



## FACULTY SENATE

Faculty Senate Meeting Agenda  
Friday, February 22, 2019, 1:00 p.m.  
Ledbetter Rooms B & C, Donaghey Student Center

**I. Welcome and Roll Call**

**II. Review of Minutes (January 25, 2019)**

**III. Announcements**

**IV. Introduction of New Topics (2 minute limit)**

**V. Airing of Grievances (2 minute limit)**

**VI. Reports**

- A. Executive Committee – Amanda Nolen
- B. Chancellor’s Report – Andrew Rogerson
- C. Provost’s Report – Christy Drale
- D. Undergraduate Council – Mike Tramel
- E. Graduate Council – Karen Kuralt
- F. Council on Core Curriculum and Policies – Belinda Blevins-Knabe
- G. Governance Committee – Rosalie Cheatham
- H. Planning and Finance Committee - Rosalie Cheatham
- I. Ad hoc Cmte – Retention Committee - Mike Crow

**VII. Old Business**

**VIII. New Business**

- A. **Motion FS\_2019\_4.** Admissions and Transfer of Credit Committee (Legislation. Requires majority vote at one Faculty Senate meeting, no second required.) Revision to Admissions for International Students (as amended 1/2019, 3/1994, and 4/1990).

**Be it resolved** to amend International Student Requirements per the mark-up in Appendix A (underline indicates addition, strikethrough indicates deletion); and

**Be it further resolved** that upon approval, implementation of changes will be effective as of July 2019.

*Commentary:* The proposed revision updates the language to reflect changes to requirements for international students based on their classification. Changes include application submission requirements for entering international freshmen, transfer, and post-baccalaureate students, proof of English language proficiency, and maintenance of immigration status. Changes also update language related to on-campus employment and health insurance.

**B. Motion FS\_2019\_5.** Faculty Governance Committee (Legislation. Requires majority vote at one Faculty Senate meeting, no second required.) That the Faculty Senate endorse the UA Little Rock vision statement.

**Be it resolved** that the Faculty Senate endorse the UA Little Rock vision statement “The University of Arkansas at Little Rock is dedicated to improving students’ lives and enhancing our communities. We will be a leading metropolitan university that engages the city, the region and beyond through excellent teaching, research and partnerships.”

*Commentary:* The Faculty Senate has endorsed the UA Little Rock mission statement, role and scope statement and mission objectives. HLC Criterion I.B.1 also specifies the importance of a vision statement.

**C. Motion FS\_2019\_6.** Faculty Governance Committee (Legislation. Requires majority vote at one Faculty Senate meeting, no second required.) Guidelines for appointment for University and Distinguished Professor.

**Be it resolved** to approve the guidelines for the appointment of University and Distinguished Professor as shown in Appendix B.

*Commentary:* UA Board of Trustees policy 405.1 provides for the establishment of campus-based guidelines for appointment of University Professors and Distinguished Professors.

## **VIII. Open Forum**

## **IX. Adjourn**

## **Appendix A: International Student Requirements**

UA Little Rock is authorized by U.S. Citizenship and Immigration Services (USCIS) and the Department of State to enroll non-immigrant international students.

International students applying for admission to the University of Arkansas at Little Rock must apply online and submit complete credentials and detailed information before being considered for admission. This includes any student classified by the U.S. Citizenship and Immigration Services (USCIS, formerly INS) as A-1, A-2, F-1, F-2, H-1, H-2, H-3, H-4, J-1, J-2, K-1, or K-2, L-1, or L-2. UA Little Rock is authorized under federal law to enroll non-immigrant alien students. All required items must be received at UA Little Rock by June 1 for the fall semester and October 1 for the spring semester. However, applications will be considered on a case-by-case basis after this date if at least partial documentation has been received. International students transferring from other institutions within the United States must have all credentials on file at least one month before registration.

### **Requirements**

International applicants must:

- 1. Apply online on BOSS
- Submit a nonrefundable application fee
- Official or certified copies of originals of the applicant's entire academic record in secondary school, college, or university must be forwarded to the Office of International Services with an English translation of these documents. Any high school or transfer student must have a C average or greater to be considered for admission.

The application and credential deadlines are as follows: Fall semester – July 15, Spring semester – November 15, and Summer semester – May 15.

### **International Freshman Students**

Applicants must submit the following:

- An online application for admission.
- Non-refundable application fee.
- Proof of two MMR (measles, mumps, and rubella) immunizations. (required of all applicants born after January 1, 1957). This document must be in English, signed by a physician, and list the dates of the two MMR immunizations.
- Proof of English language proficiency (see the following section).
- Official or certified copies of originals of the applicant's entire academic record in secondary school, college, or university must be forwarded completion credential granting access to the Office of International Services with an English translation of these documents. Any high school or transfer student must have a C average or greater to be considered for admission post-secondary education in their home country.
- Submit online Immigration Verification Form at [ualr.edu/international/ivinstructions](http://ualr.edu/international/ivinstructions) and attach:
  - Copy of passport
  - Bank reference letter Submit a financial statement (F and J visas only) students must provide certified proof certifying that they have the financial resources to live and study in the United States apart from on-campus employment are financially capable of pursuing an education in this country. The estimated cost for books, fees, and living

expenses will be approximately \$19,000 in U.S. currency each year of study at UA Little Rock. Tuition and fees are due at the beginning of each semester. The proof of financial guarantee must be issued within the past 6 months and funds must be liquid. Additional funds for any dependents must also be included.

### **International Transfer and Post-Baccalaureate Students**

Applicants must submit the following:

- An online application for admission.
- Non-refundable application fee.
- Proof of two MMR (measles, mumps, and rubella) immunizations. (required of all applicants born after January 1, 1957). This document must be in English, signed by a physician, and list the dates of the two MMR immunizations.
- Proof of English language proficiency (see the following section).
- Official course-by-course transcript evaluation from all post-secondary institutions from IEE (International Education Evaluators) or other evaluation service approved by Director of Admissions. A cumulative GPA of at least 2.00 from all previous post-secondary work is required for transfers, and the equivalent of a 4-year American bachelor's degree is required for post-baccalaureate.
- Submit online Immigration Verification Form at [ualr.edu/international/ivinstructions](http://ualr.edu/international/ivinstructions) and attach:
  - Copy of passport
  - Bank reference letter Submit a financial statement (F and J visas only) students must provide certified proof certifying that they have the financial resources to live and study in the United States apart from on-campus employment are financially capable of pursuing an education in this country. The estimated cost for books, fees, and living expenses will be approximately \$19,000 in U.S. currency each year of study at UA Little Rock. Tuition and fees are due at the beginning of each semester. The proof of financial guarantee must be issued within the past 6 months and funds must be liquid. Additional funds for any dependents must also be included.
- ~~Transfer students must fulfill the English proficiency requirement stated in Requirement 4 of the previous section.~~
- ~~Students transferring 12 or fewer credit hours will be required upon arrival on campus to take the Compass Test for academic placement purposes.~~
- ~~Students transferring fewer than 12 hours must provide secondary school academic records in addition to their previous college or university transcript. Those transferring 12 hours or more need only submit a college transcript.~~
- ~~Transfer students must have a cumulative GPA of at least 2.00 from their previous college or university to be considered.~~

### **Proof of English Language Proficiency for Undergraduate/Post-Baccalaureate International Students**

Applicants whose native language is not English must submit proof of English language and academic skill proficiency before admission to UA Little Rock. All other admission criteria must be met. Students may satisfy the English language requirement in one of the following ways:

- A score of at least 61 (iBT) earned within the last two years on the Test of English as a Foreign Language Internet Based-Test (TOEFL Ibt) (UA Little Rock Code is 6368); or
- A score of at least 6 on the IELTS earned within the last two years; or
- Completion of Composition I and II at a regionally accredited post-secondary U.S. institution with a grade of C or better; or
- Attendance at a U.S. school for the past six years. If the student has attend school in the U.S. for the last six years, he or she must meet all of the specified regular freshman requirements for admission to meet the English proficiency requirement.; or
- Successful completion of the UA Little Rock Intensive English Language Program through the final level (see IELP Policies); or
- An official ACT score of at least 19 on both the English and Reading sections of ACT earned with the last five years; or
- An official SAT score of at least 330 SAT ERW; or
- Citizenship of an exempt country: Canada (except Quebec), Ireland, United Kingdom, Australia, New Zealand, or the Commonwealth Caribbean.
- ~~Take the Michigan Test (formerly known as the Institutional English Language Test); administered on campus. Please contact the Intensive English Language Program for specific~~

### **Requirements upon Arrival at UA Little Rock for International Students**

1. Attend the mandatory International Student Orientation.
2. Newly admitted international students with an I-20 or DS-2019 must physically check in at the Office of International Students in ~~Stabler Hall room 105~~ to provide copies of all current immigration documents along with other appropriate information required by SEVIS.
3. Students transferring from another institution within the United States must have an active immigration record and must submit a SEVIS Transfer and VISA Form request completed by the applicant and by the foreign student advisor of the institution the applicant is currently attending. The form is included in the application packet. The student's SEVIS file must also be transferred electronically by the previous institution to UA Little Rock.
4. Assessment of new freshmen for academic placement. All first-time entering freshman students who have not taken the ACT or SAT<sup>+</sup> will be required (upon arrival on campus) to be further assessed for academic placement purposes by taking the Compass Test prior to registration.
5. Complete the TB screening, unless exempt. Obtain an Arkansas Certificate of Immunization for Institutions of Higher Education (required of all applicants born after 1/1/1957). The certificate can be obtained at UA~~LR~~ Little Rock's Health Services Center; the test must be taken before class registration.

### **Maintaining Student Immigration Status**

Ultimately, it is international students' responsibility to understand and comply with the terms of their immigration status while they are studying in the US.

To maintain ~~your student~~ legal status you international students (F and J only) need to:

1. **Have a valid I-20/DS-2019.**

- I-20's and DS-2019's have expiration dates, which can be found in ~~Item 5~~ the Program of Study section on the Form I-20 and Item 3 on the DS-2019.
- If your I-20 or DS-2019 is going to expire before you finish your program, consult the Office of International Services at least 30 days before the expiration date to discuss your options.

2. **Enroll full-time student.**

- In order to maintain status, F-1 and J-1 students must be enrolled full-time for each fall and spring semester.
- Enrollment in summer sessions is not required, unless a student begins study at ~~UALR~~ Little Rock in the summer.
- Failure to enroll in the school by the program start date will result in the loss of your immigration status.
- Undergraduates – Full-time enrollment is a least 12 credit hours per semester. (Only 3 of these hours can be web-based online courses.)
- Graduates – Full-time enrollment is 9 credit hours per semester. (Only 3 of these hours can be web-based online courses.)

3. **Keep US Physical Address Up-to-date**

- International students are required to report their US physical address to their schools.
- Any change of address must be reported within 10 days.
- US address must be the student's physical address and cannot be a PO Box.

4. **Be in good academic standing**

- Academic suspension, dismissal, expulsion, unauthorized drop below full course of study, or any other similar action that prevents enrollment may negatively impact the student's immigration status.

5. **Inform the Office of International Student Services if you are planning to do any of the following:**

- Change of your major, program, or degree level.
- Change of your education level.
- Transfer to a new school or take a leave of absence.
- Request permission for Authorized Early Withdrawal (AEW).
- Travel outside of the U.S.
- Request a program extension.
- Request to add F2/J2 dependents.

**Online and Distance Learning Programs**

Students in H1-B and H-4 visa status are exempt from the one course or three credit online or distance education restriction but may experience difficulties if they convert to a F-1 visa during the duration of an online or distance education program.

Enrolling in an online or distance education program, even with a residency requirement, does NOT authorize entry into the U.S. It is the student's responsibility to obtain all documents required for entry into the U.S. prior to travel or, when required by the program, prior to admission to UA Little Rock.

### **On-Campus Employment Information**

U.S. immigration laws permit international students to work a maximum of up to 20 hours, on-campus per week while school is in session and full-time during university breaks, including summer, winter, and spring break. Official breaks begin on the day after the last day of final exam according to the UA Little Rock Academic Calendar. Prior permission must be obtained from the Office of International Student Services. Any unlawful off-campus employment will result in termination of the student's immigration status in the US.

### **Health Insurance**

All F-1 and J-1 international students are required to purchase health and accident insurance provided through UA Little Rock and maintain coverage year-round, as per this policy.

Premiums for insurance coverage are assessed twice a year on a six-month basis: Half is assessed at the beginning of fall semester and half is assessed at the beginning of spring semester. Each international student's account on BOSS is automatically charged for health and accident insurance. Students entering in the spring semester will be billed at a slightly higher rate, while students entering in at the beginning of the summer semester will be billed at a lesser rate.

Insurance enrollment is finalized on the 11th day of the class. Any change in registration, personal situation or immigration status will not result in removal from the insurance plan for that semester. Students with a pending change of status to F-1 will be enrolled in the insurance plan in the first semester they are classified as F-1.

All J exchange visitors including their dependents are required to maintain health insurance coverage meeting the Department of State regulations for the duration of their program.

## **Appendix B. Guidelines for University and Distinguished Professor Appointments**

### **1. Background**

The University of Arkansas at Little Rock acknowledges outstanding faculty through conferring the honorific titles of "University Professor" and "Distinguished Professor." Appointment as University Professor or Distinguished Professor is a high honor reserved for only the very best faculty in recognition of sustained excellence in the performance of their duties, as outlined below. The appointments described in this document are strictly honorific and are not intended to be construed as academic or financial promotions.

#### **A. Substantive Criteria – University Professorship**

Appointment as University Professor is a special honor conferred only upon active faculty in recognition of an extended period of exemplary service in a spirit of collegiality to the University of Arkansas at Little Rock, and a combination of service in their profession and to the public through their professional activities. In order to achieve this distinction, faculty members must, in addition to having an extended period of documented exemplary service to the University of Arkansas at Little Rock, have gained wide recognition at the national or international level for their sustained excellence in service, teaching, research or creative activity germane to their respective disciplines and academic roles while serving as a member of the faculty of the University of Arkansas at Little Rock.

Eligibility for designation as University Professor is limited to active tenured faculty who hold the rank of Professor. Generally, a candidate is expected to have served in the rank of professor at the University of Arkansas at Little Rock for 10 years before nomination. Sitting administrators are not eligible to be nominated for appointment to University Professor. For the purpose of this policy, individuals who have held, or are holding, positions that carry an administrative appointment that is greater than fifty percent (50%) are considered to be administrators and should be three years removed from that position before nomination.

#### **B. Substantive Criteria – Distinguished Professorship**

Appointment as Distinguished Professor at the University of Arkansas at Little Rock is a special distinction that is reserved for those individuals who are recognized nationally and/or internationally as intellectual leaders in their academic disciplines as a result of extraordinary accomplishments in research, teaching, published works, creative activities in the arts or endeavors of similar merit in other venues. Individuals may have gained such distinction at this university, another university or other venues.

Appointment as Distinguished Professor shall only occur when clear indication exists that an individual so appointed will continue to provide exemplary academic and intellectual leadership and



continue his or her professional activities in such a way as to maintain national and international recognition and a commensurate level of accomplishment.

Eligibility for designation as Distinguished Professor is limited to active tenured faculty who hold the rank of Professor, the title University Professor, or incoming faculty who will be awarded tenure and who hold credentials of similar merit from another university or other venues.

## 2. **Policies and Timing**

Nominations for appointment to University and Distinguished Professor will follow the applicable policies in Board Policy 405.1 and as well as the established timeline for promotion identified in UA Little Rock Policy on Promotion and Tenure. (403.15).

The tenured and tenure-track faculty of each school or college and each unit shall establish and include in the approved governance documents, substantive criteria and procedures for use in considering nominees for University or Distinguished Professor within that college or school and unit. Unit criteria shall not be in conflict with, nor less rigorous than, the criteria for appointment as University or Distinguished Professor noted in this document. Unit criteria are subject to approval consistent with all revisions to college or school and unit personnel documents under University policy.

## 3. **Documentation/Dossier**

The candidate must complete the supporting materials required by the University of Arkansas at Little Rock, and any additional materials that may be required by the unit.

The information supplied should be sufficiently detailed so that a candidate can be evaluated in terms of both sustained superior performance as outlined in the background section and the potential for continued superior performance.

## 4. **Process**

- a. Any University of Arkansas at Little Rock faculty member holding the rank of Professor may nominate himself or herself for appointment as University or Distinguished Professor. Alternatively, any tenured or tenure-track member of the faculty or the department chair of the unit may nominate a Professor for appointment as University or Distinguished Professor. A letter of nomination must set forth the achievements of distinction that warrant the appointment and must be submitted to the appropriate departmental authority.
- b. For faculty members with affiliations with multiple colleges, such nominations shall be considered in the department and college or school where the nominee has the greatest percentage of, or principal appointment. Faculty with appointments equally divided among two or more colleges or schools shall be considered by the college or school within which they hold tenure, but in the course of such review the views of the other appointing schools or colleges shall be sought and considered.
- c. All tenured faculty in a unit are eligible to vote for individuals being considered for University or Distinguished Professor, The Nomination for Appointment to University Professor or Distinguished Professor Form must be completed.
- d. All nominations of university and distinguished professors will be reviewed by the provost.

- e. At any point prior to the Chancellor's recommendation, the nominee may withdraw his/her name from further consideration.
- f. Continuing appointment as a University or Distinguished Professor follows the right of continuous appointment as outlined in Board of Trustees Policy 405.1.