Chapter 1

Mission and Role

Included in this section are the mission statement of the University of Arkansas System, and mission statements and role and scope statements for the University of Arkansas at Little Rock (UA Little Rock) developed at three levels: the University of Arkansas System, the Arkansas Department of Higher Education, adopted by the Arkansas Higher Education Coordinating Board, and the campus. Although not identical, the statements are similar and consistent in content, each reflecting a different perspective from a different level of responsibility.

University of Arkansas System Mission

The University of Arkansas System is a comprehensive, multi-campus, publicly-aided institution dedicated to the improvement of the mind and spirit through the development and dissemination of knowledge. The System embraces and expands the historic trust inherent in the land-grant philosophy by providing access to academic and professional education, by developing intellectual growth and cultural awareness in its students, and by applying knowledge and research skills to an ever-changing human condition. (Adopted by the University of Arkansas Board of Trustees, 1988)

University of Arkansas at Little Rock Vision and Mission

Vision Statement

UA Little Rock is dedicated to improving students’ lives and enhancing our communities. We will be a leading urban and metropolitan university that engages the city, the region
and beyond through excellent teaching, research and partnerships. (Adopted by the UA Little Rock Faculty Senate, 2/22/2019)

**Mission Statement**

The mission of the University of Arkansas at Little Rock is to develop the intellect of students; to discover and disseminate knowledge; to serve and strengthen society by enhancing awareness in scientific, technical, and cultural arenas; and to promote humane sensitivities and understanding of interdependence. Within this broad mission are the responsibilities to use quality instruction to instill in students a lifelong desire to learn; to use knowledge in ways that will contribute to society; and to apply the resources and research skills of the University community to the service of the city, the state, the nation, and the world in ways that will benefit humanity. (Adopted by the UA Little Rock Faculty Senate, 1988)

**Objectives**

The University, through its various programs, works toward six mission objectives:

**Excellence in Instruction:** The University has a responsibility to provide excellence in instruction to ensure high-quality education for our students. This responsibility includes developing faculty teaching skills, awareness of the ways students learn, and enhancement of resources to support effective instruction.

**Scholarly Inquiry:** The University has a responsibility to use scholarly inquiry to advance the discovery, preservation, and dissemination of knowledge. This responsibility includes the creation of a University environment that supports diverse research activities by faculty, staff, and students.

**Service to Society:** The University has a responsibility to serve society through the application of knowledge and research skills. This responsibility includes applying the University’s resources to local, state, national, and international needs in order to improve the human condition.

**Community of Learning:** The University has a responsibility to provide a community of learning through creation of an academic environment that stimulates students, faculty, and staff to become lifelong learners. This environment should heighten the intellectual, cultural, and humane sensitivities of students, faculty, and staff.
Accessibility: The University has a responsibility to serve the needs of a heterogeneous student population and to make its resources accessible to the general public and to local, state, national, and international groups. This responsibility includes creating opportunities for access to the University’s academic and other resources.

Responsiveness: The University has a responsibility to remain responsive to a changing environment and society. This responsibility includes a continuous assessment of the University’s strengths and weaknesses in planning for and meeting internal and external needs. It also includes developing the faculty, staff, and students’ desire and capacity in order to create an academic community that is open to change and ready to meet the demands of a dynamic environment and student body. (Adopted by the UA Little Rock Faculty Senate and Chancellor, 1988)

Role and Scope

- Developed by the UA Little Rock Faculty Senate

The University of Arkansas at Little Rock offers certificates and degree programs at the associate, baccalaureate, master’s, specialist, and doctoral levels. Disciplines in which degrees are offered include applied science, the arts; business, health, and public administration; communication; education; engineering technology; the humanities; law; social, physical, and life sciences; and social work. The institution emphasizes the liberal education of undergraduate students and offers more focused professional study, particularly at graduate levels.

The University of Arkansas at Little Rock, taking advantage of its metropolitan location, offers programs and services that respond to the special needs and interests of individuals, organizations, institutions, businesses, and governmental units. Academic programs, student services, research activities, public service projects, and institutional policies reflect the University’s commitment to a diverse student body composed of recent high school graduates, students returning to school after other experiences, retirees, international students, disabled students, and professionals seeking career change or enrichment. A significant percentage of these students attend school part-
time and work full or part-time. As a result, many UA Little Rock students bring experience and a high level of motivation into the classroom.

The University of Arkansas at Little Rock strives to make higher education accessible to all who can benefit. The institution’s academic courses are offered in flexible and varied time periods and learning formats, at off-campus locations as well as in traditional classrooms, and by radio, telecommunication, and newspaper. In all of these forms the quality of instruction is of paramount importance. The University has a nationally recognized scholars program and curriculum, honors courses, and other programs for superior students. Specialized programs and assistance are offered to educationally disadvantaged students. The University is committed to international education, supporting programs and courses that attract international students and offer opportunities for all students to explore and experience other cultures.

The University of Arkansas at Little Rock recognizes its responsibility to contribute to bodies of knowledge through research as well as to disseminate ideas through instruction. The University fosters both basic and applied research appropriate to its programs and faculty. The University supports grant applications and other attempts to gain sponsorship for research. Many research activities address the problems of Arkansas as it interacts with an increasingly complex and interdependent world.

The University of Arkansas at Little Rock shares its resources with the larger community through public service. Activities include noncredit educational offerings ranging from college preparatory classes to courses for personal enrichment and awareness; special programs for precollegiate students; programs for professional advancement; and institutes and centers to focus research and study on such areas as teaching and learning, technology, government, management, and urban affairs. The University serves the State of Arkansas in economic development through assistance from businesses, seminars for managers and workers, and support for entrepreneurial ventures. The University provides leadership in cultural enrichment and makes its resources available to the community. Relationships with local, state, and national governments and with business and industry strengthen the curriculum and provide students and faculty opportunities to apply theory and research.

The University anticipates continued growth in the number of students and in the
number and size of academic programs. The primary aim of the University in all of its varied activities will continue to be maintaining and improving the quality of education for all its students.

(Adopted by the UA Little Rock Faculty Senate, 1988)

• UA Little Rock Role and Scope Developed by the University of Arkansas Board of Trustees

The University of Arkansas at Little Rock (UALR) is a Carnegie “Doctoral/Research University” offering a comprehensive range of undergraduate, master’s, and doctoral programs, and a first professional degree in law. Due to its location in the state’s capital city and largest, most complex metropolitan area, the demand for UALR to offer graduate, professional, and doctoral education continues to increase, and, thus, post-baccalaureate offerings will become a larger part of the institution’s instructional program. Because of its metropolitan location, UALR assumes a special role in relation to the needs of urban areas in modern society in its instruction, research, and public service programs. UALR recognizes and accepts that in the 21st Century universities are critical to regional and state economic development. UALR serves a diverse student body. While it serves traditional students as do most other universities, UALR also serves large numbers of nontraditional students who enroll part-time, commute to campus, have job and family responsibilities, and may be older. The university also enrolls international students from more than 50 countries. Honors courses and a nationally recognized undergraduate scholars program respond to the needs of superior students while students with developmental needs are afforded organized assistance in meeting their educational goals. UALR emphasizes excellence in teaching by all faculty. Developing technological competence in students receives particular attention. UALR is strongly committed to research and public service. Faculty engage in applied and basic research appropriate to their academic disciplines and in response to economic development needs and other state and regional needs. The university is committed to supporting research and development, often in cooperative relationships, leading to intellectual property and commercialization. UALR’s public service mission is
reflected in numerous outreach activities by individual faculty members, academic units, and a number of specialized units established to provide assistance and expertise to organizations and groups in the community and across the state. Partnerships are very important to UALR for they enable the university to extend its reach, increase its effectiveness, and leverage its resources. UALR works with other institutions of higher education particularly the University of Arkansas for Medical Sciences, the University of Arkansas Cooperative Extension Service, the University of Arkansas Clinton School of Public Service, and Pulaski Technical College to coordinate instructional programs. UALR partners with and complements the research activities of the University of Arkansas for Medical Sciences. UALR gives and receives benefit from partnerships with businesses, schools, governmental offices, neighborhood groups, cultural organizations, and nonprofit organizations. (Adopted by the University of Arkansas Board of Trustees, 1978; revised 1982, 1989, 1991, 2006)

• UA Little Rock Role and Scope Developed by the Arkansas Higher Education Coordinating Board

Audiences
As the state’s metropolitan university, the University of Arkansas at Little Rock (UALR) has the responsibility for serving:
• Residents of Arkansas and the Little Rock metropolitan area who have completed a high school education and are seeking either a college degree or continuing professional education. As a metropolitan university, the institution serves adult, part-time students in particular.
• Employers across the state, particularly in the region, both public and private, seeking well-educated employees, technical assistance and applied research
• Economic development interests and entrepreneurs in the region and across the state.
• The research community.
• The community and area by providing a broad range of academic and cultural activities and public events.
• Area K-12 schools seeking college general education courses for advanced students.
• Two-year college transfer students.

Array Of Programs And Services
UALR serves these audiences by providing:
• Baccalaureate programs in arts and humanities, the natural sciences, and social sciences appropriate to a teaching institution with a predominantly undergraduate student body.
• Associate, baccalaureate and masters programs in the professional fields of particular importance in the region, including journalism and communications, public administration and community services, computer and information science, nursing, human services (including social work and criminal justice), education, engineering, and business.
• Doctoral programs most needed by regional and state employers, most importantly programs in education and applied science.
• Services specifically designed to meet the needs of statewide and regional economic development—continuing professional education, technical and professional services, support of small businesses and entrepreneurs, and technology transfer.

A significant percentage of these students attend school part-time and work full-or part-time. As a result, many UALR students bring experience and a high level of motivation into the classroom. The University of Arkansas at Little Rock strives to make higher education accessible to all those who can benefit. The institution’s academic courses are offered in flexible and varied time periods and learning formats, at off-campus locations as well as in traditional classrooms, and by radio, telecommunication, and newspaper. In all of these forms the quality of instruction is of paramount importance. The University has a nationally recognized scholars program and curriculum, honors courses, and other programs for superior students. Specialized programs and assistance are offered to educationally disadvantaged students. The University is committed to international education, supporting programs and courses that attract international students and offer opportunities for all students to explore and experience other cultures. The University of Arkansas at Little Rock recognizes its responsibility to contribute to bodies of knowledge through research as well as to disseminate ideas.
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**Federal Laws and Executive Orders**

The following federal laws and executive orders pertaining to nondiscrimination apply to the operation of all units of the University:
Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin by educational programs receiving federal funds.

Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, prohibits discrimination in employment (including hiring, upgrading, salaries, fringe benefits, training, and other conditions of employment) on the basis of race, color, religion, national origin, or sex.

Executive Order 11246, as amended by Executive Order 11375, prohibits discrimination in employment on the basis of race, color, religion, national origin, or sex by institutions with federal contracts of more than $10,000.


Title IX of the Education Amendments of 1972 (Higher Education Act) prohibits discrimination against students or others in educational programs or activities on the basis of sex.

Title VII (Section 799A) and Title VII (Section 845) of the Public Health Service Act, as amended by the Comprehensive Health Manpower Training Act and the Nurse Training Amendment Act of 1971, prohibits discriminatory admission of students to federally assisted health personnel training programs and discriminatory employment practices in these programs based on sex.

The Age Discrimination in Employment Act applies to people age 40 and over and forbids discrimination on the basis of age unless age is a bona fide occupational qualification. The University may not advertise to indicate a preference or limitation on age, discriminate in hiring on the basis of age, or deny career opportunities on the basis of age.
Title VII and Title VIII of the Public Health Service Act, as amended, prohibits discrimination on the basis of sex in admitting students and against employees who work directly with students in health personnel training programs.

The Vietnam Era Veterans’ Readjustment Act of 1974 requires all institutions with federal contracts of $10,000 or more for procurement of personal property and nonpersonal services (including construction) to take affirmative action to employ and promote qualified disabled veterans and veterans of the Vietnam era. That period is defined as the time between August 5, 1964, through May 7, 1975.

The Rehabilitation Act of 1973 (Section 503/504) prohibits discrimination against qualified individuals with disabilities in educational programs, activities, and employment when the institution receives federal funding.

The Immigration Reform and Control Act of 1986 requires employers to verify the citizenship status of all new employees.

The Americans with Disabilities Act of 1990 prohibits discrimination against and requires accommodations for persons with disabilities in employment, public accommodations, public services, transportation, and telecommunications.

For inquiries concerning the application of any federal law or regulation, contact https://ualr.edu/humanresources

Administration and Governance Authority of the University of Arkansas System

A 10-member Board of Trustees, each member appointed by the governor to a 10-year term, makes policy for the 18 principal campus units, divisions, and administrative units of the University of Arkansas System.
In the event of a discrepancy or inconsistency between UA Little Rock policies and Board of Trustees or UA Systemwide Policies and Procedures, Board of Trustees or Systemwide Policies and Procedurestake precedence.

University of Arkansas Board of Trustees Policies

Board of Trustees Policies are established by the Board of Trustees of the University of Arkansas and applicable to the campuses, divisions and units of the UA System. These policies are referenced throughout this handbook, using the acronym BP. For access to these documents, see

https://www.uasys.edu/policies/board-policies/

University of Arkansas Systemwide Policies and Procedures

UA Systemwide Policies and Procedures (UASP) are instituted by the President’s Office of the University of Arkansas with the purpose of providing guidance and direction to campuses regarding certain administrative subjects. This may include guidance related to existing Board of Trustees Policies and other guidance that cannot be appropriately addressed in Board policy. Throughout this handbook the acronym UASP is used to reference current systemwide policies and procedures. For access to these documents, see

https://www.uasys.edu/policies/ua-system-policies/

UA Little Rock Policies

Every attempt is made to ensure that policies and procedures in this Faculty Handbook reflect current, approved policies and procedures for the campus within guidelines of the University of Arkansas system (BP, UASP) and those approved on campus. Throughout this handbook the acronym UP is used to reference approved UA Little Rock policies.

UA Little Rock Faculty Senate actions
Faculty Senate legislation and policies are indicated according to the date approved and listed as **FS.** In some instances these actions are also coded as **UP.**

Constitution

**Chapter 2**

**Constitution of the University Assembly of the University of Arkansas at Little Rock**

Revision 39, 4-21-2017

**Article I**

Composition and Function of the UA Little Rock Assembly

- Composition of the UA Little Rock Assembly

The UALR Assembly shall be composed of the president of the University of Arkansas and the following UALR personnel: the chancellor; the executive vice chancellor and provost; all vice chancellors, associate vice chancellors, deans, and directors; the registrar; all full-time employees with the academic rank of university professor, distinguished professor, professor, associate professor, assistant professor, and instructor; elected members of the Staff Senate; and one student for every 400 students enrolled in the fall term of each academic year selected by the Student Government Association to be broadly representative of the various student groups.

Professors emeriti, persons with adjunct or visiting academic rank, lecturers, and part-time faculty members shall have voice but not vote in the Assembly, and shall not be eligible for election to the Faculty Senate or any standing committee or council of the Assembly or the Faculty Senate.
Questions concerning Assembly membership shall be resolved by the Assembly itself.

• Functions of the UA Little Rock Assembly

Within the framework of such governmental principles as are officially established for the University of Arkansas multicampus system, the UALR Assembly shall be, under the Board of Trustees, the legislative and advisory body on educational policies and programs on this campus. All legislative functions of the UALR Assembly are hereby assigned to the UALR Faculty Senate as described in Article III of this Constitution, subject only to the right of the Assembly to amend or rescind legislative actions of the Faculty Senate. The Assembly and the Faculty Senate shall have the right to make recommendations on all matters that concern the educational mission and effectiveness of the University.

The Assembly may, upon petition of twenty-five (25) or more members of the Assembly, amend or rescind any legislative action of the Faculty Senate by a vote of three-fifths of the Assembly members present and voting, provided that a quorum is present. Petitions to amend or rescind Faculty Senate legislative actions must be presented to the office of executive vice chancellor and provost within ten (10) calendar days of the Faculty Senate action; absent such petitions, legislative actions of the Faculty Senate shall follow the procedures described under Article III of this Constitution. Upon receipt of a petition to amend or rescind Faculty Senate legislation, the office of executive vice chancellor and provost shall notify the president and the other members of the Executive Committee of the Assembly. Upon such notification, the president of the Assembly (or, in the absence of the president, the vice president) shall call a meeting of the Assembly to be held no later than fifteen (15) calendar days after the filing of the petition.

The chancellor may veto any Faculty Senate legislation that has been amended by the Assembly within fifteen (15) calendar days of the time when a written record of the Assembly action has been presented to him. The chancellor shall provide written reasons for the veto to the Assembly. By a three-fifths vote of those present and voting, provided that a quorum is present, the Assembly may override the chancellor’s veto;
such overriding action will, unless the chancellor withdraws his or her objection within fifteen (15) calendar days, appeal the matter to the president of the University for mediation. If settlement is not achieved within thirty (30) calendar days, the president shall submit the issue to the Board of Trustees for resolution.

- Officers of the Assembly

Officers of the Assembly shall be the president, vice president, secretary, and parliamentarian. The president of the Assembly shall be elected by the Assembly from among the faculty members of the Assembly who are eligible to serve in the Faculty Senate, in an election late in the Spring semester at the end of the out-going president’s term, according to procedures approved by the Faculty Senate. The president of the Assembly also shall serve as president of the Faculty Senate, and may or may not be an elected member of the Faculty Senate. The term of office of the president of the Assembly and the Faculty Senate shall be two years, beginning with the first meeting of the Assembly or Faculty Senate, whichever comes first, of the following Fall semester. In the event that the president vacates the office of president before his/her term expires, a new president shall be elected to fulfill the remainder of the term of office. The executive vice chancellor and provost shall serve as the vice president of the Assembly. The secretary and parliamentarian shall be elected by and from the membership of the Executive Committee of the Assembly.

The president shall preside at meetings of the Assembly and of the Executive Committee of the Assembly. The vice president shall be the presiding officer at Assembly meetings in the absence of the president. The vice president also shall serve as vice president of the Executive Committee of the Assembly. The vice president also shall be responsible for the collection, duplication, and distribution of Assembly materials.

The secretary shall be responsible for promptly preparing the minutes of each Assembly meeting and for submitting the minutes to the office of the executive vice chancellor and provost for duplication and distribution. The secretary also shall serve as secretary to the Executive Committee of the Assembly. The secretary also shall collect papers and
documents concerned with Assembly matters and transfer them to the UALR Archives, or equivalent place, at the end of each academic year.

The parliamentarian shall advise the officers and members of the Assembly on questions of procedure in order that the business of the Assembly be transacted correctly, efficiently, and impartially. The parliamentarian also shall serve as parliamentarian of the Executive Committee of the Assembly.

• **The Executive Committee of the Assembly**

The Executive Committee of the Assembly shall be composed of the president, vice president, secretary, and parliamentarian of the Assembly; in addition, the other officers of the Faculty Senate and the Staff Senate, and the executive officers of the Student Government Association shall serve as members of the Executive Committee.

The Executive Committee shall be responsible for the agenda of Assembly meetings. Subject to challenge on the floor of the Assembly, the Executive Committee may refer proposals for agenda items to an appropriate council or standing committee of the Assembly; in the event of such referral, the body receiving the item shall report to the Assembly what action it has taken in regard to the referred item.

• **Meetings of the Assembly**

The UALR Assembly shall meet at least twice each academic year, once at the beginning of the academic year and once late in the academic year. The Assembly president, or in the absence of the Assembly president, the executive vice chancellor and provost shall call these required meetings. Other meetings of the Assembly may be called by the Assembly president, a majority of the Executive Committee of the Assembly, the chancellor, a majority of the Faculty Senate, or upon petition to the office of executive vice chancellor and provost of at least twenty-five (25) members of the Assembly. However, meetings to amend or rescind Faculty Senate actions may be called only upon specific petition to amend or rescind Faculty Senate actions and signed by at least twenty-five (25) members of the Assembly as specified under Functions of the UALR Assembly in this Constitution.
The presence of 10 percent of the Assembly membership shall constitute a quorum.

Unless specified otherwise in this constitution, matters placed before the Assembly for a vote shall be decided by a simple majority of those members present and voting, provided that a quorum is present.

Unless specified otherwise in this constitution, all meetings of the Assembly shall be governed by parliamentary procedure as set out in the most recent edition of Robert’s Rules of Order.

Meetings of the Assembly, except when concerned with personnel matters, shall be open to the public; the Assembly president may, however, either extend or withhold floor privileges to those persons who are not members of the Assembly.

The agenda shall be prepared by the Executive Committee of the Assembly and distributed to all members of the Assembly not later than ten (10) calendar days before the time of the meeting. Items of business may be added to the agenda by a petition signed by five percent or more of the voting members of the Assembly, if submitted to the office of executive vice chancellor and provost not later than ten (10) calendar days before the deadline for distribution of the agenda as provided in this section.

At any meeting of the Assembly, no final action may be taken on any business that is not on the agenda for that meeting unless eighty percent (80%) of the Assembly present and voting shall consent and provided that a quorum is present.

If a meeting of the Assembly is called during the summer, during a vacation, or at any time when classes are not in regular session, notification of the meeting, together with a copy of the agenda, shall be mailed to the home of each member at least seven calendar days prior to the meeting.

* Committees and Councils of the Assembly

Committee on Committees: The Committee on Committees shall appoint members of the appointed committees and councils of the Assembly and of the Faculty Senate as
specified in this Constitution. It shall prepare a slate of nominees for President of the Assembly. The Committee shall appoint staff members from a slate of nominees supplied by the Staff Senate. The Committee shall consist of the members of the Executive Committee of the Assembly and an elected faculty representative from each unit having representation in the Faculty Senate. The president of the Assembly and Faculty Senate shall serve as the chairperson of the Committee and shall have the responsibility for convening the initial meetings of the committees and councils of the Assembly and Faculty Senate in the fall semester.

Environmental Impact Committee: The purpose of this committee shall be to insure maximum protection of the natural environment of the UALR campus consistent with reasonable growth and development of the campus and to promote campus beautification through a continuous review of landscaping practices. The committee shall review all plans for on-campus construction, including periodic review of the Campus Master Plan; shall report to the Assembly or the Faculty Senate concerning the potential impact that proposed new facilities or construction will have on the natural environment of the campus; and shall recommend, if necessary, steps that should be taken to protect the natural environment.

The committee shall consist of five Assembly members, one of whom shall be a staff member, two students appointed by the Student Government Association, and the administrator in charge of planning buildings and grounds, and the director of Physical Plant as ex officio members without vote. The non-student members with vote shall be appointed by the Committee on Committees, with the non-student members serving two-year staggered terms and the student members serving one-year terms.

Fringe Benefits Committee: This committee shall keep the quality and scope of the fringe benefits offered faculty and staff under continuous review. Periodically it shall initiate detailed reviews of major programs such as health insurance or retirement benefits; it shall recommend changes or additions when they are deemed desirable. The committee shall recommend to the chancellor people to represent UALR on the Fringe Benefits Committee of the University of Arkansas system. The committee shall
consist of one faculty member from each unit having representation in the Faculty Senate appointed by the Committee on Committees to staggered terms of two years each; five staff members appointed by the Committee on Committees; the director of the Office of Human Resources Development; and the executive vice chancellor for finance or that person’s designee (as ex officio member without vote). The staff members shall serve two-year, staggered terms.

Policy Advisory Council: This Council shall advise the chancellor on academic and administrative policies of the university subject to the authority of the Assembly and the Faculty Senate. As part of its duties, the Council shall participate in university level budget hearings.

This Council shall consist of the president, the immediate past president, and the elected officers of the Faculty Senate; the elected chairpersons of elected standing councils and committees of the Faculty Senate; the chairperson of the Planning and Finance Committee; the chairperson of the Staff Senate and four staff representatives, one from each Vice Chancellor’s area; the president of the Student Government Association or that person’s designee; one student affairs representative; and two members of the Assembly appointed by the Executive Committee of the Assembly.

Publications Committee: The purpose of this committee shall be to advise University-financed student publications; to appoint or to dismiss the editor of The Forum and the editor of the Equinox following procedures established by the committee; to establish policies related to University-financed student publications such as The Forum and the Equinox; and to inform the University Assembly and Faculty Senate as appropriate. The committee shall be composed of three faculty members, five students appointed by the Student Government Association, and the associate vice chancellor for educational services or designee, the editor of The Forum, and the editor of the Equinox. The Committee on Committees shall appoint the faculty members to two-year staggered terms. Students shall serve one-year terms. Faculty advisors to these publications shall serve as members of the committee without vote.
System Relations Committee: This committee shall be responsible for monitoring all system policies and procedures with reference to their impact on UALR. The committee shall outline the advantages and disadvantages of each policy to UALR faculty, staff, and students and make recommendations to the appropriate representative body or bodies that have been established under the authority of the Assembly.

Membership shall be composed of the Assembly president, who shall serve as chairperson of the committee, the vice president of the Assembly, the president of the Student Government Association, and the chairperson of the Staff Senate. In addition, the Committee on Committees shall select one dean of a college or school, one other administrator, four faculty members, and two staff members to serve on the committee.

Traffic Committee: This committee shall recommend parking and traffic rules and improvements in parking facilities to the Assembly, the Faculty Senate, and the chancellor. It also shall hear appeals concerning traffic violations from individuals who are not students at UALR. Membership shall include four faculty members and two staff members named by the Committee on Committees and two student representatives named by the Student Government Association. Faculty and staff shall serve staggered, two-year terms, and students shall serve one-year terms. Members shall elect a chairperson annually. The administrative officer in charge of parking facilities and the chief security officer shall serve on this committee as members without vote.

• Bylaws of the University Assembly

The bylaws of the Assembly shall be subject to amendment by majority vote of those present and voting at one Assembly meeting, provided a quorum is present.

Appointments: In making appointments, the appointing authority shall be mindful of the need to include minorities and women whenever possible.

Chairperson Election: Unless otherwise specified, each standing council and committee of the Assembly shall elect its own chairperson annually. No one shall serve concurrently as chairperson of two such Assembly bodies.
Interim Chairperson: In the event that the position of chairperson of an Assembly council or standing committee becomes vacant, the president of the Assembly shall designate an interim chairperson from among the remaining members until the Assembly council or committee elects a new chairperson.

Membership Rotation, Appointed Standing Committees: Normally, the membership of appointed Assembly standing committees shall be rotated, with one Assembly member, usually the senior member of the committee, being replaced each year. To provide an equitable distribution among Assembly members, an individual usually will not have more than two Assembly committee memberships in a single year.

Proxies: Any member of a standing council or committee of the University Assembly may issue a proxy for any meeting of the council or committee. If members of a council or committee are selected from specified constituent units, the person representing the proxy must come from the same unit and meet the same criteria for membership as the person giving the proxy. Each proxy must state in writing the name of the person receiving it, the date of the meeting for which it is effective, and must bear the signature of the regular member issuing it. Valid for one meeting, each proxy shall be filed with the chairperson or other appropriate officer of the council or committee. At any council or committee meeting, proxies may be counted for quorum purposes but shall not be permitted in elections of council or committee officers.

Meetings: Unless specified otherwise, standing committees and councils of the Assembly shall hold an organizational meeting in the first month of the academic year. Special meetings shall be held upon call of the chairperson or a majority of the committee or at the request of the president of the Assembly or the chancellor.

Records and Reports: Each committee or council of the Assembly shall send one copy of the minutes of each meeting to the secretary of the Assembly and another copy of the minutes to the president of the Assembly and shall provide regular or special reports to the Assembly at its own initiative or at the request of the president of the Assembly.
eVoting: Committees of the Assembly may render decisions on matters of routine business through asynchronous electronic means such as email (hereafter referred to as eVoting) provided that the committee follows the approved operating procedures by which it will conduct eVoting. Operating procedures for eVoting must be approved by the Faculty Senate.

The deliberative process is the foundation of sound democratic governance. It is critically important that the use of eVoting is done in such a way that it does not undermine this process.

Article II

• Amending the Constitution

Amendments to the Constitution of the UALR Assembly may be proposed by a majority vote of the Faculty Senate, provided a quorum is present, or by a petition signed by thirty (30) members of the UALR Assembly and presented to the office of executive vice chancellor and provost. Ratification of amendments shall be by three-fifths vote of the Assembly, provided that quorum is present, at two consecutive meetings of the Assembly. The motion on the second vote must be verbatim the motion passed in the first vote and is not amendable. At least ten (10) calendar days must elapse between the first and second meetings of the Assembly. No final vote shall be taken on a proposed amendment until it has been submitted to the Executive Committee of the Assembly and published as part of the agenda for two consecutive Assembly meetings, except that provisions concerning the composition of Assembly committees and councils shall be amended by action at one Assembly meeting in accordance with the above procedures.

The Faculty Senate shall have the power to amend provisions concerning the creation, abolition and composition of Faculty Senate councils and committees as specified under Article III, The Faculty Senate, Councils and Committees of the Faculty Senate. The Staff Senate shall have the power to amend provisions concerning the creation,
abolishment and composition of Staff Senate committees as specified under Article V.

Composition and Functions of the Staff Senate.

Whenever the University changes an administrative title, the corresponding title may be changed in this document through majority vote of the Faculty Senate at one meeting provided that a quorum is present and that the proposed amendment has been submitted to the Executive Committee of the Faculty Senate and published as part of the agenda for that Faculty Senate meeting.

Proposed amendments must be considered during the regular nine-month academic year.

Article III

The Faculty Senate

Composition of the Faculty Senate
The Faculty Senate shall be composed of full-time faculty members holding the ranks of university professor, distinguished professor, professor, associate professor, assistant professor, or instructor who are elected by the full-time faculty members of the Ottenheimer Library and all academic colleges and schools that report directly to the executive vice chancellor and provost. Schools that administratively report to a college dean are considered to be part of that college for purposes of representation in the Faculty Senate. All questions concerning representation of an academic college or school in the Faculty Senate shall be resolved by the Executive Committee of the Faculty Senate, subject to appeal to the Faculty Senate. Faculty who serve as department chairpersons are eligible for election to the Faculty Senate. Faculty members holding appointments that require them to devote more than half time to administrative work may not serve in the Faculty Senate. The chancellor and the executive vice chancellor and provost are exempt from this requirement, and shall serve as ex officio members (with vote) of the Faculty Senate. The chairperson of the Staff Senate and the president of the Student Government Association shall serve as ex officio (with vote) members of the Faculty Senate.
The faculty of each of the aforementioned colleges or schools with ten (10) or more faculty shall be entitled to elect a minimum of one senator, with additional Faculty Senate seats apportioned on the following basis: a second Faculty Senate seat for those colleges or schools with twenty (20) to twenty-nine (29) full-time faculty; a third Faculty Senate seat for those colleges and schools with thirty (30) to thirty-nine (39) full-time faculty members; a fourth Faculty Senate seat for those colleges and schools with forty (40) to forty-nine (49) full-time faculty members; a fifth Faculty Senate seat for those colleges and schools with fifty (50) to fifty-nine (59) full-time faculty members; and so forth for each additional ten (10) full-time faculty. The Faculty Senate will be reapportioned every two years, prior to Faculty Senate elections, by the Executive Committee of the Faculty Senate, based on current information as to the number of full-time faculty members in each college or school. If a new college or school is created in the year between reapportionments, the Faculty Senate shall be reapportioned prior to Faculty Senate elections in that interim year. The Executive Committee of the Faculty Senate shall assign faculty members of units not otherwise represented in the Faculty Senate to a single unit solely for purposes of representation in the Faculty Senate provided that such full-time faculty members number twenty (20) or greater; otherwise, the Executive Committee shall, subject to challenge on the floor of the Faculty Senate, assign such faculty members to one or more units that are represented in the Faculty Senate, such assignment being solely for purposes of representation in the Faculty Senate. When a single unit is created for purposes of representing faculty members of units not otherwise represented in the Faculty Senate, the Executive Committee of the Faculty Senate has the responsibility for supervising elections to the Faculty Senate from this unit.

Colleges and schools that have academic departments and that are represented by three or fewer Faculty Senators shall not have more than one Faculty Senator from the same academic department. Colleges and schools that have academic departments and that are represented by more than three but fewer than nine Faculty Senators shall not have more than two Faculty Senators from the same academic department. Colleges and schools that have academic departments and that are represented by
nine or more Faculty Senators shall not have more than three Faculty Senators from the same academic department. This requirement may be waived by the Executive Committee of the Faculty Senate only when the Executive Committee has determined that following the requirement would make it impossible for a college or school to elect its full complement of Faculty Senators. In all instances the Executive Committee and the faculty of each college or school should be sensitive to the need to have Faculty Senators from as many different academic departments as possible.

- Functions of the Faculty Senate

Within the framework of this Constitution, the authority of the UALR Assembly, and such governmental principles as are officially established for the University of Arkansas multicampus system, the Faculty Senate shall be, under the Board of Trustees, the legislative and advisory body on educational policies and programs on this campus. The Faculty Senate shall have the right to make recommendations on all matters that concern the educational mission and effectiveness of the University.

The areas of the Faculty Senate's legislative authority shall include but are not limited to the following:

- Admission requirements
- Curriculum and courses
- Degrees and requirements for degrees
- Calendar and schedules
- Awards, honors and honorary degrees
- Interpretation of its own legislation

In addition to its legislative authority and all actions taken under this authority, the Faculty Senate shall make comments and recommendations on matters of multicampus concern, directing them to the chancellor and, through the chancellor, to the president or other appropriate system-wide University authority. Similarly, the Faculty Senate shall make comments and recommendations on matters of UALR concern, directing them
either to the chancellor alone or to both the chancellor and the president of the University of Arkansas, to be submitted by the president to the Board of Trustees.

The chancellor may approve or veto any legislative action of the Faculty Senate within a period from the eleventh through the twenty-fifth calendar day after such action has been presented to the chancellor, unless the Assembly has been petitioned to amend or rescind the Faculty Senate legislation. In the latter case, the chancellor’s approval or veto shall be made no later than fifteen (15) calendar days after the Assembly has voted on and failed to approve a motion to amend or rescind a legislative action of the Faculty Senate. The chancellor shall provide written reasons for a veto to the Faculty Senate. By a three-fifths vote of those present and voting, provided that a quorum is present, the Faculty Senate may override the chancellor’s veto. Unless the chancellor withdraws his or her objection within fifteen (15) calendar days after receiving written notification, including reasons, of an override, the matter will be appealed to the president of the University for mediation. If settlement is not achieved within thirty (30) calendar days, the president shall submit the issue to the Board of Trustees for resolution.

- Officers of the Faculty Senate

Officers of the Faculty Senate shall be the president, the immediate past president, the vice president, the secretary, the parliamentarian, and counsel. In the event the immediate past president is no longer a member of the faculty at UALR, the most recent past president still on the faculty shall serve in that position. The immediate past president shall have all rights of Senate membership, serve as advisor to the president of the Senate, and have voice on the Executive Committee. The president of the Assembly shall serve as president of the Faculty Senate. The vice president, secretary, and parliamentarian shall be elected by the Faculty Senate for two-year terms. In the event that a senator elected to one of these offices ceases to be a member of the Faculty Senate, another senator shall be elected to fulfill the remainder of the term of office. The election of new officers shall take place during the first meeting of the academic year in even-numbered years after new members of the Faculty Senate have
been elected. Vacancies shall be filled by election at the next regularly scheduled Faculty Senate meeting.

The president shall preside at meetings of the Faculty Senate and of the Executive Committee, and also shall discharge the responsibilities specified elsewhere in this constitution.

The vice president shall be the presiding officer at Faculty Senate meetings in the absence of the president, and shall also serve as vice president of the Executive Committee.

The secretary shall be responsible for preparing the minutes of each Faculty Senate meeting and for submitting the minutes to the office of the executive vice chancellor and provost for distribution to all members of the Faculty Senate and Assembly. The secretary also shall serve as secretary of the Executive Committee. The secretary shall collect papers and documents concerned with Faculty Senate matters and transfer them to the UALR Archives or equivalent place at the end of each academic year.

The parliamentarian shall advise the officers and members of the Faculty Senate on questions of procedure in order that the business of the Faculty Senate be transacted correctly, efficiently, and impartially. The parliamentarian also shall serve as parliamentarian of the Executive Committee.

The counsel shall be responsible for ensuring that copies of records related to faculty governance are maintained in the Faculty Senate offices and are current. The counsel shall be a faculty member and shall provide expertise to the executive committee on current policies and the historical background on important issues. The counsel shall be appointed by the elected officers of the Faculty Senate to a renewable, two-year term that is staggered relative to the Faculty Senate officers. The appointment shall be reported to the Faculty Senate.
Persons newly elected as officers of the Faculty Senate shall assume their offices immediately after the meeting at which they are elected, except that the outgoing secretary remains responsible for the minutes of that election meeting.

- **Executive Committee of the Faculty Senate**

The officers of the Faculty Senate and the executive vice chancellor and provost shall constitute the Executive Committee of the Senate. The Executive Committee shall prepare the agenda as provided under Meetings of the Senate. Subject to challenge on the floor of the Senate, the Executive Committee shall label Faculty Senate agenda items in such manner as to indicate whether they are advisory in effect or authoritative unless vetoed by the chancellor.

Subject to challenge on the floor of the Faculty Senate, the Executive Committee may refer proposals for agenda items to an appropriate council or standing committee of the Senate; in the event of such referral, the body receiving the item shall report to the Faculty Senate what action it has taken in regard to the referred item. Also, subject to challenge on the floor of the Senate, the Executive Committee shall interpret Faculty Senate provisions on credentials and elections.

During the spring semester of odd-numbered years, prior to Faculty Senate elections, the Executive Committee shall reapportion Faculty Senate membership among the eligible academic units, such reapportionment being based on the current number of full-time faculty members in each academic unit and as specified under Composition of the Faculty Senate (above).

The Executive Committee shall meet at least once each academic year with the elected officers of the Staff Senate and the Student Government Association on matters of joint concern, and the secretary of the Faculty Senate shall provide the Senate with the minutes of such meetings.
Meetings of the Faculty Senate

Meetings of the Faculty Senate, except when concerned with personnel matters, shall be open to the public. The officers of the Staff Senate and the executive officers of the Student Government Association shall be welcome to address the Faculty Senate at the beginning of each meeting, the exact period of time for each speaker to be determined by the president of the Faculty Senate. The president of the Faculty Senate may extend or withhold speaking privileges to persons who are not members of the Senate, subject to challenge on the floor of the Senate.

The Faculty Senate shall meet on call by the president of the Faculty Senate at least four times between August and May of the academic year. The Faculty Senate also may be convened on the initiative of the chancellor. In addition, the Faculty Senate will meet on formal petition to the president of the Faculty Senate by five or more members of the Faculty Senate; such meeting to be held within fifteen (15) calendar days of the presentation of the petition. At any meeting the president shall preside; in the president’s absence, the vice president shall preside; and in the absence of both, the president’s designee shall preside.

The Executive Committee of the Faculty Senate shall compile the agenda and submit it to the office of executive vice chancellor and provost for distribution. The agenda must be distributed to all members of the Senate, the executive officers of the Student Government Association, the officers of the Staff Senate, and to all members of the UALR Assembly through the campus mail not later than five school days before the time of the meeting. A petition for the inclusion of any item of business signed by five or more of the members of the faculty or by one Faculty Senator that is submitted to the president of the Faculty Senate not later than one week before the deadline for distribution of the agenda shall result in that item of business being included on the agenda. The chancellor, the executive vice chancellor and provost, the officers of the Staff Senate, and the officers of the Student Government Association also may place any item on the agenda by submitting it to the president of the Faculty Senate not later than one week before the deadline for distribution of the agenda.
At any meeting of the Faculty Senate no action shall be taken on any business that is not on the agenda for that meeting unless four-fifths of the Faculty Senate present shall consent and provided that a quorum is present.

A majority of the Faculty Senate membership shall constitute a quorum. The Faculty Senate shall be the judge of the elections, returns, and qualifications of its own members, and shall have the power to expel a member for nonattendance, disorderly behavior, or misconduct by the concurrence of two-thirds of those present and voting, provided a quorum is present.

Except where specified otherwise in this Constitution, matters placed before the Faculty Senate for a vote shall be decided by a majority vote of those present and voting. Voting shall ordinarily be by voice, but in cases of doubt any member may request a hand count vote. Other methods of voting may be required by twenty-five percent of the members present. There is no provision for proxy or cumulative voting.

Unless otherwise noted in this Constitution, all meetings of the Faculty Senate shall be governed by parliamentary procedures as set out in the most recent edition of Robert’s Rules of Order.

• **Elections of the Faculty Senate and Faculty Senate Officers**

Faculty Senate elections shall be by secret ballot, and shall be held before the end of the Spring semester of each year, the exact date to be determined by the dean of each college or school. Senators elected at these college or school meetings shall assume office at the first Faculty Senate meeting of the academic year in August or September.

Members shall serve two year, staggered terms.

During the first meeting of the academic year in August or September of even-numbered years, the Faculty Senate shall elect its officers from the membership of the Faculty Senate.
Councils and Committees of the Faculty Senate

Amendments concerning Faculty Senate councils or committees may be proposed by any member of the Faculty Senate. Ratification requires a three-fifths vote of the Faculty Senate at two meetings during the regular nine-month academic year provided that a quorum is present and that the proposed amendment has been submitted to the Executive Committee of the Faculty Senate and published as part of the agenda for that Faculty Senate meeting. The motion on the second vote must be verbatim the motion passed in the first vote and is not amendable.

Councils

Council on Core Curriculum and Policies: On behalf of the Faculty Senate, and subject to that body’s authority, the Council on Core Curriculum and Policies shall maintain, review, interpret, and recommend modifications to core student learning outcomes and to policies and criteria governing general education requirements. It shall approve courses for inclusion and retention in the UALR Core Curriculum (Standard Core and College Cores) and shall have responsibility for policies governing how transfer courses satisfy core curricular areas.

The Council on Core Curriculum and Policies shall report all of its actions promptly to the faculty. In reviewing curriculum matters, the Council on Core Curriculum and Policies shall consider current policies and criteria of the U of A System and the Arkansas Board of Higher Education.

In academic units (programs, departments, schools, colleges) curricular proposals affecting the UALR Core, including but not limited to course inclusion in the core, modifications to existing core courses, and inclusion in the college core, will be routed through program, department, school, college curriculum committees and to the Undergraduate Council before being sent to the Council on Core Curriculum and Policies. In academic units not organized into departments, colleges, or schools, routing shall be according to an analogous process certified to the Council on Core Curriculum and Policies by the executive vice chancellor and provost. Revisions and modifications
to student learning outcomes and to policies and criteria governing general education requirements may be proposed to the Council on Core Curriculum and Policies by any faculty or academic unit. Recommendations by the Council on such matters shall be informed by written opinion of each academic unit directly impacted by the proposed change.

Recommendations of the Council on Core Curriculum and Policies are subject to review by the Faculty Senate upon decision of the Executive Committee of the Faculty Senate or upon petition signed by five or more senators and delivered to the president of the Faculty Senate within ten (10) calendar days of passage the Council on Core Curriculum and Policies. Proposals not reviewed by the Faculty Senate or having passed Faculty Senate review shall be routed to the executive vice chancellor and provost and the chancellor.

The Council on Core Curriculum and Policies shall be composed of two voting representatives from each College with undergraduate program(s). Council on Core Curriculum and Policies terms will be for three (3) years. Members may serve two consecutive terms. Individuals may be re-elected to serve after not serving for at least two (2) years. Two (2) students shall serve as voting members of the Council on Core Curriculum and Policies on policy matters, but will not vote on course decisions. Elected representatives in the Student Senate are eligible to serve as student members of the Council on Core Curriculum and Policies and will have 1-year terms.

Faculty Appeals Council: All appeals and grievances involving faculty are made to the Faculty Appeals Council. This includes but is not limited to appeals and grievances about dismissal, tenure, promotion, salary, fringe benefits, working conditions, and discrimination based upon race, sex, or physical handicap. Membership of this committee shall include the Committee on Tenure, one full-time faculty member, with tenure, elected from each academic unit represented in the Faculty Senate, and two academic administrators below the level of dean who shall be elected by the Faculty Senate. Should the composition of the Faculty Appeals Council not, in the opinion of the president of the Faculty Senate, include adequate representation of women and/or
minorities, the Faculty Senate president may appoint up to five additional full-time faculty members to provide such representation.

Internal Structure and Processes of the Faculty Appeals Council: The chairperson shall appoint members of the council to three-person informal and five-person formal panels when appeals are made. In making hearing panel appointments, the chairperson shall distribute faculty members as evenly as possible in relation to tenure status, administrative status, race, and gender and previous service on other panels during the academic year. Any panel member may disqualify herself or himself for good cause. Panel members may be challenged for cause, with the merits of each challenge decided by majority vote of the panel. In addition, the appellant shall be permitted one peremptory challenge.

Each faculty member who is considering filing or who has filed a complaint before the Faculty Appeals Council may, at such person’s option, request an advisor. In the response to such request the chairperson of the council shall appoint a member of the council to serve as that person’s advisor. A person’s advisor shall not sit on a panel of the council to hear that person’s grievances.

Graduate Council: On behalf of the Faculty Senate, and subject to that body’s authority, the UALR Graduate Council shall review and recommend action on new graduate courses, programs, and degrees and consider other matters related to graduate work at UALR. This Council shall report all of its actions promptly to the faculty.

In reviewing proposals, the Graduate Council shall consider the current policies and criteria of the University of Arkansas at Little Rock and those of the University of Arkansas system and the Board of Higher Education.

Proposals for graduate programs and courses which originate with department faculties shall be routed to college or school curriculum committees, to college or school faculties, and to the Graduate Council. In academic units not organized into departments, colleges, or schools, routing shall be according to analogous process
certified to the Graduate Council by the executive vice chancellor and provost. Recommendations of the Graduate Council are subject to review by the Faculty Senate upon decision of the Executive Committee of the Faculty Senate or upon petition signed by five or more senators and delivered to the president of the Faculty Senate within ten (10) calendar days of passage by the Graduate Council. Proposals not reviewed by the Faculty Senate or having passed Senate review are routed to the executive vice chancellor and provost and chancellor, and for new degree programs, to the president, the Board of Trustees, and the Board of Higher Education.

The Graduate Council shall be composed of one representative from the Ottenheimer Library faculty, three representatives qualified for graduate faculty status elected from each college and school represented in the Faculty Senate, and three graduate students appointed by the Committee on Committees of the Assembly for one-year terms from nominations submitted by the Graduate Dean, the coordinators of graduate programs, and graduate student organizations. Elected representatives shall serve staggered three-year terms.

Undergraduate Council: On behalf of the Faculty Senate, and subject to that body’s authority, the UALR Undergraduate Council shall review, interpret, and recommend action on all general undergraduate academic policies except for the duties delegated to the Council on Core Curriculum and Policies; it shall review and recommend approval or disapproval of curriculum proposals and degree programs. The council shall report all of its actions promptly to the faculty.

In reviewing curriculum matters, the Council shall consider current policies and criteria of the University of Arkansas system and the Board of Higher Education.

In academic units organized into departments and colleges and schools, all proposals for changes in curricula and degree programs shall be routed to department, college, or school curriculum committees; to college or school faculties; and to the Undergraduate Council. In academic units not organized into such departments and colleges and schools, routing shall be according to analogous process certified to the Undergraduate
Council by the executive vice chancellor and provost. Recommendations of the Undergraduate Council are subject to review by the Faculty Senate upon decision of the Executive Committee of the Faculty Senate or upon petition signed by five or more senators and delivered to the president of the Faculty Senate within ten (10) calendar days of passage by the Undergraduate Council. Proposals not reviewed by the Faculty Senate or having passed Faculty Senate review shall be routed to the executive vice chancellor and provost, the chancellor, and for new degree programs, to the president, the Board of Trustees, and the Board of Higher Education.

The Undergraduate Council shall be composed of one representative from the Ottenheimer Library faculty, two full-time faculty members elected by the full-time faculty from each college or school offering undergraduate work and represented in the Faculty Senate, and five undergraduate students, one of whom must be taking a course or courses at night. The student representatives are appointed by the Student Government Association for one-year terms and are selected to represent the broadest range possible of academic areas. The elected representatives shall serve staggered two-year terms. The associate vice chancellor for educational programs and a representative from the Office of the Registrar shall be ex officio members without vote.

Elected Standing Committee

Committee on Tenure: This committee shall have two functions: to keep under review all policies and procedures involving faculty tenure, promotion, non-reappointment and dismissal, and to offer such recommendations and comments to the Faculty Senate as it deems appropriate. The committee shall be composed of two faculty members elected by each college and school represented in the Faculty Senate and one representative elected by the professional librarians with academic rank, excluding in all instances deans and department chairs. Elections shall be held in the spring, and members shall serve two-year staggered terms.

Faculty Governance Committee: This committee acts to facilitate faculty governance and to ensure that governance documents and policies are in accordance with all
campus and University of Arkansas Board of Trustee policies. It monitors the Faculty Handbook ensuring that approved changes are promptly and accurately incorporated into the Handbook. The committee shall establish cycles of review for the Handbook and all faculty governance documents from academic departments and schools and colleges. In the event a governance document does not reflect current campus policy(ies), the committee shall inform the unit(s) involved and assist the unit in developing needed modifications as feasible. The committee shall develop for approval by the Faculty Senate and Chancellor a generic college and a generic department governance document to be available for use by a newly created academic unit.

In the event such a new academic department or college is created, this committee shall assist the new unit(s) with the development of governance document(s). Until such new document(s) is/are created, the new unit shall operate within the framework of the generic governance document provided by the committee.

The committee shall consist of one member of the Faculty Senate Executive Committee selected by the Executive Committee; all past presidents of the University Assembly who do not hold an administrative appointment above the level of department chair and who are willing to serve; one member from each college/school represented in the Faculty Senate elected by the faculty of the college/school; one member of the Ottenheimer Library elected by the Ottenheimer Library faculty; and one member of the Faculty Senate elected by the Faculty Senate. Elected members will serve three year, staggered terms.

Appointed Committees

Academic Integrity and Grievance Committee: The Academic Integrity and Grievance Committee hears specific grade appeals and hears, on appeal and referral, cases involving certain academic offenses. The Academic Integrity and Grievance Committee comprises fifteen (15) faculty and three (3) faculty alternates to be appointed each May annually in the spring by the Committee on Committees of the Assembly and seventeen (17) students and three (3) student alternates to be appointed each May no later than
the beginning of the fall semester. Twelve (12) voting and two (2) alternate undergraduate students will be appointed by the Student Government Association and five (5) voting and one (1) alternate graduate students will be appointed by the Graduate Student Association. The term of office begins with the fall semester and continues for twelve months.

The purpose of the committee is twofold: (1) it affords the student an opportunity to appeal a grade if he or she feels the grade was inequitably awarded in that it violated a faculty member’s own specified grading standards, and (2) it affords a student a hearing in cases where disputes over alleged cheating, plagiarism, collusion, or similar actions cannot be resolved (where the student does not admit that he/she violated an academic offense standard or that the student admits that he/she did violate an academic offense standard and the dean of students/designee refers the case for sanctioning).

Students and faculty members are urged to make all attempts possible to resolve a grievance before initiating formal appeal. The administrative officer shall assign two faculty members and two students to hear academic offenses by rotation according to alphabet if possible.

For information on the operating policies of this committee see the Academic Integrity and Grievance Policy.

Academic Calendar and Schedules Committee: This committee shall recommend to the Faculty Senate the academic calendar, schedules, and schedule policy, and shall present academic schedules to the Senate. Normally, these calendars and schedules, in draft form, originate in the Registrar’s Office, and are forwarded to the committee for its approval before being submitted to the Faculty Senate. When questions arise, the committee shall, on behalf of the Faculty Senate, interpret the calendar and schedules.

The committee shall consist of one full-time faculty member from each college/school represented in the Faculty Senate to be appointed by the Committee on Committees, the vice president of the Faculty Senate, the chair of the Undergraduate Council or that
person’s designee, the registrar or that person’s designee, the executive vice chancellor and provost or that person’s designee. In addition, two students appointed by the Student Government Association shall serve as members. Appointed faculty members shall serve two-year staggered terms and students shall serve one-year terms.

Academic Technology and Computing Committee: This committee shall be concerned with University computing services policies that affect academic programs and the general interest of UALR. This committee serves as a formal communication channel for the faculty and students with Information Technology Services. The Vice Chancellor of Information Services shall keep the committee informed on issues, policies, and resource allocations affecting the academic community via technology and computing at the university level. On an annual basis the committee shall review Information Technology Services’ policies as they affect the academic community. This review should include examining the impact of resource allocation of new technology to the learning process in a benefit/cost framework. In addition, the committee will consult with the Vice Chancellor of Information Services concerning budgets, both current and future, projected and actual expenditures. The committee shall furnish a report of their review and budget conference to the Faculty Senate by March 15 of each year.

The Academic Technology and Computing Committee shall consist of two full-time faculty members from each college or school including the library to be named by the Committee on Committees. In addition, two students shall be named by the Student Government Association. The Vice Chancellor of Information Services and the executive vice chancellor and provost or their designees shall serve as ex officio members without vote. Any faculty member holding a position of “faculty in residence” within Information Technology Services may serve as a voting committee member during their appointment to such post. The terms of the two students shall be one year, while the terms of the appointed faculty members shall be two-year staggered terms.

Admissions and Transfer of Credit Committee: On behalf of the Faculty Senate, this committee shall be responsible for establishing and maintaining appropriate standards for admitting students to UA Little Rock and accepting transfer credit. It shall
recommend policies to the Faculty Senate in the areas of its responsibility. It also shall hear appeals from applicants for admission and from students concerned with transfer credit.

The committee shall consist of one full time faculty member from each college/school represented in the Faculty Senate, including the Ottenheimer Library and excluding the Bowen School of Law, to be appointed by the Committee on Committees of the Assembly, two student members appointed by the Student Government Association, and, as ex officio without vote, the administrative officer in charge (or designee) of the Office of Transfer Student Services, University College, and the Office of Testing services, and, as ex officio with vote, the Director of Admissions (or designee), and the Registrar (or designee). The Director of Admissions’ designee shall coordinate processing of materials for the committee. All other members shall serve a one year term.

Athletics Committee: This committee shall consider matters pertaining to the intercollegiate athletic program and shall be advisory in nature with respect to the relationship of athletics to the academic purposes of the University. These matters may include, but are not limited to, the monitoring of academic progress and eligibility of student-athletes, scheduling of athletic events, allocation of scholarships, recruitment of student-athletes, the adding and dropping of sports, NCAA and conference rules and changes, and other matters related to intercollegiate athletics.

The committee shall be composed of ten full-time faculty members to be appointed by the Committee on Committees of the Assembly, representation by at least one voting member from each academic college or school (with the exception of the Bowen School of Law) and no more than two members from each academic college or school (including the Bowen School of Law). The Committee on Committees shall also appoint two staff members to the committee. The Student Government Association shall appoint two students to the committee. The faculty and staff members shall serve two-year, staggered terms, and the student members shall serve one-year terms. The director of
athletics, registrar, and the advisor for student-athletes shall serve as ex officio members without vote.

A Faculty Athletics Representative (FAR) will be appointed by the chancellor with advice from the Athletics Committee. The FAR will serve for a three-year term and may be reappointed for subsequent three-year terms. The FAR will serve on the Athletics Committee as an ex officio member with vote.

Faculty Professional Development Committee: The purpose of this committee is to review and make recommendations concerning policies and procedures involving the enhancement of the research, teaching, and service functions of the University. The committee is concerned with faculty improvement workshops and other activities and conditions designed to recruit, improve, and retain a highly productive faculty. This committee shall make recommendations to the Faculty Senate concerning research policies of a general nature and methods of encouraging research activity. Under the authority of the executive vice chancellor and provost, it shall award the faculty research grants. The committee shall consist of one member from the Ottenheimer Library faculty, two full-time faculty members from each college or school represented in the Faculty Senate to be named by the Committee on Committees to staggered terms of two years each and as ex-officio members, the designee appointed by the executive vice chancellor and provost.

Library Committee: This committee shall be concerned with library policies that affect the academic programs and general interests of UALR, and serve as a formal communication channel between the faculty and the library. The director of the library shall keep the committee informed on issues and policies affecting the library and its publics as such issues and policies come into being. The committee shall review library policies as formulated by the library faculty on an annual basis and furnish a report of that review to the Faculty Senate by March 1 of each year.

The Library Committee shall consist of one full-time faculty member from each college or school, including the library and the Graduate and Undergraduate Councils to be
named by the Committee on Committees. In addition, two students shall be named by the Student Government Association. The director of the library shall serve as ex officio member without vote. The terms of the two student members shall be one year; all other members shall serve two-year staggered terms.

Planning and Finance Committee: This committee exists for informational and advisory purposes only. While recognizing that the responsibility for the budgetary and planning process rests with the chancellor and administration, this committee shall assist in these areas by reviewing proposed plans that have an impact on the academic mission of the University, such as revenues and revenue projections, budgets and budget projections, and the relationship of academic and capital planning to finance and budget matters.

The committee shall work with the Vice Chancellor for Finance and Administration to review existing university reports, to make suggestions for changes to reports, and to provide input into developing reports that would be of greater interest to faculty or easier to understand. The committee shall report to the Faculty Senate concerning the UALR financial statement and shall endeavor to produce other reports to show the use of funds by the university and changes in the Annual Budget Book. In reporting on the UALR financial statement the committee shall include such information as the amount of reserve funds and the total endowment. From the committee, a few faculty representatives shall attend the University level budget hearings and all academic budget hearings at or above the college level.

The committee may make recommendations to the Faculty Senate, which may make recommendations to the chancellor. In circumstances where time does not allow deliberation and action by the Faculty Senate, the committee may make its recommendations directly to the chancellor, providing a copy (or report of oral recommendations) to each member of the Faculty Senate. To further facilitate significant involvement of the committee with the above processes, the committee shall select three of its faculty members to be on a subcommittee, which shall be available throughout the year for planning and finance matters. The subcommittee shall report to the committee.
The committee shall consist of one member from the Ottenheimer Library faculty, two full-time faculty members from each college or school represented in the Faculty Senate (one of whom must be a member of the Faculty Senate at the time of appointment) to be named by the Committee on Committees, the Executive Committee of the Faculty Senate, the administrator responsible for budgeting and planning, the vice chancellor for finance and administration, and the vice chancellor for university advancement as ex-officio members of the committee. In addition, two students appointed by the Student Government Association shall serve as members. Appointed faculty members shall serve two-year staggered terms and students shall serve one-year terms.

Honors and Awards Committee: This committee shall, on behalf of the Faculty Senate, select the recipients of specified University-wide honors and awards. This committee also shall advise the chancellor on the awarding of honorary degrees. In such matters, members of the committee shall act with the utmost confidentiality and discretion.

Membership of the committee shall consist of two undergraduate students appointed by the Student Government Association, one graduate student appointed by the Graduate Student Association, and two faculty members from each of the colleges, one Graduate School representative and two alumni appointed by the Committee on Committees of the Assembly. All members shall serve two year, staggered terms.

Student Research and Creative Works Committee: The mission of this committee is to promote, support, and extend undergraduate and graduate research, scholarship, artistry, and other forms of creative activities at UALR, as well as to encourage research collaboration between faculty and students.

The committee shall consist of one member from the Ottenheimer Library faculty and two full-time faculty members from each college or school represented in the Faculty Senate with an undergraduate program to be named by the Committee on Committees to staggered terms of two years each; one undergraduate student named by the Committee on Committees to a one year term from nominations by the Undergraduate Research Committee; and, as ex-officio members, the Director of the Donaghey
Scholars Program or designee, the Director of the McNair Program or designee, and the Vice Provost for Research and Dean of the Graduate School or designee.

Ad Hoc Committees: Ad hoc committees may be appointed by the president or the Executive Committee of the Faculty Senate to study special problems not within the purview of the various councils or standing committees. An ad hoc committee shall report its findings and recommendations to the president or the Executive Committee of the Faculty Senate.

The appointing officer or body shall prepare a written notice of the charge of the committee, as well as a membership list, and distribute that information to all Faculty Senate members, all members of the Staff Senate, and the officers of the Student Government Association.

Bylaws of the Faculty Senate

The bylaws of the Faculty Senate shall be subject to amendment by three-fifths vote of those present and voting at one Faculty Senate meeting, provided that a quorum is present.

Appointments: In making appointments, the appointing authority shall be mindful of the need to include minorities and women and to provide broad campus representation whenever possible.

Chairpersons: Unless otherwise specified, the chairperson of each selected or appointed committee or council of the Faculty Senate shall be elected annually by the members from the faculty members serving on the committee or council.

Faculty Eligibility for Service on Faculty Senate Councils and Committees: Faculty service on elected and appointed standing councils and committees of the Faculty Senate shall be limited to those members of the faculty who are eligible to serve on the Faculty Senate.
A member of a Faculty Senate council or committee is expected to vote in council or committee deliberations so as to promote, in his or her own judgment, the best interests of the entire UALR community. A representative chosen by a unit of the University, such as a college or school, is accountable to that unit in that he or she may or may not be reelected when the term or service expires.

Meetings: Unless specified otherwise, councils and standing committees shall be expected to hold an organizational meeting in the first month of the academic year. Special meetings shall be held upon call of the chairperson or a majority of the committee or council or at the request of the president of the Faculty Senate or the chancellor.

proxies: There shall be no proxy voting in the Faculty Senate. Any member of a standing council or committee of the Faculty Senate may issue a proxy from any meeting of the council or committee. If members of a council or committee are selected from specified constituent units, e.g. school or college, the person representing the proxy must come from the same unit and meet the same criteria for membership as the person filing the proxy. Each proxy must state in writing the name of the person receiving it, the date of the meeting for which it is effective, and must bear the signature of the regular member issuing it. Valid for one meeting, each proxy shall be filed with the chairperson or other appropriate office of the council or committee. At any committee meeting, proxies may be counted for quorum purposes but shall not be permitted in elections of council or committee officers.

Records and Reports: Each committee or council shall send one copy of the minutes of each meeting to the secretary of the Faculty Senate and another copy of the minutes of the meeting to the president of the Faculty Senate and shall provide regular or special reports to the Faculty Senate at its own initiative or at the request of the president of the Faculty Senate.

Vacancies: Seats in the Faculty Senate and memberships on elected Faculty Senate councils and committees that become vacant during the academic year shall be filled for
the remainder of that year from a list of alternates maintained by the Executive Committee, and for the next year (if required) by special election at the annual college or school meeting at which members of the Faculty Senate and its councils and committees are elected.

Vacancies on appointed Faculty Senate Committees shall be filled by the Faculty Senate President in consultation with the college assembly, department faculty, staff senate, or whatever appropriate body is represented by the position.

eVoting: Committees of the Faculty Senate may render decisions on matters of routine business through asynchronous electronic means such as email (hereafter referred to as eVoting) provided that the committee follows the approved operating procedures by which it will conduct eVoting. Operating procedures for eVoting must be approved by the Faculty Senate.

The deliberative process is the foundation of sound democratic governance. It is critically important that the use of eVoting is done in such a way that it does not undermine this process.

Article IV

College, School, and Department Meetings

The faculty of each college or school shall develop a governance document that specifies written policies and procedures for conducting business and shall hold meetings at least once each semester of the nine-month academic year. Unless provided otherwise in the governance document, additional meetings shall be held upon written call signed by one-fourth or more of the full time faculty. In addition, meetings shall be held on written call of the dean.

The governance document shall be submitted for review first to the dean, then simultaneously to the executive vice chancellor and provost and to the Faculty Governance Committee, and finally to the Chancellor for approval. Each review shall be accomplished within 30 calendar days and comments from the reviewers shall
accompany the document as it is forwarded throughout the review and approval process. The review of governance documents must occur during the regular nine-month academic year. Upon the agreement of the dean, executive vice chancellor and provost, and two representatives of the faculty governance committee, the review time may be extended to ninety days. Said policies shall not be in conflict with provisions outlined in the Faculty Handbook.

Responsibilities of colleges and schools are as follows:

1. By secret ballot to elect representatives and one alternate for each representative to the Faculty Senate, the Undergraduate Council, the Graduate Council, the Council on Core Curriculum and Policies, the Committee on Tenure, and the Appeals Council. Election as an alternate will be for a one-year period only, and an alternate will serve only in the event of a vacancy. Each college or school will provide a list of alternates (by position) to the Executive Committee of the Faculty Senate on an annual basis.

2. To study college or school curricula. Each college or school shall establish its own curriculum process. Routing of curriculum and program proposals shall follow the procedures outlined in the description of the Undergraduate Council, the Council on Core Curriculum and Policies, and the Graduate Council.

The faculty of each department shall develop its own policies and procedures for conducting business and shall hold meetings at least once each semester of the nine-month academic year for the purpose of discussing and acting upon departmental affairs. In addition to the methods of calling meetings specified in an approved governance document, faculty meetings may be convened by a written call of the department chairperson or by a written call of one-fourth or more of the full-time faculty. The governance document shall be submitted for review first to the department chairperson, then to the dean, then simultaneously to the executive vice chancellor and provost and to the Faculty Governance Committee. After such reviews, the document is
forwarded to the Chancellor for approval. The review shall be accomplished within 30 calendar days and comments from the reviewers shall accompany the document as it is forwarded throughout the review and approval process. The review of governance documents must occur during the regular nine-month academic year. Upon the agreement of the dean, executive vice chancellor and provost, and two representatives of the faculty governance committee, the review time may be extended to ninety days. Such policies shall not be in conflict with provisions outlined in the Faculty Handbook.

**Article V. The Staff Senate**

**Composition and Functions of the Staff Senate**

**COMPOSITION OF THE STAFF SENATE**

The UALR Staff Senate shall be composed of one employee (benefits eligible full-time or part-time classified, or non-classified, non-faculty) for each twenty (20) full-time or part-time benefits eligible filled positions. “Nonclassified, nonfaculty” means all full-time employees who are not classified under the Uniform Classification and Compensation Act (Act 199 of 1969, as amended) and who do not hold a faculty rank of instructor, assistant professor, adjunct professor, associate professor, professor, distinguished professor, or university professor. All questions as to eligibility of nonclassified, nonfaculty employees shall be answered by the Executive Committee of the Staff Senate, subject to appeal to the Staff Senate.

Members shall be elected from the aforementioned groups in order to provide broad representation and shall serve staggered two-year terms. No senator shall serve more than four consecutive years. Staff senators shall be elected by ballot with all full-time and part-time benefits eligible classified, non-classified, and non-faculty personnel eligible to vote. Election of Staff Senate members shall be in April of each year. The number of senators from each office, unit or department will be limited to no more than two from an office with fewer than 20 employees, no more than three from an office with 30-50 employees, and no more than four for offices with 50 or more employees. The
Staff Senate Election Committee shall prepare the ballots, which shall be tabulated by the president or designee, and the Staff Senate secretary.

FUNCTIONS OF THE STAFF SENATE

The UALR Staff Senate, as part of the University Assembly, shall have the authority and right to make recommendations to the chancellor on matters of general campuswide concern and the effectiveness of the University. This responsibility includes, but is not limited to, such nonacademic areas as:

a. Salaries, work schedules, and work conditions
b. Fringe benefits and health services
c. Safety, traffic, and security
d. Quality of campus life, continuing education, and professional development
e. Service to UALR and community

Recommendations may be sent directly to the chancellor or may be sent to the Faculty Senate for confirmation before being sent to the chancellor, depending on the nature of the recommendation. When confirmation is recommended by the Staff Senate, a delegation shall be selected by the Staff Senate to address the Faculty Senate regarding recommendations.

Officers of the Staff Senate

Officers of the Staff Senate shall be the president, the president-elect, the immediate past president, the secretary, the treasurer, the parliamentarian, and the communications officer.

The office of the presidency will exist as three one year appointments:

1) President-Elect

2) President,
3) Immediate Past-President.

The president-elect of the Staff Senate shall be elected for a one year term, which will be followed by (2) one year appointments. The president-elect’s membership in the senate shall be extended to accommodate the three one year appointments of the office of Staff Senate president. Once the president elect’s one year term is complete, he/she will become the president and will serve a one year term. At the conclusion of the one year appointment as president, he/she will become the immediate past-president.

The secretary, the treasurer, the parliamentarian, and the communications officer shall be elected by members of the Staff Senate for one-year terms. Officers of the UALR Staff Senate shall constitute the Executive Committee of the Staff Senate. Elections are conducted by the Election Committee. The duties of each office are as follows:

The president shall preside at Staff Senate and Executive Committee meetings and shall discharge the responsibilities specified elsewhere in this Constitution.

The president-elect shall be the presiding officer at Staff Senate meetings in the absence of the president and shall discharge the responsibilities specified elsewhere in this Constitution.

The secretary shall be responsible for promptly preparing the minutes of each Staff Senate meeting and for distributing them to the entire staff following each meeting. The secretary also shall serve as secretary of the Executive Committee. The secretary shall compile papers and documents concerned with Staff Senate matters and transmit them to the UALR Archives, or to specified storage, at the end of each academic year.

The treasurer shall be responsible for collecting and accounting for dues, funds, contributions, and other monies or assets, necessary for the operation of the Staff Senate business. The treasurer shall provide financial reports at every scheduled Staff Senate meetings of each year and be prepared to give additional reports at the request of the president.
The parliamentarian shall advise the Executive Committee and members of the Staff Senate on questions of procedure in order that the business of the Staff Senate be transacted correctly, efficiently, and impartially. The parliamentarian also shall serve as parliamentarian of the Executive Committee.

The communications officer shall oversee all external Staff Senate communication, including the Staff Senate website and a Staff Senate newsletter for the UALR campus community, and shall serve as chair of the communications committee.

Executive Committee of the Staff Senate

The officers of the Staff Senate shall constitute the Executive Committee of the Senate. The Executive Committee shall prepare the agenda as provided under Meetings of the Staff Senate. Subject to challenge on the floor of the Senate, the Executive Committee shall label Staff Senate agenda items in such manner as to indicate whether they are advisory or authoritative unless vetoed by the Chancellor.

Subject to challenge on the floor of the Staff Senate, the Executive Committee may refer proposals for agenda items to an appropriate standing committee of the Senate. In the event of such a referral, the body receiving the item shall report to the Staff Senate what action it has taken in regard to the referred item. Also, subject to challenge on the floor of the Senate, the Executive Committee shall interpret Staff Senate provisions on credentials and elections and discharge the responsibilities specified elsewhere in this Constitution.

The Executive Committee shall meet at least once each academic year with the elected officers of the Faculty Senate and the Student Government Association on matters of joint concern, and the secretary of the Staff Senate shall provide the Senate with the minutes of such meetings.

Meetings of the Staff Senate
The Staff Senate shall schedule at least six regular meetings during the academic year. All meetings are open. Additional meetings may be called by the president at his/her discretion. At all meetings the president shall preside; in the president’s absence the president-elect shall preside. In the absence of both the president and the president-elect, the president’s designee shall preside. A majority of the Staff Senate members shall constitute a quorum. A quorum is half the membership plus one.

Any Staff Senate member who is absent for two consecutive Staff Senate meetings shall be replaced with the alternate from that administrative area who received the next highest vote.

The Executive Committee of the Staff Senate shall compile the agenda for each meeting. Subject matters may be brought to the attention of the Staff Senate by any person or group of persons who are employed by the University half-time or more by placing a written signed statement on file with the Staff Senate. The agenda must be distributed to all members of the Staff Senate, the president of the Faculty Senate, and the president of the Student Government Association within five working days before the meeting. Items of business not listed on the Staff Senate agenda cannot be conducted without a quorum being present and two-thirds majority consent. When an issue has not been included as an agenda item, the president will have the authority to call for a vote for this item to be placed in the agenda. The president, or the presiding officer in the absence of the president, may extend speaking privileges to persons who are not members.

Committees of the Staff Senate

Prior to the second senate meeting of the academic year, the president will send a survey along with committee descriptions to all senators to have them rank the order of their interest of serving on a committee. Senators are expected to serve on a minimum of two (2) committees. The president will then take the results and create the committees based on these results. Committees will be announced at the second meeting of the academic year.
The committees of the Staff Senate may be established, reorganized, or abolished by two-thirds vote at any meeting, provided a quorum is present and the proposal has been submitted to the Executive Committee of the Staff Senate and included on the Staff Senate meeting agenda. Unless otherwise specified, the president of the Staff Senate appoints all standing committees subject to final approval by the Staff Senate. The president shall have authority to appoint ad hoc committees necessary or useful in conducting Staff Senate business.

Blood Drive Committee: This committee shall plan and organize blood drives on campus (at least one per year) and extend invitations to the campus community to attend this function. This committee shall be composed of seven members.

Communications Committee: The Communications committee shall develop and maintain all external Staff Senate communication, including the Staff Senate website and a Staff Senate newsletter for the UALR campus community. The communications officer shall be the chair of this committee.

Fall Open House Committee: This committee shall plan and organize a fall open house and extend invitations to the campus community to attend this function. This committee shall be composed of at least seven members. One shall be a carry-over from the previous year. During the open house activities, the Helping Hand Committee will announce its kickoff campaign.

Fundraising Committee: This committee works to raise money for the operation of the Staff Senate. Committee members shall organize teams to work with fund drives and income generating activities This committee shall be made up of at least three to ten Staff Senate members, but not limited to Staff Senate members. Committee members shall serve staggered two-year terms.

Helping Hand Committee: This committee shall prepare wrapped boxes and distribute them in buildings throughout the campus, solicit food, and distribute the food to selected families during the Christmas season. A seven member committee, made up of four
senators and three staff members, shall serve to coordinate this function. They shall work with the Fall Open House Committee. The kickoff of this campaign will be announced during the open house. This committee should be selected and begin planning in the month of September.

Issues and Concerns Committee: This committee shall provide a means whereby classified and non-classified professional staff may comment on or request assistance with resolution of campus quality-of-life issues. However, this does not pertain to employer/employee relations, which should be directed to the Department of Human Resources. The committee shall be composed of no less than four senators and/or campus volunteers. Committee members shall serve staggered, two-year terms to assure continuity of service.

Election Committee: The Election Committee shall receive nominations and prepare ballots for the election of Staff Senate senators. An annual count shall be taken by the Election Committee, as of March 1, to determine numerical representation of the Staff Senate for the upcoming academic year which begins August 1 and ends July 31. Staff senators will be elected each year in April. The Election Committee shall be responsible for conducting the election. This committee shall be composed of four members. One shall be a carry-over from the previous year. Members shall serve a one-year term.

Public Outreach Committee: The Public Outreach Committee will partner with entities within the University and surrounding community to provide services to populations who might not otherwise have access to those services while promoting UALR and Staff Senate.

Staff Achievement Awards Committee: This committee shall select the recipients for the Staff Achievement Awards from nominations received using the guidelines determined by the committee. Through this awards program, staff will be recognized and honored for outstanding achievements in the following categories: Personal Growth, Service to UALR, and Community Service. Membership of this committee shall consist of seven members to be selected by the Staff Senate president-elect or that person’s designee,
who will chair the committee without vote, except in the case of a tie. One shall be a carry-over from the previous year. Previous award recipients are encouraged to serve on the committee. These awards are presented at the annual Staff Senate Awards Ceremony. A nominee (nominated by another employee or personal application) will not be eligible to serve on this committee.

Staff Awards Ceremony Committee: This committee shall organize the annual service awards ceremony. The selection process is stated in the document as adopted in June 1990, or as amended. The committee shall be composed of at least seven members to include full-time classified, nonclassified, and nonfaculty employees. Membership is not limited to Staff Senate members. Committee members shall serve one-year terms. One shall be a carry-over from the previous year. The president-elect will chair the committee.

Staff Professional Development Committee: This committee shall promote the mission of the University in a professional manner by demonstrating the mission set forth in the “Pledge of Professionalism.” The committee shall be made up of five full-time classified, nonclassified, and nonfaculty employees to include, but not be limited to Staff Senate members. They shall work with the Human Resource Services personnel. The committee shall serve staggered, two-year terms.

Staff Senate Governance Committee: This committee shall incorporate adopted amendments into the UALR Constitution, Article V, “Staff Senate.” This committee shall be made up of five members to include full-time classified, nonclassified, and nonfaculty employees. One shall be a carry-over from the previous year. The immediate past president shall chair the committee, and the current president shall serve on the committee.

Staff Campus Campaign Committee: This committee shall work with the Office of Alumni and Development personnel to recruit ambassadors for the university’s fund drives. This committee shall be composed of no less than three classified-staff senators and one professional-staff senator. Committee members shall serve staggered, two-year terms.
Ad Hoc Committees: Ad hoc committees may be appointed by the Staff Senate president to study special problems. For each ad hoc committee, the president shall prepare a written notice of the committee’s charge, as well as a membership list, and distribute that information to Staff Senate members, the Faculty Senate, and officers of the Student Government Association.

- **Bylaws of the Staff Senate**

The Bylaws of the Staff Senate shall be subject to amendment by two-thirds vote of those present and voting at one Staff Senate meeting, provided that a quorum is present.

Appointments: When constructing the ballot for Senate nominations, the Election Committee, along with the Staff Senate president and secretary, shall include representation from all administrative areas whenever possible. Vacancies during the year shall be filled from these records.

Chairpersons: Unless otherwise specified, the chairperson of each selected or appointed committee of the Staff Senate shall be elected annually by the members serving on the committee. Any member of the Staff Senate or the Staff Senate executive committee can only be chairperson of one committee per academic year.

Meetings: Staff Senate meetings shall be held as specified under Meetings of the Staff Senate. Unless specified otherwise, standing committees shall be expected to hold an organizational meeting in the first month of the academic year. Special meetings shall be held upon call of the chairperson or a majority of the committee or at the request of the president of the Staff Senate or the chancellor.

Records and Reports: Each committee of the Staff Senate is required to send one copy of the minutes of each meeting to the president and secretary of the Staff Senate and to the UALR Assembly president and shall provide regular or special reports to the Staff Senate at its own initiative or at the request of the president of the Staff Senate.
Records shall be maintained by the Staff Senate secretary and placed in the UALR Archives, or an equivalent place, at the end of the academic year.

Vacancies: In the event of a vacancy in any seat other than president, president-elect, secretary, treasurer, parliamentarian, or communication officer, the individual receiving the next highest number of votes from that administrative area will serve. Persons elected shall only serve for the remaining term of the predecessor. Should a vacancy occur in the office of president, president-elect, secretary, treasurer, parliamentarian, or communication officer, a new officer shall be elected after the Staff Senate vacancy has been filled. Such a vacancy shall be filled with the person receiving the next highest vote at the time the original slate of officers was elected.

Amendments to Article V

Amendments to Article V: Changes to Article V, Composition and Functions of the Staff Senate, shall be made by presenting the amendment as an agenda item at one regularly scheduled meeting for discussion. Voting on the amendment shall occur at the following regularly scheduled meeting, and the amendment must carry a two-thirds vote of the Staff Senate senators, provided a quorum is present.

Parliamentary Procedures

Questions not addressed in this document shall be governed by parliamentary procedures as stated in the most recent edition of Robert’s Rules of Order, subject to the guidelines of this document.

Chapter 3

Administrative Organization and Accreditation
The University of Arkansas at Little Rock operates under the authority granted by the Board of Trustees of the University of Arkansas, described in Rules and Regulations of the Board of Trustees of the University of Arkansas for the Governance and Administration of the University of Arkansas,

For the complete text, see:


(BP 100.4, 3/29/2017)

Administrative Organization of the University of Arkansas at Little Rock

UA Little Rock has an administrative hierarchy headed by a Chancellor and an advisory Board of Visitors. Reporting to the Chancellor are four vice chancellors and additional administrators who head various divisions in the University. The Executive Vice Chancellor and Provost is the chief academic officer of UA Little Rock. This chapter outlines the roles and duties of these individuals and groups.

The Chancellor

The Board of Trustees shall appoint the Chancellor of any campus upon recommendation of the President. The Chancellor of a campus shall exercise complete executive authority thereon, subject to the policies established by the Board of Trustees and the President. The Chancellor shall be the leader of and the official spokesperson for the campus and shall promote the educational excellence and general development and welfare of the campus. The Chancellor shall define the authority of administrative committees and officers of that campus, and all projects, programs, and institutional
reports to be undertaken on behalf of that campus shall be subject to authorization and approval of the Chancellor.

The Chancellor shall be responsible to the President for enforcement of the policies and procedures, budgets, regulations, and decisions of the Board of Trustees concerning that campus. It shall be his or her duty to keep the President, and through the President, the Board of Trustees fully informed concerning the operations and needs of that campus. The Chancellor shall make an annual report to the President corresponding to the fiscal year of the University of Arkansas, which report shall also be provided to the Board of Trustees. The Chancellor shall further provide any other reports that may be required.

(BP 100.4, 3/29/2017)

The Board of Visitors

This board is an advisory body to the Chancellor of UA Little Rock and to the Board of Trustees. It consists of fifteen members serving for terms of six years. As terms expire or vacancies occur, the remaining members of the board select replacements for confirmation by the University of Arkansas Board of Trustees.

The Board of Visitors elects from its members a chair, a vice chair, and a secretary. It normally meets quarterly and may hold special meetings called by its officers or by the Chancellor.

The general purpose of the Board of Visitors is to give advice to the Chancellor, the president of the University of Arkansas, and the Board of Trustees of the University of Arkansas. It also aids in securing support and interprets the educational and service needs of the community.

The Board of Visitors nominates two of its members to sit with the University of Arkansas Board of Trustees. These representatives have the opportunity to participate without vote in discussions.
Executive Vice Chancellor and Provost

The Executive Vice Chancellor and Provost is appointed by the Chancellor, who is guided by the recommendations of a search committee that includes a majority of faculty and also includes student representation. The Executive Vice Chancellor and Provost reports to the Chancellor and has reporting to him or her the Associate Vice Chancellors for academic affairs, the deans of the colleges and schools, the Director of the library, additional academic directors and heads, and the secretarial and clerical support staff assigned to the office.

The Executive Vice Chancellor and Provost is the chief academic officer of the University and provides academic and administrative leadership in the area of academic and faculty affairs. Key responsibilities include long-range planning and development of academic programs; improving and maintaining quality of the curriculum; providing leadership in hiring faculty and reviewing recommendations for faculty retention, tenure, promotion, and salary increments; establishing and administering procedures for the regular evaluation of deans and the other administrators directly under his or her supervision; developing the overall academic budget; communicating policies within the University and among the community at large; acting as liaison in academic affairs with other units and the central administration of the University of Arkansas; chairing the periodic meetings of the Deans Council; and reviewing and recommending action on nominations for promotion and tenure, applications for leaves of absence without pay, requests for off-campus duty assignments, and authorizations for employees to enroll in classes at the University. Staff to the Executive Vice Chancellor and Provost: Provide assistance in the preparation of budgets, external reports, documents, planning, and other duties as assigned.

Associate Vice Chancellors for Academic Affairs

The Associate Vice Chancellors for Academic Affairs are appointed by the Chancellor upon initial recommendation of the Executive Vice Chancellor and Provost. The Associate Vice Chancellors for Academic Affairs assist in all academic and faculty affairs activities as needed by the Executive Vice Chancellor and Provost. They may be
ex officio members of the Deans Council and the Undergraduate Council, and one Associate Vice Chancellor is the administrative officer of the Academic Integrity and Grievance Committee. Other duties include overseeing the publication of the Undergraduate Bulletin and Faculty Handbook, coordinating the campuswide assessment programs, student retention initiatives and other duties as delegated by the Executive Vice Chancellor and Provost.

Deans of Colleges/Schools

The dean of a college or school is appointed by the Chancellor upon the initial recommendation of the Vice Chancellor and Provost. The latter is guided by a search committee that includes a majority of faculty and also includes student representation.

Deans of the colleges and schools report to the Executive Vice Chancellor and Provost and have reporting to them associate and assistant deans, department chairs, and the secretarial and clerical staff assigned to the college or school. (In schools not organized into departments, the faculty normally report directly to the dean.) A dean’s responsibilities vary from college to college and span a broad range of categories. Area priorities are determined in consultation with the Executive Vice Chancellor and Provost and college or school faculty, but include the following:

Academic Affairs
Provides leadership in planning, coordinating, and implementing the total programs of the college or school. The dean represents the faculty of the college or school to the administration. The dean is also directly involved in the determination of University policies and practices and communicates these to the department chairs and to the faculty.

Faculty Affairs
Provides leadership in encouraging faculty growth and high performance, in encouraging the faculty to meet their responsibilities, and in protecting faculty rights and prerogatives. The dean also implements college or school and University procedures in
making documented recommendations for faculty retention, tenure, promotion, and annual salary increments.

Communication
Communicates University policies and actions to the chairs and faculty. The dean represents the college or school within the University and in relationships with external agencies such as professional associations, government agencies, and the public. In addition, the dean communicates University programs and activities to students.

Personal Professional Performance
Demonstrates professional competence in teaching, research, and public service and participates in the activities of appropriate professional organizations. Responsibilities to Students: Provides liaison with various student services dealing with the needs of students, including counseling, responding to student grievances, and certifying students, on behalf of the faculty, for degrees.

Budgetary Affairs
Within the college or school guidelines, the dean prepares and presents annual budget requests. The dean also reviews department budgets and advises department chairs in their budget preparation. The dean also leads in promoting cost effectiveness within the college or school.

Office Management
Selects and supervises support staff within the college or school office, establishes file and record systems, assigns facilities and equipment to staff, maintains equipment and other properties, and requisitions supplies.

Vice Provost for Research and Dean of the Graduate School
The Vice Provost for Research and Dean of the Graduate School is appointed by the Chancellor upon the initial recommendation of the Executive Vice Chancellor and Provost. The latter is guided by the recommendation of a search committee that
includes a majority of faculty and also includes student representation. The graduate dean reports to the Executive Vice Chancellor and Provost and has reporting to him or her the Director of Research and Sponsored Programs, and the support staff assigned to the office. He or she serves as an ex officio member without vote on the Graduate Council.

Student Affairs
Coordinates recruiting initiatives to assemble a diverse pool of qualified applicants for graduate programs and implements a service-oriented philosophy on behalf of the University. He or she is responsible for approving students for admission to and continuation in graduate studies and for certifying students for graduate degrees.

Graduate Council
Implements the policies and decisions of the Graduate Council.

Graduate Assistants
Oversees the appointment and review of graduate assistants.

Administration
Works with the graduate coordinators and other academic officers and faculty in developing plans and implementing graduate programs and courses; recommends approval or disapproval of graduate curriculum revisions.

Institutional Responsibilities
Represents UA Little Rock at meetings concerning graduate education, works with academic officers and faculty in accreditation efforts for graduate programs, and works with appropriate University personnel in encouraging community and statewide support for graduate programs.

Communication
Communicates University and Graduate School policies to students and staff members;
oversees publication of documents such as the Graduate Catalog and graduate program brochures.

Budgetary Affairs
Prepares and presents annual budget requests, controls expenditures within budget allocations.

Office Management
Selects and supervises support staff within the school office, establishes file and record systems, and assigns facilities and equipment to staff.

Director of the Library
The director of the library is appointed by the Chancellor upon the initial recommendation of the Executive Vice Chancellor and Provost, who is guided by a search committee that includes faculty and students. The director is a member of the library faculty and reports to the Executive Vice Chancellor and Provost. The director implements the policies and objectives governing the operation of the library. Development of library objectives is a joint responsibility of the library staff personnel in consultation with the University Faculty Senate, through the Senate’s Library Committee, and administrative officers.

The following excerpt, taken from the statement drafted by the Joint Committee on College Library Problems, serves as the basis for library governance:

With respect to library governance, it is to be presumed that the governing board, the administrative officers, the library faculty, and representatives of the general faculty will share in the determination of library policies that affect the general interests of the institution and its educational program. In matters of internal governance, the library will operate like other academic units with respect to decisions relating to appointments, promotions, tenure, and conditions of service.
The director of the library is primarily responsible for the following:

Library Materials
Responsible for the housing, preparation, and bibliographic control of library materials. The director also administers the selection and acquisition policies as set forth by the library faculty and general faculty as represented by the University Faculty Senate through its Library Committee.

Budget
Facilitates the procurement and administration of funds provided for library personnel, acquisitions, binding, supplies, services, expenses, and equipment to provide a centrally administered library service.

Administration
Implements procedures in accordance with University and Association of College and Research Libraries standards, makes written recommendations for appointments, promotions, and other personnel matters as needed to attract and keep staff qualified to develop collections and services adequate for the University’s teaching, research, and public service needs.

Communication
Cooperates with all academic units contemplating changes in programs to provide needed library service; submits periodic reports to the academic community concerning developments and achievements, special problems, and plans future needs of the library.

Institutional Responsibilities
Coordinates University representation at national, state, and local library conferences and at interinstitutional meetings that may involve the University library.
Associate Provost for the UA Little Rock City Center

The Associate Provost for the UA Little Rock City Center is appointed by the Chancellor upon the initial recommendation of the Executive Vice Chancellor and Provost. The associate provost reports to the Executive Vice Chancellor and Provost and has responsibilities for the downtown campus, the Center for Arkansas History and Culture and the Sequoyah National Research Center.

Associate Provost of Community, Careers, and Extended Education

The Associate Provost of Community, Careers and Extended Education is appointed by the Chancellor upon the initial recommendation of the Executive Vice Chancellor and Provost. The associate provost reports to the Executive Vice Chancellor and Provost and has reporting to him or her the leaders of extended education initiatives and community programs, careers and job placement, and Children International.

Department Chairs

The department chair is appointed by the Chancellor upon the initial recommendation of the dean, who is guided by a recommendation originating with the department faculty and processed through administrative channels. The department chair is fundamentally a member of the department faculty and serves a term specified in the approved department constitution or bylaws. The typical initial term is for a minimum of three years. The chairperson undergoes an annual performance review.

The department chair reports to the dean of the college or school and has reporting to him or her the faculty and support staff of the department. A chairperson’s responsibilities span a broad range of categories and vary from department to department. Priorities are determined in consultation with the college or school dean and department faculty, but include the following:
Academic Affairs
Coordinates the development, approval, and implementation of programs in the department, leads in the evaluation and improvement of curricula and instruction, enforces academic standards, plans class schedules and faculty course loads, provides leadership in the department’s efforts to develop and achieve its goals and objectives. As a member of the administration in helping to determine University policies, the chair transmits faculty ideas to the administration and conveys University policies to the department faculty.

Faculty Affairs
Provides leadership in selecting and orienting new faculty members, encouraging faculty growth and high performance, encouraging faculty to meet their responsibilities, and protecting faculty rights and prerogatives. In evaluating faculty and making documented recommendations for their retention, tenure, promotion, and annual salary increments, the chair observes departmental and University policies.

Communication
Communicates University policies to the department. The chairperson is a representative of the department within the University and with external agencies such as professional associations, government agencies, and the public. In addition, as a member of the faculty, the chair communicates University programs and activities to students.

Personal Professional Performance
Provides leadership as a representative of his scholarly discipline within the University, the community, and the nation. He or she provides professional leadership and example within the department. The chair demonstrates professional competence in teaching, research, and public service and participates in the activities of appropriate organizations, but it is recognized that limitations are imposed by the chair’s administrative responsibilities.
Responsibilities to students
Gives particular attention to the needs and interests of students and provides leadership in recruiting and counseling students, preparing degree plans, responding to student grievances, providing information on present and future career opportunities for majors and minors, and certifying students, on behalf of the faculty, for degrees. The faculty recognizes that the Office of Academic Advising, the Office of Admissions and Records, Counseling and Career Planning Services also have responsibilities in these areas.

Budgetary Affairs
Prepares and presents annual budget requests, controls expenditures within budget allocations, and promotes cost-effectiveness studies within the department.

Office Management
Recommends the appointment of support staff and serves as supervisor; administers department facilities; establishes file and record systems; assigns offices, equipment, and other properties; and requisitions supplies.

Director of the Donaghey Scholars Program
The director of the Donaghey Scholars Program is appointed by the provost and vice chancellor for academic affairs, who is guided by a search committee that includes faculty and students. The director has overall responsibility for the Scholars Program. The primary role is academic, providing intellectual and conceptual direction. The director works with a Policy Council appointed by the provost from among faculty members in the schools and colleges involved in the program. The director develops interdisciplinary approaches to learning in cooperation with faculty throughout the University; identifies faculty to teach Scholars courses and seminars and be responsible for the Colloquium; develops, refines, and carries out appropriate policies; sees that program objectives are met; directs recruitment and admission efforts; advises students and monitors their progress; establishes and carries out evaluation procedures; and relates to appropriate regional and national organizations. The Director also assists with
fund raising activities and sees that the program is properly administered and managed. The Director supervises support staff.

**Director of eLearning**

The director of eLearning is appointed by the chancellor upon the recommendation of the Executive Vice Chancellor and Provost. He or she is responsible for the online campus and online course support, StaR, Blackboard and instructional design assistance.

**Director of Research and Sponsored Programs**

The director of research and sponsored programs is appointed by the chancellor upon the initial recommendation of the dean of the Graduate School, who is guided by the recommendations of a search committee that includes a majority of faculty. The director reports to the dean of the Graduate School and has support staff reporting to him or her. The director of research and sponsored programs encourages the faculty and staff to apply for research grants and to conduct research; provides leadership and support to University committees concerned with research; keeps informed about and advises the faculty and staff of grant opportunities; assists the faculty and staff in preparing grant applications; keeps informed about University, state, and federal policies relating to research and sponsored programs; recommends approval and disapproval of all grant and contract proposals and applications; approves all grant and contract budgets; (oversees) arranges budget conferences with project directors, appropriate budget heads, and the grants accountant; maintains an official file of grants and contracts; represents UA Little Rock at meetings concerned with research and sponsored programs; ensures that the University is in compliance with all federal and state regulations that affect grants and contracts; supervises post award processes, including the grants and contracts management staff; and solicits external support for research and sponsored programs.
Graduate Program Coordinators

The graduate program coordinators are appointed in the various departments, through established procedures, in consultation with the dean of the Graduate School. Such appointments are subject to the approval of the dean of the college or school in the area offering the program.

The graduate coordinator is the principal liaison between the dean of the Graduate School and the faculty and students of a graduate program. In conformity with the policies and procedures of the Graduate School and the graduate program, the coordinator processes applications for admission and change of status forms, assigns advisers, monitors student progress, maintains accurate records, recommends the appointment of supervisory and examining committees, informs students and faculty of pertinent procedures and deadlines, certifies students for graduation to the dean of the Graduate School, and provides assistance and information on program matters to the dean of the Graduate School and other University officials.

Administrative Groups

Deans Council

With the executive vice chancellor and provost as chairperson, this group consists of the deans of the colleges and schools, the associate vice chancellors, and the director of the Library. The chief information officer also sits with the Deans Council. The group meets regularly to discuss matters of common concern and to advise the vice chancellor and provost. An agenda is prepared, and minutes of the meeting are recorded; both are distributed to participants, the department chairpersons, and the executive committee of the University Faculty Senate.

Department Chairs Council

The academic department chairs meet regularly to discuss matters of common interest. The group elects officers and meets on call of the presiding officer or of a number of its
members. Minutes are kept and distributed to the participants; they are available from any of the officers.

Administrative Committees

Administrative committees are those that serve in an advisory capacity to an administrative office or officer. Faculty and staff members are appointed by the chancellor. Unless otherwise specified, student representatives on these committees are appointed by the chancellor from nominees recommended by the Student Government Association. Each administrative committee elects its chair annually. Each administrative committee is instructed to keep Faculty Senate members informed of any action it takes that would be of general interest.

Faculty Prerogatives

The responsibilities noted in the several job descriptions above do not in any fashion imply abrogation of the prerogatives of a department, college, or school faculty or the University Faculty Senate to establish individual governance policies or to legislate regarding academic policies and programs.

UA Little Rock Organizational Chart

View the organizational chart at,


Accreditation

The University of Arkansas at Little Rock is fully accredited by the Higher Learning Commission.
Chapter 4

Faculty Employment and Evaluation Policies

In this chapter are policies from the University of Arkansas system and UA Little Rock that relate to faculty employment status. The policies cover such issues as appointments, promotion, tenure, evaluation, retirement, excellence and retrenchment.

Appointment and Evaluation

Appointments, Promotion, Tenure, Non-Reappointment, and Dismissal of Faculty

This policy supersedes all existing policies concerning appointments, promotion, tenure, non-reappointment, and dismissal of faculty. The Board of Trustees has the right to amend any portion of this policy at any time in the future.

This policy shall be included without change or inter-lineation in the Faculty Handbook for each campus.

To the extent any provision in this policy conflicts with a campus policy, this policy shall control.

1. Definition of Terms

For purposes of this policy, the following definitions shall apply:

**Appointment** - An appointment is a written notice ("Notice of Appointment") that initiates the employment relationship between the Board of Trustees and the faculty member. An appointment is valid only when approved and signed by the President of the University, the Chancellor of the respective campus, the Vice
President for Agriculture, the Chief Executive Officer of the respective unit, or their designee, in accordance with authority delegated by the Board of Trustees. Such appointment is subject to all applicable policies of the Board of Trustees, the University of Arkansas System, and the respective campus, division or unit.

**Cause** - Cause is defined as conduct that demonstrates the faculty member lacks the willingness or ability to perform duties or responsibilities to the University, or that otherwise serves as a basis for disciplinary action. Pursuant to procedures set out herein or in other University or campus policies, a faculty member may be disciplined or dismissed for cause on grounds including, but not limited to, (1) unsatisfactory performance, consistent with the requirements of section V.A.9 below, concerning annual reviews; (2) professional dishonesty or plagiarism; (3) discrimination, including harassment or retaliation, prohibited by law or university policy; (4) unethical conduct related to fitness to engage in teaching, research, service/outreach and/or administration, or otherwise related to the faculty member’s employment or public employment; (5) misuse of appointment or authority to exploit others; (6) theft or intentional misuse of property; (7) incompetence or a mental incapacity that prevents a faculty member from fulfilling his or her job responsibilities; (8) job abandonment; (9) a pattern of conduct that is detrimental to the productive and efficient operation of the instructional or work environment3; (10) refusal to perform reasonable duties; (11) threats or acts of violence or retaliatory conduct; or (12) violation of University policy, or state or federal law, substantially related to performance of faculty responsibilities or fitness to serve the University. Nothing in this provision is intended to inhibit expression that is protected under principles of academic freedom, or state or federal law.

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1 In most cases, academic units are organized into colleges and departments with deans, chairpersons, and faculty. The normal order is for appointment, promotion and tenure processes to utilize this structure in making recommendations. Where colleges or departments are not present, the normal order shall follow a pattern that closely mirrors the typical structure. For example, in
schools without departments, the recommendations shall start with the faculty and move to the director, if applicable, and then to
the dean. For the purpose of this policy, and in reference to items involving professional librarians, instructional development
specialists, or museum curators, the terms "chairperson," "administrative officer," and "administrator" refer to the director or head
librarian. Throughout this policy, any reference to "chairperson" includes any equivalent position.
Dismissal - Dismissal is severance from employment for cause after administrative due process as provided in this policy and Board of Trustees Policy 405.4. Termination by notice, expiration of appointment, or non-reappointment, or due to job abandonment, is not a dismissal.

Faculty - Faculty are employees who hold academic rank of lecturer, master lecturer, instructor, advanced instructor, senior instructor, assistant professor, associate professor, professor, University professor, distinguished professor or one of the above titles modified by clinical, research, teaching, adjunct, visiting, executive in residence, professor of practice, (e.g., clinical professor or adjunct assistant professor). Additional appropriate non-tenure track modifiers may be approved by the President. For the purposes of tenure and promotion policy and recommendations, a campus may define which faculty may participate in tenure and promotion related decisions. For example, institutions that offer tenure could limit for tenure and promotion matters the definition of faculty to tenured and tenured track faculty.

Individuals holding certain non-teaching titles (i.e. Director of Libraries, Instructional Development Specialist II, and Curator) also receive faculty rank. The rank that corresponds with each title is reflected in the chart below. Both the title and the academic rank will be stated in the appointment.

2 Each campus shall include criteria and procedures for determining “Unsatisfactory performance” in their campus policies governing faculty annual reviews. In order for a tenured faculty member to be dismissed for unsatisfactory performance, the requirements set out in V.A.9 as well as any corresponding campus policy must first be followed.

3 This need not be a separate component in the evaluation criteria of faculty, but may be considered in evaluating faculty in the areas of teaching, research and service. Subject to Section V, the criteria and procedures for annual reviews shall be developed and adopted by each campus.
<table>
<thead>
<tr>
<th>Instructional and Research Ranks</th>
<th>Library</th>
<th>1890 Extension Service*</th>
<th>Instructional Development</th>
<th>Museum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor, University Professor, Distinguished Professor</td>
<td>Director of Libraries, Librarian</td>
<td>Extension Specialist IV</td>
<td>Instructional Development Specialist II</td>
<td>Curator</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>Associate Librarian</td>
<td>Extension Specialist III</td>
<td>Instructional Development Specialist I</td>
<td>Associate Curator</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>Assistant Librarian</td>
<td>Extension Specialist II</td>
<td></td>
<td>Assistant Curator</td>
</tr>
<tr>
<td>Instructor</td>
<td></td>
<td>Extension Specialist I</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Academic rank will be granted only if the individual is appointed in an academic unit.

**Non-Reappointment** - Non-reappointment means that a non-tenured, tenure-track faculty member is not offered a next successive appointment for employment at the end of a stated appointment period. It is effected by a written notice sent in compliance with the time limits hereafter specified (IV.B.). This provision and the time limits specified in IV. B. do not apply to the non-renewal of an appointment of a non-tenure-track faculty member.

**Probationary Period** - The probationary period is the time a faculty member spends under appointments for full-time services in a tenure-track position on one campus of the University of Arkansas prior to being awarded tenure.

**Promotion** - Promotion is advancement based on merit to a higher rank or title. All promotions must be approved by the Board of Trustees and become effective with the next year's appointment following action of the Board of Trustees, unless a different
effective date is approved by the Board.

Resignation - Resignation is voluntary termination of employment by an employee. The dean or director of the unit to which the employee is assigned is authorized by the Board of Trustees to accept the resignation.
Suspension - Suspension is temporarily relieving an employee of duties. A disciplinary suspension or suspension pending an investigation does not alter the nature of an individual’s appointment. Suspension may be with or without pay as warranted by the circumstances. If a faculty member is suspended as a disciplinary measure, the faculty member may grieve or appeal the suspension in accordance with the policies of the campus, division or unit.

Tenure - Tenure is the right of continuous appointment, awarded by the President to eligible members of the faculty upon successful completion by each of a probationary period. Once granted, tenure ceases to exist only by (1) dismissal for cause, as defined in section 1 and according to the procedures set forth in Section IV.C., (2) demonstrably bona fide financial exigency, (3) reduction or elimination of programs, (4) retirement, (5) resignation, or (6) job abandonment. The probationary period may be waived as provided in Section IV.A.4. Salaries for tenured faculty may be adjusted for disciplinary reasons, or based on material changes in job duties or funding sources.

NOTE: Tenured faculty holding positions eliminated by reduction or elimination of programs will be relocated in other academic units of the campus for which they are qualified whenever possible. A position occupied by a tenured faculty member that was eliminated as a result of reduction or elimination of a program may not be reactivated for a period of five academic years.

Tenure-Track and Non-Tenure-Track Positions - Tenure-track positions are ranks of assistant professor, associate professor, professor, University professor, and distinguished professor. Faculty appointed to clinical attending positions at the University of Arkansas for Medical Sciences, faculty positions designated as clinical positions at other campuses, or other non-tenure-track positions approved by the President, may bear the designation of assistant
professor, associate professor, professor, University professor or distinguished professor\(^6\) but in no event shall be considered tenure-track positions and shall acquire no tenure rights by virtue of occupying such positions. Such non-tenure-track positions shall be set forth in applicable promotion and tenure policies approved by the President, following review by the Office of General Counsel; such policies may authorize term appointments beyond one year, but not to exceed five years, under merit-based campus procedures approved by the President. Salaries for non-tenured faculty

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4 Subject to all University policies, any salary reduction for tenured faculty must be preceded by notice and an opportunity to appeal the proposed reduction to the chief academic officer of the campus, division or unit.

5 When a faculty member who holds a tenure-track position teaches in a clinical setting, the faculty member is not holding a “clinical position” for purposes of this provision.

6 Solely at those institutions that do not offer tenure, the rank of University or distinguished professor may be awarded to non-tenured faculty who otherwise meet the qualifications for the rank as set out in Board Policy 470.1.
may be adjusted for disciplinary reasons, or based on material changes in job duties or funding sources.  

**Terminal Appointment** - A terminal appointment is a final appointment, the expiration of which results in termination of an individual's employment.  

**Termination** - Termination is the general term to describe severance of employment from the University. Termination may be by resignation, retirement, dismissal, written notice, non-reappointment, expiration of appointment, or job abandonment.  

**Year** - Year will be either a fiscal year (July 1 through June 30 next) or an academic year (fall and spring semesters of the same fiscal year), unless otherwise designated.  

II. Appointments  
A. Faculty. The following principles shall apply to appointments to faculty positions:  

1. General  

Appointments shall not exceed one academic or fiscal year except in the following limited circumstances: (1) term appointments beyond one year for non-tenure track faculty under merit-based procedures specifically established for that purpose as permitted in Section I (Tenure-Track and Non-Tenure Track Positions); or (2) appointments to faculty positions for summer school.  

Recommendations for appointments to the faculty will be made by the departmental chairperson or equivalent after consultation with the faculty concerned, and are subject to the approval of the dean, the chief academic officer, and the chief executive officer of the campus. (See definition of appointment, Section I.)
Criteria and procedures for the initial appointment and successive appointment of all faculty members on a campus shall be adopted by each campus. As a general practice, the faculty, through its governance structure, will initiate the process, on its own or at the request of the Chancellor (or chief executive officer) of the campus. The deans and chief academic officer of the campus will then have an opportunity to give their advice regarding these criteria and procedures. Thereafter, these criteria and procedures must be submitted to the Chancellor (or chief executive officer) of the campus and the President for approval. More detailed criteria and procedures may be adopted by the faculty and chairperson of each academic unit;

Subject to all University policies, any salary reduction for tenure-track faculty or faculty with merit-based term appointments must be preceded by notice and an opportunity to appeal the proposed reduction to the chief academic officer of the campus, division or unit.
these criteria and procedures must be submitted to the dean, the chief academic officer of the campus, the Chancellor (or chief executive officer) of the campus, and the President for approval. Campus and unit criteria and procedures must be consistent with and are subject to this and other applicable University policies.

2. Initial Appointment

An appropriate degree or professional experience is an essential qualification for appointment to positions at academic ranks.

Other important qualifications include experience in teaching, research, or other creative activity, and educational service at other colleges and universities or in non-academic settings.

3. Successive Appointments

Tenured faculty members have a right to a next successive appointment except for the reasons for termination of a tenured appointment given in Section I under definition of tenure. Salaries for tenured faculty may be adjusted for disciplinary reasons, or based on material changes in job duties or funding sources. Non-tenured faculty do not have a right to a next successive appointment, but may be offered an appointment after the expiration of a current appointment, provided that, in the case of tenure-track faculty, the appointment does not extend the time in probationary status beyond the limits set in Sections IV.A.4 and IV.A.12. In the event that a non-tenured, tenure-track faculty member is not recommended for reappointment, the procedure described in Section IV.B. shall be followed. Non-tenure-track faculty with a term appointment for
a specified term of years do not have a right to an appointment beyond the appointment period.⁹

B. Administrative Appointments

Consistent with longstanding policy and practice, appointments as dean are made by the chief executive officer or chief academic officer of the campus. Deans serve at the pleasure of the chief executive officer or chief academic officer. Appointments as department head or chair, or as director of an academic program or center, are made by

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⁸ Subject to all University policies, any salary reduction for tenured faculty must be preceded by notice and an opportunity to appeal the proposed reduction to the chief academic officer of the campus, division or unit.
⁹ Subject to all University policies, nothing in this provision precludes a non-tenure-track faculty member, with a merit based, multi-year term appointment, from having a rolling appointment.
the dean, in consultation with the chief executive officer or chief academic officer, and serve at the pleasure of the dean. Additional criteria or procedures relating to the making of such appointments may be adopted by the campus, but must be submitted to the dean, the chief academic officer of the campus, the Chancellor (or chief executive officer) of the campus, and the President for approval. Tenure may only be granted in faculty status and not in an administrative appointment.

III. Promotion

Promotion in academic rank shall be based primarily on the accomplishments of the individual while in the most recent rank. No minimum time in rank is required before a faculty member is eligible for promotion, nor is there a maximum time an individual may remain in a given rank except as limited by Sections IV.A.4. and IV.A.12. However, individual accomplishments and potential for continued value to the University are required for promotion. Effective July 1, 2018, no faculty member in a tenure-track position shall be promoted to the rank of associate professor or higher without also being granted tenure. (This does not preclude a faculty member from being hired into a tenure-track position with the rank of associate professor or full professor if they satisfy the applicable criteria.)

Generally, recommendations for promotion shall originate with the chairperson, but may be initiated in accordance with departmental, unit, or campus rules, which have been submitted to the dean, chief academic officer, Chancellor (or chief executive officer) and President for approval. Faculty members who are being considered for promotion shall be given the opportunity to submit relevant material regarding their professional accomplishments, which they believe will facilitate consideration of their competence and performance. Each campus shall provide for the inclusion of peer evaluation in the consideration of faculty nominated for promotion.
Criteria and procedures for promotion to each rank on a campus, including an appeals procedure for those desiring reconsideration of a negative recommendation, shall be adopted by each campus. As a general practice, the faculty, through its governance structure, will initiate the process of preparing such criteria and procedures, on its own or at the request of the Chancellor (or chief executive officer). The deans and chief academic officer of the campus will then have an opportunity to give their advice regarding the criteria and procedures. Thereafter, these criteria and procedures must be submitted to the Chancellor (or chief executive officer) of the campus and the President for approval. More detailed criteria and procedures may be adopted by the faculty and chairperson of each academic unit; these criteria and procedures must be submitted to the dean, the chief academic officer of the campus, the Chancellor (or chief executive officer) of the campus, and the President.

10 “Peer” shall be defined by each campus as part of its policies governing promotion and tenure or faculty annual reviews.
for approval. Campus and unit criteria and procedures must be consistent with and are subject to this and other applicable University policies.

In addition to any criteria established by the campus concerning research, teaching and service, all candidates for promotion and tenure are expected to be in substantial compliance with applicable University policies and legal requirements.

IV. Tenure, Non-reappointment, and Dismissal

A. Tenure

The granting of tenure implies that the individual has completed successfully his or her probationary period and has become a permanent member of the University community. As such, he or she acquires additional procedural rights in the event that dismissal proceedings may be brought against him or her.

Only full-time faculty with ranks of associate professor, professor, University professor, and distinguished professor are eligible to be awarded tenure. An assistant professor is eligible to seek tenure accompanied by a concurrent promotion to associate professor. Faculty and other employees with the following titles are ineligible to be awarded tenure: clinical, research, teaching, adjunct, visiting, professor of practice or executive in residence faculty, research associates or research assistants, graduate associates or graduate assistants, instructors, advanced instructors, senior instructors, lecturers, and master lecturers. Faculty appointed to clinical attending positions at the University of Arkansas for Medical Sciences, other
faculty positions designated as clinical positions, or other non-tenure track positions approved by the President, although designated assistant professor, associate professor or professor, are ineligible to be awarded tenure. Academic administrators not appointed to a teaching or research unit may be awarded academic rank in addition to their administrative titles, with the concurrence of the faculty and administrative officer of the academic unit in which such rank could lead to tenure, in which case they may acquire tenure as faculty, but not as administrators. Other administrators and staff whose primary duties do not involve teaching regularly scheduled credit-hour courses, but who occasionally teach courses, are not eligible for tenure and do not acquire credit for service toward tenure for such teaching activities.

Tenure rights apply to the area or areas of the faculty member's expertise and in the academic unit(s) in which his or her position is budgeted (examples: Department of English (not College of Arts and Sciences), UAF; School of Law, UALR; Library, UAM; Departments of Music and Education, UAPB). Tenure rights are confined to a particular campus and are not applicable on another campus of the University of Arkansas. Tenure and tenure rights are not awarded
in a named or endowed chair or professorship or in any administrative appointment.

The probationary period may not extend beyond seven years, except as specifically provided herein, or as otherwise required by law. An initial appointment of one-half year (academic or fiscal) or less will not be included in the probationary period. If more than one-half of any year is spent in approved leave of absence without pay status, that year shall not apply toward the probationary period.

During the first six years of the probationary period, a tenure-track faculty member may request, for reasons set forth below, that the probationary period be suspended by one (1) year. The reasons for such a request will generally be the same as required under the Family and Medical Leave Act (FMLA), as amended, and are as follows: (a) the birth of a child to the faculty member or spouse and the child’s care during the first year; (b) the adoption of a child by the faculty member or placement in the faculty member's home of a foster child within the first year of placement; (c) the care of the faculty member's spouse, child, or parent with a serious health condition; (d) the serious health condition of the faculty member that makes the faculty member unable to perform the functions of his or her job; (e) a qualifying exigency arising from the military deployment of an employee’s spouse, son, daughter, or parent to a foreign country; (f) to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member.

On the rare occasion that an additional one-year extension is requested,
such requests will be considered on a case-by-case basis. However, the faculty member will receive any leave to which he or she is entitled under the FMLA.

A request to suspend the probationary period for these reasons must be made at the time of the qualifying event and shall first be directed in writing to the department chair for approval and must also be approved by the dean (or approved through other established administrative channels), the vice chancellor for academic affairs, the Chancellor (or chief executive officer) of the campus, and the president, under such procedures as the president shall approve. These procedures may include, but shall not be limited to, the manner in which the faculty member's duties and salary, if any, are determined during such year, the information which is required to substantiate a request and the extent to which a faculty member's performance during such year may be considered in awarding tenure. A faculty member who has been notified that he or she will not be reappointed may not subsequently request to suspend the probationary period under this policy.
Upon the recommendation of the department chair, after consultation with the departmental faculty and with concurrence of the dean, the vice chancellor for academic affairs, and the Chancellor (or the chief executive officer), new appointees at the rank of associate professor, professor, University professor, or distinguished professor, who possess the requisite qualifications, may be granted immediate tenure. Immediate faculty tenure may also be granted, under this same procedure, in connection with the hiring of senior leadership positions.

Generally, recommendations for tenure shall originate with the chairpersons, but may be initiated as provided for in departmental, unit or campus rules, which have been submitted to the dean, chief academic officer, Chancellor (or chief executive officer) and President for approval. Faculty members who are in tenure-track positions who are being considered for tenure shall be given the opportunity to submit relevant material documenting his or her professional performance which they believe will facilitate consideration of their accomplishments and potential.

Criteria and procedures concerning the awarding of tenure on a campus, including an appeals procedure for those desiring reconsideration of a negative recommendation, shall be adopted by each campus. As a general practice, the faculty, through its governance structure, will initiate the process of preparing such criteria and procedures, on its own or at the request of the Chancellor (or chief executive officer) of the campus. The deans and chief academic officer of the campus will then have an opportunity to give their advice regarding these criteria and procedures. Thereafter, these
criteria and procedures must be submitted to the Chancellor or chief executive officer of the campus and the President for approval. More detailed criteria and procedures may be adopted by the faculty and chairperson of each academic unit; these criteria and procedures must be submitted to the dean, the chief academic officer of the campus, the Chancellor (or chief executive officer) of the campus, and the President for approval. Campus and unit criteria and procedures must be consistent with and are subject to this and other applicable University policies.

The President will not consider awarding tenure to a faculty member in a probationary status without obtaining the prior recommendation of the faculty member's departmental faculty, chairperson, dean, chief academic officer, and the Chancellor (or chief executive officer) of the campus concerned.

A faculty member, on attaining tenure, shall receive a notice from the chief executive officer of the campus affirming the acquisition of such rights. No person shall lose tenure rights by acceptance of leave-of-absence approved pursuant to University policy, or by appointment to a University of Arkansas administrative position.

1. 11 In Schools without departments and department chairs, refer to footnote 1.
Tenure becomes effective at the beginning of the nine- or twelve-month appointment period following the President’s action granting tenure (July 1 for twelve-month appointments, and the beginning of fall semester for nine-month appointments).

Each year at the meeting at which promotions are considered by the Board of Trustees, the President shall inform the Board of the names of each person awarded tenure during the preceding twelve months, and shall indicate for each such individual the recommended rank for promotion and the faculty member’s academic discipline.

Subject to any extension of the probationary period under IV.A.4, an individual in a tenure-track position who was not awarded tenure with any of the first six academic year or fiscal year appointments must be evaluated as specified in Section IV.A.6 and 7 during the sixth appointment. If he or she is not approved for tenure, the seventh appointment shall be a terminal appointment and the individual may not be considered for tenure during the seventh appointment.

A faculty member holding tenure rights may be dismissed for cause only after the procedures prescribed in Section IV.C. have been followed. Provided the requirements set out in V.B.9 as well as any corresponding campus policy have been satisfied, a tenured person notified of dismissal for reasons of unsatisfactory performance will be given notice of dismissal twelve months prior to termination of employment. Dismissal on other grounds may be immediate (if the dismissal is not contested by the faculty member) or upon the conclusion of any procedures prescribed in Section IV.C. This provision does not create an award of severance pay, but assumes the full
performance of University responsibilities and duties assigned for the period between dismissal notice and final termination. Termination of a faculty member's employment because the faculty member has abandoned his or her job duties, or because the faculty member has accepted another position, shall not constitute dismissal under this policy.

No faculty member shall be dismissed, or otherwise disciplined, or denied reappointment in violation of the following principles of academic freedom, but the observation of the limitations stated herein is the responsibility of each faculty or staff member. Subject to all provisions of this and other applicable University policies, mere expressions of opinions related to the faculty member’s scholarship, the subject matter of their assigned teaching duties, and University employment-related service activities (e.g. committee assignments and campus governance activities), however vehemently expressed and however controversial such opinions may be, shall not constitute cause for dismissal. The threat of dismissal will not be used to restrain faculty members in their exercise of academic freedom or constitutional rights.
a. The faculty member is entitled to full freedom in research and in the publication of results, subject to the performance of his or her other academic duties, but personal research for pecuniary return requires prior approval by the appropriate University authorities and must be in accordance with Board Policy 450.1.

b. The faculty member is entitled to freedom in the classroom in discussing the subject of the course, but should not teach material inappropriate or unrelated to the course, and should maintain a respectful and professional academic learning environment.

c. The University faculty member is a citizen, a member of a learned profession, and a member of an educational community. Speaking or writing as a citizen, the faculty member is free from institutional censorship or discipline. However, as a person of learning and as a member of an educational community, the faculty member has a responsibility for awareness that the public may judge the profession and the institution by his or her utterances. Hence, faculty should at all times make an effort to be accurate, exercise good judgment and appropriate restraint, show respect for the opinions of others, and indicate that they are not spokespersons for the institution. Faculty are expected to contribute to the productive and efficient operation of the instructional and work environment.

B. Non-Reappointment
These procedures apply to non-tenured faculty members who are in tenure-track positions who are not offered a next successive appointment for the period following the expiration of a current appointment. These procedures do not apply to faculty in clinical attending positions at the University of Arkansas for Medical Sciences bearing the designation of assistant professor, associate professor or professor, other clinical faculty, or other non-tenure-track faculty.

The appointment of a non-tenured, tenure-track faculty member may be terminated effective at the end of the appointment period, at the option of either the individual or the University.

A chairperson, dean, or chief academic officer who decides not to recommend a non-tenured, tenure-track faculty member for reappointment shall notify him or her in writing in accordance with the following schedule and shall enclose a copy of this section with the letter of non-reappointment:
For the first year of service, not later than March 1, if the appointment expires at the end of that academic year; or at least three months in advance of its termination if the appointment expires at some other time during the year.

For the second year of service, not later than December 15, if the appointment expires at the end of that academic year; or at least six months in advance of its termination if an appointment expires at some other time during the year.

After the second year of service, at least twelve months before the expiration of the terminal appointment. The terminal appointment will be for the academic or fiscal year, according to the appointment last held by the individual.

The individual, upon being notified that he or she will not be reappointed, may request, within ten working days after receipt of the notice, a meeting with the dean of the school or college, or other appropriate administrators. The meeting shall be held within five working days or as soon as practical thereafter. Following the meeting with the dean, if the dean reaffirms the recommendation of non-reappointment, within five working days the employee may request a meeting with the chief academic officer of the campus. Within ten working days following the meeting with the chief academic officer, or as soon as possible thereafter, the chief academic officer will make the final decision on any request that the non-reappointment be reconsidered.

In considering the matter, the dean and chief academic officer may consult
with other University employees with relevant knowledge regarding the individual's performance. If the individual does not request these interviews within the time limits stated above after receipt of notification of non-reappointment, the matter shall be considered closed.

C. Dismissal

This section applies to all tenure-track or tenured faculty members. Dismissal of non-tenure-track faculty and other personnel is addressed in Board of Trustees Policy 405.4.

12 For purposes of the Clinton School of Public Service, the employee may request a meeting with the Vice President of Academic Affairs.
1. Preliminary Proceedings

   a. Except in circumstances where there are personal safety concerns and consistent with applicable law, when a chairperson or dean has reason to consider a decision to dismiss a tenured or tenure-track faculty member prior to the expiration of an appointment, the chairperson or dean shall first discuss the matter with the faculty member privately. After the discussion, if the decision of the chairperson or dean is to recommend dismissal, he or she shall prepare a statement of the grounds constituting the cause for dismissal and forward it through the chief academic officer to the chief executive officer on the campus, with a copy to the faculty member. If there are personal safety concerns, the private meeting can be bypassed and the chairperson or dean can proceed with providing the statement of grounds for dismissal through the chief academic officer to the chief executive officer on campus, with a copy to the faculty member. If the chief executive officer of the campus, after considering the recommendation of the chairperson or dean, decides that a proceeding should be undertaken, action shall be commenced according to the procedures which follow.

   b. If requested by either party, or if directed by the chief executive officer of the campus, prior to further steps in the process, the parties shall engage in informal discussions to determine whether an acceptable resolution of the matter is possible. Such discussions may include assistance of one or more faculty selected for this purpose.

2. Hearing Procedures

   The formal proceedings shall be initiated by a communication addressed to the individual by the chief executive officer of the campus informing
him or her of the dismissal and the grounds for it, and that, if he or she so requests, a hearing to recommend whether his or her employment by the University shall be terminated on the grounds stated, will be conducted at a specified time and place by a faculty committee constituted as described in Section 4 below. Sufficient time shall be allowed to permit the individual to prepare a defense. The individual shall be informed in detail, or by reference to published regulations, of the procedural rights to which he or she is entitled, including the right to advice of counsel.

The individual shall indicate whether he or she wishes a hearing and, if so, shall file with the chief executive officer of the campus within two weeks of the date of 13 For purposes of the Clinton School of Public Service, the statement of grounds shall go directly to chief executive officer of the campus, with a copy to the faculty member.
the mailing of the communication by the chief executive officer of the
campus an answer to the statement of grounds for the proposed
dismissal.

If the individual does not request a hearing, no further action shall be
taken. Further, at the request of the individual the proceedings provided
for herein may be terminated at any time after the request for a hearing
on written notice to the chief executive officer of the employee's
acquiescence in the dismissal. Similarly, the administration may drop
dismissal proceedings at any stage.

3. **Suspension Pending Dismissal Proceedings**

Suspension of the individual from normal duties or reassignment to
other duties during the proceedings will occur only if circumstances exist
which threaten harm or substantial disruption to the individual, to others,
or to the University. Such determination shall be made by the chief
executive officer, in consultation with the President. Such suspension
shall be with pay. This provision does not preclude disciplinary
suspension without pay.

4. **Hearing Committee**

The faculty of each campus shall establish a systematically rotated
panel of faculty from which hearing committees can be drawn. To hear a
particular case a committee, selected from the panel in accordance with
campus policies, shall be composed of faculty members of departments
not involved in the dismissal.
Upon receipt from the chief executive officer of the campus of a copy of the statement of grounds for dismissal, accompanied by the individual's answer thereto, the chairperson of the hearing committee shall conduct hearings and recommend a course of action as provided in Section IV.C.5.

5. Committee Proceedings

The committee shall proceed by considering, before the time of the hearing, the statement of grounds for dismissal already formulated and the individual's written response.

In addition to the members of the committee, only the person requesting the hearing and his or her representative, the chief executive officer of the campus or his or her designee, and a representative, and witnesses called by the committee are permitted to attend the hearing.

Charges contained in the initially formulated statement of grounds for dismissal may be supplemented at the hearing by evidence of new events occurring after the initial communication to the individual which constitute new or additional cause
for dismissal. If such supplementary grounds are adduced, the committee shall provide the individual with sufficient time to prepare his or her defense.

The chief executive officer of the campus shall have the option to attend or not to attend the hearing, and he or she may select a designee to assist in developing and presenting the case. The chief executive officer or designee may be assisted by the representative in developing and presenting the case and in other matters related to the hearing.

The committee shall determine the order of proof and shall supervise the questioning of witnesses. The committee may decline to accept unnecessarily duplicative material or unduly lengthy or repetitive testimony.

The individual shall have the aid of the committee when needed in securing the attendance of witnesses. The individual or his or her representative and the chief executive officer of the campus (or designee) or his or her representative shall have the right within reasonable limits to question all witnesses who testify orally.

The committee will use its best efforts to provide an opportunity for those involved to confront all witnesses, but where this cannot be achieved despite the efforts of the hearing committee, the identity of such non-appearing witnesses, and any written evidence they may have furnished, shall be disclosed to all interested parties during the hearing.

Subject to these safeguards, written statements may, when necessary, be taken outside the hearing and reported to it. All of the evidence shall
be duly recorded. These are not legal proceedings and formal rules of court procedure or evidence do not apply, but the committee shall exercise reasonable efforts to protect the rights of the parties in the receipt of evidence. For purposes of illustration, the proceedings shall be recorded digitally rather than via court reporter, and witnesses will not be sworn or subpoenaed. The ultimate objective of the hearing is consideration of the matter in a fair and efficient manner.

6. **Consideration by Hearing Committee**

The committee shall formulate its recommendation in private, on the basis of the hearing. Before doing so, it shall give opportunity to the individual and the chief executive officer of the campus or his or her designated representative to make oral statements before it. If written arguments are desired, the committee may request them. The committee shall make its recommendation promptly, including explicit findings with respect to each of the grounds for removal presented.
The chief executive officer of the campus and the individual shall be notified of the recommendation in writing and a copy of the record of the hearing shall be available to both parties.

A copy of the record of the hearing and the recommendations of the hearing committee shall be furnished to the President of the University for his or her decision. The decision of the President shall be transmitted to the chief executive officer of the campus and to the individual involved.

7. **Consideration by Board of Trustees**

If the decision of the President is appealed to the Board of Trustees, or if the Board of Trustees chooses to review the case, the President shall transmit to the Board of Trustees the full report of the hearing committee, stating its recommendation and his or her own decision. The review shall be based on the record of the previous hearing, accompanied by opportunity for argument, oral or written or both, by the principals at the hearing or by their representatives. The decision of the Board of Trustees on review shall be final. It shall be communicated to the President and through him or her to the person involved.

If the decision of the Board is that the faculty member is to be terminated, and the termination is based on unsatisfactory performance, the termination becomes effective at the conclusion of the twelve-month period from the date of the initial notice of termination. If that period has elapsed, or if the termination is based on other grounds of cause, the termination becomes effectively immediately following the Board’s decision.
V. Annual Review

An annual review of the work and status of each faculty member shall be made on the basis of assigned duties and according to criteria and procedures required herein. Each year the chief academic officer of each campus shall (a) require of each chairperson an assessment of the performance of all faculty members in the academic unit, including an identification of all faculty development needs and of all problems in performance of faculty, and (b) in consultation with the Chancellor (or chief executive officer), take steps designed to insure compliance on that campus with all criteria and procedures for annual reviews.

A. Tenured and Tenure-Track Faculty

Provided a faculty member is in substantial compliance with applicable University policies and legal requirements, the annual review of each faculty member shall provide the primary basis for the chairperson's recommendations relating to salary, promotion, granting of tenure, successive appointment, non-reappointment, and dismissal. Furthermore, this review is to provide guidance and assistance to all faculty
in their professional development and academic responsibilities in the areas of teaching, scholarly and creative activity, and service.

Criteria and procedures for an annual review of all tenured and tenure-track faculty shall be adopted by each campus. As a general practice, the faculty, through its governance structure, will initiate the process of preparing such criteria and procedures, on its own or at the request of the Chancellor (or chief executive officer) of the campus. The deans and chief academic officer of the campus will then have an opportunity to give their advice regarding these criteria and procedures. Thereafter, the criteria and procedures must be submitted to the Chancellor (or chief executive officer) of the campus and the President for approval. More detailed criteria and procedures may be recommended by the faculty and chairperson of each academic unit; these criteria and procedures must be submitted to the dean, the chief academic officer of the campus, the Chancellor (or chief executive officer) of the campus, and the President for approval. All procedures for annual reviews adopted by a campus shall include provision for and details for implementation of the following:

1. Within a reasonable time after the beginning of the first appointment of each faculty member: written notification to the faculty member of the criteria, procedures, and instruments currently in use in assessing performance;

2. Within a reasonable time after the beginning of each academic year: written notification to each faculty member of that year's assignments, review schedule, and the criteria, procedures, and instruments to be used that year;
3. Reasonable opportunity for each faculty member to submit any relevant material documenting his or her professional performance to be considered in the annual review;

4. Peer evaluation, made fully available to the faculty member and those conducting the review;

5. Student evaluation of teaching, made fully available to the faculty member and those conducting the review;

6. Prior to the chairperson's completion of the annual evaluation (including any recommendations based on the evaluation) in any year: (a) a meeting between the chairperson and faculty member to discuss all issues relating to the review,14 (b) providing to that faculty member a copy of the chairperson's intended evaluation and recommendation(s), and (c) a reasonable opportunity for the faculty member

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14 In the case of a tenured faculty member who has a satisfactory performance evaluation, a faculty member can waive the meeting requirement.
to submit a written response to the annual evaluation (including any recommendations), which will to be forwarded to each subsequent level of review;

7. As long as a faculty member is employed by the University and for at least three years thereafter: maintenance of annual review forms, recommendations, associated narratives, and all other relevant materials used in or resulting from the annual reviews of that faculty member;

8. Availability to each faculty member of all writings used in or resulting from the annual reviews of that faculty member.

9. In order to maintain a high quality and productive educational environment, annual review procedures adopted at the campus level must provide for prompt, meaningful and effective means of addressing unsatisfactory faculty performance. Effective July 1, 2019, campus procedures shall require that any tenured faculty member who receives an overall unsatisfactory performance rating be placed on a remediation plan. The remediation plan shall be developed by the faculty member’s academic unit in consultation with the faculty member and shall include remedial measures designed to address the overall performance deficiencies, with the expectation that carrying out the plan will lead to an overall satisfactory performance rating. If, in the next annual review following an overall unsatisfactory performance rating, the faculty member fails either to attain an overall satisfactory performance rating or to demonstrate meaningful progress in remediating the overall performance deficiencies, the faculty member may be issued a notice of dismissal on twelve months’ notice as provided for in this policy, and
subject to the procedures contained in Section IV.C.

B. **Non-Tenure-Track Faculty**

Faculty who are not in tenure-track positions shall be evaluated by procedures adopted by each campus. Such procedures shall provide guidance and assistance to faculty in their professional development and academic responsibilities. To the extent applicable and as fully as practicable, the criteria referenced in V. A. (especially with regard to peer and student evaluations) should be utilized in developing such campus procedures. Any campus procedure developed must be submitted to the Chancellor (or chief executive officer) of the campus and to the President for approval.

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15 As part of its criteria and procedures for annual review, each campus is responsible for establishing the criteria by which an “overall” performance rating is determined.
Termination of Employment

The following provisions apply to all campuses of the University of Arkansas and its programs and activities.

1. **Administrative Employees**

   The President of the University shall serve at the pleasure of the Board of Trustees, unless otherwise provided by contract. The vice presidents, members of the System staff, and the Chancellors or chief executive officers of each campus, division or unit shall serve at the pleasure of the President, unless otherwise provided by contract. Vice chancellors, associate vice chancellors, and assistant vice chancellors shall serve at the pleasure of their appropriate Chancellors or chief executive officer, unless otherwise provided by contract. Similarly, associate vice presidents, assistant vice presidents, and department heads shall serve at the pleasure of the Vice President for Agriculture, unless otherwise provided by contract. Persons in such positions are “at-will” employees and may have their employment terminated by the university for convenience at any time or may be dismissed immediately for cause. Although a dismissal for cause may be effective immediately, an administrator may seek review of a for-cause dismissal in accordance with the policies of the campus, division or unit. If no review policy applies, the administrator shall have the opportunity to seek, within five (5) working days of dismissal, review of the matter to the chief executive of the campus, division, or unit, or a designee selected by the chief executive, who shall make a final decision on the for-cause termination.

2. **Faculty Employees**

   (A) Faculty members who have been awarded tenure have a right to continuous employment except for a disciplinary suspension, dismissal for cause (according to the procedures in Section IV., C. of Board Policy No.
405.1) or for termination in the event of demonstrably bona fide financial exigency, reduction or elimination of programs, retirement, resignation or job abandonment.

(B) Faculty members in tenure-track positions\(^2\) who have not been awarded tenure, may be terminated at the end of the appointment period by a written notice, given in advance, according to the following schedule of time:

For the first year of service, not later than March 1, if the appointment expires at the end of that academic year; or at least three months in advance of its termination if the appointment expires at some other time during the year.

For the second year of service, not later than December 15, if the appointment expires at the end of that academic year; or at least six months in advance of its termination if an appointment expires at some other time during the year.

After the second year of service, at least twelve months before the expiration of the terminal appointment. The terminal appointment will be for the academic or fiscal year, according to the appointment last held by the individual.

\(^1\) When a tenured faculty member is serving in an administrative position as contemplated by this section, only the tenured faculty member’s administrative position is “at-will”.

\(^2\) See definition in Board Policy 405.1.
These termination notice periods are those specified under IV.B., "Non-Reappointment", in Board Policy 405.1. In addition to termination as outlined here, these employees may be dismissed for cause, or terminated in the event of demonstrably bona fide financial exigency, reduction or elimination of programs, retirement, resignation, or job abandonment pursuant to Board Policy 405.1.

(C) Clinical or other non-tenure track faculty who have received a multi-year term appointment under merit-based campus procedures approved by the President, may be terminated upon the expiration of their appointment or under campus procedures for such purpose, or they may be dismissed for cause by written notice of the chief academic officer of the campus, division, or unit, following verbal or written notice and opportunity to respond. Although the dismissal for cause may be effective immediately, the faculty member may, within five (5) working days of dismissal, appeal such termination directly to the Chancellor or chief executive officer of the campus, division or unit, with such decision to be final, or appeal in accordance with the grievance policies of the campus, division or unit. Further, such faculty may be terminated in the event of demonstrably bona fide financial exigency, reduction or elimination of programs, retirement, resignation or job abandonment. Terminations for bona fide financial exigency, reduction or elimination of programs, retirement, resignation or job abandonment are not appealable or grievable events.

(D) Other faculty members and other academic employees in positions for which tenure may not be awarded (part-time faculty in the ranks of assistant professor, associate professor, professor, University professor, and distinguished professor; clinical, research, teaching adjunct, or visiting faculty; research associates or research assistants; instructors, advanced instructors, senior instructor, master lecturers and lecturers; executive in residence; professor of practice and faculty in clinical attending positions at the University of Arkansas for Medical Sciences notwithstanding that such faculty may be designated as assistant professor,
associate professor or professor) are considered “at will” employees and may be terminated for convenience at any time, or dismissed for cause by written notice by the chief academic officer or other senior designee of the campus, division or unit, following verbal or written notice and opportunity to respond. Although a dismissal for cause may be effective immediately, employees under this section may seek review of a for-cause dismissal in accordance with the review policies of the campus, division or unit. If no review policy applies, these employees shall have the opportunity to seek, within five (5) working days of dismissal, review of the matter to the chief executive of the campus, division, or unit, or a designee selected by the chief executive, who shall make a final decision on the for-cause termination. For appointments through June 30, 2018, termination for convenience is effected by giving written notice at least sixty (60) days in advance of the date the employment is to cease. Thereafter, termination for convenience is effected by giving written notice at least thirty (30) days in advance of the date the employment is to cease.

3. **Staff Employees-Appointed or Regular Positions**

All classified and non-classified staff employees of the university, whether full-time or part-time, who are appointed or hold regular positions, are “at-will” employees and may have their employment terminated by the university for convenience at any time or may be dismissed immediately for cause. In the case of grant termination or loss of appropriated funds, termination may be immediate. Although a dismissal for cause may be effective immediately, a staff member may seek review of a for-cause dismissal in accordance with the review policies of the campus, division or unit. If no review policy applies, the staff member shall have the opportunity to seek, within five (5) working days of dismissal, review of the matter to the chief executive of the campus, division, or unit, or a designee selected by the chief executive, who shall make a final decision on the for-cause termination.
4. **All Other Employees and Student Workers (excluding Graduate Assistants)**

All other employees (for example, temporary and hourly employees who do not hold an appointed or regular position) and student workers (excluding Graduate Assistants, who are addressed in Board of Trustees Policy 500.1) may be terminated at any time without advance written notice. While advance written notice is not required, termination should be communicated to the employees and documented.

5. **Procedure**

Each campus, division or unit of the University may establish procedures, which are consistent with any applicable Board Policies, University of Arkansas Systemwide Policies and Procedures, and laws, for processing personnel actions and similar employment-related information for all employees, and for communicating this information to employees.

(BP 405.4, 3/29/2018)

March 29, 2018 (Revised)
September 18, 1998 (Revised)
April 18, 1998 (Revised)
September 16, 1994 (Revised)
March 27, 1989 (Corrected)
January 23, 1987 (Revised)
July 19, 1983 (Corrected)
April 15, 1983 (Revised)
January 7, 1983

**Initial appointment**

The academic faculty includes these regularly designated ranks: professor, associate professor, assistant professor, instructor, and lecturer. In rare instances, the title of
distinguished professor or university professor is conferred on a faculty member. These titles are for recognition of outstanding scholarly or creative achievement in a particular field. Adjunct and visiting ranks are also designated.

Competence in one’s academic discipline is the first requirement for appointment to any position on the University faculty. For advancement through the professional ranks, the doctorate or its equivalent is presumed to be a requirement except in certain fields in which the doctorate is not generally recognized as of primary significance.

Appointments to the faculty are normally initiated by the department chairperson and college or school dean and are approved by the Executive Vice Chancellor and Provost, Chancellor, and President. An appointment must be approved by the president before a definite commitment is made to the individual under consideration. The University of Arkansas at Little Rock is an Equal Employment Opportunity Affirmative Action employer.

The initial offer of appointment is made by a letter from the department chairperson to the individual being employed. The letter specifies the provisions of the appointment, and when signed and returned by the individual, initiates the appointment on behalf of the Board of Trustees. The new employee must also complete certain payroll documents prior to being placed on the payroll. Subsequent periods of employment are initiated by the department chairperson on a Personnel Action Form.

Guidelines for University and Distinguished Professor Appointments

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.

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 UA 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 UA 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 UA 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 UA 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.

Substantive Criteria – Distinguished Professorship

Appointment as Distinguished Professor at the UA 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.

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.

Documentation/Dossier

The candidate must complete the supporting materials required by the UA 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.

Process

Any UA 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.

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.

- The campus form for tenure and promotion must be completed.
- All tenured faculty in a unit are eligible to vote for individuals being considered for University or Distinguished Professor,
- All nominations of university and distinguished professors will be reviewed by the Executive Vice Chancellor and Provost.

At any point prior to the Chancellor's recommendation, the nominee may withdraw his/her name from further consideration.

Continuing appointment as a University or Distinguished Professor follows the right of continuous appointment as outlined in Board of Trustees Policy 405.1.

(BP 470.1, 3/29/2018; FS 2/22/2019)

Adjunct Faculty

Certain individuals whose education and professional experience enhance the teaching, research, or service programs of UALR may receive fixed term appointments as adjunct faculty with appropriate academic rank: adjunct distinguished professor, adjunct professor, adjunct associate professor, adjunct assistant professor, or adjunct instructor. Such adjunct faculty are normally:

(a) employed by an organization other than UALR and do not receive compensation or salary from UALR;

(b) paid from grant funds administered through UALR;

(c) employed on a temporary basis to fill a University-funded position; or
(d) employed primarily (more than 50 percent) in a nonacademic capacity by UALR.

An adjunct faculty position may not be used to circumvent a tenure decision or to extend the probationary period of a nontenured faculty member.

Adjunct faculty appointments are made for a specified period (e.g., one semester or one year), and neither the University nor the individual has a commitment on renewal. Adjunct faculty are hired by the department chair/unit head according to criteria and procedures determined by the department faculty as specified in the unit’s approved governance document. It is the responsibility of the chair to assure that official credentials (transcripts and resume) conform to the department’s requirements and that these credentials are archived. Lecturers are evaluated following guidelines provided in UA Little Rock’s annual review policy. Unless the terms of appointment specify otherwise, UA Little Rock policies on promotion, tenure, on-reappointment, leave, and Off-campus Duty Assignments do not apply to adjunct faculty. The procedures pertaining to matters of dismissal during a term of appointment, as outlined in this Handbook, do apply to adjunct faculty.

Adjunct faculty have voice, but not vote in the University Assembly and in official meetings of the college, school, and department. Colleges, schools, or departments may (consistent with the University Assembly’s Constitution and Board of Trustees’ Policy) authorize them voting status by specific action on other matters. Depending on the source and terms of financial support, adjunct faculty may be eligible for certain fringe benefits. If so, these are specified in the terms of the appointment.

**Visiting Faculty**

Visiting appointments are used to bring individuals to the UA Little Rock campus for special purposes and varying periods of time. These appointments are identified by the ranks of visiting distinguished professor; visiting professor; visiting associate professor; visiting assistant professor; or visiting instructor.

Visiting faculty are not eligible for tenure consideration but may be eligible for certain fringe benefits. These are specified in the terms of the appointment.

Visiting faculty have voice but not vote in the University Assembly and in official meetings of the college or school and department. Colleges, schools, or departments
may (consistent with the University Assembly’s Constitution and Board of Trustees’ Policy) authorize them voting status by specific action on other matters.

Recommendations for the appointment of visiting faculty originate in the department according to criteria and procedures determined by the department faculty as specified in the unit’s approved governance document. It is the responsibility of the chair to assure that official credentials (transcripts and resume) conform to the department’s requirements and that these credentials are archived and are submitted through regular channels on the standard appointment form. Visiting faculty are evaluated following guidelines provided in UA Little Rock’s annual review policy (UP 403.21. 2/25/2010; FS 3/29/2019 - proposed)

Part-time faculty

**Lecturer**

The rank of lecturer includes the designation of part-time faculty of the university, employed to expand or enrich the university’s offerings. Lecturers have faculty status, but do not teach more than two three-hour courses per semester.

Lecturers’ primary responsibilities are to the teaching functions in their assigned classes, and they are expected to perform all duties directly relating to their classes, including keeping appropriate class records and consultation with their students. However, lecturers are not required to perform other duties normally associated with full-time faculty status, such as participation in general campus advisement or service on committees, except by mutual consent.

Lecturers have voice but no vote in the University Assembly and in official meetings of the college or school and department. Colleges, schools, or departments (consistent with the University Assembly’s Constitution and Board of Trustees’ policy) may authorize voting status for lecturers by specific action on other matters.

Lecturers are hired by the department chair / unit head according to criteria and procedures determined by the department faculty as specified in the unit’s approved
governance document. It is the responsibility of the chair to assure that official credentials (transcripts and resume) conform to the department’s requirements and that these credentials are archived. Lecturers are evaluated following guidelines provided in UA Little Rock’s annual review policy (403.3). UA Little Rock’s general policies on promotion, tenure, non-reappointment, fringe benefits, retirement, leave, and off-campus duty assignments do not normally apply to lecturers. The UA system and UA Little Rock procedures pertaining to matters of dismissal during a term of appointment, as outlined in the Faculty Handbook, do apply to lecturers. Lecturers also have the right to present matters to the appropriate university appeals and grievances committees. Lecturers should consult the Handbook for Part-Time Faculty, available in the Office of the Provost and in the deans’ offices.

(UP 403.12, 9/17/2001; FS 3/29/2019 - proposed)

Appointment Periods

Full-time faculty are usually appointed for a ninemonth period. However, faculty and administrative personnel may be appointed for a ten and one-half month or a twelve-month period, depending upon the needs of the unit concerned or the nature of the research or administrative work being done. The appointment period for nine-month employees is the academic year which typically begins about August 15th and ends about May 15th. The appointment period for twelve-month employees is from July 1 to June 30, inclusive, which corresponds to the University’s fiscal year.

Nine-month employees are paid for the days worked in August, one-eighteenth of the ninemonth salary bimonthly from September through April, and the remainder at the end of May. Twelve-month employees are paid one-twenty-fourth of their annual salary bimonthly.

Social security payments, group insurance premiums, federal and state income tax withholdings, and payment to TIAA (Teachers Insurance and Annuity Association) and CREF (College Retirement Equities Fund) are deducted from the salary, but each employee is informed of the amounts withheld and for what purposes they are withheld. Faculty may earn additional pay for additional work as outlined in UASP 440.2 “Extra Compensation Policy.”
Although summer appointments are not guaranteed, faculty members on nine-month appointments may be appointed to teach during the summer. The salary rate for a full-time teaching load (six hours or its equivalent) during one summer term is fifteen percent of the individual’s previous nine-month salary. Appointments for periods less than one term will be on a prorated basis. Nine-month teaching personnel are not permitted to teach both summer sessions except under unusual circumstances requiring special authorization.

Other types of summer assignments carry a monthly scale of one-tenth of the individual’s previous normal nine-month salary, except that a nine-month employee assigned to a full-time research position for the summer may receive one-third of the previous normal nine-month salary for the summer appointment. When a person on a ninemonth employment period is employed for two months’ work during the summer, he/she will receive 20 percent of his/her nine-month salary for the summer work.

If a nine-month employee is assigned to a twelvemonth position with the same title and duties, the twelve-month salary will be 1.25 times the nine-month salary. In the event an employee on a twelve-month appointment is assigned to a nine-month position with the same title and duties, the ninemonth salary will be 80 percent of the twelve-month salary.

Personnel Action Forms are prepared for the initial appointment of personnel and must be processed and approved by the appropriate administrator before the beginning of the appointment period. Subsequent appointments for a following fiscal year are normally prepared in spring. On occasion when the Arkansas General Assembly is in session, notices may be later because of the uncertainty of appropriated funds.

Summer Teaching

Summer school appointments are not guaranteed to faculty on nine-month appointments. Refer to UP 403.24 and approved departmental policy for specific information.

(UP 403.24, 6/25/2012)
(BP 435.1, 1/31/1992)
Faculty will be permitted to teach a third section in summer school if the third section is taught online. Approval by the department head, dean of the college, and the provost must be obtained prior to teaching three sections.

(UP 404.19, 1/31/2005)

Resident Status of Faculty and Staff

Faculty members appointed to the rank of instructor and above and persons appointed to equivalent research or library ranks and whose appointments are for half-time or more are considered as residents for fee purposes. Part-time faculty or staff members who desire to take coursework must obtain a form from the Office of the Vice Chancellor for Finance, certifying their appointment, and present it to the registrar, who will be instructed not to charge nonresident tuition. Only persons whose appointment forms are on file in the Office of the Vice Chancellor for Finance will be certified.

(UASP 245.3, 4/29/2016)

UA Little Rock Criteria and General Standards for Initial Appointment, Successive Appointments, Promotion, and Awarding of Tenure

1. Faculty Roles

For the university to achieve its mission, faculty must remain committed to teaching, scholarship, and service. Faculty members are expected to make contributions in each area, although some variation in emphasis is appropriate. The university recognizes that the contributions of individual faculty members to the mission of the university shift according to the faculty member’s talents, the needs of departments and colleges, and the character of diverse academic disciplines. Pursuant to faculty governance principles, faculty members, thus, need to determine responsibilities—teaching loads, scholarship agenda, and service commitments—in consultation with the chair of their department. (Note: In this policy, chair will be used to cover chair, head, and director; department will be used to cover all academic units that form a college, including department, division, and school.) It is the responsibility of chairs to mediate the needs
of their departments with the university mission and trends in the department’s discipline. The grants of authority set forth in this policy exclusively delineate the categories that may be considered during the promotion and tenure process.

In addition to contributions in teaching, scholarship, and service, the university expects that faculty will adhere to the ethical standards of the university and their respective disciplines as well as manifest standards of civility, professionalism, and collegiality.

1. A. Teaching

The nature of effective teaching may vary across disciplines, but certain qualities are universal: a focus on student learning and a commitment to student success. Equally important, faculty should view themselves as role models who convey the values of their disciplines and initiate students into their professions. In the pursuit of excellence in teaching, faculty members should remain current in their disciplines and in pedagogical strategies.

The documentation of excellence in teaching takes many forms. One approach is through the preparation of a teaching portfolio. The content and format may vary by discipline and individual philosophy, but information about both teaching effort and teaching quality over time should be included. Standard products for the promotion and tenure dossier may include the following:

- Statement of teaching philosophy and pedagogical strategies;
- Teaching history including teaching loads, summary of courses taught and modes of instruction in each course;
- Materials from individual courses – syllabi, exercises, projects, exams, websites, multimedia products, video of lectures;
- Summary of advising, consultation, and supervision of students at all levels—pre-college, undergraduate, graduate, and post-doctoral;
- Curriculum design, development, and administration;
- Measuring student learning and instructional effectiveness through course, program, and core assessment activities and outcomes;
- Professional development activities related to teaching;
• Student course evaluations compiled and interpreted to give the data contextual meaning;
• Peer evaluations;
• Self-evaluations; and
• Awards.

Evidence of specific curriculum design and development, where appropriate, may be included in the dossier. Faculty who are using technology, problem-based learning, service learning, multicultural learning, study abroad, or other special approaches and tools to enhance student learning are especially encouraged to present these aspects of course design (even experimental use) with an explanation of how the curriculum contributes to or extends principles of “best practice.”

1. B. Scholarship

Scholarship is defined as a systematic, focused attention on a question, problem, or idea, characterized by expertise, originality, analysis and significance. Scholarship results in products that are shared with appropriate audiences within the academy and the wider community.

Scholarship is evaluated externally; scholarship and creative activities must be reviewed by methods accepted by the appropriate discipline. Scholarship may be defined in ways that do not neatly fit into traditional categories, but application of a clear method of review to such work is essential and required within each department.

An external review of the employee’s scholarship may be required only if procedures for external review have been established in the department's approved promotion and tenure policy. These policies should include provisions for the selection of appropriate evaluators within the candidate's field.

Increasingly, many forms of scholarship involve collaboration. The academic unit is encouraged to recommend such collaboration within or across institutional and disciplinary lines. Candidates must be careful to document the extent and form of their contributions to collaborative work.
In this document, scholarship is a broad term that embraces a range of contributions faculty members might make to their respective disciplines: Scholarship of Discovery, Scholarship of Creativity, Scholarship of Application, Scholarship of Integration, and Scholarship of Teaching.

**The Scholarship of Discovery** is systematic inquiry or investigation designed to validate and refine existing knowledge and to generate new knowledge. At its core, this scholarship involves studies that use quantitative or qualitative methodologies to make significant contributions to knowledge. Primary empirical research, historical research, theory development, methodological studies and philosophical inquiry are all representative of this form. Typically, this scholarship is documented through peer-reviewed publication of articles or books; publication in law reviews or journals; papers presented at state, regional, national, or international meetings; grant awards; or recognition by professional organizations as a scholar in a particular area.

**The Scholarship of Creativity** entails developing or performing original works of art, literature, music, film and theater. It may also include the creation of new forms of electronic or digital media. Typical examples are production or scenic design of plays; writing, directing, or acting in plays; choreography and dance performance; creation and exhibition of visual arts such as painting, sculpture, and photography; musical composition and performance; direction or production of film and video; creative writing; and creation of websites, virtual reality programs, and multimedia communication tools. In all cases, however, there are accepted forms of peer review to determine the quality and significance of faculty work, from juried or invitational art shows to publication. These conventional procedures must be part of the evaluation of faculty achievement.

**The Scholarship of Application** is the use of professional expertise or information in the process of solving social or community problems. It should not be confused with service or citizenship. Service activities typically benefit a particular group, organization, or community; the Scholarship of Application can potentially benefit many organizations. The Scholarship of Application must include a mechanism whereby the quality and influence of the contribution can be evaluated. This is most easily demonstrated when an artifact is created encompassing the work, e.g., a report, a training manual, a program evaluation, a video, or a website. Some activities include peer review; for example, the report written for a task force is reviewed by members of
the task force as well as other agencies and institutions. In cases where this is not so, the department should initiate an alternative review process, such as sending the work to experts in the field to evaluate its significance, rigor, and impact. In all cases, the product of the scholarship of application must be subject to some form of peer review.

**The Scholarship of Integration** involves synthesis across theories or across academic fields. As academics tackle social, economic, and technical problems, a need often exists for faculty members with broad and multidisciplinary perspectives to see connections across the unique perspectives of a theory or discipline.

The Scholarship of Integration may result in a traditional academic product such as an article, book, or presentation. It also may take the form of a product or patent. As in other areas, appropriate forms of external review must be used to determine the merit of such products.

**The Scholarship of Teaching** is not the same as “best teaching practice.” Tenure-track faculty seeking advancement based on excellence in the Scholarship of Teaching shall engage in publication appropriate to development and evaluation of teaching, teaching technique, curriculum development and related topics, including peer-reviewed publications, conference presentations, workshops, and teacher handbooks that contribute to the theoretical base of knowledge about curriculum or effective teaching and teaming. Thus, the Scholarship of Teaching is more than being an excellent teacher. It involves (1) systematic inquiry about teaching, (2) dissemination of the results, and (3) peer review or other practices according to their discipline.

1. **C. Service**

Faculty members are expected to provide service to the university, their profession or discipline, and the public.

Service to the university is critical to the carrying out of the university’s mission. Examples of such service include, but are not limited to, membership and leadership of unit committees or task forces; advising student organizations; involvement in faculty governance; coordination of programs, labs, and technical support; and recruitment.
Service to the profession is also expected, especially as faculty members develop their careers. Professional service includes activities such as serving on committees for a professional organization; planning a conference or event; contributing to the production of a professional journal; and reviewing manuscripts, grants, programs, or textbooks.

Particularly important to a metropolitan university is service to the community. Such activity necessarily incorporates a wide variety of efforts but is defined by the application of the faculty member’s professional expertise to help the community at every level — local, state, regional, national, or international. Typical examples of community service include, but are not limited to, involvement in task forces seeking to solve community problems; consulting with governmental, business, or nonprofit-committees, bodies, or organizations; and program review, coordination, or development.

Service to the community is a form of citizenship; it should not be confused with the Scholarship of Application, which develops new solutions to problems (as opposed to the application of existing discipline-related knowledge), benefits a single or small group of organizations (as opposed to having broad application), is not disseminated to disciplines (as opposed to publication in journals or on websites), and is not externally evaluated (as opposed to the peer review of artifacts).

To assess excellence in service, faculty accomplishments may include the following:

1. Administrative duties such as chair, director, and program coordinator;
2. Committee/special project participation (academic unit, college, university, system; for example, assessment and recruitment projects);
3. Discipline-related community involvement;
4. Working in or with professional organizations;
5. Relating discipline expertise to the community; and
6. Development of cooperative ventures between the university and community.

1. D. Professional Performance

In the case of faculty with non-teaching appointments, evaluation may include evidence of the following: performance in the areas of professional responsibility and
effectiveness in carrying out assigned duties; ability and willingness to accept additional responsibility, or leadership; cooperation in dealing with personnel at all levels; efforts at self-improvement; innovations in program implementation; development of special projects, resource tools, and/or the use of creative techniques in the performance of duties; initiative and resourcefulness in solving unit problems; ability to communicate effectively orally and in writing. Evidence used to evaluate professional performance generally includes supervisors’ evaluation, clientele evaluation, peer-evaluation, and self-evaluation.

2. Policies for Promotion and Tenure

The probationary period for tenure-track faculty may not extend beyond seven years, unless the faculty member receives approval for suspending the probationary period. During the first six years of the probationary period, a tenure-track faculty member may request his or her probationary period be suspended in accordance with the current version of the Family and Medical Leave Act. An initial appointment of one-half year (academic or fiscal) or less will not be included in the probationary period. If more than one-half of any year is spent in leave of absence without pay status, that year shall not apply toward the probationary period (Board Policy 405.1, IV.A.4). Typically, but not exclusively an earlier than usual tenure review may occur when the faculty member has been in a tenure-track or similar position before being hired by the university; to avoid confusion, the terms for an early tenure-review should be written into the faculty member’s letter of appointment.

The process of tenure review, as delineated in departmental promotion and tenure documents, must be completed before the end of the probationary period, consistent with Board Policy 405.1. Faculty dismissed prior to the completion of the probationary period are still entitled to the rebuttal and appeal process delineated below.

Promotion to a higher rank requires qualifications or performance of the activities and accomplishments identified by the department significantly above those required at the applicant’s current rank as well as evidence of potential for continued achievement.

The applicant shall be informed of the outcome at each level of administrative review.
The rules and standards regarding promotion and tenure decisions shall not discourage faculty members from developing and expressing divergent views. Mere expressions of opinions, however strongly expressed, however controversial such opinions may be, shall not constitute cause for denial of promotion and tenure. Disagreement is essential for intellectual, academic, and social growth; however, the fair exchange of ideas must involve respectful expression of views and the consideration of multiple points of view.

Decisions on promotion and tenure shall not be based on lifestyle, political affiliations, or religious convictions.

The programmatic learning-outcomes data submitted by an individual faculty to support programmatic assessment shall not be used in promotion and tenure of that faculty; however, refusing to participate or respond to decisions based on programmatic assessment could be considered.

At any point, the candidate may withdraw from the review process by sending a letter to the person responsible for the next level of review. For example, if the candidate wishes to withdraw after the chair’s recommendation, he or she sends a letter to the dean. Throughout the entire process, confidentiality of information must be maintained.

The reorganization of academic departments or units within the campus, or any subset thereof, shall not in any way alter either tenure rights or rank, unless the reorganization is part of Retrenchment, initiated pursuant to, and complying in full with, Board Policy 405.5.

3. Procedures for Awarding Promotion and Tenure

The procedure for recommending promotion and tenure begins at the department level (see Board Policy 405.1, III and IV.A). (Note: If the college or school does not have departments, the promotion and tenure document for the college and school will typically establish a committee that serves the function of the department in the review process, including providing tenure-track faculty an opportunity to review recent successful tenure applications.) This evaluation of promotion and tenure applications is based on written departmental guidelines that are consistent with these rules and established by the department and approved through administrative channels. The
departmental recommendation is particularly important because it evaluated the candidate’s dossier against the standards of the discipline.

Departmental promotion and tenure documents must be consistent with guidelines established in college, university, and the University of Arkansas System. These documents must also be consistent with applicable laws. When there is a conflict, the law or higher level policy will be enforced.

The granting of tenure requires documented evidence of sustained achievement, as well as evidence of potential for sustained tenure accomplishment over an entire career.

3. A. Process before Tenure

Departmental, college, university, and system-wide written criteria for promotion and tenure decisions shall be presented to the faculty member at the beginning of employment (see Board Policy 405.1).

In preparation for promotion and tenure, the chair may assign the tenure-track faculty member with a mentor. The mentor will provide guidance on developing a research agenda and building a dossier. All faculty of the department are similarly encouraged to support tenure-track faculty by providing an opportunity to review recent successful tenure applications.

A mid-tenure review by the departmental Promotion and Tenure Committee (PTC), the department chair, and the employee is mandatory. The review, typically completed by May 15 at the end of the third year in rank, will follow procedures delineated in the departmental and college policies. An external review of the candidate's scholarship may be required only if procedures for external review have been established in the department's approved promotion and tenure policy. After the review has been completed, the PTC will send a report to the chair. The chair will meet with the faculty member to answer questions about the review and then forward the report with a cover letter to the dean.

3. B. Recommendation of the Departmental Promotion and Tenure Review Committee (PTC)
All departments shall have a promotion and tenure review committee (PTC). Only tenured faculty members and administrators who hold tenure shall serve on the PTC. Only faculty who hold a rank equal to or above the rank sought by the applicant shall participate in the promotion review process. No administrator, such as the department chair, college dean, associate dean or assistant dean, may serve on the PTC to review any case for which he or she has participated as a reviewer within that academic year.

The department’s promotion and tenure document should define a mechanism for supplementing the PTC when it has less than three members at the appropriate rank. (For example, if the PTC must vote on a candidate’s promotion to professor, the PTC would need at least three members on the committee at the rank of professor.) If there is no mechanism for adding members, the faculty of the department, in consultation with the chair, will provide the dean with a list of at least four names, from which the dean will select the remaining members. Typically, the chair of the PTC should be a member of the academic unit.

The PTC shall present its recommendation in a letter to the chair. All members of the PTC shall sign the letter. Significant minority opinions may be identified but need not be attributed to individual members of the committee. Separate minority reports may be written and submitted as attachments to the PTC’s letter; a minority report must be signed by the members of the PTC who endorse it.

3. C. Recommendation of the Chair

After reviewing the candidate’s dossier and the PTC’s recommendation, the department chair will make an independent recommendation. As discussed, the chair shall not serve on the PTC. The chair will meet with the candidate to review the recommendation of the PTC and the recommendation of the chair. At this time, the chair provides a copy of each recommendation to the candidate. After the meeting, the chair will forward the PTC’s recommendation and any minority report(s), the chair’s recommendation, and the candidate’s dossier to the dean.

After receiving the chair’s decision, the candidate has the absolute right to initiate a rebuttal within five business days (sec III. H.). The candidate shall suffer no negative consequences for submitting a rebuttal.
3. D. Recommendation of the College Review Committee (CRC)

A college may develop written criteria, policies, and procedures for promotion and tenure through its governance structure consistent with this policy. Such criteria may include a college promotion and tenure review committee (CRC), which will advise the dean on recommendations about reappointment, tenure, and promotion. Colleges shall have procedures ensuring that a faculty member abstain from vote on a CRC if a candidate from his or her department is undergoing review and the faculty member on the CRC has served on the PTC. No faculty member may vote in the same case as a member of both the PTC and the CRC.

When a CRC exists, it reviews the candidate's dossier, the PTC's recommendation and any minority report(s), the chair's recommendation and the candidate's rebuttal (if any); it then makes an independent recommendation to the dean (who will not serve on this committee) and provides a copy to the applicant. All members of the CRC shall sign the recommendation. Significant minority opinions may be identified but need not be attributed to individual members of the committee. Separate minority reports may be written and submitted as an attachment to the report of the committee; a minority report must be signed by the members of the CRC who endorse it.

3. E. Recommendation of the Dean

If the candidate initiates a rebuttal after the chair's decision, the dean will forward the rebuttal to the CRC (where applicable per 3. D) before it begins deliberations. After reviewing the candidate’s dossier, all recommendations (those of the PTC, department chair, and CRC), and the candidate’s rebuttal (if any), the dean will make an independent recommendation to the provost.

After receiving the dean’s decision, the candidate has five business days to initiate either a rebuttal, if he or she did not do so after the chair’s decision (see 3,H.), or an appeal (see 3,G), but not both.

If the recommendation is positive, the dean informs the candidate. If the candidate does not initiate a rebuttal, the dean forwards his or her recommendation to the provost with the candidate’s completed application forms, statement, curriculum vita, letters of evaluation (annual reviews, peer reviews, and letters from external evaluators, when
appropriate), and the recommendations of all prior review levels. The remainder of the applicant’s dossier shall be retained in the dean’s office until the review process is complete. If needed for their decisions, the provost and chancellor may request the complete dossier be forwarded.

If the recommendation is negative, the dean shall meet with the faculty member to review the recommendation.

If the candidate initiates a rebuttal after the dean’s decision, the dean forwards the candidate’s dossier and the rebuttal to the provost.

If the candidate initiates an appeal at this point, the dean forwards the appeal to the chair of the Faculty Appeals Committee (FAC). The dean will provide the FAC with access to the candidate’s dossier, including the summary materials. When the FAC has completed its deliberations, the chair of the FAC forwards the committee’s findings to the provost with a copy to the dean. At this time, the dean forwards the summary materials to the provost.

3. F. Recommendation of the Provost

After reviewing the candidate’s summary materials, the rebuttal (if any) and the appeal (if any), the provost will make an independent recommendation to the chancellor and inform the candidate of the recommendation.

After receiving the provost’s decision, the candidate has five business days to initiate an appeal, if he or she did not do so after the dean’s decision (see 3. G.).

If the candidate initiates a rebuttal or appeal after the dean’s decision, the provost considers it in arriving at his or her decision.

If the candidate initiates an appeal at this point, the provost forwards the appeal, and the rebuttal (if any) to the chair of the FAC. The dean will provide the FAC access to the candidate’s dossier. When the FAC has completed its deliberations, the chair of the FAC forwards the committee’s findings and summary materials to the chancellor. The chair of the FAC also provides a copy of the committee’s findings to the provost.
At this time, the provost forwards the summary materials, the rebuttal (if any), and the findings of the FAC (if any) to the chancellor.

3. G. Recommendation of the Chancellor

After reviewing the summary materials, the rebuttal (if any), and the appeal (if any), the chancellor will make an independent recommendation to the president and inform the candidate of the recommendation.

3. H. Rebuttal

The candidate may submit one — and only one — rebuttal after receiving a decision from the chair or the dean. The rebuttal is directed to the next administrator in the review process.

The candidate may submit a rebuttal even if the decision of the chair or dean is positive. The purpose of a rebuttal is to provide the candidate with an opportunity to correct errors made in the preparation of his or her dossier, critique perceived misinterpretations of the dossier or provide context that might alter the recommendation at subsequent levels of review. The rebuttal is in letter form. However, the candidate may include limited supporting materials that bear direct relevance to earlier decisions. The supporting materials are considered part of the rebuttal and are forwarded with the letter.

The rebuttal is not an appeal; it does not prompt a reconsideration of decisions by previous reviewers. It is, rather, an opportunity to provide a supplement to the record that is considered at subsequent levels of review.

Rebuttal after Chair’s Decision. To initiate the option of rebuttal at this point, the candidate must notify the dean within five business days of receiving the chair’s decision and provide a copy of the notification to the chair. Within ten business days of receiving the chair’s decision, the candidate must submit the rebuttal to the dean. The dean forwards the rebuttal to the CRC before that committee begins deliberations. The rebuttal is also forwarded with the summary materials to each subsequent level of campus review.
Rebuttal after the Dean’s Decision. To initiate the option of rebuttal at this point, the candidate must notify the provost within five business days of receiving the dean’s decision. The candidate also provides a copy of the notification to the dean. Within ten business days of receiving the dean’s decision, the candidate must submit the rebuttal to the provost. The rebuttal will be forwarded to the chancellor with the provost’s recommendation.

3. I. Appeal to Faculty Appeals Council (FAC)

The candidate has the option of submitting one and only one appeal to the Faculty Appeals Council. The appeal may be initiated after a negative decision by either the dean or provost. If the dean’s decision is negative and the candidate does not initiate an appeal, he or she reserves the right to appeal after the provost’s decision, providing that decision is also negative.

The appeal is in letter form. However, the candidate may include limited supporting materials that bear direct relevance to earlier decisions. The supporting materials are considered part of the appeal and are forwarded with the letter.

Appeal after the Dean’s Decision. To initiate the option of appeal at this point, the candidate must notify the provost within five business days after receiving the dean’s negative decision. The candidate also provides a copy of the notification to the dean. Within ten business days of receiving the dean’s decision, the candidate must submit the appeal to the provost. The provost forwards the appeal to the chair of the Faculty Appeals Council upon completion of the FAC’s deliberations; the chair of the FAC forwards the committee’s findings to the provost.

Appeal after the Provost’s Decision. To initiate the option of appeal at this point, the candidate must notify the chancellor within five business days after receiving the provost’s negative decision. The candidate will also provide a copy of the notification to the provost. Within ten business days of receiving the provost’s decision, the candidate must submit the appeal to the chancellor. The chancellor forwards the appeal to the chair of the FAC. Upon completion of the FAC’s deliberations, the chair of the FAC forwards the committee’s findings to the chancellor.
Annual Faculty Review

An annual review of the performance of all full time faculty members shall be made on the basis of assigned duties and according to criteria and procedures required herein. It is the responsibility of the department chair to review the performance of adjunct faculty, visiting faculty, and lecturers according to requirements and guidelines established by the voting faculty as provided in the department’s approved governance document. (FS 3/29/2019 agenda / proposed)

The annual review of each faculty member shall provide the primary basis for the chairperson’s recommendations relating to salary, promotion, granting of tenure, successive appointment, non-reappointment, post-tenure review, and dismissal. Furthermore, this review is to provide guidance and assistance to all faculty in their professional development and academic responsibilities in the areas of teaching, scholarly and creative activity, and service.

A. Procedures for Annual Faculty Evaluation

Detailed criteria and procedures for annual evaluation of faculty shall be recommended by the faculty and chairperson of each academic unit; these criteria and related procedures must be submitted to the dean or director, the Executive Vice Chancellor and Provost, and the Chancellor, for approval. All procedures for annual reviews adopted by each unit shall include provision for, and details for implementation of, the following:

1. No later than 30 days after the beginning of the first appointment of each faculty member, the chairperson shall advise him or her in writing of the criteria, procedures, and instruments currently used to assess performance;
2. No later than September 1 of each year, each faculty member shall be informed in writing by the chairperson of the review schedule, criteria, procedures, and instruments to be used that year;
3. No later than the end of the second week of classes in the spring semester of each year, each faculty member shall submit to the chairperson any materials desired to be considered in the annual review;
4. Each academic unit shall establish procedures to provide its faculty the opportunity to participate in the annual review of their peers. Except as set forth in this policy, no
particular system \[1\] of peer review is prescribed. Academic units are encouraged to develop a peer review system that is consistent with the unit's faculty resources, the particular expertise of the unit's faculty members, and practices within the discipline.

a. Feedback from the peer review process will be provided to the chairperson regarding the performance of those reviewed \[2\]

b. If an academic unit forms a peer review committee, the following principles govern:

i. Membership eligibility for peer review committees shall be defined by each academic unit. As much as possible, the composition of these committees should represent the diversity of faculty within the unit.

ii. The unit's governance document shall include procedures for developing a pool or eligible faculty if a committee from within the unit cannot be formed.

5. Student evaluation of teaching;

6. Prior to the chairperson's making a recommendation in any year, the following shall occur:

a. A meeting between the chairperson and faculty member to discuss all issues relating to the review;

b. The providing to that faculty member a copy of the chairperson's tentative recommendation(s), and

c. Reasonable opportunity for the faculty member to submit a written response to be forwarded to each subsequent level of review.

d. If the faculty member receives an unsatisfactory rating in any category (teaching, scholarly and creative activity, or service), the chairperson shall provide a written recommendation for improvement and, when appropriate, a commitment or resources to be part of the subsequent year's annual evaluation.

e. The faculty member and chairperson shall acknowledge that this meeting has transpired by signature,

7. As long as a faculty member is employed by the University and for at least three years thereafter, the following documents shall be maintained: annual review forms, summaries of annual discussions between the chairperson and faculty member,
recommendations, and all other writings used in or resulting from the annual reviews of
that faculty member;
8. The following documents shall be available to each faculty member: all writings used
in or resulting from the annual reviews of that faculty member including any writings
relating to the peer evaluation.
9. Each unit shall establish minimum criteria for satisfactory performance in each
category (teaching, scholarly and creative activity, and service).
10. The chairperson shall provide at a minimum a rating of satisfactory/unsatisfactory
on teaching, scholarly and creative activity, and service.
11. Unsatisfactory Rating in a Category
   a. If the chairperson evaluates the individual as unsatisfactory in 2 out of 3
categories, then the matter is referred to the departmental tenure committee who
will review the previous three years' materials to assess overall performance.

   b. If the departmental tenure committee determines the individual is overall
unsatisfactory, then post-tenure review (below) will be initiated. If the department tenure
committee does not determine that the faculty member's overall performance is
unsatisfactory, then the faculty member's overall performance shall be deemed
satisfactory.

   c. To determine that an individual is overall unsatisfactory, the departmental tenure
committee must, at minimum, determine that the individual was unsatisfactory in
2 out of 3 categories in two consecutive years or in 3 out of the 3 categories in
one year.

   d. The chairperson's evaluation of unsatisfactory in a category may be appealed to
the departmental tenure committee. If the departmental tenure committee does not
determine that the faculty member's performance in the category is unsatisfactory, then
the faculty member's performance in that category shall be deemed satisfactory.

   e. For a departmental tenure committee to determine that an individual's performance
in any category is unsatisfactory, a minimum of sixty percent of the committee must
vote in favor of a finding of unsatisfactory performance in that category.
f. The unit's operating procedures shall specify the scope of materials for review, the voting procedures, and the method of voting,

[Footnotes]

I) Solely by way of illustration, a unit might choose to create a separate peer review committee. Alternatively, a unit might allocate the peer review process to the unit's promotion and tenure committee. A unit might also decide to have all full-time faculty participate in the peer review process for members of that unit.

2) This feedback may take the form of a rating of satisfactory/unsatisfactory on teaching, scholarship and creative activity, and service, or it may take some other form, such as feedback regarding specific performance tasks. Examples of the latter include a review of a published article or a review of a peer's teaching based upon a classroom visit.

FS 1/2019

Each year the Executive Vice Chancellor and Provost shall
(a) require of each chairperson an assessment of the performance of all faculty members in the academic unit, including an identification of all faculty development needs and of all problems in performance of faculty, (b) take steps designed to ensure compliance of that unit (department) with all criteria and procedures for annual reviews, and (c) provide the Chancellor with a written report indicating the extent of compliance during the past year, as well as any needs and problems identified and solutions planned.

B. Criteria for Faculty Evaluation

Each faculty member shall render service to the University by the standards of the University Faculty Handbook, and shall behave in a professional and ethical manner. Each faculty member shall be evaluated based on his or her achievements with respect to assigned duties and the areas of (a) teaching (or professional performance for faculty members with non-teaching appointments); (b) scholarly or creative activities; and (c) academically related service.

Competency in teaching (or professional performance) is a minimum criterion for satisfactory annual review. However, each unit (department) may allow flexibility in identifying the relative importance of each area. In addition, off-campus duty assignments and research assignments shall be taken into account when establishing individual criteria for a specific review period.

The programmatic learning outcomes data collected from an individual faculty member shall not be used in the annual reviews for that person.
1. Evaluation of Teaching or Professional Performance

Teaching: Although difficult to evaluate, teaching performance must be given high priority. Important measures for good teaching are influence exerted on students and the mastery of the field.

Teaching is defined in terms of providing for student learning in a variety of ways, including, but not limited to, classroom or clinical instruction; team teaching; supervision of independent study or research; thesis or dissertation supervision; multi-disciplinary teaching activities; student advisement; course preparation; curriculum design, -and-development, and implementation, including pedagogical and curricular innovations motivated by formal programmatic assessment processes, and use of creative teaching strategies and technologies, etc. Evidence used to evaluate teaching generally includes student evaluations, peer evaluation, self-evaluation, program and curricular development, and other materials.

Professional Performance (in the case of faculty with non-teaching appointments): Evaluation may include but is not limited to evidence of the following: performance in the areas of professional responsibility and effectiveness in carrying out assigned duties; ability and willingness to accept additional responsibility and / or leadership; cooperation in dealing with personnel at all levels; efforts at self-improvement; innovations in program implementation; development of special projects, resource tools, and / or the use of creative techniques in the performance of duties; initiative and resourcefulness in solving unit problems; ability to communicate effectively orally and in writing. Evidence used to evaluate professional performance generally includes supervisors’ evaluations, clientele evaluation, peer evaluation, self-evaluation, and other materials.

Evaluation of Scholarly or Creative Activities

Scholarly or creative activities are defined in terms of those activities and work products that contribute to the professional growth of the faculty member and the faculty member’s academic discipline. Evidence used to evaluate scholarship may include research, academic publications, grants, contracts, papers presented at professional meetings, membership on editorial boards of professional journals, service as a manuscript referee, fellowship awards, and instruction materials preparation (textbooks, video tapes, lab manuals, etc.). In fields where it is appropriate, performances, concerts, exhibitions, and other creative endeavors are considered under the rubric of scholarship. An essential element of judging scholarly or creative activities is peer review.
Evaluation of Academically-related Service Activities

Service shall be evaluated in terms of service to the public, the university, or the profession and may include activities such as discipline-related community service, work on college or university committees, department service, administrative service, recruitment, participation in programmatic assessment processes, in-service education, working with professional organizations, and participation in professional meetings. The University has identified public service as an important objective.

FS 4.21.2017, 1/2019 (check dates)

Post-Tenure Review

Post-tenure review is a mechanism to ensure that the University can maintain a faculty capable of fulfilling the University’s mission effectively. It should encourage productivity, reward exceptional performance, and offer correction of unsatisfactory performance without changing the rights of faculty as enumerated in the current UA Little Rock Faculty Handbook.

Annual review is conducted for all faculty. Criteria, standards, and procedures are specified in policies set forth by the trustees, UA Little Rock administration, faculty senate, and academic units. The reviews are used for determining salary increases, promotion, tenure, and to assist faculty in professional development. Faculty also have appeal processes as outlined in departmental governance documents and the UA Little Rock Faculty Handbook.

Annual reviews for tenured faculty will be used for post-tenure review. Academic units will define overall unsatisfactory performance for tenured faculty. If a tenured faculty member receives two unsatisfactory reviews in sequence or three such reviews in five years, the faculty member, departmental group charged with peer review, chair, and the dean shall prepare a professional development plan supported by appropriate resources. The plan shall cover up to three years with the possibility of a one-year extension. During the time period of the professional development plan, progress toward successful completion of the plan will become part of the annual review process for the faculty member.
When a faculty member receives two additional unsatisfactory reviews during the professional development plan period, the department chairperson, with majority vote of the departmental peer review committee, and the dean, initiates the process for terminating with cause the tenured faculty member as specified in the UA Little Rock Faculty Handbook. This policy takes effect January 1, 2001. The policy will be reviewed by the Tenure Committee and the Faculty Senate in the spring of 2006.

(Out of compliance with currently approved guidelines)

Excellence Awards

The UA Little Rock Foundation Fund Board in 1988 instituted a series of annual awards to recognize and reward faculty excellence in three specified areas of performance: teaching, research or creative endeavors, and professional and public service.

Recognition is accorded at the college level and at the University level. Each award consists of a framed certificate and a cash gift of $1,000 at the college level and, at the university level, $5,000 each for teaching, research or creative endeavors, and in public service. College winners are recognized and University winners are announced at an annual ceremony each spring.

Nature and Categories of Awards

Award for excellence in teaching.
This award is to recognize, encourage, and reward superior classroom teachers – individuals whose command of their respective disciplines, teaching methodologies, communications skills, concern for student performance, and commitment to the learning process exemplify the teacher/mentor model. The award is not intended to be a popularity contest. It is designed to distinguish those teachers who maintain high expectations of their students and who ensure academic rigor in their courses.

Award for excellence in research or creative endeavors.
This award is to recognize, encourage, and reward those individuals whose research or creative endeavors have been particularly successful and are so recognized locally, regionally, and nationally. The results of these efforts should have contributed to the expansion of knowledge and/or the quality of life, and/or encouraged additional research.

Award for excellence in public service.
This award is to recognize, encourage, and reward those individuals who have brought credit to
the UA Little Rock through their successful efforts in applying the content or skills of their academic disciplines in service to the community, state, or nation in areas of public interest. This award is designed to distinguish those persons whose achievements in serving the public interest by the application of their disciplinary expertise to problems and issues external to campus have been particularly successful and are so recognized locally, regionally, or nationally.

For guidelines, policy, procedures and other information, see

https://ualr.edu/facultyexcellence/home/policy/


Retirement

Effective January 1, 1987, there is no mandatory retirement age for UA Little Rock employees.

(BP 425.5, 5/24/2018)

Should early retirement be offered, faculty must be age 55 or over and have 15 years of continuous tenured or tenure-track service at any University of Arkansas campus or at the system office.

(UP402.58, 8/4/1992)

Emeritus Status

Eligibility for Emeritus Status

In recognition of distinguished service to the University of Arkansas, retiring employees may be awarded emeritus status at the rank or title held at the time of retirement. In order to be considered for emeritus status, an individual must be appropriately recommended and meet at least one of the following conditions:
The retiring individual is age 65 or older and has at least five years of continuous service with the University.
The retiring individual is age 62 or older and has at least 10 years of continuous service with the University.
The retiring individual has at least 20 years of continuous service with the University.
The retiring individual has elected to retire early under any relevant early retirement provisions.
Procedures for Awarding Emeritus Status

In order for emeritus status to be conferred by the Board of Trustees, the individual must be recommended by the chief executive officer of the campus or unit. The President will recommend the final list of individuals to receive emeritus status. Emeritus status will normally be conferred once each year by the Board of Trustees effective on July 1 for those individuals who have retired prior to that date. The President will receive recommendations no later than February 15, or such other date as may be specified, from the chief executive officer of the campus or unit.

Privileges of Emeritus Status

Emeritus status entitles the recipient to the following privileges: presentation of a certificate or resolution appropriate for framing; use of the title; continued campus faculty membership status for those with faculty rank, but without vote in the campus faculty governance body; inclusion in the campus directory, catalog, and other listings of campus faculty / staff; use of the library; eligibility to purchase a faculty / staff parking decal; faculty / staff admission to campus activities and events; and waiver of fees for enrollment in University courses on a space available basis.

Responsibility of Recipients of Emeritus Status

Emeritus employees are expected to assist and support the University in their areas of competence, particularly in an advisory capacity, when requested to do so.

(Board Policy 475.1, revised 6/16/89)

Retrenchment

Retrenchment is a reduction in programs and / or services which results in the termination of employment only because of (1) a bona fide financial exigency or (2) formal academic planning including Board approved changes in institutional missions, substantial program changes (pursuant to Board Policy 620.1), or major reallocations of resources for academic or support services. In the implementation of retrenchment, fair and humane treatment of faculty, staff, and students is of great concern. Serious efforts shall be made to relocate affected faculty and staff in other parts of the program area or in a different program area of the same campus or division. Similarly, currently enrolled students will be permitted, through special arrangements, to complete a program of studies begun before retrenchment was implemented.

(BP 405.5, revised 1984 and 1993)
For guidelines and additional information concerning financial exigency retrenchment and academic planning retrenchment, see BP 405.5

Roles and Rewards

In addition to the Board of Trustees policies on Appointments, Promotion, Tenure, Non-Reappointment and Dismissal of Faculty for tenured and tenure-track faculty (BP 405.1) and BP 405.4 which delineates the guidelines for terminating non-tenured and non-tenure track faculty and the UA Little Rock approved guidelines for implementation of the Board of Trustees policies, the UA Little Rock faculty has developed two policies, Faculty Roles and Rewards I (Tenured, tenure-track) and Faculty Roles and Rewards II (Non-tenure-track) to guide faculty and departments in assuring that expectations of faculty performance, responsibilities, and other expectations align to the extent possible with the university’ mission and the system of rewards available to faculty.

Faculty Roles and Rewards I: Tenure Track 403.20
https://ualr.edu/policy/home/facstaff/faculty-roles-and-rewards-i/

Faculty Roles and Rewards II Non-Tenure Track – 403.23
https://ualr.edu/policy/home/facstaff/faculty-roles-and-rewards-ii/

Chapter 5

Policies Governing Faculty Service

This section begins with a three-part statement on faculty responsibilities endorsed by the University Assembly, then includes an alphabetical listing of other issues of policy and protocol.

Faculty Responsibilities

General

Each faculty member who accepts a full-time appointment accepts an obligation to render a measure of service to the University which is appropriate to such an appointment. Faculty
members are available for student advisement, consultation with colleagues, and participation in
governance and committee work. Therefore, while not restricted by a rigid schedule of work hours,
a faculty member should recognize the full-time commitment of his or her position.

In recognition of the importance of effective faculty participation in University governance, each full-
time faculty member should become personally involved through attendance at and participation in
meetings of committees, departments, colleges or schools, the University Assembly, and, as
appropriate, the Faculty Senate.

Professional Concerns
As participants in the scholarly community, faculty members work toward continued intellectual
development and professional competence through a variety of activities appropriate to their
disciplines and consistent with their individual assignments of study, professional activities,
research, publications, or other activities.
As a teacher, each faculty member brings his or her best efforts to the classroom and strives to
develop improved teaching techniques and to teach in a creative, thoughtful manner.

Academic counseling of students is one of the functions of the teaching faculty. Therefore, faculty
members participate in the academic counseling programs of their departments. In general, faculty
members maintain accessibility to students for consultation and advisement via regular scheduled
office hours or equivalent procedures as defined by departmental faculty.

In their relationship with students, faculty members use as a guide the American Association of
University Professors (AAUP) Joint Statement on Rights and Freedoms of Students and should be
fully aware of the services available to students to assist them with academic, health, finance, or
personal problems.

Each faculty member meets classes at the regular or announced scheduled time and location
unless a change is approved in advance by the department chairperson or unless an emergency
occurs. Each faculty member is properly prepared for all classes and meets them punctually.

Each faculty member is responsible for giving early notice of resignation. In this regard, the faculty
member and the University are guided by the AAUP Statement on Recruitment and Resignation of
Faculty Members. The University accepts a responsibility to observe the AAUP guidelines
regarding late offers to faculty members teaching at other institutions.
The University has developed certain regulations in order to make possible an orderly academic environment and to protect high academic standards. Each faculty member is dedicated to and demands the maintenance of academic integrity. Students should be clearly informed of classroom policies regarding academic honesty. It is the obligation of the faculty member to report all alleged violations of academic integrity to the dean of students.

University Service
In the area of academic affairs, each faculty member participates in developing and improving programs and curricula, developing and modifying the goals of the department, college or school, and University, and establishing policies on all levels.

The immediate governance of a department of the University is vested in its departmental faculty with jurisdiction over all the interests of the department, including authority to determine all department questions.

Faculty members, via representation within their department or unit, participate in the recruitment, selection, and orientation of new faculty, and in recommendations of tenure, promotion, reappointment, non-reappointment, and dismissal, consistent with the rules and regulations of that unit.

A committee of the University Faculty Senate has endorsed the desirability of evaluation of the teaching function. Faculty of each department or equivalent unit should develop meaningful methods of teacher evaluation and administer these evaluations uniformly within the academic unit.

In addition to the responsibilities outlined above, obligations to the University regarding political activity, outside employment, and absences from work are described elsewhere in this handbook. (UA Little Rock University Assembly, 5/1976 amended 2/12/81.)

Faculty Instructional Load
The University of Arkansas at Little Rock is a comprehensive, metropolitan university with a tripartite mission: to develop the intellect of students, to discover and disseminate knowledge, and to serve and strengthen society.
The goal of the UA Little Rock Faculty Instructional Load policy is to distribute responsibilities among faculty in a way that most equitably and efficiently advances this tripartite mission of teaching, research or creative activity, and service. Consistent with the university’s complexity and with its role as a metropolitan university committed to diversity, the policy is designed to protect and promote the multiplicity of faculty roles. The policy is designed to promote quality teaching, research or creative activity, and service. It is also designed to enable colleges and schools, departments, and individual faculty to pursue, plan for, and recognize the fact that different individuals and units will have different objectives and will make different commitments among the three faculty roles.

The policy is designed to balance four concerns:

1. **Equity.** Decisions about instructional load must be made to ensure fairness among all faculty.
2. **Diversity.** Decisions about instructional load must recognize the diverse strengths of faculty, promoting excellence in teaching, research or creative activity, and service.
3. **Instructional Needs.** Decisions about instructional load must reflect the university’s responsibility to meet instructional needs, offering quality education to students in all general education and degree programs.
4. **Resources.** Decisions about instructional load must achieve a realistic and efficient allocation of existing faculty resources, full- and part-time.

For currently approved policy, see

https://ualr.edu/policy/home/facstaff/faculty-instructional-load/

(UP 403.13. effective 9/13/1994)

**Outside Employment of Faculty and Non-Classified Staff Policy**

While emphasizing the fact that full-time faculty and non-classified staff members (including, but not limited to, senior administrators) of the University are obligated to devote their working time and efforts primarily to University activities, the University recognizes that a limited amount of outside work for private compensation may be advantageous to all concerned. Such persons are therefore encouraged to engage in outside employment which will affirmatively contribute to their professional advancement or correlate usefully with their University work. This employment shall
not interfere in any substantial way with the employee’s University duties nor conflict with his/her University assignments.

Written approval from department head and/or dean shall be obtained in advance of such outside employment. Each dean or similar officer shall keep records on outside employment by personnel in his/her college or administrative unit and shall prepare an annual report on such outside employment. The report should include actual time spent during the reporting period. Such records shall be reviewed periodically by the appropriate administrators and shall be submitted to the Chancellor, Vice President for Agriculture, or chief executive officer for the unit (or a designee who is a senior administrator) by September 30 of each year.

It is the employee’s responsibility to make clear that, with respect to the outside employment, he/she is not acting as an agent or representative of the University. University facilities or property shall not be used except with permission of the department head or dean, taking into account the best interests of the University, and the payment of appropriate fees may be required. Prior approval is also required for concurrent employment with another university unit or state agency, pursuant to Arkansas Code Ann. § 19-4-1604 & Arkansas Code Ann. § 6-63-307. (BP 450.1 3/30/2016; UP 402.43 9/26/1997)

**Off-Campus Duty Assignment**

An Off-Campus Duty Assignment is an appointment, usually away from the campus, which allows eligible faculty and administrators to pursue an approved project while being relieved of teaching and administrative duties. The purpose is to enhance the individual’s value to the institution.

Faculty members (including research faculty and extension personnel) and nonclassified administrators who have completed six years of continuous full-time employment with the University or who have completed six years of continuous full-time services since a previous Off-Campus Duty Assignment, may apply for an Off-Campus Duty Assignment. The application, prepared in accordance with campus regulations, must describe the project which the applicant wishes to undertake, where it is to be done, and the anticipated value to the individual and the University. To be approved, a proposed assignment must be consonant with the needs, objectives, and mission of the campus.

An Off-Campus Duty Assignment is a privilege, not a right. A limited number may be approved by the Board of Trustees each year upon the recommendation of the Chancellor and the President. Assignments should not exceed one semester at full salary or two semesters at half-salary for
employees on nine-month appointments, and should not exceed six months at full salary or twelve months at one-half salary for employees on twelve-month appointments. The University assumes no financial responsibility beyond the salary stated above.

Within sixty days after returning to the campus from an Off-Campus Duty Assignment, the faculty member or administrator must submit a written report of his or her activities and accomplishments during the Off-Campus Duty Assignment to the chairperson of his / her department, the dean of the college, the chief academic officer, the Chancellor, and the president.

In accepting an Off-Campus Duty Assignment, the recipient agrees to return to the University for at least one year following the end of assignment.

(UA System Policy 435.4, 4/7/1980. revised 4/29/16)

Research and Sponsored Programs

The Office of Research and Sponsored Programs (ORSP) provides information, services, and support to members of the UA Little Rock community to enable them to compete successfully for outside funding to conduct scientific research; create works of art; compose music; write books and articles; improve their performance in the classroom; and better serve their students, professions, and the public. ORSP ensures accountability, compliance, and stewardship for sponsored programs as directed by all applicable federal, state, local, and institutional policies, procedures, and regulations.

In support of its mission, ORSP helps the campus community locate external funding sources; assists in budget development; performs proposal and contract review and submission; reviews, negotiates, and accepts awards; maintains oversight and support for awarded projects; and provides education, outreach, and professional development to UA Little Rock faculty and staff to advance research, instruction, and other sponsored activities at UA Little Rock.

Faculty and staff members considering submitting grant proposals should contact ORSP at an early stage in the preparation of the application. Early communication of certain procedural matters can avoid revisions and wasted effort. For example, University policy with respect to amounts charged for fringe benefits and indirect costs must be followed in preparing budgets for grant and contract applications.

For guidelines and additional information relating to grant proposals, see https://ualr.edu/orsp/
Internal Grants and Funding

From time to time UA Little Rock grant funds may be open to UA Little Rock personnel. Information on availability of funds and procedures for applying will be provided to all eligible employees. Once an opportunity is announced or, faculty or staff should consult the chairperson of the appropriate committee or ORSP.

Research Compliance

The Office of Research Compliance reports to the Vice Provost for Research and provides support and training for the faculty, staff, and students of UA Little Rock. The mission is to promote the responsible conduct of research by complying with federal, state, and institutional regulatory requirements. It strives to foster compliance without impeding the process of research. The Office of Research Compliance (ORC) is dedicated to providing administrative support to IRB, IACUC and IBC as well as to educate the campus community in the areas of export control. The mission of the ORC is to encourage and support the research and creative endeavors of faculty, staff and students of UA Little Rock. The vision of the ORC is to provide a cohesive and efficient unit, dedicated to enhancing research and creative endeavors by providing training, support, and specialized expertise.

Main objectives of ORC are to:

1. Support faculty in maintaining compliance with laws and regulations through education and promoting best practices.
2. Increase professional development opportunities for faculty, staff, and students in the areas of responsible conduct of research and export controls.
3. Enhance partnerships with UAMS, NCTR, other universities in Arkansas, and the community through collaboration.

All research involving human participants conducted by faculty, staff, or students of UA Little Rock must be reviewed by the UA Little Rock Institutional Review Board (IRB)

For guidelines and additional information, see

https://ualr.edu/irb

The Institutional Animal Care and Use Committee (IACUC) is a federally mandated committee that oversees the institution’s animal program, facilities, and procedures. It provides a framework for
compliance with federal policies, guidelines and principles related to the use of animals in research, teaching and testing.

For guidelines and additional information, see https://ualr.edu/researchcompliance/home/animal-research-iacuc/

Federal Guidelines established by the National Institute of Health, require that institutions conducting or sponsoring research using recombinant or synthetic nucleic acid molecules covered by the NIH Guidelines, be responsible for ensuring that the research is conducted in full conformity with the provisions of those guidelines. In order to fulfill this responsibility, UA Little Rock has established an Institutional Biosafety Committee (IBC), charged with oversight responsibilities for all research related activities involving recombinant or synthetic nucleic acid molecules and other biohazardous materials.

For guidelines and additional information, see https://ualr.edu/researchcompliance/home/ibc/

Responsible Conduct of Research (RCR) Training

POLICY STATEMENT

In 2007, Congress passed, and President Bush signed, the America Completes Act. Section 7009 of this legislation refers to the National Science Foundation (NSF) and defines an expectation that a plan be put in place to insure that certain participants in NSF-sponsored research and educational projects be trained in the responsible conduct of research. The intent of this policy in its original form was to create compliance with the letter and spirit of the America Competes Act. The salient paragraph of the law states:

“The Director (of the National Science Foundation) shall require that each institution that applies for financial assistance from the Foundation for science and engineering research or education describe in its grant proposal a plan to provide appropriate training and oversight in the responsible and ethical conduct of research to undergraduate students, graduate students, and postdoctoral researchers participating in the proposed research project.”
This revised policy is a response to circumstances that have and continue to evolve. A trend in federal agencies has been observed in which the accountability standards defined for NSF in the America Competes Act are being mimicked. Furthermore, as UALR’s portfolio of research clients grows beyond the federal sponsors; industry, foundations, state sponsors, and others will expect the same level of research integrity that is currently expected at the federal level. In addition, the evolving definition of responsible conduct of research is limiting the range of practices that in times past were considered entirely reasonable and ethical, but are now thought of as suspect in the context of contemporary professional and societal standards. Finally, as UALR continues on its path of globalization, a growing number of foreign students, faculty, and other researchers are collaborating with UALR staff. Recognizing that standards of acceptable research behavior vary considerably from one culture to another, and that the western world has the most stringent rules in this area, it is imperative that a broader cadre of individuals become acquainted, through training, with best practices as currently understood.

For guidelines and additional information, see
https://ualr.edu/policy/home/ed-programs/rcrtraining/

(UP 603.5, 10/8/2012)

The following policies regulate and inform extramural funding and sponsored programs at UA Little Rock. All principal investigators and funding-seekers should
https://ualr.edu/orsp/policies-and-clauses/

For information regarding Cost (Expense) Transfers on Sponsored Accounts, see

https://ualr.edu/policy/home/ed-programs/cost-expense-transfers-on-sponsored-accounts-603-7/

Policies and Procedures for Dealing with Misconduct in Research and Service

The basic principle in the conduct of scholarly activity rests on objective inquiry and the pursuit of truth. Integrity in the conduct of scholarly activity is essential and must be maintained.
Although instances of misconduct are rare, it is acknowledged that they do occur. Once they do occur, they present a serious threat to continued public confidence in the integrity of the scholarship and the stewardship of funds which support the scholarly activity.

For information regarding Policies and Procedures for Dealing with Misconduct in Research and Service, contact the Integrity Officer, the Vice Provost for Research or the Graduate School

Chapter 6

Course and Student Policies

This section provides information relating to faculty responsibilities for academic programs and courses as well as policies related to student matriculation.

Assessment

All faculty are expected to be involved in their programs’ assessment of student academic achievement, which involves collecting information that will be used to make decisions to improve the programs’ curriculum, instruction, and advising. Assessment at UA Little Rock is designed to help the academic programs—whether undergraduate, graduate, or core—focus on what should be taught and whether it is being taught successfully.

Programs are encouraged to use a variety of assessment methods, including both locally developed and standardized assessment instruments, and both quantitative and qualitative methods. Faculty participate in assessment in all its phases: design, data collection, interpretation of the results, and implementation of any changes. Assessment activities and results for both program and core assessment are reported annually. An Associate Vice Chancellor for academic affairs coordinates the assessment program.

Athletes’ Faculty Class Reports

From time to time UA Little Rock faculty members may be contacted by a student in order to complete an academic progress report form from the Coordinator of Student-Athlete Academic Support Services. The student athlete in question will bring the academic progress report form to the faculty member to complete. The student signs a release, as shown on the form, so that the
information about the student’s performance in class may be shared with the Coordinator. The goal is to increase academic success of student-athletes by permitting timely intervention when needed.

Faculty members should cooperate and provide the information requested if and when they receive the Academic Progress Report form in regard to student-athletes enrolled in courses they are teaching.

(UP 404.2). FS 9/13/2011

**Book Ordering**

Faculty members are responsible for submitting term book orders by the State-mandated deadline. Summer and Fall adoptions are due on March 15 (University deadline) and the State-mandated deadline is April 1st. Spring adoptions are due on October 15 (University deadline) and the State-mandated deadline is November 1st. Contact the campus bookstore or department chair for more information.

For additional information, see
https://ualr.edu/policy/home/facstaff/textbook-adoption-and-ordering/

(UP 404.16, 3/1/2007)

For the state law, Act 175 of 2007, see

(Act 175 of 2007)

**Sale of Books**

Under University policy instructors [faculty] are not permitted to sell books or other instructional materials to students. When students are required to purchase books or other instructional materials in any academic program, the instructor of record must arrange for sale of the required articles through the campus bookstore or other approved outlets.

Neither the university, any department of the university, nor any employee of the university shall demand or receive any present or promised gift, payment, loan, subscription, advance, deposit of money, services, or any other thing of value as an inducement for requiring a student or students to purchase a specific textbook for coursework or instruction offered by the university.

It is not a violation of the provisions of the policy for an employee of the university to receive, whether or not as a result of the employee’s request:
Sample copied, instructor’s copies, or instructional material of a textbook required for coursework or instruction offered by or through the university; or
Subject to the provisions of the following paragraphs, compensation from the sale or publication of proprietary materials.

An employee may receive compensation from the sale, use, or publication of proprietary materials which is pursuant to and as provided for in a written agreement with a third party entered into prior to the effective date of this policy, to the extent allowed by the university policies in force immediately prior to the effective date of this policy.

Proprietary Material Royalties

Compensation from the sale, use, or publication of proprietary materials pursuant to an agreement made after the effective date of this policy, or pursuant to a written agreement in effect prior to such date but amended after the effective date of this policy, constitutes a conflict of interest, making the use of proprietary materials, subject to the following:

An employee must disclose the conflict of interest in writing to obtain prior written approval from the department chair and dean to require the purchase of the employee’s proprietary materials by the employee’s students. The request for approval shall include a description of and a justification for the use of the proprietary materials.

The request for approval must state that all compensation received will be contributed to a unit, department or college of the university for a use that benefits student welfare at the university, with priority given to use that will benefit students academically.

By the deadline established by the university for the reporting of outside employment, an employee receiving permission under the terms of this paragraph to use proprietary materials shall provide a report acceptable to the employee’s dean on compensation received and its disposition.

Violations of this policy shall be reported within ten business days to the Provost and Vice Chancellor for academic affairs, who shall within the ten business day window, forward the report to the general counsel of the university and the Legislative Council of the Arkansas General Assembly.

(UP 405.5, 9/14/2011)

For Textbook Royalties: Conflicts of Interest Pertaining to Textbooks, see
https://ualr.edu/policy/home/facstaff/textbook-royalties/
https://ualr.edu/policy/files/2012/02/Act105.pdf
https://ualr.edu/policy/files/2012/02/Act106.pdf
(UP 404.20, 7/7/2007)
Class Attendance and Withdrawal Policy

Each course instructor has the prerogative of setting specific attendance requirements for his or her courses. The course attendance policies must be stated in the course syllabus. In some courses, active student participation is an integral part of the course, and the instructor may base a portion of the student's grades on attendance and participation. In general, students are expected to attend class regularly and complete all assignments and examinations. Students who miss class are responsible for finding out about the material covered, homework assignments, and any announcements or examinations.

Instructors are not required to adjust their class attendance policies nor to provide make-up exams to accommodate personal student travel, family or employment activities. The instructor has discretion to allow a student to make up work that is missed.

(FS 4/21/2017)

Closed Class Exception

A faculty member may receive a request from a student for permission to enroll in a class which is full and which has been closed to additional enrollment. The faculty member must refer such requests to the department chairperson.

Dismissal of Classes for Speakers, Concerts, and Similar Activities

Dismissal of classes for speakers, concerts, and similar activities shall be at the discretion of each faculty member. Any announcement by the University or other sponsoring group that a lecture, concert, or other event will be given shall not be construed as requiring that classes be dismissed. Exceptions to this policy, however, may be made by a majority vote at a meeting of the University Faculty Senate.

(UP 404.10. 9/13/2011)

Drop/ Withdrawal from classes

Withdrawing from an Individual Course (Drop Date)

A student can drop a course up to the 5th day of classes through the schedule
change process. Dropping a course in this time period will not result in a record of the drop on the student's transcript. From the 6th day through the 41st day of classes, a student wishing to drop a class submits a request to the Office of Records and Registration. A student cannot withdraw from a course after the 41st day of classes, except as noted below. The cut-off dates in this paragraph refer to the day of classes in a 15-week semester (five days=one week). In shorter semesters the cut-off dates will be adjusted proportionately.

**Drop/Withdrawal for non-attendance. non-payment or emergency**

On or before the 10th day of classes. students who have not attended class or who have not met their payment obligations will be administratively withdrawn.

Students may be withdrawn from a class by the instructor at any time during the semester due to extenuating circumstances, such as medical or family emergencies or excessive absences. Students must be notified that they will be withdrawn from a class. and may appeal that action through the grade appeal process. provided that they file the appeal within five business days of the notice. The withdrawal will not be final until the appeal is completed. and students may continue to participate until the final decision is made.

On or before the 10th day of classes. students who have not attended class or who have not met their payment obligations will be administratively withdrawn.

Students may be withdrawn from a class by the instructor at any time during the semester due to extenuating circumstances, such as medical or family emergencies or excessive absences. Students must be notified that they will be withdrawn from a class. and may appeal that action through the grade appeal process. provided that they file the appeal within five business days of the notice. The withdrawal will not be final until the appeal is completed. and students may continue to participate until the final decision is made.

**Withdrawal from UA Little Rock**

Students voluntarily withdrawing from all classes in a term from UA Little Rock must complete the University Withdrawal Form and have an exit interview with a staff member in the office responsible for financial aid if the student is receiving financial aid. The last day to officially withdraw from the university without a grade penalty will be set by the Registrar.
Grades and Grading System

Grades

Undergraduate Grades
Permanent letter-grades are here indicated, together with the grade-point value of each grade:

A -- superior work ............................ 4 grade points
B -- good work, above average ............. 3 grade points
C -- average work ............................ 2 grade points
D -- passing work, below average .......... 1 grade point
F -- failing work ............................. 0 grade points

Graduate Grades
Permanent letter-grades are here indicated, together with the grade-point value of each grade:

A -- superior work ............................ 4 grade points
B -- average work ............................ 3 grade points
C -- unacceptable work ....................... 2 grade points
D -- failing work ............................. 1 grade point
F -- failing work ............................. 0 grade points

Other grading symbols:
Credit (CR) or No Credit (NC) may be given in certain courses instead of the usual letter grades.

A student may elect to take no more than one course each semester on a CR/NC basis if the course instructor concurs provided this agreement is established at the start of the course. This course may not be used to meet the general education requirement, major requirements, or minor requirements. Courses in which a department requires CR/NC grading are not included in this limitation.

I -- incomplete course work
The designation, I, or incomplete, is appropriate where the instructor deems that circumstances beyond the student's control prevented timely completion of course requirements. The designation is given by the instructor only after consultation with the student and after the student has been
informed in writing of the work to be completed and the date by which the work must be completed; additionally, a copy of the written notice must be filed with the department chairperson.

Expiration Date
The work must be completed and the instructor must submit the change to the appropriate grade by the date grades are due during the next nine-month academic semester (fall or spring) for undergraduate courses, and within one year from the date grades were due for graduate courses. If the instructor does not convert the incomplete grade or submit an extension request within the allowable time frames the Incomplete grade will expire.

Extension of Incomplete
A request to extend the deadline to complete an I must be completed by the instructor and forwarded to the Office of Records and Registration prior to the Expiration Date. The extension request must include a specific date by which all course work will be completed, and this date will be the new Expiration Date. Regardless of any extensions that may have been granted, an unconverted I grade will expire on the date that grades are due in a semester where the student has applied for graduation. One an I expires, it will be administratively converted to an F on a date to be set by the Registrar.

In Progress (IP) Grade - graduate only
The In Progress (IP) grade is distinct and different from the Incomplete (I) grade. An IP is used for thesis, dissertation, or other similar classes that have a time obligation that is longer than the traditional semester or session. IP indicates that the student is making satisfactory progress in that class. Students who do not make satisfactory progress will be granted no credit (NC). The IP grade is not calculated into the grade point average. In most cases upon the completion of the required work, the instructor will assign a grade of CR. An IP that has not been converted to a grade by the date that grades are due in a semester where the student has applied for graduation will be administratively converted to NC on a date to be set by the Registrar.

Repeated Grades
If a student repeats a course for credit, only the last occurrence of the course shall be counted toward credit hours or cumulative grade points, except in circumstances of academic integrity. The earlier grade will remain on the transcript with an "E" indicating exclusion from the grade point
average. If there have been any changes in course numbers or titles, the student must obtain approval from the chairperson of the department offering the course to be assured it is an identical course. Once a degree has been awarded, a course included in that degree may not be repeated for credit.

Final examinations in summer term courses are given during the last scheduled class session.

Midterm Grades

Any student has the right to an evaluation of his or her grade in a course prior to the end of the drop period. Faculty are expected to facilitate availability of grades to all students. In addition, faculty will inform students of mid-term grades for all semester-long 0 level, 1000 level and 2000 level courses offered during the fall and spring semesters. Each faculty member is expected to select appropriate times for the periodic evaluations which are necessary or desirable during the course of the semester, but the complexities of an academic institution make it necessary that all faculty members comply with an orderly schedule of final examinations.

(FS 4/25/08; UP404.14)

Reporting Grades

The schedule and method of reporting grades to the student are determined by the Registrar’s Office.

(FS 3/30/18))

Grade Changes

The course instructor has the responsibility for assigning grades. In the event that an instructor cannot issue a grade, the chair of the department offering the course may issue the grade, using whatever evidence is available.

Grades must be submitted to the Registrar by the date assigned in the academic calendar (see Calendar and Schedules Policy, 404.11). If the grade has not been entered by this deadline, the symbol MG (missing grade) shall be entered. Missing grades should be changed to a final grade no later than three business days prior to the first day of classes in the subsequent academic term.
Grades may be changed through the Grade Appeal process, through the conversion of an Incomplete to a grade, through the conversion of an IP to a grade, and through the Grade Change Process.

Grade Change Process
Under some circumstances not covered by an Incomplete or In Progress, a grade may be changed by the course instructor through submission of a grade change request. The request must be reviewed by the chair of the department offering the course.

(The grade change policy will be implemented beginning Fall 2019).

Law School Grading Policies
Grading at the William H. Bowen School of Law (the "Law School") is governed by the Law School’s Academic Rules which comply with the American Bar Association Standards for the Accreditation of Law Schools. This section does not apply to the Law School.

Student Course Evaluation
At the end of each course, departments provide the opportunity for students to evaluate their instructors. Results are tabulated and provided to the faculty member as a means of evaluating his or her teaching. Department Chairs use the results in yearly evaluation of faculty. Results of student evaluations usually include both statistical and narrative feedback, and neither is shared with the faculty member until after grades have been formally submitted. The office of the Associate Dean for Academic Affairs administers students’ evaluations of their instructors at the Law School.

Student Record Access
The University adheres to the Family Educational Rights and Privacy Act of 1974 as amended (Buckley Amendment). Under this act, students have a right to access personal records, may challenge the content of records, and have the assurance that their records will be kept confidential.
(UASP 515.1, 4/29/2016; UP 514.6, 4/1/2010)
For additional details, see the Academic Integrity Policy in this Handbook.
Student Travel

Field Trips
Faculty who wish to take students off campus for course-related experiences should secure approval in advance through appropriate channels and on appropriate forms to ensure compliance with any insurance, university, or other applicable policies or regulations.

A Student Trip Authorization form must be completed and submitted to the Office of the Vice Chancellor for Finance & Administration 10 calendar days in advance of the trip. A class roster, listing each student and the UA Little Rock T number, must be included.

An Authorization to Operate State Vehicles and Private Vehicles on State Business form must be submitted to the Office of Finance & Administration and authorization of comprehensive liability insurance must be signed by each driver.
For additional information, see https://www.uasys.edu/wp-content/uploads/sites/16/2016/10/UASP-535.1-Travel-of-Students-Representing-the-University.pdf

(UASP 535.1 6/6/2016; UP 404.18, 9/13/2011)

Syllabus, Office Hours, and Regular and Substantive Contact Policy

Every approved course (1) must have a concise statement outlining the main points of study and the procedures used in the course. This statement must be delivered (2) to the student at the beginning of the course, no later than the end of the schedule adjustment period. Changes during the operation of the course must be communicated to the students in a timely manner. A multi-page syllabus must include page numbers.

This statement must contain the following:
   a. The university-approved (3) course prefix, number, course description, and prerequisites.
   b. The university-approved disability statement (see Faculty Senate legislation, i. FS_2011-12_01, 9/23/2011)
   c. The university-approved inclement weather policy.
   d. An academic integrity statement.
   e. The program-approved (4), measurable course learning objectives (5) as required by
the Credit Hour Policy. There must be at least one course objective.

f. Any deviations from the Standard Credit Hour.

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1 Excludes ad hoc courses, such as independent study courses, seminars, colloquia, and special topics. The specific offering of such ad hoc courses requires a learning agreement that contains all information detailed in this policy that is relevant to that course.

2 Delivery may be through electronic means such as email or blackboard or through paper delivery.

3 See Article JII of the Constitution (covering Undergraduate Council and Graduate Council) and Article IV of the Constitution.

4 In the case of general education courses, the approval step may require action by the Council on Core Curriculum and Policies.

5 From the Council on Core Curriculum and Policies glossary:

   "Learning objectives are statements about how a student will demonstrate achieving the learning outcomes. The learning objectives are more specific than the learning outcomes and each outcome has 1 or more learning objectives. Learning objectives often use Bloom’s Taxonomy and provide the basis for assessment of student work. For clarity, it helps if a learning objective has one action, rather than multiple actions packed into one."
a) The instructor-approved required materials, such as textbook and technologies needed to participate in the course.
b) The instructor's attendance policy (see Attendance and Withdrawal Policy, 404.4)
c) The instructor's grading policy, which must describe how the final grade will be determined and what course assignments (e.g., exams, homework, artifacts, projects) will be required.
d) The instructor's late/make-up policy.
e) The instructor's statement on Regular and Substantive Contact, which is a clear statement explaining the following:

Office Hours: The method(s) and scheduled time(s) the instructor will use to be available for student-initiated contact (for example, virtual office hour meetings, message/email, phone call, chat, meeting in person, a combination of several, or other) during business hours, as well as an expectation for method of contact outside of business hours (i.e., weekends and holidays);
Instructor Presence: The expected regularity of instructor-to-student interaction and how it is distributed throughout the term (this will vary based on type of course, modality, length of course term, and specific course activities). If there is a need for interruption of interaction for an extended time period, the instructor should announce this interruption to the class.

The Instructor may include additional information beyond these required items.

Chapter 7

Employee Policies for Faculty

Commencement Attendance

At least half of the faculty members from each college or school, as determined by the dean, are expected to be present and participate in the academic procession at commencement unless excused by the appropriate department chairperson and dean. Faculty members are expected to wear appropriate academic regalia at such functions.

(UP 403.11, 9/13/2011)
Concurrent Employment

While emphasizing the fact that full-time faculty and non-classified staff members (including, but not limited to, senior administrators) of the University are obligated to devote their working time and efforts primarily to University activities, the University recognizes that a limited amount of outside work for private compensation may be advantageous to all concerned. Such persons are therefore encouraged to engage in outside employment which will affirmatively contribute to their professional advancement or correlate usefully with their University work. This employment shall not interfere in any substantial way with the employee's University duties nor conflict with his/her University assignments.

For guidelines and additional information, see


State employees who receive compensation from (1) two different state agencies/institutions or (2) from the same institution/agency for additional duties not defined as part of the employee’s primary job must complete a Concurrent Employment Form. All state employees are covered by the concurrent employment regulations. City school districts are NOT considered state institutions.

Concurrent employment requests (internal and external employees) are subject to the approval of the chief fiscal officer of the state prior to commencement of the services. The employee/department must submit the required form to the Department of Human Resources at least ten (10) working days before the services are to begin. Late concurrent employment requests require written justification from the department as to why the request was not submitted in a timely manner. Incomplete and late requests without justification will not be processed by the Arkansas Office of Personnel Management.

Services for the concurrent employment cannot begin until the form is approved by OPM. Concurrent employment requests are limited to a specific time frame and will not be approved beyond 12 months or across fiscal years.
The employee is ultimately responsible to communicate to both the primary and secondary employer and to ensure that the Concurrent Employment Request Form is properly submitted and approved prior to the date of hire.


(BP 450.1 3/30/2016; UP 402.10, 1/19/2012)

Copyright and Patent

For requirements, regulations and guidelines, see


The Office of Research and Sponsored Programs is responsible for the University's patent and copyright process.

(BP 210.1, 1/28/2016)

Disturbances, Demonstrations and Mass Gatherings

University regulations prohibit activities which

(1) interfere with campus order and access, the normal functioning of the University, or the rights of other members of the University community;

(2) result in injury to individuals on campus, damage to individual or University property, or unauthorized attempt or actual entry into University buildings; and (3) present a clear and impending threat to the safety of individuals, to University property, or the University community.

For guidelines regarding procedures for holding mass gatherings or demonstrations or additional information, see

https://ualr.edu/policy/home/admin/disturbances-demonstrations-and-mass-gathering/

(BP 220.1; UP 210.6, 11/18/1977)
Electronic Media

The University of Arkansas at Little Rock collects and maintains electronic information and files from users on a voluntary basis. These files are collected and maintained to facilitate the processing of student, employee, and alumni records.

For guidelines and additional information, see

https://ualr.edu/policy/home/admin/electronic-media/

(UP 208.3, 2003)

E-mail and Privacy Concerns

University employees who communicate by electronic mail should be aware that this medium of communication is not as secure as mail delivered by the U.S. Postal Service. Great caution, therefore, should be exercised in making derogatory personal comments, which might be interpreted as defamatory, about any person. Federal privacy law prohibits disclosure of most personal information about students. Therefore, university employees should exercise extreme caution when electronically transmitting personal information about students, such as evaluations and grades. As a general proposition, such information should be sent via email only to the student or to an appropriate university official.

(UP 402.13, 6/6/2007)

Emergencies

Management Plan

The Emergency Management Plan applies to all units of UA Little Rock. This plan is the basic framework for emergency preparedness. It is not intended to cover every unit’s individual needs. Each unit is encouraged to supplement this plan to suit their own needs while remaining in compliance with this plan.

The Emergency Management Plan is designed to maximize human survival and preservation of property, minimize danger, restore normal operations of the university, and assure responsive communications within the university, surrounding neighborhoods, and cities.
This plan is set in operation whenever a natural or induced crisis affecting the university reaches proportions that cannot be handled by established measures.

For guidelines and additional information, see

https://ualr.edu/safety/home/emergency-management-plan/

Notification System

The University of Arkansas at Little Rock is committed to communicating important information to its students, faculty, and staff. The university has a multimodal communication system (commonly referred to as the “RAVE” alert system) that will send via text and voice alerts, warnings and cautions any time hazardous conditions arise on campus as well as important information such as fee payment deadlines. For the most part, the alert system will simply notify the campus community of closings due to unfavorable weather conditions or hazardous roads. However, in the unlikely event of a significant incident such as a violent crime, major fire, or chemical spill, this system will be equally able to notify all students, faculty, and staff of the emergency situation. It is important to keep contact information current in the BOSS data base so that timely notifications will be received.

For guidelines and additional information, see

https://ualr.edu/policy/home/admin/emergency-notification-system/

(UP 203.2, 7/1/2013)

Inclement Weather

During inclement weather, UA Little Rock will make a decision whether or not to close based on all available information.

The Chancellor will decide whether or not conditions warrant canceling classes and activities and closing the campus or whether classes and activities will be canceled but with specified campus offices open. Online or web-enhanced classes will continue as scheduled at the discretion of the faculty member.
The UA Little Rock website, UA Little Rock email, the university’s main telephone number and other campus notification systems are the official means of communicating information concerning weather-related closings.

When necessary, the university will announce a separate decision about canceling night classes (those classes starting at 4:20 p.m. or later) by 2 p.m., if possible.

Ordinarily, sites remote from campus such as the Bowen Law School, the Arkansas Studies Institute, and the Benton Center will close or cancel classes and activities whenever the university does so. In some circumstances, however, a separate decision may be made whether or not a site remote from campus will be open or closed, and this decision will be announced through the university’s official means of communicating weather-related closings.

Vice Chancellors are responsible for seeing that necessary services are provided in their respective areas when the university is closed. Employees required to provide such services will be identified by their supervisors. Employees who do not report to work when the campus is open will be charged annual/compensatory leave or leave without pay. The Payroll Department will prescribe payroll reporting and timekeeping.

The Policy Advisory Council of the University Assembly will recommend to the Chancellor if and when missed undergraduate and graduate class days should be made up. In the event that the university is closed during a final examination day, the Provost, in consultation with the Faculty Senate president, will reschedule any missed graduate or undergraduate final examinations with the exception of online exams which will continue as scheduled.

Weather and road conditions vary from place to place. Employees and students are expected to exercise good judgment regarding the safety of travel when road conditions are affected by the weather.


**Energy Guidelines**

It is the intent of UA Little Rock to maintain an energy conscious campus environment. UA Little Rock strives to reduce energy costs by reducing consumption and by reducing energy rates whenever possible.

For guidelines and additional information, see
Enrollment in University Courses and Tuition Waivers

Eligibility

Employees must have been employed by the UA Little Rock for one complete fall or spring semester to be eligible for the Tuition Waiver.

Tuition Waiver forms will not be accepted after the last day of late registration at 4:00 p.m.

All full–time active employees of UA Little Rock, not on leave without pay other than workers compensation, military or family medical leave, employed as of the final day of regular registration in any particular session or semester, their spouses, and their dependent children (as defined by the Internal Revenue Service) are eligible. Surviving spouses, who have not remarried, and dependent children of deceased employees who died while in the full-time employment of UA Little Rock are also eligible. All enrollees must meet normal admissions requirements and audits should be on a space available basis only. For employees hired on or after May 1, 2017, eligibility as described above shall begin with the final day of regular registration following continuous employment in a full-time position with the university for one complete fall or spring semester.

Process

Download and complete the tuition waiver form.

Acquire necessary supervisor’s signature and/or dean/director’s signature on Employee Tuition Waiver Form.

Completed forms can be faxed to the Department of Human Resources. The Department of Human Resources will verify UA Little Rock employee’s eligibility and send the form to the Student Account’s office to apply the waiver.

Tuition Waiver Forms must be submitted each semester.

For guidelines and additional information, see

https://ualr.edu/policy/home/business/tuition-waiver-for-employees/

(BP 440.1; UASP 445.1; UP 302.7, 5/1/2017)
Extra Compensation Policy

The salary or other regular compensation of a full-time employee of the University is intended as compensation for all regularly assigned activities performed for or in the name of the University. However, an employee may be called upon from time to time to perform additional tasks over and above regularly assigned duties for which he or she may receive extra compensation.

For guidelines, rules and additional information, see https://www.uasys.edu/wp-content/uploads/sites/16/2018/04/UASP-440.2-Extra-Compensation-for-Faculty-Non-Classified-or-Classified-Exempt-Employees.pdf

(UASP 440.2, 4/29/2016)

Extra Compensation from Sponsored Projects

Federal rules and regulations, including the Uniform Guidance (UG) 2 CFR §200, do not allow for an individual’s institutional base salary to be increased as a result of grant funding. These federal rules and regulations also restrict the payment of overload, bonus, or other supplemental payments outside the individual’s base salary. The following policy must be applied when a salary is to be paid from a sponsored project. Extra compensation above the base salary can only be charged to federal awards in unusual cases when specifically authorized by the awarding agency.

Rules and Regulations

Additional compensation is to be calculated on the same basis as any other activity conducted during the academic year. It must also be charged the appropriate fringe benefit rate. Generic terms, such as “salaries,” “overload,” “personnel services,” “stipend payments,” etc., may not be used as requests for additional compensation. Requests for additional compensation must be clearly labeled “extra compensation” in the budget of the proposal, or a budget adjustment must be approved in writing by the sponsor. ORSP reviews all requests for extra compensation in budget proposals and has the authority to disapprove them or request changes.

Extra compensation found to be improperly charged to sponsored programs accounts will require reimbursement to the funding agency. Responsibility for reimbursement will be determined by the Vice Chancellor for finance and administration.

Salary Rate
UG §200.430 states that salary charges by faculty members during the academic year are allowable at the institutional base salary rate (IBSR). The IBSR is the annual compensation paid by UA Little Rock for an individual’s appointment, whether that time is spent on research, instruction, administration, or other activities. This rate excludes any income earned outside of UA Little Rock duties.

Extra Compensation
During the academic year (or for fiscal year employees) supplemental pay is only allowable if all of the following conditions are met:
There is a consistent written definition of work covered by the institutional base salary which is specific enough to determine when work beyond that level has occurred. This may be described in appointment letters or other documentation.
The supplemental amount is commensurate with the IBSR and the amount of additional work performed.
The salary falls within the salary structure and pay range established by UA Little Rock.

Intra-institution consulting by faculty is considered an institutional obligation requiring no additional compensation. Where consultation involves a separate or remote operation and the work performed is in addition to one’s regular responsibilities, supplemental compensation is only allowable if the consulting arrangement is:
Specifically provided for in the Federal award or approved in writing by the Federal awarding agency.
Consistent with compensation paid for similar work in other UA Little Rock activities.
In cases where the kinds of employees required for a sponsored project are not found in the other activities of UA Little Rock, compensation will be considered reasonable to the extent that it is comparable to that paid for similar work in the labor market in which the non-Federal entity competes for the kind of employees involved.

Summer Salary for Faculty
Charges for work performed by faculty members outside of the primary appointment contract period will be at a rate not in excess of the institutional base salary or in conflict with the State of Arkansas faculty summer compensation policy.

Responsibilities
The PI must clearly identify extra compensation in the proposed budget, provide a written justification for the compensation based on the conditions stated in the OMB Uniform Guidance, and provide documentation of the sponsor’s approval to ORSP.

The department chair/business official must review and approve the extra compensation request.

ORSP reviews project policies and guidelines, ensures that the conditions for paying extra compensation on a federally sponsored program have been met, and approves/disapproves the transaction.

(UA system policy 440.2, 4/29/2016)
(University Policy 603.11, 6/15/2016)

**Free, Robust and Uninhibited Debate and Deliberation**

Our students and faculty have the right to discuss any problem that presents itself. This right is grounded in long-standing principles of academic freedom and is reflected in university accreditation standards. The "cure" for ideas we oppose lies through open discussion rather than through inhibition. Free inquiry is indispensable to the good life, universities exist for the sake of such inquiry, and without it they cease to be universities. This is the essence of critical thinking that provides society and individuals with progress.

Education is not intended to make people comfortable; it is meant to make them think. Universities are expected to provide the conditions within which hard thought, and therefore strong disagreement, independent judgment, and the questioning of stubborn assumptions, can flourish in an environment of the greatest freedom.

The ideas of different members of the University community will often and quite naturally conflict. But it is inappropriate for the University to attempt to shield individuals from ideas and opinions they find unwelcome, disagreeable, or even deeply offensive. Although the University community greatly values civility, and although all members of the University community share in the responsibility for maintaining a climate of mutual respect, concerns about civility and mutual respect can *never* be used as a justification for closing off discussion of ideas, however offensive or disagreeable those ideas may be to some members of our community.
The freedom to debate and discuss the merits of competing ideas does not, of course, mean that individuals may say whatever they wish, wherever they wish. But the University may legally restrict the substance of expression only when it explicitly violates the law, i.e., when speech falsely defames a specific individual, constitutes a genuine threat or actual harassment, or invades legally recognized privacy interests. In addition, reasonable time, place, and manner regulations are recognized as legal. But these are narrow exceptions to the general principle of freedom of expression, and it is vitally important that these exceptions never be used in a manner that is inconsistent with the University’s commitment to a completely free and open discussion of ideas.

The University's fundamental commitment is to the principle that debate or deliberation may not be suppressed because the ideas put forth are thought by some or even by most members of the University community or society at large to be offensive, unwise, immoral, or wrong-headed. The individual members of the University community—not the University as an institution, its administration, nor any external constituency—are entitled to make those judgments for themselves, and to act on those judgments not by seeking to suppress speech, but by openly and vigorously contesting the ideas that they oppose. Indeed, fostering the ability of members of the University community to engage in such debate and deliberation in an effective and responsible manner is an essential part of the University’s educational mission.

As a corollary to the University's commitment to protect and promote free expression, members of the University community must also act in conformity with the principle of free expression. Although members of the University community are free to criticize and contest the views expressed on campus, and to criticize and contest speakers who are invited to express their views on campus, they may not obstruct or otherwise interfere with the freedom of others to express views they reject or even loathe. To this end, the University has a solemn responsibility not only to promote a lively and fearless freedom of debate and deliberation, but also to protect that freedom when others attempt to restrict it.

Statement Articulating The University Of Arkansas At Little Rock’s Overarching Commitment To Free, Robust, And Uninhibited Debate And Deliberation Among All Members Of The University’s Community

(FS 4/26/2018)
Fringe Benefits

All nine to twelve-month employees appointed half time or greater are eligible for fringe benefits. Complete details concerning these programs may be obtained from the Office of Human Resource Services.

https://ualr.edu/humanresources/current/benefits/

Fundraising and Development Activities

All plans by individuals or groups associated with or employed by the University to solicit prospective donors for private financial support must be submitted to and approved through the UA Little Rock Office of Alumni and Development.

In the interest of approaching fundraising in a coordinated and professional manner, faculty and staff should follow these guidelines:

Any member of the faculty or staff who plans to approach a business or an individual to ask for a donation of any size must first discuss these plans with the appropriate personnel in the Office of Alumni and Development. The colleges and the administration establish funding priorities with this office, and often have relevant and important information about successfully contacting specific businesses and individuals.

All checks for donations to the university must be made out to the “UA Little Rock Foundation” with a designation on the memo line as to what department, scholarship, or program should receive the funds.

Checks should not be made out to UA Little Rock, specific departments, or specific programs. Since this is a requirement of the IRS, any other designation can cause serious delays in check processing and inconvenience for the donor. There are very few exceptions to the regulation that checks be made out to the UA Little Rock Foundation. If you have questions, please call the Office of Alumni and Development.
Every check received must be delivered to the Office of Alumni and Development within three working days to insure prompt deposit and acknowledgment of the gift.

(UP 206.3, 6/10/1998)

Garnishment and Salary Liens

Wages and other compensations due an employee from the University are legally subject to seizure by a court order of garnishment or by a governmental lien. The University is required to comply with an order of garnishment only when one is issued after a legal judgment has been entered against the employee-debtor. The University must also honor governmental liens such as those arising from claims for unpaid taxes and from bankruptcy claims.

The University has a concern when a garnishment or salary lien is issued against one of its employees and served on the University. Receipt of two orders of garnishment, two salary liens, or a combination of one of each type of seizure during any twelve-month period dating from the receipt of the first such order shall be deemed grounds for termination according to regular University procedures.

The University also has the right to set off any amounts an employee, including a student-employee, owes the University against amounts the University owes that employee. The University may set off against an employee’s wages no more than the amount of those wages that exceeds the statutory minimum hourly wage, unless the payment owed the University is a result of an advance of funds to the employee or a misappropriation of funds or property by the employee; in such cases the University may set off the amount due against all wages and other moneys owed the employee. Set offs against payments to a student-employee for work-study or as federal loans are subject to laws and regulations governing those programs.

Set offs against payments to a student-employee for work study or as federal loans are subject to laws and regulations governing those programs.
HIV Policy

In support of its mission to discover and disseminate knowledge and to promote humane sensitivities and understanding of interdependence, the University of Arkansas at Little Rock endorses the following policy for responding to Human Immunodeficiency Virus (HIV) infection.

Based on conclusive evidence from the U.S. Public Health Services and Centers for Disease Control and Prevention, people living with HIV infection pose no threat of transmission through casual contact to those who are uninfected. Because many people are infected and don’t know it, the university accepts an inclusive approach that recognizes any individual could be HIV positive. No screening or inquiries regarding HIV status will be made for admission or employment.

Access

People with HIV / AIDS are protected from discrimination by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Appropriate, reasonable accommodations will be made for students and employees who are infected, and they will be accorded all rights of access and responsibilities in every aspect of university life available to uninfected persons. Acts of discrimination or abuse will not be tolerated. Confidentiality will be observed.

For additional information, including educational programs, contact Health Services or Human Resource Services.

(FS, 4/19/96)

Holiday Schedule and Pay

The schedule for holidays is issued each fiscal year in accordance with AUSP 435.1 and is available from Human Resources.

(AUSP 435.1, 4/29/16)
Identification Cards

All UA Little Rock faculty and staff members, other than those hired as extra labor, are issued a UA Little Rock identification card called the UA Little Rock ID Campus Card. The UA Little Rock ID Campus Card may be obtained on the lower floor of the Donaghey Student Center.

The card is to be presented on request for using the Ottenheimer Library, Donaghey Student Center Fitness and Aquatic Center, and other facilities and services. Faculty may need the ID card to access some classrooms or buildings.

The card is only valid for the length of time the holder is employed by the University. The card is not transferable and does not authorize the holder to obligate the University of Arkansas at Little Rock in any manner. If employment is terminated, the card should be returned to the Office of Human Resource Services.

Information Technology (IT) Acceptable Use

Information technology (IT) has the ability to distribute and examine a vast array of material with unprecedented speed. One requirement however, remains constant: all information technology use must fully respect the rights of the university and IT community members. This Acceptible Use Policy (AUP) is designed to guide faculty, staff, and students in the acceptable use of network and information systems provided by the University of Arkansas at Little Rock (UA Little Rock). More importantly, it is meant as an application of principles of respect using UA Little Rock computer resources, other computer users, and for the medium itself.

For guidelines and additional information, see

https://ualr.edu/policy/home/admin/information-technology-it-acceptable-use-policy/

(UP 208.1, 3/3/2003)
Keys and Keycards

To obtain a key or swipe card to campus buildings, an individual must present the authorization form. Handwritten authorization forms will not be accepted. The authorization form must be signed by the head of the department requesting the issue and the dean or director authorizing the issue. If requesting a Sub Master or Master key, it must have the signature of the Vice Chancellor. Please note that the authorization form must be submitted to the Lock Shop within 30 days of the signatures and key must be picked up within 30 days of form submission.

Lost keys should be reported immediately. Conditions under which keys are lost may necessitate that locks subject to that key be replaced. Please follow these guidelines for reporting lost keys:

Alert Facilities Management and the Department of Public Safety and file a lost key report at Facilities Management.

Upon termination of employment, a termination clearance card must be signed by Facilities Management personnel showing that all keys assigned to the person have been returned. The card must be signed and submitted to the Payroll Office before the last salary check can be released.

Leave Policies

This section includes the different leave policies available to employees. Nine month faculty do not earn vacation hours.

Sick Leave

Sick leave is a benefit available to University employees who are employed half-time or greater and on at least a nine-month appointment period. Paid sick leave is not granted as vacation leave and can be used only when: (1) the employee is unable to perform the employee’s regular duties because of sickness or injury or (2) for treatment by or consultation with a licensed health care provider.
Sick leave may also be granted to employees due to the death or serious illness of a member of the employee's immediate family. Immediate family shall mean the employee’s parent, sibling, spouse, child (including an adoptive child), grandparent, grandchild, in-law, or any individual acting as a parent or guardian of the employee. Serious illness for the purpose of this policy includes pregnancy- and maternity-related health conditions.

For additional information, see BP 420.3 1/31/2019.

(BP 420.1, 6/9/1995, revised into new policy 420.3 1/31/19; UP 402.34, 6/6/1995)

Annual Leave

Employees whose titles are listed in the appropriation acts as twelve-month non-classified positions will receive 22.5 days of paid vacation from the onset of employment, earned at a rate of 15 hours per month. While administrative duties cannot be limited to a five-day, forty-hour week, for purposes of annual leave the normal work week shall be considered Monday through Friday.

For guidelines and additional information,..

(BP 420.1, 6/9/1995; UP 402.34, 6/6/1995.)

Military Leave

Twelve-month employees who are members of the National Guard or any of the Reserve branches of the Armed Forces of the United States shall be granted a maximum of two weeks leave annually plus necessary travel time for annual training requirements. Such leave shall be granted without loss of pay and in addition to regular vacation time.

Nine-month academic and administrative employees are expected to take any two-weeks military leave during the three months they are not under contract to the University. Each
employee who requests military leave shall furnish a copy of his / her orders to the appropriate vice president or Vice Chancellor.

For guidelines and additional information, see https://www.uasys.edu/wp-content/uploads/sites/16/2019/02/0420_1-Leave-for-Academic-and-Other-Non-Classified-Personnel.pdf


Court and Jury Leave

Any employee serving as a witness, juror, or party litigant shall be entitled to regular University compensation in addition to any fees paid by the court for such services, and such absences shall not be counted as annual leave.

For guidelines and additional information, see https://www.uasys.edu/wp-content/uploads/sites/16/2019/02/0420_1-Leave-for-Academic-and-Other-Non-Classified-Personnel.pdf


Children’s Educational Activity Leave

All full-time employees shall be entitled to eight (8) total hours of leave, regardless of the number of children, during any one (1) calendar year for the purpose of attending or assisting with the educational activities or interscholastic activities of a child.

Children’s Educational Activity Leave that is unused may not be carried over to the next year. Any unused Children’s Educational Activity Leave is not eligible for payout upon termination and/or retirement.

An educational activity must be related to any school-sponsored activity, including, without limitations:

1. A parent-teacher conference
2. Participation in school-sponsored tutoring
3. Participation in school-sponsored volunteer program
4. A field trip
5. A classroom program
6. A school committee meeting
7. An academic competition
8. Assisting with athletic, music, or theater programs
9. A prekindergarten program (educational/child development program – at least three years of age)
10. An interscholastic activity for home-schooled students

A child is a person enrolled in pre-kindergarten through grade 12, including a home-schooled student, who is of the following relation to a full-time employee:

1. Natural child
2. Adopted child
3. Step-child
4. Foster child
5. Grandchild
6. Ward of the state that the full-time employee has been appointed the person’s legal guardian or custodian
7. Any other legal capacity where the full-time employee is acting as a parent for the child

A child may also relate to a person who meets the criteria above but is over eighteen (18) years of age and has a developmental disability or is declared legally incompetent.

The supervisor must approve the leave request before the leave may be taken. Leave shall be granted if the employee’s time off will not interfere with the efficient operation of the office.

Act 1028 Children’s Educational Activities Leave; – OPM Policy 50.13
(UP 402.69, 2/26/2014)

Leave-of-Absence Without Pay
The President of the University is authorized to grant leaves-of-absence without pay for a period not to exceed one year.

For guidelines and additional information, see


Vacation Leave for Graduate Study

Vacation leave for graduate study may be granted to otherwise eligible employees under the terms of BP 420.1.

For guidelines and additional information, see


Catastrophic Leave

It shall be the policy of the University of Arkansas at Little Rock to permit eligible, regular, full-time employees to voluntarily donate accrued annual and / or sick leave to the Catastrophic Leave Bank Program. It shall also be the policy of the University of Arkansas at Little Rock to permit eligible, regular, full-time employees to voluntarily receive leave from the Catastrophic Leave Bank Program. The Catastrophic Leave Bank Program does not create any expectations or promises of continued employment with the University of Arkansas at Little Rock and is merely a means of assisting eligible University employees through medical emergencies, injuries and illness should they exhaust all earned sick, annual, holiday and compensatory leave time. The Catastrophic Leave Committee shall be composed of five members who represent a relative demographic cross-section of the University’s workforce. Participation shall be voluntary and the administration of the Catastrophic Leave Bank Program shall be in accordance with Act 169 or 1991,
Department of Finance and Administration Rules and Regulations and in compliance with the listed procedures.

A Catastrophic Leave Committee reviews catastrophic leave requests, determines eligibility, determines continuing eligibility, recommends action to the Chancellor.

Catastrophic Leave Committee

The Catastrophic Leave Committee shall be comprised of five (5) members. Three (3) members shall be selected by the Staff Senate and two (2) members selected by the Faculty Senate. These committee members must represent a cross-section of the employee population. Ex-officio, non-voting members will include a representative from the Department of Human Resource and a representative from Payroll.

Donation to the Catastrophic Leave Bank

The Catastrophic Leave Committee shall screen leave donated by employees to ensure that the following criteria are met:

Donation period will be during November and December unless the Catastrophic Leave Committee declares an emergency sign-up period due to a low level of hours in the Catastrophic Leave Bank. Sick and/or annual leave may be donated to the Catastrophic Leave Bank in no less than one (1) hour increments up to a combined total of forty (40) hours per year. The Chancellor reserves the right to make exceptions on a case-by-case basis.

No employee shall be allowed to donate leave to the Catastrophic Leave Bank if such donation will reduce that employee’s accrued sick and annual leave balance to less than eighty (80) hours. This does not apply to employees who are terminating their employment. When an employee terminates employment, any unused leave may be donated to the Catastrophic Leave Bank at that time.

Annual and/or sick leave which has been donated to the Catastrophic Leave Bank may not be restored to the employee who donated the leave time.

Annual and/or sick leave donated to the Catastrophic Leave Bank by an employee cannot be designated to any one individual.
The remainder of the Catastrophic Leave Policy, including important definitions, can be obtained from the Office of Human Resources.

(UP 402.5, 5/11/2016)
(Approved by the Arkansas Department of Finance and Administration in 1/92 and by the UA Little Rock Faculty Senate on 2/26/93)
(Authorized by Act 169 of 1991 and according to the rules and regulations approved by the Department of Finance and Administration.)

Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act of 1993 (FMLA) requires employers with 50 or more workers to provide qualified employees up to 12 weeks unpaid leave per year for the birth or adoption of a child, to care for a spouse or an immediate family member with a serious health condition, or when unable to work because of a serious health condition. Employers covered by the law are required to maintain any pre-existing health coverage during the leave period with the employee paying the appropriate premium. Once the leave is concluded, the employee may be reinstated to the same or an equivalent job. Contact Human Resource for additional information, or review their FMLA website for additional information:


(UP 401.4, 2/25/2010)

Moving Expense

Arkansas Code Annotated §19-4-522 (e) allows the payment of employee moving expenses from state funds by institutions of higher education. The purpose of this policy is to outline allowable relocation costs and to clarify non-allowable costs.

Within the fiscal limitations of departmental units of the UA Little Rock, a dean, director, or department head may offer a lump sum payment for moving expenses for new faculty or professional staff employees. The terms of agreement for payment of moving expenses
should be included in the letter of appointment and/or letter offering employment. The university’s obligation applies to the movement of a “household” and does not constitute a separate allowance to each member of a family employed by the university.

In accordance with the Tax Cuts and Jobs Act of 2017, all university payments for moving expenses are no longer deductible expenses and are subject to Social Security (or FICA Alternative), Medicare and Federal withholding taxes. As a result, all moving expenses paid from calendar year 2018 forward will be taxable on the employee’s paycheck and included on the employee's Form W-2 for the year.

The lump sum payment for moving expenses will be paid to the new faculty or professional staff employee through the submission of a Moving Expenses Compensation EPAF after the primary job has been established in the payroll system.

Arkansas Code Annotated §19-4-522(e); Internal Revenue Service Publication 521

(UP 309.10, 8/3/18)

Nepotism Policy

The university recognizes that potential conflicts of interest may exist when members of the same immediate family are employed by the university, particularly in the same department, unit, or division. To avoid conflicts of interest which may result from such employment, immediate family members should not participate in decisions to hire, retain, promote, or determine the salary of the other. It is the responsibility of the president and the chancellor to assure that one immediate family member shall not have direction or supervision of the other and shall not participate in decisions to hire, retain, promote, or determine the salary of the other.

Exceptions to this policy may be made in writing with justification by the president or the chancellor. Exceptions involving immediate family members of a chancellor shall be made by the president. For purposes of this policy, “immediate family member” shall mean an employee’s spouse, children of the employee or his or her spouse, and brothers, sisters,
uncles, aunts, nieces, nephews, or parents, whether by blood or marriage, of the employee or his or her spouse.

This policy is supplementary to any provisions of applicable law and is based on BP 410.1, 11/20/71; 6/9/2000.

(BP 410.1, 11/20/71, 6/9/2000)

Nondiscrimination Policies

UA Little Rock Policy on Discriminatory Harassment and Equal Opportunity

UA Little Rock adheres to a policy that enables all individuals, regardless of race, color, gender, national origin, age, religion, sexual orientation, veteran’s status, or disability, to work and study in an environment unfettered by discriminatory behavior or acts. Harassment of an individual or group will not be condoned, and any person — student, faculty, or staff member — who violates this policy will be subject to disciplinary action.

For definitions and additional information, see

https://ualr.edu/deanofstudents/ualr-policy-on-equal-opportunity/

https://ualr.edu/policy/home/student/student-non-academic-grievance/

(UP 512.7; 4/1/2010)


https://ualr.edu/policy/home/facstaff/grievance-procedures-discrimination/

(UP, 5/26/2006)

Title IX Policy for Sex- and Gender-Based Discrimination, Harassment, and Misconduct Complaints, and Complaint Retaliation

The University of Arkansas at Little Rock is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, service in
the uniformed services (as defined in state and federal law), veteran status, sex, gender, sexual orientation, gender identity, pregnancy, age, physical or mental disability, or genetic information. Such an environment is necessary for a healthy learning, working, and living atmosphere. Accordingly, all acts of discrimination, harassment, retaliation, and sexual misconduct as defined by this policy are prohibited.

Jurisdiction

Title IX protects the university community from sexual discrimination, harassment, and misconduct in a school’s education programs and activities. Title IX protects the university community in connection with all academic, educational, extracurricular, athletic, and other university programs, whether those programs take place on university property, in university transportation, at a class or training program sponsored by the university at another location, online, or elsewhere.

The university will continue to administer this policy with respect to any such conduct by a student, faculty or staff even if the student graduates, withdraws, takes leave or is otherwise absent or if the student, faculty or staff leaves the university’s employ or is otherwise absent and even if the university does not learn of such conduct until after the student, faculty of staff leaves the university’s employ or is otherwise absent.

This policy is not intended to restrict curriculum or prohibit or abridge the use of particular textbooks or curricular materials, nor shall it be construed to restrict constitutionally protected expression or freedom of scientific investigation.

Consistent with state and federal law, reasonable accommodation will be provided to persons with disabilities.

All complaints or any concerns about conduct that may violate this policy should be submitted to the Title IX Coordinator or Title IX Deputy Coordinators. All references to the Title IX Coordinator in this policy implicitly include the Senior Deputy Title IX Coordinator or designee.

For additional information and details, see https://ualr.edu/policy/home/facstaff/title-ix/
Office Hours

Each instructor must specify in the course syllabus the method(s) and scheduled time(s) the instructor will be available for student-initiated contact (for example, virtual office hour meetings, message/email, phone call, chat, meeting in person, a combination of several, or other) during business hours, as well as an expectation for method of contact outside of business hours (i.e., weekends and holidays);

FS, 4/26/2018

Political Activity by Employees

University employees, as citizens, have the right to engage in political activity. However, no employee may involve the institution’s name, symbols, property, or supplies in political activities.

An employee who intends to seek public office or to assume a major role in a political campaign is obligated to discuss his plans with his or her supervisor. If the supervisor determines that the activity will impinge to any extent upon the full discharge of the employee’s responsibilities to the University, the plans must be reviewed through regular administrative channels to the president’s office for a determination of workload and salary adjustment.

For additional guidelines and restrictions, see BP 465.1

(BP 465.1; UASP 465.1, 4/29/2016; UP 402.49. 2/13/1976)

Professional Meeting Attendance

Members of the teaching, research, administrative, and extension staffs are encouraged to attend professional meetings. Such attendance is deemed beneficial to both the individual and to the University.
Brief leaves from official duties will be granted for attendance at such meetings when circumstances permit, and the University may reimburse the individual for a part of the travel expenses when travel funds are available for such purposes and to the extent allowed by University travel regulations. Applications for leave and travel allowance for attendance at professional meetings must be approved in advance by the appropriate administrative personnel.

Purchase of Supplies

All purchases using funds under University control must be made through Procurement Services using the appropriate official procedures and forms provided for that purpose. Contracting a debt against the University without proper authorization, or in the absence of funds to pay that debt, makes the contractor personally liable.

Relations with Legislators and Members of Congress

The Board of Trustees, through its policies and designees, is the only body with the authority to speak for the University on matters of public policy or public interest. An employee should not, unless specifically authorized, attempt to speak as an agent of the University in conversations or correspondence, regardless of the forum, with members of the Arkansas General Assembly, Arkansas’ constitutional officers or any member of Congress.


(UASP 465.1, 4/29/2016)

Resignation of Employment

A faculty or staff member has a duty to give early notice of his or her resignation, including the effective date of the resignation, which shall not be later than the ending date of a current or extended offer of employment to the employee submitting his / her resignation. Notice shall be given in writing to the administrative head of the department to which the
individual is assigned. A copy of the letter of resignation, together with the recommendation of the administrative head of the department, shall be forwarded immediately to the dean / director for acceptance or rejection. The dean / director shall give written notice of acceptance or rejection to the employee within five working days of receipt of the letter of resignation. When the written acceptance of the resignation is forwarded by the dean / director to the individual submitting his / her resignation, the resignation becomes final and cannot thereafter be withdrawn. A copy of the letter of resignation and the acceptance shall be forwarded to the Chancellor of the campus.

(BP 405.3, 3/9/84; 9/14/2018)

Smoking Policy

UA Little Rock is a smoke-free campus. This policy originated in recommendations from the Student Government Association and the University Assembly. It applies to all locations of the University, including the main campus, the William H. Bowen School of Law, and the UA Little Rock Benton campus and complies with state law which stipulates that smoking on any state-supported institution of higher education in Arkansas is a violation of Arkansas law, the Clean Air on Campus Act of 2009. The law prohibits smoking tobacco anywhere on campus, including buildings, grounds, and parking lots. All individuals are responsible for enforcement of this policy. Smoking cessation classes may be available. Contact Health Services.

http://ualr.edu/policy/index.php/smoking/
(University Assembly, 4/9/91)
(BP 235.1, 9/19/2002)
Arkansas Clean Air Act, A.C.A. § 6-60-801 et.seq., and Act 847 of 2015 (UP 219.1, 4/16/2015)

Substance Abuse

Substance-Related Disorders Policy for UA Little Rock Employees

UA Little Rock recognizes that alcohol and other substance abuse problems are increasing. For purposes of this policy, such a problem exists when the use of alcohol or
other chemicals definitely and repeatedly interferes with job performance. When chronic, these problems are considered to be a treatable illness. Faculty and staff are encouraged to seek help if they have such a problem. All records relating to help that is sought are strictly confidential. Department chairpersons and supervisors are urged to make every effort to see that the employee gets needed help. Dependents of UA Little Rock employees are also eligible for help through campus services such as the Counseling Center and health insurance coverage. Decisions of job security and promotions are to be based solely on job performance and will not be jeopardized when the employee seeks help. Department chairpersons and supervisors have a particular responsibility to recommend that the faculty or staff member whose performance is declining because of alcohol or chemical abuse seek professional advice. Questions regarding available services or UA Little Rock’s policy and procedures in the area of chemical abuse should be referred to the director of the Office of Human Resource Services. (University Assembly, 2/12/81.)

Drug-Free Workplace

The UA Little Rock is committed to the principle of a drug-free environment and feels an obligation to help eradicate alcohol and other drug abuse on our campus and beyond. The University provides a drug prevention program accessible to students and employees and complies with the standards set forth by the Drug-Free Schools and Communities Act Amendments of 1989. BP 705.2, states as follows: “Possession and use of alcoholic beverages in public areas of University facilities (including organized houses) and at official University student functions held on campus must follow state and federal laws and university policies at all times. Each campus shall establish policies to be approved by the Chancellor regarding the use of alcoholic beverages on and off campus for student and non-student events. Other units of the University designated by the President shall develop such policies for approval of the President. Irresponsible behavior while under the influence of alcoholic beverages is not condoned and may be subject to review and/or action by the appropriate judicial body. The Board directs each campus to develop an alcohol awareness and use policy, which shall be made available to its new and continuing students each fall.”
Some Applicable Arkansas Laws

No person under the age of 21 may legally consume or possess alcohol in Arkansas. It is illegal to be so intoxicated in a public place that you are likely to endanger yourself or others or be unreasonably annoying to others. This is a class C misdemeanor, (with a class A as the most serious), and may result in fines and incarceration. Driving a motor vehicle with .08% or more blood alcohol content is a class A misdemeanor that, in addition to incarceration and heavy fines, will result in a suspension of driving privileges from 120-180 days for the first offense. Driving with a license suspended for DWI may result in incarceration for ten days and a $1,000 fine. Refusing the chemical test for blood alcohol content may result in a 180-day suspension of driving privileges for the first offense. In the event of an accident involving a fatality, a blood alcohol content of .08% or higher may result in a charge of manslaughter, even though the driver did not set out to intentionally harm anyone.

A person under the age of 21 operating a motor vehicle with .02% but less than .08% blood alcohol content commits the offense of Underage Driving Under the Influence. The penalties include suspension of driving privileges for up to 120 days for the first offense, fines up to $500, public service work at the discretion of the court, and mandatory attendance at an alcohol and driving education program. Arkansas statutes 5-27-501 through 503 are aimed at preventing persons under 21 from using altered identification to purchase alcohol. Manufacturing, altering, or distributing altered personal identification for this purpose, is a Class C Felony punishable by up to ten years in prison. Possessing altered identification is a class B misdemeanor punishable by up to 90 days in jail and revocation of driving privileges for up to 12 months or age 18, whichever is shortest. Possession of more than one ounce of marijuana or possessing it in a form to facilitate distribution is a felony offense. Possession of any usable amount of any other illegal narcotic is a felony. The penalties range from probation to life in prison.

Recently in an effort to combat the manufacture of methamphetamine, legislation was enacted to control ephedrine, eudoephedrine, and phenolpropanolamine. Possession of more than five grams of ephedrine or more than nine grams of pseudoephedrine or phenolpropanolamine is a felony and prima facie evidence of the intent to manufacture...
methamphetamine. These substances are often found in over-the-counter sinus medications and diet pills.

Standards of Conduct

The University expects students, employees and groups to be free of the influence of controlled substances; to refrain from the use of controlled substances on University premises or related premises or at a University activity. Employees of the University are expected to refrain from activities involving controlled substances both on and off campus, where such activities could have a detrimental impact on their abilities to perform their jobs. Persons may generally not drink, dispense or be under the influence of alcohol or possess alcoholic beverages on University premises or at functions or activities controlled by the University. Persons 21 years and over may possess and consume alcoholic beverages in the privacy of assigned rooms in University apartments, houses and the residence hall, at the Stephens Event Center, and other authorized locations. The Stephens Event Center is authorized for the legal sale of alcohol per the University of Arkansas Board Policy 705.2, and alcohol may be dispensed and consumed there pursuant to the issuance of a permit by the Alcohol Beverage Control Board. Violation of expected standards of conduct may result in appropriate student discipline and employee discipline up to and including suspension or termination. Any student, employee or group who gives or transfers controlled substances to another person or sells or manufactures a controlled substance while on campus or related premises will be subject to appropriate student discipline or employee discipline up to and including termination or suspension, and/or referral to the authorities for prosecution. In addition, any employee who engages in the above-described activities off campus and whose activities impede his/her ability to effectively perform his/her employment shall be subject to appropriate discipline. Any student, employee or group found to be in violation of federal, state or local narcotic or controlled substance laws on University premises will be subject to appropriate student discipline or employee discipline up to and including suspension or termination. Students, employees and groups whose behavior and/or conduct is a result of alcohol or other drug misuse/abuse on campus or as a part of any University activity may be required to undergo, at their own expense, a pre-assessment (screening) at the University Counseling and Career Planning Services or Health Services and/or clinical assessment at an appropriate agency identified by the
University. The welfare of the student or employee comes first and discipline may be deferred or dismissed depending upon the severity of the violation. Any containers of beer, wine or distilled spirits which are being transported in a private automobile must be sealed and covered while on University premises.

University Sanctions For Violating Alcohol And Drug Policies

Sanctions for violations of University policies, regulations and guidelines and local, state, or federal laws may include, but are not limited to: appropriate rehabilitation programs, expulsion, suspension, termination of employment and/or referral to authorities for prosecution, counseling, job reassignment. University or public service, educational projects, restitution or fines, withdrawal from classes or probation. Disciplinary sanctions for the illegal sale or distribution of controlled substances may subject the offender to sanctions up to and including expulsion, suspension, termination and/or referral for prosecution. For specific definitions of sanctions and procedures for handling disciplinary actions for students and employees, refer to faculty, staff and student handbooks.

Health Risks Of Drug And Alcohol Use

Illicit drugs as well as alcohol and other drugs have various effects on the body and mind. The initial, short-term effects may be positive feelings like alertness, optimism, self-confidence, energy or stress relief. These positive feelings and reactions are the primary reason drugs have appealed to so many for so long. However, the secondary, long-term, negative effects far exceed the initial positive effects.

Effects of use on the body:

• mood swings/impaired judgment
• depression/mania
• sleep disturbances and irritability
• increase in aggressive or combative behavior
• heart and/or breathing difficulties/death
• increased susceptibility to bacterial and viral infections
• liver damage
Signs that indicate a person is becoming dependent on a substance:

• Increased tolerance - takes more and more to get the desired effect. This increases the risk of overdose.
• Changes in relationships with friends and family
• Withdrawal symptoms such as nausea, shakiness, headaches, convulsions, hallucinations, etc.
• Psychological dependence – thinking that using a substance will help him or her get through the day.

UA Little Rock does not discriminate on the basis of disability in admission, employment or access to its programs and activities in accordance with section 504 of the Rehabilitation Act of 1973 and Title I and II of the Americans with Disabilities Act of 1991 (ADA). Under ADA, current illegal drug use is excluded from the definition of disability when a “covered entity” acts on the basis of such use. The definition of “individual with a disability” does include persons who are in or who have completed a supervised drug rehab program or have been otherwise rehabilitated and are no longer using.

Drug Counseling And Treatment Programs

Education

The process of providing information concerning drug abuse to students, faculty, and staff is conducted through the classroom, self-help groups, literature, and individual counseling and campus-wide activities. Educational activities in the classroom are provided on undergraduate and graduate levels. A resource list of speakers, to provide classroom presentations or workshops on substance abuse are available at Health Services. Counseling and Career Planning Services and Health Services provide free literature, handouts, videos, individual counseling, one-on-one information sessions, and referrals. The University provides an annual Alcohol/Drug Awareness Week to educate the campus population in the areas of substance abuse, risk reduction and self-assessment.
Treatment

Counseling and Career Planning Services provides support services to individuals, couples, groups and families. Available techniques include crisis intervention, problem-solving strategies, and group therapy and intervention techniques. Free confidential assistance is available to all UA Little Rock employees from the Arkansas Employee Assistance Program. Self-help groups such as Alcoholics Anonymous and Narcotics Anonymous meet in the community. Counseling and Career Planning Services facilitates groups that deal with issues such as co-dependency and addictive personalities.

The term “controlled substance” means any drug listed in 21 U.S.C. Section 812 and other federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, Heroin, Marijuana, Cocaine, PCP, and “Crack”. They also include “legal drugs” which are not prescribed by a licensed physician.

Each employee is required by law to inform the University within five (5) days after he or she is convicted of violation of any federal or state criminal drug statute where such violation occurred on the agency’s premises. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any federal court, state court or other court of competent jurisdiction. UA Little Rock is required to notify the Federal Funding Agency of the conviction of any employee for drug use or abuse who is employed in a position utilizing federal funds or a federal grant within ten (10) days of receiving notice of the conviction from the employee or otherwise receiving actual notice. If an employee is convicted of violating any criminal drug statute while in the workplace, he or she will be subject to discipline up to and including termination. Alternatively, the University may require the employee to successfully finish a drug program sponsored by an approved private or governmental institution.

Abiding by the Drug-Free Workplace Policy is considered a condition of employment for all state employees. This policy is intended to comply with the rules published by the Federal Office of Management and Budget on January 31, 1989, in the Federal Register, implementing the Drug-Free Workplace Act of 1988 and the Governor’s Executive Order 89-2 dated March 30, 1989.
(UP 516.1; 516.2; 4/1/2010)

Telephones and Wireless Communication

Telephones are provided for University business. Personal long distance calls must not be charged to a University telephone even though reimbursement is intended. The university recognizes that the performance of certain jobs may be enhanced by the provision of wireless communication devices such as cellular telephones. Upon identification of an official university business need, a department head may request approval for an employee to obtain a university provided cellular telephone.
(UP 308.4 7/1/2010)

Traffic and Parking Regulations

Regulations for parking and traffic control, with appropriate penalties for violations, have been developed by a campus committee and approved by the Board of Trustees. Any faculty member, staff, or student who parks a vehicle on campus must have a valid parking permit. Permits and copies of regulations with a map indicating reserved and restricted zones may be obtained at the Department of Public Safety.

(Act 328 of 1967; BP 240.1, 5/3/91)

Travel

Regulations

Arkansas law sets forth certain rules and regulations with respect to travel and travel allowances. It also prescribes the forms and procedures for reporting, approving, and paying such travel allowances for all officers and employees of state government or for other persons who are authorized to carry out official duties in connection with the business of the state. In addition, the law places the authority and responsibility for
authorizing and approving travel expenses with the administrative head of the agency, department, or institution.

Based on the authority granted to it under state law, the UA Little Rock has established Travel Rules, Regulations, and Procedures that are applicable to all colleges, departments, offices, employees, and official guests of the university.

For guidelines and additional information, see


UP 308.7, 12/18/2015

Private Vehicles

Current regulations pertaining to use of private vehicles on university business and officially approved trips may be found through the Vice Chancellor of Finance and Administration’s office. Authorization for operation of state vehicles and private vehicles on approved business is required.

Subject to certain limitations, the University will pay a mileage allowance on a private vehicle used by the owner on officially approved trips of University business.

University Vehicles

University vehicles may be used for official business within the limit of availability. Faculty members must receive authorization to operate a university vehicle through the Office of the Vice Chancellor for Finance and Administration. A requisition, separate from the travel requisition, must be submitted through regular administrative offices to use a University-owned vehicle. Facilities Management manages the university motor vehicle pool. Each vehicle is equipped with a set of rules and regulations with which the driver should become familiar before starting a trip. They cover such things as purchasing gas and oil, repairs, and what to do in case of an accident.
When students are transported to University-sponsored events or on officially approved trips using University vehicles, a form must be submitted. The Office of the Vice Chancellor for Finance and Administration is the contact point for student travel. See [https://ualr.edu/policy/home/business/student-travel/](https://ualr.edu/policy/home/business/student-travel/)

UP 309.5, 4/26/2016)

**University Property**

**Sale of University Property**

Sale of university property or equipment must be authorized by the state Office of Marketing and Redistribution after campus approvals have been secured. Details of the sale are handled through the approved redistribution process. Actual invitations for bid for the sale of university property are issued by Office of Procurement Services.

(UP 405.4, 7/1/2001)

For information on real estate transactions, see [https://www.uasys.edu/campus-resources/real-estate-transactions/real-estate-sales/](https://www.uasys.edu/campus-resources/real-estate-transactions/real-estate-sales/)

**University Facilities**

**Statement of Principles**

The University of Arkansas has an obligation to its students and to the larger society of which it is a part to provide the fullest opportunity for a free exchange and critical evaluation of diverse viewpoints. This means freedom to teach, freedom to learn, freedom to discuss, and freedom to expose ideas to the critical analysis appropriate to the University setting. In order to accomplish this mission, the administration, faculty, and students have a continuing responsibility for preserving the properly directed use of the institution’s freedom to teach, to discuss, and to explore.

The University’s dedication to the spirit of free inquiry requires the examination and evaluation of controversial viewpoints, but obviously does not require the endorsement of such viewpoints.
Divergent points of view must be recognized, but at the same time kept within a framework of orderly conduct in accordance with human dignity, respect for the individual, and the responsibilities of the University. The University is not available for exploitation, and special interests out of harmony with its educational objectives are not to be served.

a. Faculty and Staff
A member of the faculty shall be free to invite outside speakers to participate in any class, conference, or institute which is a part of the University educational program.

Any college, department, or other organization of the faculty or administration, any organization composed exclusively of faculty or University employees, and any other organization whose membership includes University faculty members and which exists solely for the benefit of the University or for scholarly pursuits may use University facilities to hold meetings, subject only to local regulations regarding room scheduling.

b. Student Organizations
Any recognized student organization may use University facilities for meetings performances, and other organized activities subject to campus policies governing such activities.

For guidelines and additional information, see

(BP 705.1, 9/14/2018; AUSP 715.1, 9/9/2018)

University’s Name and Trademarks
The name of the University of Arkansas is used in a great many contexts and for a wide range of purposes. This policy governs the use of the University of Arkansas name and all other University trademarks. The term “trademark” as used in this policy includes any trademark or service mark as those terms are defined in the Lanham Act, 15 U.S.C. §§
1051 et seq., and any logo, insignia, seal, crest, design, image, symbol, color or sound or any combination of these. 
For specific guidelines and limitations, see BP 100.7, revised 3/30/2017 

Off-Site Use of University Equipment

University equipment must not be taken off site without supervisor approval. Supervisors should maintain records of authorization, off-site location, and intended off-site use of university equipment. During state audits, auditors may require that offsite equipment be produced for inspection. State law and state regulations closely control the acquisition, use, and disposal of university equipment, whether located and used on campus or off-site. Newly purchased equipment must be tagged and listed on the university inventory. When university employees wish to dispose of unworkable or outdated equipment, the department head should contact the inventory control employee in the Office of Financial Services. 
(UP 405.2, 4/1/2010)

Chapter 8

Resources

Federal Laws and Executive Orders

The following federal laws and executive orders pertaining to nondiscrimination apply to the operation of all units of the University:

**Title VI of the Civil Rights Act of 1964** prohibits discrimination on the basis of race, color, or national origin by educational programs receiving federal funds.

**Title VII of the Civil Rights Act of 1964**, as amended by the Equal Employment Opportunity Act of 1972, prohibits discrimination in employment (including hiring,
upgrading, salaries, fringe benefits, training, and other conditions of employment) on the basis of race, color, religion, national origin, or sex.

**Executive Order 11246, as amended by Executive Order 11375**, prohibits discrimination in employment on the basis of race, color, religion, national origin, or sex by institutions with federal contracts of more than $10,000.


**Title IX of the Education Amendments of 1972** (Higher Education Act) prohibits discrimination against students or others in educational programs or activities on the basis of sex.

**Title VII (Section 799A) and Title VII (Section 845) of the Public Health Service Act**, as amended by the Comprehensive Health Manpower Training Act and the Nurse Training Amendment Act of 1971, prohibits discriminatory admission of students to federally assisted health personnel training programs and discriminatory employment practices in these programs based on sex.

**The Age Discrimination in Employment Act** applies to people age 40 and over and forbids discrimination on the basis of age unless age is a bona fide occupational qualification. The University may not advertise to indicate a preference or limitation on age, discriminate in hiring on the basis of age, or deny career opportunities on the basis of age.

**Title VII and Title VIII of the Public Health Service Act**, as amended, prohibits discrimination on the basis of sex in admitting students and against employees who work directly with students in health personnel training programs.

**The Vietnam Era Veterans’ Readjustment Act of 1974** requires all institutions with federal contracts of $10,000 or more for procurement of personal property and nonpersonal services (including construction) to take affirmative action to employ and promote qualified disabled veterans and veterans of the Vietnam era. That period is defined as the time between August 5, 1964, through May 7, 1975.
The Rehabilitation Act of 1973 (Section 503/504) prohibits discrimination against qualified individuals with disabilities in educational programs, activities, and employment when the institution receives federal funding.

The Immigration Reform and Control Act of 1986 requires employers to verify the citizenship status of all new employees.

The Americans with Disabilities Act of 1990 prohibits discrimination against and requires accommodations for persons with disabilities in employment, public accommodations, public services, transportation, and telecommunications.

For inquiries concerning the application of any federal law or regulation, contact https://ualr.edu/humanresources

Administration and Governance Authority of the University of Arkansas System and UA Little Rock

A 10-member Board of Trustees, each member appointed by the governor to a 10-year term, makes policy for the 18 principal campus units, divisions, and administrative units of the University of Arkansas System.

In the event of a discrepancy or inconsistency between UA Little Rock policies and Board of Trustees or UA Systemwide Policies and Procedures, Board of Trustees or Systemwide Policies and Procedurestake precedence.

University of Arkansas Board of Trustees Policies

Board of Trustees Policies are established by the Board of Trustees of the University of Arkansas and applicable to the campuses, divisions and units of the UA System. These policies are referenced throughout this handbook, using the acronym BP. For access to these documents, see

https://www.uasys.edu/policies/board-policies/
University of Arkansas Systemwide Policies and Procedures

UA Systemwide Policies and Procedures (UASP) are instituted by the President’s Office of the University of Arkansas with the purpose of providing guidance and direction to campuses regarding certain administrative subjects. This may include guidance related to existing Board of Trustees Policies and other guidance that cannot be appropriately addressed in Board policy. Throughout this handbook the acronym UASP is used to reference current systemwide policies and procedures. For access to these documents, see

https://www.uasys.edu/policies/ua-system-policies/

UA Little Rock Policies

Every attempt is made to ensure that policies and procedures in this Faculty Handbook reflect current, approved policies and procedures for the campus within guidelines of the University of Arkansas system (BP, UASP) and those approved on campus. Throughout this handbook the acronym UP is used to reference approved UA Little Rock policies.

UA Little Rock Faculty Senate actions

Faculty Senate legislation and policies are indicated according to the date approved and listed as FS. In some instances these actions are also coded as UP.

Campus and Facilities

For more information about the UA Little Rock campus and its buildings, see

https://ualr.edu/about/campus/

History of UA Little Rock

For more information about the history of UA Little Rock, see

https://ualr.edu/about/history/
Strategic Plan and Goals

The University, through its various programs, works toward five goals within the strategic plan:

Goal 1 Student Success: UA Little Rock will prepare its students for success.
Goal 2 Resources: UA Little Rock will strengthen and support the human resources and infrastructure necessary to fulfill its mission and vision.
Goal 3 Research & Creative Endeavors: UA Little Rock will encourage and support research and creative endeavors.
Goal 4 Community Engagement: UA Little Rock will serve as an active partner in the community.
Goal 5 Diversity & Global Citizenship: UA Little Rock will improve diversity, inclusion, equality and global understanding in the campus community.

For more information about the strategic plan, see

https://ualr.edu/about/home/strategicplan/

Academy for Teaching and Learning Excellence (ATLE)

The mission of the UA Little Rock Academy for Teaching and Learning Excellence is to foster excellence in teaching and learning through sharing ideas, collaborating, and building a strong community of engaged teachers and learners. For additional information and opportunities offered by ATLE, see

https://ualr.edu/atle/

Bookstore

The bookstore is located on the first floor of the Donaghey Student Center. Textbooks may be ordered online using FacultyEnlight, accessible through the faculty resources tab on the bookstore website. To access the UA Little Rock Bookstore online see,

https://ualr.bncollege.com
BOSS

BOSS is a self-service information system used by UA Little Rock employees and students to update personal information, change passwords, and view academic and financial records. Services for faculty include access to class rosters, declared majors, degree audits and student transcripts. Access to BOSS is limited to current UALR affiliates, including students, employees, and guests.

To login to BOSS, go to

https://boss.ualr.edu

Community, Careers and Extended Programs

Extended Education at UA Little Rock identifies, creates, and supports non-credit educational opportunities to enhance the intellectual capital of all those who desire lifelong learning and development, as well as to serve the needs of today's evolving workforce. Commitment and resources extend beyond the traditional university setting to accommodate educational and training needs in a variety of program formats and settings. Extended Education programs are designed to help individuals grow — whether it's exploring an interest, developing skills or shifting careers. It also fosters a love of learning through innovative, educational experiences for all ages and people. For additional information, see

https://ualr.edu/community/extended-education/

Disability Resource Center (DRC)

The Disability Resource Center works with faculty, staff, and students to make UA Little Rock accessible to everyone. For more information, see the DRC website at
Discounts

Information regarding tuition discounts and some other discounts available to faculty are provided on the Human Resources website. For additional possible discounts, contact the HR office.

https://ualr.edu/humanresources/employee-discounts/

eLearning

The mission of eLearning is to ensure the academic excellence of online education at UA Little Rock in a manner that maximizes an environment of user-friendly education and universal inclusion, thus providing online students with an engaging learning experience. eLearning provides optimal functionality in support of units, faculty, contracts, and assessment to ensure logistics are properly carried out. The mission requires intensive focus on maintaining current online programming and promoting the development of future online programs.
For additional information, resources and support for online teaching, see https://ualr.edu/elearning/

Information Technology Assistance Center

The mission of IT services is to provide technology solutions that enable student success and support the University community. For more information, see IT services website at

https://ualr.edu/itservices/

International Student Services

The mission of the Office of International Student Services (OISS) is to actively promote international and intercultural understanding and to cultivate a mutual commitment and support for international education throughout the campus community.
Records and Registration

The Office of Records and Registration acts as a registration resource for students and faculty alike and maintains the official academic records of all UA Little Rock students. The office provides a number of online services to students through their BOSS account, such as: registration, enrollment verification, degree verification and ordering official transcripts. Students can also print a copy of their unofficial transcript through BOSS.

Scholarly Technology and Resources (STaR)

STaR supports teaching and learning in the online environment. For more information visit,

https://ualr.edu/star/

Student Academic Integrity and Grievance Policy

The University has developed certain regulations to make possible an orderly academic environment where all members of the community have the freedom to develop to the fullest extent.

Academic dishonesty cannot be condoned or tolerated in the University community. Such behavior is considered a student conduct violation, and students found guilty of committing an academic offense on the campus, or in connection with an institution-oriented or sponsored activity, or while representing the University or academic department, will be disciplined by the University.

Students may not gain undue advantage over their classmates by deceptive or dishonest means. Throughout their education students should be impressed with the facts that cheating, duplicity, unauthorized reproduction of classroom materials, and plagiarism are morally degrading and that such practices seriously interfere with learning and intellectual development. It is a responsibility of instructors to make every effort to prevent
dishonesty, protect honest students, and take appropriate action in instances of dishonesty. It is the responsibility of the student not only to abstain from cheating, but in addition, to avoid the appearance of cheating and to guard against making it possible for others to cheat. Courtesy and honesty require that any ideas or materials borrowed from another must be fully acknowledged. It is the obligation of each student to report all alleged violations of academic integrity to the instructor, as well as the responsibility of all instructors to report all alleged violations of academic integrity to the Office of the Dean of Students.

Students may not reproduce, in whole or in part, classroom lectures or study materials presented by a professor without specific approval in advance by the professor. Publication of any such material shall only be with the express consent of the professor.

The determination that a student’s work was the result of dishonest action can be considered in the instructor’s evaluation of that work and in the determination of the course grade. In addition, disciplinary action will be taken by the appropriate University official (Dean of Students representative) or by the Academic Integrity and Grievance Committee.

**Academic Offenses**

**Definition of Academic Offenses**

The following list identifies categories of offenses that are subject to grade penalty and disciplinary action. This list is not intended to be exhaustive.

a) **Cheating on an examination or quiz:** To give or receive, to offer or solicit information on any quiz or examination. This includes the following classes of dishonesty: (a) copying from another student's paper; (b) use during the examination of prepared materials, notes, or text other than those specifically permitted by the professor; (c) collaboration with another student during the examination; (d) buying, selling, stealing, soliciting, or transmitting an examination, or any material purported to be the unreleased content of a coming examination, or the use of such material; (e) substituting for another person during an examination or
allowing such substitution for oneself;(f) bribery of any person to obtain examination information.

b) **Plagiarism:** To adopt and reproduce as one's own, to appropriate to one's own use and incorporate in one's own work without acknowledgment, the ideas of others or passages from their writings and works.

c) **Collusion:** To obtain from another party, without specific approval in advance by the professor, assistance in the production of work offered for credit to the extent that the work reflects the ideas or skills of the party consulted rather than those of the person in whose name the work is submitted.

d) **Duplicity:** To offer for credit identical or substantially unchanged work in two or more courses, without specific advance approval of the professors involved.

**Academic Integrity and Grievance Committee**

This committee is a Faculty Senate committee. To see its makeup and purpose, see the Constitution of the University Assembly of the University of Arkansas at Little Rock, Article III. It provides the members of hearing panels. The AIGC shall follow these procedures for conducting academic offense hearings. The procedures shall be distributed to all members of the committee by the associate vice chancellor for academic affairs. Reasonable deviations from the time frame or procedures will not invalidate a decision unless the deviations cause significant prejudice to the student.

There are two types of procedures: one for students enrolled in a course and one for students who are not enrolled in a course. In either case, students are encouraged to consult the UA Little Rock Student Handbook, Section VII. Administration of Student Discipline, Sub-section. Student Rights and Privileges Regarding Academic Offenses.
Steps Toward Redress for Academic Offenses

a. Academic Dishonesty Procedures for Students Enrolled in a Course

These procedures are applicable when a student is enrolled in a course, and an instructor suspects the student of cheating, plagiarism, collusion, or similar activity, and when the suspicion is supported by substantial facts or evidence.

The instructor is responsible for notifying the student in writing of the specific allegations within five class days of identifying the offense, (using the Allegation of Academic Offense Form), delivering this form by mail, by email, or in person; also, the instructor is responsible for retaining a copy of the form, and for forwarding one copy each to the relevant department chairperson and to the Office of the Dean of Students.

Upon receipt of the notice form, the student is responsible for contacting the instructor for the purpose of arranging a conference; both parties are then responsible for cooperating as necessary to conduct the conference within five class days of the student’s receipt of the notice. The purposes of this conference are:

a. to ensure that the student is aware and understands the specific violation and the substantiating evidence; and,

b. to ensure that the student has ample opportunity to present to the instructor his or her position and explanation.

If the student admits to academic misconduct or the instructor still believes a violation occurred, a grade penalty can be imposed. Regardless of the outcome of this conference, the instructor is responsible for immediately notifying the Office of the Dean of Students of the results.

If the instructor and student reach agreement that the student is responsible for the violation, a grade penalty may not be imposed until and unless the student has failed to file a formal appeal by the official deadline for filing, or has signed an informed-decision waiver of the right to appeal, after conference with the Dean of Students representative. If no formal appeal or waiver has been filed by the student at the expiration time of the allowable period, the instructor may immediately impose a grade penalty.
A grade penalty may be imposed only by the instructor. It is recommended that if a student is found to be responsible for the violation, the instructor will consider the individual circumstances, nature or severity of the offense, similar class violations, etc., before assessing the grade penalty. Grade penalties for consideration for academic offenses are:

- a grade of $F$ in the course,
- a grade of $F$ on the examination, project, etc.,
- a grade adjustment,
- no credit for material presented.

If the conference's outcome is that the instructor continues to believe with objective cause that the student is responsible of an academic offense, and yet the student maintains a position that they are not responsible, then grade penalty may not be imposed until one of the two following conditions has been met:

- Either 10 class days have passed since the student's receipt of the Allegation Form, and no official appeal or waiver of rights to a hearing (Disciplinary Alternative Form) has been filed by the student; or
- The student has filed an appeal within the prescribed 10 class days, and has pursued the University's judicial appeals procedures to the maximum possible extent desired, and has been ultimately determined through and by those means to be responsible of the offense.

The student shall schedule a meeting with the representative from the Office of the Dean of Students after meeting with the instructor. Subsequently both the student and the representative from the Office of the Dean of Students are responsible for cooperating as necessary to conduct the conference no later than five class days from the date the student met with the instructor.

The purposes of this conference will differ, as will responsibilities pertinent to it, depending upon whether the student acknowledges responsibility regarding the academic offense. Therefore, two categories follow:

In a case wherein the student has acknowledged responsibility for the academic offense to the instructor and also maintains that position after conference with the
Dean of Students or designee, and the offense warrants a severe penalty such as expulsion or suspension, the dean or designee will, within three class days, refer the case to the Academic Integrity and Grievance Committee. If the offense does not warrant a severe penalty such as suspension or expulsion, designee from the Office of the Dean of Students will elect one of two options:

a. the representative from the Office of the Dean of Students, with agreement of the student, may opt to directly impose disciplinary sanction, provided due process conditions have been met in the student's interest; or

b. the case may be referred to the Academic Integrity and Grievance Committee for disposition.

In a case wherein the outcome of the instructor/student conference is that the student does not acknowledge responsibility for the academic offense, the Dean of Students or designee will review the following information with the student: the specific violation and evidence, student's rights and privileges, appeal procedures, operating policies of the Academic Integrity and Grievance Committee, disciplinary proceedings, etc.

After this review, if the student changes their position and acknowledges responsibility, the dean or designee will immediately notify the instructor and the relevant department chairperson.

If the student continues to maintain their position that they are not responsible for the violation, the dean or designee will offer to assist the student in writing a statement of appeal; this formal written statement of appeal, when it is delivered to the chairperson of the Academic Integrity and Grievance Committee, constitutes the student's initiation of the University's judicial appeals procedures. The student is responsible for delivering the appeal statement to the Academic Integrity and Grievance Committee chairperson or designee. This delivery must take place no later than 10 class days from the date of the student's initial receipt of the Allegation Form.

Regardless of the outcome of the conference between the dean/designee and the student, the dean/designee is responsible for immediately notifying its results to the instructor and to the relevant department chairperson.

The student's conferences with the instructor and with the Dean of Students or designee are mandatory steps prerequisite to the filing of an official appeal. The intent of this guideline is to ensure that all reasonable efforts have been made to
resolve the outcome of the academic offense allegation before the matter is brought to the Academic Integrity and Grievance Committee.

The Academic Integrity and Grievance Committee chairperson or designee is responsible for immediately notifying the following persons, upon receipt of a student's appeal in regard to allegation of academic offense: the relevant instructor, the department chairperson, and the Dean of Students.

The student has the right to attend classes until the appeal is resolved. The student may not withdraw from a course while an allegation of academic dishonesty in that course is being considered. If the student withdraws from a course after receiving notification of an allegation of academic dishonesty, the student will be reinstated, pending final adjudication of the allegation.

At the conclusion of the consideration process:

a. If academic dishonesty is found and a grade of “F” in the course is assigned, then the failing grade will be recorded and remain on the student's transcript.

b. If academic dishonesty is found and a penalty less than a grade of “F” for the course is assigned, then the student may continue in the course or withdraw from the course at that time as long as it is before the final withdrawal date indicated in the academic calendar.

c. If academic dishonesty is not found, the student may continue in the course or withdraw from the course at that time.

d. If academic dishonesty is not found, and the student was prevented from withdrawing from the course because the deadline passed during the consultation and appeal process, the student is eligible for the same opportunity to withdraw from the course they would have had at the time they were accused including any refund of tuition.
If the consideration process is not completed before the end of a semester, a temporary grade not affecting the student’s GPA will be submitted until the adjudication process is completed. The student may re-take a course in which a grade of “F” is assigned as a penalty for academic dishonesty. However, in such cases, the original grade of “F” will not be replaced but instead be included in the calculation of the student’s cumulative GPA along with the subsequent grade received.

**Academic Dishonesty Procedures for Students Not Enrolled in a Course and Students Representing an Academic Department or the University in a University-Oriented or Sponsored Activity On or Off Campus**

When an instructor on his or her knowledge or on information given by a student believes that a student has behaved dishonestly, he or she should immediately notify the Dean of Students of the suspicion of cheating, plagiarism, collusion, or the like. On receiving the notification of the alleged academic violation, the Dean of Students shall investigate, consult the involved instructor(s), and summon the student(s) for a conference within five class days. No action shall be taken until the student has been informed of the violation, has been given an opportunity to present his or her defense, and has been notified of his or her right to appeal the case or have a hearing before the Academic Integrity and Grievance Committee. In a case of academic dishonesty in which the student admits responsibility and the offense does not warrant suspension or a severe sanction, the matter may be handled by the Dean of Students, and a lesser disciplinary action (sanction) imposed.

In such cases, the fundamentals of due process shall be followed. This administrative route may be taken when all of the following hold:

- responsibility is admitted by the student(s) involved;
- accused student(s) request this administrative route;
- the student is made aware of the disciplinary action that will be imposed;

and
In a case of academic dishonesty where the student may be suspended, a severe sanction is warranted, or the student maintains that he or she is not responsible for the violation, the case will be referred within five class days to the chairperson of the Academic Integrity and Grievance Committee.

**Procedures for Academic Offenses Referred to the Academic Integrity and Grievance Committee**

The chairperson or designee, on receiving a written appeal or referral from the Dean of Students, will convene a hearing panel within 15 class days to consider whether the student is responsible for the violation and when necessary, the appropriate disciplinary action (sanction).

The student and the instructor will be notified in writing at least 10 class days before the date set for the hearing of the nature of the complaint and of the date, time, and place the case is to be heard. They shall also be notified that, should either party choose not to appear, the hearing will proceed as scheduled. For the purpose of this section, the day after the date of mailing of the letter of notification shall be the first day of the 10-day delay period. The committee shall, when possible hear the case within 15 class days of the time the appeal or referral was filed. The determination of the date, time and place of the hearing will include consideration of the student's and instructor's schedules and of their convenience, but in the interest of fairness, reasonable speed shall be the watchword.

The student and the instructor will be notified that each can bring witnesses in his or her behalf, that each will have a reasonable opportunity for confronting witnesses appearing against him or her, that each has the right to be present during all phases of the hearing, and that each may bring to the hearing two non-participating representatives.

At least five class days before the committee is convened, the student and the instructor must submit to the Dean of Students/designee all the information that each feels is pertinent to the appeal or referral. This information must be in writing and
supported in detail, and it should specify what additional evidence, witnesses and/or legal counsel the student or instructor will bring to the scheduled meeting. Copies of this information will be distributed to all involved parties.

Legal counsel is permitted at academic offense hearings. Legal counsel serves in a non-participatory capacity and is restricted to the role of advisor.

A hearing panel will be selected from the AIGC to consider the appeal. A panel chair will be chosen from among the faculty members present at the hearing panel. A panel to hear appeals for academic offenses consists of the chairperson and three members; of this number, one must be a faculty member and one must be a voting student member. A representative from the Office of the Dean of Students may also attend the hearing. The Faculty Senate/Assembly president and the Student Government Association president or the Graduate Student Association president may appoint temporary committee members during the summer months to hear cases in an emergency and only after the associate vice chancellor has made all attempts to contact committee members and alternates.

The only persons present at meetings of this committee shall be members, the student, the instructor, designated observers, non-participating representatives, and witnesses actually testifying before the committee. With prior notice to the hearing panel, any of the parties involved in the hearing, the student, the instructor, or witnesses, may appear via synchronous technology rather than in person. All proceedings shall be recorded.

Written statements by witnesses in lieu of personal appearance should not be allowed except in rare instances.

During the process of making a determination of responsibility for the alleged violation or in determining the appropriate disciplinary action (sanction), the hearing panel shall consider only that information which (a) has been presented during the hearing and (b) is relevant to the alleged violation.

A decision shall be reached by a majority of the panel members.

- If the hearing panel finds the student is responsible for the violation, the instructor will determine the appropriate grade penalty based on a recommendation from the panel,
and the panel will determine the appropriate disciplinary sanction. In such case, the panel chair may request the Dean of Students or designee to open the student's file to see if there is a prior disciplinary record. If the panel finds the student is not responsible for the violation, the instructor will treat the student accordingly; in any case, no disciplinary sanction or grade penalty shall be imposed until the appeal deadline has expired. The administrative officer will maintain all records during the appeal delay period and on the expiration date will forward all records to the Office of the Dean of Students for filing and appropriate administrative action and notify the instructor to impose the penalty.

- The administrative officer shall notify in writing and deliver within five class days of the hearing to the appropriate persons (the student, the instructor, and the Dean of Students representative) the decision and determination of the case, the disciplinary sanction imposed, and the right of the student, the instructor, or the Dean of Students representative to petition for appeal. The Appeal Procedures and Instructions shall accompany the letter. A grade penalty cannot be appealed.

- If the disciplinary sanction imposed was suspension or expulsion, the administrative officer shall notify the Executive Vice Chancellor/Provost, and the Chancellor in writing of the hearing panel’s decision and the determination of the case, reasons for the decision, sanction imposed, and verify that all involved parties have been notified of their right to petition for appeal in accordance with the University's Procedures and Instructions.

Sanctions Imposed by the Academic Integrity and Grievance Committee
Sanctions which may be imposed by the Academic Integrity and Grievance Committee for academic offenses include but are not limited to the following:

- Administrative Class
- Withdrawal Counseling
- Disciplinary Probation
- Disciplinary Warning
- Expulsion
- Reprimand
- Restitution
- Suspension

Descriptions of sanctions are found in the Student Handbook.

Administration of Conduct Records

Academic records and conduct records are kept separate to minimize the risk of improper disclosure. Disciplinary suspension shall not result in a notation on a student's permanent record. Temporary notice that a student is on suspension and ineligible to return to the University until a certain date shall be attached to the student's official record, i.e. transcript, on the ledger in the Registrar's Office, and in the student's personnel file in the Office of the Dean of Students. This action shall be taken to notify other schools or prospective employers that the student is not presently in good standing with the University. Once the student has reestablished his or her eligibility to return to the University, the temporary note shall be removed. Conduct record information is released only in these circumstances: (1) receipt of written release from the student; (2) demonstrated need to know on the part of University personnel; or (3) receipt of a court order from legal authorities.

Student Rights and Privileges Regarding Academic Offenses

The student has the right to the following:
• Receive a written charge statement to include the nature and the specific charge(s) at least 10 class days before the hearing.
• Be present at the hearing and have an opportunity to speak in own defense and to present evidence.
• Receive names of witnesses and persons testifying against him or her.
• Present witnesses, question University witnesses and persons testifying against him or her, and to review statements submitted.
• Have an opportunity to review the information to be submitted at the hearing in advance to prepare a defense.
• Present a version of the facts through personal and written statements including statements of witnesses or persons testifying,
• Appear alone at the hearing or bring two non-participating representatives of his or her choice (faculty, staff, student, legal counsel, etc.) to advise the student but not to question. The committee may retain University legal counsel to furnish advice in such cases.
• Have a determination of the facts of the case based solely on information at the hearing by the authority that holds the hearing,
• Be informed in writing of the findings and the determination of the case. and the reason(s) for the decision and any sanctions imposed.
• Receive a copy of the summary of the hearing and have a copy of the hearing tape made at his or her own expense.

(FS, 4/26/2018)

Student Grade Appeals

Appeal of Course Grades and Evaluated Program Requirements

The purpose of this policy is to explain the conditions and procedures for the appeal of course grades and other graded program requirements (e.g., comprehensive

Throughout this policy, the term “instructor” refers to the instructor of record who is responsible for issuing the course grade. “Instructor” may also refer to the program coordinator when the program faculty issues a grade for program requirements that do not reside in a course (e.g., comprehensive examination, qualifying examination, thesis, dissertation, and other culminating experiences).

Students may appeal final course grades, results of capstone experiences, comprehensive and qualifying examinations, defenses, and other graded program requirements. The grade appeal process must be initiated by the student within 20 class days from the date the grade is awarded.

A student has the right to appeal a grade if he or she feels the grade was awarded as a result of arbitrary grading. The grade appeal process is not appropriate for a student’s disagreement or dissatisfaction with an instructor’s professional evaluation of coursework. Arbitrary grading is defined here as using standards that are substantially different from those announced by the instructor or described in the course syllabus or program documents.

The student may confer with the Student Government Association or Graduate Student Association president/designee regarding the complaint at any time during the Steps toward Redress for Grade Appeals. The president/designee will listen to the complaint, counsel the student as to the merits of the case, review the steps as outlined in the formal procedures for grade appeals, assist the student in writing the appeal, and may attend the hearing upon the request of the student as a non-participating representative.

Steps toward Redress for Grade Appeals

1. The student will contact the instructor in writing with a request to meet regarding the grade in question. The request for a meeting should be specific that it is to discuss the grade received by the student. The request must be
made within 20 class days after the grade is awarded. There are certain professional courses within the university for which the final grade is awarded upon completion of a designated number of weeks. The student will need to review the time frame for awarding the grade with the department chairperson. A grade appeal cannot be brought forward while an academic integrity matter is being resolved for that course, student, and instructor. In the event the academic integrity matter is resolved in favor of the student, the 20 class days start when the academic integrity process has completed. No instructor shall be allowed to delay the resolution of a grievance by failing to hold a consultation with a student within the designated time, unless bona fide reasons such as illness, personal emergency, or campus absences for professional reasons make this time limit unreasonable. If the instructor is unavailable, the student may skip to Step 2. If the issue is resolved after meeting with the instructor, the student’s grade may be changed in Step 1 of this procedure by written consent of the instructor.

2. If unable to resolve the difference with the instructor, the student shall take the grievance within five class days of this discussion to the department chairperson (or dean, if the instructor involved is the department chairperson). If the instructor who assigned the grade is unavailable, for example, the instructor is no longer employed by the university and is unresponsive to the student’s request for a meeting or is otherwise unavailable and unresponsive, the department chair will confer with the faculty in the department and appoint a full-time faculty member who is knowledgeable of the subject matter to act in the stead of the unavailable instructor. The chairperson shall attempt to resolve the dispute within 10 class days by meeting with the student and the instructor. The student’s grade may be changed at Step 2 of this procedure by the written consent of the instructor. At this meeting the chairperson (or dean) will have the student and the instructor complete and sign the Grade Appeal Form and give a copy to the student. The department chairperson maintains the original. If the student took the course online or does not live within a reasonable driving distance of
the main campus, the grade appeal form may be sent electronically, but it must include scanned or electronic signatures.

3. As a last resort and only after Steps 1 and 2 have been carried out, the student may file a formal complaint in writing within three (3) class days to the associate vice chancellor for academic affairs. The student must meet with associate vice chancellor for academic affairs and bring to the meeting a written statement which clearly explains the basis of the appeal and the Grade Appeal Form. The purpose of this meeting is to: a) confirm that prior steps in the appeal process have been followed properly (if not, the appeal shall be redirected back to the appropriate lower level); b) review the relevant grounds for a grade appeal with the student; and, c) inform the student of the next step in the appeals process. Following the conference, if the student decides to proceed with the formal appeal, the associate vice chancellor academic affairs will immediately consult with the Academic Integrity and Grievance Committee chairperson. On the basis of this consultation, the associate vice chancellor for academic affairs will notify the student in writing that the grade appeal will be referred to the Academic Integrity and Grievance Committee for a hearing or to the vice chancellor/provost if the case does not fall within the purview of the Academic Integrity and Grievance Committee. The student is responsible for demonstrating that arbitrary grading occurred and must proceed with an appeal in good faith. Abuse of the grade appeal process may result in a disciplinary referral by the AIGC to the Office of the Dean of Students for violating the university Code of Student Rights, Responsibilities, and Behavior (Policy Number 516.3).

Procedures for Formal Grade Appeals Handled by the Academic Integrity and Grievance Committee

This committee is a Faculty Senate committee. Its makeup and purpose are governed by the Constitution of the University Assembly of the University of Arkansas at Little Rock, Article III. It provides the members of hearing panels.
The Academic Integrity and Grievance Committee (AIGC) shall handle all aspects of the formal student grade appeals except for a claim of discrimination that is forwarded to Human Resources. The AIGC shall follow these procedures for conducting grade appeal hearings. The procedures shall be distributed to all members of the committee by the associate vice chancellor for academic affairs. Reasonable deviations from the time frame or procedures will not invalidate a decision unless the deviations cause significant prejudice to the student.

1. At least 10 class days before the date set for the hearing, the student and the instructor will be notified in writing of the nature of the appeal and of the date, time, and place the case is to be heard. They shall also be notified that, should either party choose not to appear, the hearing will proceed as scheduled. For the purposes of this section, the day after the date the letter of notification is mailed or emailed shall be the first day of the 10-day period. The committee must hear the case within 15 class days of the time the appeal was filed, if at all possible. The determination of the date, time, and place of the hearing will include consideration of the student’s and the instructor’s schedules and of their convenience, but in the interest of fairness, reasonable speed shall be the watchword.

2. The student and instructor will be notified that each can bring witnesses on his or her behalf, that each will have a reasonable opportunity for confronting witnesses appearing against him or her, that each has the right to be present during all phases of the hearing, and that each may bring to the hearing two non-participating representatives. Legal representation at grade appeal hearings is prohibited.

3. At least five class days before the committee is convened, the student and the instructor must submit to the associate vice chancellor for academic affairs all the information that each feels is pertinent to the appeal. This information must be in writing and supported in detail, and it should specify what witnesses the student or instructor will bring to the scheduled meeting. Copies of this information will be distributed to all involved parties. Students appealing grades are reminded that
the burden of proof is on the student; i.e., the student must be able to support his or her assertion. All submitted materials must be directly related to the conditions for arbitrary grading as defined in this policy.

4. A hearing panel will be selected from the AIGC to consider the appeal. A panel chair will be chosen from among the faculty members present at the hearing panel. A hearing panel for a grade appeal consists of a panel chair, two additional faculty members, and two students. On all grade appeals involving graduate or professional degree curricular matters, at least one graduate faculty member and one graduate student shall be included on the hearing panel. Of this number, all must be present.

5. The hearing panel will not make any decision on a specific appeal until it has been determined that all pertinent written documents, testimony from the student and the instructor, testimony from witnesses and official records from the student’s college or school dean and from the Office of Records and Registration have been submitted and reviewed.

6. The only persons present at meetings of this committee shall be panel members, designated observers, the student and the instructor along with their non-participating representatives, and witnesses testifying before the committee. With prior notice to the hearing panel, any of the parties involved in the appeal, the student, the instructor, or witnesses, may appear via synchronous technology rather than in person. All proceedings shall be recorded except for panel deliberations.

7. Written statements by witnesses in lieu of personal appearance should not be allowed except in rare instances.

8. During the process of making a decision on a case, the panel shall consider only that information which (a) has been presented during the hearing and (b) is relevant to the grounds for a grade appeal.

9. A decision to change or direct changes in a student’s grade requires a majority vote of the hearing panel; in the case of a tie, the grade assigned by the instructor shall stand.
10. Upon conclusion of the appeals hearing, the panel will make a decision in writing and sign appropriate appeal documents. The panel chair will return the master file and the recording of the hearing, and prepare a summary of the findings, decision, and recommendations for the associate vice chancellor for academic affairs within three class days of the hearing. The associate vice chancellor for academic affairs shall send a letter explaining the findings and the decision within 10 class days of such decision to the student, instructor, department head, college dean, and in case of a grade change, to the Office of Records and Registration. Either party may appeal the panel’s decision in writing to the vice chancellor/provost with a copy to the chairperson and the non-appealing party, within 10 class days after receipt of the decision.

11. The vice chancellor/provost shall review the decision of the committee on appeal within 10 class days of receipt of either party’s appeal of that decision. Reasonable deviations from the time frame or procedures will not invalidate a decision unless the deviations cause significant prejudice to the student.

12. The vice chancellor/provost shall have the authority to:
   a. Approve the recommendation of the AIGC panel;
   b. Remand the case to the original hearing panel for rehearing;
   c. Remand the case to a different hearing panel for rehearing; or
   d. Reverse the decision of the hearing panel.

13. The vice chancellor/provost shall notify the appealing party and the non-appealing party of his/her decision within 10 class days of receipt of the appeal. The vice chancellor/provost shall return the records to the associate vice chancellor for academic affairs for filing and for appropriate action. The vice chancellor/provost’s decision shall be final.

https://ualr.edu/policy/home/student/grade-appeals/

(UP 501.6 FS 1/19/2018)
Policies and Procedures for Dealing with Misconduct in Research and Service

For policies and procedures dealing with Misconduct in Research and Service, contact the Vice Provost for Research, the campus integrity officer or the Graduate School.

Transfer Student Support

The Office of Transfer Student Services helps students make a smooth transition for a more successful UA Little Rock experience. The mission is to provide dynamic student service by offering transfer credit evaluations, transition guidance and connections to the UA Little Rock campus community.

https://ualr.edu/transfer/