



**The University of Arkansas at Pine Bluff
Faculty/Staff Handbook
REVISED - FALL 2006**

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

TABLE OF CONTENTS

**THE INFORMATION CONTAINED IN THIS HANDBOOK IS NOT INTENDED
TO ESTABLISH AN EMPLOYMENT CONTRACT OF ANY KIND OR
DURATION, AND IS NOT A LEGAL DOCUMENT. THIS HANDBOOK
SUPERSEDES PREVIOUS EDITIONS.**

Introduction.....	5
Equal Employment Opportunity/Affirmative Action	5
Policy Statement	5
Disability Discrimination.....	6
Veterans with Disabilities/Vietnam Veterans	6
Veterans Preference	6
Race and National Origin Discrimination.....	7
Age Discrimination.....	7
Sex Discrimination.....	7
Sexual Harassment.....	7
Employment Categories	15
Faculty, Administrators and Staff.....	15
Extra Help	15
Exempt and Non-Exempt.....	16
Employment Policies and Procedures.....	16
Drug-Free Workplace	16
Alcohol.....	16
Smoking	16
Weapons.....	17
Nepotism.....	17
Personnel Records.....	17
Confidential Information	17
Performance Evaluations	17
Promotion and Demotion – Classified Employees	17
Transfer and Lateral Changes	18
Use of University Name.....	18
Use of University Property and Facilities.....	18
Conflicts of Interest and Commitment.....	18
Concurrent Employment.....	19
Outside Employment	20
Political Activity	20
Freedom of Information Act.....	20
Student Records	21
Compensation Policies and Procedures	22
Payroll Distribution.....	22
Direct Deposit.....	22
Adjustments to Pay	22
Twelve Month Salary Payment to Nine-Month Employees	22
Career Service Recognition	22

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

Workers Compensation.....	23
Fair Labor Standards Act	23
Employee Debts	24
Garnishments	24
Leave Policies and Procedures.....	24
Annual Leave for Classified Employee	24
Annual Leave for Non-Classified Employees	25
Sick Leave.....	26
Holidays	26
Military Leave.....	27
Court and Jury Leave	28
Leaves of Absence Without Pay	28
Funeral Leave.....	28
Education Leave.....	29
Workers Compensation.....	29
Family and Medical Leave Act.....	29
Catastrophic Leave.....	29
Voting	30
Leave Reporting.....	30
Employee Benefits.....	30
Health Insurance	30
Dental Insurance	30
Life Insurance/Accidental Death and Dismemberment	30
Long Term Disability Insurance	31
Employee Assistance Program	31
Tuition Remission.....	32
Retirement.....	32
Scheduling Policies.....	33
Work Hours.....	33
Absences from Work	33
Flex Time	33
Breaks and Rest Periods.....	33
Attending Professional Meetings.....	33
Inclement Weather	33
Disciplinary Action and Complaint Resolution	34
Discipline	34
Non-Academic Employee Complaint Resolution.....	35
Academic Employee Complaint Resolution.....	36
Employee Hearing Committee.....	37
Resignation and Termination of Employment.....	37
Resignation	37
Termination.....	38
Appointment, Non-Reappointment, Promotion, Tenure and	
Dismissal of Tenured and Tenure-Track Faculty.....	38
Definition of Terms.....	39
Appointments.....	41

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

Promotion.....	42
Tenure, Non-Reappointment and Dismissal	42
Annual Review.....	49
Termination Checklist.....	51
Termination Pay.....	51
Continuation of Benefits.....	51
Retirement.....	51
Voluntary Early Retirement.....	51
Campus Services	52
Security	52
Health Services	52
Parking	52
A M & N College Federal Credit Union.....	52
HPER Complex.....	52
Library Reference Services.....	53
Laboratory School.....	53
Food Services.....	53
Legislative Assembly.....	53
General.....	53
Authority.....	54
Membership	54
Officers	54
Elections.....	55
Meetings.....	55
UAPB Senate	55
Membership	56
Elections.....	56
Term	56
Meetings.....	57
Authority	58
Fiscal and Clerical Support.....	58
Standing Committees	59
Membership	59
Committees	59
Amendments	68
Important Numbers	70

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

I. INTRODUCTION

The University of Arkansas at Pine Bluff (UAPB) is the second oldest state-supported institution of higher education in Arkansas, and is one of two institutions with a land grant mission. In 1873, the legislature established Branch Normal College to be a part of Arkansas Industrial University (University of Arkansas at Fayetteville) for the convenience and well being of the “poorer classes”. After passage of the Second Morrill Act of 1890, it was thirty-one years later in 1921 that a full instructional program which emphasized agriculture and allied trades, the land grant mission, to be established. In 1933, the campus received certification as a four-year college, and became known as Agricultural, Mechanical, and Normal College (AM&N). AM&N received full accreditation from the North Central Association in 1950, and in 1971, the legislature merged AM&N with the University of Arkansas, and it thereafter has been known as the University of Arkansas at Pine Bluff (UAPB).

UAPB’s mission was later expanded to offer the highest possible quality of higher education programs while providing for the sound growth and improvement in the quality of academic programs. UAPB’s mission it to continue to offer programs providing opportunities for young people in Arkansas who are culturally disadvantaged, as well as to provide programs attractive to students from other groups. UAPB has continued its open admissions policy, research and outreach efforts as a traditional land grant institution, and its commitment to formal and informal education for citizens of Arkansas. UAPB’s challenge is to enroll, nurture and graduate students for career track employment in positions of influence and leadership in their chosen fields of study. Throughout UAPB’s history, many graduates have achieved leadership positions in industry, education and government, not only within the State of Arkansas, but throughout the United States.

The contribution each employee makes is an important factor in the success of UAPB. This handbook is the result of a good faith effort to provide information concerning employment at UAPB. If an employee needs additional information to address a particular issue, the employee should seek assistance from immediate supervisors, department heads, or Human Resources personnel.

II. EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

A. POLICY STATEMENT

UAPB is an equal opportunity/affirmative action institution that adheres to the basic principles of non-discrimination. In keeping with this practice, UAPB reaffirms its policy of providing equal employment opportunity without regard to race, color, creed, national origin, sex, age or disability.

UAPB will make every effort to comply with all local, state and federal laws related to fair employment practices and equal employment opportunity, including, but not limited to, the Equal Pay Act; Title VI and Title VII of the Civil Rights Act; Age Discrimination in Employment Act; Title IX of the Education Amendments; Executive Orders No. 11246 and No. 11375; Revised Order No. 4; Sections 503 and 504 of the Rehabilitation

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

Act; Veteran's Readjustment Assistance Act; Americans with Disabilities Act; Arkansas Veterans Preference; State of Arkansas Executive Order 89-1; Arkansas Act 99 of 1989; Arkansas Act 426 of 1993; Arkansas Civil Rights Act; and other applicable state and federal laws and regulations. UAPB will not discriminate against any applicant for employment or current employee on the basis of religion, race, color, creed, national origin, sex, age, disability or Veterans status in the recruitment, testing, selection, rate of pay or other aspects of employment.

The Executive Council is charged with administering programs concerning affirmative action. To insure the effectiveness of UAPB's affirmative action efforts, the Affirmative Action Officer is responsible for monitoring the affirmative action program, reporting regularly on its progress and acting as an intermediary in areas requiring intervention. Vice Chancellors, Deans, Directors, Department Heads, Coordinators, and others are expected to actively participate in efforts concerning affirmative action. Hiring procedures, applicable forms, recruitment materials and other information concerning matters of affirmative action may be obtained from the Human Resources office.

B. DISABILITY DISCRIMINATION

An individual is considered to have a disability if he/she has a physical/mental impairment which substantially limits one or more major life activities, has a record of an impairment, or is regarded as having an impairment. An individual with a disability is "substantially limited" if he or she is likely to experience difficulty in securing, retaining or advancing in employment due to a disability. A "qualified individual with a disability" means an individual with a disability who meets the skill, experience, education and other job-related requirements of a position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of the job.

C. VETERANS WITH DISABILITIES/VIETNAM ERA VETERANS

A "Veteran with a Disability" means an individual entitled to disability compensation under laws administered by the Veterans Administration for a disability rated at 30% or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty. A "Qualified Veteran with a Disability" means a veteran with a disability who is capable of performing a particular job, with or without reasonable accommodation to his or her disability. A "Veteran of the Vietnam Era" means an individual who served on active duty for more than 180 days between February 28, 1961 and May 7, 1975, and who was discharged or released with other than a dishonorable discharge, or was discharged or released from active duty for a service-connected disability.

D. VETERANS PREFERENCE

The Arkansas Veterans Preference Law and State of Arkansas Executive Order 89-1 direct that veterans of military conflict, including Vietnam-Era Veterans, be given preference in appointment, employment, promotion and retention over other applicants, as follows:

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

1. If an examination is used to establish an employment list, five points must be added to the final score of the veteran, and ten points must be added to the final score of a disabled veteran.
2. If an examination is not used to establish an employment list, a veteran must be given preference over other “substantially equally qualified” applicants.
3. The hiring authority must be able to justify, in clear and unambiguous language, the valid job-related reason(s) why a veteran was not selected or appointed to the position if requested by the veteran.

E. RACE AND NATIONAL ORIGIN DISCRIMINATION

UAPB’s affirmative action and equal opportunity policies apply to discrimination on the basis of race and national origin in any term or condition of employment.

F. AGE DISCRIMINATION

UAPB’s affirmative action and equal opportunity policies apply to discrimination on the basis of age in any term or condition of employment.

G. SEX DISCRIMINATION

UAPB will not discriminate on the basis of sex in any term or condition of employment. Recruitment efforts will be made to attract female applicants to all job levels, particularly in areas which have an affirmative action goal or which have shown historical patterns of female underutilization. All employment practices apply equally to members of either sex.

Special attention will be paid to ensuring that female employees are not in any way penalized due to marital status or time spent away from employment due to childbearing.

H. SEXUAL HARASSMENT

UAPB is committed to its mission of providing an academic and employment environment that fosters excellence. Sexual harassment violates the trust and respect essential to the preservation of such an environment, and threatens the education, employment, and well being of its community members. University members have the right to work and study in an environment free of any form of sexual harassment. This right is protected by Title VII of the 1964 Civil Rights Act for employees and Title IX of the Educational Amendments of 1972 for students. Sexual harassment is destructive to students, faculty, staff, and the UAPB community as a whole, and it will not be tolerated.

This policy may not be used to infringe upon academic freedom. Students, faculty, staff, and guests must be aware of the need for freedom of inquiry and openness of discussion in its educational and research programs, and must strive to create and maintain an atmosphere of intellectual seriousness and mutual tolerance in which these essential features of academic life can thrive. No university can or should guarantee that every idea expressed in its classrooms or laboratories will be inoffensive to all; pursued seriously, education and scholarship necessarily entail raising questions about perceived opinions and conventional interpretations. If, however, UAPB determines that credible

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

accusations of inappropriate sexual remarks or actions have been made, UAPB shall investigate such accusations promptly, thoroughly, and fairly.

Sexual harassment is particularly serious when it threatens relationships between teacher and student, or supervisor and subordinate, because of the potential to exploit the power inherent in these relationships and to undermine the ability of UAPB to carry out its mission. UAPB strongly encourages all community members to report incidents of sexual harassment. To the extent possible, reporting and investigating procedures are supportive of and sensitive to the alleged victim while adequately safeguarding the rights of the alleged offender.

UAPB opposes **all** forms of sexual harassment, whether subtle or direct, and is committed to the thorough, timely, and confidential investigation, in a fair and impartial manner, of all complaints from its students or employees. The Office of Affirmative Action is responsible for investigating employee sexual harassment complaints. However, student complaints of sexual harassment will be handled by the Office of Student Affairs.

The sexual harassment of UAPB faculty, staff, and students by non-university employees and guests doing business or providing services on campus (for example, contractors, vendors, delivery persons) is also prohibited by this policy. Incidents of sexual harassment involving visitors should also be reported directly to the Office of Affirmative Action or Office of Student Affairs, as appropriate. During non-business hours, sexual harassment complaints may be reported to the UAPB Police Department who will then refer the complaint to the Office of Affirmative Action or the Office of Student Affairs, as appropriate, for review and action. Finally, if a visitor to the UAPB campus or a UAPB-sponsored event experiences an incident of sexual harassment, that person should contact the Office of Affirmative Action for assistance with options for resolution.

UAPB will take appropriate actions within the scope of its legal authority to prevent, correct, and discipline behavior that violates this policy.

Definition

Sexual harassment generally includes any unwanted or unsolicited sexual gesture, physical contact, or statement which, when viewed from the perspective of a reasonable person similarly situated, is offensive, threatening, humiliating, or interferes with a person's ability to perform his or her job, educational pursuit, or participation in campus life.

Prohibited Acts

For the purpose of this policy, sexual harassment may take many forms — subtle or indirect, or blatant and overt. It may consist of repeated actions or may even arise from a single incident if sufficiently extreme. In assessing whether a particular act or acts constitute sexual harassment under this policy, the standard shall be the perspective of a reasonable person similarly situated.

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

Sexual harassment includes any behavior of a sexual nature where:

1. Submission to or rejection of the conduct is made either explicitly or implicitly a term or condition of employment or status in a UAPB-sponsored course, program, or activity;
2. Submission to or rejection of the conduct is used as a basis for employment or academic decisions affecting that individual; or
3. Such conduct unreasonably interferes with an individual's work or academic performance, or creates an intimidating, hostile, or offensive environment for work or learning.

Sexual harassment may occur within a variety of relationships. It may occur between individuals of the opposite sex – male against female, or female against male – or, between individuals of the same sex. Incidents may occur between supervisor and subordinate, faculty member and student, or between fellow employees and fellow students; they may also take place between employees and campus visitors and between employees and those who do business with UAPB. Especially injurious, however, is harassment in relationships characterized by an imbalance of power and authority. Typically, such relationships are found between:

1. Employer and employee (usually, supervisor and subordinate)
2. Faculty and student (undergraduate or graduate)
3. Administrator and student
4. Employee and student
5. Senior and junior faculty
6. Graduate assistant and undergraduate student
7. Administrator and faculty

Examples

The perception of conduct which constitutes sexual harassment may vary from individual to individual; what is offensive to one person may be less so to another. The following examples are intended as illustrations only; they do not cover all possible situations.

1. Physical assault;
2. Suggestions that submission to or rejection of sexual advances will influence decisions regarding an individual's employment or educational status;
3. Repetitive remarks or actions of a sexual nature (including, but not limited to, statements, questions, jokes, and anecdotes) which constitute a pattern where actions unreasonably cause discomfort or humiliate an individual;
4. Unwelcome visual contact or body language that communicates a sexual message;
5. Whistling, cat calls, leering, or other improper gestures;
6. Persistent, unwelcome flirtations, and outright advances or propositions of a sexual nature;
7. Unwelcome remarks or actions about an individual's appearance;

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

8. Unwelcome repetitive touching, such as patting, pinching, hugging, or rushing against an individual's body;
9. Unwarranted displays of sexually suggestive objects or pictures;
10. Unwelcome exposure to sexually explicit music, letters, or written notes;
11. Unwelcome descriptions of sexual activity or speculation about previous sexual experiences.

Appropriate action will be taken if harassment is found to have occurred.

Anonymous complaints of sexual harassment will be taken seriously and may be formally investigated.

Consensual Relationships

The basic function of a university is the discovery and the transmission of knowledge, which is founded upon the free and open exchange of ideas. In order for productive learning and the work that supports it to occur, members of the campus community (faculty, staff, and students) should pursue their responsibilities guided by a strong commitment to principles of mutual trust, confidence and professional codes of conduct. For purposes of this policy, a faculty member or a teacher is any member of the full-time or part-time faculty, an academic advisor, or any other person making academic judgments about a student's work.

It is a serious breach of professional ethics for a faculty member to initiate or acquiesce in a sexual relationship with a student who is under the personal supervision of the faculty member. Therefore, UAPB prohibits consensual sexual relationships between a faculty member and a student enrolled in a course taught by the faculty member or whose academic work is supervised by the faculty member. This applies even when both parties appear to have consented to the relationship. A faculty member who is or has been involved in a consensual sexual relationship with a person should not enter into a student/teacher relationship with that person.

Consenting romantic relationships between supervisors and subordinates are **strongly discouraged**. Supervisors exercise power over subordinates, whether in promotions, raises, evaluations, recommendations, job duties, assignments, or other benefits. This difference in power increases the opportunity for abuse of power, thus endangering the professional environment. The element of power implicit in sexual relationships occurring in the supervisory context has the potential to diminish a subordinate's freedom of choice. It is incumbent upon those with authority not to abuse, or appear to abuse, the power with which they have been entrusted. Employees involved in a consenting relationship in the actual or equivalent context of employment supervision and evaluation should be and are deemed to be aware of the possible costs of even an apparently consenting relationship, including the possible difficulty in defending a future sexual harassment charge on the grounds of mutual consent.

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

Disciplinary Action

Disciplinary action for violations of the Sexual Harassment Policy may include, but are not limited to, the following: oral or written reprimand, reassignment, probation, suspension, expulsion, counseling, demotion, termination, or any combination thereof.

Sanctions for sexual harassment depend upon the circumstances in each case.

In addition to disciplinary action, those who engage in sexual harassment may be subject to legal consequences, including civil and criminal penalties and monetary damages.

All individuals accused of sexual harassment shall be given the opportunity to respond to the complaints prior to any final employment and academic decisions.

Confidentiality

UAPB understands that some individuals may be reluctant to tell anyone about harassment or to have their names disclosed. Every reasonable effort will be made to maintain confidentiality of all parties, all conversations, and all documents concerning a sexual harassment complaint. However, UAPB's obligation to stop sexual harassment means that it cannot fail to take appropriate action and, as such, confidentiality cannot always be guaranteed. The appropriate administrative officials will be kept informed on a "need to know" basis. All persons involved should maintain confidentiality to the greatest extent possible, except to the extent needed for processing complaints under this policy.

Retaliation

Reprisals or retaliatory action against an individual who, in good faith, reports or provides information in an investigation about behavior that may violate this policy will not be tolerated. Such action should be regarded as a separate and distinct cause for disciplinary action.

Malicious Allegations/Complaints/False Information

UAPB is committed to protecting the due process rights it provides to the accused as well as the accuser. Allegations of sexual harassment that are malicious, intentionally false, or without foundation are very serious with potential for great harm to all persons involved and are prohibited by this policy. Such actions constitute grounds for disciplinary action that may include, but is not limited to, written warning, demotion, transfer, suspension, expulsion or dismissal. Further, repeated filing of frivolous complaints is considered a malicious action and may be grounds for disciplinary action.

The failure to substantiate a sexual harassment complaint does not automatically constitute a malicious or frivolous complaint. In the event that allegations are not substantiated, every reasonable effort will be made and all reasonable steps taken to restore the reputation of the accused if it was damaged by the proceedings.

Recordkeeping

Each complaint should be documented and kept in a confidential file separate from the personnel or student files normally maintained by the offices of Human Resources or Student Affairs. UAPB has determined sexual harassment files will be maintained by the Office of Affirmative Action. Documentation should include the name of the

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

complainant, the name of the accused, the nature of the complaint, date(s), witnesses, the name(s) of the person(s) who received the complaint, the name(s) of the person(s) who prepared the written documentation and the date of the written documentation, and any other information relevant to the case. If some of this information is not available, the reason(s) for unavailability, if known, should be documented. Such file will be maintained as provided by law.

Procedure

Complaints of sexual harassment, submitted in writing or accepted orally, are taken seriously and will be dealt with promptly. Allegations of sexual harassment shall be judged on the facts of the particular case and the context in which the alleged incident(s) occurred. The complainant has the responsibility of proving the alleged sexual harassment. The specific action taken in any particular case depends on the nature and gravity of the conduct reported and may include intervention, mediation, investigation and the initiation of disciplinary action as described above. Where a violation of the Sexual Harassment policy is found to have occurred, UAPB will act to stop the harassment, prevent its recurrence, and discipline those responsible.

Reporting

Employees with complaints of sexual harassment are encouraged to notify their immediate supervisor. However, if the accused harasser is the employee's immediate supervisor, the complaint should be submitted to the next person in the line of responsibility. Alternatively, the employee may notify the Office of Affirmative Action. Students should report incidents of sexual harassment to the Office of Student Affairs. Individuals who need to report an incident of sexual harassment after regular business hours should report the incident to the UAPB Police Department if the employee's supervisor is unavailable or other administrative offices are closed. The UAPB Police Department will take appropriate action and will notify the Office of Affirmative Action or the Office of Student Affairs, as appropriate, at the beginning of the next business day, i.e., Monday through Friday, excluding holidays.

Individuals who witness possible sexual harassment should report their concerns to the Office of Affirmative Action or the Office of Student Affairs, as appropriate.

When a UAPB employee receives a report of sexual harassment, he or she must immediately notify the Office of Affirmative Action or the Office of Student Affairs, as appropriate, prior to taking any action to investigate or resolve the matter informally and must act only on direction from such office.

UAPB recommends that all reports of suspected sexual harassment be made within 180 days of the alleged incident to assist in the investigation process.

INFORMAL COMPLAINT PROCESS

1. In the event that an individual believes that sexual harassment has been or is occurring, he or she is encouraged, but not required, to communicate clearly, preferably in writing, to the alleged harasser and state the conduct

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

is not acceptable. The individual is also encouraged to maintain careful written records of the harassment and to continue to maintain current records throughout the process.

2. The individual should consider meeting with the Affirmative Action Officer or the Dean of Students, as appropriate, to discuss the sexual harassment allegation. If an individual cannot decide whether to initiate a formal complaint or is reluctant to discuss the matter with the alleged harasser, he or she may seek the advice of the Affirmative Action Officer or the Dean of Students who, with the individual's permission, may seek to resolve the issue informally through discussions with the individual, the accused, and the accused's supervisor.

A signed, written complaint shall not be required to initiate the Informal Complaint Process. However, if the individual does not wish to prepare a signed, written complaint, written documentation shall be prepared by an appropriate UAPB official in the Office of Affirmative Action (employees) or the Office of Student Affairs (students). Such written documentation shall include the nature of the complaint, the date(s) on which the alleged incident(s) occurred, and any witness(es) to the incident(s). The complaining individual shall be asked to read the written documentation prepared by the appropriate representative to acknowledge its accuracy; a written acknowledgment will be preferred and may be made in a separate document.

Written documentation shall be prepared before any informal discussions are held with the accused and the accused's supervisor. The accused shall be given an opportunity to read the written documentation that may be edited by the appropriate UAPB official to protect the anonymity of the complaining individual.

3. If the parties are unable to reach a mutually satisfactory agreement after meeting, the option of filing a formal complaint is available. If a mutually satisfactory agreement is reached, it should be documented in writing and signed by the complainant, the accused, and any third party participating in the process.
4. For employees, the Informal Complaint Process may also include referral of either or both parties to confidential counseling through UAPB's Employee Assistance Program (EAP).
5. The complainant, the Office of Affirmative Action, or the Office of Student Affairs may elect to refer the complaint to the Formal Campus Process at any time as deemed necessary to resolve the complaint in an appropriate and timely manner.

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

FORMAL COMPLAINT PROCESS

1. When the Informal Complaint Process fails to resolve the complaint, or in instances where the Office of Affirmative Action or the Office of Student Affairs determines the nature of the allegations requires formal investigation, the Formal Complaint Process will be used. The Office of Affirmative Action may assist employees, and the Office of Student Affairs may assist students, in preparing the complaint, in writing, as necessary.
2. If an individual wishes to file a formal complaint, he or she must submit a signed, written statement alleging harassment to the Affirmative Action Officer of the Dean of Students as appropriate. Documentation should include the name of the complainant, the name of the accused, the nature of the complaint, date(s), witness(es), the name(s) of the person(s) who received the complaint, and any other information relevant to the complaint. If some of this information is not available, the reason(s) of unavailability, if known, should be documented.
3. The Affirmative Action Officer or the Dean of Students, as appropriate, will meet with the accused and present him or her with a copy of the complaint and a copy of the sexual harassment policy. The accused will be given an opportunity to respond to the complaint orally and in writing, and may provide evidence and witnesses. The Affirmative Action Officer or the Dean of Students, as appropriate, will also explain that there is to be no contact with or retaliation against the complainant.

The Affirmative Action Officer or the Dean of Students, as appropriate, will gather relevant evidence by interviewing the complainant, the victim (if different from the complainant), the accused, and any witnesses or other individuals deemed appropriate to conduct a thorough investigation. Every effort will be made to ensure a thorough and timely investigation of the complaint.

4. Following completion of the investigation, the Affirmative Action Officer or the Dean of Students, as appropriate, will present his or her written findings to the appropriate vice chancellor. The vice chancellor will consult with the employee's division head regarding the written findings for purposes of resolving the complaint. It is the responsibility of the division head to take action consistent with the written findings. Once a final determination is made by the appropriate UAPB officer, both the complainant and the accused will be notified of the action to be taken.
5. Employees may appeal any employment decision made subsequent to a finding of sexual harassment through the campus grievance procedure provided in this handbook.

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

6. Complainants may not appeal administrative decisions regarding sexual harassment complaints through the UAPB grievance process.

Questions regarding this policy may be directed to the Office of Affirmative Action or the Office of Student Affairs, as appropriate.

III. EMPLOYMENT CATEGORIES

A. FACULTY, ADMINISTRATORS AND STAFF

A faculty member is an employee who holds the rank of instructor, assistant professor, associate professor, professor or distinguished professor. Other titles that have faculty status and academic rank are dean of libraries, librarian, associate librarian, assistant librarian, curator, associate curator, assistant curator, instructional development specialist I and II and extension specialist I, II, III, and IV. Extension specialists hold academic rank only when they are appointed in academic units.

An administrator is an employee who holds the title of assistant director, associate director, director, assistant dean, associate dean, dean, assistant vice chancellor, associate vice chancellor, vice chancellor, assistant chancellor, associate chancellor, chancellor or one of the above titles modified by the term executive. Some administrators also hold faculty rank.

A staff member is an employee who is neither a faculty member nor an administrator. Staff members may be classified or non-classified.

All job titles are authorized by the Arkansas General Assembly in the biennial appropriation act, and are designated as classified or non-classified. Classified staff positions are grouped under the Arkansas Uniform Classification and Compensation Act with positions that have similar duties and responsibilities and require similar knowledge, abilities, skills, education and experience. Each classification is assigned a pay grade that has a minimum and a maximum pay level. Non-classified staff positions are not assigned a pay grade, but each has a maximum salary for each year of the biennium. Faculty positions, and generally most administrative titles, are non-classified.

B. EXTRA HELP

Employees may be hired on an extra-help basis either full-time or part-time. Extra-help employees are hired on a temporary, as-needed basis, are paid semi-monthly for hours worked and are not eligible to participate in the fringe benefits program. Non-student extra-help employees are eligible to be paid for University holidays equivalent to the number of hours per day worked provided they work the day before and the day after a University holiday, and they work twenty hours (half-time) or more per week. Hourly employees may also participate in the retirement plan although UAPB will not match their contributions.

EXTRA-HELP EMPLOYEES ARE PROHIBITED FROM WORKING MORE THAN 1,500 HOURS IN A FISCAL YEAR. IT IS THE RESPONSIBILITY OF

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

BOTH THE EMPLOYEE AND THE HIRING DEPARTMENT TO MONITOR THE NUMBER OF HOURS AN EXTRA-HELP EMPLOYEE WORKS. THE HUMAN RESOURCES OFFICE WILL ALSO MONITOR THE NUMBER OF HOURS AN EXTRA-HELP EMPLOYEE WORKS, AND WILL MAKE EVERY EFFORT TO NOTIFY THE DEPARTMENT PRIOR TO THE TIME THE 1,500 HOUR LIMIT WILL BE MET.

C. EXEMPT AND NON-EXEMPT

The Office of Personnel Management (OPM) of the Arkansas Department of Finance and Administration (DFA) designates state job titles as exempt or non-exempt under the Fair Labor Standards Act (FLSA). Certain positions may, because of the nature of the responsibilities, be exceptions to OPM's general designations. The Human Resources Office is able to test specific positions for exempt or non-exempt status. The FLSA requires the payment of overtime for non-exempt work in excess of forty hours in a work week or the granting of compensatory time. For additional information concerning the classification of employment positions or eligibility for overtime compensation, contact the Human Resources Office.

IV. EMPLOYMENT POLICIES AND PROCEDURES

A. DRUG-FREE WORKPLACE

It is the policy of UAPB to maintain an educational and working environment free from the influence of unlawful drugs. Therefore, the manufacture, possession, use or dispensing or distribution of drugs and/or alcohol by any employee, on any property owned or maintained by UAPB, or as a part of any UAPB activity, is strictly prohibited. Alcohol may be served at the Chancellor's residence for events associated with the campus. Employees who violate this policy may be subject to disciplinary action, up to and including termination of employment, as well as state and federal law enforcement agencies.

B. ALCOHOL (Board of Trustees Policy 705.2)

UAPB is committed to providing a safe, comfortable and productive work environment. Employees who consume alcohol at work or who appear at work under the influence of alcohol, harm both themselves and the work environment. Dispensing, possessing and/or consuming alcoholic beverages on State property is strictly prohibited, except as allowed at the Chancellor's residence for events associated with the campus. Such actions may result in disciplinary action up to and including termination.

C. SMOKING (Board of Trustees Policy 235.1)

UAPB is a smoke-free campus. Smoking is not allowed in any building except for the chancellor's residence. The smoking of tobacco or tobacco products containing tobacco in any form is prohibited within twenty-five feet of an entrance to any building owned or leased by the State of Arkansas.

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

D. WEAPONS

An employee may not possess, use or store a weapon on campus, or in areas controlled by UAPB, including vehicles, owned or leased apartments and residence halls. An employee found in violation of this policy will be subject to disciplinary action up to and including termination.

E. NEPOTISM (Board of Trustees Policy 410.1)

Employment of relatives in the same department or division is allowed only when one will not supervise or have control over personnel decisions affecting the other. To avoid a possible conflict of interest, a relative must not participate, formally or informally, in any aspect of a relative's employment, including but not limited to, decisions to hire, retain, promote or compensate.

F. PERSONNEL RECORDS

Employees may review their personnel files in the Human Resources Office. All files and documents maintained in an employee's personnel file are confidential, except as required by law.

G. CONFIDENTIAL INFORMATION

Employment at UAPB may result in an employee having access to academic, personnel, budgetary or other such confidential information. An employee is expected to respect the confidentiality of such information and not disclose it to anyone who does not have an official need for the information, except as required by law.

The Family Educational Rights and Privacy Act, also known as FERPA or the Buckley Amendment, prohibits, with certain limited exceptions, the release of information from a student's educational records unless the student has given written consent. Questions about FERPA compliance should be directed to the Registrar or the General Counsel.

H. PERFORMANCE EVALUATIONS

The performance of all employees will be evaluated on an annual basis to allow supervisors and employees an opportunity to review and discuss job requirements and performance. The evaluation of an employee's performance is not limited to the annual review, and should be viewed as an ongoing process.

I. PROMOTION AND DEMOTION – CLASSIFIED EMPLOYEES

A promotion to a classification one grade higher than an employee's current classification will result in a maximum increase of six percent. A promotion to a classification that is two or more grades higher than an employee's current classification will result in a maximum increase of eight percent. If the new rate of pay falls below Pay Level 1 for the new grade, an employee's rate of pay shall be adjusted to Pay Level 1. However, the rate of pay may not exceed Pay Level IV of the new pay grade. An employee must meet or exceed the minimum qualifications for the new position to be promoted to that position.

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

When an employee is involuntarily demoted or voluntarily solicits a demotion, the rate of pay shall be fixed in the lower graded position at a rate equal to six percent less than the employee's rate of pay at the time of demotion for a demotion of one grade, and a maximum of eight percent less than the employee's rate of pay at the time of demotion for a demotion of two or more grades.

J. TRANSFERS AND LATERAL CHANGES

Employees transferring from a classified position to another, at the same grade, are eligible to remain at the same salary. Employees transferring from a classified position to another at a higher or lower grade are considered as being promoted or demoted as appropriate. This policy applies to employees transferring between State agencies and/or institutions without a break in service, and employees returning to State service within two pay periods after leaving.

K. USE OF UNIVERSITY NAME (Board of Trustees Policy 100.7)

The institution's name is used in many contexts and for a wide range of purposes. Use of the name "University of Arkansas at Pine Bluff" shall be limited to UAPB activities.

L. USE OF UNIVERSITY PROPERTY AND FACILITIES (Board of Trustees Policy 705.1) Campus facilities exist primarily for serving a planned and scheduled program of educational activities. When not required for regularly planned educational programs, these facilities may be made available for extracurricular use to UAPB colleges, departments and other organizational units; organizations composed exclusively of faculty and staff; organizations that exist solely for the benefit of UAPB; and to recognized student organizations with the approval of the faculty advisor.

The chancellor is authorized to approve the use of a facility that is not in use for a regularly scheduled educational activity or for an extracurricular use by a UAPB organization when such use will enhance, support, further or enrich the educational programs of UAPB. Campus facilities shall not be used by non-UAPB groups or organizations for their own purposes, for fundraising for projects not directly connected with a UAPB activity or the conduct of private business.

M. CONFLICTS OF INTEREST AND COMMITMENT (Board of Trustees Policy 330.1) In today's complex environment, employees may be faced with situations that may conflict or appear to conflict with their obligations, responsibilities and decisions in University-related matters. Employees need to be more sensitive to the possibility that outside obligations, financial interests or employment may affect their responsibilities and decisions as members of the UAPB community. Complete disclosure and expeditious review of such conflicts or potential conflicts is in the best interest of the employee and UAPB.

Conflicts can generally be categorized as conflicts of interest and commitment. Conflicts of interest are situations where employees have the opportunity to influence administrative, business, and/or academic decisions in ways that could lead to personal gain, give improper advantage to self or others, or interfere with the mission, goals, and

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

objectives of UAPB. Conflicts of commitment are situations where employees' time and effort given to outside activities and interests interfere with their obligations and responsibilities.

There may be rare occasions when conflicts of interest and commitment are unavoidable; however, the failure to disclose situations that have the potential for or involve actual conflicts of interest or commitment is a violation of policy.

Situations that have the appearance of, potential for or involve actual conflicts of interest or commitment must be reported, in writing, to the employee's immediate supervisor. Written disclosure should be made by the employee before any arrangements, whether verbal or written, are made concerning the conflict. Modification to existing arrangements should be reported as they occur. In addition, continuing arrangements should be reported on an annual basis. In disclosing these situations, the employee shall indicate all steps that will be taken to avoid or minimize any conflict of interest or commitment.

After consulting with the employee concerning whether an actual or potential conflict of interest or commitment exists, the supervisor shall provide the employee with a written decision and any remedial action that must be taken within five (5) working days after such consultation. Employees may appeal the decision to the next level supervisor. Conflicts that are determined to be of such a serious nature due to their potential or adverse impact on UAPB shall be reported through the supervisory line to the chancellor. The following are examples of situations that may involve conflicts of interest or commitment, and consequently should be disclosed. There may be activities or situations that have the appearance, potential for or involve actual conflicts that should be disclosed.

1. Use of UAPB resources (employee time or space, equipment or supplies) to benefit oneself and/or an external entity.
2. Employee or immediate family member having a financial interest in business decisions.
3. Disclosing information obtained through employment for personal profit or gain or for profit or gain of a family member.
4. Appointment, promotion, supervision or management of an immediate family member.
5. Accepting benefits, gratuities or special favors from external entities either currently doing business or seeking to do business with UAPB.
6. Having a financial interest with a vendor doing business or seeking to do business with UAPB.

N. CONCURRENT EMPLOYMENT

Provided approval has been received from the Arkansas Department of Finance and Administration, employees may work for state agencies, other institutions or other UAPB departments outside of their normal work day. The work performed for the second agency, institution or other UAPB department must not interfere with the proper and

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

required performance of the employee's duties in the primary position. The combined salary payments from both positions must not exceed the maximum allowable salary for the higher paid position. The work for the second agency, institution or UAPB department must be performed outside of the employee's normal UAPB work day. A classified employee is not allowed to take vacation or compensatory time to perform the work for the second agency, institution or other UAPB department.

O. OUTSIDE EMPLOYMENT (Board of Trustees Policy 450.1)

While emphasizing the fact that full-time faculty and staff members are obligated to devote their working time and efforts primarily to the campus, UAPB recognizes that a limited amount of outside work for compensation may be advantageous to all concerned. Faculty and staff members are, therefore, encouraged to engage in outside employment that will affirmatively contribute to their professional advancement, or correlate with their position. Such employment should neither interfere in any substantial way with the employee's duties nor conflict with his/her scheduled campus assignments. Written approval from department head and dean shall be obtained in advance of outside employment. Each dean or similar officer shall keep records on outside employment of personnel in his/her own area of responsibility, and determine that the employee does not act as an agent or representative of UAPB. UAPB property or facilities shall not be used for monetary gain except with special permission of the head of the campus.

P. POLITICAL ACTIVITIES (Board of Trustees Policy 465.1)

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

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

Q. FREEDOM OF INFORMATION ACT

In accordance with the Arkansas Freedom of Information Act (FOIA), documents maintained by UAPB, with some exceptions, are considered public records, and must be made available to the public for inspection and review during regular business hours. FOIA requests must be responded to within twenty-four hours of the request during the regular business hours of UAPB unless the records are in active use or storage. If a determination is made that the records are in "active use or storage" as defined by the FOIA, the requester of the records must be notified, and the request must be responded to within three business days. If copies are requested and made, UAPB may charge a fee for copying which shall not exceed the actual cost for the copies. If an employee receives a FOIA request, it shall be reported to a department head who must consult the administrator designated as custodian of the records and the General Counsel for guidance and advice.

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

R. STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of student educational records, establish the right of students to inspect and review their education records, and provide guidelines for the correction of inaccurate and misleading information in such records. The following categories of student information have been designated as directory information which means it may be released absent student consent provided a student has chosen not to opt out of the disclosure of such information.

Category I	Name, address, telephone number, dates of attendance, class
Category II	Previous institution(s) attended, major field of study, awards, honors (includes Dean's list), degree(s) conferred (including dates).
Note	Information from a student's educational records is CONFIDENTIAL, and shall not be released without the written consent of the student in the absence of an applicable exemption provided by federal law.

Currently enrolled students may withhold disclosure of directory information, as detailed above, by notifying the Office of Admissions and Academic Records, in writing, prior to the last day to complete registration. Forms requesting the withholding of directory information are available in the Office of Admissions and Academic Records located in the Administration Building.

In order to protect the confidentiality of student educational records, the following are guidelines for handling such information:

1. Confidential information should never be placed in a wastebasket or container.
2. Users shall make a reasonable effort to not leave information pertaining to students unattended whether a paper or electronic copy.
3. Users shall make a reasonable effort to secure computer screens from the view of onlookers.
4. Student educational records are confidential and shall never be discussed outside the workplace.
5. Each user is responsible for maintaining the confidentiality of student information.

Users failing to comply with these guidelines will be subject to disciplinary action.

V. COMPENSATION POLICIES AND PROCEDURES

A. PAYROLL DISTRIBUTION

Payroll is issued semi-monthly on the 15th and the last day of each month. If either of these days falls on a Saturday, Sunday, or holiday, checks will be available on the Friday or the last working day before the weekend or holiday. Checks are distributed by the cashier's office to the department, or through direct deposit.

B. DIRECT DEPOSIT

Employees paid on a regular salaried payroll may participate in the direct deposit program in order that employees have their semimonthly salary deposited into their checking or savings account.

C. ADJUSTMENTS TO PAY

The legislature may from time to time authorize pay increases that represent cost of living adjustments for classified employees. These increases are not performance-based, but are awarded to all classified employees. UAPB may from time to time authorize pay increases to classified, as well as non-classified staff and faculty members.

D. TWELVE MONTH SALARY PAYMENT TO NINE-MONTH EMPLOYEES

(Board of Trustees Policy 435.2) Any unit of the University of Arkansas may enter into agreements with nine-month employees (on one-half time or greater appointments) to provide payments of annual salaries on the basis of twelve equal installments, provided that no monthly installments under such an agreement shall commence earlier than the first day of the month in which said employee begins work.

E. CAREER SERVICE RECOGNITION

Service in a classified or non-classified position, except faculty positions, may be counted toward the eligibility requirements for Career Service Recognition payments. There is no requirement that State service be continuous and uninterrupted. Classified and non-classified employees, as defined in this section, are eligible for annual payments upon completion of ten or more years of service in a classified or non-classified full-time position with an agency or institution of higher education in the State. Payments are currently made according to the following schedule:

Career Service	Annual Payment
10 through 14 years of state service	\$300
15 through 19 years of state service	\$400
20 through 24 years of state service	\$500
25 or more years of state service	\$600

Payments are made at the end of the month in which the increase eligibility date or career service credit date falls. Checks are produced from a supplemental payroll, and are subject to federal income tax required withholding rates, and regular social security and state income tax withholdings. Withholdings such as retirement contributions or any

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

miscellaneous deductions do not apply. Payments are separate from regular payroll checks, and do not affect or become a part of an employee's base salary.

F. WORKERS COMPENSATION

When an employee is injured while working, the accident should be immediately reported to the supervisor. If medical attention is necessary, the employee will be sent to a physician. If an injury is sustained at night or on a weekend when the physician's office is closed, the employee will be taken to Jefferson Regional Medical Center. Supervisors will instruct the injured employee on procedures for securing treatment. Supervisors or co-workers should not hesitate to call an ambulance where there is evidence of serious injury to a fellow employee. The driver should be directed to take the employee to the nearest hospital emergency facility.

As soon as the employee's physical condition permits, a notarized statement should be filed with the Human Resources Office describing the circumstances of the injury. The statement should answer the questions of WHO, WHAT, WHEN, WHERE, WHY and HOW the injury occurred, and should include the names of all witnesses.

Depending on the nature and extent of the injury, UAPB will file a report of the injury with the Arkansas State Worker's Compensation Commission. In such cases, UAPB will work closely with the employee and supervisor in filing the claim. The department head should make a thorough investigation of the injury and contact the Human Resources Office for the necessary forms within twenty-four (24) hours of the injury. These forms should be completed and returned to the Human Resources Office as soon as possible so they may be mailed to the Public Employee Claims Division of the Arkansas Insurance Department.

G. FAIR LABOR STANDARDS ACT

A regular work week is forty hours, and overtime work for classified employees is generally not allowed unless it is absolutely necessary. If the workload in a department necessitates working beyond regular hours, overtime payment may be made with the prior approval of the supervisor and appropriate vice chancellor for non-exempt employees defined by the Fair Labor Standards Act, or for the performance of non-exempt work by an exempt employee, or compensatory time may be granted to the employee.

Overtime pay is calculated at a rate of one and one-half times an employee's regular hourly pay for each hour worked in excess of forty in a work week. Paid holidays, vacation, sick leave or other leave shall not be counted as hours worked. Equivalent time-off should be granted employees working on a holiday or other regularly scheduled day off. An employee's entitlement to earn overtime pay depends upon whether he or she is classified as an exempt or a non-exempt employee, and the type of work performed by the employee exceeding the forty hour work week.

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

H. EMPLOYEE DEBTS

UAPB shall have the right to set off against amounts due and payable to an employee, including student employees, those amounts due and payable to UAPB, with UAPB then paying the net amount remaining to the employee in full satisfaction of his/her wages or other amount due, subject to the requirements of University of Arkansas Board of Trustees Policy 405.2. Subject to these requirements, the Chancellor, through the Division of Finance and Administration, may develop a repayment plan for successive offsets so that the entire amount owed is not offset on a single occasion; however, no such plan shall be developed in the instance of any final settlement of accounts such as where a final check for wages for a terminating employee may be involved.

I. GARNISHMENTS

An employee is subject to having wages and/or other amounts due seized by a court order of garnishment or by a governmental lien. UAPB is required to comply with an order of garnishment when it is issued after a legal judgment has been entered. Governmental liens such as those arising from claims for unpaid taxes and from bankruptcy claims must also be honored.

For garnishments against compensation due an employee, federal law restricts the amount which may be seized for any work week to twenty-five percent of disposable earnings, or the amount by which disposable earnings exceed thirty (30) times the federal minimum hourly wage, whichever is less, and subject to certain restrictions.

Upon receipt of two orders of garnishment, two salary liens, or a combination of one of each type of seizure against the salary of an employee during any period of twelve months starting from receipt of the first order, grounds shall be deemed to exist for termination of an employee. Multiple garnishment orders arising from the same debtor and same judgment shall be treated as a single garnishment, and multiple salary liens arising out of the same bankruptcy order or same debt for taxes due the same governmental unit shall be treated as a single salary lien. The Human Resources Office shall notify the immediate supervisor and chancellor when two orders are received concerning the same employee within a twelve-month period.

VI. LEAVE POLICIES AND PROCEDURES

(Board of Trustees Policies 420.1 and 420.2)

A. ANNUAL LEAVE FOR CLASSIFIED EMPLOYEES

Employees working 1,000 hours or more per year in a regular, classified position accrue annual leave. Full-time eligible employees accrue annual leave in accordance with the following schedule, while employees employed less than full-time, but more than 1,000 hours per year, accrue annual leave in the same proportion to time worked:

Years of Employment	Monthly	Annually
Through 3 years	8 hours	12 days
3 through 5 years	10 hours	15 days
5 through 12 years	12 hours	18 days

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

12 through 20 years	14 hours	21 days
Over 20 years	15 hours	22.5 days

Annual leave is cumulative; however, no employee may have in excess of thirty days (240 hours) on December 31 of each year. Annual leave may not be accumulated during leave without pay when it exceeds ten or more days within a calendar month. Annual leave is granted on the basis of work days, not calendar days. Annual leave must be earned before it can be taken, and is deducted from the employee's accrued leave in increments of not less than one hour.

Upon termination, resignation, retirement or other action by which a person ceases to be an employee, the amount due an employee from accrued annual leave or holiday leave, not to exceed thirty working days, or sixty (60) working days due to the death of an employee, inclusive of holidays, shall be included in final pay to the employee or employee's estate. **NO EMPLOYEE RECEIVING SUCH ADDITIONAL COMPENSATION SHALL RETURN TO UAPB EMPLOYMENT PRIOR TO THE EXPIRATION OF THE PERIOD FOR WHICH THIS ADDITIONAL COMPENSATION WAS RECEIVED.**

B. ANNUAL LEAVE FOR NON-CLASSIFIED EMPLOYEES

Twelve month non-classified employees receive 22.5 days of annual leave from the onset of employment, earned at a rate of fifteen hours per month.

Annual leave benefits are granted to all non-classified, non-student employees, and part-time appointed employees in proportion to the time worked, provided the employee works half-time or more.

EMPLOYEES WHOSE PERIOD OF EMPLOYMENT IS SCHEDULED TO CHANGE FROM TWELVE-MONTHS TO NINE-MONTHS MUST TAKE ALL ACCRUED LEAVE BEFORE THE END OF THE TWELVE-MONTH PERIOD. AN EMPLOYMENT PERIOD SHALL NOT BE EXTENDED FOR THE PURPOSE OF PAYING AN EMPLOYEE FOR ACCRUED LEAVE, AND NEITHER SHALL LUMP-SUM TERMINAL PAYMENT BE MADE UNLESS AN EMPLOYEE TERMINATES EMPLOYMENT WITH UAPB.

Annual leave is cumulative; however, no employee may have in excess of thirty days (240 hours) on December 31 of each year. Annual leave may not be accumulated during leave without pay when it exceeds ten or more days within a calendar month. Annual leave is granted on the basis of work days, not calendar days. Annual leave must be earned before it can be taken, and is deducted from the employee's accrued leave in increments of not less than one hour.

Upon termination, resignation, retirement or other action by which a person ceases to be an employee, the amount due an employee from accrued annual leave or holiday leave, not to exceed thirty working days, or sixty working days due to the death of an employee, inclusive of holidays, shall be included in final pay to the employee or employee's estate.

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

NO EMPLOYEE RECEIVING SUCH ADDITIONAL COMPENSATION SHALL RETURN TO UAPB EMPLOYMENT PRIOR TO THE EXPIRATION OF THE PERIOD FOR WHICH THIS ADDITIONAL COMPENSATION WAS RECEIVED.

Faculty members do not earn annual leave.

C. SICK LEAVE (ALL EMPLOYEES)

Sick leave is available to employees working 1,000 hours or more per year. Paid sick leave is not granted as vacation leave and can only be used when an employee is unable to work due to sickness, injury or for medical, dental or optical treatment. Sick leave, not to exceed three days per occasion, may also be granted to employees due to the death or serious illness of an immediate family member and for purposes of the Family and Medical Leave Act (FMLA). For purposes of sick leave, an “immediate family member” means an employee’s father, mother, sister, brother, husband, wife, child, grandparent, in-law or any individual acting as a parent or guardian of an employee. An employee shall be required to furnish to his/her supervisor a certificate from an attending physician for five or more consecutive days of sick leave. Applications to use sick leave must be filed within two days after the employee returns to work.

Eligible employees accrue sick leave at the rate of eight hours for each completed month of service up to a maximum of 960 hours. Sick leave may not be accumulated during leave without pay when such leave totals ten or more days within a calendar month. When an employee is laid off for budgetary reasons or the curtailment of activities, and within a six-month period becomes an employee, accrued sick leave may be reinstated. Sick leave is granted on the basis of work days and not calendar days. Such leave is deducted from the employee’s accrual in increments not less than one hour. 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, except for maternity leave, is charged in the following order: sick leave, annual leave, and leave without pay. Employees absent from work due to a temporary occupational injury or illness, and who are entitled to worker’s compensation benefits may, upon proper application, utilize accrued sick leave as a supplement to worker’s compensation.

Maternity leave will be treated as any other leave for sickness or disability, except that an employee who is unable to work because of pregnancy may elect to take a leave of absence without pay to avoid exhausting accumulated annual and sick leave. Upon return from leave, an employee will return to the same or comparable position to the one occupied prior to the leave. An employee must give the supervisor as much notice as possible prior to beginning maternity leave, and at least two weeks notice prior to returning to work. Both notices must be in writing.

D. HOLIDAYS

UAPB is closed for the following paid holidays:

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

July 4 – Independence Day
First Monday in September – Labor Day
Fourth Thursday in November – Thanksgiving
Day after Thanksgiving
December 24 – Christmas Eve
December 25 - Christmas Day
An additional holiday during Christmas vacation - in lieu of Veteran's Day
An additional holiday during Christmas vacation – in lieu of Employee's Birthday
January 1- New Year's Day
Third Monday in January – Dr. Martin Luther King Jr's Birthday
Friday of Spring break - in lieu of George Washington's Birthday
Last Monday in May - Memorial Day

In addition, holidays declared by Governor's Proclamation will be observed. Holidays are observed only by official UAPB designation. Occasionally the day designated may not coincide with the time of observance as outlined above because of conflicts with previous scheduling or with those announced for State employees. In order for employees to be paid for a holiday, they must be in a pay status for both the work day preceding and the work day following the holiday.

When a holiday, except December 25, falls on a Saturday, the preceding Friday is observed. When December 25 falls on a Saturday, the following Monday is observed. When a holiday, except December 24, falls on a Sunday, the following Monday is observed. When December 24 falls on a Sunday, the preceding Friday is observed.

The observance of special religious holidays may be permitted with the approval of the supervisor. In such cases, time off is charged to annual leave.

E. MILITARY LEAVE

An employee who is a member of the National Guard, or any of the reserve branches of the armed forces of the United States, shall be granted two weeks leave annually plus necessary travel time for annual training requirements. Such leave shall be granted without loss of pay and in addition to regular vacation time. A nine-month employee who requests military leave shall furnish a copy of his/her orders to the Human Resources Office. An employee drafted or called to active duty, or who volunteers for military service, shall be placed on extended military leave without pay after exhaustion of accrued annual leave. Upon application within ninety days after the effective date of release from active duty, an employee shall be reinstated to the position vacated or to an equivalent position at no loss of seniority or any of the other benefits and privileges of employment.

Military personnel called to duty in emergencies by the Governor or the President of the United States shall be granted leave with pay not to exceed thirty working days after which leave without pay will be granted. This leave shall be granted in addition to regular vacation time.

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

F. COURT AND JURY LEAVE

An employee who serves as a witness, juror or party litigant shall be entitled to regular compensation in addition to any fees paid by the Court for such services or necessary appearances in any court. Such absences shall not be counted as annual leave. An employee shall give reasonable notice of the summons to the supervisor. An employee summoned to serve on jury duty shall not be subject to discharge from employment, loss of sick leave, vacation time or any other form of penalty as a result of the absence from employment for this purpose. Employees accepted by the court as expert witnesses who are paid a fee in excess of the normal witness fee shall be required to take annual leave for the time required for such testimony.

G. LEAVES OF ABSENCE WITHOUT PAY

Leaves of absence without pay may be granted for the following purposes:

1. Necessary absence due to illness, disability or personal reasons when such absences extend beyond available earned vacation and sick leave;
2. Extended absences in the interest of UAPB.

Requests for leave without pay must be in writing, and if granted, such leave will not exceed six months unless in accordance with the provision for military leave. Additional periods of leave without pay shall be considered as a reasonable accommodation in cases of disability, as appropriate.

Failure to report promptly at the expiration of the leave of absence by any employee is cause for dismissal unless a satisfactory reason has been submitted and approved in advance.

University employees may continue to participate in the group insurance programs during the period of leave without pay. Employees who choose this option must pay the total cost (employee premium and employer matching) of coverage. Employees will be fully reinstated in the insurance program when they return to duty.

Leave of absence without pay will be granted with the assurance of reinstatement to the same or comparable position unless the position is no longer available due to budgeting reduction in staff.

A request for leave without pay must be recommended by an employee's supervisor, department head or appropriate vice chancellor. The request must have the chancellor's approval before a change of status form is prepared and forwarded to the vice chancellor of finance and administration. The Division of Finance and Administration will forward the request for consideration and decision by the President.

H. FUNERAL LEAVE

An employee may use sick leave when absent due to the death of an immediate family member. For purposes of this policy, an "immediate family member" means an

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

employee's mother, father, sister, brother, husband, wife, child, grandchild, grandparents, in-laws or any individual who has acted as parent or guardian to the employee.

I. EDUCATIONAL LEAVE

A full-time employee may be granted educational leave by the President of the University of Arkansas System when an employee will continue in the service of UAPB, or when there is a written contract. The amount of salary paid during this period will be agreed upon by an employee and the President or Chancellor, but may not in any case exceed an employee's regular salary.

J. WORKERS COMPENSATION

If an employee is injured or becomes ill due to a work-related incident, the employee may be eligible to receive workers' compensation benefits to ensure he/she receives appropriate and reasonable medical care. Copies of all forms related to such benefits may be obtained from the Human Resources Office.

K. FAMILY AND MEDICAL LEAVE ACT

The Family and Medical Leave Act (FMLA) requires employers with fifty (50) or more workers to provide qualified employees up to twelve weeks unpaid leave per year for the birth or adoption of a child, to care for a spouse or an immediate family member with a serious health condition, or when unable to work because of a serious health condition. An employee's pre-existing health coverage during the leave period will continue with the employee paying the appropriate premium. While on FMLA leave, an employee's sick and annual leave will be run concurrently. Once the leave period is concluded, an employee may return to the same or a substantially equivalent job. For additional information concerning the FMLA, contact the Human Resources Office.

L. CATASTROPHIC LEAVE

It is the policy of UAPB to permit eligible non-faculty employees to voluntarily donate approved accrued annual and/or sick leave to the Catastrophic Leave Bank Program from which these employees may request catastrophic leave. The program assists eligible non-faculty employees for certain illnesses upon the exhaustion of sick, annual, holiday and/or compensatory leave. The program shall be administered by a Catastrophic Leave Committee established at the campus. The administration of the program shall be in accordance with Arkansas law, Arkansas Department of Finance and Administration Rules and Regulations and UAPB's Policies and Procedures.

No employee shall be approved for catastrophic leave unless the employee has provided an acceptable medical certificate from a physician supporting the continued absence and setting forth that the employee is, and will continue to be, unable to perform the employees' duties due to a catastrophic illness. In no case shall an employee be granted catastrophic leave beyond the date certified by a physician as the date when the employee is able to return to work because the health of either the employee or the qualifying family member has sufficiently improved. Information concerning an employee's assigned duties should be made available to the physician and the Catastrophic Leave Committee.

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

M. VOTING

In most communities, polls remain open long enough to allow an employee time to vote before or after working hours. In cases of extreme hardship, such as having to travel a great distance to a polling place, an employee will be permitted to report to work late, or to leave early in order to vote. The time permitted for this purpose will not reduce an employee's leave or pay. If it is necessary for an employee to be away from the office for this purpose, the employee must notify his/her immediate supervisor prior to election day.

N. LEAVE REPORTING

All leave taken must be reported using a standard form available from the Human Resources Office or web site. The leave report must be signed by the employee and supervisor, and be retained by the department for seven years.

VII. EMPLOYEE BENEFITS

A. HEALTH INSURANCE (Board of Trustees Policy 430.1)

UAPB provides a self-insured medical plan that is administered by a third-party administrator. A regular appointed employee working half-time or greater and who is on at least a nine month appointment period, eligible retiree, or eligible disabled employee, an employee and his/her eligible dependents may enroll in the health insurance plan provided application is made within thirty-one days of initial employment. Different options or plans of health coverage are offered to employees, and for a retiree who lives out of state, or an active employee whose work assignment is out of state, an indemnity plan is available. UAPB pays a portion of the monthly premium costs with the remainder of the premium being paid by the employee.

For additional information, an employee should contact the Human Resources Office or web site for specific details of the health plan, including eligibility criteria, enrollment forms, plan benefits and exclusions, premiums and lists of participating physicians, hospitals and other health care providers.

B. DENTAL INSURANCE (Board of Trustees Policy 430.1)

Dental coverage is available for eligible employees and dependents defined in (A) above even if an employee is not enrolled in the medical plan. For a full-time employee, UAPB pays a portion of the monthly premium with the remainder of the premium being paid by the employee.

C. LIFE INSURANCE/ACCIDENTAL DEATH AND DISMEMBERMENT (Board of Trustees Policy 430.2) A regular appointed employee defined in (A) above is provided basic life insurance coverage at no cost. An employee must complete an enrollment form and designate beneficiaries. The plan pays beneficiaries a benefit equal to annual salary, up to a maximum of \$50,000. When an employee's pay increases, coverage is automatically adjusted. When an employee reaches the age of sixty-five or older, benefits will be reduced.

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

An employee may purchase additional life insurance at the employee's cost. Enrollment must be accomplished within thirty-one days after an employee's first day of work, unless proof of insurability is provided. Additional or optional life insurance increases an employee's coverage and the amount dispersed to the designated beneficiary. An employee may purchase dependent life insurance for a spouse or other eligible dependent.

Accidental death and dismemberment insurance is available to eligible employees and dependents. If an employee or a covered dependent dies as the result of an accident, on or off the job, the beneficiary will receive a benefit based on the amount of coverage selected. The plan may also pay partial benefits if a covered person is seriously injured or loses a limb or eyesight.

D. LONG TERM DISABILITY INSURANCE (Board of Trustees Policy 430.3)

A regular appointed employee defined in (A) above or more is entitled to long-term disability insurance provided by UAPB. Coverage begins on an employee's first day of work. If an employee's annual salary exceeds a certain amount, an employee may purchase additional optional long-term disability coverage. An employee who selects an additional amount of such insurance is responsible for payment of the total cost of the additional or optional coverage. Both the basic and the optional long-term disability insurance policies are designed to coordinate with other forms of disability insurance, such as social security and workers' compensation, to provide an employee with total monthly payments until retirement or age sixty-five equal to 60% of an employee's salary prior to the disabling condition. Payments begin in the seventh month of long-term disability.

E. EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) is available for all employees who are 50% appointed or greater and who are not students. An employee and members of an employee's immediate family who live in the same household may use EAP's services. EAP is designed to help identify and resolve personal and job-related problems that may affect an employee's job performance.

EAP also offers training sessions and workshops that address personal and organizational issues that may affect work performance, and provides consultation for supervisors dealing with a variety of work-related issues. EAP will provide stress debriefing in the event of a critical incident that affects a campus.

Use of EAP is voluntary. Choosing to participate in EAP, or not to participate, will not affect an employee's job status or opportunities for promotion, but will also not excuse an employee from following policies and procedures concerning job performance and conduct. An employee may decide to make an appointment to visit EAP, or a supervisor may refer an employee to EAP if there are problems with work performance or conduct at work. It is an employee's decision whether to accept or reject a supervisor's referral to

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

EAP. If EAP refers an employee to another source for assistance, the decision to accept the referral rests with the employee.

All aspects of an employee's contact with EAP are confidential and will not be disclosed without written authorization. An exception is that state and federal laws require, for example, that EAP report to the appropriate authorities if an employee threatens himself/herself or another. Records are maintained in EAP offices and will not become a part of, or be referred to in an employee's personnel file, benefits file, medical file or any other file that may be accessed by any individual, department or organization.

An employee may visit EAP during work hours if he/she coordinates appointments with the supervisor. An employee will not be charged annual or sick leave if arrangements are made with the supervisor. EAP may confirm to a supervisor that an employee kept an appointment and how long the appointment lasted, but not what was discussed or the reason for the appointment. EAP may schedule appointments outside of work hours, or an employee may use accrued sick or annual leave if he/she wants to keep appointments with EAP confidential.

For a regular appointed employee, the services provided by EAP are free to an employee and members of the employee's household. If EAP makes a referral to an outside provider, the employee is responsible for any costs associated with those services not covered by health insurance coverage.

F. TUITION REMISSION (Board of Trustees Policy 440.1)

Extends educational benefits at reduced rates to full-time employees and their dependents. For further information concerning tuition remission, contact the Human Resources Office.

G. RETIREMENT (Board of Trustees Policy 423.3 - .5)

A full-time employee who is employed half-time or greater and is on at least a nine month appointment period is eligible for retirement benefits defined contribution plans or the Arkansas Public Employee Retirement System's defined benefit plan. If an employee's initial appointment started on or before January 1, 1994, he/she is included in UAPB's plan unless he/she specifically elects, within thirty-one days of appointment, the alternative coverage offered by the Arkansas Public Employee Retirement System. If an employee has been a member of the Arkansas Teacher Retirement System for at least five years, he/she may elect the alternative of continued participation under that system. The choice an employee makes within thirty-one days of appointment can never be changed. UAPB will contribute an amount equal to a certain percentage of an employee's regular salary to an employee's retirement account. The percentage may change but is currently five percent. UAPB will match an employee's contribution up to a maximum percentage which is currently ten percent. An employee may elect to make retirement contributions in pre-tax dollars by completing a salary reduction agreement that designates the percentage of regular salary to contribute to a retirement account. Contributions are subject to limitations under the Internal Revenue Service Code.

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

Contributions to a retirement account are immediately vested for a faculty member, non-classified staff member, and classified staff member whose initial employment was before January 1, 1985, and who made contributions prior to that date. For all other employees, vesting occurs after completion of three years of service, having reached age sixty-five, or having contributed at least five percent of an employee's salary for six consecutive months whichever comes first. An employee who has worked for UAPB in a position not normally eligible for benefits, except undergraduate students taking twelve hours or more, may participate in the retirement plan, but there will not be any matching contributions.

VIII. SCHEDULING POLICIES

A. WORK HOURS

All offices are to remain open from 8:00 a.m. to 5:00 p.m., Monday through Friday. The only exception is during legal holidays when certain departments are open. In departments where work schedules are different than the regular work schedule, schedules will be prepared by the supervisor.

B. ABSENCES FROM WORK

If an employee is ill or absent from work for any reason, it is his/her responsibility to notify the supervisor immediately. This will permit the supervisor to plan the workload for the department allowing for the employee's absence. Failure to provide the notification represents an unauthorized absence and may be grounds for not allowing the absence to be charged either to sick or annual leave.

C. FLEX TIME

Certain departments are required to remain open twenty-four hours a day. Through mutual consent, the supervisors and classified employees may establish a forty hour week at a time different from the regular daily schedule if the needs of UAPB are better served. Work schedules should be stated in writing with a copy sent to the Human Resources Office to be included in an employee's personnel file.

D. BREAKS AND REST PERIODS

There is no designated formal rest period for employees. Where rest periods are allowed, they are limited to two fifteen minute breaks per day (one in the morning and one in the afternoon). Each department must be sure that adequate staff is on duty at all times.

E. ATTENDING PROFESSIONAL MEETINGS

Members of the teaching, research, administrative and extension staffs are encouraged to attend professional meetings as such attendance is deemed beneficial to both the employee and UAPB.

F. INCLEMENT WEATHER

When the chancellor determines that weather or other conditions have made roads impassable, the news media will be notified that UAPB will be closed. If there is no announcement, students, faculty, and staff should assume that the University is open.

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

Such a closing may be for both classes and offices, or for classes only, depending on the chancellor's decision. Designated employees in security, switchboard, maintenance, housekeeping, and other designated departments, may be required to perform emergency duties during this period.

When UAPB is open, employees unable to report to work because of hazardous conditions may choose to take vacation, sick, or leave without pay. On days where UAPB is closed, these days will be considered unofficial holidays and there will be no loss of pay for employees. An employee who serves on emergency duty on closed days will receive vacation credit at the rate of 1½ days for each day worked. If a department head finds it necessary to remain open when UAPB is closed, he/she may do so by certifying, in writing, to the Human Resources Director so that employees who worked on these days will receive credit at the rate of 1½ days for each day worked.

IX. DISCIPLINARY ACTION AND COMPLAINT RESOLUTION

A. DISCIPLINE

Discipline is a serious matter, and the level of discipline should take into consideration the conduct/behavior of the employee and its impact upon the working environment. Discipline may vary depending upon the nature and severity of the offense. There are various forms of discipline, including but not limited to, the following:

1. **Written Warning:** Notice that an employee's performance, actions and/or behavior is unacceptable. A written warning shall be documented and placed in the employee's personnel file.
2. **Probation:** Notice that an employee's performance, actions and/or behavior over a period of time, or for a serious incident, is unacceptable. Generally, probation does not exceed ninety days. At the beginning of the probationary period, notice is provided that the employee's continued employment is in jeopardy due to unsatisfactory job performance, repeated violations of policies, procedures, rules or standards, and/or the seriousness of the violation. A decision to place an employee on probation shall be documented and placed in the employee's personnel file.
3. **Suspension:** Notice that an employee has engaged in a serious violation or repeated violations of policies, procedures, rules or standards resulting in disciplinary leave with pay. A decision to suspend an employee without pay shall be documented and placed in the employee's personnel file.
4. **Dismissal:** Termination of the employment relationship is governed by Board of Trustees Policy 405.4 for staff members, both classified and non-classified, administrators, as well as faculty members and other academic employees in positions for which tenure may not be awarded. Staff

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

members and administrators may be terminated at any time upon the giving of notice, in writing, at least thirty days in advance of the date employment is to cease, or immediately for cause. Faculty members, and other academic employees in positions for which tenure may not be awarded, may be terminated at any time upon the giving of notice, in writing, at least sixty days in advance of the date employment is to cease, or immediately for cause.

B. NON-ACADEMIC EMPLOYEE COMPLAINT RESOLUTION

As part of affirmative action processes, non-academic employees are provided a grievance process in an effort to resolve internal conflicts. Prompt and impartial consideration shall be given to such grievances. An employee who submits a grievance may do so without fear of penalty or reprisal.

Step 1: An employee who has a grievance concerning the terms and conditions of employment should discuss the matter with his/her immediate supervisor. Within five working days following the date the grievance is presented to the supervisor, the supervisor shall attempt to resolve the grievance. In the event the grievance concerns the immediate supervisor, the employee shall submit the grievance to his/her dean or director.

Step 2: If the grievance is not satisfactorily resolved within five working days following the date it is presented to the supervisor, the employee may submit a written grievance and a copy of the Step 1 decision to the next level supervisor. The supervisor shall review the grievance and render a decision within five working days following receipt of the grievance. Copies of the decision shall be furnished to the employee and immediate supervisor.

Step 3: Depending upon the number of supervisors within the chain of command, Step 2 shall be repeated with each increasing level of supervision through the appropriate vice chancellor.

Step 4: The employee may appeal the decision of the supervisor to the appropriate vice chancellor by forwarding the grievance, in writing, together with a copy of the Step 1, 2 and 3 decisions within five working days following its receipt. The appropriate vice chancellor shall review the matter and render a decision within five working days following receipt of the grievance. Copies of the decision shall be furnished to the employee and supervisors.

Step 5: If the grievance is not satisfactorily resolved through the preceding steps, the employee may submit the written grievance and preceding decisions to the chancellor. The chancellor may elect to convene a committee to review the grievance, or may decide the grievance in the absence of a committee. The decision of the chancellor shall be rendered within ten working days following receipt of the grievance. Copies of the decision shall be furnished to the employee, appropriate vice chancellor and supervisors.

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

In the event the chancellor determines that the grievance will be addressed by a committee, the chancellor shall forward the grievance, along with all relevant materials, to the chair of the Employee Hearing Committee with a written request that the Committee consider the grievance.

C. ACADEMIC EMPLOYEE COMPLAINT RESOLUTION

For purposes of these procedures, an “academic employee” is an employee holding the faculty rank of instructor, assistant professor, associate professor, professor, distinguished professor; graduate assistant or lecturer; and an employee who performs duties, full or part-time, directly related to instructional and/or research functions.

A “grievance” means a dispute concerning the terms and conditions of employment arising from an administrative decision the employee alleges is in violation of rights under, or a failure to apply, established personnel regulations, policies or practices, or which results from a misinterpretation or misapplication thereof. These procedures do **not** include matters concerning non-reappointment, dismissal, tenure or promotion decisions.

Step 1: A faculty member who has a grievance concerning the terms and conditions of employment, as described above, should discuss the matter with his/her immediate supervisor. Within five working days following the date the grievance is presented to the supervisor, the supervisor shall attempt to resolve the grievance. In the event the grievance concerns the immediate supervisor, the faculty member shall submit the grievance to his/her dean or director.

Step 2: If the grievance is not satisfactorily resolved within five working days following the date it is presented to the supervisor, the faculty member may submit a written grievance to his/her dean or director. The dean or director shall review the grievance and render a decision within five working days following receipt of the grievance. Copies of the decision shall be furnished to the faculty member and immediate supervisor.

Step 3: The faculty member may appeal the decision of the dean or director to the vice chancellor for academic affairs by forwarding the grievance, in writing, together with a copy of the Step 2 decision within five working days following its receipt. The vice chancellor shall review the matter and render a decision within five working days following receipt of the grievance. Copies of the decision shall be furnished to the faculty member, dean and immediate supervisor.

Step 4: If the grievance is not satisfactorily resolved through Step 3, the faculty member may submit the grievance and the Step 3 decision to the chancellor. The chancellor may elect to convene the Employee Hearing Committee to review the grievance, or may decide the grievance in the absence of a committee. The decision of the chancellor shall be rendered within ten working days following

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

receipt of the grievance. Copies of the decision shall be furnished to the vice chancellor, faculty member, dean and immediate supervisor.

In the event the matter is referred to the Employee Hearing Committee, the chancellor shall appoint three employees who shall be drawn from the campus broadly and fairly, however, faculty members in the same department or unit as the grievant shall be excluded.

D. EMPLOYEE HEARING COMMITTEE

The Employee Hearing Committee is a standing appeals committee. Its jurisdiction covers cases involving appeals from a denial of promotion, dismissal for cause, suspension or demotion. It also exercises authority over grievances that allege discrimination on the basis of race, national origin, sex, age and disability. There is **no** grievance right for an employee who has received notice of termination upon written notice of at least thirty days in accordance with Board of Trustees Policy 405.4, excepting allegations of discrimination.

The Committee shall be appointed by the chancellor and is comprised of five full-time employees - two staff members, two faculty members, and an administrator. The chair shall be appointed by the chancellor.

In those instances where the chancellor refers a grievance to the Committee, the Committee may hear the grievance only after all steps of the informal grievance procedure have been exhausted. The grievance must be filed with the chancellor's office no later than five working days after the informal stages of the grievance procedure have been exhausted. In those instances where the chancellor refers a grievance to the Committee, every effort will be made to present a recommendation to the chancellor within fifteen calendar days after receipt of the grievance. An additional period of time may be granted by the chancellor. The director of the work unit in which the grievance originated and the aggrieved employee, shall be notified of the hearing date by the chair of the Committee. The parties may present witnesses and information to the Committee. The hearings will be tape recorded. An advisor may be permitted to assist the parties, but may not directly participate during the hearing. Upon request of the Committee, the supervisor shall arrange for designated employees to be present for the hearing.

The Affirmative Action Officer, Director of Minority Affairs, Director of Human Resources, or other UAPB officials may be requested to act in an advisory capacity to the Committee.

The Committee will summarize its written recommendation to the chancellor within five working days subsequent to conclusion of the hearing. After reviewing the Committee's recommendation, the chancellor will make a final decision concerning the grievance.

X. RESIGNATION AND TERMINATION OF EMPLOYMENT

A. RESIGNATION (Board of Trustees Policy 405.3)

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

If an employee wants to terminate employment with UAPB, the employee should give at least two weeks advanced notice to the supervisor. If an employee voluntarily terminates employment with proper advance notice, and the employee's work record has been good, the employee may be considered for re-employment at a later date.

The employee must return to the supervisor any UAPB property, including but not limited to keys, cellular phones and computers or related equipment the employee has in his/her possession before any refunds are made or the final check is released. Receipt of resignations shall be addressed in accordance with Board of Trustees Policy 405.3.

B. TERMINATION (Board of Trustees Policy 405.1 & 4)

Termination of employment is governed by University of Arkansas Board of Trustees Policy 405.4 for staff, administrators, and faculty members and other academic employees in positions for which tenure may not be awarded. Board policy provides that staff members and administrators may be terminated at any time upon the giving of notice, in writing, at least thirty days in advance of the date employment is to cease, or immediately for cause. Faculty members and other academic employees in positions for which tenure may not be awarded may be terminated at any time upon the giving of notice, in writing, at least sixty days in advance of the date employment is to cease, or immediately for cause.

Termination of tenure-track and tenured faculty, as well as non-reappointment of tenure-track faculty is governed by University of Arkansas Board of Trustees Policy 405.1 which is referenced more fully in this handbook.

C. APPOINTMENT, NON-REAPPOINTMENT, PROMOTION, TENURE AND DISMISSAL OF TENURED AND TENURE-TRACK FACULTY (Board of Trustees Policy 405.1)

This policy, adopted by the Board of Trustees on February 8, 1980, to become effective on July 1, 1980, supersedes all existing policies concerning appointments, promotion, tenure, non-reappointment, and dismissal of faculty (specifically, Administrative Memorandum No. 43, dated August 31, 1962; University-wide Administrative Memorandum 421.1, dated December 6, 1976; University-wide Administrative Memorandum 450.1, dated November 17, 1975; and Board Policy 405.1, dated September 1, 1962, and revised). Nevertheless, an employee of the University of Arkansas who held the rank of instructor prior to the effective date of this policy is eligible for tenure in accordance with Section II.A.(1-4) of Board Policy 405.1 dated September 1, 1962, and revised. The Board of Trustees has the right to amend any portion of this policy at any time in the future.

Copies of this statement of policies shall be kept by the dean of each college or school and by each department head or chairperson or other appropriate official and shall be included without change or inter-lineation in the Faculty Handbook for each campus. Care shall be taken to insure that each faculty member is familiar with its contents, and

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

the department chairperson or other appropriate official shall supply a copy to each new member.

I. DEFINITION OF TERMS

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

Appointment: An appointment is employment by written contract (“Notice of Appointment”) by the Board of Trustees of an individual in a given capacity for a specified time period at a stated salary. An appointment is valid only when the appointment form is approved and signed by the President of the University or the President’s designee in accordance with authority delegated by the Board of Trustees, and the Notice of Appointment is signed by the individual being appointed and returned to the specified University official.

Dismissal: Dismissal is severance from employment for cause after administrative due process as specified in Section IV-C. Non-reappointment is not a dismissal (see further).

Faculty: Faculty are employees who hold academic rank of lecturer, master lecturer, assistant instructor, instructor, assistant professor, associate professor, professor, distinguished professor, University professor, or one of the above titles modified by clinical, research, adjunct, visiting, executive in residence, or emeritus, e.g., clinical professor, adjunct assistant professor.

Individuals holding the following non-teaching titles will also receive faculty rank, the highest rank for each title being as indicated. Both the title and the academic rank will be stated in the appointment.

Instructional and Research Ranks	Library	Cooperative Extension Service*	Instructional Development	Museum
University Professor, Distinguished Professor, Professor	Director of Libraries, Librarian	Extension Specialist IV	Instructional Development Specialist II	Curator
Associate Professor	Associate Librarian	Extension Specialist III	Instructional Development Specialist I	Associate Curator
Assistant Professor	Assistant Librarian	Extension Specialist II		Assistant Curator
Instructor		Extension Specialist I		

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

Non-Reappointment: Non-reappointment means that a non-tenured faculty member is not offered a next successive contract for employment at the end of a stated appointment period. It is affected by a written notice sent in compliance with the time limits hereafter specified (IV.B.).

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

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

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

Resignation: Resignation is voluntary termination of employment by an employee. The dean or director of the unit to which the employee is assigned is authorized by the Board of Trustees to accept the resignation.

Suspension: Suspension is temporarily relieving an employee of duties.

Tenure: Tenure is the right of continuous appointment. It is awarded by the President to eligible members of the faculty upon successful completion by each of a probationary period and, once granted, it ceases to exist only by dismissal for cause according to the procedures in Section IV.C., demonstrably bona fide financial exigency, reduction or elimination of programs, retirement, or resignation. "Cause" is defined as conduct which demonstrates that the faculty member lacks the ability or willingness to perform his or her duties or to fulfill his or her responsibilities to the University; examples of such conduct include (but are not limited to) incompetence, neglect of duty, intellectual dishonesty, and moral turpitude. The probation period may be waived as provided in Section IV.A.4. NOTE: Tenured faculty holding positions eliminated by reduction or elimination of programs will be relocated in other academic units of the campus whenever possible. A position occupied by a tenured faculty member which was eliminated as a result of reduction or elimination of a program may not be reactivated for a period of five academic years.

Tenure-Track Positions: Tenure-track positions are ranks of assistant professor, associate professor, professor, distinguished professor, and University professor. Faculty appointed to clinical attending positions at the University of Arkansas for Medical Sciences, or other non tenure-track positions approved by the President, may bear the designation of assistant professor, associate professor or professor but in no event shall be considered in tenure-track positions and shall acquire no tenure rights by virtue of occupying such positions. Such non tenure-track positions shall be set forth in applicable promotion and tenure policies approved by the President which may authorize term appointments beyond one year.

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

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

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

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

II. APPOINTMENTS

The following principles shall apply to appointments to faculty positions:

A. General

Appointments shall be for a specified period of time not to exceed one fiscal year. Except for appointments to faculty positions for summer school, appointments shall not extend beyond the end of a fiscal year.

Recommendations for appointments to the faculty will be made by the departmental chairperson after consultation with the departmental faculty concerned, and subject to the approval of the dean, chief academic officer, and chief executive officer of the campus, who alone shall make the final recommendation for appointment. (See definition of appointment, Page I.)

B. Initial Appointment

Criteria and procedures for the initial appointment of all faculty members on a campus shall be adopted by the faculty of that campus through its governance structure; the deans and chief academic officer of the campus shall have an opportunity to give their advice regarding these criteria and procedures; these criteria and procedures must be submitted to the Chancellor of the campus and the President for approval. More detailed criteria and procedures may be adopted by the faculty and chairperson¹ of each academic unit; these criteria and procedures must be submitted to the dean, the chief academic officer of the campus, the Chancellor of the campus, and the President for approval.

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

Other important qualifications include experience in teaching, research, or other creative activity, and educational service either at other colleges and universities and/or in nonacademic settings.

C. Successive Appointments

Tenured faculty members have a right to a next successive appointment except for the reasons for termination of a tenured appointment given in Section I under definition of tenure. Non-tenured faculty do not have a right to a next successive appointment, but may be offered an appointment after the expiration of a current appointment, provided it does not extend the time in probationary status beyond the limits set in Sections IV.A.4 and IV.A.11. In the event that a non-tenured faculty member is not recommended for reappointment, the procedure described in Section IV.B. shall be followed.

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

Criteria and procedures for successive appointments of all faculty members on a campus shall be adopted by the faculty of that campus through its governance structure; the deans and chief academic officer of the campus shall have an opportunity to give their advice regarding these criteria and procedures; these criteria and procedures must be submitted to the Chancellor of the campus and the President for approval. More detailed criteria and procedures may be adopted by the faculty and chairperson of each academic unit; these criteria and procedures must be submitted to the dean, the chief academic officer of the campus, the Chancellor of the campus, and the President for approval.

¹For the purpose of this policy, and in reference to items involving professional librarians, extension specialists, instructional development specialists, or museum curators, the terms “chairperson,” “administrative officer,” and “administrator” refer to the director or head librarian.

III. PROMOTION

Promotion in academic rank shall be based primarily on the accomplishments of the individual while in the most recent rank. No minimum time in rank is required before a faculty member is eligible for promotion, nor is there a maximum time an individual may remain in a given rank except as limited by Sections IV.A.4. and IV.A.11. However, individual accomplishments and potential for continued value to the University are required for promotion.

Recommendations for promotion shall originate with the chairperson, who shall inform the faculty members who are being considered for promotion and shall give them the opportunity to submit material which they believe will facilitate consideration of their competence and performance. Each campus shall provide for the inclusion of peer evaluation in the consideration of faculty nominated for promotion.

Criteria and procedures for promotion to each rank on a campus, including an appeals procedure for those desiring reconsideration of a negative recommendation, shall be adopted by the faculty of that campus through its governance structure; the deans and chief academic officer of the campus shall have an opportunity to give their advice regarding these criteria and procedures; these criteria and procedures must be submitted to the Chancellor of the campus and the President for approval. More detailed criteria and procedures may be adopted by the faculty and chairperson of each academic unit; these criteria and procedures must be submitted to the dean, the chief academic officer of the campus, the Chancellor of the campus, and the President for approval.

IV. TENURE, NON-REAPPOINTMENT AND DISMISSAL

A. TENURE

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

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

2. Only full-time faculty with ranks of assistant professor, associate professor, professor, distinguished professor, and University professor are eligible to be awarded tenure. Faculty and other employees with the following titles are ineligible to be awarded tenure: clinical, research, adjunct, visiting, or executive in residence faculty, research associates or research assistants, graduate associates or graduate assistants, instructors, assistant instructors, and lecturers. Faculty appointed to clinical attending positions at the University of Arkansas for Medical Sciences, or other non-tenure track positions approved by the President, although designated assistant professor, associate professor or professor, are ineligible to be awarded tenure. Academic administrators not appointed to a teaching or research unit may be awarded academic rank in addition to their administrative titles, with the concurrence of the faculty and administrative officer of the academic unit in which such rank could lead to tenure, in which case they may acquire tenure as faculty, but not as administrators. Other administrators and staff whose primary duties do not involve teaching regularly scheduled credit-hour courses, but who occasionally teach courses are not eligible for tenure and do not acquire credit for service toward tenure for such teaching activities.
3. Tenure rights apply to the area or areas of the faculty member's expertise and in the academic unit(s) in which his or her position is budgeted (examples: Department of English, UAF, not College of Arts and Sciences; School of Law, UALR; Library, UAM; Departments of Music and Education, UAPB). Tenure rights are confined to a particular campus and are not applicable on another campus of the University of Arkansas.
4. The probationary period may not extend beyond seven years, except as specifically provided herein. An initial appointment of one-half year (academic or fiscal) or less will not be included in the probationary period. If more than one-half of any year is spent in leave of absence without pay status, that year shall not apply toward the probationary period.

During the first six years of the probationary period, a tenure-track faculty member may request, for reasons set forth below, that the probationary period be suspended by one (1) year. The reasons for such a request are the same as required under the Family and Medical Leave Act of 1993 and are as follows: (a) the birth of a child to the faculty member or his spouse and its care during the first year; (b) the adoption of a child by the faculty member or placement in the faculty member's home of a foster child; (c) the care of the faculty member's spouse, child, or parent with a serious health condition; (d) the serious health condition of the faculty member. A request to suspend the probationary period for these reasons shall first be directed in writing to the department chair for approval and must also be approved by the dean (or approved through other established administrative channels), the vice chancellor for academic affairs, the chancellor, and the president, under such procedures as the president shall approve. These procedures may include, but shall not be limited to, the manner in which the faculty member's duties and salary, if any, are determined during such year, the information which is required to substantiate a request and the extent to which a

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

faculty member's performance during such year may be considered in awarding tenure. A faculty member who has been notified that he or she will not be reappointed may not subsequently request to suspend the probationary period under this policy.

Upon the recommendation of the department chair, after consultation with the departmental faculty and with concurrence of the dean, the vice chancellor for academic affairs, and the chancellor, new appointees at the rank of associate professor, professor, distinguished professor, or university professor may be granted immediate tenure.

5. Recommendations for tenure shall originate with the chairpersons, who shall inform the faculty members in tenure-track positions who are being considered for tenure and shall give them the opportunity to submit material which they believe will facilitate consideration of their accomplishments and potential.
6. Criteria and procedures concerning the awarding of tenure on a campus, including an appeals procedure for those desiring reconsideration of a negative recommendation, shall be adopted by the faculty of that campus through its governance structure; the deans and chief academic officer of the campus shall have an opportunity to give their advice regarding these criteria and procedures; these criteria and procedures must be submitted to the Chancellor of the campus and the President for approval. More detailed criteria and procedures may be adopted by the faculty and chairperson of each academic unit; these criteria and procedures must be submitted to the dean, the chief academic officer of the campus, the Chancellor of the campus, and the President for approval.
7. The President will not consider awarding tenure to a faculty member in a probationary status without the prior recommendation of the faculty member's departmental faculty, chairperson, dean, chief academic officer, and the chief executive officer of the campus concerned.
8. A faculty or staff member, on acquiring tenure rights, shall receive a notice from the chief executive officer of the campus affirming the acquisition of such rights. No person shall lose tenure rights by acceptance of leave-of-absence or by appointment to a University of Arkansas administrative position.
9. Tenure becomes effective at the beginning of the nine- or twelve-month appointment period following the President's action granting tenure (July 1 for twelve-month appointments, and the beginning of fall semester for nine-month appointments).
10. Each year at the meeting at which promotions are considered by the Board of Trustees, the President shall inform the Board of the names of each person awarded tenure during the preceding twelve months, and shall indicate for each such individual the rank and date of appointment to the University faculty.

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

11. An individual in a tenure-track position who was not awarded tenure with any of the first six academic years or fiscal year appointments must be evaluated as specified in Section IV.A.6. during the sixth appointment. If he or she is not approved for tenure, the seventh appointment shall be a terminal appointment.
12. A faculty or staff member holding tenure rights may be dismissed for cause only after the procedures prescribed in Section V.C. have been followed. A tenured person notified that he or she will be so dismissed will, except in cases of moral turpitude, be given notice of dismissal twelve months prior to termination of employment. This provision does not create an award of severance pay, but assumes the full performance of University responsibilities and duties assigned for the period between dismissal notice and final termination.
13. No faculty member shall be dismissed or denied reappointment in violation of the following principles of academic freedom, but the observation of the limitations stated herein is the responsibility of each faculty or staff member. Mere expressions of opinions, however vehemently expressed and however controversial such opinions may be, shall not constitute cause for dismissal. The threat of dismissal will not be used to restrain faculty members in their exercise of academic freedom or constitutional rights.
 - a. The faculty member is entitled to full freedom in research and in the publication of results, subject to the performance of his or her other academic duties, but personal research for pecuniary return requires prior approval by the appropriate University authorities and must be in accordance with Board Policy 450.1.
 - b. The faculty member is entitled to freedom in the classroom in discussing the subject of the course, but should not teach material inappropriate or unrelated to the course.
 - c. The University faculty member is a citizen, a member of a learned profession, and a member of an educational community. Speaking or writing as a citizen, the faculty member is free from institutional censorship or discipline. However, as a person of learning and as a member of an educational community, the faculty member has a responsibility for awareness that the public may judge the profession and the institution by his or her utterances. Hence, faculty should at all times make an effort to be accurate, exercise good judgment and appropriate restraint, show respect for the opinions of others, and indicate that they are not spokespersons for the institution.

B. NON-REAPPOINTMENT

These procedures apply to non-tenured faculty members who are in tenure-track positions (assistant professors, associate professors, professors, distinguished professors, and

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

University professors) who are not offered a next successive appointment for the period following the expiration of a current appointment.

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

A chairperson, dean, or chief academic officer who decides not to recommend a non-tenured faculty member for reappointment shall notify him or her in writing in accordance with the following schedule and shall enclose a copy of this section with the letter of non reappointment:

Not later than March 1 of the first year of service, if the appointment expires at the end of that year; or at least three months in advance of its termination if the appointment terminates during the first calendar year of continuous employment.

Not later than December 15 of the second year of service, if the appointment expires at the end of that year; or at least six months in advance of its termination if an appointment terminates during the second calendar year of continuous employment.

At least twelve months before the expiration of the terminal appointment after two or more consecutive academic, fiscal, or calendar years in the institution. The terminal appointment will be for the academic or fiscal year, according to the appointment last held by the individual.

The individual, upon being notified that he or she will not be reappointed, may request an interview within ten working days after receipt of the notice, first with the dean of the school or college, or other appropriate administrators, then, if the employee requests it, within an additional five working days, with the chief academic officer of the campus. The dean of the school or college, or other administrator, and the chief academic officer jointly will, within ten working days, make the final decision on any request that the decision be reconsidered.

Department chairpersons and other employees of that campus may be requested to participate in their individual capacities in the interviews by the individual concerned, by the chief academic officer, or by the dean or other appropriate administrator.

If the individual does not request these interviews within the time limits stated above after receipt of notification of non-reappointment, the matter shall be considered closed.

C. DISMISSAL

This section applies to all faculty members.

1. Preliminary Proceedings

When a chairperson or dean has reason to consider a decision to dismiss a person who has tenure rights or an untenured faculty member prior to the expiration of an

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

appointment, he or she shall discuss the matter with that person privately. After the discussion, if the decision of the chairperson or dean is to recommend dismissal, he or she shall prepare a statement of the grounds constituting the cause for dismissal and forward it through the chief academic officer to the chief executive officer on the campus, with a copy to the faculty member. If the faculty member requests it within five working days after receipt of the statement, a subcommittee of faculty members, as determined by procedures developed by each campus, shall be named by the chief executive officer to make an informal inquiry into the situation and to effect an adjustment, if possible. If no settlement is effected, the subcommittee shall determine whether, in its view, formal proceedings shall be instituted to consider the individual's dismissal, and it shall notify the individual concerned, the chief executive officer of the campus, and other appropriate administrators of its conclusion. If the subcommittee recommends that such proceedings be begun, or if the chief executive officer of the campus, after considering a recommendation of the subcommittee favorable to the individual, decides that a proceeding should be undertaken, action shall be commenced according to the procedures which follow.

2. Hearing Procedures

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

The individual shall indicate whether he or she wishes a hearing and, if so, shall file with the chief executive officer of the campus within two weeks of the date of the mailing of the communication by the chief executive officer of the campus an answer to the statement of grounds for the proposed dismissal. If the individual does not request a hearing, no further action shall be taken. Further, at the request of the individual the proceedings provided for herein may be terminated at any time after the request for a hearing on written notice to the chief executive officer of the employee's acquiescence in the dismissal. Similarly, the administration may drop dismissal proceedings at any stage.

3. Suspension

Suspension of the individual from normal duties or reassignment to other duties during the proceedings will occur only if an emergency exists which threatens harm to the individual, to others, or to the University. Determination of an emergency shall be made by the chief executive officer, in consultation with the President. Such suspension shall be with pay.

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

4. Hearing Committee

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

5. Committee Procedures

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

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

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

The chief executive officer of the campus shall have the option to attend or not to attend the hearing, and he or she may designate an appropriate representative to assist in developing and presenting the case.

The committee shall determine the order of proof and shall supervise the questioning of witnesses.

The individual shall have the aid of the committee when needed in securing the attendance of witnesses. The individual or his or her representative and the chief executive officer of the campus or his or her designated representative shall have the right within reasonable limits to question all witnesses who testify orally. The committee will use its best efforts to provide an opportunity for those involved to confront all witnesses, but where this cannot be achieved despite the efforts of the hearing committee, the identity of such non-appearing witnesses, and any written evidence they may have furnished, shall be disclosed to all interested parties during the hearing.

Subject to these safeguards, written statements may, when necessary, be taken outside the hearing and reported to it. All of the evidence shall be duly recorded. Formal rules of court procedure need not be followed, but the committee shall

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

exercise reasonable efforts to protect the rights of the parties in the reception of evidence.

6. Consideration by Hearing Committee

The committee shall formulate its recommendation in private, on the basis of the hearing. Before doing so, it shall give opportunity to the individual and the chief executive officer of the campus or his or her designated representative to make oral statements before it. If written arguments are desired, the committee may request them. The committee shall proceed to arrive at its recommendation promptly without having the record of the hearing transcribed when it feels that a just decision can be reached by this means; or it may await the availability of a transcript of the hearing. It shall make explicit findings with respect to each of the grounds for removal presented.

The chief executive officer of the campus and the individual shall be notified of the recommendation in writing and a copy of the record of the hearing shall be available to both parties.

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

7. Consideration by Board of Trustees

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

D. ANNUAL REVIEW

An annual review of the work and status of each tenured and tenure-track faculty member shall be made on the basis of assigned duties and according to criteria and procedures required herein. Faculty not in tenure-track positions shall be evaluated by procedures adopted by each campus.

1. Faculty

The annual review of each faculty member shall provide the primary basis for the chairperson's recommendations relating to salary, promotion, granting of tenure, successive appointment, non-reappointment, and dismissal.

Furthermore, this review is to provide guidance and assistance to all faculty in their professional development and academic responsibilities in the areas of teaching, scholarly and creative activity, and service.

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

Criteria and procedures for an annual review of all tenured and tenure-track faculty on a campus shall be adopted by the faculty of that campus through its governance structure; the deans and chief academic officer of the campus shall have an opportunity to give their advice regarding these criteria and procedures; these criteria and procedures must be submitted to the Chancellor of the campus and the President for approval. More detailed criteria and procedures may be recommended by the faculty and chairperson of each academic unit; these criteria and procedures must be submitted to the dean, the chief academic officer of the campus, the Chancellor of the campus, and the President for approval. All procedures for annual reviews adopted by a campus shall include provision for and details for implementation of the following:

- a. Within a reasonable time after the beginning of the first appointment of each faculty member: written notification to the faculty member of the criteria, procedures, and instruments currently in use in assessing performance.
- b. Within a reasonable time after the beginning of each academic year: written notification to each faculty member of that year's assignments, review schedule, and the criteria, procedures, and instruments to be used that year.
- c. Reasonable opportunity for each faculty member to submit any material desired to be considered in the annual review.
- d. Peer evaluation.
- e. Student evaluation of teaching.
- f. Prior to the chairperson's making a recommendation in any year:
(a) a meeting between the chairperson and faculty member to discuss all issues relating to the review, (b) the providing to that faculty member a copy of the chairperson's tentative recommendation(s), and (c) reasonable opportunity for the faculty member to submit a written response to be forwarded to each subsequent level of review.
- g. As long as a faculty member is employed by the University and for at least three years thereafter: maintenance of annual review forms, summaries of annual discussions between the chairperson and faculty member, recommendations, and all other writings used in or resulting from the annual reviews of that faculty member.
- h. Availability to each faculty member of all writings used in or resulting from the annual reviews of that faculty member.

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

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

The annual review of each administrative officer shall serve as the basis for decisions relating to salary and continuation as an administrator. Furthermore, this review is to provide guidance and assistance to all administrative officers in their professional development.

D. TERMINATION CHECKLIST

When an employee leaves employment, the employee must return assigned keys, library books, uniforms and any procurement or credit cards. The employee is also required to cancel his/her telephone and computer access codes, and settle any and all accounts with the Controller's Office, Library and Technical Services before final pay is released. A checkout clearance form may be obtained from the Human Resources Office and will need to be taken to each of the designated areas for clearance authorization.

E. TERMINATION PAY

When a staff member terminates employment, the amount due from unused accrued annual leave not exceeding thirty days or 240 hours will be paid to the employee in a lump sum check issued during the month following termination.

Payment will also reflect any compensatory time accrued as a result of authorized overtime work, as well as any accrued holiday time if the employee is a non-exempt employee. If an employee dies while an active employee, the estate is paid any amount due up to sixty days or 480 hours accrued annual leave.

Classified staff members may also receive pay for accrued sick leave in accordance with Arkansas law.

F. CONTINUATION OF BENEFITS

When an employee is terminated for any reason other than as a result of gross misconduct while covered by the health insurance plan, or if an employee reduces his/her workload to a part-time position and is no longer eligible for coverage under the health insurance plan, the employee may continue coverage, at his/her own expense, for up to eighteen months or until the employee is covered by another plan, whichever comes first, under the provisions of the federal Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). Covered dependents may also be eligible for COBRA coverage under certain circumstances.

G. RETIREMENT

There is no mandatory retirement age. If an employee elects to retire, the employee should discuss his/her intentions with the supervisor as early as possible so the department can prepare for the retirement. Information concerning the benefits available to eligible retirees may be obtained from the Human Resources Office.

H. VOLUNTARY EARLY RETIREMENT

University-wide Administrative Memoranda 430.2 and 430.3 address the early retirement of tenured faculty, and non-tenured faculty and staff. Information concerning the voluntary early retirement program may be obtained from the Human Resources Office.

XI. CAMPUS SERVICES

A. SECURITY

The Police and Public Safety Department provides 24-hour professional police services to the UAPB community. Security cameras are located throughout the campus, as well as emergency telephones with direct access to the Department. The Department may also be reached by calling 575-8102 or by dialing 911 on campus. The Department should be contacted in the case of emergencies such as automobile accidents, medical emergencies or violent assaults. The Department also provides assistance with crowd control for UAPB-sponsored events.

B. HEALTH SERVICES.

In the case of an emergency, health services support will be available for faculty, staff and visitors.

C. PARKING

A faculty member, staff member and students who operate a motor vehicle on campus is required to register the vehicle with the Police and Public Safety Department - Parking Division, and purchase a parking permit. There is an annual fee for the permit which can be paid through payroll deduction. A limited number of designated parking permits are available at a higher fee.

D. A M & N COLLEGE FEDERAL CREDIT UNION

Arkansas A M & N College Federal Credit Union is a not-for-profit financial cooperative owned and controlled by its members who save and borrow money at the credit union. All deposits are insured by the NCUA, an agency of the federal government, for up to \$100,000. The credit union is located in Corbin Hall, Room 136B, and may be reached at (870) 534-1990, uapbfcu@sbcglobal.net, or <http://www.uapbfcu.virtualcu.net>.

Membership is open to employees and their spouses. As a member, an employee is eligible to select from several saving options, borrow at low cost and take advantage of consumer friendly benefits not offered by other financial institutions. Savings and loan payments may be made through payroll deduction.

E. HPER COMPLEX

Swimming pool, handball/racquetball courts, tennis courts, dance studio, resistance exercise room, arena and lecture room are the basic activity areas available to faculty and staff members.

Use of the dance studio, swimming pool, resistance exercise room, basketball court for walking and jogging, and lecture hall are generally free of charge to currently enrolled UAPB students, current, retired, part-time and emeritus faculty and staff upon presentation of valid UAPB identification. Use of the tennis courts and the handball/racquetball courts is available at a reduced rate for the above-mentioned groups. Reservations must be made through the building manager. Scheduled classes have

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

priority use of classrooms, conference rooms and arena. Meetings and other activities may be held in these rooms when not used for classes upon approval of the building manager.

F. LIBRARY REFERENCE SERVICES.

Telephone reference services for faculty and staff members, and walk-in services for students, are available in the library.

Bibliographies are prepared for faculty members, and computer searches of various national databases are conducted in cooperation with the Computer Center. Scheduled tours and lectures on the use of the library are conducted for faculty members, classes and students.

G. LABORATORY SCHOOL.

The Laboratory School, which is required by the State for Home Economics Education programs, is available to children of faculty and staff members, and to the general public on a first-come-first serve basis. Children aged two-and-a-half years to five years of age before October 1 are eligible to attend. The maximum capacity of the Laboratory School is twenty-eight children. Operating hours are 8:00 a.m. to 4:00 p.m.

For further information concerning the Laboratory School, the chair of the Human Sciences Department should be contacted.

H. FOOD SERVICES

Dining facilities are available for faculty, staff, students and guests at the casual meal rate during the three meal periods each day. The Snack Bar is available from 8:00 a.m. to 8:00 p.m. during regular school terms. Hours are subject to change during holidays and summer sessions.

Catering services are available upon arrangement with the Food Service Manager.

XII. LEGISLATIVE ASSEMBLY

A. General In accordance with Rules and Regulations of the Board of Trustees of the University of Arkansas – 1975, the “constituency” of the UAPB campus is responsible for the determination of guidelines and policies for campus affairs. This responsibility is exercised by the Legislative Assembly, hereafter referred to as the Assembly, by the elected representatives of the Assembly, hereafter called the Senate; and by standing committees composed of members of the Assembly, selected staff personnel, and selected students.

B. Authority

1.The Assembly, under the board of Trustees, is the ruling legislative body on all educational policies and programs of the UAPB campus and acts in an advisory

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

capacity to the Chancellor on matters of faculty concern. Among other matters, legislative responsibility includes the following areas:

- Admission requirements
- Curriculum and courses
- Degrees and requirements for degrees
- Calendar and schedule
- Award of honors and honorary degrees
- Student affairs
- Interpretation of its own legislation

2. The Assembly has the authority to make recommendations to the Chancellor, President and Board of Trustees on any matter of general faculty or campus-wide concern, including such matters as appointment, promotion, tenure, dismissal, and non-reappointment. Through the Chancellor, actions on any matter under this paragraph are reported to the President and, when requested by the Assembly or Senate or considered necessary or desirable by the President, through the President to the Board of Trustees.

3. Legislative action of the Assembly becomes effective at the end of fourteen days unless vetoed by the Chancellor. If differences cannot be resolved, the Assembly may, by at a three-fifths vote of those present and voting, appeal these differences to the President of the University for mediation.

4. Though the Senate exercises general legislative powers, the Assembly retains the power of initiative and referendum.

C. Membership

The voting membership consists of all faculty members holding half time or greater appointments and the following:

1. All persons classified as administrators. An Administrator is defined as any person who can be considered to be in charge of, or functionally responsible for a campus service or office.
2. Three representatives from the UAPB organization of secretaries to be elected by that organization.
3. Twenty-five students to be selected by the Student Senate.

D. Officers

1. The officers of the Assembly with duties customary to such offices are chairman, vice chairman, and parliamentarian.
2. The chairman and vice president of the Senate.

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

E.Elections

1. Election of these offices will be held in April of each year. Officers will take office July 1 for a term of one year.
- 2.A nominating committee, appointed by the chairman, will propose nominees to be included on the ballot. Nominations will also be accepted from the floor.
- 3.A simple majority of the Assembly members present is required for the election of officers provided a quorum (simple majority) is present.
- 4.In addition to the chairman and vice chairman, seven Senators at large will be nominated by the committee and elected by the Assembly to serve a one-year term in the Senate. The Senators at-large will take office on July 1.
- 5.The 25 student representatives to the Assembly will be elected by the Student Senate at a meeting to be held in September. These representatives will be elected from the student body as a whole. The names and addresses of those elected will be submitted to the chairman of the Assembly not later than October 1, at which time they will take office.
- 6.The four student representatives in the UAPB Senate will be elected from the 25 student Assembly representatives by the Student Senate at a meeting to be held in September.

F.Meetings

- 1.The Assembly will meet at least once each semester—in October and in April—to conduct business. Additional meetings may be called by the chairman at the petition of 35 members of the voting membership or at the request of the Chancellor; to address emergency business, such as the presentation of nominees for degrees.
- 2.Agenda and notification of the meeting will be published no less than seven days prior to the meeting date. This requirement may be abrogated for emergency-called-meetings. Minutes of Assembly meetings will be turned over to the President of the Senate for prompt publication and distribution following the procedures in Section II, Article 5-d-1.
- 3.A simply majority of the voting membership of the Assembly will constitute a quorum.
- 4.The secretary of the Senate is also the secretary of the Assembly and is responsible for the submission of minutes to the chairman. Publication and distribution will follow the procedure specified in Section II, Article 5-d-1.

XIII. UAPB SENATE

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

A. MEMBERSHIP

Members of the Senate are drawn from the Assembly, and include both ex-officio and elected members. Elected members have the right of voice and vote. Ex-officio members have the right of voice only.

1. **Ex-Officio Members:** Ex-Officio members are the Chancellor, Vice Chancellors, Deans and Directors
2. **Elected Members:**
 - a. Each academic department elects one of its own members
 - b. Seven Assembly members are elected by the Assembly as Senate representatives-at-large
3. **Four student assembly members** elected by the Student Senate

B. ELECTIONS

Elections are held in April of each school year for departmental representatives and members-at-large, and in September for student members.

1. **Department Representatives:** The president of the Senate will notify each department head, in writing, on or about April 1, of department representative vacancies. Each department head is responsible for conducting an election within the department and reporting the results to the president of the Senate not later than May 1. Elections will be by secret ballot.
2. **Student Representatives:** Nomination and election of student senators will be accomplished during a meeting of the Student Senate held in September of each year.
3. **Vacancies:** In the event of vacancies arising during the school year, the president of the Senate has the right to appoint interim members-at-large. For all other elected members, the president of the Senate will request the responsible person conduct the necessary election to determine a replacement.

C. TERM

1. The officers of the Senate are president, vice president, secretary and parliamentarian, with duties customary to these offices.
2. The chairman and vice chairman of the Assembly are also president and vice president of the Senate.
3. The secretary and parliamentarian are elected annually by a majority vote of the first fall meeting following the general elections.
4. The president of the Senate will ensure compliance with the provisions of this document; will cast the tie breaking vote on any Senate matter; will appoint ad

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

hoc committees to perform special services as needed; and will sit as an ex-officio, non-voting member on all committees.

5. The parliamentarian will serve as chairman of the Senate Rules Committee, the members of which will be appointed by the president. The Rules Committee will establish procedures for the conduct of meetings.
6. The secretary of the Senate will also serve as secretary for the Assembly.

D. MEETINGS

The Senate will meet in October, December, February, April and once in the summer. Special meetings may be called by the president or by petition of twenty percent of the Senate.

1. **Quorum:** A simple majority of the elected membership of the Senate constitutes a quorum. Any senator unable to attend a Senate meeting may designate, in writing, another Assembly member as his/her proxy. The substituting member will be included when determining the presence of a quorum.
2. **Attendance:** The president of the Senate may request the replacement of any elected senator who misses two consecutive meetings regardless of the appointment of a proxy.
3. **Agenda:** The president of the Senate is responsible for providing each senator with a notification of meeting dates and times, and for providing him/her with an agenda of subjects to be addressed. The notification and agenda will be published no less than seven days prior to the meeting date. This requirement may be abrogated for emergency-called meetings.
4. Any item submitted by a senator to the Agenda Committee will be placed on the agenda if received prior to the publication date.
5. Any item submitted by the chairman of a standing committee (Section III) will be placed on the agenda. The committee recommendation must be in sufficient detail to permit knowledgeable and prompt action by the full Senate. The committee chairman may appear before the full Senate to explain and defend the committee recommendation.
6. All agenda items will be acted upon prior to opening the floor for consideration of other business. Standing committee recommendations must be acted upon within sixty days of submission to the president or at the next scheduled meeting.
7. All standing committees introducing recommendations designed to be considered for the purpose of developing institutional policy must be placed on the Senate Agenda.

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

8. **Minutes:** The president of the Senate is responsible for ensuring prompt publication and distribution of the minutes of Senate meetings.
9. Minutes will be forwarded promptly to the Chancellor and senators, with a copy deposited in the John Watson Library. Each senator, in turn, is responsible for disseminating information within his/her department, including posting the minutes on departmental bulletin boards.
10. Summaries of meetings will be made available to all campus offices promptly after each meeting.

E. AUTHORITY

1. The Senate exercises general legislative and advisory powers and is empowered to act on all matters within the jurisdiction of the Assembly.
2. Legislative Action becomes effective thirty days following the date of enactment with the following qualifications:
 - a. Any Senate action may be vetoed by the Chancellor within thirty days of the action. If differences cannot be resolved, the Senate may, by at least three-fifths vote of those present and voting, appeal these differences to the President of the University for mediation. If settlement is not achieved within thirty days, the President shall submit the issue to the Board of Trustees for resolution.
 - b. The Assembly may exercise its power of referendum on any Senate action by petition of thirty-five members of the Assembly. The petition must be presented to the president of the Senate within thirty days of enactment of the legislation in question. Thereafter, the legislative action will be suspended pending reconsideration by the Senate and/or full Assembly.
 - c. Any action considered by the Senate or the Chancellor to carry clear and significant implications for other universities will be set aside for up to sixty days and referred to other faculty governments in the system or to the President of the University.
 - d. All communications should be in writing and signed by the appropriate person(s).

F. FISCAL AND CLERICAL SUPPORT

1. Adequate operational funds will be provided through the campus budget. A separate budgetary category is established for campus governance.

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

2. The Administrative Assistant to the Chancellor will designate one UAPB secretary at the outset of each school year to attend Senate and Assembly meetings to take and type the minutes for submission to the Senate's elected secretary.

G. STANDING COMMITTEES

Much of the study and work accomplished in the name of the Senate will be done by standing committees which represent the broad involvement of UAPB personnel. No committee action designed for the development of institutional policy is to be final until acted upon by the Senate and Chancellor as specified in Section II.

H. MEMBERSHIP

Committee membership may include any employee of UAPB who may have responsibility or experience within the functional committee areas described herein. Provision is also made for students to serve on selected committees. Except for specified positions named, all committee members will be nominated by the Committee on Committees and appointed by the Chancellor for a one-year term.

I. COMMITTEES

1. **Committee on Committees:** The Committee on Committees will be composed of the Vice Chancellor for Academic Affairs, who will chair the committee; the head of each academic school; the President of the Student Government Association; and two senators appointed by the Senate President.
 - a. Those members of standing committees who are designated by the position will be appointed by the Committee on Committees. The completed list of committee members will be sent to the Senate and forwarded to the Chancellor for further action.
 - b. Student nominations will be coordinated with the Student Government Association. To the extent that continuity is not jeopardized, committee members should not be nominated for consecutive terms.
 - c. The committee may recommend the establishment, disestablishment, or modification of the standing committee structure in accordance with the amendment procedures prescribed in Section IV.
2. **Chancellor's Committee on University Development:** The Chancellor's Committee on University Development is to serve as an advisory body to the Chancellor. Its function is to study general needs of the University and assist in reviewing, updating and interpreting the aims and purposes of the campus. The committee is composed of the following:
 - a. One representative from each academic school, with the exclusion of school deans
 - b. One school dean who will serve for a one-year term

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

- c. President and Vice President of the Senate
 - d. Vice Chancellors, the Registrar, Library Director, and Associate Dean of Students
 - e. Director of Public Relations
 - f. Student Government will select, by their own method, two members.
Terms for student members are for one year
 - g. Director of Computer Services
 - h. Director of Development
 - i. Director of Planning and Management
3. **Committee on Academic Affairs and Educational Policies:** The Committee will identify and recommend policies for the improvement and maintenance of high levels of academic scholarship; investigate and recommend policies on admission, educational standards, registration, and curricula; evaluate and recommend policy relating to the general education program; and evaluate scholarship applications to recommend an order of merit list. The Committee is composed of the following:
- a. Vice Chancellor for Academic Affairs or designee, who will chair the committee
 - b. Deans of schools
 - c. Department chairpersons
 - d. Director of Admissions and Academic Records
 - e. Registrar
 - f. Associate Deans of Students
 - g. Director of Military Science
 - h. Director of Cooperative Education
 - i. One Library staff representative
 - j. Four students to be selected annually by the Student Government Association
 - k. Two senators to be selected annually by the Student Government Association
4. **Agenda Committee:** The Agenda Committee will prepare and distribute the agenda for Senate meetings in accordance with the provisions of Section II. The committee will be composed of the following:
- a. President of the Senate who will chair the committee
 - b. Vice President of the Senate
 - c. Secretary of the Senate
5. **Teacher Education Committee:** The Teacher Education committee will recommend policy, evaluate and review programs in terms of accreditation requirements, examine national trends in the field of education and recommend curricula for all teacher education areas. The committee will be composed of the following:

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

- a. Vice Chancellor for Academic Affairs or designee who will chair the committee
 - b. Dean of the School of Education
 - c. University Librarian
 - d. One teacher educator, excluding department chairperson, from each of the following areas:
 - 1. Agriculture
 - 2. Human Sciences
 - 3. Industrial Technology
 - e. A teacher educator, excluding department chairperson, from each of the following areas:
 - 1. Early Childhood
 - 2. Secondary Education (two representatives)
 - 3. Middle School
 - 4. Health, Physical Education & Recreation
 - f. One academic advisor for teacher education majors from each of the following departments:
 - 1. Department of Art
 - 2. Department of Biology
 - 3. Department of Business & Economics
 - 4. Department of Chemistry
 - 5. Department of English, Speech & Drama
 - 6. Department of Social and Behavioral Sciences
 - 7. Department of Mathematics
 - 8. Department of Music
 - 9. One student majoring in education from each of the following areas:
 - a. School of Agriculture, Fisheries & Human Sciences
 - b. School of Business & Management
 - c. School of Science & Technology
 - d. Division of Military Science
 - e. School of Education
6. **Student Academic Appeals Committee:** The Student Appeals Committee will hear individual student grievances relating to academic probation, suspension, and curriculum. Committee findings and recommendations will be forwarded to the appropriate office for review and disposition. The committee will be chaired by a senior faculty member and will be composed of the following:
- a. Five faculty members, one representative from each school
 - b. Three students. One representative from the aggrieved student's major department as requested by the committee chair
7. **Faculty Appeals Committee:** The Faculty Appeals Committee is the court of last resort for faculty members who have been unsuccessful in pursuing restitution for

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

perceived wrongs through normal channels. The committee will hear the individual faculty member's grievance and will work toward arbitration and resolution of conflicts. Committee findings and recommendations will be submitted to the UAPB Senate and the Chancellor as specified in Section II. Committee membership will be as follows:

- a. Two representatives from each school
 - b. One representative named by the individual submitting the grievance
8. **Athletic Committee:** The Athletic Committee will formulate and recommend institutional athletic policy. The committee will concern itself with the academic status of athletes, matters of intercollegiate concern, and athletic programs. It is within the committee's mandate to aid in the selection of new coaches when appropriate. The chairperson of the committee will be elected by the committee. The committee will be composed of the following:
 - a. Athletic Director
 - b. Six faculty members who have interest in and knowledge about sports (at least two female representatives)
 - c. Public Relations Director
 - d. Three students selected by the Student Government Association
 - e. Two staff members who have interest in and knowledge of sports
 - f. One female
9. **Alumni Affairs Committee:** Alumni Affairs Committee is responsible for the coordination of AM&N-UAPB Alumni Association programs, including Homecoming and Founders' Day activities. The committee will be composed of the following:
 - a. Executive Director of the UAPB-AM&N Alumni Association, who will chair the committee
 - b. Seven faculty members
 - c. President of the Student Government Association
 - d. Three students selected by the Student Government Association
10. **Commencement Committee:** The Commencement Committee is responsible for recommending speakers and general procedures for Commencement exercises and for assisting the Vice Chancellor for Academic Affairs in making arrangements. The committee will be composed of a representative from the following:
 - a. Admissions and Academic Records
 - b. Director of Public Relations
 - c. Music Department representative(s)
 - d. Security Office representative(s)
 - e. Military Science Department representative(s)

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

- f. Director of Physical Plant and Grounds
- g. Senior class president
- h. Eight faculty members
- i. Two students

11. **Founders Day Committee:** The Founders' Day Committee is responsible for coordinating Founders' Week activities, including Founders' Day. The committee generally selects a theme, plans activities during the week, selects speakers for the activities and identifies ways of soliciting the involvement of alumni and friends in all activities during the week. The committee will be composed of the following:

- a. Music Department representative(s)
- b. Director of Public Relations
- c. One Public Safety representative
- d. Sixteen faculty members
- e. Student Union representative
- f. Director of Physical Plant
- g. Four students

12. **Student Affairs Committee:** The Student Affairs Committee serves as an advisory body to the Vice Chancellor for Student Affairs. Its function is to review policies, procedures and regulations that affect students and make recommendations for approval, modification, or the creation of new policies as per Section II of this document. The committee will be composed of the following:

- a. Two representatives from Student Affairs
- b. One representative from Health Services
- c. Four faculty members
- d. Three students
- e. One representative from Finance and Administration

13. **Lyceum Committee:** The Lyceum Committee develops a cultural and entertaining program to meet the varying needs and interests of students. While designed primarily for the university students, the program is open to the Pine Bluff community. The committee works with the Southeast Arkansas Fine Arts Council to coordinate its programs with those of the council. The committee will be composed of the following:

- a. Five faculty members
- b. One representative from Public Relations
- c. Three staff members
- d. Three students

14. **Faculty Benevolence Committee:** The Faculty Benevolence Committee carries out its function in cases of illness and/or death within the University family.

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

Cards are sent to “shut-ins,” plants to hospitalized and/or long-illness co-workers, and floral sprays in cases of death in the immediate family of co-workers. The committee will be composed of the following university employees:

- a. Three faculty members
- b. Two staff members

15. **Honors and Awards Committee:** The Honors and Awards Committee selects and recommend persons adjudged as most deserving of honors and awards established by UAPB. The committee will be composed of the following:

- a. Six faculty members
- b. Six staff members
- c. Four Students

16. **Research Committee:** The Research Committee facilitates research activities among the faculty. The committee will be composed of the following:

- a. Six faculty members
- b. Two students
- c. Staff member-at-large

17. **Faculty/Staff Budget Committee:** The Faculty/Staff Budget Committee participates in the various developmental stages of the University programs, proposals, and the submission of faculty/staff recommendations to the UAPB Executive Budget Committee. The committee will be composed of the following:

- a. Vice President of the Faculty/Staff Senate, who will chair the committee
- b. One representative from Finance and Administration
- c. One representative from Student Affairs
- d. One representative from each school
- e. Four representatives from non-academic departments

18. **Traffic Violations and Appeals Committee:** This committee investigates and makes recommendations regarding the resolution of appeals to the Department of Public Safety. The committee will also advise the Vice Chancellor for Finance and Administration and the Director of Public Safety regarding policies, procedures, and regulations. The committee will be composed of the following:

- a. One public safety officer
- b. Two Faculty members
- c. Two staff members
- d. Two students
- e. One representative from the Senate
- f. One representative from Student Affairs

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

19. **Homecoming Committee:** The Homecoming Committee plans, coordinates, and executes all activities pertaining to the annual homecoming celebration. The committee will be composed of the following:
- a. Two representatives from the Physical Plant area
 - b. Two representatives from the Department of Public Safety
 - c. Two representatives from the Music Department
 - d. Two representatives from the Industrial Technology Department
 - e. One representative from Athletics
 - f. One representative from the Department of Public Relations
 - g. Two representatives from the Student Union
 - h. Two representatives from Student Government Association
 - i. Ten faculty members
 - j. Five staff members
 - k. One representative from Finance and Administration
 - l. Four students
20. **Library Committee:** The Library Committee advises the librarian on services and policies for the University and the Pine Bluff Community. The committee interprets library service concepts to potential users; supports local, state, and national library services; reviews assessment reports on library development; and facilities long-range planning to assure excellence in library services. The committee will be composed of the following:
- a. One teaching faculty representative from each academic school
 - b. Two students
 - c. One library staff member
 - d. One community representative (usually a public librarian)
 - e. One librarian
 - f. One Associate Library Director (ex-officio)
 - g. One representative from the Office of Student Affairs
 - h. One Finance and Administration representative
21. **Promotion and Tenure Committee:** The Faculty/Staff Promotion and Tenure Committee is responsible for reviewing and updating general procedures and policies concerning promotion and tenure at UAPB. The committee will be composed of the following:
- a. One Personnel Office representative
 - b. One senator from each of the schools
 - c. Two senators from the Staff-at-Large positions
 - d. One representative from Academic Affairs
22. **Retirement Committee:** The Retirement Committee is responsible for ascertaining the individuals scheduled for retirement, making arrangements for recognizing their contribution to the University, and coordinating the recognition

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

ceremony. This committee will be appointed by the Committee on Committees. The committee will be composed of the following:

- a. Two representatives from each school
- b. Two representatives from the staff
- c. One representative from personnel

23. **Catastrophic Leave Committee:** The Catastrophic Leave Committee shall be comprised of not fewer than three members. Committee members, including a Chairperson/Secretary, shall be appointed by the Chancellor and shall serve a length of time designated by the Chancellor. Committee members shall represent a cross-section of administration, faculty, and staff of the University. Recommendation shall be based on the majority vote of the committee.

24. **Ad Hoc Committees:** Ad Hoc Committees may be appointed by the Chancellor to address specific subjects, or standing committees may be charged for special studies. These committees will report directly to the Chancellor.

25. **Technology Committee**

Purpose of the University Technology Committee:

- a. To review current status of information technology at UAPB;
- b. To assess short-term and long-term information technology needs;
- c. To provide evaluation, advice and direction regarding information technology applications;
- d. To develop and implement a University Technology plan

The composition of the committee:

1. The Director of Administrative Computer Center
2. The Director of Academic Computer Center
3. The Dean of Continuing Education
4. The Chair of Computer & Mathematical Sciences
5. One representative from the Learning Resources Center
6. One faculty member from each academic division
7. One representative from Graduate Council
8. One representative from English, Theatre & Mass Communications
9. One representative from Finance & Administration
10. One student representative

26. **Chancellor's Committee on ADA (American Disabilities Act)-Facilities.** The function of this committee is to study and review the total campus plans for modification and construction of facilities to meet ADA (American Disabilities Act) laws. The committee should be composed of following members:

1. The Controller
2. Director of Physical Plant

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

3. Two Disabled Students
 4. Two Faculty Members (Disabled)
 5. The Coordinator of Disabled Students
 6. The Campus Planning and Management Director
27. **Grievance Committee for Disabled Students.** The function of this committee is to investigate and recommend policies on Section 504 and ADA (American Disabilities Act) as well as make available the requirements of Section 504 and ADA (American Disabilities Act). The committee will also hear grievances and make recommendations to accommodate the student. The committee should be composed of the following members:
1. Two faculty members (one disabled)
 2. Two disabled students
 3. Director of Health Services
 4. Two Student Government Association student
 5. Dean of students
28. **Senate Budget Committee.** The Senate Budget Committee will serve as the oversight committee of the overall university budget, participate in budget matters relative to budget planning, implementation, revisions and other matter impacting on the university budget.
1. President of the Faculty Senate (Convener)
 2. Vice President of the Faculty Senate
 3. Four Senators (Academics)
 4. Two Senators (At Large Senators from the staff)
 5. One SGA representative (SGA President)
29. **Admissions Appeals Committee.** The Admissions Appeals Committee will serve as an avenue for all new and transfer students who have been denied admission. The chairperson will be selected by the committee. The committee should be composed of the following:
1. Director of Recruitment (Convener)
 2. Director of Counseling and Testing
 3. One representative from personnel
 4. One representative Military Science
 5. Director of Financial Aid
 6. One representative from each school, Continuing Education, Honors College and University College
 7. One representative from Cooperative Education
 8. Two students
30. **University College Council Committee.** The University College Council Committee will work to benefit freshman and sophomores as they move through

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

the University College program by helping to identify problems that currently exist and which may arise; by developing and supporting policies and recommending actions needed for improvement and problem resolution. The committee should consist of the following

1. Dean of University College (Convener)
2. Director of the Library
3. Director of the Computer Center
4. Director of Admissions
5. Dean of the School of Agriculture and Home Economics
6. Dean of Honors College
7. Dean of Continuing Education
8. Two staff persons from University College
9. Two SGA representatives
10. Director of Testing
11. Director of Academic Records
12. Director of Cooperative Education
13. Three Senators
14. Director Of Financial Aid

J. AMENDMENTS

The “Rules for the Governance of the University of Arkansas at Pine Bluff” must be approved by a simple majority vote of the Assembly. The document then must be submitted through the Chancellor and the President of the University of Arkansas to the Board of Trustees for approval.

- a. Amendments to Section I, II, and IV must be approved by two-thirds majority vote of the Assembly and must otherwise follow the same approval procedures designated for enactment
- b. Amendments, revisions, or changes to Section II (Committees) may be approved and implemented in the routine manner for enactment of legislation prescribed in Section I and II. Board of Trustees approval is not required.

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

Important Numbers

Information	870-575-8000
Recruitment	800-264-8272
Admissions	800-264-6585
Financial Aid	800-264-6523
Student Accounts	870-575-8286
Campus Police	870-575-8919
Athletics Department	870-575-8675
Academic Records	870-575-8486
Dean of Students	870-575-8360
Health Services	870-575-8508
Housing	870-575-8079
Honors College	870-575-8050
ROTC	870-575-8445
Choir	870-575-8909
University College	870-575-8335
 School of Agriculture, Fisheries, & Human Services	 870-575-8210
Department of Agriculture	870-575-8532
Department of Aquaculture	870-575-8537
Department of Human Sciences	870-575-8817
 School of Arts & Sciences	 870-575-8210
Department of Art	870-575-8236
Department of Biology	870-575-8840
Department of Chemistry & Physics	870-575-8977
Department of English, Theatre & Mass Communication	870-575-8624
Department of Mathematical Sciences & Technology	870-575-8761
Department of Music	870-575-8905
Department of Nursing	870-575-8220
Department of Social & Behavioral Sciences	870-575-8187
 School of Business & Management	 870-575-8233
Department of Accounting & Business Education	870-575-8587
Department of Business Administration & Economics	870-575-8211
 School of Education	 870-575-8529
Department of Elementary, Secondary & Special Education	870-575-8240

UNIVERSITY OF ARKANSAS AT PINE BLUFF
Faculty/Staff Handbook

Department of Health, Physical
Education & Recreation

870-575-8655

The following section is an addendum to the Faculty and Staff Handbook.

Addendum:

Probationary Period:

New employees, as well as current employees who are promoted to a higher grade or level of responsibility, excluding faculty, will be subject to a ninety (90) day probationary period. The probationary period is intended to provide a supervisor with an opportunity to assess an employee's performance. During this period, if a supervisor observes an employee performing in an unsatisfactory manner, the supervisor should inform the employee of the area(s) of concern so the employee will have an opportunity to improve performance. Prior to the end of this period, an employee will be evaluated, and a determination made concerning whether employment will be continued beyond the probationary period. At the option of the University, the probationary period may be extended.