

SOUTHERN ARKANSAS UNIVERSITY TECH
FACULTY MANUAL
2023-2024



Dear College Faculty,

This Faculty Policy and Procedure Manual is SAU Tech's official guide for all members of the faculty. We will endeavor to make necessary corrections as policies and procedures change. Provisions are subject to change by the Board of Trustees and the College Executive Committee.

Please read this manual carefully. You are expected to conduct your professional responsibilities in accordance with the policies and procedures outlined in this manual. Suggestions for change in the future in any area should be made through your department leaders or the Faculty Senate.

Our intent at SAU Tech is to work in an atmosphere of mutual respect and cooperation. This manual serves as a guide for the faculty and administration.

Individual supervisors are not empowered to grant exceptions or to set aside applicable federal and/or state laws or institutional policy.

Sincerely,

Gaye Manning
Interim Chancellor

Equal Employment Opportunity/Affirmative Action Policy Statement

The policy of Southern Arkansas University Tech is to comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. The College will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, pregnancy, disability, sexual orientation, unfavorable discharge from the military, status as a disabled veteran or a veteran of the Vietnam era. Discrimination is prohibited by Title VI and Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, and Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, including all subsequent amendments and administrative regulations adopted thereunder by the Department of Education. This nondiscrimination policy applies to admissions, employment, access to and treatment in the various programs and activities of the College.

**SOUTHERN ARKANSAS UNIVERSITY TECH
FACULTY POLICY AND PROCEDURE MANUAL**

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COLLEGE HISTORY

SAU Tech is a two-year public college that is part of the Southern Arkansas University System. The College began in 1968 and today has an average enrollment of over 1,800 students. SAU Tech offers NJCAA men's and women's basketball, softball, and baseball, and provides students with housing options and full student life. Cheerleading, the Tech Scholars Program, and the Tech Choir are all options for SAU Tech's students. SAU Tech employs around 160 staff and faculty and is located inside Highland Industrial Park in East Camden, Arkansas. SAU Tech operates under the governance of the Board of Trustees of the Southern Arkansas University System located in Magnolia, Arkansas. The chancellor of SAU Tech reports to Dr. Trey Berry, President of the Southern Arkansas University System. Dr. Berry is advised by a governor appointed board of trustees.

COLLEGE VISION

Southern Arkansas University Tech will be the preferred choice for quality education and training in the communities it serves.

COLLEGE VALUES

Students – supporting a diverse group of scholars that demonstrate success in educational pursuits.

Academics – delivering exceptional educational programs that prepare students for careers or further education.

Unity – working together with each other, our students, and our stakeholders to achieve the goals of SAU Tech.

Trust – acknowledging the trust and confidence placed in us by the communities we serve.

Respect – fostering an atmosphere of acceptance and understanding of each individual.

Openness – demonstrating transparency in all that we do as a college and as a part of our community.

Communication – appreciating shared dialogue between the college and all of our stakeholders.

Knowledge – commending the knowledge we gain from each other and the knowledge delivered within our various academic programs.

Excellence – encouraging individual and group achievement in all of our endeavors as a learning community.

Teamwork – collaborating with all sectors of the college to achieve our mission.

Service – promoting an environment of active involvement within the college and the community.

COLLEGE MISSION STATEMENT

Southern Arkansas University Tech is a comprehensive community college that meets educational, training, and cultural needs of the communities it serves.

INSTITUTIONAL GOALS

Goal #1: Student Success – To provide every student the opportunity to acquire knowledge and skills through relevant, high-quality instruction, programs, and services.

1. Advance student achievement through relevant academic and student support services.
2. Continue to enhance the College's assessment of student learning model to improve student success.
3. Develop, evaluate, and improve services to respond to the needs of student through a variety of activities and cultural events.
4. Facilitate the transition of students from the College, either to other higher learning institutions or into the workforce.

5. Continue the development of a comprehensive institutional effectiveness program and quality academic programs by maintaining accreditation through AQIP.

Goal #2: Access to Higher Education – To increase the College’s core enrollment.

1. Examine and develop programs that are relevant to student needs and economic growth through the implementation of the Core Growth Enrollment Plan.
2. Strengthen partnerships with public schools to enhance the high school concurrent credit program.
3. Facilitate the transition of students into the College.
4. Develop strategies to address affordability and reduce financial burdens for students.
5. Continue to develop partnerships to support literacy to better prepare students to be successful in college.

Goal #3: Resource development, Institutional Effectiveness, and Accountability – To seek financial, physical, and human resources and efficiently manage these resources through transparency and accountability.

1. Develop and maintain a workforce of quality, diverse faculty and staff who can provide adequate support for students’ at all educational levels.
2. Seek, examine, and evaluate revenue sources and provide responsible stewardship for the effective management of the College’s resources.
3. Assess and identify the need for additional facilities (on and off campus), the necessity for existing facilities improvement, and the need for grounds beautification and maintenance.
4. Through evaluation of the College’s internal controls and compliance with federal and state regulations, develop processes to systematically identify and manage potential and perceived risks involved in all college programs and events.

Goal #4: Partnerships, collaborative efforts, and Workforce and Economic Development – To develop partnerships to provide continuing education, community services, and workforce training to address the economic development needs of the College’s constituencies.

1. Become a significant contributor toward economic development and workforce development in the region.
2. Expand community service and education through outreach programs and cultural activities.

POLICIES AND PROCEDURES FOR FACULTY

Unless otherwise indicated, the term **faculty** or faculty member as used in this Faculty Policy and Procedures Manual includes the following personnel as defined below:

Faculty Member: A faculty member is a person whose **primary responsibility** is to teach with a minimum of fifteen (15) credit hours per semester.

Adjunct Instructor: Part-time faculty hired to teach a specific course in order to meet a temporary institution need.

Intellectual Property Rights: Please see appendix at the end of the manual.

COLLEGE POLICIES AND PROCEDURES

The Office of Human Resources will ensure that all faculty members have copies of the **Employee Policy and Procedures Manual** and the **Faculty Policy and Procedures Manual**.

The faculty members are responsible for understanding and for honoring College policies, procedures, and official information. Questions regarding administrative or instructional policies and procedures should be directed to the Vice Chancellor for Academics & Planning.

Faculty Responsibilities

Duties of Faculty Members

Faculty members are expected to know and to foster the purpose and objectives of the College by carrying out the following responsibilities.

1. During the first week of each semester, inform students of course requirements, testing, assignments and grading practices.
2. Teach courses assigned by the Vice Chancellor for Academics & Planning and/or the Associate Vice Chancellor for Instruction.
3. Meet all assigned class periods unless excused by the Associate Vice Chancellor for Instruction.
 - a. Post a semester matrix outside office door no later than the first day of class and include the following:
 - Class times (including online courses); and
 - Student hours. (*Note: These should be at times that are convenient for students and in no less than 30-minute increments.*)
4. Follow procedures related to the Registrar's Office. Submit mid-term and final grades by the deadline.
5. Compile, administer, and grade examinations and assigned coursework in a timely manner and within the provision stated in the course syllabus.
6. Serve as a faculty mentor to students.
7. Keep students informed of their academic progress.
8. Counsel with students regarding frequent absences, failures, or necessary make-up work. Intervene early and do not wait for students to come to you out for help. Be proactive.
9. Fully utilize Mission Control Center (MCC) as specified. This includes but is not limited to flags, kudos, progress surveys and referrals.
10. Fully participate in assessment activities at all levels as directed by Assessment Coordinator.
11. Participate in program review process.
12. Participate in campus activities such as orientation, convocation, in-service sessions, meetings, and called meetings.
13. Keep syllabi current. Copy and revise syllabi in assigned courses for the upcoming semester as a part of faculty end-of-semester responsibilities by specified deadline.
14. Devote a minimum of forty (40) hours per week to professional responsibilities including:
 - a. Ten (10) posted student hours per week.
 - b. Prepare and submit, to supervisor, the Employee Work Schedule form for required hours to be on campus as follows:
 - i. 24 hours per week for 9-month instructors;
 - ii. 32 hours per week for 11-month instructors; and
 - iii. 40 hours per week for 12-month instructors.
15. Actively participate in all committee assignments.
16. Encourage student use of support services.
17. Submit courses for Quality Matters review as requested by the Center for Online Learning. Make required course amendments within the time allowed.
18. Promote college programs and curricula.
19. Keep professional skills current by participating in general and discipline-specific

professional development.

20. Keep curriculum vitae or resume current and on file with the Vice Chancellor for Academics & Planning.
21. Review the college catalog and website and suggest revisions.
22. Follow approved procedure for textbook adoptions and requisition.
23. Substitute for colleagues when necessary.
24. Cooperate with evaluation procedures.
25. Sponsor or assist in sponsoring student organizations and activities.
26. Participate in college marketing and recruiting activities.
27. Perform other duties as assigned by the Associate Vice Chancellor for Instruction and/or Vice Chancellor for Academics and Planning.

CONTRACT EMPLOYMENT

The College operates under the doctrine of employment at will, and each employee or the College may end the employment relationship without reason or cause at any time. This doctrine may be modified for individuals under contract for a specific term.

A contract for employment with the college creates a property interest in the position only for the period of time stated in the contract. Such a contract creates no property interest of any kind beyond the period stated in the contract.

No employee other than the Chancellor or specifically designated representative has any authority to make oral representations or agreements for employment for any specified length of time or to make any other agreement or representation regarding employment.

HIRING OF FULL-TIME FACULTY

A Personnel Requisition is to be completed by the Vice Chancellor for Academics & Planning or Associate Vice-Chancellor for Instruction. The requisition is then forwarded to the Human Resources Office for review for compliance with equal employment opportunity regulations and general accuracy. The Chancellor then approves or rejects the requisition. If approved, the Human Resources Office prepares a position announcement and submits to appropriate publications.

External searches will be conducted for a minimum of thirty (30) days.

A screening committee is appointed by the Human Resources Director. The hiring supervisor will select the "teach" topic for the selected interviewees. The personal interview will begin with the candidate presenting the assigned topic or topics. Following the "teach," the committee will ask the candidates the standard interview questions and the job specific interview questions that have been agreed upon.

After all candidates are interviewed, the committee discusses the merits of each and makes a recommendation. The committee recommendation is submitted, by the Human Resources Director, to the Chancellor for approval.

If approved by the Chancellor, the Human Resources Director, working with the Vice Chancellor for Academics & Planning will establish the salary that will be offered. The Human Resources Director will make the contract offer to the successful candidate.

The contract must be signed and returned to the Human Resources Office by the specified date.

No new full-time employee is to begin work prior to the completion of this process. Violations of this procedure are grounds for severe disciplinary action. Exceptions to the above procedure may occur in emergency situations caused by unexpected circumstances where emergency employment is required. **All** exceptions must have prior approval of the Chancellor.

TEACHING LOADS

FACULTY LOAD AND OVERLOAD

- A full load will consist of 15 hours meeting the minimum standard enrollment for courses. Refer to the Enrollment Standards section for definition for minimum standard enrollment.
- The Associate Vice Chancellor for Instruction will consult with faculty during the creation of the class schedule to determine which courses will make up their 15 hour load and which, if any, will make up their overload.
- The administration reserves the right to make final course assignments that will make up the 15 hour load.
- Courses will be assigned to the faculty members load based on enrollment with higher enrollment courses assigned first.
- The administration reserves the right to deny assignment of overload hours.
- Overload courses not meeting minimum enrollment will be paid proportionally.
- If the average minimum enrollment standard for the 15 hour load is not met, the faculty member may be assigned an additional course or other non-instructional duties without compensation.

TEACHING OVERLOAD COMPENSATION FOR FACULTY

The salary for teaching an overload course will be \$550 per credit hour.

Faculty should be limited to two overload courses per semester. Additional overload courses and/or adjustment of overload compensation will be considered if it is initiated by the Vice Chancellor for Academics & Planning and receives the prior approval of the Chancellor.

A laboratory associated with a lecture course of more than three hours will be considered as a single overload course. Salary for one-credit hour science laboratories will be 1:1 per credit hour pay.

When an overload class does not reach the required standard enrollment level, instructors will be compensated at a rate proportional to the enrollment.

Independent Study compensation will be \$200 per student per course. Course sections with enrollment of one to three students will be compensated based on the independent study salary.

The salary for providing supervision for student teachers/practicum students will be calculated at \$200 per student in addition to the credit hour overload. Faculty will only receive supervision pay for

student teachers/practicum students if the supervision course is an overload.

STACKING OF COURSES

Stacking of courses is defined as an instructor teaching a classroom section and online section of a course in the same semester and being counted as one course when calculating the instructor's load for the semester. Calculation of overload for stacked courses follows the same guidelines as individual courses. Course stacking is done upon request of the instructor during preparation of the class schedule.

STAFF TEACHING COURSES

The salary for staff teaching a course will be \$550 per credit hour. When a class does not reach the required standard enrollment level, instructors will be compensated at a rate proportional to the enrollment.

The immediate supervisor of the employee must be consulted prior to any discussion with the employee concerning a possible teaching assignment.

Staff should not teach more than two courses in a semester. Exception to this policy requires prior approval of the employee's immediate supervisor, the employee's vice chancellor, the Vice Chancellor for Academics & Planning, and the Chancellor.

Prior to the appointment of a staff member to teach, the employee's vice chancellor must approve the appointment and Payroll Office must be contacted to insure that such appointment will not violate salary or duty assignment regulations of the Arkansas Division Department of Higher Education and/or the Fair Labor Standards Act.

COMPENSATION FOR TEACHING WEB-BASED, ONLINE CLASSES

Compensation for online overload courses will follow the *TEACHING OVERLOAD COMPENSATION FOR FACULTY* policy and *STAFF TEACHING COURSES*. Online course development and course revisions are considered part of faculty standard duties and are non-compensable.

Online courses are considered full at 25 students and will be split into two sections and/or calculated as an additional section with the 26th student enrollment.

ENROLLMENT STANDARDS

The minimum class enrollments for courses will be:

General Education	10
Business	10
Teacher Education	10
Technical Education	8
Allied Health	6

Any exception to the minimum class size must be requested by the department faculty and

approved by the Vice Chancellor for Academics & Planning.

EMPLOYMENT OF PART-TIME/ADJUNCT AND TEMPORARY FACULTY

Southern Arkansas University Tech may employ adjunct instructors for temporary appointments on a part-time or temporary basis to teach courses due to faculty shortages and/or emerging needs. Adjunct instructors will not normally teach more than ten (10) credit hours during any term.

The salary for teaching as an adjunct instructor (classroom and online) will be \$550 per credit hour. Salary for one-credit hour laboratories will be 1:1 per credit hour pay.

An adjunct instructor supervising nursing clinical will be paid \$4500.

When classes (classroom and online) do not reach the required standard enrollment levels, adjunct instructors will be compensated at a rate proportional to the enrollment.

The Vice Chancellor for Academics & Planning reserves the right to cancel classes due to low enrollment.

The College reserves the right to pro-rate the salary of adjunct instructors should the instructor not meet with the students the required class time.

The following provisions shall apply:

- A Notification of Teaching Assignment form is issued by the Vice Chancellor for Academics & Planning. The assignment is complete upon receipt of the signed document from the adjunct instructor.
- Adjunct faculty are non-benefit eligible positions. SAU Tech pays only the mandatory employee contributions.
- When employed more than half-time for an extended period, the individual may be placed in a benefits eligible instructor slot on a 50%, 75% or 100% appointment.
- Privileges normally extended:
 - College ID card;
 - Admission to College activities;
 - Library use;
 - Parking permit; and
 - Inclusion in commencement.
- Privileges normally excluded:
 - Assigned office; and
 - Catalog recognition.

Prior to employment, the Vice Chancellor for Academics & Planning sends a Faculty Credentials Form, Data Maintenance Form and Instructor Data Maintenance Form. These forms are completed and returned to the Vice Chancellor for Academics & Planning. Additional information requested includes official college transcript(s) of the highest degree attained and current resume along with other data necessary for internal and external data reporting.

Exceptions to this policy may be made by the Vice Chancellor for Academics & Planning upon approval of the Chancellor.

COMPENSATION FOR TEACHING SUMMER TERM(S)

Summer term course offerings are based on student demand for specific courses and the prospect of sufficient enrollment; therefore, summer employment for any faculty member is not guaranteed. The Vice Chancellor for Instruction works with advisors to determine program needs. Based on this information, summer course offerings are selected and the instructors to teach each course are identified. The Vice Chancellor for Academics & Planning has final authority over the scheduling of classes.

Full-time faculty will be compensated for summer term classes at a rate of 2% of annual contract amount per credit hour. Adjunct instructors (regular and staff) will be compensated at a rate of \$550 per credit hour.

When classes do not reach the required standard enrollment levels, instructors will be compensated at a rate proportional to the enrollment.

The Vice Chancellor for Academics & Planning reserves the right to cancel classes due to low enrollment.

PAYROLL PROCESS FOR ADJUNCT (REGULAR AND STAFF) INSTRUCTORS AND OVERLOADS

Adjunct (Regular and Staff)

1. The Vice Chancellor for Academics & Planning will issue a Notification of Adjunct Teaching Assignment or Notification of Staff Teaching Assignment to each adjunct instructor after census each semester. The form includes information about the course assignment, pay policy, and the amount the faculty member will receive in compensation. The staff teaching assignment form includes the concurrent employment policy. In addition to the regular signatures, the staff member's immediate supervisor and Payroll Manager are required to sign the form.
2. The adjunct faculty signs the Notification of Teaching Assignment and returns the form to the Vice Chancellor for Academics & Planning. A copy of the Notification of Teaching Assignment is forwarded to the Payroll Office. Upon receipt in the Payroll Office, the Payroll Benefits Manager will request any necessary paperwork from the faculty member and address any concurrent employment issues (for staff adjuncts).
3. A payroll requisition is prepared for each teaching agreement. The requisition and teaching agreements are forwarded to the Payroll Office.

Full-time Faculty Overload

1. After receipt of census enrollment numbers, the Vice Chancellor for Academics & Planning will calculate overloads for full-time instructors. A payroll requisition is prepared for each overload course by the administrative specialist for the Vice Chancellor for Academics & Planning.
2. The payroll requisition is forwarded to the Payroll Office.

Payroll Dates:

- Fall Semester: Three pay periods with the first being 10/15 and the last being 12/15.
- Spring Semester: Three pay periods with the first being 03/15 and the last being 05/15.
- Summer I Session: One pay period on 07/15.
- Summer I Extended Session: Two pay periods with the first being 07/15 and the last being 08/15.
- Summer II Session: One pay period on 08/15.

FACULTY EVALUATION - FULL-TIME FACULTY

The evaluation of faculty at SAU Tech serves two purposes: (1) to provide faculty guidance on strategies for teaching improvement and (2) to make personnel decisions on renewal of appointments. The overall evaluation is derived from several sources of information including, but not limited to, student evaluation of instruction, class visitation by the Vice Chancellor for Academics & Planning or designee, assessment data, student success data, professional development and self-evaluation.

Faculty Evaluation Committee

The Faculty Senate may appoint an advisory committee composed of at least one representative from each of the instructional departments. The Faculty Evaluation Committee reviews and, if necessary, recommends revisions to the evaluation instruments, taking into account the purpose of the evaluation and recommendations from administrators, faculty, and students. The committee also reviews and, if necessary, recommends revisions of guidelines and procedures for completing, processing, and reporting evaluations.

Frequency of Evaluation

During the first two years of employment, evaluation will be intensive. Evaluation will consist of student evaluations for every class, classroom visitations at least once each semester, and self-evaluations at least once each year.

After the initial two years, student evaluations will continue for every class. During the third and fourth years, the immediate supervisor of the faculty member will observe the instructor once each year. After the fourth year, faculty will not be observed unless deemed necessary by the faculty member's supervisor. Faculty will continue to submit self-evaluations each year, and the faculty member's immediate supervisor will evaluate faculty based upon student evaluations, self-evaluations, assessment data, student success data, and professional development.

Classroom Visits

Classroom visits will be conducted the faculty member's immediate supervisor. These visits may be unannounced and may or may not be for the entire class period.

The Chancellor may elect to visit classrooms at his or her pleasure.

Student Evaluations

Student evaluations will be conducted in every class for the fall and spring semesters. Institutional Research electronically distributes evaluations to students via email. Results are available to faculty and academic administrators in Brightspace. Reports can be created and distributed to the Chancellor as requested.

Evaluation Procedures

The instructor's immediate supervisor will discuss the results of the instructor's self-evaluation, classroom visitations, assessment data, student success data, and the results of the latest available student evaluation of instruction report with the instructor. Areas of strengths and areas needing improvement are noted. Goals and deadlines for improvement are set if necessary. Differences of opinion should be noted. The completed form is filed with the Vice Chancellor for Academics & Planning.

Alleged Unjust Appraisal Appeals Procedure for Faculty

In the event a faculty member believes that his/her current annual evaluation report is an unjust and/or inaccurate appraisal of his/her professional and academic abilities, he/she may give written notice of appeal to the Vice Chancellor for Academics & Planning within five working days of their evaluation interview.

Upon receiving a written notice from an appealing faculty member, the vice chancellor will obtain a copy of the supervisor's evaluation report and will convene a meeting of the faculty member, the evaluator, and the vice chancellor to review the evaluation. The faculty member will indicate why he/she feels the evaluation is unjust and the evaluator will indicate why he/she made the evaluation.

Within five working days of the meeting, the vice chancellor will respond to the faculty member in writing regarding his/her decision in the matter. If the decision goes against the faculty member, the faculty member may attach a rebuttal statement to the evaluation for inclusion in the vice chancellor's file. If the decision goes against the evaluator, the evaluation will be changed. A copy of the vice chancellor's written decision will be included in the evaluation file.

Evaluation Deadlines

Faculty evaluations will be completed by March 1 whenever possible.

Notification of Non-Reappointment

The Vice Chancellor for Academics & Planning will review recommendations for non-reappointment with the Chancellor. With the concurrence of the Chancellor, instructors not reappointed will be notified in writing by March 1 whenever possible. Such notification will be by registered mail from the Vice Chancellor for Academics & Planning or designee. For Academy faculty, the notification will be from the director.

Reasons for Non-Reappointment

Faculty members who are notified of non-reappointment have ten (10) working days after receiving written notification to file a written appeal to the Vice Chancellor for Academics & Planning for a statement of reasons for non-reappointment. After receiving such request the Vice Chancellor for Academics & Planning will respond in writing within ten (10) working days.

Appeal and Review by Chancellor

Following the receipt of reasons for non-appointment, the instructor has ten (10) working days to appeal to the Chancellor for a review of the non-reappointment. This appeal will be submitted in writing on the Faculty Appeal of Non-Reappointment Form available in the Human Resources Office. The Chancellor will respond in writing within five (5) working days of receipt of the instructor's appeal. The Chancellor's decision will constitute the end of the appeal process.

FACULTY SALARIES

Placement on the Salary Schedule for New Faculty

The faculty salary schedule will state a beginning salary level for each degree category. Salaries for faculty employed in excess of nine months will be prorated on a per month average of the ninth month salary stated on the faculty salary schedule. For placement on the current salary schedule, no more than ten years of full-time teaching experience at other accredited colleges or schools may be counted. Faculty members receive \$350 for each year of such experience. Faculty teaching general education courses, or other non-CTE courses except remedial coursework, must hold a master's degree or higher in the discipline. If an instructor holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, that instructor must have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach or meet the tested experience qualifications as outlined in the Faculty Credentials Policy.

Instructors in CTE programs will normally possess a Bachelor's degree in the discipline being taught. However, in instances in which instructors hold an Associate's degree in the discipline, or a degree outside the assigned discipline, or no degree at all, they may be qualified to teach based on other credentials, qualifications, and/or equivalent tested work experience in the field.

State and/or national industry licensure/certification requirements that are considered essential for practice in the industry and/or credentials established by state or national program accreditation bodies shall be incorporated into the minimum qualifications. (Examples: RN License for Practical Nursing; FAA License for Aviation Maintenance.) Years of work experience directly related to the teaching field that exceeds the published minimum requirements will be evaluated for salary placement. In addition, technical certifications will be considered for salary placement.

Placement on the Salary Schedule upon Completion of Additional Degrees

For faculty members who change from a non-degree or associates degree status to a bachelor's degree, the new salary will be equal to the base salary plus \$1,000 or the entry-level salary for the new range, whichever is greater.

For faculty members who change from a bachelor's degree to a master's degree, the new salary will be equal to the base salary, plus \$2,000 or the entry-level salary for the new range, whichever is greater.

For faculty members who change from a master's degree to a doctorate status, the new salary will be equal to the base salary, plus \$3,000 or the entry-level salary for the new range, whichever is greater.

In order to receive a salary increase under this section, the faculty member must file an approved program of study from a regionally accredited institution of higher education with the Director of Human Resources prior approval for salary purposes before embarking on the program of study.

Additional compensation begins with the next appointment following completion of the degree program. The faculty member must furnish the Director of Human Resources with an official transcript showing degree completion by the appropriate deadline.

Faculty Grant Payment

It is the college's policy to pay faculty overloads to work on grant projects as deemed acceptable and funded by the grantor. The amount each faculty member is paid for an overload is dependent upon the working role and responsibilities that they assume during the grant period and the amount of funding provided by the grantor for faculty work. Faculty members working on grant projects are required to keep separate grant timesheets and documentation of work performed as required by the grantor.

ACADEMIC FREEDOM AND ACADEMIC RESPONSIBILITY

The Academic Freedom, Responsibility, and policies of Southern Arkansas University Tech have been established in accordance with the principles enunciated by the AAUP I 1940, and refined and modified since that time.

Academic Freedom

Institutions of higher education are conducted for the common good. The common good depends upon a free search for truth and its free expression. Hence, it is essential that faculty members are free to pursue scholarly inquiry without undue restriction and to voice and publish their conclusions concerning the significance of evidence that they consider relevant. They must be free from fear that others inside or outside the college community, because their vision may differ, may threaten their professional career or the material benefits accruing from it.

Faculty members are also citizens of the nation, state, and community. When they write or speak as such, they must be free from institutional censorship or discipline. The concept of academic freedom must be accompanied by an equally demanding concept of academic responsibility imposed upon the faculty member.

The administration and faculty of Southern Arkansas University Tech adhere to the generally accepted principle that institutions of higher education exist for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition.

Institutions of higher education are committed to the solution of problems and controversies by the method of rational discussion. Acts of physical force or disruptive acts which interfere with College activities, freedom of movement on the campus, or freedom for students to pursue their studies are the antithesis of academic freedoms and responsibility, as are acts which, in effect, deny freedom of speech, freedom to be heard, and freedom to pursue research of their own choosing to members of the academic community or to invited visitors.

Academic freedom entitles the teacher to full freedom in research and/or artistic expression and in the publication or presentation of the results. But research, publication, or presentation for pecuniary return should be based on an understanding with the authorities of the institution. Academic freedom is the freedom to discuss all relevant matters in the classroom; to explore all avenues of scholarship, research, and creative expression; and to speak or write without institutional discipline or restraint on matters of public concern, as well as, on matters related to professional duties and the functioning of the College. Academic responsibility implies the faithful performance of professional duties and obligations, the recognition of the demands of the scholarly enterprise, and the candor to make it clear that when one is speaking on matters of public interest, one is not speaking for the institution.

Academic Responsibility

The fundamental responsibility of the faculty members as teachers and scholars require

maintenance of competence in their fields of specialization and exhibition of such competence in lectures, discussions, or publications. Faculty members are expected to cover the contents in the approved course syllabus for all courses assigned.

Faculty should be judicious in the use of controversial material or non-relevant material in the classroom and should introduce such material as it relates to the subject field.

Exercise of academic responsibility by faculty members includes recognition that the public may judge his or her profession and his or her institution by his or her statements. He or she should strive, therefore, to be accurate, to show respect for the rights of others who hold opinions different from their own, and to avoid creating the impression that he or she acts or speaks for the college when he or she, in fact, acts or speak for himself/herself.

A proper understanding of his or her responsibilities will prevent faculty members from impairing the usefulness of or lessening respect for the institution of which he or she is a part.

FACULTY SENATE

The SAU Tech Faculty Senate is established as a self-governing organization. Membership in the Faculty Senate is defined by its constitution. The Faculty Senate appoints faculty members to College committees when requested by the administration. The Faculty Senate exists to provide faculty input into institutional decision-making and policy and procedure development. The Faculty Senate President is a member of the Chancellor's Executive Council and is not required to serve on other committees while in office.

FACULTY TRAVEL

Faculty professional development funds are available through the Faculty Senate and the Vice Chancellor for Academics & Planning. Requests for professional development should first be made to the Faculty Senate. Requests that are denied can then be submitted to the Vice Chancellor for Academics & Planning. Requests will be reviewed and granted/denied based on availability of funds and other requests received.

GRIEVANCE PROCEDURE

Refer to the Employee Policy and Procedures Manual.

INSTRUCTIONAL RESPONSIBILITIES

Course Syllabi

SAU Tech uses a standard syllabus template through the use of a syllabus management system. Faculty should review his/her course syllabi each time the course(s) is taught and update the syllabi in the syllabus management system as needed each semester. Students will access their course syllabi via the college's learning management system, D2L Brightspace.

Curriculum Development Procedure

Requests to add or change curricula may be initiated by faculty, students, advisory committees, or individuals or groups in the community. The requests should be made through the appropriate instructional administrator. Faculty members in the discipline prepare a course description and syllabus. If the new course or program is in an occupational area, the appropriate advisory committee must approve the new program or the proposed change. The instructional administrator forwards the request to the Vice Chancellor for Academics & Planning who places the matter on the Curriculum Committee agenda. The discipline faculty members are invited to the meeting to present his/her case. Any faculty member may participate in the deliberations of the committee. The Curriculum Committee reviews and recommends the additions and/or changes. The Vice Chancellor for Academics & Planning forwards all the appropriate requests to the Chancellor and/or Board of Trustees for approval.

Textbook Adoption

Textbooks should be changed only after discipline faculty has made a careful and thorough evaluation. Criteria used in the selection of textbooks should include the following:

1. Concordance with course objectives;
2. Clarity;
3. Inclusion of study guides such as glossary, outlines, and review questions;
4. Illustrations, charts, graphs, and maps;
5. Readability level;
6. Supplementary materials;
7. Availability; and
8. Cost.

Textbook adoptions should be recommended by the discipline faculty following the choice of the majority of the instructors in each discipline. Textbook adoption is binding upon all members of a discipline, and no faculty member may unilaterally change it; however, special provisions may be made for unusual cases through the instructional administrator and vice chancellor. To avoid losses and to enable students to sell their books, new class textbooks should be ordered for a period of not less than two years unless the text proves detrimental to students. Instructors are responsible for submitting textbook requests on the forms provided by the Bookstore by the given deadlines. The Bookstore Manager, to the Vice Chancellor for Academics & Planning, should report a shortage of any texts at the beginning of the semester, at once, and provisions made to obtain copies as soon as possible. Individual instructors may request desk copies of textbooks. The

process for obtaining desk copies varies based on the publisher.

Conflict of Interest

Faculty may not receive financial incentives or otherwise personally benefit from the selection of textbooks and/or instructional materials required for use in SAU Tech courses.

Faculty may not receive royalties from textbooks and/or instructional materials written or prepared by SAU Tech faculty members that are required for use in SAU Tech courses.

Refer to the Employee Policy and Procedures Manual for additional information.

Faculty Office Hours

Full-time instructors are expected to devote no less than forty (40) hours per week to his/her duties.

At least ten (10) hours per week of posted student hours should be scheduled at times convenient to the instructor's students. An instructor teaching an evening class, for instance, should schedule office time for conferences in the evening. Instructors must post, outside their offices, a schedule of his/her class and student hours. Copies of faculty schedules should be given to the appropriate instructional administrator. Student hours should be announced in class. If unable to keep student hours, instructors should leave a note to that effect and indicate when they will return. Up to three (3) hours of virtual student hours may be counted toward the required ten (10) hours if the instructor teaches at least one full credit online course. Scheduled lab hours may not be used as student hours.

Evening Classes

Instructors may expect assignments to teach evening classes. Instructional administrators and the vice chancellor shall make every effort to avoid scheduling an instructor for an 8:00 a.m. class on the day after a late evening class. Evening classes are those, which start at or after 5:00 p.m.

Standards for evening classes are the same as for day classes.

Class Rosters

All rosters are accessed through your CampusConnect account.

- *11th day certification roster. This is your most important roster.* It provides you with the final official enrollment list for your class. You will mark students who have "Never Attended" class at all since the first day. (IT IS EXTREMELY IMPORTANT THAT THE CERTIFICATION ROSTER IS CORRECT REGARDING STUDENTS THAT HAVE ATTENDED OR NOT ATTENDED CLASS PRIOR TO CERTIFICATION DAY!) Do not mark students present who have not physically attended a classroom course.

Note for certification of Online courses: To be officially certified (as present) in an online course a student MUST access the course AND post his/her student biography in the appropriate thread in the discussion board. All courses have a Student Biography thread in

the discussion board. Students are informed of this requirement in several different ways but faculty should also include this requirement in their welcome email to the class. If the student does other work in the course but has not posted his/her biography, he/she should be marked as "Attended" on your certification roster. If a student does not post to the student biography by the 11th day or done any other course work, he/she should be marked as "Never Attended" on the certification roster.

- *Mid-term grades roster.* Mid-term grades are submitted via CampusConnect. If you have lost the CampusConnect login information sent to you prior to certification day you should contact Information Technology. You will receive an email reminder about mid-term grades from the Registrar and/or Office of Academics. Please abide by the deadline for submission of mid-term grades.
- *Final grades roster.* The deadline for submission of final grades is very important. You will receive an email reminder about final grades from the Registrar and/or Office of Academics. Please abide by the deadline for submission of final grades.

Grading Policy

- Grading practices are to be followed as per approved syllabus. Any changes to grading practices or changes to final exam schedules or procedures require approval from the Vice Chancellor for Academics & Planning.
- Incomplete grades: A grade on Incomplete (I) may be issued only when a student has been unable, because of illness or other circumstances beyond his/her control, to finish assigned coursework or exams. In order to receive a grade of "I", a student must have maintained appropriate contact with the instructor regarding their circumstances during the semester. An Incomplete Grade Form must be submitted to the Office of Academics. (Note: The Incomplete Grade Form is available in the MyCollege portal under the Employees tab>Faculty Forms section at the bottom of the screen. You must be logged into the portal to access the form.) Students have until eight (8) weeks into the following semester to complete coursework to change the "I" to a grade. Failure to do so will convert the "I" to an "F". **Note for Online courses:** Incomplete grades for online courses are given only as an extension of two weeks in order to complete coursework. An online student must have completed no less than 70% of the course in order to qualify for an extension. If an extension is granted in an online course the Center for Online Learning must be informed in order to leave the course access open for the student.

Attendance Policy

Federal Title IV Attendance Policy

The Federal Title IV Attendance policy require the student to attend class or make contact with his/her instructor at least once within a 14-day calendar period. When a student has missed several classes (or one class for a one day a week class) or has failed to make contact or complete a course activity for online courses in a seven-day period, the instructor will:

1. Raise an Attendance Concern flag.
2. The alert will be sent to the student's SAUT email account, athletic coach (if applicable),

advisor, instructor and retention coordinator warning the student that if he/she does not attend class (or submit work for an online class) he/she will be dropped.

3. If the student returns to class or makes contact prior to the 14th day, he/she may remain enrolled.

4. Exceptions regarding continued enrollment may be made at the discretion of the instructor as outlined elsewhere in the syllabus attendance policy.

5. If the student fails to attend class or make contact, the instructor will submit an Instructor Drop on the 14th day.

Clarification of Federal Title IV Fourteen-Day Policy

If a student does not attend a course (classroom and online) for 14 consecutive calendar days he/she **must** be dropped for non-attendance.

- Exceptions to the 14-day policy should not be allowed unless unavoidable and documentable like hospitalization. Documentation does not guarantee an exemption.
- Always submit your drops promptly. If you do not, it causes major problems with financial aid and federal reporting.
- The official drop date will be the last date of attendance/last date the student completed an academically related activity in your class. The definition of what constitutes “academically related activities” is listed below. Determining whether or not contact meets this definition is left to the instructor’s discretion.
- Because attendance flags go directly to the student via campus email, the advisors and retention specialist are not required to contact them, although they try to when they can.
- Contacting an advisor does not count as satisfactory contact. Students should contact each instructor. There might be exceptions in cases of extreme illness or circumstances in which contacting each instructor may not be feasible.

For Classroom Courses

- When a student is absent for two consecutive classes (or once for once-a-week courses), send an EAR in which you notify the student that if he/she does not contact you within 14 days, he/she will be dropped.
- When you report last date of attendance, report the last date of satisfactory contact (defined under an academically related activity in the opinion of the instructor) if it is after the last day he/she actually attended. In other words, use the day the 14 days actually began.
- Once satisfactory contact has been made, the 14 days starts over. The instructor should not continue to count contact outside of class for an extended period of time as attendance.

For Online Courses

- Attendance is counted every Monday for the previous week.
- It is not required to have something due during every week of a course for attendance purposes. However, this assists greatly in attendance reporting.
- If a student is caught up on his/her work, count him/her as present.
- If nothing is due during a particular week each student would be present unless

- he/she missed a deadline the previous week and failed to contact you following the attendance flag. In that case, you should count him/her as absent.
- When a student is absent, raise an attendance flag notifying the student that if he/she does not contact you within 14 days of the last date of attendance and/or academically related activity, he/she will be dropped.
- If the student makes satisfactory contact (defined under an academically related activity in the opinion of the instructor) with the instructor or submits work, the 14 days start over.
- The last date of attendance always falls on **Monday**. When you report the last date of attendance, report the last **Monday** that you counted the student present which may or may not be the last day work was submitted.

Academically related activities include, but are not limited to:

- Physically attending a class where there is an opportunity for direct interaction between instructor and students;
- Submitting an academic assignment;
- Taking an exam, completing an interactive tutorial, or participating in computer-assisted instruction;
- Attending a study group that is assigned by the college;
- Participating in an online discussion about academic matters; and
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Academically related activities do not include activities where a student may be present but not academically engaged, such as:

- Living in institutional housing;
- Participating in the college's meal plan;
- Logging into an online class without active participation; or
- Participating in academic counseling or advisement.

Note: If there are any questions regarding how to handle a situation related to the Title IV attendance policy, please contact your immediate supervisor for clarification.

Reporting Attendance

Faculty are **required** to record attendance for all courses in Mission Control Center (MCC).

Classroom course attendance should be kept for all classroom course meetings and recorded in MCC.

Online course attendance is kept weekly and entered into MCC on Monday by noting a student has been present or absent from class activities for the previous week (Monday – Sunday). Do not begin recording official online attendance in MCC until the Monday after certification day. If a student has completed the Student Bio or another academically related activity, certify him/her

as having attended. After roster certification, go back and enter the previous weeks' attendance for all certified students as "present" start on the first Monday after the first day of classes. If the student has not completed the Student Bio or another academically related activity, enter "never attended" on the certification roster. If the student is still showing up in your roster when you enter the previous week's (because POISE hasn't removed them yet) mark him/her as absent. If they have already been removed from your roster, further attendance reporting is not required for that student.

A student (classroom and online) can only be counted as present if he/she performs an academically related activity.

Online students are considered "in attendance" as long as they are meeting course deadlines, even if those deadlines are more than 14 days apart.

Recording of student attendance is extremely important for the college to abide by federal policy guidelines. It will be necessary for the Financial Aid Office to obtain the last date of student attendance from your MCC attendance record.

Makeup of work, when permitted, for classes missed, is at the discretion of the instructor. Students who fail to maintain contact with their instructor regarding absences or fail to make arrangements for missed work or who have excessive absences greater than the number permitted for the course as outlined in the syllabus may be dropped from the class regardless of the fourteen (14) day federal attendance policy.

Release of Grades

Releasing grades in such a manner that students can identify each other's grade (e.g., by social security number, by student initials) is illegal without the written consent of the students. Faculty are required to provide students his/her current grade average, or the means of determining his/her current average, at the request of the student.

Classroom Assignments

Classes should be taught in the rooms assigned. Instructors should contact the Vice Chancellor for Instruction to request a room change, if desired. If the request is approved, the Vice Chancellor for Instruction will prepare and submit a Change in Class Schedule form to the Registrar.

Students with Disabilities

Disability Services is the office that coordinates services for student with disabilities. Should a student need or qualify for course accommodations due to a documented disability, you will receive this information directly from the Disability Services Office. You should not discuss any concerns or course accommodations regarding possible disabilities of a student directly with that student if you have not received information regarding a disability from Office of Disability Services. Contact Disability Services about any concerns.

Student Employees

Instructional administrators may hire student assistants to aid faculty in clerical and other non-professional tasks upon approval of the Vice Chancellor of Academics.

The faculty member has a professional responsibility to use discretion in the types of duties assigned to a student assistant. These duties should never place the student in a position subject to great pressures or one involving performance of professional duties.

Federal work-study students should be assigned only to do the type of work approved by the Financial Aid Officer. No hours beyond those allowed should be assigned.

Medical Emergencies

For a medical emergency, call ext. 4517 for the security officer or via mobile phone at 870.818.6353.

Please give this information:

- Who you are;
- Where you are calling from;
- What the emergency is; and
- What the exact location of the victim is.

Class Guest Speakers

SAU Tech recognizes the inherent right of faculty, staff, and students to speak on campus. Since no institution can be wholly dissociated from the public, this right is also extended to other speakers through established policies and procedures. These policies, found in the Student Handbook, are established so that all speakers are assured that the event will be prepared, scheduled, and conducted in an academic manner.

Students, salesmen, or other persons will not be permitted to make announcements for the purpose of selling.

Speakers and/or other forms of communications which advocate, or would reasonably appear to advocate, the following are prohibited on campus:

- A. Violent overthrow of the government of the United States, the state, or any political subdivision thereof.
- B. Willful destruction or seizure of the institution's buildings or other property.
- C. Forceful disruption or impairment of the institution's regularly scheduled classes or other educational facilities.
- D. Physical harm, coercion, intimidation, or other invasion of lawful rights of the institution's officials, faculty members, or students.
- E. Campus disorder of violent nature not previously listed.

Field Trips

Faculty taking classes on field trips must inform the Vice Chancellor of Academics & Planning and the Vice Chancellor for Student Services of the purpose of the trip, the date, the method of transportation, any associated cost, and the full names of all students attending.

Out-of-Town Classes

Instructors may expect an out-of-town class assignment as part of their teaching load. Compensation for out-of-town travel is set at the current government rate. No other compensation than the previous one is provided if the class forms part of the instructor's load. If an out-of-town class is taught as an extra class assignment, then the full-time instructor receives an additional \$450 per credit hour.

Student Organizations

Faculty members may be asked by the Vice Chancellor for Student Services to assume responsibility in one student organization. Following are regulations pertaining to the operation and supervision of student organizations.

Sponsors and chaperones are directly responsible for student conduct at all types of college functions. All college functions require the presence of at least one faculty member or other professional employee. Serious violations concerning student conduct should be reported to the Vice Chancellor for Student Services at the sponsor's earliest convenience.

The major responsibilities of faculty sponsors include the following:

- A. To familiarize themselves with the organization's constitution.
- B. To give guidance to organizations and activities, which they sponsor.
- C. To plan with the officers of each group any activities scheduled by that group.
- D. To ensure that plans for any activity in question conform to general college policy.
- E. Not to permit students to undertake projects that will consume an undue amount of time. Scholarship standards, workloads, and the health and safety of the student should take precedence over all student activity participation.
- F. To delegate as much responsibility as possible to students but to be sure to identify procedures for fulfilling this responsibility.
- G. To ensure that the material presented is in good taste; this is particularly true for sponsors of plays, assembly programs, and other entertainment. No program should be presented unless the sponsor has full knowledge of its content and manner of presentation.
- H. To be present at all events scheduled by the group, which they advise, and to see that chaperones have been secured, when necessary, and that other faculty members have been invited, if applicable.
- I. To schedule off-campus activities only with the approval of the Vice Chancellor of Student Services. Faculty with questions concerning activities they sponsor should contact the Vice Chancellor of Student Services.
- J. To insure that club events are publicized through the Communications Office and that club members do not deal directly with the news media.

- L. Absolutely no alcoholic beverages are to be present at college-sponsored activities, on or off campus.

Appropriate Use of Hand-held and Wireless Technology

The College is committed to educationally sound uses of technology in the classroom, to providing a secure learning environment, and to preventing disruption of students' and instructors' educational experiences. Each student enrolled in courses in the College has a responsibility to other students and to the instructor to contribute to a courteous, respectful learning environment. This responsibility includes not disrupting instruction or distracting fellow students, maintaining an atmosphere that supports academic integrity, and being committed to learning as required by the Code of Student Conduct. Instructors may prohibit any use of hand-held or wireless technology that disrupts learning opportunities, degrades the learning environment, or promotes academic dishonesty or illegal activities.

Unless otherwise specified by the instructor on the syllabus, the following statement governs the appropriate use of hand-held and wireless technologies in courses in the College:

Students may not use cell phones, pagers, PDAs, or similar communication devices during scheduled course meetings (including class time, laboratories, review sessions, individual instruction, or similar activities) in the College. Such devices must be silenced or turned off and should not be taken out during course meetings. Communication by electronic devices, including but not limited to instant messaging, text messaging, web surfing, and telephoning during class, is strictly prohibited unless expressly designated as part of learning activities. Electronic audio or video recording of the classroom environment by hand-held or wireless technology is prohibited unless permission is given by the instructor prior to recording.

Intellectual Property Policy

Purpose

Southern Arkansas University Tech is committed to providing an educational environment that supports and encourages the discovery and development of knowledge, learning and research for its students and employees. The purpose of this policy is to provide information and guidelines generally applicable to intellectual property at the College and to set forth the rights and responsibilities of the College and members of the College community.

Scope

This policy applies to all members of the College community.

Definitions

"College community" as used herein includes all College students, faculty, staff and other employees.

"Intellectual property" is a broad term that includes, but is not limited to, inventions, discoveries, copyrightable material, works, patents, trademarks and trade secrets.

"Works" as used herein are original works of authorship that have been fixed in a tangible medium of expression, including but not limited to, master syllabi, books, articles, artwork, music, software, traditional or electronic correspondence, and online instructional materials that are likely to be subject to protection under United States copyright law.

"College resources usually and customarily provided" as used herein includes, but is not limited to, such support as salary or compensation, office space, library facilities, ordinary access to computers and networks, including Internet access, course syllabi, packets, or pages, and other resources that permit College employees to perform tasks defined in their job descriptions. Unless approved in writing as an exception, this does not include use of students, contractors, or employees as support staff, or substantial use of specialized or unique facilities and equipment, or other special support provided by the College.

Copyright Infringement

All members of the College community are expected to and are responsible for complying with copyright law and all laws governing intellectual property. This policy includes the prohibition of copyright infringement, which is the act of violating any of a copyright owner's exclusive rights granted by the federal Copyright Act. Copyright infringement includes the non-permissive or unauthorized use or duplication of a valid copyright or copyrighted materials absent any exceptions for permissible use, such as fair use. Copyrighted materials may be used in certain circumstances where a license or authorization for such use has been previously secured from the copyright owner.

The College also prohibits unauthorized file sharing by members of the College community. This includes a prohibition on using any College resources or networks for authorized file sharing. In

the file-sharing context, downloading or uploading parts of a copyrighted work without permission or authority can also constitute infringement.

Consistent with the College's prohibition on copyright infringement and illegal file sharing, individuals who engage in these activities subject themselves to severe penalties. Penalties for copyright infringement can include civil and criminal penalties. In general, individuals found liable for civil copyright infringement may be ordered to pay either actual damages or statutory damages set at not less than \$750.00 and not more than \$30,000.00 per work infringed. For willful infringement, a court may award up to \$150,000.00 per work infringed. A court can also, at its discretion, assess costs and attorneys' fees against the infringer. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000.00 per offense. For more information about copyrights and infringement, please see the website of the [U.S. Copyright Office](#), particularly the [FAQs](#) section.

Individuals are encouraged to report potential incidents of copyright infringement or unauthorized file sharing to Technology Services at 870.574.4701 or prgaham@sautech.edu as soon as possible. The College will investigate reports and take actions reasonably calculated to stop prohibited or unlawful conduct. Consequences for violations of this policy include up to termination of employment and student dismissal.

Ownership Rights of College Employees

The College does not assert copyright ownership in works that are created as a part of a college employee's independent research or scholarship and that are developed without resources usually and customarily provided by the College. As long as College employee does not make use of college resources beyond the degree necessary to carry out his or her normal job duties, the College does not assert copyright ownership in works that are the product of the employee's sole efforts and are not related to an assigned duty and are not created pursuant to a written job description, employment agreement, or other agreement or contract with the College.

The College does not own rights to an invention that results from activities unrelated to a college employee's job duties or responsibilities where the invention is developed without resources or facilities usually and customarily provided by the College.

The College retains a non-exclusive, no-cost license to use, reuse, reproduce, display, distribute, and make derivative works (such as compilations, archives, or composite works, etc.) of instructional materials for the education of its students. Instructional materials may include, but are not limited to, syllabi, course descriptions, reading lists, assignments, slides, lab exercises, tools, simulations, multimedia, online course content, web pages, exams, student assignments, and recorded discussions.

Ownership Rights of the College

The College asserts copyright ownership in (1) works that are created with substantial use of college resources; (2) works for hire; and (3) works created subordinate to other agreements.

1. Copyright ownership belongs to the College for works created with substantial use of college resources, (including, but not limited to, grants, contracts, awards made to the College by extramural sponsors, etc.) that are not usually and customarily provided to college employees.

2. Copyright ownership belongs to the College in situations of works for hire. Works for hire are typically created by college employees - or third parties - pursuant to a specific direction or assigned duty from the College. These specific duties may include requests that a faculty member develop labs, case studies, or other curricular material to be used by members of a department or the College. Examples also include course descriptions written for the course catalog and works created in the course of an administrative assignment, e.g., committee reports.
3. Copyright ownership belongs to the College pursuant to the terms of a specific contract or agreement. This situation can occur in instances of sponsored research, other agreements or in instances that impose other obligations that necessitate College ownership in works that are developed in the course of or pursuant to such contracts or agreements.
Ownership of original works created by college employees that exceed requirements of a job description can be negotiated between the creator and the College prior to creation of the work. Absent a specific written agreement, the College owns the rights to all other intellectual property created or developed, in part or in whole, with the assistance and/or use of college resources usually and customarily provided by the College to members of the College community.

Ownership Rights of Students

Works completed by students as employees of the College as part of an assigned duty are owned by the College. Work done by students who are paid for the work, whether or not the students are employees, are also owned by the College. Works created by students for the College's administrative purposes are owned by the College. The College retains a non-exclusive, no-cost license to use, reuse, reproduce, maintain, and display student created works.

Determination of Ownership

The College shall determine ownership of intellectual property consistent with this policy.