



**ARKANSAS STATE UNIVERSITY - NEWPORT**

NEWPORT • JONESBORO • MARKED TREE

# **FACULTY HANDBOOK 2018-19**



**SHANNON RILEY**

**OUTSTANDING FACULTY OF THE YEAR**

### FOREWORD

This handbook has been developed for the faculty of Arkansas State University – Newport. It has been designed to provide faculty with a brief overview of the more important policies and procedures of interest to them.

Much of the material contained in this handbook is summarized in a form that does not include all the details of complex policies or laws, and it does not purport to be comprehensive. This handbook does not constitute an appointment for employment, either expressed or implied. Arkansas State University-Newport, by and through the Arkansas State University Board of Trustees, reserves the right to revise, modify, and repeal any of its policies through future actions.

It is impossible to write a handbook that will cover every situation that may arise in the workplace. Please direct all questions to the Vice Chancellor for Academic Affairs (VCAA) at [academicaffairs@asun.edu](mailto:academicaffairs@asun.edu).

This edition of the Faculty Handbook supersedes all previous editions.

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**SECTION I: MISSION AND GOALS****Introduction**

The instructional programs offered at ASU–Newport reflect faculty and staff awareness that the clientele of ASU–Newport includes both traditional and nontraditional students. The maximum development of students and service to the community are among the principal goals of the college.

The faculty and staff share a commitment to students, providing a continuing opportunity for the development and extension of skills and knowledge as well as an opportunity for students to increase awareness of their role in and responsibility toward society. ASU–Newport fulfills its primary role as students enter the college, find programs compatible with their goals, persist in college until their goals are attained, and subsequently become productive members of society.

ASU–Newport subscribes to the principle that students need a liberal education, regardless of their vocational or professional fields. Continuous improvement of the curriculum is one of the main goals of ASU–Newport. Therefore, ASU–Newport endorses the belief that college faculty should be selected for excellence in teaching.

ASU–Newport recognizes that increasing numbers of nontraditional students are pursuing further education and ASU–Newport is responsive to their needs. The college strives to offer innovative programs for these students on campus and at off-campus locations throughout the institutional service area. The college is suited to meet the educational needs of a wide age and interest range.

In the area of service to the community, the college serves as an educational and cultural stimulant and focus. The resources of the college are extended to the general public through the library, cultural enrichment programs, online classes, dual enrollment, concurrent enrollment, evening classes, weekend classes, continuing education classes, adult education classes, and off-campus courses. ASU–Newport provides customized training and support in the areas of continuing education, industry, and business.

**Arkansas State University-Newport Vision Statement**

ASU-Newport will be the driving force that revitalizes the Delta and restores the American Dream in the communities we serve.

**Arkansas State University-Newport Mission Statement**

ASU-Newport provides an accessible, affordable, quality education that transforms the lives of our students, enriches our communities and strengthens the regional economy.

**Arkansas State University-Newport Values**

Community

Diversity

Innovation

Integrity

Student-Centeredness

Trust

**Arkansas State University-Newport Strategic Priorities****Strategic Priority 1 – Student Success**

*Goal Statement:*

*Arkansas State University-Newport will aggressively demonstrate a strong commitment to student success in all areas of the organization.*

1. We will create an integrated, intensive, and ongoing student-centered experience which leads to increased enrollment, retention, completion, transfer, and employment rates.
2. We will ensure the highest level of excellence of faculty and staff through an emphasis on recruitment, employee retention and professional development.
3. We will provide high quality general education and training pathways which lead to family-supporting wages in high-demand occupations.

**Strategic Priority 2 – Institutional Excellence**

*Goal Statement:*

*Arkansas State University-Newport will actively demonstrate its commitment to excellence by creating a culture of accountability and promoting an entrepreneurial spirit.*

1. We will effectively communicate with stakeholders both internally and externally.
2. We will create a brand that promotes the institution as a catalyst of change.
3. We will ensure continuous improvement in all institutional operations, guided by rigorous assessment and strengthened by accountability.
4. We will promote a culture of trust and transparency through accountability, emphasizing efficiency, stewardship and integrity.
5. We will ensure the appropriate resources to retain high-quality employees.

**Strategic Priority 3 – Community Engagement***Goal Statement:*

*Arkansas State University-Newport will assume a leading role in creating economic and cultural advancement for the communities we serve.*

1. We will serve as a catalyst for economic development by anticipating and responding to industry needs.
2. We will actively engage external parties to obtain support that will strengthen the college and provide additional resources to enhance the student learning experience.
3. We will ensure engagement and visibility in our communities to influence positive change and bring enhanced cultural opportunities that increase global awareness in our region.

**SECTION II: ASU-NEWPORT ORGANIZATION AND GOVERNANCE****Board of Trustees**

The governing body of Arkansas State University is the Board of Trustees, composed of five members, one of whom is appointed each year by the Governor of Arkansas for a period of five years. The Senate of the General Assembly must confirm each appointment. The function of the board is legislative, and the board determines the general policies of ASU-Newport and approves the expenditure of its funds.

**President**

The President of the ASU System is the chief executive and administrative officer. The President is appointed by the Board of Trustees and is directly responsible to the Board of Trustees for the conduct of the institution, the development of institutional goals, the formulation of policies, and the overall well-being of the ASU System. The President's office is maintained in Little Rock, AR.

**Chancellor**

The Board of Trustees of Arkansas State University appoints the Chancellor of ASU-Newport. The Chancellor is the chief administrative officer for the campus and reports to the President. As the chief administrator, the Chancellor is responsible for the overall well-being of the college, including the general areas of instruction, business affairs, and student services. The Executive Cabinet assists the Chancellor.

**Vice Chancellor for Academic Affairs**

The Vice Chancellor for Academic Affairs (VCAA) reports directly to the Chancellor. The Vice Chancellor for Academic Affairs is responsible for the development, coordination, and implementation of the total instructional program, including faculty and staff recruitment and retention. It is the goal of the Vice Chancellor for Academic Affairs to ensure relevance of all academic offerings and endeavors and to foster the growth of those participating in the learning process-both students and faculty.

**Executive Cabinet**

The Executive Cabinet is composed of the Chancellor and reports directly to the chancellor, which includes the Vice Chancellor for Academic Affairs, Vice Chancellor for Student Affairs,

Vice Chancellor for Fiscal Affairs, Vice Chancellor of Economic & Workforce Development, Vice Chancellor for Strategic Initiatives, and the Dean for Institutional Advancement. The Executive Cabinet convenes bi-monthly and represents every area of the College to ensure coordination of information, collective analyses of institutional matters and issues, and ensures the College maintains relevance by maintaining a clear focus on the College's mission, vision, values, and strategic priorities.

### **Academic Deans**

The Academic Deans report directly to the Vice Chancellor for Academic Affairs. The Academic Deans represent each program and instructional area within the college. They are recognized as academic instructional facilitators and serve as the liaison between higher levels of administration and faculty. These are twelve-month, non-extended appointments.

### **Associate Deans**

The Associate Deans report directly to the Academic Deans. The Associate Deans represent the programs and instructional areas within their divisions. They are recognized as academic instructional facilitators and serve as the liaison between the Dean and the faculty. These are twelve-month, non-extended appointments.

### **Library Services**

The Director of Library Services and Lifelong Learning reports directly to the VCAA and is responsible for the management of the ASU–Newport Library's Facilities and oversees the Colleges Life Long Learning endeavors and the Testing Center. The Director of Library Services is a sitting member on the curriculum committee and Instructional Council and serves to ensure the institution is appropriately resourced to serve students, faculty, staff and community stakeholders at each location.

### **Adult Education**

The Director of Adult Education reports directly to the VCAA and is responsible for the management of ASU-Newport Adult Education and oversees all adult education locations, staff and faculty. The Director is recognized as an academic instructional facilitator and serves on the Instructional Council to ensure the institution maintains a strong collaboration with the adult education mission and function. This is a twelve-month, non-extended appointment.

**Institutional Committees**

Committees serve an important function in the effectiveness of the institution. Faculty, staff, administrators, students, and community members serve on committees to generate a broad perspective on institutional goals and objectives. Faculty members are expected to serve on at least one committee each year and are recommended by the Executive Cabinet and appointed by the Chancellor.

**Faculty Association**

The Faculty Association extends committee as a whole privileges to all full-time faculty and professional librarians. All faculty members, both full-time and part-time, are encouraged to participate in the organization which proposes “to promote the effectiveness of the campus in the discharge of its responsibilities, to affect closer coordination among the various areas of the ASU-Newport institution, and to provide a means by which the special competencies of the members of the faculty may be utilized more fully in the formulation and execution of the academic program of the ASU-Newport institution.” For the full text of the Faculty Association’s Constitution, see Appendix B.

**Curriculum Committee**

The Curriculum Committee serves to ensure the curriculum development and revision process. The scope of the committee’s operation ranges from generating ideas for courses to securing complete proposals for programs of study. The committee has no administrative oversight and no financial or liability responsibilities. The committee is composed of a minimum of 6 and a maximum of 12 members and a minimum of 1 student affairs representative. These members are selected as representatives of their respective areas and include the following: Two members from each academic division including Applied Sciences, General Education, and Nursing, Allied Health and Community Services, as well as the Librarian, and one standing representative from Student Affairs.

**Program Review Committee**

The Program Review Committee serves to assure that all academic programs are operating at the uppermost levels of academic quality and are aligned with the mission of the college. The scope of the committee’s operation ranges from gathering and analyzing information to providing

recommendations to the Curriculum Committee with regard to the status of all academic programs of study. The committee has no administrative oversight and no financial or liability responsibilities. The committee is composed of a minimum of 6 and a maximum of 8 members. These members are selected as representatives of their respective areas and include the following: Members from each academic division including Applied Sciences, General Education, and Nursing, Allied Health and Community Services.

**SECTION III: ACADEMIC POLICIES, PROCEDURES, AND SERVICES**

**NOTE: Select policies have been adopted by the Arkansas State University System and can be found in the Arkansas State University System Policies, available at <http://www.asusystem.edu/about/policies/> and include the following:**

- General Statement of Employment Policy
- Nepotism
- Annual Leave and Vacation
- Sick Leave
- Catastrophic Leave Policy
- Leave without Pay
- Military Leave
- Court and Jury Leave
- Outside Employment Policy
- Insurance: Life, Health, Hospitalization
- Income Protection Plan
- Personal Injury and Worker's Compensation
- Retirement
- Tuition Discounts

**The procedures and services available in this document are in addition to those policies and are specific to ASU-Newport.**

**Academic Selection Processes****Selection of the Vice Chancellor for Academic Affairs**

The Chancellor forms an *ad hoc* search and screening committee composed of Academic Deans, faculty, and other individuals. Each division must be represented on the committee, which consults with and advises the Chancellor in the selection of the Vice Chancellor for Academic Affairs.

Faculty members must be given ample opportunity to meet with candidates, evaluate their credentials, and express their opinions to the committee. The Chancellor has final responsibility to recommend academic administrative appointments to the President and the Board of Trustees.

**Selection of Academic Deans**

When a Dean position becomes vacant, the opportunity to apply will be given to interested faculty and posted externally to the ASUN website. Procedures similar to those set forth for faculty selection are followed with the VCAA serving as the search committee chairperson. Care should be taken to ensure that the search and screening committee is broadly representative of the division and College. The committee recommendations are forwarded to the VCAA. The VCAA's recommendation is

forwarded to the Chancellor who has final responsibility to recommend academic administrative appointments to the President and the Board of Trustees.

### **Selection of Associate Deans**

When an Associate Dean position becomes vacant, the opportunity to apply will be given to interested faculty and academic staff. Procedures similar to those set forth for faculty selection are followed. Care should be taken to ensure that the search and screening committee is broadly representative of the division and College. The committee recommendations are forwarded to the VCAA. The VCAA's recommendation is forwarded to the Chancellor who has the final responsibility to make appointments within the academic arena.

### **Selection of Faculty and Professional Library Staff**

The VCAA, after consulting with the Academic Deans and securing permission to hire from the Chancellor, determines that a position is vacant or needs to be created. The position will be advertised through the Human Resources Department and may be advertised through statewide newspapers and/or national publications. The selection process shall follow the College's standard operating procedure for hiring full-time faculty. The Chancellor has the final responsibility to recommend faculty candidates to the President and the Board of Trustees.

### **Credentials**

All faculty and academic administrative staff are required to have official transcripts of all academic work on a file in the Human Resources Department. It is the responsibility of the individual to update any additional work or degrees he or she has completed annually.

Instructors must possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Faculty teaching general education courses, or other non-occupational courses, hold a master's degree or higher in the discipline or

subfield. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach.

As per the Higher Learning Commission's Faculty Qualifications Guidelines, "Accreditation agencies expect that accredited institutions will use credentials as the primary mechanism to ascertain minimal faculty qualifications. HLC recognizes that experience also may be considered in determining faculty qualifications. In some situations, a combination of these may be appropriate."

### **Faculty Status**

Faculty status is granted to Academic Deans, Associate Deans, full-time faculty, and professional library staff, and to others as may be deemed appropriate by the Board of Trustees.

### **Compensation and Leave**

#### **Faculty Salaries**

In general, the salaries of faculty members are affected by the budget adopted biennially by the legislature and the annual budget of the Board of Trustees. The salary begins on the date the faculty member reports for duty under appointment.

#### **Compensated Faculty Leave Policy and Procedures**

The purpose of faculty leave is to encourage professional development of individual staff members in the best interests of ASU–Newport. Accordingly, compensated leave may be granted for various purposes, including graduate study leading to an advanced degree in an approved field of study, further study to upgrade specific competencies, retraining of extended appointment staff members who teach in programs that are being reduced or phased out, post-doctoral study, travel, research, and other professionally creative activities.

Those with full-time faculty status may apply for compensated leave under any of the following three options. Compensated faculty leave is subject to the approval of the Chancellor. When approved, compensated leave will be granted on the basis of the salary for the year in which the leave is in effect, with one of the following options:

Option I

After at least three academic years (Fall to Spring), summer leave of five to ten weeks with compensation at 50 percent of one summer term's salary may be granted. After at least four academic years, if one summer of compensated study leave has been used, an additional summer leave as described above may be granted. After at least five academic years, if no leave has been used, a full academic year may be approved at half salary. One semester of leave at full salary may be substituted.

Option II

Eligible persons who have less than three years of service to ASU-Newport and who have been accepted into an accredited graduate program may be granted an academic year's leave of absence for the purpose of graduate study. Compensation shall be at the rate of 10 percent for each year of service to ASU-Newport, not to exceed 50 percent of the current salary.

Option III

At the discretion of the Chancellor, compensated leave may be granted to retrain faculty members employed in programs that are being reduced or phased out. Compensation shall be calculated at the rate of 10 percent for each year of service to ASU-Newport up to a maximum of 50 percent of current salary.

Procedures

**Salary Determination:** Under Option I, compensation for summer study is based on the salary the individual would have received for teaching on the campus that summer.

Under Option I, II, and III, compensation is granted on the basis of the salary for the year in which the leave is in effect.

**Application for Leave:** Detailed plans for the period of the leave are submitted to the Dean at least one semester in advance. After reviewing the applications, the Dean submits recommendations to the VCAA and the Chancellor for final action. Appeal of either decision can be made to the Chancellor.

Notification of Request for Leave: Whenever possible, the VCAA will provide a written response containing the action taken and the reasons for acceptance or denial of leave not less than six weeks prior to the date requested for leave.

Obligation to Return: The individual granted a compensated leave is obligated to return to the College for at least one academic year. Should the individual fail to voluntarily meet this obligation, he or she shall refund to the college the salary received during the leave.

Obligation to Report upon Return: The individual granted a leave shall file a report with the VCAA on activities that were pursued while on leave.

Limitations as to Number of Study Leaves: The number of leaves granted during any one academic year (Fall to Spring) shall not exceed five percent of the faculty in the institution. An additional five percent of the faculty may be granted leave for either or both of the summer terms. Benefits may continue during compensated leave time. Consult the Human Resources Department for more information.

#### **Inclement Weather Faculty Absence Procedure**

In the event that the Chancellor, in consultation with Executive Cabinet members and the Physical Plant on each campus, determines to close one or more ASUN campuses for the reason of inclement weather, faculty members will be informed via the ASU-Newport notification system, the ASUN website, and/or the ASUN Portal.

In the event of campus closings due to inclement weather as designated by the Chancellor, faculty members will notify students enrolled in their courses of any requirements or assignments due upon their return to classes via an announcement in the course LMS, email, and/or other appropriate means of electronic communication.

Faculty members who are unable to meet their normal work week schedules due to weather conditions should notify their Academic Associate Dean, Dean, or Academic Coordinator and students as early as possible.

**Resignation, Retirement, and Termination of Employment**

Faculty members should inform their Dean in writing as early as possible of their intention to leave ASU–Newport. Resignations during late summer or during the regular school term are regarded as detrimental to the academic programs as well as to students and are accepted only by mutual agreement with the administration of ASU-Newport.

Faculty members retire at the end of appointment year in which they elect to retire. An appointment year is defined by the individual appointment. Faculty members concluding assignments and terminating employment at ASU–Newport may obtain a checkout card from the Human Resources Department. The checkout card must be completed (obtaining necessary signatures) and filed with the Human Resources Department. This card provides a forwarding address and a record that the departing faculty member has met all responsibilities to the college.

Every employee leaving ASU-Newport should fill out an employment exit survey. This may be acquired in the Human Resources Department.

**Dismissal of Tenured Faculty Members**

Reasons for Dismissal- A tenured faculty member may be dismissed only for adequate cause including but not being limited to: admission and/or conviction of a felonious act, moral turpitude, professional incompetence, unprofessional conduct, insubordination, neglect of professional obligations, or poor performance evaluations. Cases of bona fide financial emergency or the phasing out of an institutional program requiring reduction of faculty may also require a reduction of tenured faculty. This shall occur only when and if pre-tenured in comparable positions have been eliminated first. In these cases faculty members shall be able to have the issues reviewed through the faculty grievance procedure. The faculty member concerned will be given notice at the earliest possible date. ASU-Newport will make every effort to place faculty members so affected in other suitable and available positions.

Procedures for Dismissals Administrative officers, faculty members, or students who believe that reasonable cause for dismissal of a tenured faculty member exists shall present a written statement of the rationale to the appropriate division chair who will discuss their recommendation with the VCAA. The VCAA will conduct a preliminary investigation, study all the pertinent facts, consult with the appropriate parties, and prepare a written response for the Chancellor. If the Chancellor believes that cause for dismissal exists the Chancellor shall

dismiss the tenured faculty member. A tenured faculty member who desires to grieve his or her dismissal should contact the Human Resources Department for information relative to the Grievance and Appeals process.

### **Annual Performance Evaluation of Faculty**

The annual performance evaluation of faculty is under the direction of the VCAA. The evaluation consists of Employee Self-Assessment, Professional Review by supervising Associate Dean, Director, or Dean, Student Course Assessment, and Faculty Portfolio. The VCAA will establish deadlines at the beginning of the fall semester for each of the steps of the evaluation procedure.

#### **Employee Self-Assessment**

The faculty evaluation process begins with the Employee Self-Assessment, which is submitted at the beginning of the fall semester to the faculty member's respective supervisor. This evaluation tool allows each faculty member to consider their professional developmental goals as they relate to the ASU-Newport Strategic Plan. During the course of the academic year, faculty members should review their plan both personally and in conjunction with their supervisor.

#### **Student Course Assessment**

The Student Course Assessment enables students to rate their instructor and the respective course on several characteristics. In addition, this form requires students, through a series of self-ratings, to consider their own educational attitudes in response to the specific course.

During the fall and spring semester, faculty are required to provide an electronic assessment to all students enrolled in their courses. The forms remain anonymous so that the faculty can have immediate access to the data and objectively review the results to improve instruction. After reviewing the assessments, the faculty member is required to complete the Summary of My Evaluations from the Faculty Portfolio. This report allows the faculty member to address problem areas and make changes as necessary.

#### **Professional Review**

The Academic Deans, Associate Deans, and Program Directors evaluate the faculty at the beginning of the spring semester. Once complete, each Academic Dean provides a faculty report to the VCAA. After consulting with the Academic Deans, the VCAA determines the faculty members who should not be recommended for continued employment, those who need improvement, and those who should be recommended for rank and promotion. A plan for improvement will be developed for any faculty member, recommended for continued employment, who has deficiencies.

Faculty members who believe they have been unfairly rated by their supervisor should discuss the evaluation with the Dean. Faculty members who believe they have been unfairly rated by their Dean should then discuss the evaluation with the VCAA. Faculty members who believe they have been unfairly evaluated by the VCAA may appeal the rating to the Grievance and Appeals Committee. The VCAA is responsible for ensuring that faculty evaluations are completed consistently.

The VCAA reviews the process for faculty evaluation annually and seeks approval from the Chancellor regarding any plans to modify the evaluation process. The VCAA presents significant changes approved by the Executive Cabinet to the Arkansas Department of Higher Education annually as requested.

### **Professional Portfolio**

The purpose of the professional portfolio is to demonstrate and provide evidence to support, the extent to which the faculty member meets or exceeds the criteria set for each rank. Faculty members are responsible for organizing and submitting an evidence-based portfolio containing all information and documentation to be used in combination with the professional review and self-assessment documents for annual evaluation. The faculty member should utilize the professional portfolio to explain, in narrative form and through evidentiary documents, to what extent they meet or exceed the criteria set for the rank they are seeking.

### **Academic Freedom and Responsibility**

Faculty members are extended the broadest possible opportunities to explore and reflect upon the reaches of human experience and understanding. Of necessity, faculty members must

determine, in keeping with their own good judgment and maturity, the responsibilities of a college instructor.

College instructors are citizens, members of a learned profession, and representatives of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As people of learning and education, they should remember that the public may judge professionals and their institution by their appearances and public performance. They should exercise appropriate restraint and show respect for the opinions of others.

ASU-Newport acknowledges and supports the “Statement of Professional Ethics” as adopted by the American Association of University Professors in June 1987 (See Appendix C). Faculty should not represent themselves, without authorization, as speaking for Arkansas State University-Newport.

### **Student Complaints**

As required by regulations, ASU–Newport keeps records of written student complaints for two years. Such complaints are addressed and submitted to the Chancellor, Vice Chancellor for Academic Affairs, Vice Chancellor for Student Affairs, or Vice Chancellor for Fiscal Affairs. The VCAA shall maintain the ASU-Newport Academic Student Complaint Log (see Appendix D). The VCSA shall maintain a log of all other official student complaints classified as non-academic. These complaints are submitted electronically at [www.asun.edu/report-incident](http://www.asun.edu/report-incident) as per the ASUN Student Handbook.

### **Administration and Supervision of Classroom Instruction**

The Academic Deans under the general direction of the Vice Chancellor for Academic Affairs, are responsible for the management and the improvement of the instructional programs within their respective areas. Minimum faculty expectations are articulated in the general faculty job description (see Appendix E)

### **Semester Teaching Load**

The teaching loads of faculty members at ASU–Newport vary according to teaching assignments. Fifteen (15) semester credit hours (general education program) and twenty (20)

semester credit hours (technical program faculty) is considered a regular semester (Fall/Spring) teaching load. The VCAA and Academic Deans monitor current teaching loads each semester. If a faculty member's teaching load is involuntarily less than full-time any given semester due to circumstances beyond his or her control, including but not limited to insufficient enrollment in a previously scheduled course offering, other arrangements will be made, or comparable duties assigned by the VCAA. If this should occur, reassignment of overload or adjunct courses should be considered, so the full-time status of such a faculty member is not jeopardized during an appointment term. Course credit hour reduction may be allowed for other activities and duties when assigned and approved by the VCAA upon recommendation of the Dean.

### **Teaching Overloads**

ASU-Newport follows the policy outlined below with regard to overloads:

1. Faculty members may teach either on-campus, off-campus, via distance, or combination of these.
2. Work done for extra compensation must occur IN ADDITION to regular responsibilities and must comply with state regulations as identified under the Outside Employment Policy.
3. A faculty member may not receive extra compensation to exceed the line-item maximum in the ASU–Newport appropriation act.

Overload pay is set at a per-credit-hour rate. Full-time faculty in good standing will be given the opportunity to teach overloads before adjunct instructors are offered part-time teaching positions for similar courses. All faculty members are expected to assume student academic advisement responsibilities in addition to their regular teaching loads, except when otherwise directed by the Dean and approved by the VCAA.

### **Work Week Office Hours**

During the fall and spring semesters, a regular work week is Monday through Friday for all full-time faculty, unless approved otherwise by the Academic Dean and VCAA. Faculty members are responsible for posting and keeping 10 office hours per week on their assigned campus in addition to their full-time teaching load. Any additional instruction time (scheduled overload) must be completed IN ADDITION to the regular load and office hour requirement. Schedules should be provided to the Academic Coordinator, Academic Dean, VCAA's office, and physically and electronically posted one (1) week prior to the start date of the fall or spring

semester. Adjustments may be made due to changes in course offerings. Exceptions for technical program faculty may be made accordingly.

**Absence from Campus**

When faculty members are absent from duties, whether voluntarily or due to illness, they are required to report such absences directly to their Associate Dean or Academic Dean as well as their division's Academic Coordinator at the earliest possible date. Persons leaving the campus on official business should report such plans as far in advance as possible.

**Summer Session Appointments**

Summer session enrollment is not as large in some divisions as the enrollment during the academic year; therefore, employment for summer sessions may not be available to all faculty members who may wish to teach. The number of faculty members employed during the summer session is determined by the estimated student demand in each division and any budget constraints. Full-time faculty in good standing will be given preference over adjunct instructors for teaching opportunities during summer sessions.

**Class Rosters**

Class rosters are available for faculty to view and download in the course management system and MyCampus. Each faculty member is assigned a MyCampus account and course management system information upon hire. Any faculty member who did not receive a password or has trouble accessing his or her accounts should contact the Information Technology Services helpdesk or his/her supervisor.

**Grades**

The grading system recognizes A, B, C, D, and S as passing grades at the undergraduate level. A grade of F or U is given when a student fails to pass a course. Grades of I (incomplete) are recorded when students fail to meet all course requirements for reasons beyond their control but have completed a minimum of 75% of the course successfully. Illness of the student, serious illness or death in the family are examples of appropriate reasons. Procrastination, the pressure of work in other courses, or employment are not satisfactory reasons. Prior to giving an "I" grade, faculty shall fill out a "Request to Complete a Course" form available from the Registrar's Office. If the "I" is given, it should be recorded on the class roster by the Dean of Student Success/Registrar. When the "I" grade is removed, the instructor should immediately notify the

Registrar's Office by processing a "Request for Change of Grade" form. An Incomplete grade not replaced within the time specified by the instructor, or by the close of the immediately succeeding semester, will be assigned as an F in the course.

It is the faculty member's responsibility to make sure that students are aware of their academic progress at mid-semester and that students do not have access to other students' grades. Faculty should have final examinations or conduct an appropriate culminating activity according to the Academic Calendar and the Final Exam Schedule posted by the VCAA's office.

### **Auditing Courses**

Students are permitted to audit courses at ASU–Newport. Students auditing a course will pay the regular fee. No credit is awarded for courses audited. The letters AU are recorded in the grade column on the student's permanent record. Audited courses are counted as part of the stated maximum load for a semester or term.

Students who audit are expected to meet the all existing requirements for a course (including attendance) other than taking examinations and completing formal written papers.

### **Field Trips and Excursions**

Field trips extending beyond the regularly scheduled class period should be planned so that student absences from classes are held to a minimum and should be scheduled far enough in advance so that students with part-time employment have the opportunity to make necessary arrangements. All field trips and excursions require prior approval of the Dean and the VCAA. A Student Activity form must be obtained from and submitted to the VCSA and approved by the VCAA prior to the event.

### **Faculty Advisement of Student Activities**

Extra-curricular activities at ASU–Newport include learning experiences that are valuable to students; therefore, faculty members are urged to give their cooperation and support to student activity programs.

Each student organization of the college must have faculty members or staff as advisors. Faculty members who become advisors to student organizations should advise their Dean of their new responsibility. Serving as an advisor involves attendance at meetings and other events of an

organization and participation in planning the activities of the organization. The Vice Chancellor for Student Affairs may confer with faculty members or others who have been asked to serve as advisors regarding responsibilities they accept in sponsoring a campus organization. However, a faculty member's first obligation is to their teaching responsibilities. Faculty advisement of student activities should neither impede nor interfere with the performance of a faculty member's teaching responsibilities.

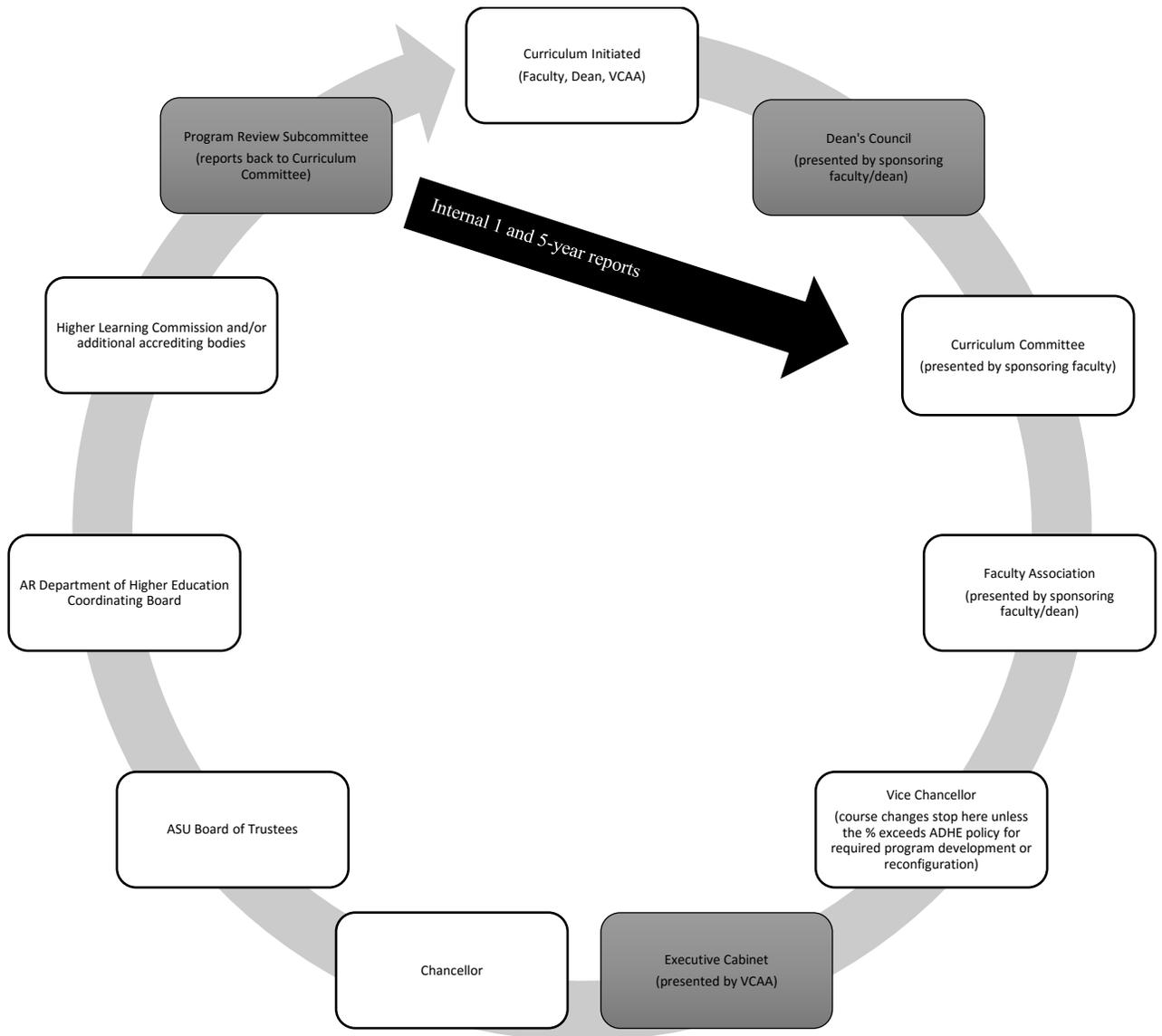
**Course Syllabi**

Faculty members are required to provide to their students a syllabus for each course. Faculty must also provide an electronic copy of the syllabi to the Academic Affairs office. The VCAA shall keep these syllabi on file and available for review by members of examining teams for accrediting agencies. Course syllabi should follow the most current ASU-Newport syllabus template available in the VCAA office and in the online faculty resource center.

**Curriculum Changes**

Each change in course offerings originates from faculty within an academic division. Often curricular changes are initiated by assessment results in the yearly assessment cycle. Faculty, with prior consent from the appropriate Academic Dean, present a formal electronic request to change curricular offerings to the Curriculum Committee. Committee members receive requests at least one week prior to the meeting in order to review the requests and question faculty and students involved in the change. The person presenting the request is expected to appear before the Committee members to explain the request and be available for questions. All members of the staff, faculty, administration and student body are welcome to attend and participate in the open meeting. However, only Curriculum Committee members are allowed to vote.

## Curriculum Change Flow Chart



**Step 1: Originating**-Sponsoring faculty member discusses with appropriate Dean and VCAA

**Step 2: Informational**-Sponsoring faculty and Dean present to Dean's Council (does not require a signature but may be sent back for a maximum of one week to answer questions based on feedback).

**Step 3: Decision**-Sponsoring faculty member presents electronic submission to Curriculum Committee (requires an electronic signature to move forward, may be sent back to sponsoring faculty/dean for a maximum of one week to resolve issues).

**Step 4: Decision**-Sponsoring faculty and Dean present to Faculty Association (requires an electronic signature from the Faculty Association President to move forward, may be sent back to Curriculum Committee for a maximum of one week to resolve issues).

**Step 5: Decision**-Sponsoring Dean presents to VCAA for signature. All curriculum changes that do not require ADHE approval for development or reconfiguration stop here.

\*\*Sponsoring faculty and Dean prepare a written 1-year review of all course changes to the Program Review sub-committee. The respective review, once completed, is forwarded to the Curriculum Committee, appropriate discipline faculty, and filed in the VCAA's office.

### **PROGRAMS PROCEED TO STEP 6**

**Step 6: Informational**-VCAA presents to Executive Cabinet for review and discussion.

**Step 7: Decision**-VCAA presents to the Chancellor for review. Chancellor's signature (requires a signature to move forward, may be sent back to Faculty Association for a maximum of one week to resolve issues).

**Step 8: Decision**-Chancellor/VCAA present to Board of Trustees via resolution if needed (see ADHE guidelines for curriculum changes)

**Step 9: Decision**-Chancellor/VCAA present to ADHE Coordinating Board using the appropriate forms available at [ADHE Program Proposal and Review](#)

**Step 10: Decision**-VCAA submits to the Higher Learning Commission and/or any additional accrediting bodies

**Step 11: Internal Review**-Sponsoring faculty member and Dean prepare written a 1-year review and 5-year internal program self-study to the Program Review sub-committee. The respective reviews, once completed, are forwarded to the Curriculum Committee, appropriate advisory committee, and filed in the VCAA's office.

**Step 12: External Review**-Dean collaborates with faculty members to complete the appropriate 7 to 10-year review required by the Arkansas Department of Higher Education.

### **Schedules of Classes and Examinations**

The Academic Deans in collaboration with Associate Deans and Program Directors are responsible for the preparation of course schedules. Schedules are coordinated and approved by the VCAA and are published before the enrollment period for each semester. The Academic Dean and the VCAA must approve all changes.

**Assignments of Classrooms and Office Space**

Classroom assignments for each term are part of the class schedule. These assignments are made by the VCAA on the recommendation of the Academic Deans. Any request for reassignment of classrooms shall be made to the Dean, who will submit the request to the VCAA for review and approval. Office assignments outside existing academic spaces are likewise made by the VCAA through the electronic move request form and approved by the Chancellor.

**Attendance of Faculty at College Activities**

All faculty members are expected to be present at

1. All pre-session and post-session college academic activities called before the opening of the semester.
2. All general faculty meetings, division meetings, committee meetings to which faculty members have been assigned, academic counseling meetings, and other group meetings of a specific nature to which faculty members may be assigned.
3. Commencement exercises.
4. Faculty members are encouraged to participate in the Faculty Association and to participate in campus social, cultural, and recreational functions.

**Membership in Professional Organizations**

Members of the faculty are encouraged to hold membership in as many professional organizations as each individual may choose and to attend meetings of those professional organizations. Individual membership dues are the responsibility of the faculty member. Institutional memberships may be paid by ASU-Newport.

**Library Services**

The library staff makes an effort to accommodate the needs of all library users. Library staff is available to aid faculty members in finding materials to support the curriculum, to suggest additional materials that need to be purchased and to present informational sessions to individual classes on either the general use of library materials or specialized research topics.

**SECTION IV: ACADEMIC RANK, PROMOTION POLICIES and PROCEDURES****Academic Rank**

General qualifications and guidelines have been established in the Academic Affairs Standard Operating Procedures to aid in the determination of academic rank. Meeting these qualifications will justify consideration for promotion, but will not be considered as mandating such promotion. Other factors may be considered by Academic Deans and the Vice Chancellor for Academic Affairs. Those factors will be included in narrative form as promotion recommendations are made.

Being acquainted with the unique nature and differing requirements for both styles of faculty members, a two-track model is utilized: one track for Academic Transfer faculty and the other track for Technical faculty, with four stages (levels) of advancement within each track. For the Academic Transfer Track (Master's and above), the levels are Instructor (Level I), Assistant Professor (Level II), Associate Professor (Level III), and Professor (Level IV). For the Technical/Occupational Track (Below Master's), the levels are Instructor (Level I), Advanced Instructor (Level II), Senior Instructor (Level III), and Master Instructor (Level IV).

Academic Transfer Track Overview

Level I: Instructor. This level is the entry-level position, and this is the level most new hires are placed. This level requires a Master's Degree with 18 hours within the discipline or related discipline.

Level II: Assistant Professor. This level requires two years of teaching experience plus completion of a Master's Degree with 18 hours within the discipline or related discipline.

Level III: Associate Professor. This level requires a Doctorate or Specialist Degree plus three years as an Assistant Professor.

Level IV: Professor. This level requires a Doctorate Degree plus five years as an Associate Professor.

Technical/Occupational Track Overview

Level I: Instructor. This is the entry-level position, and this is level most new hires are placed. This level requires a minimum of the appropriate licensure or certification and 4 years of experience.

Level II: Advanced Instructor. This level requires two years of teaching experience plus the appropriate licensure or certification and an Associate’s Degree in the appropriate discipline.

Level III: Senior Instructor. This level requires a Bachelor’s Degree in the appropriate discipline plus three years as an Advanced Instructor.

Level IV: Master Instructor. This level requires a Master’s or Doctorate degree or higher plus five years as a Senior Instructor.

### **Promotion and Rank Structure**

Pay increases should be substantial enough to warrant the effort put forth in achieving an advanced rank. The following increases in annual base salary are applied during the first pay period of the new fiscal year following formal notification of promotion awards.

#### **ACADEMIC TRANSFER TRACK**

<b>LEVEL</b>	<b>RANK</b>	<b>PROMOTION AMOUNT</b>
Level I	Instructor	Entry
Level II	Assistant Professor	\$1,500
Level III	Associate Professor	\$2,000 (Specialist) \$3,000 (Doctorate)
Level IV	Professor	\$3,000 (One-time stipend, not added to base salary)

#### **TECHNICAL/OCCUPATIONAL TRACK**

<b>LEVEL</b>	<b>RANK</b>	<b>PROMOTION AMOUNT</b>
Level I	Instructor	Entry
Level II	Advanced Instructor	\$1,500
Level III	Senior Instructor	\$2,000
Level IV	Master Instructor	\$3,000 (One time stipend, not added to base salary)

**SECTION V: FACULTY GRIEVANCE PROCEDURES****Grievance Procedure**

It is expected that members of The ASU-Newport faculty will support the college's programs and policies, but it is recognized that from time to time they may have personal dissatisfaction or concern about a policy, program, or practice at Arkansas State University–Newport. Often grievances of this sort can be reviewed and resolved through informal discussion. However, when a difference of opinion remains unresolved, the issue should proceed through a more formal complaint procedure for a final decision or settlement. The appropriate forms are available from the Human Resources Department.

The grievance procedure is designed to resolve grievances at the department level whenever possible or, failing that, to have a group of peers hear the complaint. All formal grievances are initially discussed with the appropriate Academic Dean, even if the grievance is not with that individual so that grievances can be discussed and resolved at the level closest to the faculty member. If the grievance remains after discussions with the appropriate Academic Dean, the faculty member may present the grievance to the VCAA. The faculty member may want to discuss the grievance with the VCAA informally, but for the grievance to move to the committee it must first be presented to the VCAA in writing within the times stated in the following paragraphs. The VCAA must respond in writing to all written complaints.

All grievances will be investigated within the stated period to ensure prompt, yet thorough, action. The Human Resources Department will grant time adjustments only for extenuating circumstances. Arkansas State University–Newport will not discriminate or retaliate and is prohibited from discriminating or retaliating, against any person who has filed a grievance.

**Grievance Issues**

Most often the issues that will be raised will concern conditions of employment, i.e., promotion, salary, termination, or job assignment. Grievances may also involve the college policy on other employment or academic policy matters. In some cases, the grievance is involved solely with the merits of a particular policy or action that is considered unjust. In other instances, a policy or action may be perceived as being discriminatory. All types of grievances are incorporated into the following procedure.

**Steps in the Grievance Procedure**

A grievance should be activated in a 90-day period from the time the events leading to the complaint occurred or were discovered, or the matter shall be considered closed.

Initial Discussions- A faculty member who has identified a grievance should discuss the grievance with the appropriate Academic Dean. It is the Dean's responsibility to give an impartial, informal hearing, to make a complete investigation and, if possible, to arrive at an answer or settlement which is mutually agreeable.

The Dean is expected to reply orally to the faculty member within ten working days. If a mutually agreeable settlement is not reached within ten days after presentation of the grievance to the Dean, the faculty member may submit a written complaint to the Vice Chancellor for Academic Affairs.

Written Complaint- A written complaint should be submitted to the VCAA within ten working days after the chair's response is received. Complaint forms can be obtained from the Human Resources Department, and a staff member will assist in the preparation of a complaint and explain the steps involved in the grievance procedure. The Human Resources Department will maintain files on all complaints and will monitor their outcome once they have reached this level. An employee with a complaint based on discrimination because of race, color, religion, age, disability, sex, or national origin should at this point also contact the Human Resources Department. The Human Resources Department will monitor all discrimination complaints and offer technical assistance on procedural matters.

VCAA Response- After receiving a written complaint, the VCAA has ten working days to prepare a written response. In that time the VCAA shall consult with the appropriate Academic Dean involved, study all the pertinent facts, carefully examine any policies involved, discuss the issue with the faculty member, and if possible, settle the matter within the framework of existing college policy to everyone's satisfaction. The faculty member, the Dean, and the Director of Human Resources should receive written notification of the VCAA's response to the complaint.

Appeal to the College Institutional Grievances/Appeals Committee- If the complaint remains unresolved or if a mutually agreeable settlement has not been reached, a hearing may occur within 10 days following the VCAA's response being sent to the Institutional Grievances and

Appeals Committee, described earlier in this handbook, by any of the parties involved. The role of the Institutional Grievances/Appeals Committee is to determine whether an institutional error has occurred. The exercise of judgment in decision making does not constitute institutional error.

Proceedings- The Institutional Grievances/Appeals Committee has twenty working days after a complaint is received to conduct an inquiry and recommend a final resolution. Such recommendation shall be in writing. All proceedings of this Committee shall be private. If the Committee desires to conduct a hearing, each party may have an advisor or colleague present during the Committee meeting whose role shall be limited to personal consultation. The Committee will be notified at least 24 hours in advance of the identity of any advisor or colleague to be present. Both parties have the right to be present during any hearing, to call and question individuals, and to offer additional information. These individuals may include members of the division or department involved or any experts in the relevant field.

The Human Resources Department will assemble any necessary materials, arrange facilities, and maintain an official written record of the meeting. The Director of Human Resources will sit as an *ex officio*, nonvoting member of the Committee and provides technical assistance on procedural matters.

The chair of the committee may examine official files relevant to the appeal either at the direction of the committee or on request from either party in the grievance. This data will be submitted in summary form by the chair as part of the record, giving due regard to confidential information.

In all deliberations on the resolution of the appeal, only committee members may be present and participate.

Recommendations- In resolving an appeal, the Institutional Grievances/Appeals Committee has two options:

It may recommend that the grievance should be dismissed on the grounds that no institutional behavioral error occurred.

If the Committee decides that an institutional error has been made, it will recommend a remedy. A recommended remedy may be based on a modification of a policy or procedure or on an appropriate change in a condition of employment.

In all instances the Committee shall make a record of its findings of facts, a statement of conclusions including the reasons or policy criteria used in reaching that decision, and any recommendation for resolution of the grievance. All recommendations by the Institutional Grievances/Appeals Committee shall be forwarded to the Chancellor of ASU-Newport for further action. Decisions of the Chancellor shall be made within 10 days of receipt of the recommendation. Copies of the Committee's recommendation shall also be sent to both parties, the Dean, the appropriate Vice Chancellor, and the Human Resources Department.

Document Collections and Disposition-When a grievance proceeding has been closed, all material relating to that appeal, including official written record of the meetings, statements, other non-confidential evidence and documents, and a list of confidential materials examined, shall be retained on file with the Human Resources Department. Care will be taken to ensure that no incomplete or inaccurate information pertaining to the grievance is retained in the file.

**Policy on Sexual Harassment**

ASU–Newport is committed to maintaining a college community that is free from all forms of sexual harassment. Please refer to the Arkansas State University system staff handbook available at <http://www.asusystem.edu/about/handbooks/files/staff-handbook.pdf>

**SECTION VI: ADMINISTRATIVE SUPPORT SERVICES AND POLICIES****Budgetary Procedures**

The Vice Chancellor for Fiscal Affairs reviews the capital expenditure accounts to ensure items purchased are those which were requested in the budget. If a requirement arises during the fiscal year that could not be anticipated during the budget preparation, the Dean or Director must recommend a transfer of funds.

When the Business Office receives a requisition signed by the appropriate authorities, which exceeds the remaining budget of that account, the requisition will be returned. A supplemental funding request must be submitted to the Executive Cabinet for review.

**Purchasing Procedures**

Faculty members may submit an electronic form for requisitioning items of equipment, instructional supplies, and all other materials needed for instructional purposes from Academic Deans. Appropriate approval signatures must be obtained on all requisitions before being submitted to the Agency Purchasing Official.

Under no circumstances is anyone authorized to commit ASU-Newport to any purchase or to accept delivery of any item before a vendor has received a purchase order from the college. Any employees of ASU-Newport accepting delivery of goods not ordered in accordance with published procedures must understand that they may be held liable for the cost of such goods.

Any order with a total value over \$5,000 must be bid. It does not matter that the order is divided by account or by the vendor, only that it is an order that can be anticipated and that the items are like items. After requisitions are approved, the purchase order is generated and authorized by the Agency Purchasing Official before being issued to the vendor. This procedure requires a minimum of 24 hours except in times of heavy activity (i.e., just prior to each new class session and at the end of the fiscal year), which will extend that processing period, based on workload and priority of need. Purchasing personnel are available at all times to answer any questions that may arise.

**Travel Regulations**

Official travel of college faculty is governed by state regulations, which must be adhered to closely. The travel supervisor examines and approves statements of travel expenses. Faculty members must complete a copy of the "Request for Travel Authorization" form. The Dean and the VCAA must approve the form. After returning from a trip, the individual must submit a copy of the "Travel Expense Reimbursement Form" (Form TR-1) to the VCFA for reimbursement of travel expenses. Travel expense forms with instructions for completion may be obtained online. If a faculty member received a travel advance, settlement of the debt will be made in the Business Manager's Office after the TR-1 forms have been processed and reimbursement made.

**Personnel Procedures**

Faculty members and supervisors must complete and file with the Human Resources Department an authorization form for each non-appointed person, regular or part-time, employed in their division or department. This form is to be filed with the Human Resources Department prior to the first day of employment.

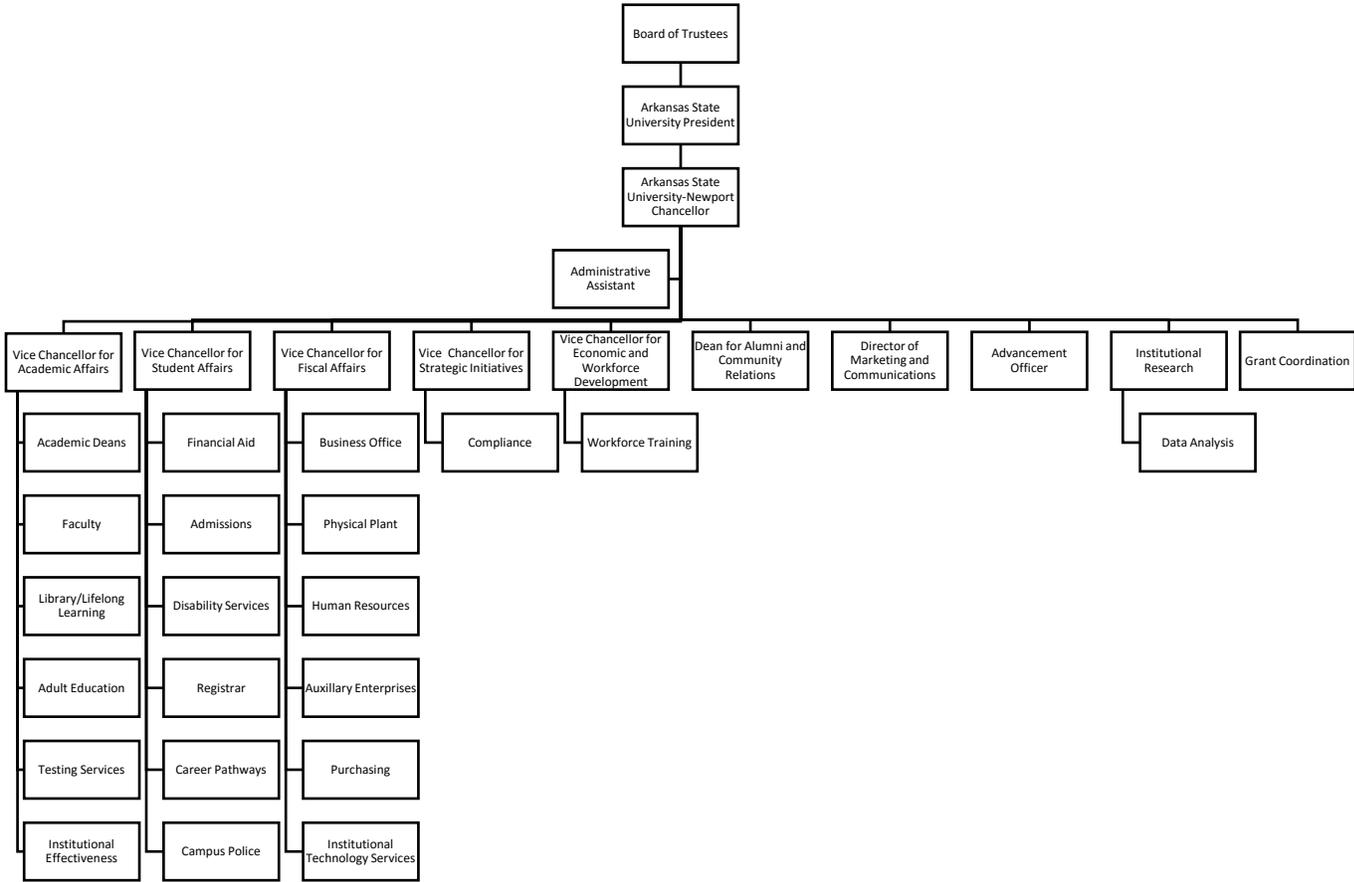
Any change of employment status of employees of the College must be reported to the Human Resources Department on the online "Employment Authorization" form. Termination of employment is to be reported by supervisors on the "Change of Status" form. This termination report is to be sent by the supervisor to the Human Resources Department as soon as the termination date is known.

**Payroll Procedures and Salary Check Distribution**

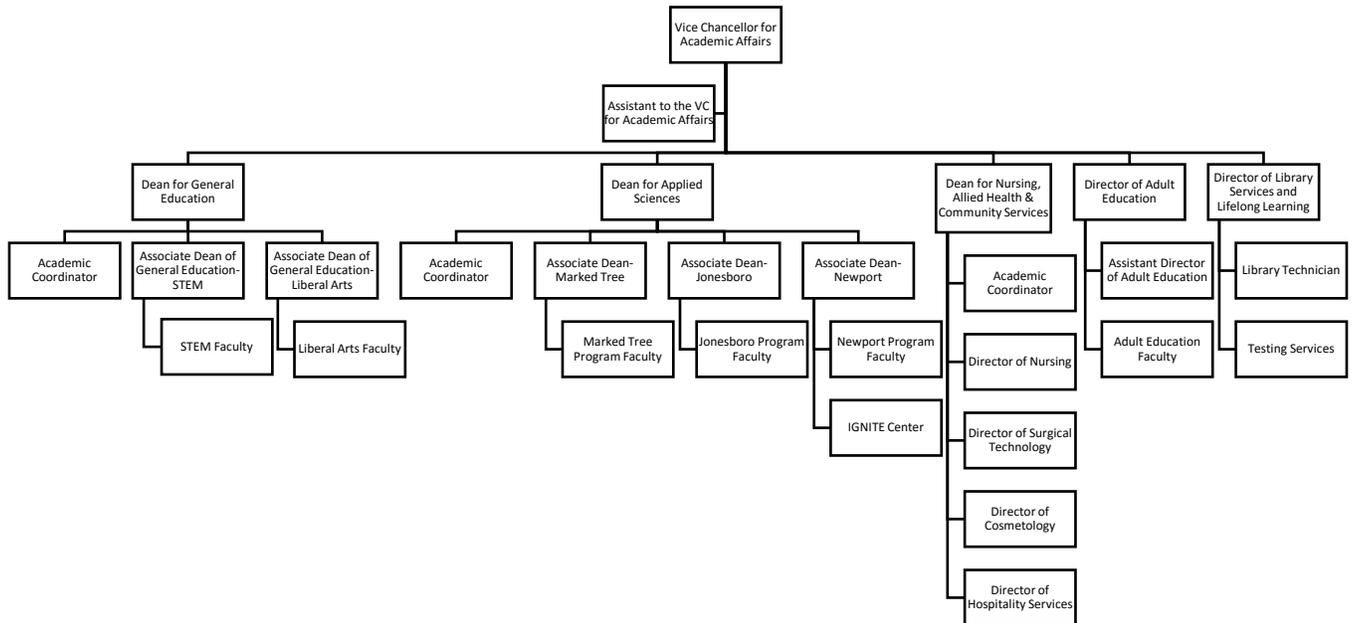
Faculty members are paid semi-monthly on the fifteenth and the last working day of the month. Full-time employees and adjunct instructors hired after July 1, 1999, are required to participate in direct deposit. Payroll checks and direct deposit vouchers for full-time faculty may be picked up in the Business Office.

# Appendix A: ASU-Newport Organizational Charts

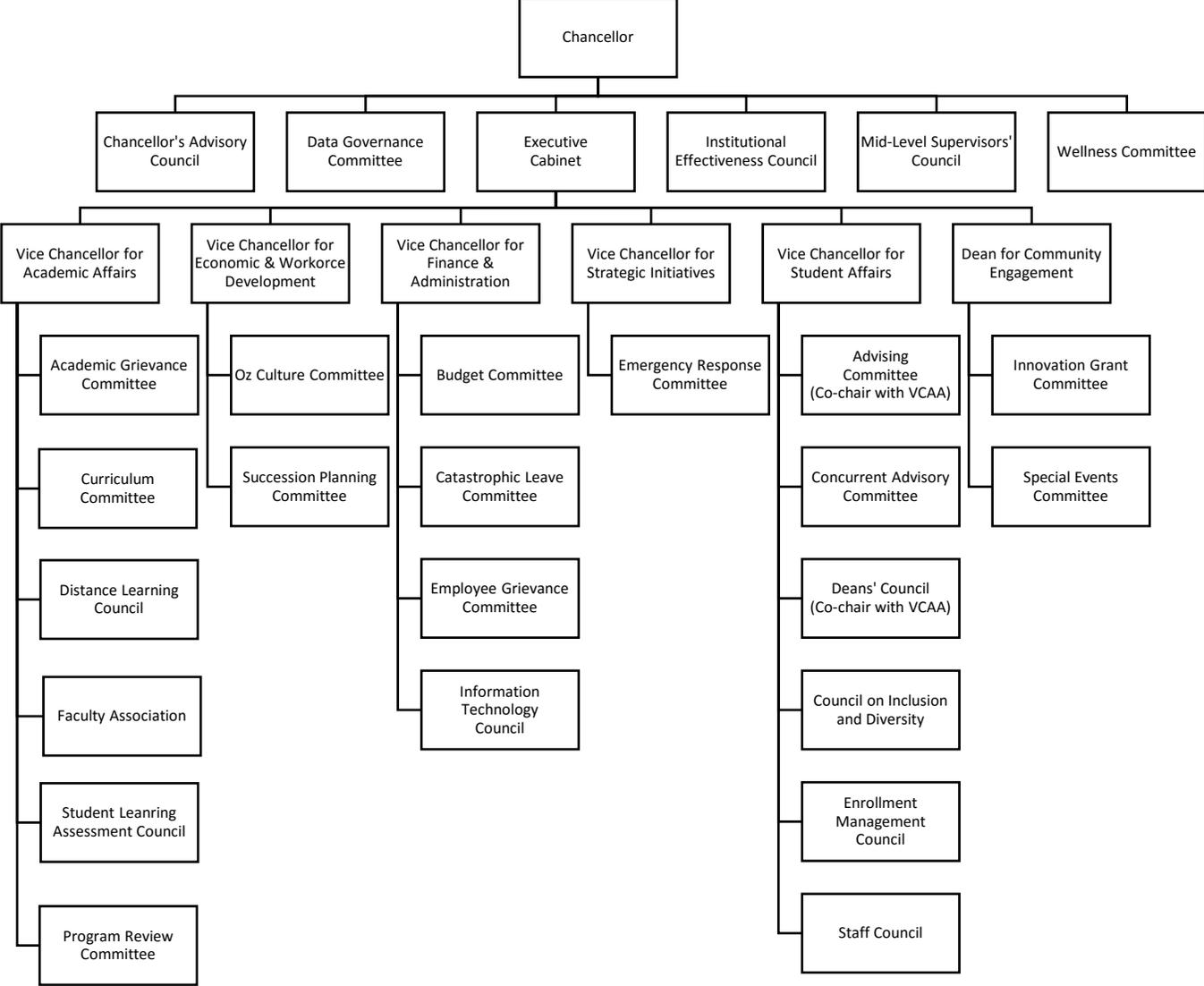
## ASU-Newport Organizational Chart



# ASU-Newport Academic Affairs Organization Chart



**ASU-Newport Shared Leadership Council and Committee Structure**



## **Appendix B: Constitution of the Faculty Association**

### **Constitution of the Faculty Association**

#### **Arkansas State University-Newport**

This constitution of the Faculty Association of Arkansas State University-Newport is adopted in order to promote the effectiveness of ASUN in the discharge of its responsibilities, to effect closer coordination among the various areas of the ASUN campuses, and to provide a means by which the special competencies of the members of the instructional staff may be utilized more fully in the formulation and execution of the academic programs of the institution.

### **ARTICLE I**

#### **The Faculty Association**

Section 1. Composition- All members of the instructional staff both full-time and part-time, with the rank of instructor or above, are members of the Faculty Association.

Section 2. By-Laws-The officers of the Faculty Association will adopt by-laws it considers necessary to function effectively.

Section 3. Meetings-The Faculty Association will hold at least two meetings a year of the Committee of the Whole. Special meetings may be called by the President of the Faculty Association. A quorum will consist of seventy-five percent (75%) of the members of the Faculty Association Executive Committee, for voting purposes. The Executive Committee will meet on a monthly basis.

Section 4. Officers-The officers of the Faculty Association will be elected by the Association and will consist of a past-president, president, vice-president, secretary/treasurer and two members of each academic division. These officers will constitute the Faculty Association Executive Committee.

The President will preside over the meetings of the Faculty Association, set the agenda, and appoint committee chairs, both standing and ad hoc, as needed. The president will hold office two years.

All members of the Faculty Association are eligible to hold any elected office of the Association.

Section 5. Committees-There will be at least four (4) standing committees within the Faculty Association, Committee of the Whole, the Resolutions Committee, the Curriculum Committee, and the Program Review Committee. Other committees will be added as needed. All committees will be responsible for the initial study and consideration of matters within their specific area of concern. All committees will report to the Executive Committee.

Section 5a. Committees Defined- The Executive Committee, Curriculum Committee, and Program Review Committee will meet monthly throughout the 9-month academic year. Each committee will have a typical agenda that will be followed to allow for continuity and consistency.

### **The Executive Committee of the Faculty Association**

The Executive Committee will have monthly meetings and provide each of the committee chairs with an opportunity to provide a report about the current business of the committee. Twice per year the committee will provide the Committee of the Whole with a report of the actions.

### **The Curriculum Committee**

The Curriculum Committee will work with the VCAA to examine the current and proposed curriculum for the institution. This evaluation will include all new course offerings, new or substantive changes to programs, deletions of programs, and removal of courses for the offering. The Curriculum Committee will also gather reports from the Program Review Committee to help maintain oversight with the programs of the institution.

### **The Program Review Committee**

The Program Review Committee will work with the VCAA to establish a timeline for program directors, chairs or Academic Deans to be able to provide required reports about the programs. After program review reports are submitted to the committee, then members will evaluate the report and provide feedback to the presenter.

### **The Resolution Committee**

The Resolution Committee's area of special concern is the voicing of specific faculty recommendations through written resolutions to be presented to the Executive Committee.

### **The Committee of the Whole**

The Committee of the Whole will have two meetings per academic year and provide the Executive Committee with an opportunity to report to the larger faculty membership.

## **ARTICLE II**

### **Amendments**

Amendments to this constitution may be proposed by a majority vote of the Faculty Association in a general meeting. The text of a proposed amendment will be distributed to each member not less than fifteen (15) days before it will be considered. An amendment must be approved by a majority vote of the Faculty Association at a general meeting.

## **ARTICLE III**

### **Ratification**

This constitution will become effective immediately following the approval of the faculty members present and voting in a faculty meeting called for that purpose. Following approval of the constitution, the acting President of the Faculty Association will immediately take steps to call such elections as will be necessary to put it into operation.

### **By-Laws**

- I. In keeping with the spirit and purpose of this Association and in order to utilize the special competencies of all staff members of the University, the Faculty Association designates as voting members of the Faculty Association all appointed members of the library staff.
- II. Complete current records of membership indicating voting rights in the Faculty Association will be kept by the secretary-treasurer of the Faculty Association.
- III. The Faculty Association may levy such dues upon its membership as will be determined by a majority vote. The secretary-treasurer will work collaboratively with the Controller to receive all moneys paid to the association and will maintain a record of all receipts and disbursements.
- IV. The president will call the meetings specified in the constitution, Article I, Section 3, notice being given to the members of the Faculty Association at least three days in advance. The president will schedule such meetings at times deemed best suited to the university program.
- V. The president will call a special meeting of the Faculty Association upon the petition of five members of the association.

### **VI. Nomination and Election Procedures**

#### **A. Nomination of Officers**

1. The immediate past president will accept and present nominations for the office of divisional representatives, beginning the first week of April. Each academic division will present up four (4) names per respective division, two (2) of whom will be elected, for a total of six (6) elected division representatives. Any member of the Faculty Association may nominate a candidate at least two weeks in advance of the election.
2. Electronic ballots will be used for the elections of Executive Committee.

3. The selection of the President will come from the Faculty Association membership and follow the same process as the divisional representatives. The President will serve a term no less than 2 years. The President will rotate into the Past President term at the conclusion of their two-year term for a one-year term.

#### B. Election Procedure

The election will be conducted during the first week of May. All officers will take their new office immediately after the election.

#### C. Filling Vacancies

The president will appoint a member of the Faculty Association to fill any vacancies that occur until elections are held in May.

## **Appendix C: Statement of Professional Ethics**

### **1987 Statement of Professional Ethics**

*The statement which follows, a revision of a statement originally adopted in 1966, was approved by the American Association of University Professors' Committee B on Professional Ethics, adopted by the Association's Council in June 1987, and endorsed by the Seventy-third Annual Meeting.*

#### **Introduction**

From its inception, the American Association of University Professors has recognized that membership in the academic profession carries with it special responsibilities. The Association has consistently affirmed these responsibilities in major policy statements, providing guidance to professors in such matters as their utterances as citizens, the exercise of their responsibilities to students and colleagues, and their conduct when resigning from an institution or when undertaking sponsored research. The Statement on Professional Ethics that follows sets forth those general standards that serve as a reminder of the variety of responsibilities assumed by all members of the profession. In the enforcement of ethical standards, the academic profession differs from those of law and medicine, whose associations act to ensure the integrity of members engaged in private practice.

In the academic profession the individual institution of higher learning provides this assurance and so should normally handle questions concerning propriety of conduct within its own framework by reference to a faculty group. The Association supports such local action and stands ready, through the general secretary and Committee B, to counsel with members of the academic community concerning questions of professional ethics and to inquire into complaints when local consideration is impossible or inappropriate. If the alleged offense is deemed sufficiently serious to raise the possibility of adverse action, the procedures should be in accordance with the 1940 Statement of Principles on Academic Freedom and Tenure, the 1958 *Statement on Procedural Standards in Faculty Dismissal Proceedings*, or the applicable provisions of the Association's *Recommended Institutional Regulations on Academic Freedom and Tenure*.

#### **The Statement**

I. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end, professors devote their

energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

II. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

III. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas, professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

IV. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

V. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends on upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

Available at <https://www.aaup.org/report/statement-professional-ethics>

## Appendix D: Student Complaint Log

<b>ARKANSAS STATE UNIVERSITY-NEWPORT</b>						
<b>STUDENT COMPLAINT LOG</b>						
<b>(insert academic term here)</b>						
<b>Date</b>	<b>Department</b>	<b>Complaint</b>	<b>Resolution Steps</b>	<b>Final Decision</b>	<b>Reply Date</b>	<b>External Actions</b>

## **Appendix E: Job Description for Full Time Faculty**

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When an individual accepts a teaching appointment at ASUN, he or she accepts responsibilities and obligations as a professional educator under the direction of the appropriate Academic dean. The primary duty is the instruction of assigned classes. Additional responsibilities include, but are not limited to, involvement in student success initiatives, service to the college and community, professional development, and other duties as assigned.

### **Summary of Essential Functions**

1. *Practice excellence in course instruction, development, and maintenance.*
  - a) Instruct courses, including classroom time, committed to lecture, student discussion, and other methods of instruction.
  - b) Conduct clinical classes that include supervising students, scheduling, debriefing, and evaluating students in clinical, internship, observation, field experience, and similar settings as appropriate for the course or program.
  - c) Develop courses by working in collaborative groups to analyze and redesign courses, curricula, and assessments. Includes research and creation of course curriculum and syllabi, textbook selection, selection of additional learning aids, updating materials, etc.
  - d) Maintain courses by updating and posting syllabi, constructing tests, grading assignments, and completing course assessment materials.
2. *Contribute to student success initiatives.*
  - a) Serve as student advocates, advisors, success coaches, tutors, and mentors. Help students identify and achieve their educational goals through participating in the college's advising process, as well as providing incidental academic advice to students in class.
  - b) Participate in focus groups, stakeholder dialogues, and campus and community-wide conversation regarding student success.
  - c) Assist in data gathering and assessment.
  - d) Participate in faculty workshops to discuss and analyze data and design evidence-based student interventions.
  - e) Be available to respond to students via email, phone, or personal conferences. The method of contact and hours of availability should be clearly communicated to Academic Coordinators, Associate Deans, Academic Deans, and students through the course syllabus each semester.

3. *Demonstrate professional growth and academic relevance.*
  - a) Perform self-analysis and evaluation.
  - b) Remain current in academic or program discipline, including licensure, certification, or continuing education requirements where appropriate.
  - c) Observe and study new instructional techniques and pedagogical advances for the lecture, labs, and clinical courses.
  - d) Implement innovative uses of technology to improve the learning environment.
  - e) Participate in faculty development experiences linked to strategic improvements in student success.
  - f) Attend seminars or conferences on instructional improvement.
  - g) Re-evaluate and re-define instructional objectives.
  - h) Continually revise and update course content and materials of instruction.
4. *Carry out specific division/department responsibilities.*
  - a) Attend division meetings.
  - b) Initiate and/or participate in overall division-wide program development, maintenance, evaluation, revision, or expansion.
  - c) Participate and contribute to the division budget planning, division strategic planning, and assessment planning and implementation.
  - d) Mentor and assist in orienting new faculty, either formally or informally, where appropriate or required by the division.
5. *Contribute to college activities through committee service and participation in other college/student activities.*
  - a) Attend committee meetings and regularly scheduled faculty and staff meetings. This may include the following committees/meetings: standing, ad hoc, shared governance, advisory, hiring committees, faculty senate, or student organizations.
  - b) Attend commencement and other pinning or graduation services.
6. *Contribute to the local community through service activities.* ASUN values contributions made to the local community by instructional staff. Service that enhances the instructor's experience and expertise in his/her field contributes to the university and community relations. These contributions are not formal requirements of the position, but they are greatly valued by the institution.
7. *Perform other academic duties as assigned.* Other responsibilities may arise on occasion that required additional temporary duties. Direction will be provided by the Academic Dean to accommodate those additional duties within the weekly schedule.

### **Faculty Load and Work Week**

1. The typical course load will be 15 credit hours per semester for general education faculty and 20 semester credit hours per semester for technical faculty.
2. The work week for full-time instructors shall be scheduled on a five-consecutive-day-a-week basis unless administration approves an alternate schedule. The work week for full-time faculty should follow the respective appointment period expectation: 12-month, 10.5 month, 9 month, and program area expectation.

3. The standard work week expectation for all full-time employees is 40 hours. 9-month general education faculty must fulfill a minimum requirement of 30 hours per week with 10 of those hours scheduled as office hours for advising, tutoring, and other academic support and course preparation duties. All faculty must be on campus on Fridays minimally from 9 am to 12 pm to attend scheduled council and committee meetings and provide advising and academic support services for students.

### **Expectations of Conduct and Professionalism**

1. Begin class on time and in an orderly and organized fashion.
2. Be courteous and approachable.
3. Follow approved policies and procedures in the conduct of all institutional activities.
4. Help encourage a desire to learn the subject matter.
5. Meet and assist students during office hours or by appointment at other reasonable times.
6. Assign grades and maintain course and student records in accordance with FERPA regulations and submit grades and records by established deadlines.
7. Keep a weekly schedule that best facilitates student learning and access. Any changes in the scheduled class times or locations should have prior approval by the Academic Dean.

### **Physical Requirements**

1. Frequent interaction with others.
2. Lecturing and interacting with students requires a combination of sitting and standing for 1+ hour.
3. Ability to lift 7-30 lbs., lifting, and overhead work may be required in carrying all necessary supplies, books, and course materials.
4. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

### **Educational Requirements**

Instructors must possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. When faculty members are employed based on equivalent experience, the institution defines a minimum threshold of experience and an evaluation process that is used in the appointment process. Faculty teaching general education courses, or other non-occupational courses, hold a master's degree or higher in the discipline or subfield. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member should have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach. As per the Higher Learning Commission's Faculty Qualifications Guidelines, "Accreditation agencies expect that accredited institutions will use credentials as the primary mechanism to ascertain minimal faculty qualifications. HLC recognizes that experience also may be considered in determining faculty qualifications. In some situations, a combination of these may be appropriate."