



# Faculty Handbook

May 2023



## FOREWORD

The *Faculty Handbook* provides select information about the University of Central Arkansas for current and prospective faculty members. It is not a comprehensive, self-contained policy document. Policies of the Board of Trustees and other policies and procedures of the university must also be consulted. The table of contents lists the topics covered. The copy retained by the Provost is the **official** version of the *Faculty Handbook*.

Nothing in this *Faculty Handbook*, nor any amendments or revisions hereto, shall replace, amend, abridge, or contravene any federal or state law, the policies of the Board of Trustees, or the Constitution or laws of the State of Arkansas or the United States of America.

Other information applicable to members of the faculty, including, but not limited to, employment benefits, optional insurance plans, and retirement policies and plans, may be obtained from the university's associate vice president for human resources.

For questions or concerns about policies, rules, procedures, or infractions, faculty should contact the individual college representative on the Faculty Handbook Committee or the current chair of this coo

## UNIVERSITY MISSION

The University of Central Arkansas, a leader in 21st-century higher education, is committed to excellence through the delivery of outstanding undergraduate and graduate education that remains current and responsive to the diverse needs of those it serves. The university's faculty and staff promote the intellectual, professional, social, and personal development of their students through innovations in learning, scholarship, and creative endeavors. Students, faculty, and staff partner to create strong engagement with the local, national, and global communities. The University of Central Arkansas is dedicated to academic vitality, integrity, and diversity.

**Abbreviated Mission:** The University of Central Arkansas dedicates itself to **Academic V**

## TABLE OF CONTENTS

	C. Department-Level Review .....	24
	D. College-Level Review .....	25
	E. University-Level Review .....	26
	F. Tenure and Promotion Appeals.....	27
VII.	PROCEDURE FOR PROMOTION OF NON-TENURE-TRACK FACULTY .....	27
	A. Application .....	28
	B. File .....	28
	C. Process.....	28
	D. Promotion Appeals .....	29
VIII.	POST-TENURE REVIEW.....	29
	B. Tenured Faculty Evaluation Process.....	30
IX.	RELINQUISHMENT OF TENURE .....	31
X.	EXPIRATION, TERMINATION, OR NON-RENEWAL OF APPOINTMENT .....	31
	A. Expiration of Term Appointment.....	31
	B. Termination of Faculty Members in Cases of Financial Exigency or Phasing Out of Program.....	33
	C. Procedures for the Termination of Tenured Faculty “For Cause” .....	35
	D. Procedures Relating to the Non-renewal of Appointment or the Termination of Non- tenure-track Continuing Faculty Members with More than Seven Years of Service.....	40
XI.	PROCEDURES FOR FACULTY GRIEVANCES AND APPEALS .....	42
<b>CHAPTER FOUR: FACULTY RESPONSIBILITIES AND OPPORTUNITIES .....</b>		<b>44</b>
I.	FACULTY ANNUAL SELF EVALUATION AND PLANNING REPORT(S).....	44
II.	ASSIGNMENT OF INSTRUCTIONAL DUTIES.....	44
III.	FACULTY OFFICE HOURS .....	45
IV.	STUDENT ATTENDANCE RECORDS.....	45
V.	EVALUATION OF STUDENTS .....	45
VI.	ACADEMIC DISHONESTY AND CLASSROOM MISCONDUCT.....	46
VII.	STUDENT COURSE EVALUATIONS .....	46
VIII.	PROTECTION OF STUDENT INFORMATION.....	46
IX.	ACADEMIC ADVISING.....	47
X.	RESEARCH, SCHOLARSHIP, AND CREATIVE ACTIVITY.....	47
XI.	SERVICE TO THE UNIVERSITY AND COMMUNITY .....	47
XII.	OPPORTUNITIES FOR FACULTY .....	48
	A. Professional Travel.....	48
	B. Faculty Research Funding.....	48
	C. Reassigned Time.....	48
	D. Sabbatical Leave Program .....	48
	E. Leave Without Pay .....	49
	F. Resignation and Retirement.....	49
<b>CHAPTER FIVE: FACULTY PRIVILEGES .....</b>		<b>50</b>
I.	CREDIT UNION.....	50
II.	IDENTIFICATION CARDS.....	50
III.	FACULTY EMERITUS AND DISTINGUISHED FACULTY EMERITUS .....	50
IV.	EMPLOYEE BENEFITS.....	50
	A. Group Insurance.....	50
	B. Social Security .....	51
	C. Retirement Plans .....	51
	D. Phased Retirement.....	52
	E. Fee Remission.....	52
V.	USE OF UNIVERSITY FACILITIES AND SERVICES .....	52
	A. Check Cashing .....	52
	B. Wellness Services .....	52
	C. Dining Service .....	53
	D. Student Health Center .....	53
	E. Legal Services .....	53
	F. Library Privileges .....	53
	G. Parking on Campus .....	53
	H. Postal Service.....	53

I.

**CHAPTER ONE:  
INTRODUCTION**

**I. Role and Scope**

Note: This section reflects the information contained in the Arkansas Department of Higher Education's current publication of *Higher Education Coordinating Board Policy* (available on the Arkansas Department of Higher Education website).

**A. Audiences**

The University of Central Atent

CThe9.96 267.96 743.28 Tm [(C)-4.9 i'4.9 s

*The Core Values Statement asserts the university community's institutional and ethical standards in fulfilling its mission.*

**A. Intellectual Excellence**

We believe in the lifelong intellectual development of students, faculty, and staff. We are committed to the free pursuit of knowledge and continuous growth in learning and teaching.

**Educated Citizens:** We believe in student success and in preparing students to engage complex issues and express informed opinion through critical thinking, writing, and speech. Given our institution's historical roots in teacher education, this foundation inspires all of our colleges to work together to ensure that our faculty and students collaborate to promote instructional excellence and lifelong learning.

**Scholarship:** We believe that students and faculty should engage in professional development and scholarly endeavors that promote the creation and application of knowledge in all disciplines.

**Cultural Competence:** We believe that students should experience cultural activities as they grow in their appreciation for the diversity of ideas and peoples, both inside and outside the classroom.

**Learning Environment:** We believe that an outstanding physical infrastructure, along with a culture of excellence in all of our endeavors, provides an environment in which our students and faculty can thrive personally and intellectually. We further believe in providing state-of-the-art learning spaces.

**B. Community**

We value and respect as our greatest asset the people who make up our community—students, faculty, and staff as well as the people connected to us through ties to our local community and region, the state of Arkansas, our nation, and the world. That is, we believe people are the focus of our institution.

**Collegiality:** We believe in processes of shared decision making based on productive synergistic interactions among 2.2 (l)3.1 (l)- (t)-13.1 (y)16 (ear)-6.4 (n)-12.2 (i)JTJ 18.759 9





**C. Vice Presidents**

University vice presidents oversee areas including finance and administration, student services, development and institutional advancement, enrollment management, and university and governmental relations. Responsibilities and duties of the various university vice presidents are set by the president of the university in consultation with the university's Board of Trustees.

**IV. Academic Organization**

For administrative purposes, the academic programs of the university are organized into colleges, with the dean serving as the chief administrative officer of each college.

All academic colleges consist of a number of departments, each having a chair responsible for the activities of that department. Some colleges have coordinators for certain specialized programs. The university bulletin provides a current list of departments within each college.

The Graduate School offers work at the master's, specialist, and doctoral levels through the various departments of the colleges. The Graduate School is administered by the dean of the graduate school.

The Honors College houses the university honors programs, including the Schedler Honors College, Exemplary Studies, and University Scholars.

Torreyson Library advances the academic goals of the university by supporting all colleges, specialized programs, departments, and academic units at both the undergraduate and graduate levels. The library is administered by the library director, who reports to the office of the provost.

**A. Academic Administration**

The responsibilities and duties of the a (eg)-12.34r43(i)(v)9.2d(h(r)-6s (a)6 )312(a)-(eg)-82(h)310

The associate provosts hold duties and responsibilities in various areas as determined by the Provost, including but not limited to, university regional accreditation; program/special accreditation support; coordination with external organizations; academic services for students; transitional education; academic support services; budget management; personnel matters; and the administration of academic program development, implementation, and assessment.

3. Department Chairs/School Directors

Department chairs are responsible for the effective, efficient use of all departmental resources toward the achievement of departmental goals and objectives. This assignment includes the review, evaluation, and development of curricular and academic program matters; the assignment of faculty time; the development of an effective academic advising program; the accommodation of instructional support services; the identification of departmental needs; the administration of the departmental budget; the administration of university policies; and the initiation of personnel evaluation procedures and practices. The chair may organize faculty committees to address departmental issues.

Department chairs will submit an annual report to the college dean. This report will be used by the college dean in formulating a similar report for the college.

The college reports provide the bases for the provost's reports to the president. These reports focus on concerns and recommendations that will strengthen the effectiveness of the university.

For purposes of this *Faculty Handbook*, the term "department chairs" also includes school directors.

**B. Faculty Association**

The faculty of the university are organized into a faculty association. Faculty elect representatives to the Faculty Senate, which serves as the official representative body of the faculty association.

**V. Faculty Senate Constitution**

**ARTICLE I. MEMBERSHIP AND ORGANIZATION OF THE FACULTY**

**Section 1.** The Faculty Association shall include those full-time employees of the university who hold faculty rank as described in Chapter 3 of the *Faculty Handbook* and those full-time employees of the university who have teaching included as a responsibility of their appointment.

**Section 2.** The Faculty Senate, hereinafter referred to as the senate, shall serve as the representative body of the faculty of UCA.

**ARTICLE II. FUNCTION OF THE SENATE**

**Section 1.** Within the limitations stated in the remainder of this article, the senate shall have the responsibility to review university policies in all areas that directly pertain to the academic function of UCA, such as curriculum and standards, academic programs, faculty affairs, and continuing education.

**Section 2.** To facilitate the timely review of policy proposals that pertain to the academic function of the university, each university standing

committee shall forward copies of its minutes to the senate membership and shall make available to the senate for its review any proposals that emanate from said standing committee. The senate may call on chairs of university standing committees to discuss policy proposals that the senate may wish to review.

**Section 3.** The senate shall provide for representation of the faculty in matters affecting the welfare of the faculty.

**Section 4.** The senate shall establish such committees as it deems necessary to carry out its functions.

**Section 5.** The senate shall consider all matters proposed by university and senate committees, by individual faculty members, by the provost, or by the university president, if placed on its agenda.

**Section 6.** The senate shall serve as the faculty committee on committees for the selection of faculty members on all university standing committees.

### **ARTICLE III. MEMBERSHIP OF THE SENATE**

**Section 1.** The senate shall consist of *ex officio* and elected members as follows:

A. *Ex Officio:* Provost

B. *Ex Officio:* (For purposes of this paragraph “part-time faculty” means “part-time employees of the university with teaching included as a responsibility of their appointment.”) One part-time faculty member of the university elected by the part-time faculty of the university. This shall be a non-voting member except on issues that directly affect the part-time faculty of the university as determined by the president of the senate.

C. Elected

1. College senators: Three Faculty Association members from each academic college and three Faculty Association members from all of the unaffiliated faculty units of the university shall be elected by a secret ballot of the Faculty Association of the respective academic units in accordance with the provisions of the Constitution.

2. At-large senators: Three Faculty Association members shall be elected by a vote of the entire Faculty Association.

**Section 2.** No more than two senators shall be from any single department, and no more than two chairs (or equivalent position) shall be elected.









The hiring of faculty members into tenured or tenure-track positions will be the result of national searches that involve faculty search committees at the departmental level. Such searches are likewise required when converting non-tenure-track positions to tenure-track positions, regardless of any search that may have been done to fill the non-tenure-track positions. 23.2 (t) (-)Tj 050 Td

### **III. Faculty Appointment**

An academic appointment covers full-time members of the faculty, part-time members of the faculty, tenured and tenure-track and non-tenure-track faculty, and administrators directly engaged full-time in the administration of academic programs and/or teaching.

The appointment of a faculty member is either a tenured appointment or a term appointment. A “term appointment” is for a specified period as defined in the letter of appointment. Faculty shall be notified in their initial letters of appointment whether their appointment is on a tenured, tenure-track, or non-tenure-track basis. Any credit toward tenure or rank must be specified in initial letters of appointment.

#### **A. Tenured Appointments**

A “tenured appointment” is a commitment by the university to a sequence of annual appointments, such sequence being terminable only by a resignation, retirement, removal for cause, financial exigency, or discontinuance of program. Although no contract for more than one year can be made between any members of the faculty and the university, the principle of tenure shall be observed as an act of good faith on the part of the university. Academic employees may be tenured only with respect to their academic rank and not with respect to administrative titles or assignments.

Tenured faculty members are eligible for all privileges extended by the university to regular



Faculty personnel selected to serve in specified non-tenure-track assignments may be appointed on either a semester or academic year basis. The appointment may be either for part-time or full-time work. Non-tenure-track appointments may be renewed on an annual basis.

The appointments of non-tenure-track faculty, like those of tenured and tenure-track faculty members, may be terminated for cause prior to the expiration of the period of the appointment.

Non-tenure-track faculty may be appointed to tenured or tenure-track faculty status in accordance with the needs of the university. The searches will conform to departmental, college, and university search and selection procedures as well as equal opportunity/affirmative action policies. The time a faculty member serves in a non-tenure-track, full-time appointment may at the discretion of the university be considered as part of the probationary period for those who are subsequently placed on a tenured or tenure-track faculty appointment. Any credit toward fulfilling the probationary period must be stated in the initial letter of appointment to tenure-track faculty status.

Full-time continuing non-tenure-track faculty members are eligible for all privileges extended by the university to regular professional personnel except where otherwise specified, including such programs as retirement and other employee benefits, leaves of absence, professional travel, and other privileges outlined in this handbook. Full-time continuing non-tenure-track faculty members are eligible for full participation in the affairs of the university, its component institutions, and its departments and administrative units in accordance with university policy.

### 3. Part-Time Appointments

Part-time faculty are hired to fulfill specific programmatic needs that are not being fulfilled by full-time (tenured, tenure-track, or non-tenure-track) faculty. Part-time faculty members may hold title but do not hold faculty rank.

#### a. In-Residence Faculty

In-residence faculty includes writer-in-residence, executive-in-residence, artist-in-residence, and other types of in-residence appointments. This faculty category allows for the appointment of individuals who have achieved distinction in their field but may not possess standard academic credentials; their practitioner experience, however, is important to the education of students. Individual departments hosting in-residence faculty are responsible for approving the appointment and determining its length.

#### b. Adjunct Faculty

The university may extend adjunct faculty appointments upon recommendation of a department and with support of the appropriate dean and the provost. Adjun-1.1 (e)-12.3 ed [(ac)-8 (hi) (ng i)3.2 (t)-3 ( appr)ac-6.35( )0.6 (t)-1-









referenced in (B) (1) (b) and six years of continuous service as a Lecturer/Clinical Instructor/Laboratory Instructor I at UCA or equivalent experience. Promotion is not automatic but must be earned with documented evidence of a high level of effective performance in teaching, scholarship, and service, as expectations in all three areas have been defined, in writing, by the applicant's department. Procedures for promotion are outlined in Chapter 3, Section VII of the *Faculty Handbook*.







*Handbook.* The candidate will submit the tenure and/or promotion application to the DTPC



majority vote. The committee shall explain the rationale for this recommendation in a letter to the college dean.

The committee will elect its own chair. The chair of the college committee will provide written notification to the candidate of the committee's recommendation and forward all files to the college dean by December 1.

2. The College Dean

The college dean will make an independent review of each candidate's file. The dean's perspective should, of necessity, be broader than that of the department chair. In addition to and exclusive of the candidate's individual qualifications and performance, the dean must consider compelling programmatic needs and the stated mission and goals of the college.

Each candidate for tenure and/or promotion will receive a positive or negative recommendation. The dean shall explain the rationale for this recommendation in a separate letter to the provost.

The dean will provide written notification to the candidate of the dean's recommendation and will meet with any candidate who has received a negative recommendation from the college committee or the college dean. The candidate may, at this point, withdraw the application.

In any case in which the dean is a candidate for tenure and/or promotion, the file will be forwarded directly from the college committee to the provost.

All files will be forwarded to the provost by January 15.

**E. University-Level Review**

1. Provost

The provost will determine which candidates will be recommended to the president. The determination shall be that of the provost although the provost may consult with the Council of Deans on any candidate. In addition to and exclusive of individual qualifications and performance, consideration must be given to significant institutional budgetary concerns and compelling programmatic needs. In cases where significant institutional budgetary concerns or compelling programmatic needs may limit the number of faculty from a department to be granted tenure and/or promotion in a given year, the provost will give the departmental faculty the opportunity to rank its tenure and/or promotion candidates.

The provost will provide written notification to the candidate of the provost's recommendation by March 15, prior to submitting recommendations to the president. If requested by the candidate, the provost will meet to discuss the reasons for the negative recommendation. At this point the candidate may withdraw the application. If a candidate wishes to appeal, the candidate may submit an appeal to the university tenure appeals committee or the university promotion appeals committee (see Chapter 3, Section VI, H). The appeal must be submitted to the president within seven working days of notification of the negative recommendation. The committee will notify the president of its decision with a copy going to the provost.

2. President and Board of Trustees

The president shall receive the report and recommendations of the provost and, when applicable, the university tenure appeals committee and the university promotion appeals committee. The president makes the final decision on each applicant and reports all positive decisions to the board. The Board of Trustees confirms those recommended for tenure and/or promotion by the president. The board does not address cases in which tenure and/or promotion is denied by the president. The president also provides the ps 12 4s.e. tes appo smrs ees



**D. Promotion Appeals**

When a candidate receives notification from the provost of a negative recommendation to the president for promotion, a written appeal may be submitted to the president within ten working days after receipt of the provost's n



8. If it has been decided that a corrective plan is necessary, the faculty member will adhere to the requirements of the plan beginning no later than the following fall term.
9. During the first annual review after the specified time period, the chair will evaluate the faculty member's response to the corrective plan. The chair will inform the faculty member and dean, in writing, of their evaluation.





terminate, or the need to reduce programs. Recommendations from such faculty and administrative representatives should be sought on alternatives available to the institution to ensure continuation of a strong academic program and to minimize the losses sustained by affected students and faculty members.

b. Criteria

The criteria to be utilized by department chairs and deans in making specific recommendations regarding reductions in faculty in the event of a







appeal must also contain an answer to the statement of grounds, and the challenge to the termination shall be based upon one of the following:

- i. Determinations of cause in this *Faculty Handbook* that are not supported by evidence.
  - ii. Decisions that are arbitrary and capricious. A decision is “arbitrary and capricious” when there is no rational basis for its support.
  - iii. Decisions that are based on reasons that are constitutionally or statutorily prohibited, such as the faculty member’s age, gender, race, national origin, religion, or condition of disability.
  - iv. Decisions that are the result of the exercise by the faculty member of a constitutionally protected right, such as the right to free speech or peaceable assembly.
  - v. Decisions that were made after failure to comply with the proper procedures as set forth in this section. The faculty member must show that such error was a contributing factor to the decision.
- e. If an appeal to the Faculty Hearing Committee is lodged, then the burden of proof in Section (d) (i) shall be on the university, and for those in Sections (d) (ii) through (d) (v), the burden of proof shall be on the faculty member.
  - f. If the faculty member does not file an appeal within the time period stated above, the termination shall be effective as set forth in the notice from the president.

5. Hearing Procedure before the Faculty Hearing Committee

- a. Not later than five business days after receipt of the appeal, the president shall notify the provost, in writing, of the appeal. Not later than ten business days after receiving the notice, the provost shall then convene the Faculty Hearing Committee to consider the appeal.
- b. 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 they are entitled.
- c. At the request of the faculty member the termination proceedings provided for herein may be terminated at any time after the appeal has been filed. Similarly, the administration may drop the proceedings at any stage.
- d. Suspension of the faculty member from normal duties or reassignment to other duties during the termination proceedings will occur only if an emergency exists that threatens harm to the individual, to others, or to the university. Determination of an emergency shall be made by the president. Such suspensions shall be with pay.
- e. The committee shall proceed by considering, before the time of the hearing, the statement of grounds for termination already formulated and the faculty member’s written response.
- f. In addition to the members of the committee, only the person requesting the hearing and their representative, the chief executive officer of the campus and/or their designee, and witnesses called by the committee are permitted to attend the hearing.



must provide written notice to the president of the appeal not later than five business days after the date of the president's decision.

- b. In such event, the president shall transmit to the Board of Trustees the full report of the hearing committee and state the president's reasons for the termination and their decision.
- c. The review by the Board of Trustees shall be based on the record of ate eci4Td [(r)-6.3



given. If the termination is due to misconduct, the faculty member's salary shall cease upon the notice of termination from the provost. If the faculty member prevails and the decision of the president is not to terminate the faculty member, such person shall be reinstated with pay.

**XI. Procedures for Faculty Grievances and Appeals**

The procedures set forth in this section shall govern all types of faculty grievances or appeals other than those dealing with (a) the termination of tenured faculty members under Chapter 3, Section X, C; (b) the non-renewal of appointment or termination of faculty members with more than seven years of continuous service under Chapter 3, Section X, D; or (c) sexual harassment complaints. Procedures for each of those matters are set forth in other sections of this *Faculty Handbook*.

The procedure established by this section for faculty grievance and appeals is as follows:

1. A faculty member (hereinafter a "grievant") having a grievance or appeal to be submitted to the Faculty Grievance Panel, the Academic Freedom Committee, or the tenure and promotion appeal committee should first ensure that an attempt has been made to resolve the dispute through the administrative process. The grievant should first schedule a conference with their immediate supervisor as soon as possible after the alleged violation or grievance has occurred. Should the dispute remain unresolved, the grievant must pursue a satisfactory resolution with each of their line supervisors up through the office of the provost. This administrative process should take no longer than twenty working days. The grievant may initiate a formal grievance action or appeal only after these administrative remedies have been exhausted. (See procedures governing sexual harassment complaints.)

2. The time to file a grievance or appeal under this section shall be not later than thirty days after the conclusion of the administrative process. While grievances and appeals may be filed at any time, the review committees will only meet in the fall and spring semesters.

Notwithstanding the time period set forth, however, if other provisions of this *Faculty Handbook* set forth a specific deadline, then that deadline shall apply.

Failure to file a grievance or appeal in a timely manner shall result in the dismissal of the grievance or appeal.

3. The grievant will submit to the university president a written statement, within the deadlines stated above, that will include the factual basis for the complaint, the individual(s) against whom the grievance is lodged, a reference to the provision of the *Faculty Handbook* that gives the committee jurisdiction, a reference to the university policies and procedures involved, and a statement of the relief sought. Specific references to provisions of this



## **CHAPTER FOUR: FACULTY RESPONSIBILITIES AND OPPORTUNITIES**

Faculty are expected to use pedagogies that engage and support students in rigorous learning experiences. Faculty are encouraged to explore innovative techniques and participate in a process of continuous improvement illustrated by such things as professional development activities, the infusion of currency from research in the discipline, and the development of new courses and materials. Results from student evaluations should stimulate reflection about a faculty member's effectiveness in promoting learning. Data generated from assessment processes should be used to inform decisions that will improve the curriculum and its delivery.

Faculty should be available to students on a regular basis, and office hours (including virtual office hours) must be clearly communicated to students. Faculty must adhere to all university policies and distribute course syllabi that follow requirements posted on the Academic Affairs website.

Other attributes considered essential for effective teaching include:

- Clearly articulated course outcomes
- Alignment of materials, assignments, and assessments to the course objectives
- Class sessions and assignments designed to enhance the learning of stated course outcomes
- Timely, regular, and relevant feedback to students on assignments/assessments

### **I. Faculty Annual Self Evaluation and Planning Report(s)**

At the beginning of each calendar year, every faculty member will submit to the department chair a report summarizing professional accomplishments for the past calendar year. In addition, each faculty member will submit to the department chair a report that details their goals for the coming year. Following review of the goals by the department chair, a copy of the report will be forwarded to the dean. These goals



Every effort should be made to ensure that for those receiving mid-term grades, such reports reflect a student's

**IX. Academic Advising**

UCA

obligation to support these efforts by serving as advisors, sponsors, and chaperones. Additional information about these activities is available from the Division of Student Services.

Other specific occasions require faculty involvement.

pend reatipo20t here e me to thepreauste.e e7e .





plan participation of less than four years. Service from day one through year two is 25% vested, completion of year two through year three is 50%, completion of year three through year four is 75%, and service after four completed years is 100% vested. Employee contributions are immediately vested to the employee.

#### Supplemental Retirement Accounts (SRA)

The university, through vendors, offers all employees the opportunity to participate in supplemental retirement plans. The plans receive no contributions from the university. Employee contributions are made on a pre-tax basis. For current SRA vendors, contact Human Resources.

#### Benefits-Eligible Retirement

Pursuant to UCA Board Policy 516.

#### **D. Phased Retirement**

Pursuant to UCA Board Policy 528.

#### **E. Fee Remission**

Pursuant to UCA Board Policy 623.

### **V. Use of University Facilities and Services**

#### **A. Check Cashing**

If funds are available, the business office will cash a faculty member's personal check. The business office may limit the amount for which the check is written. Automated teller machines are available in the Student Center for personal banking needs.

#### **B. Wellness Services**

##### Employee Assistance Program (EAP)

The Employee Assistance Program (EAP) provides short-term counseling and mental health support for benefits-eligible employees, as well as their spouses and dependents. Services are confidential and there is no cost to the faculty member or family members for utilizing EAP. EAP can help with any of the following: anxiety, depression, stress management, anger management, support for caregivers, grief/bereavement, individual life skills training, life/career coaching, personal/emotional concerns, referral/resources assistance, relationships, substance abuse, wellness training, and work-related issues.

In-person visits are available in Conway or Little Rock. Phone and virtual sessions are also available. To schedule an appointment, call 501-686-2588. UAMS is the contracted provider of EAP services for UCA faculty and staff. Visit the Arkansas Employee Assistance Program website from the University of Arkansas for Medical Sciences for additional information.

##### BeWell: UCA's Employee Well-Being and Health Promotion Program

BeWell supports the holistic well-being of faculty and staff members by offering a comprehensive suite of health-promoting programming and resources to support all dimensions of work-life wellness. Additionally, benefits-eligible employees and retirees enrolled in UCA's health insurance can voluntarily complete activities to qualify for a discount on health insurance premiums and earn BearBucks. The annual BeWell cycle is Nov. 1 to Oct. 31. All participation components for financial incentives must be



1. UCA's counseling center can provide referrals for those with alcohol and other drug problems.
2. The health resource center provides information on alcohol/drug awareness programming.
3. The Office of Human Resources provides information on services available through UCA's group health insurance program.

## **VI. Vacation**

Vacation periods are not provided for faculty on nine-month appointments except for institutionally determined holidays and periods when the university is not in session. The university observes the following holidays: Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the subsequent Friday upon decree of the Governor of the State of Arkansas, and the Christmas season.

Faculty and administration on 12-month appointments will arrange vacation periods with their immediate supervisor consistent with the obligations of their office. Written requests and approval are required for all vacation periods, and the immediate supervisor maintains a record of vacation days taken.

Vacation time for 12-



**B. Retirement**

Deductions are made from the salaries of employees who are members of either the Arkansas Teacher Retirement System or TIAA. In either case, the university also makes contributions on behalf of the faculty member.

**C. Social Security**

Deductions are made from the salaries of employees for social security contributions. The university also makes matching contributions on behalf of the faculty member.

**D. Group Insurance**

Although the university covers part of the premiums for dental and medical insurance, deductions for those faculty members are made to cover any additional costs.

For those faculty members who elect to carry life insurance in addition to that provided by the university, deductions are made from the salary of the employee.

**E. Tax-Sheltered Annuities**

Deductions are made from the checks of participants of tax-deferred annuity plans. Further information can be obtained from the assistant vice president for human resources.

**F. Contributions to the University of Central Arkansas Foundation, Inc.**

Payroll deductions are permitted for contributions to the University of Central Arkansas Foundation, Inc., when authorized by university employees.

**G. Cafeteria Plan**

Pre-tax deductions will be made as designated by the employee in accordance with Section 125 of the Internal Revenue Code. Information may be obtained at the Office of Human Resources.



When possible, advance notification of a forthcoming absence is expected, and the faculty member should arrange for appropriate alternative activities for class instruction.

**B. On-the-Job Injuries**

When a university employee is injured while working, the accident should be reported immediately to the supervisor and the Office of Human Resources. The Office of Human Resources should be contacted to complete the necessary forms within 24 hours of the injury. Faculty injured while working may be eligible for workers compensation from the Public Employees' Compensation Act (PECA), 5 U.S.C. § 8101-8111 (a)-(j), 5 CFR § 801.101-801.102 (a)-(f), and 5 CFR § 801.103-801.104 (a)-(d).



## **CHAPTER SEVEN: UNIVERSITY STANDING COUNCILS AND COMMITTEES AFFECTING FACULTY**

This list is not comprehensive. Additional university standing councils and committees may also be found on the UCA University Committees website. In addition to the university administrative structure, the Faculty Senate, the Staff Senate, the Student Government Association, and other university councils and committees play a significant role in the governance and management of the activities of the institution.

The administration, the senate, and the Student Government Association (SGA) may each appoint committees to address issues of special concern to those groups. In the case of administratively appointed committees, reports and recommendations are made to the administrator responsible for creating the committee and determining its function. The senate committees report to that body, which in turn may make recommendations to the president, the provost, other appropriate administrative officers, or to an appropriate university standing council or committee. SGA committees report to the SGA. SGA recommendations are made to the president or the vice president for student services and institutional diversity.

University standing councils and committees and their purposes are determined jointly by the president and the faculty. These groups provide advice and counsel, serve as appellate panels, and propose policies and procedures that affect the entire university. Standing councils and committees report to the appropriate administrator. Appointment of faculty members to these groups is made by the senate acting as the committee on committees, unless their selection process is specified.

Acting as the committee on committees, the senate:

Makes a continuous study of all standing committees except the Council of Vice Presidents and the Council of Deans and recommends that committees be restructured, combined, eliminated, or created as changing conditions of the university may dictate, with the approval of the university president. Guidelines for approval of new faculty committees and revision of existing committees reside on the Faculty Senate website.

Appoints, subject to the approval of the president or the president's representative, faculty members of all university committees unless the selection process is specified. Membership to any committee will include one or more individuals from offices or departments that deal directly with the area of concern of that committee. Consent of all appointees is required before the appointment is official.

Studies the distribution of committee memberships and makes any changes it deems advisable.

Publishes a complete list of committees and memberships for distribution to the faculty and administrative offices each fall.

### **I. Reporting to the President**

#### **A. Academic Freedom Committee**

1. Charge: To hear grievances in the area of academic freedom.
2. Procedure: The operating procedures of the committee are set forth in Section XVII of Chapter Three.
3. Membership: Two full-time continuing faculty members from each college tenure and promotion committee selected at random by the senate Executive Committee under the supervision of the provost. The committee will elect its own chair, who shall be non-voting. The provost will organize the committee at the appropriate time whenever a grievance is filed alleging academic freedom has been violated or infringed.
- 4.

5. Reports to: President

**B. Distinguished Faculty Emeritus/Emerita Committee**

1. Charge:

- a. The committee evaluates recommendations for distinguished emeritus/emera status within the guidelines established by the Board of Trustees.

panel shall not substitute its judgment for that of the recommending person or persons.

3. Membership:

The panel pool will consist of two faculty members elected from each academic college with at least one holding the rank of Assistant Professor or above and one faculty member who is not affiliated with any of the university's academic colleges, elected for staggered two-year terms. -

president of the senate, who will serve as chair; and (iii) one tenured faculty member, senior lecturer, or senior clinical/laboratory instructor from each academic college of the university selected by the full-time continuing faculty from such college to serve for a three-year term; and (iv) one tenured faculty member, senior lecturer, or senior clinical/laboratory instructor who is not affiliated with any of the university's academic colleges, to serve for a three-year term, selected by the full-time continuing unaffiliated faculty members. No more than three members can be non-tenured. The current president of the senate, the vice president for finance and administration, the associate vice president for human resources and risk management, and the general counsel of the university shall also be members of the Faculty Handbook Committee but shall not have a vote.

3. Meetings: Weekly during the academic year
4. Reports to: President

**E. Faculty Hearing Committee**

1. Charge: To hear any matter covered under this *Faculty Handbook* which is referred to the Faculty Hearing Committee.
2. Procedure: The procedure is set forth in this *Faculty Handbook* under Chapter 3.
3. Membership: The committee shall consist of seven tenured faculty members. The members of the committee shall be randomly selected by the Faculty Senate Executive Committee, under the supervision of the provost, from a pool of tenured faculty, excluding members of the same department as the faculty member making the appeal. One faculty member shall be chosen from each academic college and one faculty member who is unaffiliated with the academic colleges will be chosen. The committee shall elect its own chair, who retains a vote.
4. In the case of an appeal alleging race, age, gender, national origin, or disability discrimination, the chair of the Diversity Advisory Committee will sit on the committee as a non-voting *ex officio* member.
5. Meetings: ~~On 6/27/2019~~ 06.006npealo2 (l) (t)-13. 2g(-)-1.1 ( ex)-8 (c)-8 (l)

**II. Reporting to the Provost**

**A. Academic Assessment Committee**

1. Charge:

:



2. Membership: One faculty member from each academic college and one faculty member unaffiliated with the academic colleges to be appointed by the senate to serve three-year terms. The provost or their designee to serve in an *ex officio*, non-voting capacity. A representative from the office of institutional research will serve in an *ex officio*, non-voting capacity. The committee chair is elected by the committee.
3. Meetings: On call
4. Reports to: Provost

**F. Global Learning Advisory Committee**

1. Charge: To work with the Center for Global Learning and Engagement to

2. Membership:

- a. Department chairs are appointed by the senate, one from each of the academic colleges. No other department chair may serve on the council.
- b.



- a. The research compliance officer serves as the IRB administrator, a non-voting member.
- b. The following 12 voting members serving five-year staggered terms:
  - (1) One faculty member from each of the academic colleges, of whom at least three regularly conduct or supervise research involving human participants.
  - (2) Two at-large faculty members who regularly conduct or supervise research involving human participants.

To fill a vacancy in any of the faculty positions, the research compliance officer will solicit nominations from the dean of the appropriate academic college. The dean will submit the names of two nominees to the research compliance officer. The research compliance officer will forward the two nominees to the provost for final selection and appointment.

- (3) Two non-scientific members shall be appointed by the provost with recommendations mad-8.nalvr.4 (e5 14(i)3.1 (e0.182 Tw5s)-8 ( )-113

**K. Library Committee**

1. Charge: Faculty members of the Library Committee advise the director of the library on matters of general library policy. Student members advise the committee on any library matters that are of particular concern to the student body. Members' reports to colleagues in the respective colleges serve to maintain a flow of ideas and opinions between the faculty and the library staff. They advise on the allocation of funds to alleviate deficiencies in the specific subject areas.
2. Membership: The committee consists of the director of the library, who will serve as chair, one undergraduate student appointed by the SGA, one graduate student appointed by the dean of the graduate school, and one tenured faculty member from each academic college and one tenured faculty member who is not affiliated with any of the academic colleges appointed by the senate to serve staggered three-year terms. The Library Committee will select one of its members to serve as secretary.
3. Meetings: On call
4. Reports to: Provost

**L. Public Service Award Committee**

1. Charge: To determine the faculty member who will be the award recipient for outstanding public service activities as this service relates to the individual's position as a member of the university faculty.
2. Membership: One faculty member from each academic college elected to rotating three-year terms by the colleges and one faculty member who is unaffiliated with the academic colleges. Award recipients will serve two-year terms, the second year as chair, beginning the year after receipt of the award. In Memorandum 021.14.002.t3.0.000Mems







- I. The associate provost as designated by the provost, university director of assessment, director of the library,



## APPENDIX OF ABBREVIATIONS

ALA: American Library Association  
APERS: Arkansas Public Employees Retirement System  
ATRS: Arkansas Teacher Retirement System  
AVID: Academic Vitality, Integrity, and Diversity  
COBRA: Continuation of Group Health and Dental Insurance  
DPAC: Department Personnel Advisory Committee  
DTPC: Department Tenure and Promotion Committee  
IRB: Institutional Review Board  
PEC: Professional Education Council  
SCE: Student Course Evaluations  
SGA: Student Government Association  
SRA: Supplemental Retirement Accounts  
TIAA: Teachers Insurance & Annuity Associations

**Executive Vice President and Provost**  
**University of Central Arkansas**  
**Wingo Hall, Suite 213**  
**201 Donaghey Avenue**  
**Conway, AR 72035**  
**Phone: (501) 450-3126 | Fax: (501) 450-5066**  
**[uca.edu/academicaffairs/](http://uca.edu/academicaffairs/)**