



FACULTY SENATE

Faculty Senate Meeting Agenda
September 24, 2021
1:00 PM until adjournment
Synchronous Online

Convene 1:01 PM

I. Welcome and Roll Call

CHASSE – Anson, Barrio Vilar, Baylis, Blevins-Knabe, Cheatham, Groesbeck, Hamilton, Harris, Matson, Mitchell, Scheidt, Scranton, Smith; CBHHS – Atkins, ten Bensel, Golden, Hendon, Knight, Leonard, Ruhr, Staley; CSTEM – Baillie, Deng, Hardeman, Kattoum, Milanova, Pidugu, Sharma, Woolbright ; LIBRARY – Macheak ; LAW – Cummings, Woodmansee ; EX OFFICIO – Drale, Bain, Nolen, Wright, Shahan

Absent: CHASSE – Condran (OCDA); CBHHS – Sadaka, Solomon, Woolridge; CSTEM – LeGrand, Ray; LAW – Boles; EX OFFICIO - Chamberlain

II. Announcements

III. Airing of Grievances (2-minute limit)

- Cheatham: Workday double-filing process for conference travel is unduly onerous
- Smith: Conflation of modalities masking excessive workloads for faculty
- Matson: Inconsistencies/different information between calendars/course schedules
- Leonard: Slowing of computers perhaps due to new security technology; disrupting classes
- Wright: AVET visit; every program evaluated as a concern with insufficient faculty
- Hendon: Instance of administrative functions missing semester framework; Qualtrics account being transferred in middle of semester; no response from Thomas Bunton. Such changeovers should occur at semester breaks.

IV. Introduction of New Topics (2 minute limit)

- Leonard: Move to include Wright's grievance as New Topic.
 - Wright: AVET visit; every program evaluated as a concern with insufficient faculty

V. Election of Faculty Senate representative to Faculty Governance Committee

- Committee meets weekly to review governance documents for departments and colleges; pending group of documents requiring first review

- Motion to table until October meeting (Cheatham, Barrio Vilar).
- Passed.

VI. Review of Minutes from August 27, 2021

- Approved

VII. Reports

A. Executive Committee - Amanda Nolen, President of Faculty Senate

- Faculty Review refused by Dr. Bobbitt; awaiting reasons
- Assembly Forum; Flexible work arrangement sought/chief concern
- Faculty enjoy such flexibility; Exec Com advocates for this to be extended to staff
- Resolution introduced:

Be it resolved that the faculty senate recommends that the UA Little Rock chancellor and cabinet review the UA Fayetteville policy entitled “Flexible Work Arrangements including Remote work” (412.3) and consider adoption of this or a similar policy for this campus.

Be it further resolved that after consideration, if the cabinet is unwilling to adopt such a policy, that they provide a rationale to the faculty senate by October 1st.

- Example: UA Fayetteville policy <https://vcfa.uark.edu/fayetteville-policies-procedures/hmrs/4123.php>
- Motion to suspend rules to consider resolution Cheatham, Barrio; Passed
- Resolution moved Cheatham, Barrio
- Discussion
 - Hendon: Concern over potential misuse; wording must be precise and carefully constructed
 - Barrio: Suggests that Hendon be consulted by Cabinet in drafting policy
 - Wright: Pro argument; shift in 21st Century workplace; good place to start
- Motion passes

B. Chancellor’s Report – Christy Drale, Chancellor

- Will consider proposal; may not be able to respond by October 1
- Continuing search for FEI Fellow
- Cedes remaining time to VC Decker
- Questions
 - Barrio: Results regarding study of pay disparities in pay for faculty and?
- A: Some on institutional level; bulk of work on Academic Planning
- Response: Looking at proposal thus far, no evidence of strategy planning; need for expertise

C. Provost's Report – Ann Bain, Provost & Executive Vice Chancellor

- JumpStart program has succeeded; 40 applications will continue for Spring
- Dr. Leach and Social Entrepreneurship student research cohort, with Dr. Rice and graduate student, have secured a Childcare Access grant \$581+K
- Fund to grow financial support for new award (see name)
- Faculty Excellence application packets have gone out (ceremony to include plus other awards)
- Goal for new Learning Commons is January 2022; construction to begin next week
- Questions
 - Barrio Vilar: What is status of pay disparity study?
- A: Workday has slowed process; data being pulled and comparative examples. Expect to submit by end of semester, if not earlier.
 - Follow-up: Purpose of study is internal study, not comparative w/other institutions. Will you be able to report on findings. Can we have this data now (was launched 18 months ago).
- A: Just started comparison.
 - Can we have report at next Senate meeting?
- A: One year and a half process; don't see why it should have taken so long.
 - When will we receive line-item report of costs pre- and post-retrenchment?
- A: Provost can provide this; will need to delete personal identifiers, first. Will provide.

D. Undergraduate Council - Joe Felan, Chair

Submitted; no presentation

E. Graduate Council - Laura Ruhl, Chair

Report shared Ruhl presents (see 59 minute marker)

F. Core Council - Belinda Blevins Knabe, Chair

Submitted; no commentary

G. Enrollment Report - Cody Decker, VC Student Affairs

- Presentation: Enrollment Update (60-96 minute mark)

Questions/topics:

- Hendon: Figures for financial aid not matching with revenue from tuition
 - A: Includes subsidized and unsubsidized aid, and includes housing and meals, plus off-campus costs for students (e.g., rent)
- Matson: Deletion for non-payment policy
 - A: Cannot speak on delete list; need to refer to CFO. Has seen significant progress in terms of processing student accounts. Still comes down to balances for some students (esp. students with \$800 deficit or more on

balance).

- Barrio Vilar: When students are deleted from asynchronous Bb course, all data is lost. Can STaR be included in conversations about balances and access?
 - A: Duly noted. Thank you for that.

Comment/Nolen: This presentation is an overview.

More information will be provided at October Senate meeting.

Dr. Decker will provide slides to Senate.

VII. Old Business

N/A

IX. New Business

- A. **FS_2021_18** Executive Committee (Legislation. Majority vote at one meeting. No second required.) Early Entry Graduate Students Eligibility for Graduate Assistantships

Be it resolved to revise the Graduate Assistantship Policy (Rev. 2016) to allow students enrolled in a 4+1 program be eligible for graduate assistantships during their 5th year. Revisions are in Attachment A (underline indicates addition; strikethrough indicates deletion); and

Be it further resolved that if approved, implementation of the change would go into effect July 1, 2022.

Commentary: Early entry, or 4+1 programs allow participating students to combine their undergraduate studies with related graduate-level work. This enables these students to complete their graduate degree in a shorter amount of time. However, because, at least for a portion of the program, they are completing courses for both the undergraduate and graduate degrees, they are admitted by the Graduate School on a provisional basis.

Provisionally admitted students are ineligible for graduate assistantships. This modification allows students who are enrolled in 4+1 programs to be eligible for assistantship. They must be informed that doing so might make them ineligible for undergraduate (PELL) financial aid.

- Matson introduces/moves. No 2nd req.
 - Wright: Friendly motion to amend implementation date to immediately. Accepted.
 - Barrio Vilar: Clarify need/status upon acceptance/enrollment.
- Passed.

B. FS_2021_19 Honors and Awards Committee (Legislation. Majority vote at one meeting.No second required.) Expansion of Faculty Excellence Awards

Be it resolved to revise the Faculty Excellence Awards Policy (403.8; Rev. 2018) and add two new award categories: Excellence in Early Career and Excellence in Social Justice. Revisions are in Attachment B (underline indicates addition; strikethrough indicates deletion); and

Be it further resolved that if approved, implementation of these changes will go into effect immediately.

Commentary: When the UA Little Rock restructured the academic colleges, the number of academic colleges was reduced from five to three. Accordingly, the opportunities for faculty to be rewarded for excellence was reduced as well. By expanding the Faculty Excellence Awards, more faculty become eligible to participate in the program.

- Lindsey Baertlein and Chelsea Bradley present.
- Referred back to committee

X. Open Forum

XI. Adjourn (3:39 PM)

Attachment A: Graduate Assistantship Policy (Rev. 2016; FS_2016_15)

The primary purpose of graduate assistantships are, (1) to recruit and retain quality graduate students to UALR degree programs who will provide services in support of the teaching, research, and service missions and administrative functions of UALR, and (2) to partially support graduate students while pursuing their graduate degrees. This policy speaks to the definition of a graduate assistantship, the types, duties and responsibilities of graduate assistants, eligibility, and other related issues.

Definition

A graduate assistantship is a cash stipend made to a graduate student for services provided by a graduate student in support of the mission and functions of the university. Graduate assistantships will be accompanied by a tuition remission (see Compensation and Benefits section).

Duties and Types of Graduate Assistantships

Assistantship duties may vary considerably both within and between programs. While it is recognized that clear and distinct boundaries between different types of assistantships sometimes may not be clearly defined, graduate assistantships will come in four basic types (listed below). The type of assistantship given to a student should be that which, in the judgment of the unit in which the student serves, most closely reflects the primary activity of the student, based on the following descriptions:

Graduate Research Assistantships (GRA) . Students work primarily on a research project that may potentially lead to a thesis or dissertation or other scholarly output. Typically, these assistantships are externally funded and, in the best case scenario, the work assignment is aligned with or related to the student's own research project, although this may not always be the case.

Graduate Teaching Assistantship (GTA) . Students work in support of the teaching mission of the university. Their work may involve, but not be limited to, teaching, class or laboratory setup, grading papers, running tutorial sessions, online course support, and other instruction related activities.

Graduate Service Assistantship (GSA) . Students perform a professional service, in many cases with external funding for an off campus client that does not involve research in its usual sense of the word. Examples of such services might include, but not be limited to, the College of Education student performing a service project in a K12 school system, a mass communication student implementing a new program for a radio station, or an MBA student helping a small business develop a business plan.

Graduate Administrative Assistantship (GAA) . Students work on campus in a nonprofessional administrative capacity providing useful services to administrative (e.g., the Library, Graduate

School, Provost's Office, etc.) and/or academic units (e.g., History Department, Business College, etc.). As opposed to the other three graduate assistantship types, which are meant to contribute to a student's academic development, GAA assignments are designed to be support mechanisms in which a student receives pay for service with no expectation of an academically enriching experience.

Eligibility

To be qualified to receive a graduate assistantship, graduate students must be recommended by their graduate program coordinator, be fully admitted (regular admission) to a degree granting graduate program or be admitted (provisional admission) to an early entry 4+1 graduate program, meet the applicable minimum GPA requirement, and meet one of the following enrollment requirements:

Fall and Spring Students: In the fall and spring terms, students receiving assistantships must be fully admitted (regular admission) to a degree granting graduate program, meet the applicable minimum GPA requirement, and carry a minimum course load of nine (9) graduate hours for a fulltime assistantship and five (5) graduate hours for a halftime assistantship. Audited courses are not counted toward meeting this course load requirement. Students in their final semester may request a reduced course load by petitioning the graduate dean.

Summer New Students: Students admitted for summer term who receive assistantships must register for at least 1 hour in the summer term.

Summer Current Students: If a student receives a summer assistantship (the period between May 16 and August 15), and the student was registered for the immediately preceding spring semester and has registered for the following fall semester, the student is not required to register for the summer term. However, the student's department may require the student to register in summer

Graduate students wishing to continue their assistantship must maintain good academic standing as defined in the Scholastic Standards Policy. No student may be concurrently assigned to more than one fulltime assistantship or two halftime assistantships.

Graduate students who are admitted to a graduate degree program with a provisional or conditional status due to academic deficiencies are not eligible for graduate assistantships. Graduate students admitted in a graduate certificate program and not in a graduate degree program are not eligible for graduate assistantships.

New students in a graduate program typically must have a 3.0 undergraduate GPA; some graduate program requirements may allow for an exception if, for example, a student meets a specified higher GPA over the final 60 hours of their undergraduate program. Continuing students must be in good academic standing for their program. The UALR Graduate School requires students to maintain a cumulative graduate GPA of 3.0 or higher, although some graduate programs may have higher or additional requirements.

New applicants for a UALR graduate assistantship must apply directly to their academic units. Continuing graduate students must reapply for assistantships in the same manner at the beginning of each fall semester thereafter.

Appointment

Graduate assistantship appointments are made through academic units, graduate programs, the Graduate School, and administrative units of the university. The Graduate School does not hire or appoint GAS for the academic units or complete hiring forms for the academic units. Graduate assistants must be provided a letter of appointment that clearly defines the duties, term, and expectations of the graduate assistantship appointment. Funding sources for graduate assistantships include the operating budgets of the UALR Graduate School and other academic or administrative departments (internally funded assistantships), grants, gifts, or endowments (externally funded assistantships).

Compensation and Benefits

Compensation and benefits of graduate assistantships typically include (1) a monthly stipend based on working 20 hours per week (fulltime assistantships) or 10 hours per week (half time assistantships), (2) tuition remission equal to nine graduate hours for (fulltime assistantships) or tuition remission equal to 4.5 graduate hours for (half time assistantships).

For students who have been granted an exception to the required enrollment minimums (see Eligibility), the amount of tuition remission will be equal to the total hours in which they are enrolled. The tuition support does not include student fees or books. Audited courses are not covered by the tuition remission. Tuition for undergraduate courses typically is not covered by this remission. The dollar amount of the stipend, which at a minimum will be \$3,225 (half time) and \$6,450 (fulltime), varies depending upon the funding source. While assistantships are generally based on semester, academic year, or calendar year time periods, other time periods may be required by funding sources. Students are eligible for occur during their term of service. Other time off may be allowed at the discretion of the student's supervisor or as permitted by the funding agreement.

Doctoral students with a fulltime assistantship may be eligible for partial reimbursement for the cost of their health insurance unless prohibited by state and federal laws. Please consult the Graduate School website for eligibility and for the current rate of reimbursement. Reimbursements are processed by the Graduate School and will require documentation by the end of the fall and spring semester detailing the purchase of the health insurance plan.

Term of Assignment

The term of assignment for graduate assistantships typically follows the calendar for 9month academic faculty appointments for fall and spring semesters. The term of assignment for academic year assistantships generally is August 16th to May 15th; the term of assignment for 1/2year assistantships generally is either August 16th to December 31st or January 1st to

May 15th. Terms of assignment may differ for some externally funded assistantships. Although graduate assistantships generally are not available for the summer terms, some externally funded assistantships may provide for summer term assignments.

Standards of Conduct

Standards of conduct for graduate assistants include performance of university duties in a manner that is professional, courteous, and conducive to a professional atmosphere. Graduate assistants are expected to comply with all work rules and standards defined by their assistantship employer and with all applicable university rules and policies. Students who are awarded scholarships funded by external grants must abide by all specified restrictions, if any, including (but not limited to) restrictions on outside employment during the term of their assistantship. International students must have an appropriate visa, meet all applicable immigration requirements, abide by all applicable laws and regulations, and under no circumstances be employed for more than 20 hours/week.

Forfeiture of a Graduate Assistantship

The forfeiture of a graduate assistantship may be initiated by the assistantship employer or the Graduate School. Graduate assistantships may be forfeited when the graduate student:

- Has a course load which falls below the prescribed minimum number of hours (unless an exception has been granted, see Eligibility).
- Fails to perform the duties of the appointment or to comply with applicable rules, standards, or policies.
- Is determined to be engaged in outside employment contrary to the conditions of the appointment.
- Is found to be in violation of the UALR policies on academic integrity or research misconduct.
- The student's cumulative graduate GPA falls below the applicable minimum GPA required by the Graduate School or program (whichever is greater) or fails to meet other criteria associated with good academic standing. When an assistantship is forfeited during a semester, the student may be required to reimburse the assistantship funding source for the prorated share of their exempted tuition, and is typically responsible for FICA tax payments to the federal government. When an assistantship is forfeited due to failure to maintain a good academic standing, the student may be reemployed as a graduate assistant in a subsequent semester after the student regains good academic standing. For all other reasons for forfeiture, the student may be ineligible for future employment as a graduate assistant. The student may appeal the forfeiture of his or her graduate assistantship to the Dean of the Graduate School, whose decisions may in turn be appealed following the prescribed process for appeals as specified in the Student Handbook, depending upon whether the issue is academic, behavioral, or other type.

Attachment B Policy 403.8 Faculty 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 public service. College winners are recognized and University winners are announced at the Faculty Excellence Ceremony each spring.

I. Nature and Categories of Awards

A. 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.

B. 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.

C. 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.

D. Award for excellence in early career.

This award is to recognize, encourage, and reward the contributions of any full-time faculty demonstrating exceptional promise in the beginning of their academic career in teaching, research or creative endeavors, or public service.

E. Award for excellence in social justice.

This award recognizes a faculty member's commitment to the broad concept of social justice through teaching, public service, and research or creative endeavors. Social justice is the view that everyone deserves equal economic, political, and social rights and opportunities. Social justice workers aim to open the doors of diversity, equity, and inclusion for everyone, particularly those in greatest need.

II. Number and Frequency of Awards

A. Established faculty a**Award for excellence in teaching.**

- There may be one award in each college/school¹ of the University annually.
- There shall be one University-level award annually. The University-level awardee shall be chosen from the college/school-level award winners.
- The award for excellence in teaching may be shared when the achievements being recognized result from joint efforts.

B. Established faculty a**Award for excellence in research or creative endeavors.**

- There may be one award in each college/school of the University annually.
- There shall be one University-level award annually. The University-level awardee shall be chosen from the college/school-level award winners.
- The award for excellence in research or creative endeavors may be shared where the achievements being recognized result from joint efforts.

C. Established faculty a**Award for excellence in public service.**

- There may be one award in each college/school of the University annually.
- There shall be one University-level award annually. The University-level awardee shall be chosen from the college/school-level award winners.
- The award for excellence in public service may be shared when the achievements being recognized result from joint efforts.

D. Award for excellence in early career.

- There may be one award in each college/school of the University annually.
- There shall be one University-level award annually. The University-level awardee shall be chosen from the college/school-level award winners.
- The award for excellence in early career may be shared when the achievements being recognized result from joint efforts.

E. Award for excellence in social justice.

- There may be one award in each college/school of the University annually.
- There shall be one University-level award annually. The University-level awardee shall be chosen from the college/school-level award winners.
- The award for social justice may be shared when the achievements being recognized result from joint efforts.
- The award will recognize outstanding accomplishments and general impact in any or all of the areas of teaching, service, and research or creative endeavors.

Specifically:

- Teaching – Development and implementation of effective strategies for teaching that advance the understanding of underrepresented groups in the field of instruction and/or for advancing the education of students from underrepresented groups in the nominee’s field of instruction to include (but not be limited to) activities such as classroom instruction, direct or

- independent study, thesis and dissertation, and mentoring.
- Research/Creative Endeavors – New knowledge or creative work that advances the understanding of underrepresented groups in the nominee’s field of study and/or has the potential to improve the quality of life among underrepresented groups in the nominee’s field of study.
- Service/Outreach – Activities that promote the professional and/or academic advancement of underrepresented groups in the nominee’s field of study; contributions to diversity and equal opportunity in the university through activities such as recruitment and mentoring of faculty and students; activities which promote the well-being of underrepresented communities in the nominee’s field of study.

III. Selection

A. Eligibility.

- Persons with faculty status as defined in the current faculty handbook, except for the adjunct and visiting categories, holding full-time faculty appointments who have completed five or more full years of service to the University may be nominated for any of the awards except for the award for excellence in early career and the award for excellence in social justice; faculty who have administrative responsibilities are eligible if their teaching duties are 50% or more of their work assignment for the academic year in which they are nominated.
- Faculty members who are otherwise qualified for the teaching award but who are not administratively a part of one of the colleges/schools shall be eligible through the award process of the college/school that offers the courses such faculty teach.
- The most recent five years of accomplishments comprise the record to be documented, presented and reviewed in the selection process.
- Eligibility for the early career award is limited to persons holding full-time faculty appointments who have completed at least one year and less than five years of service to the University; tenured faculty and senior instructors are ineligible for the early career award.
- Eligibility for the social justice award is limited to persons holding full-time faculty appointments who have completed at least one full year of service to the University.
- Persons may not receive an award of the same category for a period of three years.

B. Nominations.

- Persons considered for awards shall be identified through a process of nomination.
- The nomination process shall be open – i.e., any person may nominate a

faculty member for any of the awards.

C. Selection committees – college-level awards.

- There shall be a selection committee within each college/school.
- The size and composition of the committee shall be as follows:
 - A. One representative chosen by the faculty from each department within the college/school.
 - B. One student member.
 - C. One alumni member.
- In colleges/schools which are not organized departmentally, the faculty shall develop a method for faculty representation.
- The manner of choosing the student and alumni members shall be determined by the college/school faculty.
- Individuals who serve as administrators with the title of department chair (or its equivalent) and at higher levels of administration are not eligible to serve on the selection committee.
- Individuals who are nominated for an award may not serve on the selection committee.

D. Selection committee – University-level awards.

- The UA Little Rock Board of Visitors will serve as the external selection committee for the university-level awards.

IV. Procedure

A. Administration of the award process.

Administrative support for the award process shall be the responsibility of the Office of the Provost.

B. Solicitation of nominations.

- Not later than September 30 of each year, the Provost shall advise members of the campus community of the award process and nominating procedure. The timeline and deadlines for preparation, completion and submission of materials shall be announced as well.
- The Director of Alumni Affairs shall advise the alumni of the University through appropriate alumni publications.
- Information about the awards shall be widely disseminated throughout the community to encourage nominations from the business, professional, and public sectors of the community.

C. Preparation of nomination packets.

- Nominators are responsible for preparation of nomination packets containing information as specified in the attachment, “Preparation and Submission of Nomination Packets.” Page limitations are enforced.
- Department chairs or equivalent administrators shall cooperate with nominators in assembling supporting evidence.

D. Submission of nomination packets.

- One copy of each nomination packet for the college-level awards shall be submitted to the college selection committee no later than the date specified in the Provost's announcement.
- One copy of each college-level winner's packet shall be forwarded to the Provost no later than the date specified in the Provost's announcement.

E. Selection committee action.

- College-level selection committees shall meet as necessary in order to complete the selection of the award winners.
- Committee procedures shall be determined by the respective colleges/schools.
- The committee shall review such materials as are submitted in the nomination packet.
- The proceedings of the committees shall be confidential.
- The committee shall prepare for each college-level winner a one-page letter of support to be included in the nomination packet.
- Each college-level committee shall forward one copy of the nomination packets of the winners of the college-level awards to the Provost no later than the date specified in the Provost's announcement

F. The Provost shall forward sets of nomination packets to members of the external selection committee.

- The members of the selection committee shall advise the Provost of the committee's selections by a date designated by the Provost.
- The proceedings of the committee shall be confidential.
- The announcement of University-level winners shall be made at a suitable University event.

V. Preparation and Submission of Nomination Packets

Nominations must adhere to the following instructions and page limitations to be accepted by the Provost's Office. Place in a single manila folder one copy of each item described below for each nominee. Clearly identify the name of the nominee on the tab of the folder. Please do not use special folders or binders. Submit the folder to the college or school selection committee by the date specified in the annual solicitation for nominations. Department chairs (or equivalent administrators) are expected to cooperate as needed in assembling the required information.

The contents of each packet should be as follows, minimum 12-point font:

1. Table of Contents
2. Letter of Nomination (limited to three pages). Focus on accomplishments during the most recent five year period.
3. Personal statement (Optional; One page maximum)
4. Biographical data. (limited to five pages) Please provide in the order listed:
 - Name of nominee and award for which nominated

- Current position (title, rank, department, or unit)
- Number of years in this position
- Number of years at UA Little Rock
- Degrees held (source and date)
- Employment history (previous positions, years; list most recent first)
- Honors and awards
- Membership in professional and honorary societies (note offices held)
- List of courses taught in each of the five years prior to nomination. Provide the full course title and not just the course number.
- Scholarly and Professional Accomplishments: List of articles and books published and professional accomplishments within the last five years (please provide the complete citation). If there are particularly significant accomplishments before the last five years, those may be referenced in the letter of nomination. Do not submit copies of work(s). The selection committee may request these if desired.
- Description of the public service activities in each of the five years prior to nomination.

Only the contents of the packet as specified above will be sent to the members of the external selection committee.

5. Letters of Endorsement: (limited to one page each) Letters of endorsement may be provided from up to four people who can speak to the award criteria. Letters from students who are likely to be subsequently advised or evaluated by the faculty nominee are discouraged. Standard, anonymous student evaluations and individual letters from graduates are appropriate. The perspective or status of the authors of the letters should be clearly identified, either in the letter itself or by the person who prepares the nomination packet as well as their title, e.g., Professor of English, or Alumnus, or Dean of Arts, or Student, etc.

Pages exceeding the limits above will not be considered. The total packet requires a Table of Contents and a maximum of **15** pages (excluding the optional personal statement).

¹The term “college/schools” refers to each college or school that has representation in the UA Little Rock Faculty Senate.