



# 2021 ASUMH FACULTY HANDBOOK OF POLICIES AND PROCEDURES

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## **Section I: University Vision, Mission, Core Values, Priorities, and Academic and Individual Freedoms**

### **I.a. University Vision, Mission, Core Values, and Academic Priorities**

#### **I.a.1. Vision**

*Creating Opportunities, Changing Lives*

Arkansas State University-Mountain Home (ASUMH) will provide expertise and resources to create opportunities and change lives.

#### **I.a.2. Mission**

The mission of ASUMH is to LEAD through educational opportunities. Lifelong Learning, Enhanced Quality of Life, Academic Accessibility, and Diverse Experiences.

#### **I.a.3. Core Values**

ASUMH values the following qualities as central to our success:

- a. Student-Centered Focus: We are committed to education, inquiry, and service in order to meet students' changing needs. We foster lifelong learning, civic and social responsibility, leadership, and individual and career growth.
- b. Learning-Centered Focus: We nurture intellectual flexibility, knowledge, and skills by integrating teaching, assessment, and learning to promote continuous improvement of our scholarly community.
- c. Excellence: We pursue excellence within the campus community through opportunities for achievement in teaching, creative activity, and service.
- d. Diversity: We embrace diversity in all its dimensions realizing that mutual respect for individuality and the inclusion of all are vital for both personal and institutional success.
- e. Service: We support and recognize service at all levels of the University. We strive to contribute to the benefit of the students, University, and community.
- f. Integrity: We hold high standards of character and integrity as the foundations upon which the University is built.

#### **I.a.4. Academic Priorities**

- a. Enhance the University's academic reputation, visibility, and influence. · Develop and support ASUMH's academic position.
  - Enhance and expand internal and external communications. · Assist ASUMH in attracting and retaining quality and diverse faculty and staff.
  - Provide a foundation for lifelong learning and create enlightened citizens through diverse experiences.

- b. Enhance learning by focusing on the institution's priorities of teaching and service.
  - Establish ASUMH as a premier learning-centered university.
  - Increase opportunities for faculty and staff development.
  - Define and implement a revised and equitable faculty workload model that capitalizes on individual strengths in teaching and service.
  - Assure access to relevant and current resources and learning technologies.
  - Build upon alliances and opportunities presented by community partners. · Help students achieve personal and career goals to enhance their quality of life.
- c. Develop a cohesive campus community based on strong shared governance, excellent communication, and mutual respect.
  - Maintain an updated faculty handbook.
  - Maintain an updated university shared governance procedure document.
  - Enhance the effectiveness of university governance through committees.
  - Facilitate open communication and information sharing among all constituencies.
  - Enhance faculty, staff, and student morale.
  - Develop training and mentoring programs to enhance the success of faculty, staff, and students.
- d. Maintain a process of assessment to enhance institutional outcomes.
  - Implement a flexible and comprehensive institutional assessment strategy with emphasis to improve student learning.
  - Maintain consistent data collection and analysis at the institutional level to support assessment and improvement.
  - Ensure the dissemination and application of information in the strategic planning of institutional activities.
- e. Increase enrollment, retention rate, and graduation rate of students.
  - Develop and implement courses and programs to meet student, industry, and community needs and interests.
  - Develop and implement a strategy to enhance student persistence and academic success.
  - Assure student accessibility to university courses that will allow students to graduate in a timely manner.
- f. Enhance the diversity and inclusiveness of students, faculty, staff, and curriculum.
  - Maintain an updated ASUMH diversity plan.
  - Recruit, enroll, retain, and graduate greater numbers of students from underrepresented groups.

- Attract, employ, retain, and advance greater numbers of university faculty and staff from underrepresented groups.
- Integrate diversity and global perspectives into the academic curriculum and into programs and services for University students, faculty, and staff.

g. Manage faculty resources based on institutional priorities.

- Identify faculty technology needs and allocate funding appropriately.
- Identify needs and request funding to enhance course delivery and faculty development.

### **I.b. Academic and Individual Freedoms**

ASUMH accepts and supports the principles of academic freedom. The University has a firm commitment to intellectual honesty, freedom of inquiry and expression, respect for the dignity of each individual, and receptiveness to constructive change.

The commitment to academic and individual freedom carries with it major responsibilities for all faculty members of the University. In exercising their own freedoms, faculty members must recognize that academic freedom does not protect all speech. Faculty members must respect the rights of others. In seeking innovation, they must recognize that constructive change can be effected at a university only through orderly and rational processes. Faculty should not present themselves, without authorization, as speaking for or representing the University. Intentional acts threatening personal safety, causing destruction of property, or creating disruption of University functions have no place in an academic community and will not be tolerated. All members of the academic community should maintain an atmosphere that protects the rights of all persons.

The University acknowledges the “Statement of Professional Ethics” as adopted by the American Association of University Professors (AAUP) in June 1987.

## **Section II: General Employment Policies and Grievance Procedures**

### **II.a. General Employment Policies**

#### **II.a.1. Equal Employment Opportunity**

It is the policy of ASUMH to provide equal employment opportunity to all qualified persons; to prohibit discrimination against any employee or applicant for employment because of race, color, ancestry, religion, gender, age, disability, genetic information, national origin, status as a veteran or other status protected by law; and to promote the full realization of equal employment opportunity through a positive continuing program of affirmative action. It is the responsibility of all departments and all personnel, supervisory and non-supervisory, to see that this policy is implemented throughout the University.

#### **II.a.2. Affirmative Action**

ASUMH is committed to the goal of equal opportunity for all. This policy is adopted by the Arkansas State University Board of Trustees. All personnel responsible for hiring employees and recruiting students share a responsibility to support the University's equal opportunity and affirmative action program and to provide leadership in achieving its goals.

#### **II.a.3. Drug and Alcohol-Free Workplace**

It is the policy of ASUMH to maintain an educational and working environment that is free from the influence of unlawful drugs and alcohol in compliance with the Drug-Free Schools and Communities Act and the Drug-Free Workplace Act. Therefore, it is the policy of ASUMH that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcohol on any property owned or maintained by Arkansas State University or as a part of any university activity is strictly prohibited.

Individuals who violate this policy will be subject to a number of sanctions imposed both by the University and by the state and federal criminal justice systems, including termination of employment.

In addition to any sanctions and/or disciplinary action that may be taken by the University, the University may refer violations to the appropriate legal authorities for criminal prosecution.

#### **II.a.4. Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act**

ASUMH is committed to complying with all applicable provisions of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, which prohibit discrimination against qualified individuals with disabilities on the basis of disability in all programs, activities, and services of public entities. ASUMH will not discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of non-discrimination, ASUMH will provide reasonable accommodations to a qualified individual with a disability, who has made ASUMH aware of his or her disability, provided that such accommodation does not constitute an undue hardship on ASUMH. Employees with a disability who believe they need a reasonable accommodation to perform

the essential functions of their job should contact their supervisor or the Office of Human Resources. ASUMH encourages individuals with disabilities to come forward and request reasonable accommodation.

#### **II.a.5. Title IX of Education Amendments**

Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity.

Title IX benefits both males and females and is at the heart of efforts to create gender equitable schools. The law requires educational institutions to maintain policies, practices and programs that do not discriminate against anyone based on sex. Under this law, males and females are expected to receive fair and equitable treatment in all areas of public schooling including recruitment, admissions, educational programs, and activities, course offerings and access, counseling, financial aid, employment assistance, facilities and housing, health and insurance benefits, marital and parental status, scholarships, sexual discrimination, and athletics. Arkansas State University has designated a Title IX Coordinator for each campus. Any incidence of sexual discrimination, including sexual harassment or sexual violence, should be reported to the Title IX Coordinator who will take prompt action to secure a full and equitable review. In the event the sexual discrimination allegation is against the Title IX Coordinator, the report should be made to the Office of General Counsel. Contact information for each campus's Title IX Coordinator is located on the respective campus's website.

#### **II.a.6. Age Discrimination in Employment Act**

The Age Discrimination in Employment Act (ADEA) protects individuals who are 40 years of age and older from employment discrimination based on age. The ADEA's protections apply to both employees and applicants. Under the ADEA, it is unlawful to discriminate against a person because of age with respect to any term, condition, or privilege of employment, including, but not being limited to, hiring, firing, promotion, layoff, compensation, benefits, job assignments, and training.

#### **II.a.7. Sexual Discrimination**

ASUMH is committed to providing an educational and work environment for its students, faculty, and staff that is free from sexual discrimination including sexual harassment, sexual assault, and sexual violence. No form of sexual discrimination will be tolerated.

Sexual harassment is defined as unwelcome gender-based verbal or physical conduct that is severe, persistent, or pervasive and occurs when:

1. Submission to, or toleration of, such conduct is made a term or condition of instruction, employment, or participation in other university activities;
2. Submission to, or rejection of, such conduct is used as a basis for employment or education decisions affecting the individual; or

3. Such conduct has the effect of unreasonably interfering with an individual's education or employment performance or creating an intimidating, hostile, or offensive university environment.

Sexual assault occurs when a person is subjected to an unwanted sexual act by force or threat without consent. Sexual violence includes sexual assault but may also consist of an attempt to obtain a sexual act or sexual advances using coercion that does not result in a completed sexual act. Sexual acts occur without consent when they are perpetrated against a person's will or where a person is incapable of giving consent due to minority, intellectual impairment, or use of mind-altering substances such as drugs or alcohol.

Supervisors and staff members must recognize that their positions necessarily embody unequal power relationships with their subordinates and students. Because of the inherent power differences in these relationships, the potential exists for the less powerful to perceive a coercive element in suggestions relative to activities outside those appropriate to the professional relationship. It is the responsibility of supervisors and staff members to behave in such a manner that their words or actions cannot reasonably be perceived as coercive.

The Title IX Coordinator is charged with investigating allegations of sexual discrimination including sexual harassment, sexual assault, and sexual violence. Employees with supervisory responsibilities and university police personnel must report incidents of sexual discrimination either observed by them or reported to them to the Title IX Coordinator who will conduct an immediate, thorough, and objective investigation of all claims. If discrimination or harassment has occurred, appropriate remedial action commensurate with the severity of the offense will be taken up to and including termination. All reports, complaints, and investigations are treated with discretion, and confidentiality is maintained to the extent allowed by law.

The University reserves the right to take whatever measures it deems necessary in response to an allegation of sexual discrimination in order to protect individuals' rights and personal safety. Such measures include, but are not limited to, modification of campus living or employment arrangements, interim suspensions from campus, leave with or without pay, and reporting the matter to law enforcement.

The Sexual Discrimination Grievance Procedure can be found in Appendix A.

#### **II.a.8. Child Maltreatment Policy**

ASUMH strives to maintain a safe environment for children on all university owned or occupied property. The Child Maltreatment Policy can be found in Appendix B.

#### **II.a.9. Retaliatory Action Prohibited**

Retaliation against a person who files a charge of discrimination, participates in an investigation, or opposes an unlawful employment practice is prohibited by law and ASUMH. Any employee who needs further explanation or who believes he or she has been retaliated against should contact the Office of Human Resources.



### **II.a.10. Nursing Mothers**

ASUMH complies with the Nursing Mother Amendment to the Fair Labor Standards Act which provides for unpaid breaks to express breast milk. Please see your Human Resources Department for further information

### **II.a.11. Employment of Relatives (Nepotism)**

Relatives may be employed in the same or different departments within the University, and employment opportunities are offered to spouses or other relatives on a competitive basis unless prohibited by law or regulation. To avoid potential or perceived conflicts of interest that may arise when an employee participates formally or informally in decisions to hire, retain, promote, or determine the salary of a related person, the University has adopted the following System Policy:

- No employee will have any direct or indirect supervision or direction over any employee to whom they are related by marriage or blood.
- No employee will participate in any peer judgment or administrative review of any employee to whom they are related by marriage or blood.

In some extraordinary and narrowly limited circumstances, it may be in the best interest of the System to allow an employee to hold a supervisory position notwithstanding the concurrent employment of a spouse or relative. In such cases, appointment to such a position is only available upon the prior recommendation of the President of the System and approval of the Board of Trustees. In such cases, with input from others within the unit, the Chancellor and the administrative head of the campus or service area shall develop written procedures to protect the employees involved, and the System, from the appearance of bias, prejudice, or favoritism.

“Employee” means a person whose employment is not seasonal or temporary and whose actual performance of duty requires fifteen hundred (1500) or more hours during the fiscal year.

“Supervisory employee” means any individual having authority in the interest of the University to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, or discipline other employees of the University; or the responsibility to direct other employees of the University, to adjust their grievances, or to effectively recommend an action if the exercise of authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

### **II.a.12. Tobacco-Free Environment**

As of August 1, 2009, ASUMH is a tobacco-free campus. All forms of tobacco, including cigarettes, smokeless tobacco, cigars, pipes, dissolvables, and vapor devices are prohibited on campus. This includes in buildings, on university property, in parking lots, and in vehicles on parking lots/streets owned by the University.

### **II.a.13. Recording Ethics Policy**

ASUMH does not permit the recording of conversations surreptitiously. The concealed recording of conversations among administrators, faculty, students, or staff constitutes grounds for dismissal.

### **II.b. Faculty Grievance Procedures**

Members of the university faculty are expected to support university programs and policies, but individuals may be dissatisfied with or have concerns about a policy, program, or practice at ASUMH. Often grievances can be reviewed and resolved through informal discussions. However, when a

difference of opinion remains unresolved, a formal complaint procedure is initiated through the shared governance process. The Faculty Grievance Procedure can be found in Appendix C.

## **Section III: Personnel Procedures**

### **III.a. Selection of Faculty**

#### **III.a.1. Selection of Full-Time Faculty**

The Academic Dean is responsible for determining that a position is vacant or needs to be created and securing permission from the Chancellor to hire, using the Request for Personnel Form. The Chancellor, upon recommendation of the Academic Council, then appoints a search and screening committee consisting of at least three full-time faculty members from the discipline with the vacancy when possible and the dean. The committee chair should be from the same school of the position being searched. The Vice Chancellor for Academic Affairs and the Human Resources Director serve as ex officio members of all selection committees.

As soon as a position is verified available, the position will be advertised. The search committee will narrow the field of qualified candidates to an interview list by using a consistent method of scoring and ranking.

After completing the interviews, the search committee makes recommendations for each position to the Vice Chancellor for Academic Affairs. The Vice Chancellor for Academic Affairs recommends faculty appointments to the Chancellor who makes the final hiring decision.

#### **III.a.2. Selection of Adjunct Faculty**

The Academic Dean is responsible for determining that an adjunct position is available and securing permission from the Chancellor to hire. Initial searches shall be conducted through a pool of qualified applicants. If no qualified applicants exist, the position will be advertised. The dean shall make hiring recommendations to the Vice Chancellor for Academic Affairs, who will make the final hiring decision.

Adjunct faculty are hired on an as needed basis and neither the University nor the individual has a commitment for renewal. If class enrollment requires reassignment of full-time faculty, adjunct faculty may have to be replaced by full-time faculty. The University's policies on leave and benefits do not apply to adjunct faculty.

#### **III.b. Retention of Faculty**

If the University has decided not to renew employment of a faculty member for financial reasons, the Provost/Vice Chancellor for Academic Affairs will provide the faculty member with a written notice of the University's intention. Every effort will be made to comply with the following schedule when a faculty member is non renewed:

- Not later than March 1 of the first full academic year of service;
- Not later than December 15 of the second or third full academic year of service; and
- Not later than August 15 of the year before the expiration of an appointment after three or more full academic years of service.

If the University undergoes a financial emergency or a program needs to be phased out because of lack of enrollment or other factors, then faculty members may not be renewed. The affected faculty members will be given notice at the earliest possible date, as noted above. In the case of faculty

members whose programs are being phased out, the University will make every effort to place those faculty members in other suitable, available positions or to assist the faculty members in training to qualify them for other positions. Senior faculty members have priority for open positions.

Because repeated offers of one-year employment contracts carry no express or implied promise of continued employment except as outlined above, nonrenewal for fiscal reasons is not a grievable issue unless the nonrenewal did not follow the due procedures as listed above. In declining to renew, the University makes no charges against the faculty member that might seriously damage his or her standing and association in the community and does not foreclose the faculty member's freedom to take advantage of other employment opportunities.

### **III.c. Behaviors that may result in disciplinary action**

Employees are prohibited from engaging in conduct listed below and may receive discipline up to and including termination for such behavior. This list has been established to serve as examples of behavior that could warrant a range of disciplinary sanctions and is not exclusive. Appropriate levels of discipline may be based on the severity of employee behavior.

- Violating any System Policy set by the Board of Trustees or any operating procedure, rule, regulation, or guideline established by a campus
- Displaying disrespectful and/or inappropriate behaviors toward a student, employee, or supervisor
- Refusing to do assigned work or failing to carry out the reasonable assignment of a manager, supervisor, or department head
- Being inattentive to duty, including sleeping on the job
- Falsifying a time card or other university record or giving false information to anyone whose duty is to make such record
- Using tobacco on any university property, including building, grounds, and vehicles
- Operating state-owned vehicles, equipment or private vehicles on state business without proper license or operating any vehicle on university property or on university business in an unsafe or improper manner
- Possessing an unauthorized weapon, firearm, or explosive on university property
- Appropriating state or student equipment, time, or resources for personal use or gain
- Abusing computer use, including but not being limited to, misuse of computer accounts, unauthorized destruction of files, creating illegal accounts, possession of unauthorized passwords, disruptive behavior on the computer, and non-work related utilization of computer software or hardware
- Misusing or willfully neglecting university property, funds, materials, equipment or supplies
- Fighting, engaging in horseplay, or acting in any manner that endangers the safety of oneself or others. This includes acts of violence as well as threats of violence
- Interfering in any way with the work of others

- Stealing or possessing without authority any equipment, tools, materials, or other property of the University or attempting to remove them from the premises without approval or permission from the appropriate authority
- Committing sexual harassment, which includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature or behaviors that create a hostile environment. Examples include:
  1. Verbal harassment, including, but not being limited to, comments or questions about a person's sexual behavior, sexually oriented jokes, comments or questions about a person's body, and conversations with sexual innuendo;
  2. Physical harassment, including, but not being limited to, unwelcome touching, fondling, patting, pinching, or kissing; and
  3. Direct or implied threats that failure to cooperate with the request or advance will result in negative employment consequences.
- Improperly behaving related to attendance, including excessive absenteeism, tardiness, leaving work early, extending break periods, or failure to report or work when scheduled
- Failing to report sick or annual leave time used
- Taking or attempting to take property from the University, its students, employees, visitors, or patrons
- Providing false information on employment applications or other records
- Failing to comply with safety rules and regulations, including but not being limited to, failure to immediately report all accidents and injuries, failure to comply with and/or follow safety rules and regulations, and failure to wear required personal protective equipment
- Using official position and influence for personal gain
- Disclosing records or other business information without authorization
- Behaving inappropriately related to the use and/or possession of alcoholic beverages and controlled substances, including:
  1. Unlawfully manufacturing, distributing, possessing or using illegal drugs or controlled substances;
  2. Consuming or possessing alcoholic beverages on university premises;
  3. Consuming or possessing controlled substances on university premises without a prescription;
  4. Being under the influence of alcohol when reporting to or while at work;
  5. Being under the influence of controlled substances without a prescription or being under the influence of illegal drugs when reporting to or while at work
  6. Failing to pass a required drug or alcohol screen
- Using vulgar or obscene language

- Threatening and/or intimidating other persons, fighting and/or instigating a fight, and/or horseplay
- Verbally abusing, physically attacking, or obstructing any person
- Gambling on university property
- Committing acts of moral turpitude
- Committing illegal acts when not at work when the acts reflect adversely upon the University
- Discriminating against any person.

### **III.d. Progressive Discipline Policy**

ASUMH utilizes a progressive discipline policy. It is the goal of the University to use progressive steps in employee disciplinary matters except when immediate termination is warranted. The existence and use of a progressive discipline policy does not in any way alter the at-will status of employees.

The employee's supervisor will administer any appropriate corrective or disciplinary action. Appropriate action will be determined based on factors such as severity, frequency, and degree of deviation from expectations and length of time involved. Because of the great variety of situations that may arise, the University may need to make decisions related to employment in a manner other than as provided in this section.

Disciplinary actions may take place in several forms. The forms of disciplinary actions are verbal counseling, written counseling, final counseling, and dismissal. The Office of Human Resources should be notified when disciplinary action with an employee is necessary. The following outlines the four forms of disciplinary action:

#### **III.d.1. Verbal Counseling**

Verbal counseling sessions may take place between employees and supervisors in situations that are deemed less serious in nature. Every effort to determine and resolve the cause of the problem should be made. At the same time, however, it should be specifically stated that the employee is receiving a formal warning. Documentation of the verbal counseling should occur utilizing the Employee Counseling Form, which is available online. Copies of all documentation of verbal counseling should be distributed as follows: one copy to the employee and one copy to the department file.

#### **III.d.2. Written Counseling**

Written counseling sessions take place between a supervisor and an employee when the behavior of the employee is a repeated violation and verbal counseling has been administered, when the behavior hinders the operations of the department in which

the employee works, or when the behavior hampers the progress of the University. Written warnings should be documented on an Employee Counseling Form. Copies of all written warnings should be distributed as follows: one copy to the employee, one copy to the department file, one copy to the Vice Chancellor for Academic Affairs, and one copy to the Office of Human Resources for inclusion in the employee's personnel file. If verbal counseling (see II.d.1.) took place for the same behavior, a copy of the verbal counseling form should also be distributed to Vice Chancellor for Academic Affairs and a copy to the Office of Human Resources for inclusion in the employee's personnel file.

### **III.d.3. Final Counseling**

Final counseling is utilized when previous counseling has failed to produce the proper results. Final counseling may also be utilized to address an initial incident or an incident that is too severe for a verbal or written warning yet not sufficiently severe for dismissal. Copies of all Final Counseling Forms should be distributed as follows: one copy to the employee, one copy to the department file, one copy to the Vice Chancellor for Academic Affairs, and one copy to the Office of Human Resources for inclusion in the employee's personnel file.

### **III.d.4. Dismissals**

Employment may be terminated after other disciplinary measures have failed or when a first time incident occurs that is extremely serious. An employee may be discharged at any time without regard to any progressive steps if he or she commits an offense for which immediate discharge is specified as a penalty or if, in the University's judgment, the employee's continued presence would be contrary to the well-being of the University or its employees. The Office of Human Resources should be consulted prior to the dismissal of an employee. (See Faculty Grievance Procedure, Appendix C.)

### **III.e. Resignation, Retirement, and Termination of Employment**

Faculty members who intend to leave ASUMH should inform the Vice Chancellor for Academic Affairs in writing as early as possible. Resignations in the late summer or during the regular school term are regarded as detrimental to the university programs, as well as to the students.

All faculty members leaving or terminating employment at ASUMH must complete a Checkout Form for Personnel by obtaining signatures and filing it with the Office of Administrative Affairs. This form provides a forwarding address and a record that the departing faculty member has met all responsibilities to the University. The Checkout Form for Personnel can be obtained through the Office of Human Resources.

Faculty members who are terminating employment with the University must turn in their grade record for the previous year to the Vice Chancellor for Academic Affairs and the dean.

### **III.f. Faculty Rank**

Faculty rank is granted to all full-time faculty. All full-time faculty with a master's degree or less hold the academic rank of instructor. Doctorate-level and some terminal degree level, full-time faculty members hold the rank of assistant professor.

The expression "terminal degree" means the highest collegiate degree commonly earned in a discipline. It is understood that what constitutes a terminal degree continues to evolve in some disciplines. For this reason, the latest edition of the

criteria set by recognized professional/ academic organizations that accredit or certify departments or programs will be consulted as a source of professional advice when making a decision about an acceptable terminal degree. Full-time faculty members who hold a master's degree, or higher, that ASUMH recognizes as a terminal degree will be given the rank of Assistant Professor. Terminal degrees as identified below will be paid at the terminal degree level:

- Doctorate of Philosophy
- Medical Doctorate

- Juris Doctorate
- Doctor of Education
- Master of Library Science
- Master of Library and Information Sciences/Studies

Note: As ASUMH advances new programs and degrees, as well as services existing ones, additional terminal degrees may be recognized by the University. In all cases, the recognition of these degrees must be approved by the Vice Chancellor for Academic Affairs.

### **III.g. Faculty Salaries**

The salaries of faculty members are listed in the annual budget approved by the Board of Trustees. The salary begins on the date on the faculty contract.

Salary increases are based on the appropriation of funds by the legislature and within limits of the operating budget. However, within the limitations of the budget, salaries are increased in relationship to the type of position held, the academic credentials of the individual, and the total services the individual renders to the University. Salary levels are recommended by the Vice Chancellor for Affairs to the Chancellor and are recommended by the Chancellor to the President and, ultimately, to the ASU Board of Trustees.

ASUMH encourages the professional development of its faculty. Therefore, in an attempt to recognize faculty for such efforts, a base adjustment will be given for the attainment of the professional development accomplishment. To be eligible for the pay adjustment, faculty must submit a Statement of Educational Purpose to Vice Chancellor for Academic Affairs for approval by the Chancellor's Cabinet prior to beginning the program. Adjustments to base salary will match the next educational level combined with the years of full time experience on the salary grid. The Salary Schedule Grid can be found in Appendix D.

Approved degrees and technical programs must be from regionally-accredited institutions. Faculty must be in full-time service to ASUMH for two years before any adjustment to base will be made for completion of the educational goal. An official transcript showing degree conferral must be received by the Office of Human Resources before the adjustment will go into effect. Once confirmation is received, the adjustment will go into effect at the beginning of the following month. At no time may total wages paid (including overloads and stipends) exceed the maximum annual faculty salary set in the ASUMH appropriation act for the applicable fiscal year.

### **III.h. Expectations of Full-Time Faculty**

#### **III.h.1. Semester Teaching Load**

The semester teaching loads of full-time faculty members at ASUMH may vary according to teaching assignments. The following guidelines are used for fall and spring semesters:

- 1) Fifteen credit hours is a regular teaching load.
- 2) Courses in each discipline should be offered at the times they are needed.
- 3) Faculty members are expected to maintain class and office hours.



4) Faculty members are not required to hold class, office hours, and/or other duties or assignments more than five of seven days.

Adjunct faculty load will not exceed 9 credit hours in an academic term. Summer terms I and II constitute one academic term. See Appendix G for Faculty Job Description.

### **III.h.2. Office Hours**

The regular work week is Monday through Friday for all faculty, unless approved otherwise by the Academic Dean. Faculty members are responsible to the appropriate dean for posting and keeping office hours.

The following are the guidelines for faculty office hours.

1) Faculty must maintain ten office hours per week. The most important issue in deciding office hours is maximum accessibility for students.

2) If extenuating circumstances make a ten-hour office schedule difficult, faculty should seek approval from the appropriate dean. Adjunct faculty members are encouraged to be available to students by appointment.

### **III.h.3. Student Advising**

Full-time faculty members are required to assume student academic advisement responsibilities in addition to their regular teaching loads except when otherwise directed by the Dean.

### **III.h.4. Faculty Mentoring**

Faculty members may be assigned to be a faculty mentor for a concurrent faculty member, adjunct faculty member, or new full time faculty member.

Faculty mentors may be asked to help their mentees with the following activities:

- Syllabus creation
- Course assignment creation
- Assessment
- Book orders
- Use of technology, including Blackboard
- Grading and inputting grades

### **III.h.5. Committee Service**

All full-time faculty members have the opportunity to serve on committees and work groups as part of their shared governance responsibilities to the institution. Faculty members are not required to serve on more than two committees, more than two work groups, or more than one work group simultaneously while serving on a committee.

### **III.h.6. Attendance of Faculty at School Activities**

All faculty members are expected to attend these activities:

1) Convocation and other first week activities

- 2) All campus-wide meetings and faculty meetings
- 3) Academic awards luncheon
- 4) Commencement exercises
- 5) Faculty are not required to be on campus during fall and spring break, state holidays when the campus is closed, and the two weeks when the campus is closed for Christmas break.

Requests to be excused should be submitted to the appropriate dean.

#### **II.h.7. Faculty Professional Development**

Faculty members are encouraged to participate in professional development activities that keep them relevant in higher educational best practices and in their academic field.

#### **III.h.8. Evaluation of Faculty**

All full-time and adjunct faculty members are evaluated by students, peers, and the appropriate dean. Student evaluations are conducted in the fall and spring semesters, and peer evaluations are conducted in the spring semester. An overall Administrative evaluation is completed by the end of the academic year.

#### **III.h.9. Reporting of Faculty Absence**

Faculty members who anticipate an absence should report such leave to the appropriate dean and the administrative assistant of Academic Affairs. The

faculty members will make arrangements for rescheduling classes or providing for other class activities and will notify the appropriate dean. Faculty should notify the Dean for any unanticipated absence as quickly as possible to provide for notification of students.

#### **III.h.10. Faculty Transcripts**

Faculty members are required to have current official transcripts on file in the Human Resources office. It is the responsibility of the faculty member to update their transcript when new courses have been taken or new degrees have been obtained.

### **III.i. Additional Faculty Opportunities**

#### **III.i.1. Overloads**

Faculty members may, but are not required to, teach overloads on-campus, off campus, or online. Overloads within a discipline will be distributed equally to those who wish to teach overloads.

Faculty members will not teach more than 6 credit hours' overload per semester without approval from the appropriate dean. Overload pay is set at a per-credit hour rate when the class makes and at a per-student rate when the class does not make.

A faculty member may not receive extra compensation to exceed the line-item maximum in the ASUMH appropriation act.

#### **III.i.2. Summer Session Appointments**

Employment for summer sessions may be available to all faculty members. Full-time faculty will be given priority. The number of faculty members employed during summer sessions is determined by the estimated student demand in each subject. Summer session appointments are set at a per-credit-hour rate when the class makes and at a per-student rate when the class does not make.

### **III.i.3. Faculty Advisement of Student Activities**

Faculty members are urged to give their cooperation and support to student activity programs. Each student organization of the University should have two advisors. One of the advisors should be a full-time faculty member.

Serving as an advisor involves attendance at meetings and social affairs of an organization and participation in planning the activities of the organization.

Instructors are encouraged to allow students to make up work missed by students participating in an activity but are not required to do so. Advisors should make students aware of this and advise them to contact all of their instructors before the activity.

Student groups will coordinate the distribution of publications and the solicitation of donations with the Associate Vice Chancellor for Marketing & Community Relations.

### **III.i.4 Intellectual Property**

The course syllabus, lecture notes, class handouts, lab manuals, and digital presentations are the intellectual property of the instructor who created them unless substantial university resources and supplies were allocated for course development. If course materials were created with the use of substantial University resources (specifically provided to support the production of course materials), then the University would own the copyright. See Appendix H for the full Arkansas State University System Policy.

Faculty are encouraged to keep in mind the tradition of the academic world to share as much information as possible to advance the mission of the University to educate and advance the field of study. Information is generally requested by the dean or the faculty who will be teaching the same or similar courses.

## **III.j. Outside Activities of Faculty**

### **III.j.1. Outside Employment Policy**

Outside business interests, employment, or vocation should not in any way interfere with faculty obligations to the University. Outside employment during the contract period must be reported through the Conflict of Interest Form, which is available online.

University resources (including facilities, supplies, or equipment) will not be used for personal gain.

If a full-time faculty member contemplates working for another state agency, he or she must notify the Vice Chancellor for Administrative Affairs. If outside employment involves work done for other state agencies, this employment may be covered by a standard state consultant contract and must conform with all state regulations, including executive order 98-04. If professional or consultant services are rendered for other public agencies (including foundations and other nonprofit organizations), Arkansas code §19-11-206 requires employees of state institutions of higher education to report each source of state income earned during any calendar year. Such employees must submit a Concurrent Employee Form, which is available online.

### **III.j.2. Membership in Professional Organizations**

When members of the faculty hold membership in professional organizations or attend meetings of those organizations, the individual membership dues are the responsibility of the faculty member.

Institutional memberships may be paid by the University and must be budgeted each year. Funds to travel to professional meetings may be available from the Pattee Enrichment Grant and/or the departmental budget.

### **III.j.3. Faculty Political Activity Policy**

Although the University encourages involvement in campaigns and holding public office, these guidelines must be followed:

- 1) Full-time employment with the University is considered to be the faculty member's primary employment. While an employee of the University, the faculty member shall not use any University resource, including time, facilities, equipment, or any other University resources, in the pursuit of political office or in the conducting of a political campaign. Furthermore, the faculty member shall not conduct any activity as part of a campaign or as part of seeking or holding public office that might interfere with the duties and obligations the faculty member has in his or her relationship with the University.
- 2) Faculty members involved in a campaign or seeking public office must make it clear that they speak as individuals and not as representatives of the University.
- 3) Pursuant to Governor's Policy Directive (GPD-9), dated January 1997, no faculty member shall assess other employees of the University for any political purpose or use of threats or coercion to require or persuade an employee to contribute to a particular candidate or cause.
- 4) A faculty member seeking to conduct a campaign or to hold political office must submit the request to the Vice Chancellor for Academic Affairs as outlined in the section "Leave without Pay" in this document.

### **III.k. Campus Policies and Procedures**

#### **III.k.1. Use of University Property Policy**

The use of University-owned property for personal reasons is not permitted. University equipment should not be taken home by an employee or taken to other campus locations except for official business, and the equipment should be returned immediately after the business objective has been met. Equipment should be properly signed out through the appropriate university discipline, dean, or vice chancellor.

Furthermore, anything that is recorded on a faculty member's computer or voice mail, or any recorded email or record of Internet sites visited, could be available to the public through the Freedom of Information Act or court subpoena. It is the University's responsibility to provide properly requested information and to ensure that University equipment is being used properly.

#### **III.k.2. Internet Code of Conduct**

Internet resources are to be used only for authorized purposes, including the support of research, education, administrative, and other functions of ASUMH.

#### **III.k.4. Inclement Weather Policy**

ASUMH does not normally close classes or offices because of hazardous driving conditions. However, the obligation to provide services to the citizens of the community must be balanced with the risk of danger to students and employees. It is, therefore, appropriate that guidelines reflect the safety needs of students, employees, and citizens.

The University remains open for academic classes and all other services during inclement weather except in extreme circumstances determined by the Chancellor. However, students, faculty, and staff are encouraged to use good judgment in deciding whether to drive to campus during inclement weather. The University will notify by 6:30 a.m., if possible, the local news media that publicize the closing of classes and/or offices. The following radio stations will be notified: KTLO 97.9 FM, KPFM 105.5, KKTZ 93.5 and KOMT 107.5. The inclement weather announcement will also be posted on the ASUMH Web site and Facebook page; and through the ASUMH Alert system unless there are power outages or other circumstances preventing electronic communication.

When the campus is closed, employees are not expected to report for work with the following exception: in some instances, key administrative and members of the maintenance staff may be expected to report to work.

On days' classes are declared to be cancelled or delayed by the inclement weather policy, all employees should be at work by the time designated by the Chancellor. Employees arriving by the designated time will be given credit for a full day's attendance. Employees not coming to work at all will be charged a full day's absence (annual leave). University employees are expected to notify appropriate administrative personnel of their inability to get to campus.

When severe inclement weather occurs during office hours, employees may be allowed to leave work early for safety reasons. Decisions to allow employees to leave work early, however, should recognize the requirement to retain designated critical personnel.

Department administrators shall designate critical personnel who will be required to reach their work stations as soon as possible to assure that offices are open to the public and services are provided, unless the campus is closed.

### **III.k.5. Environmental Emergency Procedures**

All departments have an Emergency Procedures Manual that outlines steps to be taken in case of terrorism, fire, earthquake, bomb threat, explosion, chemical leak, tornado, and campus evacuation.

### **III.k.6. Medical Emergency Procedures**

An Automated External Defibrillator and a first-aid kit are located in each building.

### **III.k.7. Public Safety**

Both Mountain Home Police Department officers and campus security regularly patrol the campus. Faculty should call campus security at 508-6300 or 9-1-1 to report emergencies other than those covered in the Emergency Procedures Manual. When dialing 9-1-1 from a campus phone, the number is 9-911.

## **III.l. General Leave Policies**

### **III.l.1. Sick Leave**

Sick leave is a benefit available to full-time faculty. Paid sick leave is not granted as annual leave, but should be used when a faculty member is unable to work because of illness, injury, or medical, dental, or optical treatment. Sick leave may also be granted to faculty due to the death or serious illness of a member of the faculty member's immediate family. Immediate family shall mean the father, mother, sister, brother, husband, wife, child, grandparents, in-laws, or any individual acting as a parent or

guardian of an employee. A faculty member shall furnish to Vice Chancellor for Academic Affairs a certificate from an attending physician for five or more consecutive days of sick leave. A certificate from a Christian Science practitioner listed in *The Christian Science Journal* may be submitted in lieu of a physician's certificate.

Beginning March 22, 2007 by Act 447, upon retirement full-time employees of ASUMH will be able to receive compensation for unused sick leave.

Faculty accrue 8 hours of sick leave per month for nine months for a total of 72 hours per academic year. One hundred twenty days of sick leave may be carried over at the end of each calendar year.

Sick leave will be used in four-hour or eight-hour increments (1/2 or full days only). Absences of less than three hours per day will count as a 1/2 day. Absences of three hours or more will count as a whole day.

Sick leave may not be accumulated during leave without pay when such leave totals ten or more days within a calendar month.

Sick leave is granted on a basis of workdays and not calendar days. Non-workdays such as weekends and holidays falling within a period of sick leave are not charged as sick leave.

Absence due to illness or disability is charged in the following order:

- 1) Earned sick leave
- 2) Leave without pay

Faculty members who are absent from work due to a temporary occupational injury or illness and who are entitled to Workers' Compensation benefits may, upon proper application, utilize their accrued sick leave as a supplement to Workers' Compensation so as to receive weekly benefits from both sources equal to but not in excess of their normal weekly pay at the time of the injury or onset of illness. This option, when exercised, will reduce the faculty member's accrued sick leave on a basis proportional to the sick leave pay being claimed.

Maternity leave shall be treated as any other leave for sickness or disability. The faculty member is expected to give the Vice Chancellor for Academic Affairs as much notice as possible prior to beginning maternity leave and at least two-weeks' notice prior to returning to work. More information about maternity leave and the Family and Medical Leave Act can be found in Appendix E.

Employees of a school district, an educational cooperative, a state education agency, or a two-year college who leave the school district, educational cooperative, state education agency, or two-year college and accept employment in another school district, an educational cooperative, a state education agency, or a two-year college shall be granted credit by the new school district, education cooperative, state education agency, or two-year college for any unused sick leave accumulated by the employee while employed by the former employer, but not to exceed a maximum of 90 days. The accumulated and unused sick leave credit shall be granted to the employee upon furnishing proof in writing from the former employer of the employee.

The provisions of this section shall apply to employment with another school district, educational cooperative, state education agency, or two-year college on or after July 1, 1997.

### **III.I.2. Family and Medical Leave**

The Family and Medical Leave Act (FMLA) provides time off for employees to care for family members or due to their own illness. Complete FMLA information can be found in Appendix E.

### **III.I.3. Workers' Compensation Leave**

ASUMH strives to maintain a safe and healthy environment for all employees. The University provides Workers' Compensation benefits for faculty members who are injured during the course of work. To ensure that full benefits may be obtained, it is crucial that the faculty member notify the Vice Chancellor for Academic Affairs, or if not available, the appropriate dean, immediately following a work-related injury.

The faculty member and the Vice Chancellor for Academic Affairs or appropriate dean must notify the Office of Human Resources and complete all Workers' Compensation paperwork. Work-related incidents should be reported as soon as possible to the Office of Human Resources.

If medical attention is required, faculty members will be referred for treatment as follows:

- All non-emergency work-related injuries will be treated by a physician designated by the University. For more information, employees should contact the Office of Human Resources.
- Emergency work-related injuries will be treated at Baxter County Regional Hospital, located at 624 Hospital Drive, Mountain Home, AR 72653, unless the faculty member is out of the area when the work-related injury occurs. If such an event occurs, the faculty member will seek treatment at an appropriate medical facility.

Accrued sick leave will be used to supplement Workers' Compensation benefits so that the faculty member will receive normal pay. Therefore, all payments from the Public Employees Claims Division for Workers' Compensation must be reported to the Office of Human Resources.

### **III.I.4. Leave without Pay**

When a faculty member is absent for an entire work day that is not covered by sick leave or any other leave policy, the faculty member must take leave without pay. When possible, faculty must complete a Leave Request Form prior to the absence.

In extenuating circumstances, such as furthering one's education or extended illness, faculty may request long-term leave without pay. When requested with proper notice to the Vice Chancellor for Academic Affairs, leave without pay may be granted for a period that may not exceed six months, unless it is military leave or leave in accordance with the Family and Medical Leave Act. Each application and approval of leave must be in writing and be reviewed each six months or whenever the leave extends beyond that period.

On completion of the leave, the faculty member returns to the same or similar position. In the case of military leave, the faculty member returns to the same or similar position without loss of any rights, including salary increases that would normally have been granted to that individual, unless that position or a similar position is no longer available due to budgetary reductions in faculty.

A faculty member may continue with the insurance programs, provided arrangements have been made in advance with the Office of Human Resources for the faculty member to pay all premiums.

### **III.I.5. Catastrophic Leave**

ASUMH maintains a catastrophic leave bank to assist employees during a catastrophic illness. In the event a faculty member is unable to work for a prolonged period of time due to severe illness, and upon exhaustion of all earned sick leave and holiday leave, the faculty member may apply to the leave bank for additional paid leave. To be eligible to participate in the program, a faculty member must be classified as regular full-time, have completed a minimum of two full years of service with ASUMH, and have a minimum balance of 88 hours total of sick leave. The director of human resources will send out notifications to all eligible faculty members at the time of their second anniversary.

Faculty should contact Human Resources for information if they wish to donate to the Catastrophic Leave Bank during the academic year or at retirement.

### **III.I.6. Military Leave**

Faculty who are members of the National Guard or any of the reserve branches of the U.S. Armed Forces will be granted leave at the rate of 15 working days per calendar year, plus necessary travel time for annual training purposes. Such leave shall be granted without loss of pay. Each faculty member who requests military leave shall furnish a copy of his/her orders to the Office of Human Resources. A faculty member who is drafted or called to active duty in the Armed Forces of the United States or who volunteers for military service shall be placed on extended military leave without pay. Upon application within 90 days after the effective date of his/her release from active duty, the faculty member shall be reinstated to the position vacated or an equivalent position at no loss of seniority or any of the other benefits or privileges of employment. A faculty member who enlists for a second consecutive tour of military duty shall forfeit reemployment rights.

Military personnel called to duty in emergencies by the Governor or by the President of the United States shall be granted leave with pay not to exceed 30 working days, after which leave without pay will be granted.

### **III.I.7. Court and Jury Duty**

Any faculty member who is subpoenaed as a witness or serves as a juror shall be entitled to regular university compensation in addition to any fees paid by the court for such services, for necessary appearances in any court, and any absences from work for such purposes shall not be counted as sick leave.

Faculty who are accepted by the court as expert witnesses shall be required to take sick leave for the time required for such testimony.

### **III.I.8. Children's Educational Activity Leave**

Arkansas law provides for eight hours of leave for the purpose of attending or assisting with the educational activities of a child. Leave may be taken in increments.

"Child" means a person enrolled in pre-kindergarten through grade 12 who is of the following relation to a state employee:

- Natural child
- Adopted child
- Stepchild



- Foster child
- Grandchild or
- Ward of the state employee by virtue of the state employee having been appointed the person's legal guardian or custodian; or any other legal capacity where the employee is acting as a parent for the child.

"Educational activity" means any school-sponsored activity including without limitation:

- A parent-teacher conference
- Participation in school-sponsored tutoring
- Participation in a school-sponsored volunteer program
- A field trip
- A classroom program
- A school committee meeting
- An academic competition and
- Assisting with athletic, music, or theater programs

Unused leave may not be carried over to the next calendar year and is not compensated to the state employee at the time of retirement. The supervisor must approve the leave 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.

### **III.I.9. Faculty Academic Leave**

The purpose of faculty leave is to encourage professional development of individual faculty members in the best interest of ASUMH. Accordingly, leave may be granted for various purposes, including graduate study leading to a terminal degree, further study to upgrade specific competencies, retraining of faculty members who teach in programs that have become technologically oriented or that have shifted from large scale to small scale methodologies and/or procedures that are being reduced or phased out, and post-doctoral study, travel, research, and other professionally creative activities. The faculty member seeking funding should prepare a written narrative justifying the need and present the narrative to Vice Chancellor for Academic Affairs.

At least one semester in advance of the proposed leave, detailed plans for the period of the leave must be submitted to the Academic Council who will forward the information to the Vice Chancellor for Academic Affairs. After screening the applications, the Vice Chancellor for Academic Affairs, after consulting with the Academic Council, submits his/her recommendations to the Chancellor for final action.

Whenever possible, the Vice Chancellor for Academic Affairs will respond in writing to the request for leave within six weeks of receiving the request for leave.

#### *Option I*

Eligible faculty who have three or more years of service to ASUMH and who have been accepted in an accredited graduate program may be granted one fall or spring semester of absence for the purpose of graduate study.

#### *Option II*

At the discretion of the appropriate vice Chancellor and the Chancellor, leave may be granted to retrain faculty members employed in programs that are reduced or phased out.

#### *Option III*

At the discretion of the Vice Chancellor for Academic Affairs, leave may be granted to allow faculty to upgrade skills and knowledge of new methodologies and to enhance teaching skills.

The individual granted a leave, if compensated, is obligated to return to the University for at least two academic years. Should the individual fail voluntarily to meet this obligation, he or she must refund all the compensation received during the leave.

### **III.m. Insurance**

#### **III.m.1. Group Life, Health, and Hospitalization**

The University operates a group life, health, and hospitalization insurance plan. The plan is not compulsory for all contracted personnel. Faculty must enroll on their employment date or may enroll during the next open enrollment period. At present, the University pays, as fringe benefits, part of the cost for faculty insurance and part

of the cost of dependent coverage. Faculty who are on faculty academic leave without pay have the option to continue their insurance coverage if they wish. However, they are required to pay full cost for this coverage.

#### **III.m.2. Eligibility and Changes in Health Insurance**

All regular full-time employees are eligible for insurance coverage and retirement programs at ASUMH. Changes in coverage may be made during the annual open enrollment period. Please contact the Office of Human Resources for more information.

#### **III.m.3. COBRA**

Under the Consolidated Omnibus Budget Reconciliation Act (COBRA), continuation of medical coverage, at the faculty member's expense, will be allowed for employees leaving ASUMH, their spouses and dependents for 18 months, except those faculty members terminated for gross misconduct. Reduction in hours of employment, e.g. for budget savings, that could cause coverage to cease is also considered as a qualifying event for continued coverage. Continued coverage will be available for a deceased faculty member's surviving, divorced, or separated spouse and their dependent children for up to three years. Coverage in each of these instances would cease in the event of any of the following: remarriage, the spouse or widow becomes covered under another plan, failure to pay the monthly premiums, or dependents cease being dependents as defined in the medical certificate.

#### **III.m.4. HIPAA**

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) allows employees and dependents health coverage with a reduced preexisting exclusion period, if specific portability

requirements are met. A preexisting condition is a condition present before the enrollment date in any new health plan. This is any condition for which medical advice, diagnosis, care, or treatment was recommended or received within the six-month period ending on the enrollment date. ASUMH follows HIPAA regulations. ASUMH will furnish a certificate of coverage to an individual to provide documentation of prior creditable coverage upon request or at termination from ASUMH's plan.

### **III.m.5. Life Insurance**

ASUMH provides life insurance for all regular, full-time employees in the following amounts at no cost to the employee.

- Employee Life: 1 ½ times annual salary (maximum \$50,000)
- Dependent Life:
  - Spouse--\$2,000
  - Child to age 3--\$1,000
  - Child from age 3 to age 19 or to age 25 for full-time students--\$2,000 Additional life insurance for a spouse or children is available for a nominal charge.

### **III.m.6. Long-Term Disability**

ASUMH provides a long-term disability plan for full-time employees who have completed the required length of service. Faculty members are eligible for this benefit after 90 days of full-time employment. The benefit amount is 60 percent of salary up to \$3,000 per month. Contact the Office of Human Resources for requirements and benefit amounts. A faculty member may opt to purchase short term disability coverage.

### **III.m.7. Flexible Benefits Plan (125)**

The Flexible Benefits Plan (125) enables employees to tax-shelter a portion of their income to pay for insurance premiums for family coverage or to redirect money into a spending account that can be used for medical expenses, child care, or other non ASUMH insurance coverage.

### **III.m.8. State Unemployment Insurance**

Faculty are covered under the State Unemployment Compensation Act. A person whose employment at the University has been terminated should contact the local Department of Workforce Services. Unemployment compensation will be paid if the person qualifies for benefits and no other suitable work is available.

### **III.m.9. Additional Insurance and Information**

Additional information describing each insurance program listed above and additional insurance programs may be obtained from the Office of Human Resources.

## **III.n. Payroll Procedures**

### **III.n.1. Issuance of Salary**

Salary payments are issued semi-monthly. All employees are required to participate in the University's direct deposit program. The University is required by federal law to withhold Social Security, if applicable, and federal income tax according to exemptions claimed on the employee's W-4 form filed

with the Office of Human Resources. State law requires the deduction of state income tax according to exemptions claimed on the state-withholding certificate.

### **III.n.2. Payroll Deductions**

At the faculty member's request, state law permits a few other items to be withheld from payroll checks, including retirement, group insurance – health, life, dental, and 125 Flexible Benefit Program deductions.

### **III.n.3. Distribution of W-2's**

University employees' year-end W-2 statements of earnings for the previous calendar year are available electronically as soon after the end of the calendar year as possible. The W-2 forms for terminated employees are mailed. Current and terminated employees are responsible for notifying the Office of Human Resources of any change in their mailing address.

## **III.o. Retirement Benefits**

### **III.o.1. TIAA-CREF and VALIC**

All full-time faculty members employed by the University are required to participate in the Teachers Insurance Annuity Association-College Retirement Equities Fund (TIAA-CREF or VALIC). Contributions to both TIAA-CREF and VALIC are tax sheltered and will be reflected as a payroll deduction; therefore, they will not appear as taxable earnings on the W-2 Form.

The Office of Human Resources can provide information concerning actual contributions by the individual and matching contributions by the University.

### *III.o.2. Social Security*

Full-time faculty members participate in the federal Social Security program. Social Security provides a variety of benefits, including old age retirement payments, death benefits, disability insurance, and monthly income payments to dependent survivors of covered workers. Payments are withheld from each pay period, beginning in January, until the maximum has been paid for that calendar year. The University contributes an amount equal to that deducted from faculty members' salaries.

Adjunct faculty members are required to participate in the Social Security Alternative Plan. All questions regarding retirement should be directed to the Office of Human Resources.

## **III.p. Miscellaneous Benefits**

### **III.p.1. Educational Privileges**

ASUMH full-time faculty, retired faculty, their spouses and their unmarried dependent children may enroll for undergraduate studies for credit or for audit on a space-available basis at a 75 percent discount of tuition at all system campuses. For graduate level studies, these persons are eligible for a waiver of one-half tuition. Persons who receive the tuition discount will have the university-sponsored scholarships adjusted accordingly. Persons who choose to accept a full-fee grant-in aid or assistantship will be charged the regular tuition. Persons must be eligible for resident tuition to qualify for the employee tuition discount. Each system campus has the right to exempt particular programs from the tuition discount. Faculty should consult with the campus to ensure the program they seek is eligible.

### **III.p.2. Surviving Dependents Tuition Discount**

ASUMH is authorized to extend the tuition benefit in force at the time of enrollment to the dependent(s) of an employee who has four or more years of service to ASUMH at the time of his or her death.

### **III.p.3. Bookstore**

The bookstore will offer faculty, staff and departments a discount of at least fifteen percent (15%) on the following for personal use (i.e., not acquired for resale): items not on sale, textbooks, general merchandise, and supplies. This discount shall not apply to special orders, class and alumni rings, graduation regalia, periodicals, stamps, health and beauty aids, sale merchandise, software or electronic equipment.

## **Section IV: Academic Procedures**

### **IV.a. Assessment**

ASUMH engages in ongoing assessment of student learning as part of its commitment to the educational outcomes of its students.

It has effective processes for assessment of student learning and for achievement of learning goals in academic and co-curricular offerings.

It uses the information gained from assessment to improve student learning.

ASUMH's processes and methodologies to assess student learning reflect good practice, including the substantial participation of faculty, administrators, and other relevant staff members.

### **IV.b. Faculty Responsibility for Assessment**

**IV.b.1. Faculty members coordinate with administrators and other campus constituencies to create and devise measures to assess the following educational components of strategic management:**

- Institutional goals
- Program outcomes
- Course outcomes
- Course objectives

**IV.b.II Faculty members design their assessment plans and assessment activities, choose their assessment methods, and make changes to their courses based on assessment information.**

### **IV.c. Assessment Oversight**

The Provost/Vice-Chancellor of Academic Affairs, the Academic Deans, and the Institutional Research and Assessment Council work closely with faculty to ensure that assessment processes and methodologies reflect current, effective practices.

### **IV.d. Course Procedures**

#### **IV.d.1. Class Rosters and Attendance**

Class rosters are available through the campus management system. Students whose names do not appear on the class rosters are not officially enrolled. Those students should be directed to the Office of Admissions. Admissions personnel will verify the enrollment of students and make corrections if needed. The Office of Admissions will answer any questions regarding roster listings.

Roster verifications are completed by course faculty using the campus management system. Students must attend class, submit an assignment, or contact the instructor prior to the verification date or they will be dropped from the course for non-attendance.

Attendance should be taken and recorded in the campus management system at least once per week for each class. Recording of attendance as relates to the last day of participation for failing students is required for financial aid purposes.

Failure to attend class does not constitute withdrawal, and the appropriate withdrawal process must be followed. See the ASUMH Catalog and Student Handbook for withdrawal procedure.

Faculty may request administrative withdrawal of a student for excessive absence. See Appendix J for the Administrative Withdrawal Form. The form must be submitted prior to the last drop date for the term.

#### **IV.d.2. Grades**

##### **IV.d.2.i. Grading System**

ASUMH recognizes "A," "B," "C," and "D" as passing grades except for specific courses or programs as noted in the *ASUMH Catalog and Student Handbook*.

- College Preparatory and other remedial courses may give grades of pass/fail.
- A grade of "F" is given when a student fails to meet the requirements of the course.
- The grading scale is at the discretion of the instructor.
- Adjunct faculty members must submit a copy of their grades to the Office of the Registrar at the end of each semester.

##### **IV.d.2. ii. Incompletes**

A grade of "I" (incomplete) may be recorded when a student who has successfully completed 75 percent of the requirements of a course is unable to meet the remainder of the course requirements for reasons beyond his or her control.

Prior to giving an "I" grade, faculty must complete and submit to the Office of the Registrar an Incomplete Form, including a detailed description of work to be completed. Faculty must record the "I" on the final grade report. When the student completes all requirements for the course, the instructor should immediately notify the Office of the Registrar by submitting a Grade Change Report Form.

Faculty are expected to inform students that an "I" grade not removed within the time specified by the instructor, or in any case by the close of the immediately succeeding fall or spring semester, automatically becomes an "F." Faculty should make students aware that an "I" may affect their financial aid.

##### **IV.d.2.iii. Final Grades**

Faculty members report final grades to the Office of the Registrar according to the dates outlined in the academic calendar.

##### **IV.d.2. iv. Grade Posting and FERPA**

The Family Educational Rights and Privacy Act (FERPA) prohibits faculty from posting grades in any manner that reveals the identity of the student. More information on FERPA can be found in Appendix F.

##### **IV.d.2.v. Change of Grade**

To change a student's course grade, faculty members must submit a Grade Change Report Form before the close of the regular (spring/fall) semester immediately following the one in which the original grade was recorded.

#### **IV.d.3. Audit Policy**

Students auditing a course pay the regular course fee. No credit is awarded for courses audited. The letters "AU" will be recorded in the grade column on the student's permanent record. Auditing students will be counted as part of the faculty load for a semester or term.

#### **IV.d.4. Withdrawal from a Class**

To withdraw from a class, a student must complete a Withdrawal Form. The Admissions Office will notify the course instructor and the student's advisor of the student's withdrawal.

#### **IV.d.5. University-Sponsored Student Travel**

All student travel requires prior approval from the appropriate administrators through the requisition process. Field trip request forms and liability waivers must be completed by both faculty and students and can be found online.

Faculty and organization sponsors who take students on university-sponsored trips should inform students that it is the individual student's responsibility to inform other instructors of absence from class meetings.

#### **IV.d.6. Course Syllabi**

Faculty members must prepare and provide to the appropriate dean and their students a dated syllabus of each course taught each semester. The information that is required in each syllabus is outlined in an institutional Syllabus Template found in the Learning Management System.

#### **IV.d.7. Course Additions, Deletions, and Changes**

Course additions, deletions, and changes are initiated by individual faculty members, by academic disciplines, or through the Curriculum Committee requesting that faculty or disciplines develop, delete, or change courses to fulfill an academic or technical need.

To propose a course addition, deletion, or change, faculty members must submit a proposal before the *Catalog and Student Handbook* deadline.

A proposal must contain the following components:

- 1) the course name (and an alternate name if applicable)
- 2) course code and number
- 3) justification for the change (addition, deletion, or change)
- 4) cost projection (new software, equipment, and so on)
- 5) estimated enrollment that would be affected
- 6) course materials
- 7) brief outline or course description



8) Course approval sign-off form signed by the appropriate dean.

Special courses and non-degree credit courses may be taught on a one-time basis without inclusion in the catalog.

#### **IV.d.8. Schedule of Classes and Final Examinations**

Scheduling of classes is coordinated by deans under the direction of the Provost/Vice Chancellor for Academic Affairs with input from the faculty members teaching the courses. Schedules are available in advance of the beginning of each semester and summer session. Class and final examination schedules must be followed by adjunct and full-time faculty members.

Semester course schedules are created no later than the preceding semester. Some disciplines and programs may schedule a year in advance. Faculty members work with peers in their discipline to create a schedule of courses, which is submitted to the dean for approval. These submissions are considered to be a request. Final decisions regarding scheduling rest with the Academic Council.

#### **IV.d.9. Assignments of Classrooms and Office Space**

Classroom assignments for each term of the school year are part of the class schedule. Initial assignments are made by the deans, and final assignments are made by the Office of the Vice Chancellor for Academic Affairs. Any request for reassignment of classrooms should be made to the appropriate dean.

Office assignments are made by the Dean and approved by the Provost/ Vice Chancellor for Academic Affairs. Requests to change offices should be submitted to the appropriate dean for approval by the Provost/Vice Chancellor for Academic Affairs.

## Appendix A: Sexual Discrimination Grievance Procedure

### Grievance Issues

The sexual discrimination grievance procedure applies to all allegations of sexual discrimination. Sexual discrimination includes sexual harassment, sexual assault, and sexual violence.

Sexual harassment is defined as unwelcome gender-based verbal or physical conduct that is severe, persistent, or pervasive and occurs when:

- 1) Submission to, or toleration of, such conduct is made a term or condition of instruction, employment, or participation in other university activities;
- 2) Submission to, or rejection of, such conduct is used as a basis for employment or education decisions affecting the individual; or
- 3) Such conduct has the effect of unreasonably interfering with an individual's education or employment performance or creating an intimidating, hostile, or offensive university environment.

Sexual assault occurs when a person is subjected to an unwanted sexual act by force or threat without consent. Sexual assault includes rape, sexual contact such as touching or fondling, and the forced performance of sexual acts involving bodily contact between the parties.

Sexual violence includes sexual assault but may also consist of an attempt to obtain a sexual act or sexual advances which do not result in a completed sexual act. Sexual violence includes all acts constituting sexual assault plus other acts such as exposure of sexual organs, gender-based stalking, and gender-based bullying. Gender-based stalking or bullying may be carried out in person or through communications systems including telephones, e-mails, and texting.

Sexual acts occur without consent when they are perpetrated against a person's will or where a person is incapable of giving consent due to minority in age, intellectual impairment, or use of mind-altering substances such as drugs or alcohol.

### Report of Sexual Discrimination

Any employee, student, or visitor who believes he or she has been subjected to sexual discrimination should report the incident to the Title IX Coordinator utilizing the grievance form available on the human resources or student conduct Web sites. Employees with supervisory responsibilities and university police personnel must report incidents of sexual discrimination either observed by them or reported to them to the Title IX Coordinator. In the event the sexual discrimination allegation is against the Title IX Coordinator, the report form should be submitted to the Office of University Counsel. In order to ensure timely investigation and remedy, a sexual discrimination grievance should be activated within 60 days from the time the events leading to the complaint occurred. All complaints are investigated; however, delay in reporting impedes the ability to achieve prompt resolution. All efforts will be made to honor a request for confidentiality but confidentiality cannot be ensured. Reports of sexual assault or sexual violence will be reported to law enforcement authorities.

Criminal investigations by any law enforcement agencies or investigations conducted under the faculty, staff, or student handbooks may occur simultaneously with a sexual discrimination grievance and do not affect the grievance process.

## Title IX Coordinator's Response

Within 20 working days after receipt of a written grievance form, the Title IX Coordinator, or designee, will conduct a full and impartial investigation including interviewing the complainant, the accused, and any witnesses identified as well as reviewing any documentary evidence submitted by either party. As early as possible in the investigation, the Title IX Coordinator should determine whether temporary remedial measures are warranted such as suspension from employment with or without pay, suspension from classes, and issuance of a no contact directive, reassignment of job duties, or changing class or classroom assignments. If immediate action is required to protect the complainant, the Title IX Coordinator shall work with the appropriate administrator to implement temporary remedial measures.

The past sexual history or sexual character of a party will not be admissible by the other party in the investigation or any subsequent hearing unless the party was found to be responsible, the previous incident was substantially similar to the present allegation, and the past actions indicate a pattern of behavior consistent with the current allegations.

After studying all the pertinent facts and documents, carefully examining any policies involved, and discussing the issue with the parties and witnesses, the Title IX Coordinator shall either (1) propose an informal resolution to the parties which, if accepted, shall be documented in writing and shall conclude the investigation or (2) prepare a formal written report making a finding, based on the preponderance of the evidence, as to whether sexual discrimination occurred, and if so, recommending a remedy that will end the discrimination, prevent its recurrence, and remove its effects on the complainant and the university community. The report shall be transmitted simultaneously to the complainant and the accused and implemented immediately. If both parties agree with the report, the grievance shall be closed and the remedies continued. If either party does not agree with the finding of the Title IX Coordinator and desires to appeal, that party must submit, within five working days of the date of the report, a written request to the Office of Human Resources for a hearing before the sexual discrimination hearing committee. The written request will detail the alleged error of the Title IX Coordinator and the requested remedy. The Office of Human Resources will provide the party not appealing with a copy of the request. Within five working days of the date of the letter from the Office of Human Resources, the party not appealing may submit a written response to the request for hearing countering any allegations in that document. Copies will be provided to the Title IX

Coordinator for placement in the case file. Timelines may be extended by the Title IX Coordinator in extenuating circumstances.

## Sexual Discrimination Hearing Committee Composition

The sexual discrimination hearing committee is composed of members selected by the Chancellor. The committee elects a chair once convened. The sexual discrimination hearing committee shall have specific training on sexual discrimination.

A member of the Office of Human Resources sits as an ex-officio, non-voting member of the sexual discrimination hearing committee, offering technical assistance on procedural and policy matters.

## Sexual Discrimination Hearing Committee Functions

The sexual discrimination hearing committee reviews the findings of the Title IX Coordinator to determine, based on the preponderance of the evidence, whether institutional error has occurred and, if

so, to recommend an appropriate corrective action. Institutional error occurs when no legitimate reason exists for the action taken. Decisions that require the exercise of judgment or discretion cannot constitute institutional error. The committee has 20 working days to prepare a written response after it has received a complaint. All proceedings shall be in closed session. Because the committee will have received the entire file from the Title IX Coordinator including all witness statements, the hearing will not include the grievant, the party complained against, or other witnesses unless either (1) the committee requests their oral testimony or (2) either party requests to testify and/or present witnesses. In the event that oral testimony is requested, the grievant and the party complained against may be present and question the witnesses. If the grievance is one alleging sexual assault or sexual violence, the parties will not question the other. Instead, the party testifying before the committee shall be screened so that they may be heard by the other party but not seen. The non-testifying party shall have the opportunity to provide written questions to the committee to be asked of the testifying witness based on his or her testimony. The committee may also question any person testifying. Each party may have an advisor present during the testimony who may provide personal consultation but may not actively participate in the hearing. The parties must disclose to the chair of the sexual discrimination hearing committee the identity of any testifying witness or any advisor at least two working days before any hearing. The chair shall provide the list of witnesses to each party upon receipt. No audio or video recording is permitted.

In reviewing a case, two options are open to the committee:

1. It may find no institutional error has occurred and recommend that no further action be taken.
2. It may find that institutional error has occurred and recommend a remedy different than that proposed by the Title IX Coordinator.

#### Sexual Discrimination Hearing Committee Findings

In all instances, the committee shall make a record of its findings, a statement of its conclusion, including the reason or policy criteria used in reaching a decision, and its recommendations for resolution of the grievance. The committee decision shall be forwarded to the Chancellor of the campus for action. Copies will be filed with the Title IX Coordinator as a part of the complaint record and sent to the grievant and the accused. Within ten working days of receipt of the committee recommendation, the Chancellor will accept or reject the committee recommendation in writing after review of all file materials. The Chancellor's decision is final. A copy of the decision shall be provided to the Title IX Coordinator for distribution to both the complainant and the accused. The Office of Human Resources will coordinate the implementation of any remedies resulting from the grievance.

#### Document Collection

When a sexual discrimination grievance proceeding has been closed, all material relating to that case shall be retained on file by the Title IX Coordinator for seven years. Care will be taken to ensure that no incomplete or inaccurate information pertaining to the grievance is retained in the file. Sexual discrimination grievance proceedings are considered confidential and no person involved with the grievance may make the documents public except as required by law.

Appendix B: Child Maltreatment Reporting  
Effective Date: May 4, 2012

## Appendix C: Faculty Grievance Procedure

### Faculty Grievance of Operational Procedure

Members of the university faculty are expected to support the university programs and policies, but individuals may be dissatisfied with or concerned about a procedure, program, or practice at ASUMH. Often grievances of this sort can be reviewed and resolved through informal discussions. However, when a difference of opinion remains unresolved, a formal complaint procedure is initiated through the shared governance process.

### Faculty Grievance of Employment

Grievable issues related to employment are those in which institutional error may have occurred. Institutional error is defined as a violation of existing university policy that adversely affects the terms or conditions of employment. Institutional error cannot occur in matters of discretion or judgment such as in the case of a decision not to renew employment; therefore, even though a person may feel he or she has been treated unfairly, decisions of discretion or judgment are not grievable. If an employee disagrees with changes in his/her terms or conditions of employment implemented by the University, the employee may file a grievance in accordance with ASUMH's faculty grievance procedure without fear of retribution.

### Steps in the Grievance Procedure for Faculty

The person filing the grievance is the grievant, and the person against whom the grievance is filed is called the respondent.

#### *Step 1a –Informal Grievance Procedure*

The University encourages faculty members to resolve grievances informally. Any faculty member believing he or she has a grievance should discuss his or her concern with the most immediate supervisor. The grievant should address a grievance within 5 working days of either the occurrence or first knowledge of the grievable occurrence. If the faculty member and supervisor are unable to resolve the issue, the faculty member may then proceed to the next step.

#### *Step 1b –Initiation of a Grievance.*

If the faculty member feels uncomfortable discussing the matter with the immediate supervisor, the faculty member may consult the faculty hearing committee chair for assistance or advice. The chair may serve as an intermediary between the grievant and respondent in seeking an informal resolution and/or advise the grievant on the grievance procedure.

#### *Step 1b –Initiation of a Grievance*

Any faculty member believing he or she has a grievance, which has not or cannot be resolved through *Step 1a –Informal Grievance Procedure*, should discuss that concern with the Human Resources Director, who will consult with the Vice Chancellor for Academic Affairs and decide whether the concern states a grievable issue. If a grievable issue is stated, a faculty member should present a written grievance to his or her supervisor. The written grievance should a) identify the problem, b) concisely state the facts surrounding the grievance, and c) state the desired remedy. The grievant, respondent, and the

supervisor(s) should attempt to resolve the issue in a manner acceptable to all parties. If the grievance is not resolved within ten working days after the grievant has presented the grievance to the respondent, the grievant may request a formal review by the faculty hearing committee.

#### *Step 2 - Formal Filing of Grievance*

Within 10 working days after failure of *Step 1b –Initiation of a Grievance*, the grievant shall present the grievance in written form to the faculty hearing committee chair, who shall distribute it to the respondent, Human Resources Director, and appropriate vice chancellor(s).

#### *Step 3 - Administrative Resolution*

The appropriate vice chancellor(s) and the Human Resources Director will meet with the grievant and the respondent within 10 working days to resolve the grievance. If these meetings do not resolve the grievance, the grievance will be referred to the faculty hearing committee.

#### *Step 4 – Faculty Hearing Committee Resolution*

If the grievance is not resolved in Step 3, then within 10 working days after the meeting with the appropriate vice chancellor(s), the grievant or respondent may make a written request to the faculty hearing committee chair for a hearing. The hearing committee will

have 10 working days to 1) study the written complaint, 2) take testimonies from concerned parties, 3) examine relevant files and/or documents, and 4) either recommend that the grievance be dismissed or recommend a remedy. The committee shall submit a written record of the meeting to the Chancellor within 10 working days. The Chancellor shall distribute the decision to all parties immediately.

#### *Step 5 - Appeal to the Chancellor*

If the grievant or respondent is dissatisfied with the decision of the hearing committee, he or she may appeal in writing to the Chancellor within 10 working days of written notification of the committee decision. The Chancellor will respond to the written appeal within 10 working days.

The decision of the Chancellor is final and completes the internal grievance process.

EXCEPTION: If the respondent is the Chancellor, the appeal will be made directly to the system president.

#### *Faculty Hearing Committee*

*Composition.* At the end of each spring term, the Faculty Senate will present to the Chancellor of the University three members to serve on an ad hoc basis as the faculty hearing committee. The Faculty Senate should consider all disciplines and schools when creating the list. The hearing committee selects one member to act as chair and one member to prepare reports of proceedings.

*Proceedings.* The faculty hearing committee has 20 working days after a complaint is received to conduct an inquiry and recommend a final decision or settlement. Such recommendation will be in writing. All proceedings of this committee will be private. Each party has a right to representation and will be notified at least 24 hours in advance of the identity of any representative to be present.

A faculty hearing committee member may not serve if he or she is:

- 1) Directly supervised by the grievant or respondent;
- 2) The direct supervisor of the grievant or respondent; or

3) Immediately related to the grievant or respondent.

A person selected to serve on a committee may excuse him/herself from the committee prior to the hearing. If a committee member excuses him/herself from the committee, a new member shall be appointed.

#### Other Information about Faculty Grievance Procedure

If multiple grievances should be filed against the same respondent for identical outcomes, the faculty hearing committee may elect to hear the grievances as a group.

Legal representation or spokespersons are not appropriate.

No decision at any step of the grievance procedure may conflict with any applicable state or federal statute. The grievance procedure is an internal tool for resolution of differences, not a legal forum. Those wishing to use legal counsel in search of redress should do so within the judicial system. The employee does not waive any rights under the jurisdiction of outside agencies, including the judicial system, by using the grievance procedure.



## Appendix D: Faculty Salary Schedule Grid

**Faculty Placement Table**  
(9 Month Faculty)

This is for hiring placement only and has no relationship to faculty pay in subsequent years.

Years	Associates	Bachelor's	Masters	Master +30 or Specialist	Doctorate
0	\$ 30,000	\$ 33,000	\$ 36,000	\$ 38,500	\$ 42,000
1	\$ 30,300	\$ 33,300	\$ 36,300	\$ 38,800	\$ 42,300
2	\$ 30,600	\$ 33,600	\$ 36,600	\$ 39,100	\$ 42,600
3	\$ 30,900	\$ 33,900	\$ 36,900	\$ 39,400	\$ 42,900
4	\$ 31,200	\$ 34,200	\$ 37,200	\$ 39,700	\$ 43,200
5	\$ 31,500	\$ 34,500	\$ 37,500	\$ 40,000	\$ 43,500
6	\$ 31,800	\$ 34,800	\$ 37,800	\$ 40,300	\$ 43,800
7	\$ 32,100	\$ 35,100	\$ 38,100	\$ 40,600	\$ 44,100
8	\$ 32,400	\$ 35,400	\$ 38,400	\$ 40,900	\$ 44,400
9	\$ 32,700	\$ 35,700	\$ 38,700	\$ 41,200	\$ 44,700
10	\$ 33,000	\$ 36,000	\$ 39,000	\$ 41,500	\$ 45,000
11	\$ 33,300	\$ 36,300	\$ 39,300	\$ 41,800	\$ 45,300
12	\$ 33,600	\$ 36,600	\$ 39,600	\$ 42,100	\$ 45,600
13	\$ 33,900	\$ 36,900	\$ 39,900	\$ 42,400	\$ 45,900
14	\$ 34,200	\$ 37,200	\$ 40,200	\$ 42,700	\$ 46,200
15	\$ 34,500	\$ 37,500	\$ 40,500	\$ 43,000	\$ 46,500
16	\$ 34,800	\$ 37,800	\$ 40,800	\$ 43,300	\$ 46,800
17	\$ 35,100	\$ 38,100	\$ 41,100	\$ 43,600	\$ 47,100
18	\$ 35,400	\$ 38,400	\$ 41,400	\$ 43,900	\$ 47,400
19	\$ 35,700	\$ 38,700	\$ 41,700	\$ 44,200	\$ 47,700
20	\$ 36,000	\$ 39,000	\$ 42,000	\$ 44,500	\$ 48,000
21	\$ 36,300	\$ 39,300	\$ 42,300	\$ 44,800	\$ 48,300
22	\$ 36,600	\$ 39,600	\$ 42,600	\$ 45,100	\$ 48,600
23	\$ 36,900	\$ 39,900	\$ 42,900	\$ 45,400	\$ 48,900
24	\$ 37,200	\$ 40,200	\$ 43,200	\$ 45,700	\$ 49,200
25	\$ 37,500	\$ 40,500	\$ 43,500	\$ 46,000	\$ 49,500
26	\$ 37,800	\$ 40,800	\$ 43,800	\$ 46,300	\$ 49,800
27	\$ 38,100	\$ 41,100	\$ 44,100	\$ 46,600	\$ 50,100
28	\$ 38,400	\$ 41,400	\$ 44,400	\$ 46,900	\$ 50,400
29	\$ 38,700	\$ 41,700	\$ 44,700	\$ 47,200	\$ 50,700
30	\$ 39,000	\$ 42,000	\$ 45,000	\$ 47,500	\$ 51,000

### Faculty Placement Guide to Steps:

- \* Highest Degree
- \* 1 for 1 on years of full-time post-secondary teaching
- \* 1 for 1 on years of full-time non-academic higher education experience
- \* 1 for 2 on years of secondary teaching
- \* 1 for 2 on years of related field experience
- \* Cannot receive dual credit for concurrent time frames, i.e. cannot receive credit for both teaching and related field experience over the same number of years.
- \* Technical instructors with only an associate's level degree will be placed at the bachelor's level, but are not eligible for the degree attainment award if they complete a bachelor's degree.
- \* Technical instructors with a technical certificate will be placed at the associates degree level, and are not eligible for the degree attainment award if they complete an associate degree.
- \* No credit for adjunct teaching
- \* No additional credit for required or preferred certifications

Effective 7-1-18

## Appendix E: Family and Medical Leave Act

The Family and Medical Leave Act (FMLA) provides time off for employees to care for family members or due to their own illness. To be eligible, employees must have been employed by ASUMH for a total of 12 months and have worked a total of 1,250 hours in the past 12 months.

FMLA leave is unpaid leave (meaning the employee does not receive any pay entitlement from this type of leave). ASUMH does require that the employee use any available sick leave, compensatory time, and/or annual leave, prior to being placed in unpaid leave status (meaning FMLA leave runs concurrent with any other leave).

The FMLA entitles eligible employees to a total of 12 work weeks of unpaid leave during any 12-month period for one of the following reasons:

- The birth of a child, and to care for the newborn child;
- The placement with the employee of a child for adoption or foster care;
- The care of the employee's spouse, child, or parent for a serious health condition; or
- A serious health condition that makes the employee unable to perform the functions of the employee's job.

The FMLA also provides up to 26 work weeks of leave to care for a seriously injured or ill covered military service member and up to 12 work weeks of qualifying exigency leave for reasons related to the call to active duty of covered service member spouses, children, or parents.

The 12-month period used by ASUMH for determining eligibility is a rolling year, with the 12-month period beginning the first day of FMLA leave usage. (For example, if an employee begins leave for surgery on April 10, the 12-month period begins on April 10, of the current year and ends on April 10, of the following year.)

### Serious Health Condition

Generally, a serious health condition is defined as:

- A condition that requires overnight hospitalization;
- A condition that requires a minimum of three days of absence, with a doctor's visit and a continuing regimen of care; or
- A chronic condition for which the employee or family member continues to receive care.

Conditions for which cosmetic treatments are administered, routine dental, orthodontic, or periodontal problems or illnesses such as cold, the flu, or upset stomach, are not ordinarily considered a serious health condition.

If an employee knows in advance that leave will be taken, the employee should notify the supervisor at least 30 days prior to leave, or as soon as practicable if the leave will begin in less than thirty (30) days. A request for Family and Medical Leave form should be completed by the employee as soon as the employee knows the employee will be requesting time off for FMLA. A medical certification from the employee's doctor must also be submitted in a timely manner for leave that cumulatively exceeds 5 days. The supervisor may request that a recertification be submitted after a 30-day period.

If a supervisor learns that leave is for an FMLA purpose after leave has begun, the entire leave time may be counted as FMLA leave. An employee desiring to have a leave period designated as FMLA must so notify the supervisor within two business days of returning to work.

Only the amount of leave actually taken may be counted toward the 12 weeks of leave to which an employee is entitled. For example, if an employee requests FMLA for chronic health condition which requires that the employee see a specialist in Little Rock, the amount of time taken off for travel and the doctor's visit should be counted.

### Maternity

An expectant mother may take FMLA leave before the birth of the child for prenatal care or doctor's visits or if her condition makes her unable to work.

An employee may request FMLA leave before the actual placement or adoption of a child if an absence from work is required for the placement for adoption or foster care to proceed. For example, the employee may be required to attend counseling sessions, appear in court, consult with the employee's attorney or doctor representing the birth parent, or submit to a physical examination.

After the birth or placement of a child for adoption or foster care, an employee may use any or all remaining leave time. The employee may not return on a part-time basis or intermittently take additional time after returning to work, unless the child is seriously ill, without supervisor's approval.

If spouses are both employed by the university, they may take a combined total of 12 weeks to care for a newborn, newly adopted/foster child, or to care for the employee's parent with a serious health condition. They may use the balance of "their leave time for other FMLA situations. For example, if a husband and wife are both employed by the university and have a baby, the mother might take eight weeks of FMLA leave and the father might take four weeks. Together they have taken 12 weeks for the birth. The father may still take eight additional weeks within a one-year period for another FMLA situation. The mother may still use the additional four weeks for another FMLA situation.

### Intermittent Leave

An employee may request intermittent or reduced-schedule leave to care for a family member in situations where the family member's condition itself is intermittent or where the employee may be needed to share care responsibilities with another party or to make arrangements for changes in care, such as transfer to a nursing home.

Intermittent leave may be taken for a serious health condition that requires treatment by a health care provider intermittently rather than one continuous period of time. Intermittent or reduced-schedule leave may be taken for absences where the employee or family member is incapacitated because of a chronic serious health condition even if the employee does not receive treatment by a healthcare provider (for example: asthma, diabetes, and epilepsy). In these cases, an employee is incapacitated only if the employee is unable to perform the essential functions of the position.

### Other

FMLA allows leave for substance abuse only to undergo treatment by a healthcare provider and specifically excludes employee absence because of use of the substance. Stress qualifies as a serious health condition only if it rises to the level of mental illness or results in a physical illness.

All medical information gathered as a result of the serious health condition is considered confidential.

During the FMLA leave, benefits coverage will be continued. Employees who are placed on leave without pay status must make arrangements to pay any benefits premiums for which they are responsible.

Upon return from FMLA leave, an employee will be returned to the employee's original position or an equivalent position. If a medical certification was required, the employee will be required to provide a return to work certification. Return to work may be delayed if this certification is not provided.

The amount of FMLA time used by an employee will be recorded by the Office of Human Resources.

## Appendix F: Family Educational Rights and Privacy Act (FERPA)

Effective Date: September 20, 2019

Appendix G: Job Description for Full-Time Faculty  
02/2014

## Appendix H: Intellectual Property Not Subject to Patent

(Adopted by the Arkansas State University Board of Trustees on 12/11/15. Resolution 15- 51 – replaces Intellectual Property Policy.)

## Appendix I: Syllabus Templates

[SEATED Syllabus Template](#)

[INTERNET ASSISTED Syllabus Template](#)

[ONLINE Syllabus Template](#)