUB Rules, 34 TAC Section 20.14.

A. Solicitations \$100,000 or greater will include the TPASS HUB Subcontracting Plan (HSP) requirements *unless the HUB Coordinator determines that HUB subcontracting is not probable*. Respondents will be required to submit a HUB Subcontracting Plan (HSP) as required by the solicitation documents in order for the response to receive consideration.

B. Cooperative and emergency procurements completed without a solicitation and valued at \$100,000 or greater will include HUB Subcontracting Plan (HSP) requirements *unless the HUB coordinator determines that HUB subcontracting is not probable*.

C. Contractors will be provided information about the university's mentor-protégé program at pre-bid conferences ~~and/or at the time of award of~~ *where the expected contracts valued at* \$100,000 or greater.

- D. ~~Construction contracts will require the prime contractor to provide subcontractor bid opportunities to the HUB Coordinator for posting on the SFA Procurement Web site and on the Texas Marketplace.~~ *The assistant HUB coordinator will monitor HUB subcontracting plans and attend regularly scheduled prime contractor meetings to ensure compliance with HUB subcontracting plans and provide assistance to prime contractors as needed.*

~~Goal-Objective #4~~

The ~~u~~University will establish educational training for personnel making procurement decisions to assure compliance with stated objectives

- A. The university Procurement Department will conduct training seminars for all campus departments advising them of all current purchasing policies and procedures, including HUB good faith effort requirements.
- B. ProCard training will include an emphasis on the need to make small purchases from HUBs.
- C. ~~The Procurement Department will use the TPASS listing to provide HUB resources for SFA departments.~~ *disseminate information about HUB vendors to SFA departments by phone in daily conversation and through campus email lists as appropriate.*

~~Goal-Objective #5~~

The ~~u~~University will gather HUB data to comply with state reporting requirements.

- A. Semi-annual and annual report data will be submitted within the timeframe and in the format required by TPASS.
- B. Semi-annual and annual reports will be scrutinized closely for correct vendor number data.
- C. HUB Subcontracting information will be compiled on a monthly basis and reported semi-annually and annually.
- D. ~~Monthly HUB reports will be submitted to the President.~~ *vice president of finance and administration of the u*University providing HUB expenditure data for each vice presidential division and including individual department contributions to the ~~u~~University's overall HUB percentage.

~~Goal-Objective #6~~

The university will maintain a program to foster long-term relationships between leaders of mature established companies and emerging minority and women owned companies

(that are HUB certified or eligible to be HUB certified) in order for the latter to benefit from the knowledge and experience of the established firm.

- A. The university offers a Mentor-Protege program patterned after the TPASS program and in accordance with Government Code § 2161.065.
- ~~B. The university will sign Memorandums of Understanding with organizations such as SCORE and the Angelina Procurement Assistance Center to assist in developing the mentor-protégé agreement and analyzing the protégé's business plan.~~
- ~~C.~~B. The university's Mentor-Protégé program will be advertised at all HUB Economic Opportunity Forums attended.
- ~~D.~~C. Vendors with whom expenditures of \$100,000 or more are recorded annually will receive an annual mailing with information about the university's mentor-protégé program requesting that they consider participating.

Cross Reference: ~~Texas Government Code § 2161~~ *Tex. Gov't Code § 2161*; ~~Texas Administrative Code §§ 20.11-.28~~ *34 Tex. Admin. Code §§ 20.11-.28*; ~~Policy C-7~~, Best Value Procurement (C-7)

Responsible for Implementation: Vice President of Finance and Administration

Contact for Revision: Director of Procurement and Property Services/HUB Coordinator

Forms: None

Human Research Subjects Protection (A-62)

Original Implementation: April 30, 2002

Last Revision: ~~October 30, 2007~~ July 20, 2010

I. Introduction

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

~~B. The university bears the responsibility for complying with appropriate federal, state, and local laws, including regulations by and gives assurance that it will comply with the Department of Health and Human Services (DHHS) regulations for the Protection of Human Subjects in Research (45 CFR Part 46, as amended), which include additional protections for specific groups involved in research, such as pregnant women, children, prisoners, and persons confined to facilities where the individual's freedom of movement might be restricted. Documentation of procedures is required for all protocols that are government funded.~~

~~C. Therefore, the university has set forth the following policy and principles, which should be interpreted in the context of SFA follows the ethical principles regarding all research involving humans as subjects as set forth in the report of the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research, entitled Ethical Principles and Guidelines for the Protection of Human Subjects of Research (the "Belmont Report"), and in the Code of Federal Regulations (CFR).~~

II. Institutional Policy

~~It is the policy of the university that a~~ All research and research-related activities, ~~in which involving humans are used as subjects, shall be subject to reviewed under current DHHS regulations by an~~ the university's Institutional Review Board (IRB). A human subject is defined as a living person about whom an investigator conducting research obtains a) data through intervention or interaction with the individual (e.g., surveys, interviews) or b) identifiable, private information.

For purposes of this policy,

~~B. R~~ research means a systematic investigation, ~~including research development, testing and evaluation,~~ designed to develop or contribute to generalizable knowledge that can be generalized (expressed, for example, in theories, principles, and statements of

relationships). ~~Research is usually described in a formal protocol that sets forth an objective and a set of procedures designed to reach that objective.~~

~~C. This policy does not apply to~~ Program assessment or evaluation, journalistic inquiries, and activities designed to ~~that~~ gather information about specific topics which ~~are~~ do not generalize beyond the scope of ~~the~~ an investigation ~~are not considered research appropriate to IRB review.~~ (See also Section VI. Exempted Research)

~~D. Except for research in which the only involvement of human subjects is in one or more of the categories specifically exempted by this policy, all research projects involving human subjects, and all other activities which even in part involve such research conducted, on or off campus, must be approved by the IRB acting in whole or in part if any of the conditions below are met:~~

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

III. Guiding Principles to the Ethical Use of Human Research Subjects

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

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

~~C. The direct or potential benefits to the subject or the importance of the knowledge to be gained must outweigh the inherent~~ potential risks to the individual. *No human subject can participate in a research project until the IRB has approved the research protocol and informed consent has been obtained from the subject.*

~~D.~~ Participation in projects must be voluntary, and informed consent *must be* must be obtained from all subjects; unless this requirement is specifically waived by the Institutional Review Board (IRB) as provided in 45 CFR 46.116(c). To obtain the A subject's informed consent, the researcher *must be obtained through methods that are use methods that are in accordance consistent with the requirements of federal law* (45 C.F.R. §§ 46.116-.117 and 45 CFR 46.117) and adequate and appropriate to the risks of the project.

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

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

~~G.~~ *The principal investigator has the obligation of Ssafeguarding information obtained as part of a research project about an individual that has been obtained in the course of an investigation is a primary obligation of the investigator.* When the *principal* investigator is a student, *the faculty sponsor is responsibility* for the conduct of the research and the supervision of human subjects *lies with the faculty sponsor.*

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

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

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

~~K.~~ All approved research is ~~subject~~ *open* to continuing review at intervals appropriate to the degree of risk, but not less than once per year.

~~In all cases, the investigator should show practical regard for the SFASU community, recognizing that violations of the ethical and legal standards incorporated in this statement of principles (for example, concerning confidentiality, informed consent, debriefing, and regard for the health, safety and welfare of all human subjects) could impugn the investigator's own name and reputation and the reputation of the university.~~

~~The~~ *No* investigator ~~does not~~ *can* abdicate ethical and legal responsibility merely by complying with this ~~protocol~~ *policy*. It is always the responsibility of the investigator to obtain clearance from the IRB prior to the initiation of any research activity involving the use of human subjects. Failure to ~~do so~~ *obtain IRB clearance* may result in ~~personal~~ *the imposition of* restrictions on the investigator's research activities at SFA of such individuals, as well as potentially endanger all federal funding to the university.

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

IV. IRB Membership and Institutional Responsibilities

~~SFASU has established an~~ *The Institutional Review Board for the Protection of Human Subjects in Research (IRB) at SFA* which has the responsibility and authority to review, approve, disapprove, or require changes in ~~appropriate~~ research activities involving human subjects.

~~The IRB shall have direct jurisdiction over all human subject research activities of SFASU faculty, staff, and students.~~

The IRB shall have at least six members: one community representative not associated with the university, four faculty members knowledgeable about applicable laws and standards of professional conduct and practice in the use of human subjects in research, and one faculty member from a non-scientific department. All members are appointed by the president of the university for indefinite terms. *The IRB may, at its discretion, invite individuals with competence in special areas to assist in the review of complex issues, but these individuals shall have no voting rights.* The IRB chair is ~~selected and~~ appointed by the president of the university from among the faculty members on the IRB. *Whenever possible, the chair of the IRB shall be granted a one course release each semester.*

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

~~B. Whenever possible, the chair of the IRB will be granted a one course release each semester in order to assure sufficient staff to support the committee's review and recordkeeping duties.~~

~~C. The IRB will~~ *shall* meet once each month or as needed ~~with due regard for~~ *to ensure* a thorough ~~but~~ *and* speedy assessment of applications.

An expedited review procedure is possible for ~~those~~ applications ~~which~~ *that* involve ~~no more than~~ minimal risk to subjects and ~~also~~ *that either* fall under one of the research categories eligible for expedited review or fall under the categories exempted by federal

regulations. *A risk is considered minimal when the harm anticipated in the proposed research is not greater in either probability or magnitude than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests.*

~~D.~~Final determination as to whether a specific project is eligible for expedited review can only be made by the IRB.

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

~~F.~~The IRB ~~will~~ *shall* weigh the following primary factors in making its determination *whether to approve a proposal*:

1. That the rights and welfare of the subjects ~~will~~ *shall* be adequately protected. ~~Each project will~~ *shall* be scrutinized with the interests of the subjects foremost in consideration. ~~No procedures shall be followed that would result in unnecessary or unacceptable risks to the subjects. Appropriate safeguards and emergency measures must be provided.~~
2. That the risks to the subjects are reasonable in relation to anticipated benefits. ~~The project protocol will be evaluated to determine if the risks to subjects are reasonable in relation to the anticipated benefits, if any, to the subjects and the importance of the knowledge that may reasonably be expected to result. The IRB expects that human subjects will not be utilized in projects which *that* are poorly designed. However, the responsibility for monitoring research design lies primarily with the appropriate department chair, division director, or faculty sponsor.~~
3. That the informed consent of subjects ~~will~~ *shall* be obtained by adequate and appropriate methods.
3. -

~~G.~~It is the responsibility of a faculty/staff member to monitor classroom projects of their students that involve human subjects, and to consult with the IRB on projects that involve human subjects.

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V. Informed Consent

The legal age of consent for research purposes in the State of Texas is eighteen (18) years old. For human subjects under 18, consent must be given by a legally authorized representative, an individual or judicial or other body authorized under applicable law to consent on behalf of a prospective subject to the subject's participation in the research procedure(s). If the subject is a minor, written consent by a legally authorized representative is required unless waived by the IRB. Such waivers shall be granted by the

IRB only if the principal investigator can provide adequate justification for the request [45 C.F.R. § 46.116(c)] and demonstrate assent of the child, unless the IRB acknowledges the child is incapable of giving assent.

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

~~C.~~The information ~~given~~ *provided* to the subject or to the subject's legally authorized representative must be in simple, easily understood language. If the *human* subject ~~population~~ *is* ~~does not understand English-speaking~~, the informed consent must be presented in ~~whatever the appropriate language is appropriate.~~

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

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

~~D.~~~~No~~ *Informed consent, whether written or oral, may* ~~cannot~~ waive or limit in appearance or in fact; ~~the~~ *a human* subject's legal rights, including any release of the institution or its agents from liability for negligence.

~~E.~~~~Specific~~ *Requirements and guidelines for informed consent and guidelines can be found on* ~~obtained from~~ the Office of Research and Sponsored Programs (ORSP) ~~web site at~~ www.sfasu.edu/orsp.

VI. Expedited Review

~~A.~~~~Certain~~ ~~DHHS~~ regulations recognize that there are certain categories of research which involve procedures which pose no more than minimal risks to subjects and for which clear standards can be set. Accordingly, ~~r~~research projects which fall under one of the categories listed below will be eligible *may be eligible* for expedited review. *In making this determination,* ~~T~~he research protocol ~~will~~ *shall* be reviewed by the IRB chair and/or ~~one or more~~ experienced IRB members selected by the chair. This ~~group will exercise all~~

~~of the authorities of the IRB except that the reviewers is limited to the question of whether an expedited review is appropriate and may not disapprove the research.~~

~~B. Listed below are six categories of research can be considered for subject to expedited review. ORSP maintains a list of In addition, there are five additional five categories in the subject to expedited review which involve medical, dental, and pharmacological areas research but these are handled through a different process. Research protocols that qualify for -Information on these five categories is available from ORSP. Expedited review by the IRB will be given only for research protocols that fall under one of the following categories are the following.~~

1. Minor modifications or additions to existing approved studies.
2. Research on individual or group behavior or characteristics of individuals (including, but not limited to, research on perception, cognition, motivation, identity, language, communication, cultural beliefs or practices, social behavior, game theory, and test development); ~~or~~ research employing survey, interview, oral history, focus group, program evaluation, human factors evaluation, or quality assurance methodologies, when the investigator does not manipulate subjects' behavior ~~or and the research will not~~ involve stress to the subjects.
3. The study of existing data, documents, records, pathological specimens, or diagnostic specimens.
4. Collection of data from voice, video, digital, or image recordings made for research purposes. ~~(e.g., investigations of speech defects).~~
5. Moderate exercise by healthy volunteers.
6. Recording of data from subjects 18 years of age or older using noninvasive procedures routinely employed in clinical practice.

VII. Exempted Research

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

~~It is the department chair's of the academic unit responsibility, in consultation with an the IRB contact person as needed, is responsible to for determining whether a research projects falls within one of the following the following categories of exempted categories: ion:~~

- A.1. Research conducted in established or commonly accepted educational settings; ~~that involving normal common educational practices; such as research on:~~
 1. regular and special education instructional strategies; or
 2. the effectiveness of or the comparison among instructional techniques, or curricula

~~B.2.~~ Research involving the use of educational tests (*e.g.*, cognitive diagnostic, aptitude, achievement), ~~if where~~ information ~~taken from these sources~~ is recorded in ~~such a manner that~~ *does not identify* subjects ~~cannot be identified~~, directly or ~~through identifiers linked to the subjects~~ *indirectly*.

•3. Research involving survey or interviewing procedures, except where any of the following conditions exist:

- ~~a.~~ responses are recorded in ~~such a manner that~~ the subjects can be identified, directly or ~~through identifiers linked to the subject~~ *indirectly*;
- ~~2.b.~~ the subject's responses, if they become known outside the research, could reasonably place the subject at risk of criminal or civil liability or be damaging to the subject's financial standing or employability;
- ~~3.c.~~ the research deals with sensitive aspects of the subject's own behavior, such as illegal conduct, drug use, sexual behavior, or use of alcohol; ~~or~~
- ~~4.d.~~ the research involves the use of children, minor--age students, or other vulnerable groups as subjects.

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

4.

~~E.5.~~ Research involving the observation (including observation by participants) of public behavior, except where any of the following conditions exist:

- ~~1.a.~~ observations are recorded in ~~such a manner that~~ the subjects can be identified, directly or ~~through identifiers linked to the subjects~~ *indirectly*;
- ~~2.b.~~ the observations recorded about the individual, if they become known outside the research, could reasonably place the subject at risk of criminal or civil liability or be damaging to the subject's financial standing or employability;
- ~~3.c.~~ the research deals with sensitive aspects of the subject's own behavior such as illegal conduct, drug use, sexual behavior, or use of alcohol; ~~or~~
- ~~4.d.~~ the research involves the use of children, minor--age students, or other protected or vulnerable groups as subjects and the *principal* investigator is a participant in the activities being observed.

~~F.6.~~ Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the *principal* investigator(s) in ~~such a manner that~~ subjects cannot be identified, directly or ~~through identifiers linked to the subjects~~ *indirectly*.

~~G.7.~~ Research and demonstration projects ~~which that~~ are conducted by or subject to the approval of the ~~Department of Health and Human Services~~, and which are designed to study, evaluate, or otherwise examine:

- ~~1.a.~~ programs under the Social Security Act; or other public benefit or service programs;
- ~~2.b.~~ procedures for obtaining benefits or services under those programs;
- ~~3.c.~~ ~~possible~~ changes in or alternatives to those programs or procedures; ~~or~~

4.d. possible changes in methods or levels of payment for benefits or services under those programs.

VIII.—Definition of Terms

A. Research means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge (expressed, for example, in theories, principles, and statements of relationships). Research is usually described in a formal protocol that sets forth an objective and a set of procedures designed to reach that objective.

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

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

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

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

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

Application procedures, explanation of IRB procedures and requirements for approval, and IRB forms are located on the ORSP web site at www.sfasu.edu/orsp.

Cross Reference: Ethical Principles and Guidelines for the Protection of Human Subjects in Research: The Belmont Report; Title 45, Part 46 of the Code of Federal Regulations, as amended. 45 C.F.R. §§ 46.101-.505

Responsible for Implementation: President; Provost and Vice President for Academic Affairs

Contact for Revision: ~~Associate Vice President for Graduate Studies and Research~~
Director, Office of Research and Sponsored Programs

Forms: None

Policy Deleted July 20, 2010

Information Technology Services (F-9)

Original Implementation: December 8, 1987

Last Revision: July 13, 2006

As an integral part of its mission to provide administrative and academic computing services to all campus users, Information Technology Services provides, in addition to its major functions, the services described below.

Academic Assistance

Academic Support in the Information Technology Services provides assistance to faculty members and graduate students in the use of University computing resources. Assistance is provided, but not limited to, the areas listed below.

1. Desktop and laptop computer installation and configuration
2. Network connections (wired or wireless)
3. Individual consultation

Computer Printout

Computer printouts for academic and administrative users will be placed in the output boxes located in the hall outside room 113 of the Computer Center. Any problems incurred should be reported to x1110.

Lists and Labels

Requests for labels and e-mail lists in unrestricted files are made by a form which includes the name of the file, the name and number of the account to be charged, person to be notified when work is completed, quantity requested, and date desired. E-mail addresses can be delivered as a list of individual addresses, or optionally as a distribution list. A cost of two cents per label will be charged to the account specified on the request form. A media charge of \$2 will apply for all lists provided on diskette.

Source of Authority: Vice President For Finance and Administration

Cross Reference: None

Contact for Revision: Director of Information Technology Services

Forms: None

Interagency and Interlocal Contracts (C-18)

Original Implementation: Unpublished

Last Revision: ~~July 10, 2007~~ July 20, 2010

INTERAGENCY – 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 Agreement.

~~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.

For some large dollar interagency ~~and interlocal~~ contracts, board approval may be required; see Policy D-20.5, Items Requiring Board of Regents Approval.

~~SFA AS THE RECEIVING AGENCY~~

A requisition must be submitted to initiate an interagency 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.

Where SFA is the performing agency, the procurement office is not involved.

If the cost will be \$50,000 or greater a formal *written agreement signed by both agency heads is required*. ~~must be completed in addition to the requisition and including the same information above.~~

● ~~SFA AS THE PERFORMING AGENCY~~

~~• The purchasing office is not involved. A formal written agreement signed by both agency heads is required. Forms for interlocal and interagency contracts are available on the general counsel web site. An Interlocal Agreement requires a formal written agreement regardless of the dollar amount. The written agreement must include the following:~~

- ~~• the kind and amount of goods or services to be provided;~~
- ~~• the basis for computing reimbursable costs; and~~
- the maximum cost during the period of the agreement.

INTERLOCAL – The purchase of goods or services from or by a local government such as a city or county government, school district, junior or community college district, or other political subdivision, 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.

For some large dollar interlocal contracts, board approval may be required; see Policy D-20.5, Items Requiring Board of Regents Approval.

An Interlocal Agreement requires a formal written agreement regardless of the dollar amount. The written agreement must:

- a. state the purpose, terms, rights, and duties of the contracting parties; and*
- b. specify that each party paying for the performance of governmental functions or services must make those payments from current revenues available to the paying party.*

FORMS – Forms for interlocal and interagency contracts are available on the general counsel web site.

Cross Reference: ~~Texas Government Code, Title 7, Chapter 771 and Chapter 791~~ *Tex. Gov't Code §§ 771, 791; Texas Constitution, Article XVI, Section 21* ~~Tex. Const. art. XVI, § 21; Items Requiring Board of Regents Approval (D-20.5)~~

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of ~~Purchasing and Inventory~~ *Procurement and Property Services/HUB Coordinator*

Forms: Purchase Requisition (Use ~~FRS~~*Banner* System); **Interagency Cooperation Agreement** (~~General Counsel's website~~); Interlocal Agreement (~~Purchasing Office~~)

Interdepartmental Transfer (IDT) C-19

Original Implementation: Unpublished

Last Revision: ~~January 29, 2008~~ July 20, 2010

A university department may pay for goods and services received from another department using the Interdepartmental Transfer (IDT) procedure. *This internal procedure charges and credits accounts, thus transferring which transfers funds from one account to another within the university without the need to write a check.* The department providing the goods or services should initiate the IDT. *Departments that initiate many IDTs should provide the charges in a spreadsheet format approved by the controller's office. Departments that have few charges* ~~Some units (e.g., Physical Plant, Printing Services, Telecommunications, Central Stores) routinely initiate IDT's for goods and services they provide.~~ *Other departments may initiate their IDT's either by memo to the controller's office or by completing the IDT form online, printing it, and sending a hard copy to the controller's office. If a memo is used, it should contain the same information as requested on the IDT form. Departments that initiate IDTs must provide substantiating documentation of the charges to the receiving departments. The initiating department must retain copies of the documentation as required by Records Management, Policy D-28.* As with any other purchase, funds must be available in the applicable account ~~and the goods/services must be reasonably priced.~~

Departments that initiate IDTs must develop written internal procedures that include:

- *a segregation of duties in recording, reconciling, authorizing and approving IDT transactions*
- *IDT documentation distribution, location and retention responsibilities*

An IDT is not to be used to shift balances or move budgets from one account to another unless there is a legitimate transfer of goods or services at a fair and reasonable price. Additionally, ~~Aan~~ IDT is not to be used to transfer capital equipment from one department to another. Such transfers are handled through property management in the purchasing department. (See Property Inventory and Management, Policy C-42.)

However, if an exchange of funds is involved in the equipment transfer, an IDT may be used to effectuate that part of the process.

Each account manager is responsible for reviewing *their accounts* ~~monthly account statements~~ to verify accuracy of IDT charges.

~~An IDT is not to be used to transfer capital equipment from one department to another. Such transfers are handled through property management in the purchasing department. (See Property Inventory and Management, Policy C-42.)~~

~~However, if an exchange of funds is involved in the equipment transfer, an IDT may be used to effectuate that part of the process.~~

Cross Reference: Property Inventory and Management (C-42); *Records Management* (D-28)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Controller

Forms: Interdepartmental Transfer (IDT) (available at https://apache.sfasu.edu/sfa_forms/idt_summary.shtml)

Items Requiring Board of Regents Approval (D-20.5)

Original Implementation: July 5, 1988

Last Revision: ~~July 10, 2007~~ July 20, 2010

A. Items That Require Approval by the Board of Regents

1. Construction/renovation projects if the estimated cost is \$100,000 or more, including:
 - a. Selection of an architect/engineer
 - b. Authority to submit the proposal to the coordinating board if the estimated project cost (includes all cost) is at least ~~\$1,000,000~~ \$4,000,000 for new construction, ~~\$2,000,000~~ \$4,000,000 for renovation, or as otherwise required under law.
 - c. Construction contract awards. The Guaranteed Maximum Price must be reported to the Buildings and Grounds Committee at the next possible meeting.
 - d. Approval of project budget.
 - e. Change orders that would increase the cost of the project beyond the amount of the Guaranteed Maximum Price. Board approval of change orders would not be required for budgeted construction contingencies within the Guaranteed Maximum Price.
 - f. For projects requiring coordinating board approval, a final project close-out report entailing a post completion evaluation of the project that includes the following elements that must be reported to the Buildings and Grounds Committee: final project cost, summary of change orders, existence of any liquidated damages, final HUB participation percentages and total value, summary of approvals from any state or federal agencies having jurisdiction, survey summary of evaluation by end users, *and* summary of final inspection punch list for items needing repair. A warranty inspection will be conducted and major warranty repairs summarized for review by the president and chair of the Buildings and Grounds Committee.
2. Actions relating to university employees, including
 - a. Appointment of full-time faculty
 - b. Faculty promotions
 - c. Awarding of faculty tenure
 - d. Appointment of full-time administrative/professional staff (non-classified) excluding those requiring student status and those paid with grant funding
 - e. Change of position status of full-time faculty and administrative/professional (non-classified) staff
 - f. Advisement on termination of full-time faculty and administrative/professional (non-classified) staff (executive session only, does not require board action for approval)

- g. Leaves of absence for faculty and administrative/professional (non-classified) staff for one semester (four and one-half months) or more
 - h. Dual employment (with state agencies) of faculty and administrative/professional (non-classified) staff
 - 3. Delegations of administrative authority, including
 - a. Authority to approve travel
 - b. Authority to approve purchases
 - 4. Policy statements when the effect will be to change admission, probation, or suspension regulations; establish or alter policies, regulations, or rules relating to employment or property rights; govern the activities of the entire university or a major section of the university, such as rules for admission into teacher education or any other major curriculum; change long standing and well accepted practices or patterns of behavior; *or* implement rules, regulations or activities established by external authorities
 - 5. Contracts, purchases, or agreements in the amount of \$100,000 or more, *except those that appear in Item B below*
 - 6. Any lease of any item (building, equipment, etc.) if the total cost of the lease is expected to be \$100,000 or more without regard to the length of the lease period
 - 7. Purchase, sale or exchange of real property (executive session only, does not require board action for approval)
 - 8. Depository contract (~~presently submitted annually~~)
 - 9. Food service (or similar) contracts, including changes in existing contracts
 - 10. Contracts and agreements with support or development foundations
 - 11. Settlements, consent decrees, authority to enter into litigation (executive session only, does not require board action for approval.)
 - 12. Establishment (or change) of mandatory fees
 - 13. Curriculum matters, including
 - a. Establishment or elimination of academic programs
 - b. Establishment or elimination of courses
 - c. Major changes in programs or courses
 - 14. Designation of a name for university buildings, facilities, streets, etc.
 - 15. Annual holiday schedule
 - 16. Private, governmental, or foundation grants or agreements if the purpose of the grant, etc. is not designated ("President's Discretion" constitutes a designation)
 - 17. Annual operating budget
 - 18. Increases in existing budgets through a "budget adjustment" if over \$100,000, except revolving funds.
 - 19. Biennial legislative request
 - 20. Long range master plan
- B. Items That Do Not Require Approval by the Board of Regents
- 1. Construction or renovation projects under \$100,000

2. Change orders under \$100,000 as long as the approved budget is not exceeded
3. Appointment, change-of-status, promotion, termination of classified employees
4. Appointment, change-of-status, termination of graduate or student assistants
5. Resignations
6. Contracts, purchases, and agreements when the amount is less than \$100,000
7. Budget transfers that do not increase the board approved budget
8. Private, governmental, and foundation grants, ~~or agreements or sub-awards~~ if the purpose of such is stipulated by the grantor, ~~etc.~~
9. Materials purchased for resale in auxiliary operations and central stores
10. Materials purchased for inventory stock of ~~the~~ physical plant, *residence life, or student center operations, such as custodial cleaning products and paper goods*
11. Materials purchased for ~~normal~~ inventory stock from operation and maintenance budgets previously approved by the board, *such as food purchases for the Early Childhood Lab and Piney Woods Conservation Center*
- ~~12. Maintenance and service contracts~~
- ~~13.~~12. Library subscription services
- ~~14.~~13. Recurring printing orders
- ~~15.~~14. Contracts and agreements for athletic events, entertainment concerts, fine arts events, and other similar activities
- ~~16.~~15. Group travel packages for resale
- ~~17.~~16. Materials or services purchased for emergencies resulting from disasters, hazards, or other exigent circumstances
- ~~18.~~17. Other items approved by the president of the university which are not listed in Section A of this policy-
18. *Specific commodities or service necessary for day-to-day operations of the university:*
 - a. *Water utility*
 - b. *Regulated electricity for beef farm, broiler farm and PWCC*
 - c. *Gasoline for university vehicles*
 - d. *Credit card merchant service fees*
 - e. *Maintenance contracts associated with preventive and/or repair work for on-going maintenance or service provided on a scheduled or as-needed basis for equipment or software*
 - f. *Asbestos abatement*
 - g. *Insurance negotiated and/or approved by the State Office of Risk Management*
 - h. *Temporary staffing services*
 - i. *Telecommunications and networking services and fees for land-line phones, cell phones and internet service*

*ej. Hosted software services and applicable license and maintenance
for general business operations such as student bill payment,
cashiering and student email*

Cross Reference: None

Responsible for Implementation: President

Contact for Revision: President

Forms: None

Missing Student Notification (D-56)**NEW POLICY****Original Implementation:** July 20, 2010**Last Revision:** None**Purpose:**

This policy, along with its accompanying procedures, establishes a framework for cooperation among members of the university community, in accordance with the Higher Education Opportunity Act of 2008, aimed at locating and assisting currently enrolled students who reside in on-campus student housing and have been reported missing.

Any person having reason to believe that a student may be missing should immediately contact the University Police Department. The University Police Department shall investigate each report and immediately notify the appropriate university administration.

A student is presumed to be missing when his or her absence is inconsistent with his or her established patterns of behavior, and the deviation cannot be readily explained. Before presuming that a person is missing, reasonable measures should be taken to determine whether or not the student is at another place of residence and whether or not anyone familiar with the person has seen or heard from the person recently or is aware of where he or she may be.

Contact Information:

All students shall have an opportunity to designate a contact person who will be notified in the event the student is determined to be missing. This contact information is separate from the emergency contact information a student may have provided as part of the registration process and will not be disclosed outside of a missing person investigation.

If a student fails to provide a separate contact person to be notified in a missing person investigation, the university may contact any person listed as an emergency contact for the student.

If the student deemed missing is younger than 18 years of age and is not emancipated, the University Police Department is required to notify the parent or guardian of the missing student within 24 hours after that determination is made.

Procedure:

- Anyone who suspects a student may be missing should notify the University Police Department immediately at 936-468-2608.
- Any report of a missing student made to a university office or employee, should be directed immediately to the University Police Department at 936-468-2608.
- When a student is reported missing, the University Police Department shall;

- Initiate an investigation to determine the validity of the missing person report;
- Notify the vice president for university affairs;
- Make a determination as to the status of the missing student;
- If the student is determined to be missing:
 - notify the confidential contact person identified by the missing student as the emergency contact within 24 hours;
 - notify the dean of student affairs and the director of student services;
- If the student has failed to provide a confidential contact person, notification may be made to any person listed as an emergency contact for the student;
- Notify the student's custodial parent or guardian as contained in the records of the university within 24 hours of the determination that the student is missing if the student is younger than 18 years of age and is not emancipated.
- The vice president for university affairs shall initiate any action he or she deems appropriate under the circumstances to be in the best interest of the missing student.
- The University Police Department may request the assistance of other law enforcement agencies as deemed necessary in the investigation.

Awareness:

A statement of this policy and the missing student notification procedures shall be provided in the university's annual security report in accordance with federal law and regulations.

The dean of student affairs shall have the responsibility to inform students of the provisions of this policy, and the procedures set forth above.

Cross Reference: 20 U.S.C. § 1092(j); 34 C.F.R. § 668.46

Responsible for Implementation: Vice President for University Affairs

Contact for Revision: Chief of University Police

Forms: None

Outside Employment (E-35)

Original Implementation: April 21, 1981

Last Revision: ~~July 10, 2007~~ July 20, 2010

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

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

1. Proper performance of the employee's university assignment is paramount and outside work will assume a position secondary to university duties.
2. The employee may not use any materials or facilities of Stephen F. Austin State University in the course of outside employment.
3. The employee will make a reasonable effort to assure that his/her outside employment is not identified with Stephen F. Austin State University.

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

Cross Reference: Faculty Handbook, Non-Academic Employee Handbook

Responsible for Implementation: President

Contact for Revision: President

Forms: Request for Approval of Outside Employment (~~available in University Printing Services~~) *form is available on-line at*
https://apache.sfasu.edu/sfa_forms/outsideemprequest.shtml

Parking and Traffic Regulations (D-24)

Original Implementation: September 1, 1961

Last Revision: ~~April 20, 2010~~ July 20, 2010

GENERAL INFORMATION

1. These regulations are approved by the Board of Regents of Stephen F. Austin State University.
2. The University Police Department has the responsibility and the legal authority for the enforcement of the traffic and parking regulations listed in this booklet.
3. The university considers the use of a vehicle on campus a convenience and is not obligated to furnish unlimited parking space to accommodate all vehicles. The university will, however, attempt to provide a reasonable number of parking spaces in keeping with available resources.
4. Every person operating a motor vehicle on university property is held responsible for obeying all university traffic and parking regulations as well as all city and state parking and traffic regulations. **All vehicles operated on the university property must display a valid parking permit 24 hours a day 365 days a year.**
5. The term “university property” is interpreted to include all properties under the control and jurisdiction of the Board of Regents of Stephen F. Austin State University.
6. The term “visitor” is interpreted to mean an individual with no official connections with Stephen F. Austin State University as student, faculty, or staff member, or employee of private contractors assigned to Stephen F. Austin State University.
7. Visitor parking is set aside for special interest areas of the university. **These spaces may not be utilized by university personnel, students, or employees of private contractors assigned to Stephen F. Austin State University.** These spaces are reserved for bonafide visitors to the university. Visitors should obtain a visitor parking permit from the University Police Department or Information Booth on Vista Drive. Visitors are required to show a valid driver’s license to obtain a visitors permit.
8. Handicapped parking is provided in all parking lots on campus. **These spaces are reserved 24 hours a day, seven (7) days a week for the holders of handicapped parking permits.** A current SFA parking permit is also required.
9. The University Police Department offers escort service upon request between dusk and dawn to individuals requiring transportation to and from residence halls, academic buildings, and/or vehicles. To receive an escort, request in person at the University Police Department, or by telephone at 468-2608. The University Police Department also provides escort 24 hours a day to local hospitals for emergencies

when immediate medical care is not needed. For further information on the escort service, call the University Police Department at 468-2608.

10. If a vehicle becomes temporarily disabled and cannot be parked in its assigned area, it must be reported to the University Police Department. The fact that the vehicle is temporarily disabled will be recorded and an officer will either render assistance or authorize temporary parking. Temporary parking will only be authorized for 24 hours or less. If parking for a longer period is necessary it must be renewed at 24 hour intervals. Temporary parking will not be authorized in areas that are not parking spaces (tow away or no parking zones, etc.) or in Handicap Parking.
11. A permit may not be purchased for display on a disabled vehicle. For these purposes, a disabled vehicle is a vehicle that has been disabled for more than three weeks.
12. Services such as jump starts and unlocking vehicles are offered by the University Police Department as time permits. The University Police Department does not change flats, push cars or perform any major automotive service.

VEHICLE REGISTRATION

1. All faculty, staff, student (full or part-time) or employees of private contractors or other government agencies assigned to Stephen F. Austin State University, who operate a vehicle on university property, regularly or occasionally, are **REQUIRED** to obtain a parking permit. In order to purchase a faculty/staff permit after September of the academic year, the faculty/staff member must first go to the Business Office located on the second floor of the Austin Building and pay for the permit. After payment is made, bring the receipt to the Permits Office at the University Police Department and a faculty/staff permit will be issued. Vehicles may be registered at the University Police Department 24 hours a day.
2. The registration of all vehicles parked on campus is required, but registration in itself is no guarantee of a parking space near the place where one works, resides or attends classes. The responsibility of finding a **LEGAL** parking space rests with the vehicle operator. Lack of space is not a valid excuse for violations of any parking regulations.
3. A permit must be obtained for each academic year or portion thereof.
4. Permits for the current academic year may be obtained at any time during the academic year. Persons may obtain permits for the next academic year beginning August 1 for faculty, staff, and employees of private contractors assigned to campus and August 20 for students.
5. A permit must be displayed on the vehicle no later than the first university business day that the vehicle is brought on campus.
6. The permit must be displayed as designated by the University Police Department. Only the permit for the current academic year should be displayed.

7. Vehicles owned by students cannot normally be registered in the name of a faculty or staff member, unless approved by the chief of police or his designee.
8. Faculty, staff, or employees of private contractors or other government agencies assigned to Stephen F. Austin State University changing permit status or students changing permit status of vehicles must obtain a new permit no later than the first university business day after the change takes place. If an identifying portion of the original permit is presented at the time of replacement, replacement permits will be issued for \$8.00 each. Otherwise the regular fee will be charged. A vehicle should not be sold with the parking permit still displayed.
9. Should a parking permit become mutilated or obliterated in any way, a new permit must be obtained from the University Police Department. When the remnants of the old permit are presented, a replacement will be issued for \$8.00.
10. The permit holder is held responsible for all violations. A citation is not excused on the plea that another person was driving the vehicle.
11. Fees for vehicle registration:

a. Faculty, Staff, or Other Government Agencies

Salary \$19,999.99 And Under	Salary \$20,000 - \$39,999.99	Salary \$40,000 - \$59,999.99	Salary \$60,000 - \$79,999.99	Salary \$80,000 - \$99,999.99	Salary \$100,000 - \$119,999.99	Salary \$120,000 And Above
\$36 / year	\$60 / year	\$84 / year	\$108 / year	\$132 / year	\$156 / year	\$180 / year

The cost of the faculty/staff permit can be purchased by paying 100% of the cost at the Business Office located on the 2nd floor of the Austin Building or by paying a percentage per month through payroll deduction in association with the employee's contract or regular job assignment if less than 12 months. Only faculty/staff permits can be purchased through payroll deduction.

b. Campus Resident Parking

(1) Full Year	First Vehicle	\$75
	Second Vehicle	\$52
(2) After Jan. 1	First Vehicle	\$50
	Second Vehicle	\$34
(3) Summer		\$25

c. Commuters (Off-campus Residents) and Motorcycles

(1) Full Year	\$50
(2) After Jan. 1	\$33
(3) Summer	\$17

d. Trailers

(1) Full Year	\$50
(2) After Jan. 1	\$33
(3) Summer	\$17

e. Vendors

(1) Full Year	First Vehicle	\$0
	Second Vehicle	\$100
(2) After Jan. 1	First Vehicle	\$0
	Second Vehicle	\$75
(3) Summer	First Vehicle	\$0
	Second Vehicle	\$36

f. Employees of Private Contractors

\$50 per vehicle per semester (Fall, Spring, and Summer)

(The Summer semester will incorporate both Summer I and Summer II sessions.)

g. Occupied Recreational Vehicle

(1) After four days	Per Night	\$40
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12. Student Center Parking Garage Fees

The use of the Student Center Parking Garage is deemed Pay-Per-Use 24 hours a day, 7 days a week. Persons parking in the Student Center Parking Garage must use the installed control equipment to access and exit the garage. The forms of payment accepted by the equipment will be posted at the entrances to the garage. If the equipment malfunctions, if the parker does not have a form of payment accepted by the control equipment, or if the parker loses the ticket dispensed to them by the entrance machine upon entry, the parker may utilize the call box located on the front of the exit machine and contact the University Police Department. An officer will be dispatched to the parking garage to collect payment. The forms of alternative payment accepted are exact cash, check, or signing a promissory note that permits the charges to be placed on their appropriate student, faculty, or staff account for payment through the Business Office.

The following is the fee schedule for use of the Student Center Parking Garage:

First 30 Minutes	No Charge
First Hour	\$2
Each Hour Thereafter	\$1 Each Hour
Maximum Daily Charge	\$8 Daily Maximum
Contractual Space per Semester	\$300 per Semester
Annual Contract Space (12 months)	\$700 Annually

Lost Parking Ticket	\$8
Lost Contract Space Card	\$25

- a. Any university department hosting an event on campus may request parking for the Student Center Garage. It will be the individual department's responsibility to notify the University Police Department within a reasonable amount of time or within 48 hours of the event (See University Policy F-5 Building Security/Special Events) with the number of permits/passes needed for the event. Passes for the Student Center Parking Garage will not be issued without a minimum of 48 hours notice. This is to allow for the parking arrangements to be made to accommodate the visitors to our campus. The fee for a department to utilize the parking garage for an event is \$8 per day for up to 9 passes, or \$6 per day if 10 or more are purchased. The amount will be charged to the requesting department via Inter-Departmental Transfers (IDTs).
- b. Any faculty/staff member or student wishing to purchase a contractual space in the Student Center Parking Garage may do so for \$300 per semester (Fall, Spring, or Summer; Summer I and Summer II are combined for a contractual space) or for \$700 for an Annual (12 month) space. Persons purchasing a contractual space must also purchase a valid parking permit. Contractual spaces will not be reserved on any of the levels in the parking garage. Those persons requesting a refund for a contract space may only do so within the first five (5) days after purchase. After the fifth day from purchase, there will be no refund made for a contract space.
- c. Any person wishing to purchase a pre-paid Pay-Per-Use card may do so by contacting the University Police Department. Pay-Per-Use cards will be credited with a pre-paid amount and will decrease in value with each use (i.e. debit card). Persons wishing to purchase a Pay-Per-Use card will be required to make a payment to the Business Office, located on the 2nd floor of the Austin Building, or by signing an agreement for the amount to be placed on the student's bill.
- d. Any person wishing to park a motorcycle in the Student Center Parking Garage will be required to follow the same rules and guidelines as a vehicle.
- e. The Student Center Parking Garage may be designated as a regular permitted parking lot if needed to meet extraordinary parking demand.

13. Aikman Drive Parking Garage

The Aikman Drive Parking Garage will generally be reserved for faculty/staff on Levels 1 and 2, Housing Permit holders as indicated in this policy, Parking Regulations, on Level 3, and All Permit Parking on Level 4. Signs will be posted on both the exterior and interior of the parking garage indicating which area is faculty and staff, which area is housing parking, and which area is designated all permit parking. Designated parking areas may be changed as needed to meet extraordinary parking demand.

14. Village Parking Garage

The Village Parking Garage will be reserved for housing permit holders as indicated in this policy, pages 6-8, Parking Regulations. This designation may change as needed to meet extraordinary parking demand.

15. Wilson ~~Street~~ Drive Parking Garage

The Wilson ~~Street~~ Drive Parking Garage will be divided into areas of parking designated by the appropriate permit. Signage will be posted on both the interior and exterior of the parking garage to designate these areas by permit holder.

REQUIRED DISPLAY OF PERMIT

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

1. Proper Display

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

- a. Student permits must be displayed on front windshield within 2 inches of the State Registration sticker.
- b. Motorcycle and trailer permits must be displayed where they can be seen without difficulty.
- c. Faculty and staff, temporary, vendor and visitor permits shall be displayed from the rear view mirror in a manner to be visible from both the front and rear of the vehicle. If a vehicle does not have a rear view mirror, the permit shall be placed face up on the driver's side of the dash, but not obstructing view of the vehicle identification number. Faculty and staff permits may be displayed on any vehicle to be used by the permit holder.
- d. If a person other than the original permit holder is driving a permitted vehicle, that person must adhere to the same restrictions as the permit holder as to parking in the designated parking lot assigned by the permit.
- e. The procedure for faculty/staff to follow in the instance that their permit is lost or stolen is as follows:
 - (1) Come to the University Police Department as soon as you discover that the permit is missing and file a police report for a lost or stolen permit.

- (2) Come to the Permits Office after a police report is filed and we will issue a temporary permit for 30 days. If the permit is not found during those 30 days, the faculty/staff member will be required to purchase a NEW permit.

2. Permit Not Transferable and Non-Refundable

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

TYPES OF PERMITS

1. Permanent Permits:

a. Faculty, Staff, or Private Contractor

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

b. Campus Resident Parking

These permits are issued to students who live in on-campus housing only. Holders of these permits may park in any area designated as “Campus Resident” parking or “All Permit” parking. A valid student ID and proof of liability insurance on the vehicle being registered is required. If the student’s housing status changes from on-campus to off-campus, the student must surrender their housing permit and purchase a commuter permit.

c. Commuters (Students not living in university housing)

These permits are issued to students not living in university housing or faculty, staff or students who wish to park in areas designated as “All Permit” parking areas. Holders of these permits may park in areas designated as “All Permit” area parking. A valid student ID and proof of liability insurance on the vehicle being registered is required.

d. Motorcycle

These permits are issued to faculty, staff, students, or employees of private contractors assigned to Stephen F. Austin State University. Holders of these permits may park in areas designated as motorcycle parking or any legal parking space. Motorcycle permits are separate in themselves from faculty/staff, student,

or vendor permits and must be purchased as such. A valid student ID and proof of liability insurance on the vehicle being registered is required.

e. Trailer

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

f. Vendor

These permits are issued to vendors to the university community upon approval of the chief of police or his designated representative.

g. Employees of Private Contractors

These permits are issued to employees (non-student) of private contractors assigned to the Stephen F. Austin State University campus. These permits designate a particular lot assignment. Holders of these permits may use available faculty/staff spaces in their assigned areas. These permits must be returned to the University Police Department if employment on campus ceases.

h. Occupied Recreational Vehicles

The owner or operator of any recreational vehicle parked and occupied (used as place of lodging either permanent or temporary while on the campus of Stephen F. Austin State University) must register that vehicle with the University Police Department as a recreational vehicle. A permit will be issued for the vehicle. There is no fee for the use of a recreational vehicle on campus for up to four nights per semester. Beginning on the fifth night per semester a recreational vehicle is occupied, a fee of \$40.00 per night will be due and will be due for each subsequent night that the vehicle is occupied. Permits may be obtained and fees must be paid in advance of each night's stay. The valid permit must be displayed in the front window of the vehicle or the front window of the tow vehicle near the vehicle inspection sticker. The fee is for parking only. No facilities are provided. A recreational vehicle owned by a student living on campus may be registered as a regular vehicle, but may not be occupied as a recreational vehicle on campus unless it is also registered as a recreational vehicle. If this vehicle is occupied, the recreational vehicle fees are due in accordance with this policy in addition to the regular parking permit fee.

2. Handicapped Permits:

- a. Handicapped permits and temporary handicapped permits are issued by the County Tax Assessor-Collector of any Texas County.

- b. Only vehicles displaying a handicapped permit or temporary handicapped permit may park in “Reserved for Handicapped” parking spaces or any other area designed for disabled persons such as an access ramp or curb cut. These vehicles must also display a valid Stephen F. Austin State University parking permit.
 - c. A vehicle displaying a valid SFA parking permit and a valid handicapped permit may park in any non-reserved parking space on campus. Reserved parking spaces are reserved 24 hours a day, seven (7) days a week for service vehicles, residence hall directors, visitors, and loading zones.
 - d. Permits assigned to vehicles displaying appropriate disabled parking placards will be issued in compliance with Texas Transportation Code, Section 0681.0006 Parking Privileges: Persons with Disabilities and Section 0681.0008 Parking Privileges: Veterans with Disabilities.
 - e. Faculty/staff members who have a valid handicap placard or license plate issued by the state of Texas may purchase a commuter permit for \$50.00 in lieu of a faculty/staff permit.
3. Temporary Permits:

a. Substitute Vehicle

If a vehicle other than the vehicle registered with the university must be parked on campus, a temporary permit must be obtained at the University Police Department no later than the first university business day after the vehicle is brought on campus. When a vehicle (with a valid permit) is sold and the permit is not removed, a temporary parking permit can be issued for two (2) weeks and renewed for an additional two (2) weeks for the substitute vehicle. This will give the owner time to retrieve the parking permit. If unable to get the old permit during this time, a new permit must be purchased. A valid student ID and current proof of liability insurance on the vehicle being registered is required. A temporary permit may be given to a student who has already purchased a current permit and needs to use a different vehicle temporarily. The temporary permit may be issued in two week increments and can be renewed once after it is originally issued free of charge. After this one month period, the student will be required to pay a \$5.00 fee per week for the temporary permit. Temporary employees paid by the university may receive a free temporary permit for one month after which they will be required to purchase a regular faculty/staff permit or pay a weekly charge of \$5.00 per week for the temporary permit.

b. Short Term Vehicle

Operators not having a vehicle registered with the university who need to operate a vehicle on campus for a short period of time may purchase a temporary permit for \$5.00 per week. This permit must be obtained at the University Police Department no later than the first university business day the vehicle is brought

on campus. A valid student ID and current proof of liability insurance on the vehicle being registered is required.

c. Loading and Unloading Permit

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

d. Temporarily Sick or Injured Permit

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

PARKING REGULATIONS

1. The university reserves the right to enforce parking and traffic regulations:
 - a. through the issuance of citations and the collection of fees for offenses.
 - b. through the impoundment of vehicles in place or removal by towing of vehicles interfering with the movement of vehicular or pedestrian traffic or involved in specified parking offenses.
 - c. by the suspension or revocation of permits for repeated offenses.
 - d. by barring re-admission of any student for non-payment of outstanding fees.
 - e. by withholding a student's official transcript and/or diploma.
 - f. by other such methods as are commonly employed by city or state police in the control of traffic.
2. Parking areas are designed by signs and/or color coding on a map obtained from the University Police Department. These signs and maps indicate the type of permit holder for which the area is reserved. Certain lots are reserved for permit holders assigned to that lot only.
3. Parking areas are generally reserved for the type of permit holder indicated by signs from 6:00 a.m. to 4:00 p.m., Monday through Friday, except as otherwise indicated. Parking lots 8W (North of Education Building) and 15 (HPE Complex) are reserved Monday through Friday until 8:00 p.m.

- a. A portion of Lot 47 (Commuter Lot), as identified by metal signs, is reserved for Band Practice on Tuesday, Wednesday, and Thursday after 3:30 p.m. Vehicles will be towed, at owner's expense, from this area during this designated time.
 - b. *A portion of Lot 47 (Commuter Lot) will be reserved for Lumberjack Alley events before and during each home football game. The reserved area will be identified by signage placed out the day before the game designating the time the area must be clear of vehicles. Vehicles inside this area after the specified time may be towed at the owner's expense.*
 - c. A valid parking permit is required for parking at the Health Clinic.
 - d. Pecan Park (Lot 54): All spaces facing the pavilion are reserved for park patrons ONLY.
4. Unpaid charges for parking offenses are recorded in the name of the person who has registered the vehicle with the University Police Department or in the name of the person in whose name the vehicle is registered with some official state motor vehicle registration department or agency. NOTE: If a student has the same family name and/or home address as the registered owner, then the unpaid charges on non-permitted vehicles will be recorded in the student's name. Parking permits and parking fines not paid will be subject to collection. Any charges associated with collection will be the owner's or the student's responsibility.
 5. A temporarily sick or injured person with a temporary "special" permit may park only in those areas specified on the permit by the University Police Department. Vehicle must have a valid permanent parking permit.
 6. Several parking spaces, regardless of the area in which they are located, are reserved 24 hours a day, seven (7) days a week for service vehicles, Residence Hall Directors, Handicapped, or as loading zones. This also includes UPD business, Police Vehicles Only, Visitor spaces, and VIP Parking Spaces at Hall 20.
 7. Several parking spaces too small for conventional vehicles have been designated for motorcycles by curb markings. Spaces so marked are for two-wheeled motor vehicles only. Motorcycles may not park in No Parking Zones, Fire Lanes, or any other space not deemed a legal parking space.
 8. Certain parking spaces have been designated as "20 minute" parking spaces. These spaces are so designated to provide short-term parking for business access to the Stephen F. Austin State University Post Office, Student Center offices and other designated areas. Over parking in these spaces is prohibited. Citations may be issued for each 21 minutes segment of over parking. **STUDENTS, FACULTY, STAFF, AND PRIVATE CONTRACTORS MUST HAVE A VALID SFA PERMIT DISPLAYED WHILE PARKING IN 20-MINUTE PARKING.**
 9. All vehicles, except motorcycles, must park head-in and within a defined space in lots and streets having angled or head-in parking.

10. Vehicles are prohibited at all times from parking in reserved spaces without a proper permit, no parking zones, tow-away zones, fire lanes, crosswalks, loading zones or service driveways, on lawns, curbs or sidewalks, barricaded areas or in any manner which obstructs the flow of vehicular or pedestrian traffic.
11. Students, faculty, staff and employees of private contractors or other government agencies assigned to Stephen F. Austin State University are expected to be familiar with and abide by these regulations at all times. The fact that a certain citation is not issued when a vehicle is illegally parked does not mean or imply that the regulation or law is no longer in effect.
12. The responsibility for obtaining knowledge of all laws and regulations in force rests with the motor vehicle operator.

VIOLATIONS AND ENFORCEMENT OF PARKING REGULATIONS

1. General Violations:

- a. Parking a vehicle displaying a valid permit, but in violation of lot or area assignment.
 - Fee: \$30.00

Above parking control will apply from 6:00 a.m. to 4:00 p.m., Monday through Friday. Reserved lots are reserved until times indicated by signage.
- b. Parking backward in a directional parking space.
 - Fee: \$30.00
- c. Failing to properly display a valid parking permit.
 - Fee: \$40.00 and purchasing appropriate permit for vehicle if registered to an owner or operator who is a faculty, staff, student, or employee of a private contractor assigned to campus.
- d. Failing to park properly within the lines of a parking space
 - Fee: \$30.00

Above parking controls (b, c, and d) will apply 24 hours a day, seven (7) days a week.

- e. Parking in a space designated “20 minute parking” for more than 20 minutes with a valid permit.
 - Fee: \$30.00

Above parking control will apply from 6:00 a.m. to 4:00 p.m. Monday through Friday.
- f. Display permit assigned to another vehicle
 - Fee: \$30.00

Above parking control will apply 24 hours a day, seven (7) days a week.

- g. Display two or more valid permanent permits.

- Fee: \$30.00

Above parking control will apply 24 hours a day, seven (7) days a week.

2. Flagrant Violations:

- a. Parking in a reserved space without displaying a proper permit.

- Fee: \$40.00 plus tow fee if vehicle is removed by tow away.

- b. Parking a vehicle in a no parking zone.

- Fee: \$40.00 plus tow fee if vehicle is removed by tow away.

- c. Parking in any manner which obstructs vehicular traffic.

- Fee: \$40.00 plus tow fee if vehicle is removed by tow away.

- d. Parking in any manner which obstructs a crosswalk.

- Fee: \$40.00 plus tow fee if vehicle is removed by tow away.

- e. Parking in a fire lane.

- Fee: \$40.00 plus tow fee if vehicle is removed by tow away.

- f. Parking in a tow away zone.

- Fee: \$40.00 plus tow fee if vehicle is removed by tow away.

- g. Parking in a loading zone or service driveway.

- Fee: \$40.00 plus tow fee if vehicle is removed by tow away.

- h. Parking on any lawn, curb, sidewalk or other area not set aside for parking.

- Fee: \$40.00 plus tow fee if vehicle is removed by tow away.

- i. Parking on campus while parking privileges are suspended.

- Fee: \$40.00 plus tow fee if vehicle is removed by tow away.

- j. Moving any barricade or parking within any barricaded area.

- Fee: \$40.00 plus tow fee if vehicle is removed by tow away.

- k. Using a forged, altered, false, fictitious or stolen permit.

- Fee: \$100.00 plus tow fee if vehicle is removed by tow away.

- l. Falsifying or altering vehicle registration information

- Fee: \$100.00 plus tow fee if vehicle is removed by tow away.

- m. Parking in a “Reserved for Handicapped” parking space or any other area designed for disabled persons such as an access ramp or curb cut without displaying a proper permit or any other area designed for disabled persons such as an access ramp or curb cut.

- Fee: \$80.00 plus tow fee if vehicle is removed by tow away.
- n. Parking in violation of the directions of a Traffic Control Officer.
 - Fee: \$40.00 plus tow fee if vehicle is removed by tow away.

Above parking controls (a – n) will apply 24 hours a day, seven (7) days a week.

3. Citations for Parking Violations:

- a. Citations will be issued to vehicles for violation of parking regulations.
- b. Fees for parking violations may be paid in person at the university Business Office between 8:00 a.m. and 4:00 p.m. Monday through Friday, or mailed to:
Stephen F. Austin State University
Business Office
P.O. Box 13053, SFA Station
Nacogdoches, TX 75962-3053

4. Impoundment in Place (Wheel Lock)

- a. A vehicle may be impounded in place if:
 - (1) it is parked anywhere on campus without displaying a current permit and has 3 or more unresolved citations; or
 - (2) the owner or operator violates the terms of a conditional release; or
 - (3) it is parked illegally in a handicap space without displaying a proper permit; or
 - (4) the owner or operator illegally uses a handicap permit to obtain parking privileges; or
 - (5) it is parked in any space without a permit for that area.
- b. A vehicle impounded in place shall be released if:
 - (1) the owner or operator agrees to pay for all outstanding citations on the vehicle plus an impound fee of \$40.00, purchases a valid permit and provides current proof of liability insurance.
 - (2) the university chief of police authorizes the release of the vehicle.

5. Tow Away

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

- (1) Disposition of all citations for the vehicle is not made within three (3) days of the impoundment;
 - (2) The owner or operator removes or attempts to remove the impounding equipment attached to the vehicle.
- b. A vehicle that has to be moved to a different location on campus due to a violation shall be assessed a fee that is determined by competitive bid and posted in the University Police Department for such move.
- c. A vehicle may be towed away if the owner or operator:
- (1) parks in any manner which obstructs vehicular traffic;
 - (2) parks in any manner which obstructs a crosswalk;
 - (3) parks in a loading zone or service driveway;
 - (4) parks in a no parking zone;
 - (5) parks in a fire lane;
 - (6) parks in a tow away zone;
 - (7) parks on campus while parking privileges are suspended;
 - (8) moves any barricade or parks in any barricaded area;
 - (9) parks in a reserved space without displaying a proper permit;
 - (10) parks in a "Reserved for Handicapped" space without displaying a proper permit or any other area designed for disabled persons such as an access ramp or curb cut;
 - (11) violates the terms of a conditional release;
 - (12) parks in violation of the directions of a traffic control officer;
 - (13) parks in any space without a permit for that area.
- d. A vehicle that has been removed by tow away shall be released if:
- (1) the owner or operator of the vehicle agrees to pay the fees for all outstanding citations on the vehicle plus a commercial wrecker service fee (to be determined by competitive bid and posted at the University Police Department) and storage charges (to be determined by competitive bid and posted at the University Police Department; or

- (2) the university chief of police authorizes the release of the vehicle.
 - e. When the removal of a vehicle has been authorized and the owner or operator of the vehicle appears at the vehicle **after** the wrecker has arrived and the wrecker driver has made a hook-up or signed the tow order for custody of the vehicle, the vehicle shall not be towed away if the owner or operator:
 - (1) pays the wrecker driver a fee that is determined by competitive bid and posted in the University Police Department in lieu of towing; and
 - (2) agrees to move the vehicle.
 - (3) agrees to pay outstanding fees.
 - f. When the removal of a vehicle has been authorized and the owner or operator appears at the vehicle **before** the arrival of the wrecker, the vehicle shall not be towed away if the owner or operator:
 - (1) agrees to move the vehicle.
 - (2) agrees to pay outstanding fees.
 - g. No vehicle may be towed without the express approval of the university chief of police or his designated representative.
 - h. Fees for tow away will be included on their SFA bill if owner is a student, faculty or staff. Others may pay at the University Police Department Permits/Citations Office between 7:30 a.m. and 5:00 p.m. Monday through Friday or the Police Dispatch Office after 5:00 p.m. and on Saturday and Sunday.
6. Suspension of Parking Privileges
- a. Parking and Traffic Regulations and Information are rules adopted by the Board of Regents under the authority of the Texas Education Code. All vehicles operated on the properties of the university are required by law to comply with University Parking and Traffic Regulations and Information.
- Notices of parking violations may constitute a suspension of parking privileges and any fee assessed is for reinstatement of parking privileges for operators of vehicles registered with the university.
- All violations involving registration of vehicles operated on the properties of the university are violations of the law and University Parking and Traffic Regulations and Information. Disposition of these citations at the university is a privilege extended by the university which may be withdrawn at the university's option.

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

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

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

7. Appeal of Citation, Impoundment, and Tow Away

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

Student citations shall be appealed through the Student Government Association's Supreme Court. Dates on which the Appeals Court meet are posted and made available in the University Police Department. Persons wishing to appear before the Appeals Court may do so in lieu of a written appeal. It is the responsibility of the person appealing to obtain the date and time the Appeals Court will meet so that they may appear in person. All decisions of this body are final.

Faculty and staff citations shall be appealed through the Faculty/Staff Traffic Appeals Board.

BICYCLE REGISTRATION AND REGULATIONS

1. Registration:

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

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

2. Regulations:

- a. Every person operating a bicycle on university property must give the right-of-way to pedestrians at all times, keep to the right of the roadway and obey all traffic signals.
- b. Bicycles may not be parked on sidewalks or in university buildings at any time. Bicycles are to be parked in bicycle racks. Bicycles may not be left on porches or

walkways and may not be chained to trees, light poles, shrubs, art objects, handrails or stairways.

- c. Bicycles parked in violation may be impounded and removed to the University Police Department and an \$8.00 fee charged for its release.

TRAFFIC REGULATIONS

1. Speed Limits:

The speed limit within the campus area is 20 MPH unless otherwise posted; the speed limit for all parking lots is 10 MPH.

2. Moving Violations:

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

3. Right-of-Way:

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

UNIVERSITY POLICE

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

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

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

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

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

Cross Reference: Parking and Traffic Regulations and Information, Tex. Educ. Code §§ 51.201-.211

Responsible for Implementation: Vice President for University Affairs

Contact for Revision: Chief of University Police

Forms: None

Property Inventory and Management (C-42)

Original Implementation: September 28, 1996

Last Revision: ~~January 25, 2010~~ July 20, 2010

Stephen F. Austin State University will comply with the State Property Accounting (SPA) policies and procedures, and SPA practitioner's standards. Property acquired under federal or state grants and contracts will be identified and maintained according to the same guidelines as the university's centralized property management and control described herein.

Stephen F. Austin State University shall be identified by SPA as an internal reporting agency.

Centralized property management and control is performed by the Procurement and Property Services Department. Property responsibility is delegated by the president of the university through the director of Procurement and Property Services to two property managers.

All references to financial responsibility are inherently understood to apply when employee negligence is involved.

PROPERTY RESPONSIBILITY AND ACCOUNTABILITY

Director of Procurement and Property Services and Property Managers - The director of Procurement and Property Services and two property managers are responsible for the overall management of university property, maintenance and control of centralized property records, and disposition of surplus and salvage property.

Department Head - The chair or administrative head of a department is designated "property manager" for the department. The department head may not delegate this responsibility. The department head may be held financially responsible for any property listed on his/her department property records.

Designee - The department head may name up to two designees to receive and submit property communications on his/her behalf. The designee(s) do not assume property responsibility or accountability in lieu of the department head. The designee(s) may not sign property documents on behalf of the department head.

Responsible Party - The responsible party is that employee who is entrusted with the care and safekeeping of specific pieces of property. The responsible party may be held financially responsible for any university property assigned to him/her. If the department

head, or his/her designee, fail to assign property to a responsible party, the department head shall be listed as the responsible party.

All University Employees - All employees will receive the Property Liability Acknowledgement Policy advising that he/she may be entrusted with university property. The Property Liability Acknowledgement (See Property Liability Policy B-34) advises the employee that he/she will be held financially responsible for any property determined to be damaged, destroyed, missing, or stolen due to employee negligence.

PROPERTY DEFINITIONS

Property is defined and will be added to property records in accordance with State Property Accounting (SPA) rules and guidelines. The property managers, in conjunction with the director of procurement, and with appropriate administrative approval may determine additional equipment to be tracked in property records. All property definitions are stated in the Property Management Manual.

Property definitions include purchased or donated property. The department is responsible to notify the property manager of any donations to determine if the property must be added to property records.

PROPERTY VALIDATION

Each department head and responsible party is to exercise care and control over the property for which he/she is responsible. Property should be monitored on a perpetual basis. Various procedures for property validation include, but are not limited to, the following:

Annual Property Inventory Audit

The property office is in the process of converting all property to RFID tags. While that conversion is on-going, once per year an Annual Property Inventory Audit will be conducted one of two ways:

1. **PHYSICAL COUNT:** The department head is responsible to assign two individuals (the department head may be one of the two) to physically count and verify by tag number and room location all items on the official property report for the department. Each piece of property listed on the official property report must be visually viewed, and the official property report checked, marked, or otherwise noted confirming existence of the property, its location and the responsible party. Property not located must be documented with an explanation as to the last known information regarding its location. Missing or Stolen Property Reports may be required.

The Property Inventory must be completed and the official property report and certification returned to the property manager by the deadline stated in the Annual Property Inventory instructions.

2. **RFID SCAN:** The department head is responsible to assign one individual (the department head may be this individual) to identify and open doors, cabinets, storage areas, etc. for property to be scanned by property staff. If available and at the property manager's discretion, scanners may be checked out to departments to complete scanning. After scanning is complete, the property managers will produce exception reports, which will be generated and forwarded to the department head and designee for resolution. Missing or Stolen Reports may be required. After all exceptions have been resolved an updated property list will be forwarded to the department head and designee for review and updating of responsible party names and property condition, and approval by signature and return of the Approval of Annual Property Inventory form.

Annual Property Inventory Deadlines

Departments failing to complete the Annual Property Inventory and return the official property report and certification or respond to exceptions and return the Approval of Annual Property Inventory form to the property manager by 5:00 p.m. on the deadline date will be given a 2nd deadline and will have all ordering, including P-Cards, shut down until the official property report and certification are received in the property manager's office.

Reports in campus mail will not be considered received.

Failure to submit the official property report and certification to the property manager by 5:00 p.m. of the 2nd deadline will result in department information, including, but not limited to, department name, department head and property values being reported to the Board of Regents at the next regularly scheduled meeting. Reports in campus mail will not be considered received.

Computer Inventory

In addition to the Annual Property Inventory Audit, departments must complete an annual Computer Inventory to facilitate the purchase of campus-wide software licenses and annual analysis of computers for the university Computer Replacement Plan.

Spot-Check Audit

Property spot-check audits will be conducted by property personnel in a routine fashion to allow independent verification. Spot-check audits will not be performed during annual property inventory.

Monthly Transaction Statements

Transaction statements listing all additions and deletions to each department's property records will be provided monthly to the department head and his/her designee(s).

Adjustment Of Property Records

The following property information must be updated throughout the year as changes occur. Procedures for making these changes are outlined in the Property Management Manual.

1. Department Head - procedures apply to both outgoing and incoming department heads (interim or permanent); information regarding the change must be completed within 30 days of assuming or relinquishing duties.
2. Responsible Party - procedures apply upon transfer or termination of any employee listed as a responsible party on department property records; information regarding the change must be completed within 30 days of the transfer or termination.

USE OF STATE PROPERTY

University property may be used only for state/university purposes. University 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.

Removal Of Property From Campus

University property may be taken off campus only for official business of the university or another state agency. The individual taking equipment off campus assumes financial responsibility and must complete a Removal of Property from Campus form in accordance with procedures outlined in the Property Management Manual.

Property may be taken off-campus for a specific period of time, in which case property will be verified for return on the specified date.

Property may be taken off-campus for an indefinite period of time, in which case the Removal of Property from Campus form must be completed annually. Annual verification of the property will be included in the Annual Property Inventory Audit.

Items containing potentially sensitive, private or confidential information are not to be stored in any leased premises unless specifically authorized in writing by the President. These items include but are not limited to computers, electronic or digital storage devices, and paper documents. Certain off-campus facilities may lack the security necessary to protect such sensitive information.

Loaning Property To Another Agency

University property may be loaned to another state agency or institution of higher education. 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.

TRAINING

Mandatory training is required for all department heads, designees, and responsible parties. No prior training will be considered in lieu of this requirement. After initial training, refresher updates are required every 2 years. The property managers will accommodate special needs and special training times as needed or desired.

SALVAGE AND SURPLUS PROPERTY

Salvage Property

Salvage property is any personal property which through use, time or accident is so depleted, worn out, damaged, consumed, or outdated that it is obsolete and/or can no longer serve the purpose for which it was originally intended. Salvage property may be discarded or retained for cannibalization of parts, but should be identified for deletion from property records with appropriate documentation and property manager approval.

Surplus Property

Surplus property is any personal property that is in excess of the needs of the department and which is not required for its foreseeable future. Surplus property may be new or used but must have additional useful life. Surplus property may be deleted from department property records as follows, with detailed procedures described in the Property Management Manual:

1. *Trade-In toward the purchase of new property* - trade-ins must be included in solicitations and/or negotiations prior to issuing a purchase order or contract, not added after completion of the purchase process.

2. Transferring Property to another Department - property may be transferred from one department to another by completing a Property Transfer Form (PTF). Procedures for completion and routing are in the Property Management Manual.
3. Transferring property to Surplus - property may be transferred to surplus by completing a Property Transfer form (PTF). Procedures for completion and routing are in the Property Management Manual. Property transferred to surplus is available, without cost, for transfer to any department in need of such property. Availability is on a first-come, first-served basis.

PROPERTY DISPOSAL

University property is to be disposed of as allowed and described in the Property Management Manual, with the exception that disposition of property acquired through federal or state grants and contracts must respect the terms of the grant or contract under which it was acquired. The property manager will determine the disposal option that complies with SPA rules and guidelines and best meets the needs of the university.

All property sales, including scrap metal, are to be overseen by the property office. All funds from sale proceeds will be deposited to the surplus sales account, unless otherwise approved by the vice president for finance and administration. Such approval will be restricted to situations where the proceeds will be returned to an income-generating department such as the soils lab, beef farm, etc. or where the proceeds will provide an offset to a large project purchase such as a road bus, etc.

Hard drives ("loose", internal or external), memory cards from printers or scanners, or copiers must have all data removed before final disposal of the property. Memory cards from printers or scanners will be destroyed by the Property Manager. Procurement will insure that data stored on copiers is removed before a copier leaves the campus.

MISSING OR STOLEN PROPERTY

Missing Property

Missing property is any personal property that has disappeared with no explanation, the loss of which must be reported IMMEDIATELY to the property manager.

A Missing or Stolen Property Report must be completed within 24 hours of reporting the missing property. As part of the report the department head must make a determination of negligence on the part of the responsible party. Failure to report missing property to the property manager IMMEDIATELY may result in a determination of negligence.

Any appropriations withheld from the university due to exceeding the allowed value threshold of missing property will be deducted from the budget of the department responsible for the property. The value threshold is based on the FY 02-03 Appropriations Bill, section 9.03.

Stolen Property

Stolen Property is any personal property that has disappeared by known theft, whether by forced removal, burglary, theft by employee, or other criminal act. Stolen property must be reported IMMEDIATELY to the property manager in conjunction with IMMEDIATELY filing a stolen report with the University Police Department.

A Missing or Stolen Property Report must be completed within 24 hours of reporting the stolen property. As part of the report the department head must make a determination of negligence on the part of the responsible party. Failure to report stolen property to the property manager and/or UPD IMMEDIATELY may result in a determination of negligence.

EMPLOYEE NEGLIGENCE

The president, director of procurement and property services, property managers, department head, or responsible party will be financially responsible for damaged, destroyed, missing or stolen property if negligence is determined.

Negligence is defined as:

1. failure to exercise reasonable care and safekeeping for university property, resulting in its disappearance or theft;
2. failure to exercise reasonable care to maintain and service property, resulting in deterioration of the property;
3. evidence that property has been damaged or destroyed as a result of an intentional wrongful act or a negligent act.

When the property manager has reasonable cause to believe that any university property has been lost, stolen, damaged, or destroyed through the negligence of an employee, an investigation will be conducted by the property manager. If the investigation confirms negligence, the following individuals/offices will be notified:

- SFA Audit Services
- State Attorney General
- Vice President for the Division
- Vice President for Finance and Administration

- Director of Procurement
- Director of ITS (computers only)

While the loss is pending with the AG's office, SFA will determine the value of the property and give the negligent employee(s) an opportunity to provide a replacement or reimbursement to the university. The Attorney General's Office may accept the action taken in the previous step and close the case or investigate and make a final determination of negligence – which may be greater or less than that determined by SFA. If the negligent employee(s) do not provide a replacement or reimbursement to the university, and negligence is determined, OR if the State Attorney General determines a greater negligence, the State Attorney General will make a written demand for reimbursement to the state.

The property manager in consultation with the department head will determine whether replacement of property or reimbursement of funds best meets the needs of the university. The property manager will determine the value of the loss to the university by considering two factors:

Value of the Property – the value of the property may be considered using any or all of the following information:

- Fully depreciated value of \$0
- Fair market value
- Original purchase value

Value to SFA – even though property may have been fully depreciated, its value to the university may be considered to the extent it was used on a regular basis. This value may be determined in consultation with department representatives and internal Audit Services.

REPLACEMENT – If replacement is elected, the employee(s) must purchase property that is equal to or better in specification than the missing or stolen property. The department head or designee must confirm in writing that the replacement property is in the possession of the university and that it is equal or better than the original property. A copy of the specifications should be submitted along with the confirmation. Upon receipt of the confirmation and specifications, the property manager will prepare a tag to be affixed to the replacement property.

REIMBURSEMENT – If reimbursement is elected, the employee(s) must submit to the property manager payment for the property, or a copy of the deposit receipt documenting the reimbursement to the university. The property manager will file the deposit receipt with documentation supporting the reimbursement.

The department may elect to purchase replacement property that exceeds the specifications of the old. If this is preferred, pricing for specifications equivalent to the lost property should be determined, and submitted to the property manager along with a copy of the deposit receipt documenting the reimbursement by the employee(s). The department can then complete their procurement following standard procedures.

Cross Reference: Tex. Gov't Code §§ 403.271-278; Tex. Gov't Code § 2054.003(3)(A); Tex. Gov't Code § 2175.128; Tex. Gov't Code § 2175.304; Tex. Gov't Code § 2203.004; Property Liability ~~Policy~~ (B-34)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Procurement and Property Services/HUB Coordinator

Forms: Annual Property Inventory Audit Certification (provided with Annual Property Inventory Packet), Change In Department Head (ITS Forms Server), Missing, Damaged or Stolen Property Report (ITS Forms Server), Police Report (available from University Police Department), Property Transfer Form (ITS Forms Server), Removal of Property from Campus Request (available on the ITS Forms Server), Salvage Property Request (ITS Forms Server)

Reasonable Workplace Accommodation for Disabilities (E-67)

Original Implementation: April 20, 2004

Last Revision: ~~April 20, 2010~~ July 20, 2010

Stephen F. Austin State University shall make reasonable workplace accommodation for any employee having a known physical or mental impairment as defined under the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008, or the Texas Commission on Human Rights Act, which does not constitute an undue hardship to the university. Job postings will include a statement that all responsible workplace accommodations are requested by calling the Human Resources Office.

The director of Human Resources or designee will be responsible for overseeing the reasonable workplace accommodation policy and procedures to ensure compliance.

Definitions:

- Disability: Any employee having a known mental or physical impairment that substantially limits at least one or more life activities of that individual; a record of such an impairment; or being regarded as having such an impairment.
- Qualified Individual with a Disability: A qualified individual with a disability is an individual who meets all the skills, experience, knowledge, educational and other job requirements of the position. In addition, the individual can perform the essential functions of the position with or without reasonable accommodation.
- Reasonable Accommodation: Modifications or adjustments to a job application process that enable a qualified applicant with a disability to be considered for the position such qualified applicant desires; modifications or adjustments to the work environment, or to the manner or circumstances under which the position held or desired is customarily performed, that enable a qualified individual with a disability to perform the essential functions of that position or modifications or adjustments that enable SFA's employees with a disability to enjoy equal benefits and privileges of employment as are enjoyed by its other similarly situated employees without disabilities.
- Undue Hardship: *Accommodation requests may be disapproved based on the impact on operations and business, the cost factors involved, and the effect on the safety of the requestor or other individuals.*

Procedures for requesting a reasonable workplace accommodation:

Any employee requiring an accommodation shall notify his/her immediate supervisor as soon as practical, informing the supervisor of the nature of the disability.

Any supervisor notified of a disability shall immediately report it to the director of Human Resources or their designee.

The employee shall provide to the director of Human Resources or their designee the following within a reasonable time from the date of notification, not to exceed fourteen (14) days:

- A letter from an appropriate healthcare or rehabilitation professional. The letter shall contain a diagnosis; prognosis and an evaluation as to the effect the impairment will have on the employee's ability to perform the essential duties associated with the employee's position.
- A copy of all documentation relevant to making a decision about reasonable accommodation. Relevant documents may include, but are not limited to, medical records.

The Director of Human Resources or their designee may request a letter from the employee that includes:

- The nature and extent of the physical or mental impairment,
- A complete medical diagnosis by a qualified professional, including the results of any tests conducted to verify the extent of the condition,
- Which, if any, of the major life functions are substantially limited as a result of the employee's condition,
- A prognosis, including the permanent or temporary nature of the condition and a list of all job functions or tasks the employee cannot perform but can perform if reasonable accommodation is provided, and
- Recommendations for appropriate accommodations based on the job description and current duties, if applicable, including the source and type of any special equipment that may be needed.

The director of Human Resources or their designee shall confer with the employee to ascertain the employee's requirements and input on a reasonable accommodation.

Before making a decision regarding the accommodation, the director of Human Resources or their designee may submit the employee's request for accommodation, accompanying documentation and medical records to an appropriate health care professional or a disability committee of appropriate university employees familiar with determining disability status for evaluation and recommendations at the university's expense. All information will be kept confidential by the expert or committee and all documentation provided to the expert/committee will be returned to the university by the expert/committee.

Based on the relevant information provided, the director of Human Resources or their designee shall determine what, if any, reasonable accommodation will be made and shall convey it to the employee and management. If accommodation would constitute undue hardship on the university, supporting documentation will state the reasons. An undue hardship determination will conform to definitions provided by the courts, ~~Americans with Disabilities Act~~ *ADA Amendments Act of 2008*, and the Texas Commission on Human Rights Act. Factors that may affect an accommodation decision should include, but are not limited to, the availability of funding, the amount of disruption of work of other employees, and the impact on the university's ability to conduct business.

Reasonable workplace accommodations taken may include making existing facilities readily available; modifications or adjustments to the work environment or manner or circumstances under which the position's essential functions are customarily performed; modifications or adjustments that enable the individual with the disability to enjoy equal benefits and privileges as other similarly situated employees without disabilities; and other appropriate adjustment to the work environment of a qualified individual with a disability.

Unless extenuating circumstances exist, the review process should not exceed a period of thirty (30) days.

The director of Human Resources or their designee shall periodically confer with the employee with the disability to determine continuance of the workplace accommodation and shall notify the appropriate university personnel regarding the continuation or discontinuation of the workplace accommodation.

In addition to ADA information, all medical information concerning the employee requesting an accommodation shall remain confidential and separate from personnel files. This includes any doctor's statements; leave forms, or any other information that pertains to the medical condition or medical history of the employee.

This pertains not only to all records kept by the Human Resources Department, but extends to any records kept in the departmental offices. The president or their appointed representative shall periodically review and update this policy and procedures to ensure compliance with EEO laws.

Cross Reference: Non-Academic Employee Handbook; Rehabilitation Act of 1973, Pub. L. No. 93-112, 29 U.S.C. § 793, 34 C.F.R. § 104, 41 C.F.R. § 60-741; the Americans with Disabilities Act of 1990, Pub. L. No. 110-325, 42 U.S.C. §§ 12101-12213; *as amended by the American with Disabilities Act Amendments Act of 2008, Pub. L. No. 110-325, 122 Stat. 3553*; and the Texas Commission on Human Rights Act, Tex. Lab. Code §§ 21.051-129

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of Human Resources and General Counsel

Forms: None

Returned Checks (C-35)

Original Implementation: September 1, 1987

Last Revision: ~~July 10, 2007~~ July 20, 2010

A returned check is defined as any *payment by check, debit card, draft or other format which is electronic payment* returned to the university unpaid due to no fault of the bank or the university. The business office shall assess a ~~thirty dollar (\$30)~~ *returned check* fee plus applicable sales tax for each such returned check. Returned checks on student or departmental accounts may be submitted for collection to ~~CheckMate or other~~ a check verification and collection service or the county attorney. *Returned checks on student accounts will be treated as outstanding charges until paid. Delinquent accounts will be subject to the university's policies and procedures for handling student accounts receivables.* If a delinquent account is turned over to a collection agency, applicable charges assessed by the collection agency will be charged to the student's account.

Returned checks received from departmental deposits will be charged back to the originating account and the *applicable* department ~~involved~~ will be notified. If a returned check is received from a donor, the university will *coordinate the* charge back ~~the original entry recording of the gift to~~ through the development office. The development office may make contact with the donor for resolution.

Returned Check Consequences

After receipt of three returned checks from any individual, *organization or business*, the university reserves the right to refuse checks from those ~~individual payors~~, and may demand payment by cash, cashier's check, credit card or money order. Additionally, legal action ~~make~~ may be taken.

Employees with returned checks must make restitution to the university within ten *business* days of notification. Failure to make restitution within ten business days of notification may result in disciplinary action.

Cross Reference: ~~C-6~~ Check Cashing (C-6)

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Controller

Forms: None

Security Systems (D-57)

NEW POLICY

Original Implementation: July 20, 2010

Last Revision: None

Stephen F. Austin State University has a commitment to the security and safety of our students, employees and visitors. This policy contributes to the fulfillment of that commitment and outlines how security systems are requested and maintained with the goal of standardizing security system components and processes as much as possible.

DEFINITIONS

Access Controls

Access control systems enable the monitoring and control of access to facilities and resources. In the context of physical security these systems record the request for and subsequently allow or deny access to the requested area or resources. These systems may include but are not limited to: access card, numeric code, biometric identification or proximity device for access.

Hold-up and Panic Alarms

These systems are devices that signal the University Police Department (UPD) of an event in which the personal safety of a member of the university community is in jeopardy. No on-site audible or visual signal is present in such applications. Locations where such systems could be installed include but are not limited to locations an armed robbery could be a threat or where staff may be subject to personal jeopardy.

Intrusion Detection Systems

These are systems commonly referred to as “burglar alarms” and generally consist of door contacts, motion detectors, and glass breakage sensors. When these devices are triggered they signal a control panel to activate both an on-site audible alarm as well as register an alarm at the UPD central monitoring station.

Security Camera Systems

These systems are devices designed to transmit video and/or audio signals to a monitoring station or recording device. The use of security cameras is generally for purposes of monitoring property subject to theft and supervising sensitive access points or offices/areas subject to disruptive behavior.

No department is permitted to install covert security cameras with the exception of UPD. These systems must be configured to be continuously monitored or recorded. "Dummy" security cameras are not permitted.

Security Systems

The term "security systems" as used in this policy is defined as any singular system or any combination of the systems defined above.

APPROVAL AUTHORITY

All security systems must be approved by the Chief of University Police and the appropriate vice president, or president's designee, prior to purchase and installation. Access controls must also be approved in advance by University Affairs Systems Support prior to purchase and installation. Necessary approvals must be provided to Procurement and Property Services prior to orders being placed.

In facility construction and/or renovation planning, all included security systems must be approved by the Chief of University Police prior to approval of final plans. Any included access controls must be approved by the Chief of University Police and University Affairs Systems Support prior to approval of final plans.

PROCEDURE FOR REQUESTING NEW INSTALLATION

Departments desiring to install a new security system should make a request using the "University Security System Installation Request" form. This form requires a detailed proposal, including a description of the site in question and the purpose of the system.

The departmental contact person listed on the request will be contacted by the Chief of University Police, or his/her designee, for a consultation to determine the most effective system to accomplish the requesting department's objectives.

Within ten (10) business days of receiving a security system installation request, the Chief of University Police shall approve, disapprove, or recommend modifications or alternatives to the request.

Upon final approval, the purchasing and installation of the new security system is the responsibility of the department making the request.

Departments faced with a unique situation pertaining to purchase and installation of security systems may request an exception to this section of the policy, in writing, from the Chief of University Police and the appropriate vice president or president's designee.

SYSTEM MONITORING

Upon installation of a security system, University Police will monitor the system at no cost to the installing department. Stand-alone security systems (those not monitored by UPD) are prohibited.

SYSTEM MAINTENANCE

All security system repairs must be ordered through UPD using the “Security System Repair Request” form. Any single repair expense of \$200 or less will be covered by UPD, while the portion of any single repair expense in excess of \$200 will be billed to the requesting department.

PROCEDURE FOR REMOVAL OR MODIFICATION OF A SYSTEM

Security systems are installed for the protection of our students, employees and visitors. Therefore, security systems may not be removed, relocated, or modified without approval of the Chief of University Police, or his/her designee. Removal or modification should be requested using the “Security System Modification/Removal Request” form.

PROTECTION OF RECORDINGS

For the purposes of security and potential evidence gathering, it is important that any audio or video recorded from security systems be protected.

Any department that has video and/or audio surveillance equipment installed shall provide the University Police Department with the appropriate authorization to view, download, capture, monitor, and control this equipment. This enables the University Police Department to maintain a chain of custody regarding evidence recovered from the recording device.

While the University Police Department will be responsible for the administration of all security system equipment, departmental directors and/or other authorized employees within each department with video and/or audio surveillance equipment installed will have authorization to view, capture, download and copy for non-security purposes.

The administration of the equipment will include, but is not limited to, focusing, pan-tilt-zoom (PTZ) controls, software updates, software configuration, download/capture capabilities, and DVR maintenance. Departments may be provided administrative control in coordination with the Chief of Police. An individual that accesses suspected criminal or suspicious activity should contact University Police immediately.

The University Police Department will, on a regular basis, review any and all video and/or audio surveillance equipment to ensure proper recording, viewing capabilities, and determine the need for repair or replacement. When needed, the University Police Department will coordinate with the appropriate repair/replacement company to have the equipment brought back to proper working order.

RETENTION OF SECURITY CAMERA RECORDINGS

Security camera recordings should be retained for a period of no less than 14 days. If existing systems do not provide for a storage period of that length, the maximum storage period possible should be utilized.

Cross Reference: None

Responsible for Implementation: Vice President for University Affairs

Contact For Revision: Chief of University Police

Forms: New Security System Installation Request
 Security System Modification/Removal Request
 Security System Repair Request

Student Conduct Code (D-34.1)

Original Implementation: January 1998

Last Revision: ~~July 21, 2009~~ July 20, 2010

To fulfill its mission, Stephen F. Austin State University reserves the right to sanction and/or exclude those members of its community who are disruptive of the educational process. A student enrolling in the university assumes an obligation to conduct him/herself in a manner compatible with the university's mission as an educational institution.

This code shall apply to conduct that occurs on university premises, at university sponsored activities and in electronic communities/instructional sites and to off-campus conduct that adversely affects the university and/or the pursuit of its objectives. This code shall apply to a student's conduct even if the student withdraws from the university while a disciplinary matter is pending. The vice president for university affairs, or their designee, shall determine, on a case-by-case basis, if this code should be applied to conduct occurring off campus or in electronic communities/instructional sites.

Conduct 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 being subject to the disciplinary proceedings of the university. University proceedings may precede any actions taken by non-university authorities. The determinations and any sanctions resulting from university disciplinary proceedings will be independent of any non-university adjudication. The following list of possible acts is either prohibited by federal, state, or municipal law or by university rules and/or regulations.

1. Hazing (also see University Policy D-16, Hazing)

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 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. A date in parenthesis following an organization's name will indicate the last year the organization's name will be included.

2. Illicit Drugs

(Also see University Policy D-19, Illicit Drugs and Alcohol Abuse)

It is the policy of Stephen F. Austin State University that any unlawful manufacture, possession, use, delivery or sale of any controlled substance or illegal drug, or the delivery or sale of any simulated illegal substance, 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. These conditions can include substance abuse evaluation, treatment, and/or counseling. Any cost for services or treatment not offered as a student service on campus will be the responsibility of the student.

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, or unauthorized use, possession, or storage of firearms or 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, dangerous chemicals or ammunition on university property; or unauthorized use, possession, or storage of weapons on campus or in any campus building (including residence halls). This includes BB/pellet guns, paintball guns, slingshots, bows or other devices meant to fire projectiles.

5. Causing physical harm, or causing reasonable apprehension of physical harm, to any person. This includes, but is not limited to, stalking, terroristic threats, and physical or 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, testing, proctoring or tutoring services, and sale or use of university property for personal gain.

21. Improper use of student identification card. This includes allowing use of card by another to obtain services such as, but not limited to meals, event admission, and library services. (also see Policy F-27, Student ID Cards)
22. Unauthorized or illegal use, possession or distribution of alcoholic beverages or products on university property or at university-sponsored activities, including, but not limited to, intercollegiate and intramural athletic events on university grounds, in academic and administrative buildings, public intoxication, or any alcohol-related crime. Housing policies dictate use of alcohol in residence halls and on-campus apartments. (also see University Policy D-19, Illicit Drugs and Alcohol Abuse)
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. Theft, destruction or other abuse of computer facilities and resources, as delineated in university policies including, but not limited to: University Policy D-8.1, Computer & Network Security; University Policy D-42, Digital Millennium Copyright; University Policy D-43, Computing Software Copyright; or University Policy F-40, Acceptable Use of Information.

Examples of prohibited acts in these policies include:

- a. Unauthorized entry into a file or account, to use, read, or change the contents, or for any other purpose.
- b. Unauthorized transfer or copying of a file or software.
- c. Use of another individual's identification and/or password.
- d. Use of computing facilities and resources to interfere with the work of another student, faculty member or university official.
- e. Use of computing facilities and resources to send obscene or threatening messages.
- f. Use of computing facilities and resources to interfere with normal operation of the university computing system.
- g. Use of computing facilities and resources in violation of copyright laws.
- h. Use of computing facilities and resources activities related to personal for-profit ventures unrelated to the educational mission of the university
- i. Violation of any departmental or lab policy.

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).

Sexual harassment, as defined in University Policy E-46, Discrimination Complaints / Sexual Harassment, sexual assault, sexual abuse or other sexual misconduct.

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.

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

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

Cross Reference: Hazing (~~Policy~~-D-16); Illicit Drugs and Alcohol Abuse (~~Policy~~-D-19); Student ID Cards (~~Policy~~-F-27); Computer & Network Security (~~Policy~~-D-8.1); Digital Millennium Copyright (~~Policy~~-D-42); Computing Software Copyright (~~Policy~~-D-43); Acceptable Use of Information (~~Policy~~-F-40); Discrimination Complaints/Sexual Harassment (~~Policy~~-E-46); Discipline and Discharge (~~Policy~~-E-11)

Responsible for Implementation: Vice President for University Affairs

Contact for Revision: Dean of Student Affairs

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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, 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 adviser may be anyone of the charged student's choice. The adviser 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.

Complicity: Being present during the planning or commission of any violation of the Student Conduct Code in such a way as to condone, support, or encourage that violation. Students who anticipate or observe a violation of the Student Conduct Code are expected to remove themselves from association or participation and are encouraged to report the violation.

Dean of Student Affairs: As used in these procedures, the dean of student affairs is charged, as a designee of the vice president for university affairs, with the responsibility for the administration of these disciplinary procedures.

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 dean of student affairs, 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. The dean of student affairs may designate additional staff members to serve as hearing officers as the need arises.

Provost: As used in these procedures, the provost, or designee, is charged with the primary responsibility for the administration of these disciplinary procedures that relate to academic dishonesty in the classroom as delineated in University Policy A-9.1, Academic Integrity.

Student: All persons taking courses at the university, either full-time or part-time, pursuing undergraduate, graduate, or professional studies. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term but who have a continuing relationship with the university or who have been notified of their acceptance for admission are considered “students” as are persons who are living in university residence halls, although not enrolled in this institution.

Student Conduct Code: University Policy D-34.1, 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 members appointed by

the president of the university and the student member of the committee from a pool of five (5) students appointed by the president of the Student Government Association. Each committee member shall have a vote. The VPUA, or designee, may appoint student or faculty/staff members to the committee pool in situations where committee members are unavailable to serve to preserve the timeliness of the student conduct process.

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 (VPUA): 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 or to hear appeals. The dean of student affairs shall serve as the primary designee of the VPUA in the administration of these procedures, with the daily responsibility for the administration of these disciplinary procedures delegated to the judicial officer. The VPUA may designate additional staff members to serve as hearing officers as the need arises. All designees shall follow the same procedures as outlined for the judicial officer in this policy.

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.

- a. to be present at the hearing;
- b. 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;
- 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 is identified as a victim of a nonforcible sex offense or other violent criminal offense, 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 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 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. An intercom or other remote audio or video device 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 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 *and can be assigned along with any other sanction, probationary or suspension status*. 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 of an individual: is a bar from attending the university for a specific period of time and begins at ~~5 p.m.~~ on the first business day following the date of the decision of the hearing officer or board considering the case. A suspension also 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.
- ~~2.b.~~ A student under suspension may not live or board in university facilities.

Suspension of a Student Organization: *is loss of university recognition for a specified period of time as outlined in Policy F-14, Student Organization Formation and Recognition. Student organizations are required to cease all activities during the specified period. Student organizations that continue to function during the suspension will be considered in violation of their suspension. Special Actions may also be attached to the suspension to enhance the educational intent of the disciplinary process. Suspended student organizations must submit a new application as an organization at the end of the suspension period.*

Expulsion: is a permanent bar from attending the university whereby the student is not eligible for readmission to this university and begins at 5 p.m. on the first business day following the decision of the hearing officer or board considering the case. An expelled student's status will also carry the following conditions:

- ~~b.c.~~ 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.
- ~~e.d.~~ 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, the 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:

- d.e. the reliability of the information concerning the student's conduct, including the matter of his/her identity;
- e.f. 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. Alleged residence hall policy infractions shall be adjudicated by residence hall hearing procedures. Student Code of Conduct violations shall be referred to the judicial officer in the Office of Student Rights and Responsibilities.

In the event of multiple infractions involving both Residence Hall Policy and the Student Conduct Code, each infraction shall be heard separately by the appropriate hearing officer. In Residence Hall Policy violation cases, the hall director shall notify the charged student, through a university-recognized medium, 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 director shall make every effort for the hall hearing to be held within five (5) working days of the alleged infraction.

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 student must file the appeal within three (3) working days of the hall director's decision. Grounds for an appeal are limited to procedural irregularities. The student must file the signed and dated written appeal in the Office of Student Rights and Responsibilities no later than 5 p.m. on the day of the deadline. The written appeal 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 Department 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 Department 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 appropriate university officials 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 to the Judicial Board 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.
- 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 adviser 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.

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.

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 student must file a signed and dated written appeal in the Office of Student Rights and Responsibilities no later than 5 p.m. on the day of the deadline. The written appeal 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 Department 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.

Student Conduct Code Violation Procedures

The Office of Student Rights and Responsibilities 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 Office of Student Rights and Responsibilities shall notify the charged student, through a university-recognized medium, of the necessity of a hearing to adjudicate the alleged violation. The notice shall include the date of the alleged violation and the specific provision of the Student Conduct Code in question.

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 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.

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.

. 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's case may be considered and a final decision determined in the absence of the student and/or 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

a. Sanction of suspension or expulsion

There are two (2) appeal options for the sanctions of suspension or expulsion. A student may appeal either the finding/decision OR the sanction. The written appeal must be submitted according to one of the following procedures within 5 working days of the judicial officer's decision. A student must remain off campus until his/her appeal is accepted by the proper authority and permission is granted to continue to reside on campus and/or to attend classes until the completion of the appeal process.

i. Appeal of Findings:

The determination of the judicial officer of a student's responsibility in a case that results in a sanction of suspension or

expulsion may be appealed to the Student Conduct Committee by requesting a formal hearing. The student must file the signed and dated written appeal in the committee chair's office no later than 5 p.m. the day of the deadline. The written appeal must contain: the charged student's university identification number, date of the disciplinary action being appealed, the nature of the charges, a specific request to have the case reheard before the committee, and a request(s) to continue to reside on campus and/or attend classes during the appeal process. See the following section, B. Formal Disposition for Student Conduct Code Violations, for formal hearing procedural details.

ii. **Appeal of Sanction:**

The charged student may accept the finding of responsibility and appeal the judicial officer's sanction of suspension or expulsion to the vice president for university affairs. The signed and dated written appeal must be filed in the vice president's office no later than 5 p.m. the day of the deadline. The written appeal 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, any extenuating circumstances the charged student wishes to have considered and a request(s) to continue to reside on campus and/or attend classes during the appeal process.

The vice president may assign the appeal to the dean of student affairs. In this case, the dean of student affairs will serve as the final level of appeal.

iii. **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 student must file the signed and dated written appeal in the

office of the Student Conduct Committee chair no later than 5 p.m. the day of the deadline. The written appeal 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, modify, reverse or remand the case findings or sanctions 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 appropriate appeal officer, either the conduct committee chair, or the VPUA or designee, in writing for permission to continue to reside on campus and/or attend classes pending final determination of the appeal. The officer may permit either of these requests 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 sanctions other than suspension or expulsion, 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 Student Rights and Responsibilities 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 appropriate university officials 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 judicial officer and any additional documentation generated through an appeal.

A. 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 the case is referred to the Committee 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. The charged student will be allowed 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. Formal hearings will be scheduled as quickly as reasonably possible. Formal hearings generally will not be scheduled when classes are not in session or during dead week or finals week.
- 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 may result in the charged student's case being considered and a final decision determined by the committee in the absence of the student and/or the judicial officer being instructed to place a bar 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:

- 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, amend or add any action or charges or permit informal disposition upon request of the charged student;
- g. bring charges against additional students as a result of the evidence presented in a hearing;
- h. 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.
- i. 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 a violation 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 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. In cases of suspension or expulsion, a student must remain off campus until his/her appeal is accepted by the vice president for university affairs or designee and permission is granted to continue to reside on campus and/or to attend classes until the completion of the appeal process.

The student must file a signed and dated written appeal in office of the vice president for university affairs no later than 5 p.m. on the day of the deadline. The written appeal 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, any extenuating circumstances the charged student wishes to have considered, and, in cases of suspension or expulsion, a request(s) to continue to reside on campus and/or attend classes during the appeal process. 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. The vice president may assign the appeal to the dean of student affairs. In this case, the dean of student affairs will serve as the final level of 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 continue to reside on campus and/or attend classes pending final determination of the appeal. The vice president for university affairs, or their designee, may permit either or both of these requests 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 Office of Student Rights and Responsibilities. 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 appropriate university officials and the student charged.

Cross Reference: Student Code of Conduct (~~Policy~~ D-34.1)

Responsible for Implementation: Vice President for University Affairs

Contact for Revision: Dean of Student Affairs

Forms: None

Student Employment Center (F-26)

Original Implementation: June 18, 1987

Last Revision: ~~April 21, 2009~~ July 20, 2010

1. Students seeking on-campus employment may ~~visit the Student Employment Center (SEC) in the Counseling and Career Services Office or view on-line jobs located on the SEC (<http://www.sfasu.edu/ccs/studentemp/findjob.htm>) web site at <https://careers.sfasu.edu>.~~ Students ~~need to contact the employing department to apply for each position~~ *must apply on-line and the hiring department will arrange an interview.*
2. All students employed by the university are required to ~~report to the SEC for verification of employment eligibility and payroll processing and E-Verify compliance~~ *attend an orientation session provided by Human Resources on or before their first day of employment. It is the employing department's responsibility to to instruct ensure that all new student workers to report to to the SEC new student employee orientation for paperwork processing before they begin work. Once the necessary employment forms (Student Employment Information Sheet, I-9 and W-4) and trainings have been completed and a picture I.D. provided, the student may be authorized to work on campus. Students working in College Work-Study positions must obtain a College Work Study Permit from the Financial Aid office each semester they intend to work. International Students must also provide Forms I-20 and I-94 as part of their student employment paperwork process.*
3. The hiring department will complete job assignments in the Oracle-based on-line student card system for all new hires. Rate changes and new account assignments ~~can may also be completed within the on-line system as well.~~ The check of approval levels 1 & 2 in the on-line student card system verifies that the supervisor or department head has determined that sufficient funds are available for payment of wages. Terminations are made using the Disable Administrative Account Request form. ~~at URL <https://apache.sfasu.edu/par/>.~~
4. ~~Any department still using the physical card system should contact Student Employment for conversion and training.~~
- 5.4. In the fall and spring semesters, student employees of the university will be restricted to no more than twenty (20) hours of work per week, unless approved by the provost and vice president for academic affairs or his/her designee, as indicated on the Departmental Approval to Work More Than 20 Hours form. This form ~~can may be found on the Student Employment page of the Human Resources website. may be obtained from the SEC office or website.~~ To be eligible for on-campus employment during the fall or spring semesters as a student worker, ~~(either a student assistant or work study),~~ a student must carry six (6) or more semester hours. It is

the employing department's responsibility to ensure that student employees are enrolled for the required number of semester hours. SFA student workers enrolled for 1-5 academic hours must be approved by the Dean of Student Affairs, as indicated on the Departmental Approval to Work While Enrolled for Fewer Than 6 Hours form. This form *may be found on the Student Employment page of the Human Resources website.* ~~may be obtained from the Student Employment Center website or office.~~

- 6.5. During the summer, students employed as either student assistants or work study employees, and ~~who~~ are enrolled for three (3) or more hours of coursework, may not work more than twenty (20) hours per week, unless they receive proper authorization as instructed in section 4. It is the employing department's responsibility to ensure that student employees are enrolled for the required number of semester hours.

Those students who do not attend school in the summer but have a reasonable expectation of being enrolled as SFASU students in the upcoming fall semester are eligible for student assistant employment up to forty (40) hours per week in the summer. Reasonable expectation for a new student would include being accepted by the Office of Admissions.

- ~~Departments should contact Human Resources to help determine the appropriate pay rate for student assistants.~~ ~~may determine CWS/Student Assistant pay rates according to the following five position grades.~~ ~~Pay ranges are determined by the student's level of experience and skill. Students must always be paid at or above the federal minimum wage rate. Use the pay grade guide below to determine what amount to pay your student worker and also see our Suggested Pay Range.~~
- ~~Grade 1. Student work requiring no previous training or experience; duties can be learned readily under proper supervision; work may relate directly to the academic program of the University or to the maintenance of facilities and services. (Example: office clerks, sales clerks, service personnel).~~
- ~~Grade 2. Student work requiring some college course work, related experience and/or technical training; continuing supervision not required; positions concerned directly with the academic program of the University requiring completion of some academic work for the position. (Example: typists, stenographers, student craftsmen, student graders)~~
- ~~Grade 3. Student work requiring the supervision or counseling of other students; ordinarily requiring the skills, training, and judgment essential for the adequate supervision of others working in the maintenance or academic functions of the university. (Example: full supervision of student work, supervisors of facilities, services, or personnel)~~

- ~~Grade 4. Student work requiring such professional or technical skills that only advanced students may perform such duties. Position Grade 4 work cannot be performed by students in other position grade classifications.~~
- 6. ~~Grade 5. For student employment not meeting the above four pay grade specifications the department should contact the Student Employment Center.~~
- 7. Job ~~openings-vacancies~~ requiring services of ~~Stephen F. Austin State University~~SFA students should be placed with the SEC through the Jobs4Jacks website (<http://www.sfasu.edu/ccs/careerservices/jobs4jacks.asp>)~~posted on the Careers at SFA website and/or the employing department~~ for at least three (3) ~~business~~ days before the employing department recommends appointment of a candidate to fill the opening. *In order to be considered an applicant for a student position, students must apply online. Departments cannot hire a student unless the student has applied for the position online. Departments may choose to place job postings on their departmental bulletin board in addition to the initial/original posting with SEC. It is the employing department's responsibility to ensure that student job openings are listed for the required number of business days. It is also the employing department's responsibility to notify the SEC*Human Resources immediately when the job is filled. *Under no circumstances will a student position be filled without completing the job vacancy and posting requirements.*
- 8. ~~If an employment emergency occurs requiring the immediate services of a student worker, the three-day posting requirement can be waived. The employing department must contact the SEC the next business day after the emergency occurred and provide documentation justifying the emergency. Lack of planning is not justifiable cause for an exception to the three-day posting requirement.~~
- 9.8. College Work-Study (CWS) is a federally-funded program designed to provide financial aid to those students choosing to earn a portion of their educational expenses. The Student Financial Aid Office determines the student's eligibility for CWS employment in accordance with established federal guidelines. Departments' allocated CWS funds should be aware of the following procedures:
 - A. The College Work-Study Program is a form of student employment and is ~~therefore~~ subject to the conditions outlined above.
 - B. To be eligible for the CWS program, the student must first complete the financial aid application for need-based aid by the established deadline. If the results of the need analysis indicate the student is eligible for CWS, and the student expresses an interest in the program, the Financial Aid Office will make the award accordingly.
 - C. The student must reapply for CWS each academic year. If the student wishes to be employed through the CWS program in the summer, he/she must request that the Financial Aid Office review his/her file for eligibility in the preceding spring semester.

- D. Before beginning employment, each student must present to the employing department a "Work-Study Permit" secured from the Financial Aid Office. The permit will indicate the maximum amount of money the student may earn for a given period of employment by the university on a college work-study account. It is important to note that this amount is the maximum amount that can be paid from a CWS budget. It is the employing department's responsibility to control the hours worked by the CWS personnel to be absolutely certain that the student does not earn more than the amount of money allowed from CWS funds.

Once the student has earned the amount of his/her CWS award, the department must terminate the student from their CWS account. At that time the department may choose to either pay the student worker out of their departmental account as a "student assistant" or terminate the student worker.

It is recommended that departments do not employ CWS students on their CWS and department accounts simultaneously. They should first exhaust their CWS allotment funds and then appoint the student to their departmental account.

- E. A fall "Work-Study Permit" allows the student to work from August through December. A spring "Work-Study Permit" allows the student to work from January through May. A summer "Work-Study Permit" allows the student to work from May through August. (The division between the summer sessions is determined by the university's summer calendar.) Exact dates vary from year to year and are determined by the Student Financial Aid Office.
- F. All time sheets for CWS employees must be signed by the student and the employing department head or authorized personnel.
- G. If questions arise concerning the College Work-Study Program, call the Financial Aid Office at 936-468-2403.

Foreign Students:

The Department of Homeland Security permits foreign students to be employed under the same regulations as students who are US citizens. Questions about documentation and identification requirements ~~can~~ may be answered through the SEC at 936-468-6637 by *Human Resources*.

Graduate Assistantships:

Employment authorization and processing goes through the Human Resources office *and the Graduate Office*.

Nepotism:

University policy regarding nepotism applies to student employment. (See Nepotism ~~policy~~ *Policy E-33*.)

Cross Reference: Nepotism, ~~Policy~~ (-E-33); Immigration Reform and Control Act of 1986, 8 U.S.C. § 1101 et seq. *Pub. L. No. 99-603, 100 Stat. 3359*; 42 U.S.C. §§ 2751-2756(b) et seq.

Responsible for Implementation: Vice President for ~~University Affairs~~ *Finance and Administration*

Contact for Revision: Director of ~~Counseling and Career Services~~ *Human Resources*

Forms: Oracle On-line Student Employment Authorization Form (~~issued by the SEC~~), College Work Study Permit (issued by Financial Aid), Departmental Approval to Work More Than 20 Hours (~~issued by the SE~~ *Con-line*), Departmental Approval to Work While Enrolled for Fewer than 6 hours (~~issued by SE~~ *Con-line*), ~~Student Employment Information Sheet~~ (issued by the SEC), I-9 Form (~~issued by the SE~~ *Human Resources*), I-20 Form, I-94, W-4 Form (~~issued by the SE~~ *Human Resources*).

Time Clock (E-51.1N)

Original Implementation: October 14, 1997

Last Revision: ~~July 10, 2007~~ July 20, 2010

Each employee is required to have a record of hours worked. In departments using time clocks, the following regulations will apply:

1. Employees are required to ~~punch-clock~~ in prior to their assigned start time, and must ~~punch-clock~~ out when they go off duty.
2. Employees are required to clock out any time they leave the work site for any reason other than assigned work duties.
3. Unless permission to do otherwise is authorized in writing by the employee's supervisor, no employee may clock in more than 5 minutes prior to, or 5 minutes after, the start of their shift. Employees may not clock out more than 5 minutes prior to, or 5 minutes following the end of their work time.
4. Clocking in within the time-frame specified in item three, will be calculated as an on-time report for duty.
5. Depending on the department procedures, time recorded will be the work-time paid or employees will be paid from time sheets verified by actual ~~punched~~ recorded times. Any adjustments to the recorded time must be approved by the employee's supervisor. Managers will be accountable to their department head for any manual changes submitted.
6. Unless a department is utilizing a system with an automatic lunch deduction, employees must clock out for their designated lunch time. All employees are free to leave the university premises during lunch.
7. Employees should not clock out for designated break times and must stay in the assigned work area during the break.
8. Employees who have worked time in excess of 40 hours per week will be paid time-and-a-half (or accrue comp-time at that rate) for all time exceeding 40 hours.
9. Except in emergency circumstances, prior permission to work overtime should be approved in writing by the department manager.

Violations of this policy may result in disciplinary actions; including oral or written warnings, suspension without pay and/or termination. Under no circumstance may one employee ~~punch-clock in or out a time card~~ for another. Any employee participating in this type of violation will face immediate termination.

For employees in departments using scan-card time clocks, ~~Lost~~ lost cards must be reported to your supervisor immediately. When cards are lost or misplaced, employees will be

issued one replacement card at no cost. Additional replacement cards will cost \$5.00 each.

Cross Reference: None

Responsible for Implementation: Vice President for Finance and Administration

Contact For Revision: Director of Human Resources

Forms: None

University Logo/Seal (D-38)

Original Implementation: Unpublished

Last Revision: ~~July 10, 2007~~ July 20, 2010

Requests for the use of university logos such as the *university's official mark, Lumberjack, Ladyjack*, or other emblems and marks, *including the university name and associated verbiages*, should be directed to the ~~associate athletic director~~ *Department of Intercollegiate Athletics* where they will be forwarded to the university's contracted licensing agent. The university retains all rights to ~~the logo~~ *the use of its name and its emblems and marks.* and Licensing revenue is dedicated to support the university athletic department.

The official seal is reserved for university use only.

Cross Reference: 15 U.S.C. §~~see: 1127-et seq.~~; ~~Texas Business and Commerce Code sec. 16.01-et seq.~~ *Tex. Bus. & Com. Code §§ 16.01-16.31*

Responsible for Implementation: General Counsel, Executive Director of Marketing

Contact for Revision: Athletic Director

Forms: SFA Art Approval Form

University Web Site (D-45)

Original Implementation: August 1, 2000

Last Revision: ~~July 10, 2007~~ July 20, 2010

The university Web site is an important communication tool for the university and the source of vital information for prospective and current students, as well as faculty and staff, among other audiences. The quality of the university is evaluated in part by its online content.

The Office of Public Affairs provides online practice guidelines, which are updated from time to time. Current guidelines may be found ~~here~~ on the university Web site.

- I. Responsibility
 - a. Management of the Web site, led by the Office of Public Affairs, strives to ensure that information is accurate and easily accessible, while recognizing the contributions of university colleges, schools, departments and programs.
 - b. The administrative head of each campus organizational unit maintaining a Web site is responsible for seeing that the site adheres to this and other university policies.
 - c. The Office of Information Technology Services manages the university Web site server(s).
 - d. Every organizational unit head shall designate an individual(s) to serve the following functions: pagemaster, webmaster, and, if applicable, server administrator. (The same person may serve in one or more of these capacities.) To ensure continuity of service, these individuals must be regular (non-student) university employees. However, the organizational unit head is responsible for the unit's Web site and its adherence to university Web policy and practices provided by the Office of Public Affairs. Careful thought must be given to the collection of site content and the ongoing responsibility of site maintenance.
 - e. Each organizational unit head will keep the Office of Public Affairs apprised of the current designees and will assist the Office of Public Affairs in ensuring that all of the designees' responsibilities have been fulfilled.
- II. Technical Requirements
 - a. Duplication. To facilitate revisions and prevent contradictory information from appearing on the university Web site, unit webmasters should not duplicate information already on the university Web site, but rather should link to information on the site of the office primarily responsible for the function or activity. Information should be entered into the university's content management system and used from the system when available.

- b. Identification. Each Web site associated with Stephen F. Austin State University must be clearly identified. The name of the organizational unit should be on every page it creates. The unit webmaster or pagemaster's e-mail address must be displayed on the unit's main page. To preserve anonymity, generic e-mail addresses may be used.
- c. Required page links. Documents should be designed to minimize users' reliance on navigational aids in browsers. Links must be provided on each page back to the homepage for that document or collection, and for the homepage, back to the sponsoring department or unit. Each department or unit homepage must include a link back to the university homepage. Other links may be required for different Web sites as directed by the Office of Public Affairs.
- d. Broken/Dead Links. Broken or dead links occur as pages are modified, moved, or deleted over time. If pages are maintained according to this policy, there should be no links on pages that consistently produce error messages or otherwise do not work. Unit webmasters should check frequently for broken or dead links on their pages. An error rate of greater than 3% is, in most cases, unacceptable.
- e. Under construction. Under construction messages or image signs may not be used.
- f. Names. Files, folders, and images should not have spaces in the name. Spaces in links are unconventional and occasionally do not work with some browsers or link checkers.
- g. Index designation. Every directory on the central server must include a file named "index.htm, html, asp, php, etc. -"
- h. Mission statement. Every organizational unit must display its mission statement on its Web site and must provide a prominent link from this statement to the university mission statement.

III. Outsourcing

An organizational unit that is considering contracting outside the university for Web development, paid or volunteer, should contact the Office of Public Affairs first. The Office of Public Affairs will work with units and their Web consultants to help ensure that the final product of outsourcing efforts complies with university policy and that the final site supports the mission and goals of the unit and the university effectively.

IV. Content

Responsibility for accuracy of Web content is the responsibility of everyone in the university, especially the deans, directors, managers and their designees:

- a. Faculty Web pages must be approved by the relevant dean or designee.
- b. Unit Web pages must be approved by the relevant director/manager or designee.

- c. The university home page and top-level pages must be approved by the Office of Public Affairs.
 - d. Administrative material, e.g. policies, minutes of meetings, are to be approved through appropriate administrative channels prior to posting.
 - e. Obsolete or out-of-date material must be removed as soon as practical.
 - f. The Office of Public Affairs will remove links on the university home page and index pages to material that is considered obsolete.
- V. E-commerce Activity
- The university offers a secure method to support e-commerce activities, such as online payments for university courses and auxiliary programs like informal courses and summer camps. Contact marketplace@sfasu.edu for more information about establishing e-commerce service on a university Web site.
- VI. Copyright and Privacy
- Copyright laws and university copyright policy must be followed. Information created by a government agency is largely considered to be in the public domain. "Found" graphics or outside information must not be used on Web sites without proper attribution.
- VII. Commercial Activity
- Commercial activity for personal gain is not permitted on any site operated with university resources, nor may readers be automatically re-directed from a university Web site to an external Web site that may result in personal financial income any university employee.
- VIII. ADA Compliance
- Pages must be accessible to persons with disabilities. Text files must be available for sound files containing substantive spoken content. Images and other visual files must include an ALT attribute and appropriate text. See the state of Texas Web site Rules and Regulations for additional information on meeting requirements of the Americans with Disabilities Act (ADA).
- IX. Exceptions
- All requests for exemptions from these standards must be submitted in writing to the Office of Public Affairs prior to a Web site launch.

Cross Reference: None

Responsible for Implementation: President

Contact for Revision: Executive Director of Marketing *and Public Affairs*

Forms: None

Vendor Protests (F-35)

Original Implementation: July 14, 1998

Last Revision: ~~July 10, 2007~~ July 20, 2010

Any actual or prospective bidder, offeror, or contractor who ~~feels~~ *considers himself to have been* aggrieved in connection with the solicitation, evaluation, or award of a contract may formally protest to the director of ~~purchasing and inventory~~ *Procurement and Property Services*/HUB coordinator of Stephen F. Austin State University. Such protests must be in writing and received in the ~~purchasing~~ *procurement* director's office within 10 working days after ~~such aggrieved person~~ *the protesting party* knows, or should have known, of the occurrence of the action which is protested. Formal protests must conform to the requirements of this policy, and shall be resolved in accordance with the procedure set forth herein. Copies of the protest must be mailed or delivered by the protesting party to any other interested parties. For the purposes of this policy, "interested parties" means all vendors who have submitted bids, ~~or~~ proposals, *or other expressions of interest related to the solicitation and/or* ~~for the~~ contract involved.

In the event of a timely protest or appeal under this section, Stephen F. Austin State University shall not proceed further with the solicitation or ~~with the~~ award of the contract unless the ~~purchasing~~ *procurement* director, after consultation with the end user, makes a written determination that the award of contract without delay is necessary to protect ~~substantial~~ *the best* interests of the state.

A formal protest must be sworn and contain:

1. A specific identification of the statutory or regulatory provision(s) that the action complained of is alleged to have violated;
2. A specific description of each act alleged to have violated the statutory or regulatory provision(s) identified above;
3. A precise statement of the relevant facts;
4. An identification of the issue or issues to be resolved;
5. Argument and authorities in support of the protest; and
6. A statement that copies of the protest have been mailed or delivered to ~~the using agency and~~ other identifiable interested parties.

The ~~purchasing~~ *procurement* director shall have the authority, prior to appeal to the vice president for finance and administration, to settle and resolve the dispute concerning the solicitation, evaluation, or award of a contract. The ~~purchasing~~ *procurement* director may solicit written responses to the protest from other interested parties.

If the protest is not resolved by mutual agreement, the ~~purchasing~~*procurement* director will issue a written determination on the protest.

1. If the ~~purchasing~~*procurement* director determines that no violation of rules or statutes has occurred, he/she shall so inform the protesting party, the end user, and other interested parties by letter which sets forth the reasons for the determination.
2. If the ~~purchasing~~*procurement* director determines that a violation of the rules or statutes has occurred in a case where a contract has not been awarded, he/she shall so inform the protesting party, the end user, and other interested parties by letter which sets forth the reasons for the determination and the appropriate remedial action.
3. If the ~~purchasing~~*procurement* director determines that a violation of the rules or statutes has occurred in a case where a contract has been awarded, he/she shall so inform the protesting party, the end user, and other interested parties by letter which sets forth the reasons for the determination, which may include ordering the contract void.

The ~~purchasing~~*procurement* director's determination on a protest may be appealed by the protesting party to the vice president for finance and administration. An appeal of the director's determination must be in writing and must be received in the vice president's office no later than 10 working days after the date of the director's determination. The appeal shall be limited to review of the ~~purchasing~~*procurement* director's determination. Copies of the appeal must be mailed or delivered by the protesting party to any other interested parties and must contain a certified statement that such copies have been provided.

The general counsel shall review the protest, ~~purchasing~~*procurement* director's determination and the appeal and prepare a written opinion ~~with~~*and* recommendation to the vice president for finance and administration. The vice president may, in his discretion, refer the matter to the president for his/her consideration or issue a written decision on the protest.

When a protest has been appealed to the vice president for finance and administration and has been referred to the president by the vice president, the following requirements shall apply.

1. Copies of the appeal and responses of interested parties, if any, and general counsel recommendation shall be mailed to the president, and copies of the general counsel's recommendation shall be mailed to the director of ~~purchasing~~*procurement*, the protesting party, and other interested parties.

2. All interested parties who wish to make an oral presentation at an open meeting with the president are requested to notify the general counsel at least 48 hours in advance of the open meeting.
3. The president may consider oral presentations and written documents presented by SFA staff and interested parties. The president shall set the order and amount of time allowed for presentations.
4. The president's determination of the appeal shall be final.

Unless good cause for delay is shown or the president determines that a protest or appeal raises issues significant to procurement practices or procedures, a protest or appeal that is not filed timely will not be considered.

A decision issued in writing either by the president or in writing by the vice president for finance and administration, shall be the final administrative action of Stephen F. Austin State University.

Cross Reference: None

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Director of ~~Purchasing and Inventory~~ *Procurement and Property Services*/HUB Coordinator

Forms: None