

2024-2025



UNIVERSITY OF
ARKANSAS.

Faculty Handbook

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About the Faculty Handbook

The University of Arkansas *Faculty Handbook* is maintained online. The handbook is a collection of information about the university from many sources including Board of Trustees policy statements, Fayetteville Policies and Procedures, and Academic Policies, among others. Material unique to the handbook is contained primarily in section II, [Academic Responsibilities of Faculty](#). The *Faculty Handbook* is reviewed annually to update unique material and connect to their primary web-based sources all major policy statements duplicated in the handbook, summarized there, or identified there. The University of Arkansas reserves the right to revise, modify, or repeal any of its policies or procedures at any time.

Questions or comments about the *Faculty Handbook* may be sent to the Office of the Provost at provost@uark.edu.

Message from the Chancellor

Dear Faculty:

Welcome to the University of Arkansas. Our core mission as a land-grant and flagship university is nothing short of providing educational opportunity and transforming lives through teaching, discovery, and service. That mission begins with you and with your dedication to your chosen field and to the students you guide. Indeed, our success as a campus is a direct result of your professional and personal commitment to the university and for that I am very grateful.

The policies and procedures outlined in the Faculty Handbook will acquaint you with the administration and governance of the University of Arkansas. As you become familiar with the university, I encourage you to pursue academic excellence and preserve academic freedom through participation in university governance. Faculty leadership is indispensable to maintaining and improving the quality of this institution, and I hope you will share in that responsibility. We depend on your informed input and look forward to hearing from you.

Thank you for all you do.

Sincerely,
Charles F. Robinson
Chancellor

Our Vision and Values

The University of Arkansas is a flagship university for the integration of student engagement, scholarship and research, and innovation that collectively transforms lives and inspires leadership for a global society.

We are guided by our mission to advance Arkansas while building a better world. Our *core values* help frame a desired culture that best supports that mission. We value:

Curiosity

Curiosity drives progress—the need to know more, understand better, ask questions and find answers. We embrace the challenges that come with exploring the unknown and seeking solutions to problems shared by all. This intellectual curiosity feeds our determination to improve lives through discovery, innovation and the expansion of knowledge.

Creativity

We are inspired by the art, music, literature, architecture and other creative works that enrich our lives. But creativity is not limited to the arts and humanities; it is no less important to the sciences, driving innovation and new technologies. A creative environment stimulates original thought, varied perspectives and new ways of looking at things. Creative people and approaches lead to new ideas, improved outcomes and other valuable contributions that make our lives better.

Character

We value personal integrity and the related behaviors that make us better people, collectively strengthening our community and society. We strive to be trustworthy, to lead by example, to get better every day and to have a positive impact on others. We cultivate a culture of honesty, fairness, respect and understanding. We are accountable to ourselves, each other and the publics we serve.

Our Shared Humanity

We care about the safety, health and well-being of those around us. We support an open exchange of ideas and respect the unique perspectives and contributions that each of us provides. As a community of individuals, our diversity is our strength. We help nourish an inclusive environment where equity, opportunity, representation and civility are valued. Respecting our differences creates better understanding of our shared humanity, the foundation of our mission to build a better world.

1. University of Arkansas: Administration and Governance

1.1 Overview

The University of Arkansas is the original campus and flagship institution of the University of Arkansas System. A 10-member Board of Trustees, each member appointed by the governor to a 10-year term, makes policy for the 21 campus units, divisions, and administrative units of the system.

[Board of Trustees Policy 100.4](#) (Revised May 23, 2024) specifies general governance and administrative rules and regulations for the Board of Trustees, its committees, and campuses and units of the system. This includes the role of the UA System President, Chancellor, and the shared governance system on our campus.

[Board of Trustees Policy 810.1](#) (Revised March 30, 2012) contains specific information on the campus governance system, including the Campus Faculty, Faculty Senate, College and School at-Large Faculties, the Staff, the Staff Senate, and the Campus Council.

The Chancellors

The administration of the University of Arkansas, under the authority of the Board of Trustees, is unified in the office of the President. The Board of Trustees shall appoint the Chancellor of any campus upon recommendation of the President. The Chancellor of a campus shall exercise complete executive authority thereon, subject to the policies established by the Board of Trustees and the President. The Chancellor shall be the leader of and the official spokesperson for the campus and shall promote the educational excellence and general development and welfare of the campus. The Chancellor shall define the authority of administrative committees and officers of that campus, and all projects, programs, and institutional reports to be undertaken on behalf of that campus shall be subject to authorization and approval of the Chancellor.

The Chancellor shall be responsible to the President for enforcement of the policies and procedures, budgets, regulations, and decisions of the Board of Trustees concerning that campus. It shall be his or her duty to keep the President, and through the President, the Board of Trustees fully informed concerning the operations and needs of that campus. The Chancellor shall make an annual report to the President corresponding to the fiscal year of the University of Arkansas, which report shall also be provided to the Board of Trustees. The Chancellor shall further provide any other reports that may be required.

At the meeting of the Board a designated Chancellor or Director shall give a report on the state of the campus or unit. Further, each Chancellor and Director shall be prepared to report to the Board on the status of his or her campus at any meeting upon request of the President or any member of the Board.

The Chancellor shall make recommendations for the development of the educational programs of the campus and shall serve as the general advisor to the President, and through the President, the Board of Trustees with respect to all programs and activities of the campus. The Chancellor shall present to the President all matters concerning the campus which are to be considered by the Board of Trustees or any of its committees. The Chancellor shall be expected to attend all meetings of the Board of Trustees when an agenda item for the campus is to be presented unless excused by the President.

Subject to the policies prescribed by the Board of Trustees and the President, the Chancellor shall make recommendations to the President with respect to the budget and the appointment of full-time academic personnel.

The Chancellor shall be the official medium of communication between the President and all deans, heads of departments and department chairs and all other administrative officers, faculty, staff, and students of the campus.

The Chancellor shall be a member of all faculties and other academic bodies of the campus and shall be a member of the campus governing body. [end of excerpt].

1.2 Fayetteville Campus Administration

Directly responsible to the Chancellor of the University of Arkansas, Fayetteville, are the Provost and Executive Vice Chancellor for Academic Affairs, the Executive Vice Chancellor for Finance and Administration, the Vice Chancellor for University Advancement, the Vice Chancellor for Government and Community Relations, Vice Chancellor for Intercollegiate Athletics, the Vice Chancellor for Research and Innovation, the Vice Chancellor for Economic Development, and the Vice Chancellor for Student Affairs.

Deans are the chief administrative officials of the colleges and schools. Deans, directors, and other administrative officials or units are responsible to the Provost/vice chancellors to whom they report, or, under certain circumstances, directly to the Chancellor, for the discharge of the duties and responsibilities placed upon them.

The general areas of administrative or academic responsibilities of each of these officials are indicated by the official titles that the individuals bear. Written charges, or memoranda of understanding, pertaining to specific areas of responsibility are prepared whenever such actions are considered necessary or appropriate.

The Academic Affairs Executive Group includes deans, vice provosts, and directors who report to the provost (and other officials as may be designated) and advises the Provost and Executive Vice Chancellor for Academic Affairs. The dean or director of each college, school, or other division is the executive head of the division. Such offices are responsible for and are empowered to execute university policies applicable to the school or college. They may require such reports from members of their faculty and staff as may be needed in the administrative work of their unit. They are responsible for recommending appointments, promotions, and other personnel changes to the provost and executive vice chancellor for academic affairs after consultation with appropriate members of the department concerned, other related department heads, and the deans of other areas which may be affected. Deans and directors are authorized to determine the workload and assignments of the individual members of their faculty and staff.

The head or chair of a department is responsible for the general conduct of the affairs of the department. At least once in each semester they shall call a meeting of the departmental faculty for the purpose of discussing departmental affairs. The Dean appoints the head or chair of a department in consultation with departmental faculty and in concurrence with the Provost.

1.3 Role and Scope Designation

(Approved by the Arkansas Higher Education Coordinating Board in July 2008)

University of Arkansas, Fayetteville

1. Audiences

The University of Arkansas, Fayetteville (UAF) has a statewide mission. As such, its audiences are:

- Residents from throughout Arkansas who have excelled in high school studies and are seeking to complete baccalaureate degrees.
- Individuals seeking graduate and professional degrees.
- Employers, both public and private, seeking not only well-educated employees but technical assistance and applied research.
- Economic development interests and entrepreneurs throughout the state.
- Academic disciplines and the research community.
- The community and area by providing a broad range of academic and cultural activities and public events.
- Two-year college transfer students.

2. Array of Programs and Services UAF offers:

- A broad range of baccalaureate, masters, doctoral, and professional programs that include core arts and sciences, agriculture, architecture, journalism, information sciences, education, engineering, law, public administration, nursing, allied health, and business.
- Basic and applied research
- Services specifically designed to meet the needs of statewide economic development—continuing professional education, technical and professional services, support of small businesses and entrepreneurs, and technology transfer.

3. Special Features

- UAF is the state's 1862 land-grant institution and is classified as a Carnegie very high research activity university.
- Nationally competitive research and economic development activity in emerging areas such as nanotechnology, laser technology, biotechnology, and sustainability.
- Library resources and special holdings such as the Fulbright papers made available through on-site and electronic access to student and faculty scholars and citizens throughout the state.

1.4 Other Governance Web Sites

The Rules of Procedure of the Faculty Senate document is provided below as Appendix A.

For current information regarding campus governance groups, including agendas, minutes, committees, membership, and annual reports, consult the Governance website maintained by the secretary of the Faculty Senate at <https://facultysenate.uark.edu/>.

For current information regarding the Graduate Council, the governance body of the Graduate Faculty, see the website <https://graduate-and-international.uark.edu/graduate/faculty-staff/committees-councils/graduate-council/index.php>.

For the UA organizational structure, see <http://www.uark.edu/about/organizational-chart.pdf>.

For brief descriptions of University Centers and Research Units, see the listing maintained in the Catalog of Studies, <http://catalog.uark.edu/generalinfo/universitycentersandresearchunits/>.

For more information about University of Arkansas campus, see <http://campusmaps.uark.edu/>.

For memorable moments in the history of the institution, see the Historic Markers information at the Alumni website, <https://www.uark.edu/about/historical-markers.php>.

1.5 Appendix: Rules of Procedure of the Faculty Senate

(Faculty Senate, adopted April 3, 1997; revised April 17, 2002; revised February 15, 2006; revised January 1, 2019; most recently revised on March 9, 2022)

The Faculty Senate has adopted its own rules of procedure to supplement the [Board of Trustees policy 810.1](#) (Revised March 30, 2012), which establishes the Senate and its authority and organizational structure. The text is provided below.

- I. Parliamentary procedure: The Faculty Senate shall be governed by the current edition of The Standard Code of Parliamentary Procedure by Alice Sturgis.
- II. Campus-wide elections:
 - A. During the spring semester of each year, the Faculty Chair, Faculty Vice Chair, and the campus-wide representatives on the Faculty Senate shall be elected by all tenured and tenure track faculty holding a halftime (or greater) faculty appointment, and by all non-tenure track faculty in their third (or greater) consecutive year of full-time appointment.
 - B. During the spring semester of each year, the members of the Committee on Appointment, Promotion and Tenure shall be elected by tenured and tenure-track members of the faculty.
 - C. The elections described in Sections A and B hereof shall be conducted by the Nominating and Election Coordinating Committee ("The Committee" herein) pursuant to these rules and any additional rules adopted by the Committee that are consistent with these rules. The Committee is hereby given the authority to resolve any questions concerning the elections or elective procedures.
 - D. On or before the end of the first week of classes in the Spring semester, the Committee shall issue a call for nominations for Faculty Chair, At-Large Faculty Senator, and Committee on Appointment, Promotion, and Tenure to be elected. The committee shall accept nominees for any of the offices if each such nomination is
 - (a) for a nominee who is eligible to vote in the election for the office in question
 - (b) made by a petition signed by ten or more members of the faculty eligible to vote in the election for the office in question,
 - (c) submitted to the Committee within one week after the call is given, and
 - (d) accompanied by a brief biographical sketch for the nominee.
 - E. The nomination of any one person to more than one of the positions described in Section D hereof is not precluded.

- F. On or before March 1 of each year, the Committee shall distribute the following to all eligible voters:
1. A ballot shall list the nominees for the primary election of each of the following:
 - a. a list of at least three nominees for the position of Faculty Chair;
 - b. a list of nominees for the position of campus-wide representatives on the Faculty Senate. The number of individuals on the list shall be at least 25% more than the number of vacancies;
 - c. a list of nominees for the Committee on Appointment, Promotion and Tenure. The number of individuals on the list shall be at least twice the number of members of the Committee on Tenure to be elected. Each list shall include all nominees nominated either by the Committee or by valid petition.
 2. A brief biographical sketch for each nominee.
 3. A call for the return of the completed ballots, specifying that valid ballots must be received by the Secretary of the Committee within 12 days after the call is mailed. The call shall be accompanied by appropriate instructions regarding proper voting procedures under the provisions of Sections I, J, and K hereof.
- G. On or before March 15 of each year, having counted the primary ballots in accordance with the provisions of sections I, J, and K hereof, the Committee shall announce the results of the primary elections.
- H. By April 1 of each year, the Committee shall have completed any run-off elections required under the provisions of sections I, J, and K hereof, and shall announce the results of such run-off elections. Except for the reduction in the number of candidates as provided therein, the procedures set forth in sections F and G hereof shall apply to any such run-off election. If there are more than three nominees, then the following actions shall be placed into action.
- I. The Faculty Chair and Faculty Vice Chair shall be elected from a common list of nominees for the office of Faculty Chair.
1. In the primary election, each eligible voter shall be entitled to vote for two of the nominees.
 2. The candidates receiving the most number of votes equal to a majority of the ballots cast shall be elected Faculty Chair. The candidate receiving the second highest number of votes will be elected Faculty Vice- Chair. If no candidate receives a majority of votes, then the three candidates receiving the most votes shall stand for a run-off election where each voter shall be entitled to vote for two of the three candidates. The winner of the run-off election shall be elected Faculty Chair and the runner-up shall be elected Faculty Vice chair.
 3. In the event that only three candidates are nominated, the candidate receiving the most votes will be elected Chair and the candidate receiving the second highest number of votes will be elected Vice Chair.
- J. Campus-wide representatives on the Faculty Senate shall be elected as follows:
1. In both the primary election and any run-off election, each eligible voter shall be entitled to cast as many unit votes as there are campus-wide representatives to be elected, and to distribute these votes among the several nominees in any way, except that no more than half of these votes may be cast for any single nominee.
 2. The nominee shall be declared elected in order of decreasing number of votes received until all positions have been filled.
 3. Should a campus wide representative elected to the Faculty Senate be unable to complete their term of office, the vacancy shall be filled referring to the results of the same election in which that representative was elected. Among the remaining candidates, the individual who received the most votes and who is able to fill the vacancy shall be a campus-wide representative in the Faculty Senate for the remainder of the unexpired term.
- K. Members of the Committee on Appointment, Promotion and Tenure shall be elected as follows:
1. Each eligible voter shall be entitled to cast as many unit votes as there are members of the Committee on Appointment, Promotion and Tenure to be elected, and to distribute these votes among the several nominees in any way, except that no more than half of these votes may be cast for any single nominee.
 2. In the primary election, each nominee shall be declared elected in order of decreasing number of votes received until all positions have been filled.
 3. The term for all faculty senate members and officers shall extend from July 1 to June 30.
- III. Vacancy in the office of Faculty Vice Chair
Should the office of Faculty Vice Chair become vacant during the term of office, a new Faculty Vice Chair shall be elected for the unexpired term by the Faculty Senate. In such election, no one shall be declared elected until they have received at least twenty-four votes.
- IV. Election of faculty representatives on the Campus Council
At the Faculty Senate's first meeting of each academic year, the Senate shall elect 16 senators from among its voting members (other than its Chair and Vice Chair) to be faculty representatives on the Campus Council. The Senate shall be governed by the following procedures for the election of these senators:

- A. Before any voting occurs, nominations for filling all of the representative positions shall be made from the floor.
 - B. In case there are more nominations than positions to be filled, each senator shall be entitled to cast as many unit votes as there are positions to be filled, and to distribute these votes among the several nominees for the positions in any way, except that no more than half of these votes may be cast for any single candidate.
 - C. In the first round of voting, the nominees shall be declared elected in order of decreasing number of votes received, until all positions have been filled.
 - D. Should the number of nominees elected in the first round of voting be less than the number of positions to be filled, there shall be a run-off election among the runner-up nominees who received the greatest number of votes, the number of such candidates in the run-off election to be equal to the number of positions to be filled, plus three (or the number of remaining candidates, if fewer than three). The candidates receiving the most votes in the run-off election shall be declared elected.
 - E. Should a faculty representative elected to the Campus Council be unable to complete their term of office, the vacancy shall be filled by referring to the results of the Senate's election in which that representative was elected. Among the candidates who were eliminated in that election, the senator who received the most votes and who is able to fill the vacancy shall be a faculty representative on the Campus Council for the remainder of the unexpired term.
- V. Campus representative on the Arkansas Higher Education Faculty Council
The Faculty Chair shall serve as the representative-elect to the Arkansas Higher Education Faculty Council, and the Chair of the Faculty Senate shall serve as the representative on the Council.
- VI. Action on legislation of a separate faculty or the Graduate School Faculty
When the Faculty Senate receives legislation from a separate faculty or the Graduate School Faculty concerning its own academic affairs ("the legislation" herein), the Senate's action on the legislation shall be governed by the following procedures:
- A. The presiding officer shall first call for a motion to approve the legislation.
 - 1. If a motion to approve is made and is passed, the Senate shall take no other action on the legislation (unless, of course, it reconsiders or rescinds the motion). After approval of the legislation, if the Senate has sole legislative jurisdiction over the legislation, the Chair of the Senate shall advise the Chancellor of the Senate's approval of the legislation; if the Senate does not have sole legislative jurisdiction over the legislation and it directly affects students or staff, it shall be referred to the Campus Council for final action.
 - 2. If a motion to approve is not made or if a motion to approve is made and is defeated, the presiding officer shall call for a motion to negate the legislation.
 - 3. If a motion to negate is made and is passed, the Senate shall take no other action on the legislation (unless, of course, it reconsiders or rescinds the motion). After approval of the legislation, if the Senate has sole legislative jurisdiction over the legislation, the Chair of the Senate shall advise the Chancellor of the Senate's negation of the legislation; if the Senate does not have sole legislative jurisdiction over the legislation and it directly affects students or staff, it shall be referred to the Campus Council for final action.
 - 4. If a motion to negate is not made or if a motion to negate is made and is defeated, the presiding officer shall announce that, in the absence of an objection from the floor, the legislation will be filed. After filing of the legislation, if the Senate has sole legislative jurisdiction over the legislation, the Chair of the Senate shall advise the Chancellor of the Senate's filing of the legislation; if the Senate does not have sole jurisdiction over the legislation and it directly affects students or staff, it shall be referred to the Campus Council for final action. If a senator objects to filing the legislation, the presiding officer shall entertain a motion to file the legislation. When a motion to file is made, if the Senate has sole legislative jurisdiction over the legislation, the Chair of the Senate shall advise the Chancellor of the Senate's action on the motion to file the legislation; if the Senate does not have sole legislative jurisdiction over the legislation and it directly affects students or staff, it shall be referred to the Campus Council for final action.
- VII. Notices and minutes
- A. In any year, the distributions to faculty members required by Subsection D.2 and D.4 of Article II of Board Policy 810.1 may be complied with by (a) sending the required information by e-mail to all faculty members who receive e-mail, and (b) placing the required information on a website dedicated to faculty governance, provided however that early in the fall semester all faculty members are notified by campus mail of the Web site's address and of the times tentatively scheduled for the six regular meetings of the Faculty Senate that year.
 - B. Minutes of Faculty Senate meetings are distributed by e-mail to the chairpersons of the Student Senate and the Staff Senate, to the Chair of the Campus Council, to the Chair of the Agenda Committee of the Campus Council, to all chairs of academic departments, to all directors of units, to all vice chancellors and deans, and to the Chancellor. The office of the Provost and Vice Chancellor for Academic Affairs shall send to the President and to the Board of Trustees all actions involving approval by, or notification to, the Board of Trustees. These postings, which shall be done in a timely manner, will be accompanied with explicit information in the required format.

- C. Although supporting information shall be distributed with each tentative agenda when it is feasible to do so, Subsection D.2 or Article II of Board Policy 810.1 shall be complied with whenever the agenda lists by item all of the business known by the one preparing the agenda to be scheduled for the meeting in question.

VIII. "Prefiling" of motions

When any main motion (except to reconsider, rescind, or resume consideration) is made at a meeting, it shall not be voted upon at that meeting unless its language has been distributed to all members of the Faculty Senate at least 24 hours before the meeting; such distribution may be made by e-mail to all Senators who receive e-mail.

IX. Committee reports

When the Faculty Senate asks a committee to act, the committee's report shall be addressed to the Faculty Senate. The original of the report shall be filed with the Chair of the Faculty Senate, and a copy of the report shall also be sent to the Faculty Chair. When a committee addresses a report to the Campus Faculty, a copy shall also be sent to the Chair of the Faculty Senate. All committee reports received by the Chair of the Senate shall be distributed to members of the Senate; such distribution may be made by e-mail to all senators who receive e-mail.

X. Faculty Senate Curriculum Review (Faculty Senate 03-09-2022)

Curriculum review is the responsibility of the Faculty Senate and is exercised as described herein. The Undergraduate Council is a committee of the Faculty Senate and the University Committee on Program Review is a committee jointly of the Graduate Council and the Faculty Senate.

A. Undergraduate Council

1. The Undergraduate Council reviews and makes recommendations to the Faculty Senate for actions on proposals regarding undergraduate courses, programs, and related policies, approved by a college or school. Examples include but are not limited to: 1) new courses; 2) changes in title, description, number, prerequisites, etc. of courses; 3) new degree programs; 4) modifications to degree programs; and 5) policies related to courses and programs, which are not specifically identifies as under the jurisdiction of another committee. The Council is responsible for resolving questions concerning course numbering, course or program duplication, completeness of course or program revision forms, and other questions pertaining to course and program changes, including compliance with administrative guidelines implementing Board Policy.
2. Once undergraduate course and program proposals have been approved by the individual academic colleges or schools, they must be reviewed by the Undergraduate Council before being forwarded to the Faculty Senate. Proposals made to this Council will be collected by the Director of Curriculum Review and Program Assessment and distributed to the members prior to each meeting. A summary sheet listing all recommendations from the committee is distributed with the agenda to the Faculty Senate prior to the meetings at which they are reported.
3. Voting Council membership consists of a representative to be appointed by the dean of each undergraduate college or school, a faculty representative from each undergraduate college and school elected by their respective faculty, a representative of the university libraries appointed by the Dean of Libraries, , a student member selected by the ASG procedures, one undergraduate student selected by the Office for Diversity, Equity and Inclusion, the chair of the Campus Faculty, and the Vice Chair of the Faculty Senate.

Non-voting membership consists of a representative of the Graduate Council, a representative from the School of Law, a representative appointed by the Vice Provost for Distance Education. A representative from the Registrar's Office will meet with the committee to provide technical support. The committee elects its own chair.

- B. The University Committee on Program Review. The University Committee on Program Review has the responsibility for initiating, participating in, or evaluating the results of undergraduate and graduate program reviews consistent with University guidelines and the review schedule as set forth in Academic Policy 1620.10 and 1620.11 requiring that each program be reviewed at least once every 10 years by this process or external reviewers. Revisions to the guidelines and the schedule for reviews may be developed by the committee and recommended by the Faculty Senate, consistent with Board of Trustees policy 620.1, Arkansas code 6-61- 214, and policy of the Arkansas Higher Education Coordinating Board including the provision that changes to program review guidelines and schedule must be approved by the AHECB. Reviews of graduate programs will be presented to the Graduate Council before being presented to the Faculty Senate.

Voting committee membership consists of a voting member of the Faculty Senate and a voting member of the Graduate Council from each academic college, the chair of the Graduate Council, and the Vice Chair of the Faculty Senate or their representative. The committee elects its own chair.

2. Academic Responsibilities of Faculty

2.1 Overview

The orderly conduct of academic affairs in an educational institution requires that faculty members accept and discharge responsibilities related to their workload assignment and carry out the traditional duties associated with their positions consistent with professional good practice. Policy statements on specific activities and areas of responsibility are provided in the Faculty Handbook.

2.2 Workload

The work of the university faculty in teaching, research/ creative activity, administration, and service is professional in character and does not, therefore, conform to an exact pattern such as the eight-hour day or the forty-hour week. However, so that there may be consistency, equity, and some basis for judgment of workloads and assignments and for comparison with other institutions and state agencies, the standards summarized here will be used. The basic element of faculty work assignments is a work unit, which is based on the contact and preparation time for one class hour (50 minutes) per week for a semester or an equivalent amount of time for other kinds of scheduled activity. Included in each of these work units is the classroom contact time, the time for class preparation, grading, office hours' and other work with students outside class. A minimum of twelve work units per semester constitutes the typical work assignment of a full-time faculty member. However, individual work units will vary considerably in nature (if not, theoretically, in number). Work assignments typically include assigned teaching and advising, research/scholarly/creative activities, and service or administration, in varying proportions. For workload assignments, evaluative criteria, and general standards, see [Academic Policy 1405.11](#) (Revised April 13, 2019).

Faculty members are typically expected, as part of their university service as full-time faculty members, not only to teach, to take part in research/scholarly and/or creative endeavors, and to perform academically related and public service, but also to take part in advising students and prospective students, serving on committees, and maintaining currency in their teaching and research disciplines through professional development activities. Non-tenure track faculty have a range of workload expectations. Workload expectations for lecturers and instructors typically do not include scholarship/research/creative activities, but they may include service expectations. Workloads for non-tenure track faculty in professorial ranks should include expectations for scholarship/research/creative activities. Specifically, for promotions to associate or full professor, non-tenure-track candidates must be effective scholars and teachers and show a pattern of accomplishments (or distinguished accomplishments) in scholarship/research/creative activities ([APS 1405.11.V.A.](#)) Individual colleges or schools may adopt additional or more specific requirements in their approved policy documents. Some non-tenure track faculty may be on 100% research appointments. All full-time faculty are also responsible for participating in program curriculum development and reviewing and maintaining program currency, viability, and quality. Such activities are considered a normal part of the duties of full-time faculty, along with those activities directly linked to a particular class, and constitute a necessary part of such a work assignment.

However, work units may be earned for work done beyond the minimum in any of these areas, as well as for instruction and administration. Work units are only earned for assigned responsibilities, not for work and activities undertaken at the initiative of the faculty member. Any departure from a work schedule normal for the tasks assigned should receive approval from the appropriate department chair/head and dean in advance.

Faculty members assigned to teach classes are responsible for establishing learning objectives for their courses, determining that the content of their classes is appropriate to each course, as officially described in the catalog (or proposing changes to the description through the campus curriculum review process), and achieves the coverage indicated by that description. Faculty members are responsible for confining classroom discussion to subjects related to the topics of concern in the course and for conducting the class so as to facilitate learning for all students, consistent with good teaching practices. They are also responsible for choosing appropriate texts and other teaching materials in a timely way. They are responsible for holding the classes and giving final exams at the times and places approved for them, except as changes are authorized by the appropriate department chair/head, dean, and provost. They are responsible for providing reasonable accommodation to students with documented disabilities, consistent with policies and procedures of the Center for Educational Access (CEA, telephone 575-3104; <http://cea.uark.edu>). Faculty members are expected to provide a syllabus for each course they teach to inform students of the learning objectives for the course, the course coverage/topics, the required texts and materials, how the final grade will be determined, the policy on making up work, requirements for class attendance, and how the students may contact the instructor. It is also the responsibility of the faculty member to make course information and class instructions on how students can learn prior to class time, whether a class is canceled because of weather conditions or for other reasons, available in the course syllabus and via the current campuswide learning management system. [Academic Policy 1858.10](#) (Revised November, 21, 2022).

Faculty members who develop or teach courses off campus through global campus, online instruction, and/or courses with some or all of the course activity conducted outside the U.S.A. are required to comply with all the university policies applying to such activity. Sources of information for regulation and policy include the [Academic Policy 1650.10](#), [Academic Policy 1835.00](#), [the Office of Study Abroad](#), and the [Global Campus](#).

Faculty members are responsible for maintaining in the classroom and laboratory an environment appropriate to academic endeavor and complying with the [Fayetteville Policies and Procedures 214.1](#) policy (Revised August 21, 2020), that states that the University prohibits discrimination, including discriminatory harassment and sexual harassment against any student, applicant for admission, employee, applicant for employment, or others participating or receiving campus services on the basis of race/color; national or ethnic origin; age; religion; disability; sex; sexual orientation; gender; gender identity and expression; marital or parental status; military or veteran status; genetic information; and any other characteristic protected under applicable University policy, state or federal law/executive order.

As stated in [FPP 214.1](#), "University is committed to building and maintaining a diverse community to reflect human differences and to improve opportunities for all. The University is committed to equal opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with a campus community that celebrates individual differences and diversity, as well as a matter of law."

2.3 Attendance Policy for Students

Faculty Senate (October 2014)

Education at the university level requires active involvement in the learning process. Therefore, students have the responsibility to attend classes and to actively engage in all learning assignments or opportunities provided in their classes. Instructors have the responsibility to provide a written policy on student attendance that is tied to course objectives and included in a course syllabus. There may be times, however, when illness, family crisis, or university-sponsored activities make full attendance or participation impossible. In these situations, students are responsible for making timely arrangements with the instructor to make up work missed. Such arrangements should be made in writing and prior to the absence when possible.

Examples of absences that should be considered excusable include those resulting from the following: 1) illness of the student, 2) serious illness or death of a member of the student's immediate family or other family crisis, 3) University-sponsored activities for which the student's attendance is required by virtue of scholarship or leadership/participation responsibilities, 4) religious observances (see Students' Religious Observances policy in section 2.8 below), 5) jury duty or subpoena for court appearance, and 6) military duty. The instructor has the right to require that the student provide appropriate documentation for any absence for which the student wishes to be excused.

A similar policy for graduate students was adopted by the Graduate Council (December 2022): <https://catalog.uark.edu/graduatecatalog/objectivesandregulations/#graduatestudentpoliciestext>

A policy for law students can be found here: <https://catalog.uark.edu/lawcatalog/academicpolicies/>

2.4 Grades and Exams

The grading system in general use at the university is stated in the current catalog under the heading [Grades and Marks](#). The Law School and the Fay Jones School of Architecture and Design may evaluate on a plus and minus grading system.

The Faculty Senate has gone on record as affirming the fundamental responsibility of instructors to inform students of their progress in courses as accurately and completely as possible. In meeting this responsibility, early progress grades are entered into the student information system by faculty by the end of six weeks for students in 1000- and 2000-level courses. Early progress grade reports are issued to students in the seventh week, as soon as possible following submission by instructors, with the reports made available to deans' offices for advisors.

Each faculty member is expected to select appropriate times for the periodic examinations that are necessary or desirable during the course of the semester, but if examinations are to be given at times other than the regular class period, these times must be published in the Schedule of Classes, included in the syllabus, and announced at the first class meeting.

Faculty members are advised to note the terms of the "[Grade Appeal Structure for Undergraduate Students](#)" and "Grade Appeal Process for Graduate [Students](#)" in which is implicit the assumption that instructors will include grading and make-up policies in the syllabus for the course and/or current learning management system, and/or announce such policies at the beginning of class meetings for each course. See also the undergraduate student [Grievance and Appeals process](#) and the [Academic Grievance Procedure](#) for graduate students.

All final examinations must be given at times specified in the [final exam schedule](#). Exams during the last week of class may only be given if a final exam is scheduled during the approved final exam period. An exception exists when faculty members must reschedule a final exam when a student is scheduled for more than two exams on the same day if so requested. Typically, the class with the smallest enrollment is the one rescheduled for the student. Whenever extreme circumstances

make necessary a deviation from the announced schedule for final examinations, clearance for such deviation must be obtained in advance from the appropriate college dean and the Provost and Executive Vice Chancellor for Academic Affairs. Consistent with [Academic Policy 1500.20](#) (Revised April 17, 2023), it is the policy of the university to minimize student participation in extracurricular activities and academic activities other than final exams during the final examination period. Instructors may not require students to attend any academic activity on Reading Day or during the final examination period, except during the assigned specific examination time. In addition, no meetings, social activities, athletic events, or other extracurricular activities that require student participation will be scheduled on Reading Day or during the final examination period. Any exceptions to this policy must receive prior approval from the Provost and Executive Vice Chancellor for Academic Affairs.

Final examinations in the summer term are to be given at the final scheduled class session while each intersession has a separate final exam period noted on the academic calendar.

Faculty members are responsible for entering final grades into the student information system as directed by the Office of the Registrar. Campus Council policy (1978) provides that instructors are to report final grades as soon as possible and no later than two working days following the end of the final exam period.

2.5 Posting Grades

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, prohibits disclosure of personally identifiable education records to a third party without prior written consent. Accordingly, faculty should ensure that grade information posted or made available through graded papers left for collection in public places (such as offices or hallways) is not "personally identifiable." The Department of Education Regulations for the Act define "personally identifiable" information as that data or information which includes (1) the name of the student, the student's parent, or other family members; (2) the student's address; (3) a personal identifier (such as a social security number or student number); or (4) a list of personal characteristics, or other information which would make the student's identity easily traceable.

2.6 Office Hours

Faculty members are expected to keep regularly scheduled office (or laboratory) hours each week during which time students may confer with them. The number of hours scheduled should reflect the teaching load and class enrollment of the faculty member. Office hours should be flexible enough to provide reasonable access to students who may have class conflicts. For example, office hours scheduled only for M-W-F, 9:30 to 10:20 a.m. eliminates access for those students who have class during that hour. Faculty members teaching on-campus courses may offer some office hours remotely (e.g., through Zoom or Teams) with the approval of the department chair/head.

2.7 Records

Consistent with [Academic Policy 1480.10](#) (Revised August 22, 2023), records and materials made and collected by faculty as evidence of student performance and learning are the primary source of data for the evaluation of students for grades. Members of the faculty are responsible for maintaining such records as part of their teaching responsibilities. Such records should be retained for two years following the assignment of final grades for all coursework or the date of a comprehensive exam or thesis/dissertation defense, either by the faculty member or by the department in which the faculty member is appointed, in the event of the faculty member's leaving the employment of the institution. Departing faculty have a professional obligation to cooperate in the proper disposition of student educational records.

2.8 Students' Religious Observances

Campus Faculty (Revised November 15, 1995)

When seeking to be excused from class for religious reasons, they are expected to provide their instructors with a schedule of religious holidays that they intend to observe, in writing, before the completion of the first week of classes. The Semester Calendar on the Office of the Registrar's website will inform students of the university calendar of events, including class meetings and final examination dates so that before they enroll, they can take into account their calendar of religious observances. Scheduling should be done with recognition of religious observances where possible. However, faculty members are expected to allow students to make up work scheduled for dates during which the student's religious observances are scheduled, to the extent possible.

2.9 Textbook and Course Materials Policy

[Academic Policy 1406.30](#) (Revised March 27, 2024) requires that each year with the beginning of a new appointment

period, academic units should notify or remind faculty members of the policies and procedures for compliance with Arkansas legislation relating to textbooks and course materials.

1) Inducements (Ark. Code Ann § 6-60-602)

Acceptance of inducements (such as a gift, payment, loan, subscription, advance, deposit of money, or services) to require specific textbooks is prohibited by this legislation. Not included as inducements are the following: sample copies, instructor's copies, or instructional materials for a textbook or royalties or other compensation from the sale or publication of a textbook that includes the employee's own writing or work.

A violation of this policy shall be reported within ten business days of discovery to the chief academic officer and the chief legal counsel of the University and to the Legislative Council. A violation may be reported to these same parties by any business or consumer.

2) Deadlines for Textbook and Course Material (Undergraduate) Adoption (Ark. Code Ann. § 6-60-601)

This legislation requires that for each full semester and collectively for summer sessions and intersessions, the University shall distribute a list of all textbooks and course materials required or assigned for an undergraduate course (regardless of circumstances used for obtaining, purchasing or distribution methods) by publication on its website and posting at its bookstore. The University of Arkansas Bookstore located in the Garland Center, will be the central repository for all textbook and course material adoption information and for compliance with the legislation.

This information will be shared with competing local bookstores and placed on the University website. Faculty members are required by this legislation to choose and report their choices of textbooks and course materials to the Bookstore no later than noon on April 1 for summer, May/August Intersessions, and fall semester courses and no later than noon on November 1 for January Intersession and spring semester courses. For each textbook or course material on the list provided to the bookstore, the faculty member shall include the following: a brief description of the textbook or course material; the author or authors; the title and edition; and any special instructions or circumstances for the purchase or use of the textbook or course material.

A textbook or course material for an undergraduate course may be adopted after the time specified above if the adoption is approved by the department chair and the dean or division head of the affected college; and the dean or division head of the college forwards to the chief academic officer of the institution the following information: a list of late adoptions; the names of the person or persons responsible for each late adoption; and a written statement explaining why each adoption was late. This required information is collected by the University bookstore at the time of the late adoption. The Provost's Office will route the information provided to the bookstore to the departments and colleges for their approval to fulfill the University's obligations under Ark. Code Ann. § 6-60-601.

3) Prohibition of Referrals (Ark. Code Ann. § 6-60-603)

Consistent with this legislation, the University may not place or permit to be placed on its website or its bookstore's website a link to the website of a retailer of textbooks or other educational materials if the retailer of textbooks or other educational materials is not required to report and pay Arkansas sales and use taxes and does not obtain a use tax permit from the Department of Finance and Administration and report and pay Arkansas sales and use taxes on sales of textbooks and other educational materials to residents of this state. Nothing in this section prevents a faculty member from referring students to any source for required or suggested textbooks or course materials.

4) Regulation of the Use of Royalties from the Sale of Textbooks and Educational Materials (Ark. Code Ann. § 6-60-604)

Consistent with University of Arkansas Board of Trustees policy 450.1, full-time faculty and non-classified administrative staff members may engage in limited and specifically approved outside employment for compensation provided this employment does not interfere with the employee's duties (such as by creating a conflict of interest or commitment) and provided that the employee receives written approval from his or her department head and/or dean in advance of the employment. Similarly, employees planning to engage in outside employment must disclose by means of the appropriate form any relationships or activities which might give rise to conflicts, or the appearance thereof, with their duties, responsibilities or obligations to the University of Arkansas.

Conflict of Interest Resolution

Faculty members who derive direct or indirect financial benefit from materials required to be used by their students are engaged in outside employment for compensation that constitutes a conflict of interest. Procedures required to address that conflict of interest are as follows.

Required Compliance Procedures

- Faculty members must disclose the conflict of interest in writing and obtain prior written approval from department chair/head and dean to require the purchase of their own proprietary materials by their students or to require the purchase of any other materials for which the faculty member receives compensation (including, but not limited to publishers' incentive payments).
- The request for approval must include a description of the material(s) and a justification for their use.
- The request must state the provision made for disposition of payments, revenues and royalties from the sales of the material(s). These revenues must be paid to a unit not directly related to or associated with the faculty member, but one (e.g., college or school) that will benefit students academically at the University of Arkansas, Fayetteville.
- Consistent with the deadline for reporting Outside Employment (report to dean before September 15), faculty members must provide a satisfactory accounting of remuneration and disposition of payments, revenues and royalties acceptable to their Dean relative to materials required for student purchase during the preceding year.

NOTE: The required compliance procedures do not apply to faculty members teaching only in non-credit courses and programs. However, it is recommended that all required course materials be turned in to the University Bookstore where support will be provided to faculty and departments to ensure compliance with all textbook policies and that students have access to the material in a timely manner.

2.10 Teacher and Course Evaluation

The following procedures are developed in response to the Teaching Council's recommendations offered to and adopted by the Faculty Senate on March 11, 2009. These procedures are meant to supplement [Academic Policy 1405.15](#) (Revised April 12, 2024).

A standardized university-wide procedure for administration:

1. All course evaluations are administered on-line for each class through CoursEval.
2. An e-mail will be sent to all students enrolled in a class with 5 or more students, as well as the instructor for that class, announcing evaluations are open.
3. Students will receive e-mails every other day for one week reminding them to complete the course evaluations.
4. Evaluation period is generally 5 – 10 days long and access to course evaluations will then be closed.
5. The evaluation process is completely anonymous.
6. Results of evaluations will be sent to individual faculty members 72 hours after grades are posted in UAConnect.
7. Faculty may not retaliate against students, based on feedback from course evaluations, or the faculty will face negative repercussions.
8. It is the faculty member's responsibility to login to CoursEval prior to evaluations being deployed to ensure accuracy of the information being provided to students.
9. Faculty may choose 5 questions from the Purdue Instructor Course Evaluation Service (PICES) Item Catalog in addition to the pre-determined University, College, and Department questions.
10. Quantitative information on course evaluations is available to designated department heads, chairs and deans, however, beginning December 2019 student comments are available to department heads/chairs.
11. Contact information for CoursEval. email courseval@uark.edu.

Campus Council (Adopted March 14, 1985)

The Campus Council in 1985 reaffirmed the value of teacher and course evaluation by students, but significantly modified its implementation by recognizing that student evaluation of teaching effectiveness serves two related but distinctly separate objectives. The first relates directly to the instructor's own effort to teach effectively. The second pertains to administrative decisions regarding salary, promotion, and tenure. The [Academic Policy 1405.11](#) (Revised March 27, 2024) requires that in addition to student course evaluations, faculty must provide other evidence of teaching effectiveness, e.g., letters of recommendation, mentoring and placement success, evidence of student learning, etc.

2.11 Teaching and Faculty Support Center (TFSC)

The Wally Cordes TFSC at the University of Arkansas was established in 1992. Representing one part of the university's commitment to excellence in teaching, the center provides a central resource to assist faculty in the continued enhancement of learning and teaching. TFSC provides educational opportunities such as lunch and learn programs, teaching symposiums, new faculty orientation, and teaching camps. The center also provides informational support connecting faculty to the information and resources that they need to enhance their teaching. For more information, visit the website at: <http://tfsc.uark.edu/>.

2.12 Teaching Academy

The Teaching Academy is an honorary society of the University of Arkansas for outstanding teachers that advocates and

represents teaching interests as well as sponsoring events such as an annual workshop on teaching. For more information, consult the web site at <https://teaching-academy.uark.edu/>.

2.13 Academic Integrity

Responsibility for understanding and adhering to the values of academic integrity, including being familiar with and complying with this policy, lies with individual students as members of the University community. The University shall assist students in meeting this responsibility through educational efforts such as training held during both undergraduate and graduate new student orientation, through on-line training modules, through program-level orientation and in individual classrooms. As the Academic Integrity Policy is a faculty-approved university policy, it is expected that faculty will report any suspected allegations of academic dishonesty. Faculty are encouraged to use course syllabi statements regarding academic honesty and the unauthorized use of class notes as well as various online resources that can be found here: <https://honesty.uark.edu/faculty/index.php>. Faculty are also encouraged to define in their class syllabi terms such as “authorized/unauthorized collaboration” that may vary from course to course or instructor to instructor (refer to “Faculty” section of the Academic Initiatives and Integrity website for more information and suggestions). Again, however, as developing scholars, students must take the initiative to familiarize themselves with and clarify expectations regarding academic integrity: <http://honesty.uark.edu/policy/>.

2.14 Advising

Faculty members typically have shared responsibility for advising undergraduate and graduate students at all levels of study including the preparation of honors and graduate theses or dissertations. Assignments differ among programs and levels of study, but the number and kinds of advising duties assigned to faculty members and staff are reflected in their workload assignments, and their accomplishments and those of their students reflected in their annual evaluations.

Training and developmental opportunities are made available to faculty and staff assigned to advising duties. Awards for outstanding advising are made each year commensurate with those for teaching, research and other service assignments. The institution has established a continuing process for the monitoring and identification of issues related to advising and the design of solutions. Those involved in the everyday practice of advising students have a key role in this process. State laws also address faculty and institutional responsibilities toward students, and faculty members should be familiar with these responsibilities. Consistent with Act 1014 of the Arkansas General Assembly of 2005, qualified degree-seeking first-year students must be given the opportunity during their first registration to enter an eight-semester degree completion program or to decline to do so. Such programs exist for the great majority of areas of study at the University of Arkansas and full information is available online at: <http://catalog.uark.edu/>.

Similarly, consistent with Act 472 of 2007, entering undergraduate students must be informed during registration of the opportunities provided by the Arkansas Course Transfer System (ACTS). This system specifies course transferability among Arkansas public institutions of higher education and its provisions may be viewed online at: <https://adhe.edu/students-parents/transfer-info-for-students>.

Also, consistent with Act 672 of 2005, the U of A may not require a transfer student who has credit for an equivalent course (as reflected in the ACTS) to repeat that course on this campus.

Additionally, transfer credit policy under Arkansas Act 182 from 2009 requires a four-year public institution of higher education in Arkansas to accept all credits earned from students earning an Associate of Arts, Associate of Science or Associate of Arts in Teaching degree from a state-supported public institution in Arkansas. Major stipulations of Act 182 are outlined in the catalog: <https://catalog.uark.edu/undergraduatecatalog/academicregulations/transferofcredit/>.

2.15 Academic Advising of Undergraduate Students

[Academic Policy 1550.20](#) (Revised August 17, 2023) outlines the expectations of undergraduate student advising.

Academic advising is an active, ongoing exchange between the advisers and students grounded in teaching and learning. Advising is based on students gaining accurate and appropriate information and direction to help make their educational experience relevant, coherent, and meaningful. It is a process that assists students in connecting with the University of Arkansas, making thoughtful decisions related to their academic experiences, and maximizing their educational and career opportunities. Quality academic advising is essential to achieving the University's mission to “provide transformational opportunities and skills” to students while “fostering student success across a wide spectrum of disciplines.”

Support services for students include many services directly related to performance in the classroom and laboratory, some of which are identified below.

The **Cordia Harrington Center for Excellence** is a hub of academic resources for student success, including key spaces such as 360 Advising Studio, Writing Studio, SI Classrooms, Career Studio, and Learning Commons hosting tutoring, peer academic coaching, and mentoring. For more information about the Center and its resources, visit <https://success.uark.edu/>.

The **Office of Career Connections (previously known as the Career Development Center)** provides a comprehensive career development program with individual career counseling sessions focusing on all aspects of career development, including major and career selection, resume and interview preparation, and job/internship/graduate program search. The Office of Career Connections also offer classroom presentations (topics include: overview of career services, resume writing, interview skills, job-search) a professional development program, a career decision-making course, and employer networking events. For more information visit <http://career.uark.edu/>.

The World Languages & Digital Humanities Studio (previously known as the Center for World Languages) is located in the J.B. Hunt Center for Academic Excellence building in room 207, next to Kimpel Hall. Through events and research initiatives, the WLDH Studio explores the intersection of digital technology and the humanities, with special attention to the study of world languages and cultures. The WLDH Studio team is dedicated to innovative pedagogy and research along with the meaningful integration of digital media and tools in the classroom. For more information on the studio visit <https://fulbright.uark.edu/departments/world-languages/world-languages-and-digital-humanities-studio.php>.

The **Math Resource and Teaching Center** provides support for students in all 1000 and 2000 level mathematics classes. For more information and hours of operation visit <http://mrtc.uark.edu/>.

2.16 Research, Scholarship and Creative Activity

Tenured and tenure-track faculty members are expected to engage in research, scholarship or other creative activity as a substantial part of their assigned work at the university. Depending upon the unit, this effort can be up to 50 percent or more of the academic year assigned workload and 100 percent of the summer assigned workload. Non-tenure track faculty in professorial ranks should have a research/scholarship/creative appointment as part of their assigned work at the university. These activities are expected to result in work products and recognition of the effort by such indicators as invited presentations or shows, publication of articles and books, invitations to join prestigious societies, and other recognition appropriate to the amount and quality of activity as evaluated by peers. Consistent with the vision of a student-centered institution, faculty members are expected to provide for active involvement by students in their research, scholarship, or other creative activity.

Faculty members who engage in research, scholarship or other creative activity are responsible for determining and complying with university regulations that apply to their activities—such as those that govern the preparation and approval of proposals for funding, the amount of time which may be spent on consulting, the treatment of human or animal subjects of experiments, the use of biohazards including human pathogens, the reporting of outside income, conflict of interest, and computing activities. They are responsible for determining that laboratory procedures, including modifications for facilities and installation of equipment, conform to university regulations. Activities on university property or time should be appropriately scheduled and approved. Faculty who travel from the campus to engage in research, scholarship or other creative activity should comply with university policies regarding absence from work.

Resources and policies related to research and creative activity are identified in other sections of the Faculty Handbook.

2.17 Disclosure for Sponsored Programs

(An addendum to the Conflicts of Interest and Commitment Policy; Campus Council, October 26, 1995)

Beginning October 1, 1995, federal regulations require that the university manage, reduce, or eliminate any actual or potential conflicts of interest that may be presented by a financial interest of a principal investigator or project director of a sponsored project. Effective in August 2012, the regulations were modified to further reduce the likelihood that a financial conflict of interest would affect federally sponsored research. Accordingly, the University must require that investigators and project directors disclose any significant financial interest that may present an actual or potential conflict of interest in relation to a sponsored project. The federal regulations also require that 1) such a disclosure be made before submitting a sponsored project proposal, or, if a significant financial interest develops after a proposal submission or issuance of award, when such significant financial interest comes into existence, 2) all travel supported by an external entity, other than that supported by a state, local, or federal government entity or another institution of higher education, be reported to the investigator's home institution, and 3) all personnel in a position to influence the research activity undergo initial training regarding financial conflicts of interest and that such training be renewed every four years. In order to comply with these federal requirements regarding sponsored project proposal submissions, the University of Arkansas, Fayetteville, has established this policy. See the full text of the Disclosure and Management of Potential Conflicts of Interest and Commitment Policy at [Fayetteville Policies and Procedures 404.0](#) (Revised March 27, 2024).

2.18 Institutional Animal Care and Use

The university endorses and supports the responsible use of animals in research and teaching. The policy of the University of Arkansas regarding animal care and use applies to all research and teaching using live, vertebrate animals conducted at the university campus, or by university faculty, staff, or students when acting as representatives of the University at off-campus locations. This policy does not apply to research and teaching using human subjects, the oversight of which is the duty of the University Institutional Review Board.

See the full text of the policy at [Fayetteville Policies and Procedures 701.0](#) (Revised January 25, 2021).

2.19 Human Participants

Any activity involving living individuals about whom information is collected (whether by interaction or intervention with the individual or using existing information if the researcher has access to identifiable data) for the purpose of developing or contributing to generalizable knowledge is considered "human subjects research." All such studies require the prior approval of the Institutional Review Board (IRB). Information regarding protocol submission and approval can be found on the [Office of Research Integrity and Compliance website](#) by sending an e-mail to the IRB administrator at irb@uark.edu.

2.20 Biological Research

According to *NIH Guidelines*, research that involves the use of recombinant and synthetic nucleic acid molecules (rDNA); microorganisms; biological toxins; bloodborne pathogens; human and nonhuman primate materials; and transgenic plants and animals must be reviewed and approved by the Institutional Biosafety Committee (IBC) prior to the start of a study. Information regarding protocol submission and the review process can be found on the [Office of Research Integrity and Compliance website](#) or by sending an e-mail to the IBC coordinator at ibc@uark.edu.

2.21 Radioactive Substances, Biohazardous Materials and Toxic Substances

Radioactive substances, biohazardous materials, and toxic substances are additional research areas covered by policy and procedures. Protocol forms and information regarding approval of such studies can be found on the [Environmental Health and Safety website](#).

2.22 Export Control

In order to engage in research activities that include the collaboration of foreign colleagues and graduate students or the collection of data from abroad, investigators must comply with certain restrictive Federal regulations collectively called, "export control regulations." The purpose of these regulations is to control the dissemination of information and/or materials which may have bearing on our national security. While export control regulations provide exemptions for "educational information" and "fundamental research," both externally and internally funded research may be subject to export control regulations. *Investigators should not assume that unsponsored research is exempt from export regulations.* Additional information and assistance for complying with export regulations is available on the [Office of Research Integrity and Compliance website](#).

Consistent with the [Fayetteville Policies and Procedures 206.7](#) (September 9, 2019), faculty who are engaged in research activities that involve potentially restricted material or information, host international visitors, or engage in international travel on behalf of the University are expected to review the policy and regulations and obtain proper authorizations. Assistance with determining the control status of research activities, sponsored and unsponsored, is available by contacting the Office of Research Integrity and Compliance or the export control officer at exports@uark.edu.

2.23 University Libraries

The library system of the University of Arkansas includes the David W. Mullins Library, the main research library and four branch libraries, including [Chemistry/ Biochemistry](#), [Fine Arts](#), [Law](#), and [Physics](#).

The University Libraries offer more than 3.7 million volumes, more than 232,000 journals and e-journals, and 2,000 manuscript collections.

The main [website](#) contains links to collections, such as Performing Arts and Media or GIS and Maps, along with resources and instructions to help faculty and students access what they need from wherever they have Internet access.

The library [catalog](#) provides information for traditional materials within the Libraries' collections, and OneSearch provides single search access to all entries in the catalog, as well as full text search of most of the e-books and e-journals to which we subscribe, other specialty databases such as [Index Arkansas](#), and open access materials.

The Libraries' [Special Collections](#) acquires and preserves access to historical manuscripts, University Archives, Arkansas Collection, rare books, historical maps, and the Arkansas Architectural Archives. Select items from these collections are digitized for our [Digital Collections](#).

Faculty are encouraged to visit the [Office of Scholarly Communications](#), explore their growing Institutional Repository, [ScholarWorks@UARK](#), and become an active contributor. If faculty are looking for content for their Blackboard class, such as [streaming media](#), they may review library materials and [research guides](#) that can be directly incorporated into Blackboard.

The Libraries provides a host of additional services including collection acquisition, [interlibrary loan](#), document delivery, [course reserves](#), [course research guides](#), and faculty-student [collaborative spaces](#), which can be booked through [the room reservation system](#). Library personnel are available for [classroom presentations](#) on library resources and research techniques as well as for individual [research consultations](#).

The Libraries maintain memberships in the [Center for Research Libraries \(CRL\)](#), [Greater Western Library Alliance \(GWLA\)](#), [Inter-University Consortium for Political and Social Research \(ICPSR\)](#), [Scholarly Publishing & Academic Resources Coalition \(SPARC\)](#), [United States Agricultural Information Network \(USAIN\)](#), [Coalition for Networked Information \(CNI\)](#), and [Council on Library Information Resources \(CLIR\)](#), among others.

For information concerning collections and services, please call (479) 575-4101.

2.24 Sponsored Programs, Office of

The Office of Sponsored Programs (OSP) provides information regarding regulations that govern sponsored activities, funding sources, grant proposal preparation and submission, oversight for compliance, expending awards, and a variety of related services. The office is divided into three primary units: Pre-award (budget guidance, proposal review for compliance and proposal submission), Award Management (e.g., award setup, no-cost time extensions, budget modifications, subaward management), and Post-award Financials/Research Accounting (e.g., service center rate review and setup, effort certification, indirect cost negotiation, financial transaction review, sponsor invoicing, financial reporting and award closeout). The office also drafts, reviews, negotiates, finalizes, and amends federal, state, foundation, and industry research agreements. Consult OSP website for further information, <https://research.uark.edu/units/osp/>.

2.25 Research Integrity and Compliance, Office of

The Office of Research Integrity and Compliance (RSIC) is responsible for assisting faculty, staff and students with compliance of federal and state regulatory requirements for sponsored and unsponsored research and with the associated University policies. These areas include, but are not limited to, Disclosure for Sponsored Programs, Conflicts of Interest and Commitment, Animal Care and Use, Human Subjects Research, Biological Research, Export Control, Research Misconduct, Responsible Conduct of Research, Radioactive Substances, Biohazardous Materials, and Toxic Substances, DEA Registration, Data Use Agreements, and Material Transfer Agreements. For additional information, consult the [Office of Research Integrity and Compliance](#).

2.26 Research Misconduct Policies and Procedures

The University of Arkansas is committed to integrity in research and scholarly activity. Research and Scholarly Misconduct Policies and Procedures apply to all research activities, whether they are unfunded, funded by the university, or have extramural funding from state, federal or private agencies. These regulations govern the preparation and approval of proposals for funding, the process of conducting research, and the presentation or publication of research results. It does not address the treatment of humans or animals as research subjects. All individuals who may be involved with an ongoing research project or with a project for which an application has been submitted are governed by these policies. These policies apply to any person paid by, under the control of, or affiliated with the university, such as administrators, faculty, scientists, trainees, technicians and other staff members, students, fellows, guest researchers, or collaborators at the University of Arkansas. See the full text of the Research and Scholarly Misconduct Policies and Procedures at the [Research Compliance website](#).

2.27 Attendance at Commencement

At least one-third of the faculty members from each college should attend May and one-third should attend the December Commencement, as determined by the dean. The wearing of appropriate academic regalia is required at such

functions. Faculty members who do not own academic regalia may rent them through the University Bookstore.

2.28 Children, Other Family Members or Friends in the Workplace

[Fayetteville Policies and Procedures 732.0](#) (Revised February 15, 2003)

It is university policy that only those providing or making use of university programs and services should be on campus regularly or routinely, except as bona fide visitors. Consequently, neither employees nor students should have family members, including children, or friends as a regular presence in their workplace or classrooms and other areas of instruction, including laboratories. Exceptions should only be made in response to special circumstances for short periods of time and must be approved by the employee's supervisor.

2.29 Code of Computing Practices

Computing resources are provided by the University of Arkansas to enhance teaching, research, service, and the activities which support them. The University of Arkansas is committed to a computing system which effectively meets the needs of users. Individuals who are granted computing accounts or use computing resources at the University of Arkansas accept responsibility with such access. Each user is expected to use accounts or resources within the university-approved educational, research, or administrative purposes for which they are granted. Activities beyond these stated purposes are strictly prohibited. The Code of Computing Practices for the university with which faculty members are expected to comply is available at the Computing Services web site. Violations of this code will be reviewed through established university judicial and administrative procedures. Actions to restrict computer usage may be challenged through the same procedures. See the [Code of Computing Practices \(Fayetteville Policies and Procedures 900.0\)](#) (Revised February, 2011).

2.30 Conflicts of Interest and Commitment

University employees need to be sensitive to the possibility that outside obligations, financial interests, or employment may affect their responsibilities and decisions as members of the university community. Involvement of university employees in outside activities, both public and private, often serves the interests of the individual, university, and general public. Participation of individuals in activities outside the university is encouraged to the extent that they do not interfere with the mission of the university in preserving, generating, and disseminating knowledge.

University employees may be faced with situations that conflict with their obligations, responsibilities, and decisions related to the mission of the university. These conflicts can generally be categorized as conflicts of interest and conflicts of commitment. Conflicts of interest are situations in which university employees may have the opportunity to influence university administrative, business, or academic decisions in ways that could lead to personal gain, give improper advantage to self or others, or interfere with objective preservation, generation, or public dissemination of knowledge. Conflicts of commitment are situations in which university employees' time and effort given to outside activities and interests interfere with their obligations and responsibilities to the university. Conflicts of interest and commitment are not necessarily unwarranted, unethical, or illegal. Furthermore, conflicts of interest and commitment are not always avoidable. The failure to disclose situations that have the potential for or involve actual conflicts of interest or commitment, however, may be unethical and/or illegal.

To review the full text of the Disclosure and Management of Potential Conflicts of Interest and/or Commitment, including Outside Activity policy and to download and print the forms, including the form for prior approval of outside employment and the form for disclosure of potential conflict of interest and/or commitment, see the website for [Fayetteville Policies and Procedures 404.0](#) (Revised March 27, 2024).

2.31 Criminal Arrests, Charges or Convictions

University employees must report to their supervisor, within 24 hours or at the earliest possible opportunity thereafter, any criminal arrests, criminal charges, or criminal convictions, excluding misdemeanor traffic offenses punishable only by fine. Employees must cooperate fully during any review process undertaken by the University. Failure to make such a report or to cooperate with such a review shall constitute grounds for disciplinary action, up to and including termination (see also 4.5.G).

2.32 Outside Employment

Prior approval by department head and/or dean is required in order for any full-time faculty or staff member to engage in outside employment. Such employment for compensation is authorized by [Board of Trustees policy 450.1](#) (Revised May 25, 2023) provided this employment does not interfere with the employee's duties (such as by creating a conflict of interest and/or commitment) and provided that the employee receives written approval from their department head and/or dean in

advance of the employment. Similarly, employees planning to engage in outside employment must disclose by means of the appropriate form any relationships or activities which might give rise to conflicts, or the appearance thereof, with their duties, responsibilities or obligations to the University of Arkansas.

Full-time faculty (30 hours or more per week) must receive prior approval from the department head/chair, dean and Provost before teaching for (including via distance learning), conducting research or creative activity, or accepting any other type of appointment with another academic institution. See [Board Policy 450.1](#) (Revised May 25, 2023) and [Fayetteville Policies and Procedures 404.0](#) (Revised March 27, 2024).

2.33 Professionally Related Public Service

Faculty who perform professionally related public services should comply with university policies concerning absence from work. They should schedule off-campus activities in such a way as to allow sufficient time on campus to perform their assigned duties. Faculty assigned to public service duties should ensure that all activities and programs for which they are responsible are conducted in accordance with university regulations.

2.34 Policy and Regulations

One additional faculty responsibility is to know and follow the policies and regulations of the state, the university, and their college or school. As not all policies related to faculty service and responsibilities can be collected and duplicated in one place, faculty should be aware not only of such information provided in the Faculty Handbook but should also be familiar with, or know how to consult, the following major policies and policy series for information on policies that apply to faculty members:

[Academic Policy Series](#)

[Board of Trustees Policies](#)

[Catalogs](#)

College and school personnel documents (Consult with the department chair or dean regarding the school or college and departmental personnel documents.)

[Fayetteville Policies and Procedures](#)

[Schedules of Classes](#)

3. Policies Governing Faculty Service

3.1 Overview

Policies governing faculty service fall into several categories. Five of particular importance address such matters as evaluative criteria, standards, and procedures for appointment, promotion, tenure, annual review, post-tenure review, non-reappointment, and dismissal of faculty; faculty grievance procedures, or retrenchment. They are the following:

[Appointments, Promotion, Tenure, Non-Reappointment, and Dismissal of Faculty, Board of Trustees Policy 405.1 \(Revised March 29, 2018\)](#)

[Evaluative Criteria, Procedures and General Standards for Initial Appointment, Successive Appointments, Annual and Post-tenure Review, Promotion and Tenure, Academic Policy 1405.11 \(Revised April 13, 2019\)](#)

[University and Distinguished Professors, Academic Policy 1405.13 \(Revised April 10, 2019\)](#)

[Faculty Grievance Policy, Academic Policy 1430.10 \(Revised May 3, 2023\)](#)

[Retrenchment, Board Policy 405.5 \(Revised May 23, 2024\)](#)

Current personnel documents of the colleges and schools also address these matters.

Dean's offices can provide copies or web addresses of college and departmental personnel documents.

3.2 Employment and Compensation

Faculty members are typically appointed for a nine-month period, although faculty and administrative personnel may be appointed for a twelve-month or other period, depending upon the needs of the unit concerned or the nature of the research or administrative work being done. Department heads, chairpersons, and chairholders typically have twelve-month appointments. The appointment period for nine-month employees is the academic year from mid-August to mid-May. The beginning and ending dates for nine-month appointments are governed by [Academic Policy 1200.20](#) (Revised March 3, 2023).

The appointment period for twelve-month employees is from July 1 to June 30, inclusive, which corresponds to the university's fiscal year. University employees are paid semimonthly. Semimonthly pay means employees will be paid twice a month, usually on the 15th and last business days of each month. Business days are defined as days other than weekends and university holidays. If the 15th falls on a Saturday or Sunday, pay day will be on Friday.

Deductions from salary payments will include some or all of the following: federal and state income taxes, employee Medicare and OASDI taxes, payments to retirement plans, medical insurance premiums, dental insurance premiums, optical insurance premiums, life insurance premiums, and deductions for the flexible medical spending account or dependent care spending account. Other deductions may be selected from the complete list of insurance and other products offered by the University. Employees choose some deductions and some withholding amounts. Each employee is informed of the amounts withheld and for what purposes they are withheld by means of their earnings statement.

In special circumstances, certain categories of employees may earn additional pay for additional work as outlined in the Extra Compensation Policy at [Fayetteville Policy and Procedures 407.0](#) (Revised July 1, 2015).

Faculty members on nine-month appointments or hired as adjunct faculty may teach during the summer. Employees on nine-month appointments will be compensated for any summer research or teaching employment on a basis proportionate to the salary of the previous nine months. Total compensation for summer employment may not exceed 33-1/3 of the previous nine-month salary and is subject to applicable line-item maximum restrictions. See [Academic Policy 1405.18](#) (Revised March 15, 2023) for information on Summer Sessions and [Academic Policy 1405.20](#) on Intersessions (Revised March 23, 2023).

When the employment period of a faculty member is changed from nine months to 12 months, their 12-month salary will be 125 percent of their nine-month salary. When the employment period of a faculty member is changed from 12 months to nine months, their nine-month salary will be 80 percent of their 12-month salary consistent with [Board of Trustees Policy 435.1](#). (Revised March 18, 2021).

3.3 Employment Periods

Excerpts From [Board Policy 405.4](#) (Revised May 25, 2023). Also see [Academic Policy 1200.20](#) (Revised March 3, 2023).

Administrative Employees: The President of the University shall serve at the pleasure of the Board of Trustees, unless otherwise provided by contract. The vice presidents, members of the system staff, and the chancellors or chief executive officers of each campus, division, or unit shall serve at the pleasure of the President, unless otherwise provided by contract. Vice chancellors, associate vice chancellors, and assistant vice chancellors shall serve at the pleasure of their appropriate chancellors or chief executive officer, unless otherwise provided by contract. Persons in such positions are "at-will" employees and may have their employment terminated by the university for convenience at any time or may be dismissed immediately for cause.

Faculty Employees: Faculty members who have been awarded tenure have a right to continuous employment except for a disciplinary suspension, dismissal for cause (according to the procedures in Section IV.C of [Board Policy 405.1](#) (Revised March 29, 2018) or for termination in the event of demonstrably bona fide financial exigency, reduction or elimination of programs, retirement, resignation or job abandonment.

Faculty members in tenure-track positions (assistant professor, associate professor, professor, distinguished professor, and university professor) who have not yet been awarded tenure may be terminated effective at the end of the appointment period by a written notice, given in advance, according to the following schedule of time:

For the first year of service, not later than March 1, if the appointment expires at the end of that academic year; or at least three months in advance of its termination if the appointment expires at some other time during the year.

For the second year of service, not later than December 15, if the appointment expires at the end of that academic year; or at least six months in advance of its termination if an appointment expires at some other time during the year.

After the second year of service, at least twelve months before the expiration of the terminal appointment. The terminal appointment will be for the academic or fiscal year, according to the appointment last held by the

These termination notice periods are those specified under IV.B., “Non-Reappointment,” in [Board Policy 405.1](#) (Revised March 21, 2018). In addition to termination as outlined here, these employees may be dismissed for cause, or terminated in the event of demonstrably bona fide financial exigency, reduction or elimination of programs, retirement, resignation, job abandonment pursuant to [Board Policy 405.1](#). (Revised March 21, 2018).

Non-tenure track faculty who have received a multi-year term appointment under merit-based campus procedures approved by the President, may be terminated upon the expiration of their appointment or under campus procedures for such purpose, or they may be dismissed for cause by written notice of the chief academic officer of the campus, division, or unit, following verbal or written notice and opportunity to respond ([APS 1405.11](#)).

Other faculty members and other academic employees in positions for which tenure may not be awarded (part-time faculty in the ranks of assistant professor, associate professor, professor, University professor, and distinguished professor; clinical, research, teaching, adjunct, or visiting faculty; research associates or research assistants; instructors; advanced instructors, senior instructors; lecturers; executive in residence; professor of practice) are considered “at will” employees and may be terminated for convenience at any time, or dismissed for cause by written notice by the chief academic officer or other senior designee of the campus, division, or unit, following verbal or written notice and opportunity to respond.

Staff Employees: All staff employees of the university, whether full-time or part-time, who are appointed or hold regular positions are “at-will” employees and may have their employment terminated by the university for convenience at any time or may be dismissed immediately for cause.

All other Employees and Student Workers (excluding Graduate Assistants) All other employees and student workers, excluding Graduate Assistants who are addressed in [Board of Trustees Policy 500.1](#) (Revised March 29, 2018), may be terminated at any time without advance written notice. While advance written notice is not required, termination should be communicated to the employees and documented.

3.4 Extra Compensation and Overload

Issues related to extra compensation are addressed in [Fayetteville Policies and Procedures 407.0](#) (Revised July 1, 2015) which interprets University-wide Administrative Memorandum 440.2. The most current [policy](#), [Extra Compensation Form](#), and [instructions](#) are available on the Fayetteville Policies and Procedures website.

3.5 Concurrent Employment

Arkansas Code Ann. § 19-4-1604 & Arkansas Code Ann. § 6-63-307

Under certain circumstances **and with prior approval**, University employees may work for two state agencies or institutions concurrently. The work performed for the second agency or institution must not interfere with the proper and required performance of the employee's duties in the primary position. The combined salary payments from both agencies or institutions must not exceed the maximum allowable salary for the higher paid position, except that, under Arkansas Code Ann. § 19-4-1604, state employees may teach temporarily at state-supported institutions of higher education even though their combined salaries will exceed the line item maximum. This exception is subject to the approval of the Chief Fiscal Officer of the State. The Secondary Employer initiates the form on the employee's behalf. The form is then routed through Human Resources to the Primary Employer for completion. The Primary Employer returns the form to Human Resources for submission to the Office of Personnel Management (OPM) in Little Rock.

3.6 Off-campus Duty Assignment

An Off-campus Duty Assignment is an appointment, usually away from the campus, which allows eligible faculty and administrators to pursue an approved project while being relieved of teaching and administrative duties. The purpose is to enhance the individual's value to the institution.

Faculty members (including research faculty and extension personnel) and non-classified administrators who have completed six years of continuous full-time employment with the university or who have completed six years of continuous full-time service since a previous Off-Campus Duty Assignment may apply for an Off-Campus Duty Assignment. The application, prepared in accordance with campus regulations, must describe the project which the applicant wishes to undertake, where it is to be done, and the anticipated value to the individual and to the university. To be approved, a proposed assignment must be consonant with the needs, objectives, and mission of the campus.

An Off-Campus Duty Assignment is a privilege, not a right. A limited number may be approved by the Board of

Trustees each year upon the recommendation of the Chancellor. Assignments should not exceed one semester (or six months for employees on twelve-month appointments) at full salary, or two semesters (or one year for those on twelve-month appointments) at half salary. The university assumes no financial responsibility beyond the salary stated above.

Within sixty days after returning to the campus from an Off-Campus Duty Assignment, the faculty member or administrator must submit a written report of his or her activities and accomplishments during the Off-Campus Duty Assignment to the chairperson of their department, the dean of the college, provost/executive vice chancellor for academic affairs and the Chancellor.

In accepting an Off-Campus Duty Assignment, the recipient agrees to return to the university for at least one year following the end of assignment.

For additional information and guidelines, see [Academic Policy 1435.40](#) (Revised October 2, 2014).

3.7 Attendance at Professional Meetings

Members of the teaching, research, administrative, and extension staffs are encouraged to attend professional meetings, as such attendance is deemed beneficial to both the individual and to the university. Brief absences from official duties are allowed for attendance at such meetings when circumstances permit, and the university may reimburse the individual for a part of the travel expenses depending upon their level of participation when travel funds are available for such purposes and to the extent allowed by university travel regulations. Plans to be absent and applications for travel allowance for attendance at professional meetings must be approved in advance by the appropriate administrative personnel.

3.8 Proposal Submission and Contracting Authority

The Office of Sponsored Programs (OSP) is the unit designated by the chancellor to submit all proposals for extramural support, excluding USDA proposals. Also delegated to OSP is the authority to prepare and negotiate contracts and other agreements related to sponsored programs and technology administration. The President of the University of Arkansas has delegated the authority to sign contracts for research, other sponsored programs, and technology matters to the director of OSP. OSP is the unit that receives invention disclosures, manages inventions, patents, and related intellectual property. OSP also handles research compliance functions. Information and forms for these activities can be located at <https://research.uark.edu/units/osp/>.

See [Board Policy 300.1](#) (Revised September 17, 2021) for details.

3.9 Patent and Copyright Policy

The University of Arkansas commercializes world-class research to support a lasting knowledge-based economy to benefit Arkansas and the world. The University helps faculty and research scientists identify and protect intellectual property developed from their research to accomplish this goal. It shall be the policy of the University to acquire and retain legal title to all inventions created by any person or persons to whom this policy is applicable. Inventors shall retain rights in inventions which the University has chosen not to claim under this policy or pledged to a third party as a result of a grant, contract, cooperative agreement, or other sponsored research agreement. This policy shall apply to all persons employed, compensated or appointed by the University and to anyone using facilities owned, operated, or controlled by the University. It shall also apply to all inventions financed, in whole or in part, from funds under the control of the University. There are both University wide and Fayetteville campus Patent and Copyright Committees. The Fayetteville campus committee is responsible for implementing the University Patent and Copyright Policy for the campus and for the Division of Agriculture. See [Board Policy 210.1](#) (Revised August 21, 2019) for details.

3.10 Political Activity

[Board Policy 465.1](#) (Adopted March 7, 1975; Revised March 30, 2016)

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

An employee who intends to seek public office or to assume a major role in a political campaign is obligated to discuss their plans with their supervisor. If the supervisor determines that the activity will impinge to any extent upon the full discharge of the employee's responsibilities to the University, including, but not limited to, any actual or perceived conflict of interest, the plans shall be reviewed through regular administrative channels to the Chancellor's Office or chief executive officer for each campus, division or unit, after consultation with the General Counsel's Office, for a determination of workload and salary adjustment.

Involvements which require part or full-time services, and for which more than token compensation is received, will require reduction of workload and pay, leave of absence, or resignation, depending upon the extent of the activity. For more information, refer to [Board Policy 465.1](#). (Revised March 30, 2016).

3.11 Relations with Legislators and Members of Congress

The Board of Trustees and the university administration respect the right of each university employee as a citizen to exercise freedom of expression on legislative issues. At the same time, university employees should not, unless authorized, attempt to speak as agents of the university in discussions with members of the Arkansas General Assembly, Arkansas constitutional officers, and members of Congress. University positions are developed by the chancellor in coordination with the University of Arkansas Board of Trustees and System officials. The chancellor, the vice chancellor for government and community relations, and other designated university officials are responsible for interpreting UA policy and presenting data and other information to appropriate state and federal officials. Campus employees who wish the university to consider matters for incorporation into its legislative programs should, in coordination with their supervisors, bring them to the attention of the vice chancellor for government and community relations. For more information, review [UA Systemwide Policies and Procedures 465.1](#). (Revised March 30, 2016).

3.12 Holidays

All state employees are granted twelve paid holidays. The annual holiday schedule for this campus is available at the Human Resources web site and in the [Fayetteville Policies and Procedures 409.2](#). (Revised June 6, 2024)

Faculty and staff on nine-month appointment have the same holiday schedule as employees on twelve-month appointment. When the university requires that a day of annual leave be taken at the institution's direction (such as when the university closes for a December break), nine-month employees also take this day as a holiday. Holidays are established by the Board of Trustees each year, and in some years an extra day is approved by the Governor. Except for holidays, faculty and nine-month staff are expected to be on duty throughout the period of their appointment, consistent with their individual workload assignments, except when on leave consistent with university policy.

3.13 Leave Policies for Academic and Other Non-classified Personnel

Sick Leave Policy ([Board Policy 420.3](#)) (Revised May 25, 2023)

Sick leave is a benefit to University employees who are employed half-time or greater and on at least a nine-month appointment. Eligible full-time (100%) appointed employees earn sick leave at the rate of eight hours for each complete month of service, up to a maximum annual carryover of 960 hours. Eligible employees working less than full time accrue sick leave in the same proportion to time worked. Sick leave accrues only when an employee is in a paid status and does not accrue while an employee is on leave without pay.

Paid sick leave is not granted as vacation leave and can only be used when (1) the employee is unable to perform the employee's regular duties because of sickness or injury or (2) for the treatment by or consultation with a licensed health care provider.

Sick leave may also be granted to employees due to the death or serious illness of a member of the employee's immediate family. Immediate family shall mean the employee's parent, sibling, spouse, child (including an adoptive child), grandparent, grandchild, in-law, or any individual acting as a parent or guardian of the employee.

Sick leave may be granted only for a period when the employee is in an appointed status. For the purpose of this policy, academic employees who are in paid status during the summer term will be considered to be in an appointed status. For academic employees on less than a 12-month appointment, sick leave that begins during the Spring Semester shall not extend into the Summer Session and may resume in the Fall semester if the employee is otherwise eligible for sick leave and has received a benefits eligible appointment for the Fall semester. Absence due to illness or disability, except in case of maternity leave, is charged in the following order:

- Earned sick leave.
- Earned annual leave.
- Leave without pay.

Sick leave may be taken for pregnancy and maternity related health conditions and will be treated as any other leave for sickness or disability except that (1) no health care provider certification will be required for the first four weeks following the birth of the child and (2) the employee taking leave for a pregnancy or maternity related health condition may elect to take leave of absence without pay without exhausting accumulated annual and sick leave. Upon return from leave the

employee will be given the same or comparable position to the one occupied prior to the leave. The employee is expected to give the employee's supervisor as much notice as possible prior to beginning a pregnancy or maternity related health condition and at least two weeks' notice prior to returning to work. Both notices should be in writing. See additional information below on parental leave.

Annual Leave ([Board Policy 420.1](#)) (Revised May 23, 2024)

Annual leave is granted to all eligible faculty members on 12-month appointments or one-half time or more, with part-time faculty earning leave in proportion to the time worked. Eligible faculty members hired or moved into their position before January 1, 2025 shall accrue annual leave at the rate of 15 hours per month. Eligible faculty hired on or after January 1, 2025 shall accrue annual leave based on the below accrual schedule:

<u>Years of Eligible Employment</u>	<u>Monthly Accrual</u>
Through the first year of	10 hours per month
Through the second and third years	12 hours per month
Through the fourth and fifth years	14 hours per month
Upon completion of the fifth year	15 hours per month

Annual leave shall not be taken before it is accrued. The use of accrued leave may be requested by an employee at any time. The appropriate supervisor will grant the request when it least interferes with the efficient operation of the department.

Annual Leave is cumulative; however, no employee may have more than 30 days on December 31 of each year. During the calendar year, accrued leave may exceed 30 days, but those days in excess of 30 will be lost if they are not used before December 31 of each year. Accrued annual leave may be requested by an employee at any time.

Annual leave may not be accumulated while an employee is on leave without pay.

An employee whose period of employment is scheduled to be changed from a 12-month basis to a nine-month basis may, within the guidelines of Section IV., take all accrued, unused vacation before the end of the 12-month period, or, within the carryover limits, may reserve accrued annual leave hours for payout upon termination of employment. Payment for any reserved accrued hours shall be based upon the lesser of the salary on the date of the last hour accrued immediately prior to the change from a 12-month basis to a nine-month basis or the salary at the time of termination of employment. An employment period shall not be extended for the purpose of paying an employee for unused vacation, and neither shall lump-sum terminal payment be made unless an employee terminates employment with the University.

Upon termination of employment in which a person ceases to be an active employee of the University, the amount due to the employee or the employee's estate from accrued annual leave and holiday leave shall be included in the final pay. See [Board Policy 420.1](#) for additional information on calculation of final payment.

Military Leave ([Board Policy 420.4](#)) (Revised May 21, 2020)

Twelve-month employees who are members of the National Guard or the Reserve Component of any of the branches of the Armed Forces of the United States shall be granted a maximum of 15 days leave each calendar year for annual training requirements or other duties performed in an official duty status. Such leave shall be granted without loss of pay and in addition to regular leave time. Unused portions of military leave will be carried over into the succeeding calendar year with a maximum of 30 military leave days available in any one calendar year.

Nine-month academic and administrative employees are encouraged to take any needed military leave during the three months they are not under appointment to the University.

Each employee who requests military leave shall furnish a copy of his or her orders to the Provost. An employee who is recalled to active duty in the Armed Forces of the United States or who volunteers for military service that would exceed the employee's accumulated leave shall be placed on extended military leave without pay. For an employee whose tour of military duty is more than 30 days but less than 181 days, the employee must submit an application for reemployment within 14 days of the effective date of his or her release from active duty. For an employee whose tour of duty exceeds 181 days, the employee must submit an application for reemployment within 90 days of the effective date of his or her release from active duty. Employees who comply with the terms of this policy and the Uniformed Servicemembers Employment and Reemployment Rights Act (USERRA) shall be reinstated to the position vacated or to an equivalent position at no loss of seniority or any of the other benefits and privileges associated with their employment. An employee who accumulates five years of military absence as defined by USERRA forfeits his/her reemployment rights.

Military personnel called to duty in emergencies by the Governor or by the President of the United States in emergencies, as defined by A.C.A. § 21-4-212(c), shall be granted leave with pay not to exceed 30 working days after which leave without pay will be granted. This leave shall be granted in addition to regular time but not in addition to regular military leave. Additionally, employees whose tour of duty exceeds 30 days may be eligible for proportionate

Court and Jury Leave ([Board Policy 420.5](#)) (Revised May 25, 2023)

Any employee serving as a juror shall be entitled to full University compensation in addition to any fees paid by the Court for such services. Such absences shall not be counted as annual leave.

Where service on a jury would substantially interfere with the execution of the University work schedule, the chief administrative officer of the campus may, after consulting with the University's Office of General Counsel, petition the judge in writing to exempt an employee from such service. However, if an exemption is denied or if no response is received prior to the date jury duty is to begin, the individual must report for jury duty. An employee who is summoned to serve on jury duty shall not be subject to discharge from employment, loss of sick leave or vacation time, or any other form of penalty as a result of his or her absence from employment due to such jury duty, upon giving reasonable notice to his or her supervisor of the summons. Employees serving as jurors should return to work as soon as their services are no longer needed by the court.

When an employee is subpoenaed as a witness it will be determined through the employee's administrative chain, in consultation with the Office of the General Counsel, if the employees' testimony is within the scope of their employment. Due to the nature of their employment, law enforcement employees may be treated differently. Employees who are called as witnesses for cases in which their testimony is in the scope of their employment are entitled to their salary with no charge to leave for their absence. Depositions or statements which involve the University may be taken during duty hours. Employees who are called as witnesses on matters outside of the scope of their employment shall take annual leave. Nine-month employees, if subpoenaed to testify on matters not related to the University or their scope of employment, will coordinate the scheduling of testimony with their administrative chain to ensure that the absence does not interfere with their University employment duties and is in keeping with applicable leave policies. Use of depositions is preferred for non-scope of employment testimony and should be handled during off-duty time or while the employee is in leave status.

An employee who intends to serve as an expert witness in a legal matter must comply with University conflict of interest policies, which require disclosure and review of all possible conflicts of interest and commitments. This includes the requirement to comply with all applicable outside employment rules, including [Board of Trustees Policy 450.1](#). Outside Employment, which requires prior approval of all outside employment by all full-time faculty and specified staff members. Employees who are retained by a party or by a court as expert witnesses and paid a fee in excess of the normal witness fee set by statute or court rule shall take annual leave for the time required for such testimony. Employees who do not accrue leave should coordinate their absence with their administrative chain to ensure no disruption of their University employment duties.

Leave of Absence Without Pay ([Board Policy 420.6](#)) (Revised May 25, 2023)

The President of the University is authorized to grant leaves of absence without pay for a period not to exceed six months, provided that the President may under special circumstances approve leave without pay for an additional six months.

Educational Development Leave ([Board Policy 420.7](#)) (Revised May 21, 2020)

A regularly appointed employee may be granted educational leave by the President of the University on the following basis:

1. The employee will continue in the service of the University for a period of time as statutorily required or in the absence of a specific law, at least twice the length of his or her course of training. Any employee who does not fulfill these obligations shall be required to pay to the University the total cost or a proportionate share of the cost of the out-service training and compensation paid during the training period.
2. A written contract setting forth all terms of the agreement shall be signed by the employee and the President or Chancellor. The employee shall retain all rights in the position held at the time when the leave was granted or in one of comparable security and pay.

The amount of salary paid during the training period will be agreed upon by the employee and the President or Chancellor but may not in any case exceed the regular salary paid the employee. Payments for tuition, fees, books, and transportation may be made only if such sums have been specifically appropriated by the General Assembly for such purposes. Each campus, division or unit may develop procedures for this purpose.

Leave for Children's Educational Activities ([Board Policy 420.7](#)) (Revised May 21, 2020)

All full-time employees shall be entitled to eight (8) total hours of leave (regardless of the number of children) each calendar year for the purpose of engaging in and traveling to or from the educational activities of a child. An educational activity is a school-sponsored activity. For purposes of this policy, child generally means a person enrolled in an educational program for

prekindergarten through grade twelve (pre K-12) who is of the following relation to the employee: natural child; adopted child; stepchild; foster child; grandchild; ward; or any other legal capacity in which the employee is acting as the parent for the child. Child also includes a person over the age of eighteen (18) who meets the foregoing criteria and has a developmental disability as defined by Arkansas law, or who has declared legally incompetent.

Unused leave may not be carried over to the next year and is not payable to the employee at the time of termination.

Family and Medical Leave

Under the Family and Medical Leave Act of 1993 (FMLA), the university provides up to 12 weeks (480 hours) of unpaid leave and job protection per 12-month period per year for employees with qualifying life events, continuation of health benefits during leave, and reinstatement to the same or an equivalent job upon return.

In general, when an employee cannot report to work due to either a personal or family illness for greater than three consecutive working days, they may be eligible for unpaid leave under the FMLA.

Qualifying events include:

- Birth or adoption of a child
- Placement of a child in foster care
- Spouse or an immediate family member with a serious health condition requiring care
- Inability to work due to a serious health condition
- Covered servicemember with a serious injury or illness requiring care if the employee is the spouse, son, daughter, parent or next of kin
- Qualifying exigency rising out of the fact that the employee's spouse, son, daughter or parent is a military member on covered active duty

An employee's spouse, children and parents are immediate family members for the purposes of FMLA. Immediate family member includes a parent, but does not include a parent-in-law. The term son or daughter does not include individuals age 18 or over unless they are incapable of self-care because of a mental or physical disability limiting one or more major life activities as defined by Equal Employment Opportunity Commission (EEOC) regulations under the Americans with Disabilities Act (ADA).

Employees are eligible to take FMLA leave if they:

- Were employed by the university for 12 months (does not have to be continuous or consecutive)
- Worked for the university at least 1,250 hours within the previous 12 months (paid leave and unpaid leave, including FMLA leave, is excluded)
- Experienced an FMLA-qualifying event

For the complete text of the policy and procedures regarding Family and Medical Leave and employee and institution responsibilities, see the Human Resources web site <https://hr.uark.edu/benefits/leave/fmla.php>. For questions about the policy and procedures, contact an [Absence Partner](#).

3.14 Faculty Modified Work Assignment and Parental Leave

[Fayetteville Policies and Procedures 419.0](#) (Revised April 28, 2014) outlines modified work assignments for faculty for maternity and paternity. The University of Arkansas, Fayetteville, seeks to provide an environment conducive to meeting the holistic needs of its faculty. As such, this policy has been developed to allow faculty to seek a Modified Work Assignment and take parental leave following childbirth and/or adoption. For Paid Parental Leave policy, see [Board Policy 420.2](#) (Revised May 23, 2024).

3.15 Pregnancy Accommodations

It is the policy of the University of Arkansas (University) to provide equal access and opportunity to Qualified Employees in compliance with the Pregnant Workers Fairness Act. [Fayetteville Policies and Procedures 203.2](#) (June 27, 2023), Pregnancy, Childbirth, or Related Medical Conditions – Employment Accommodations (FPP 203.2) addresses the University's obligations under federal law to provide reasonable accommodations for employees and applicants affected by pregnancy, childbirth, or pregnancy-related conditions.

For more information regarding accommodation requests, contact:

Title IX Office
Attn: Title IX Coordinator
125 Administration Building
University of Arkansas

3.16 Resignations of Employment at the University of Arkansas

Resignation, [Board Policy 405.3](#) (Revised September 14, 2018)

Consistent with [Board Policy 405.3](#) (Revised September 14, 2018), "a faculty or staff member has a duty to give early notice of his or her resignation, including the proposed effective date of the resignation. Generally, notice should be given in written or electronic form to the individual's supervisor or to the administrative head of the department to which the individual is assigned. If notice is given verbally, the individual's supervisor or the administrative head of the department to which the individual is assigned should, as soon as practical, send a written communication to the individual acknowledging receipt of the verbal notice. The supervisor or administrative head shall give a formal response to the notice (either an acceptance or rejection) to the employee within five (5) working days of receipt of the notice of resignation. When the written acceptance of the resignation is forwarded to the individual submitting his/her resignation, the resignation becomes final."

3.17 Lump Sum Terminal Pay

[UA System Wide Policies and Procedures 440.4](#) (July 1, 2023)

When an individual ceases to be an employee of the University, any unused annual or holiday leave as of his/her last duty date shall be liquidated by a lump sum payment not to exceed thirty working days, or 240 hours. Final payment shall include all monies due up to and including the last day of work, which shall be the employee's date of termination, subject to any applicable setoffs or withholding. The full text of the policy can be viewed here at [UA System Wide Policies and Procedures 440.4](#) (July 1, 2023).

3.18 Emeritus Status

The awarding of emeritus status is governed by [Board Policy 475.1](#) (Revised March 17, 2022) and procedures and requirements for the campus can be found at [Academic Policy 1475.10](#) (Revised December 1, 2023). Emeritus status is separate from the benefits faculty retain under [Fayetteville Policies and Procedures 412.0](#) (Revised July 5, 2023) when the faculty member meets the criteria for retirement.

3.19 Nepotism

[Board Policy 410.1](#) (Revised May 27, 2021)

The University recognizes that potential conflicts of interest may exist when members of the same immediate family are employed by the University, particularly in the same department, unit, or division. To avoid conflicts of interest which may result from such employment, immediate family members should not participate in decisions to hire, retain, promote, evaluate, or determine the salary of the other. It is the responsibility of the President, each Chancellor, the Vice President for Agriculture, the Director of the Criminal Justice Institute, and the Director of the Arkansas Archeological Survey to assure that one immediate family member shall not have direction or supervision of the other and shall not participate in decisions to hire, retain, promote or determine the salary of the other.

To the extent permissible under State law, any exceptions shall be approved by the CEO of the campus, division, or unit; in a case involving the CEO, any exception shall be approved by the President. For purposes of this policy, "immediate family member" shall mean a husband, wife, mother, father, stepmother, stepfather, mother-in-law, father-in-law, brother, sister, stepbrother, stepsister, half-brother, half-sister, brother-in-law, sister-in-law, daughter, son, stepdaughter, stepson, daughter-in-law, son-in-law, uncle, aunt, first cousin, nephew, or niece. An immediate family member also means an employee's domestic partner, a person with whom an employee is in a romantic relationship, children of an employee's domestic partner, and relatives of an employee's spouse or domestic partner. This policy is supplementary to any provisions of applicable law.

3.20 Administrator Grievance Procedure

An administrator (including, but not limited to, a vice chancellor or associate vice chancellor, dean, director, or department head or chair) who has a grievance should first discuss the matter with their supervisor and seek to resolve

the matter informally. If the matter is not resolved satisfactorily, the grievant should reduce the complaint to writing and send copies to the supervisor and to the Chancellor. The supervisor should respond in writing with copies to the Chancellor and the grievant. If the supervisor's written response does not resolve the grievance, the Chancellor will review the matter and make a decision, which shall be final. The Chancellor may delegate review and decision under this procedure to the Provost or to an appropriate vice chancellor or dean who is not the subject of the grievance. If the supervisor is the Chancellor, the matter will be reviewed by the President or a designee. The administrator grievance procedure is distinct from the university's complaint procedures for employees for matters involving allegations of:

- Unlawful harassment, discrimination, pay inequities, reasonable accommodations for disabilities, and/or retaliation.
- Sexual and/or gender-based harassment.
- Workplace violence.

Matters that fall under these complaint procedures and/or any disciplinary action that occurs as a result, may not be reviewed under the grievance procedure.

Questions regarding applicability of this procedure shall be determined by the Chancellor. Definition of an Administrator is provided in the [Staff Handbook](#).

4. General Policies, Procedures, and Services

4.1 Links to Other University of Arkansas Policies

For additional information on University of Arkansas policies, including listings of policies, visit the following websites:

[Board of Trustees Policies](#)

[Fayetteville Policies and Procedures](#)

[Academic Policies](#)

4.2. Benefits and Employment

4.2.A Fringe Benefits

The fringe benefit package for eligible university employees is designed to protect employees and/or their families from significant financial loss resulting from illness, disability, or death, while providing for a generous retirement income. Coupled with vacation and sick leave, educational benefits, and holidays, the university's comprehensive benefits package adds a value of many hundreds of dollars to an employee's regular income.

All appointed (non-student) employees working 50% time or greater are eligible for most benefits. As a condition of employment, all employees must enroll for benefits within 31 days of the appointment date to be guaranteed enrollment. For enrolling in benefits review the [New Employee Benefits Enrollment](#) page. The Human Resources Benefits website at <https://hr.uark.edu/benefits/> provides detailed information about the benefits package for employees at the University of Arkansas.

4.2.B Athletic Event Tickets

[Fayetteville Policies and Procedures 405.0](#) (Revised January 8, 2018)

Upon employment with the University, full-time appointed employees may purchase up to two non-premium season books of tickets to football at half-price with no seat value donation if the season ticket seats were originally purchased for the Fall 2010 semester football season or before, and at full-price with no seat value donation if the season ticket seats are purchased for the Fall 2011 semester football season or any season thereafter. Further, employees may purchase up to two non-premium season books at half price for Men's basketball, and discounted season ticket books to baseball games. Half-time appointed employees may purchase one season book to each of these sporting events with adherence to the same pricing structure. Faculty and staff ticket purchase is subject to stadium and arena seating availability.

The Razorback ticket office (575-5151) will provide details. Any taxable difference between the discounted price of tickets and the full price will be reported as compensation to the employee in accordance with IRS regulations.

4.2.C Tuition Waiver for Employees

[Board Policy 440.1](#) (Revised November 11, 2016); [Fayetteville Policy and Procedures 512.0](#) (Revised May 1, 2017).

The university extends the employment benefit of a tuition waiver as established through [Board Policy 440.1](#) (Revised November 11, 2016) and consistent with the guidelines contained in [UA Systemwide Policies and Procedures 445.1](#). The University of Arkansas' procedures are detailed in [Fayetteville Policy and Procedures 512.0](#) (Revised May 1, 2017). The waiver benefit is for full-time employees who are employed as of the final day of regular registration following continuous employment in a full-time position with the University for one complete fall or spring semester. See [Fayetteville Policy and Procedures 512.0](#) (Revised May 1, 2017) for full details.

4.2.D Resident Status of University Employees

[Board Policy 520.6](#) (Revised January 27, 2022)

University employees whose appointment for pay purposes is for 50 percent or greater shall be considered in-state residents for tuition and fee purposes. Similarly, such employee's spouse, children under the age of eighteen, and children who are dependent upon the employee for support (as defined by the Internal Revenue Service) and are full-time students at any campus of the University of Arkansas System shall also be considered as residents for tuition and fee purposes. For the purposes of this policy, post-doctoral fellows, resident doctors, and interns employed by the University of Arkansas for Medical Sciences and graduate students and graduate assistants at other campuses are considered students and are not eligible for this benefit.

4.2.E Bookstore Discount

University faculty and staff receive a 10% discount on items and most purchases at the University Bookstore.*

*Discounts – food, magazines, and technology products are excluded.

4.2.F Direct Deposit of Pay

[Fayetteville Policies and Procedures 323.0](#) (Revised June 6, 2022)

It is the practice of the Fayetteville campus of the University of Arkansas to deposit employee pay directly to a financial institution that receives electronic transfers. Employees may use a checking account, savings account, or other pay card offered by the university. Net pay can be deposited in up to ten separate accounts. The accounts can be at the same financial institution or as many as ten different ones. Employees should complete payment elections in Workday. If no electronic payment authorization is received for payroll, checks will be mailed by U.S. Mail to the employee's permanent address of record in Workday. The paper check will be mailed no sooner than payday.

4.2.G UARK Federal Credit Union

The [UARK Federal Credit Union](#) is a member organization open to university employees, their family members, alumni and employees of a few other area organizations. The credit union offers savings and checking accounts, credit cards, cashier's checks, mortgage loans, automobile loans, consumer loans, IRAs, certificates of deposit and other financial services. You may have your paycheck deposited to the UARK Federal Credit Union directly. The credit union office is located at 50 W Van Asche, Fayetteville, AR 72703.

4.2.H Garnishment and Salary Liens

[UA System Policy 440.9](#) (Revised April 29, 2016)

Any University employee is legally subject to having wages, and/or other amounts due from the University, seized by a court order of garnishment or by a governmental lien. The University is required to comply with an order of garnishment only where it is issued after a legal judgment has been entered against the employee-debtor. Governmental liens such as those arising from claims for unpaid taxes and from bankruptcy claims must also be honored.

When the University receives such court order or lien, it must pay over the appropriate amount to the clerk of the court or to the governmental agency. An employee's defenses should be made to the court or governmental agency.

Because a substantial amount of administrative time and expense is involved for the University in processing such court

orders and liens and because employees are expected to manage their financial obligations in a manner that does not bring discredit to the University, the University has a concern whenever such an order is issued against an employee and served upon the University. Repeated incidents of default in payments or the like for a University employee resulting in an order of garnishment and/or salary lien may be cause for dismissal.

4.2.I Authorization to Offset Amounts due University by an Employee against Amounts Owed by the University to that Employee

[Board Policy 405.2](#) (Revised May 22, 2022)

The University shall have the right to set off against any amounts due and payable to an employee, including a student employee, those liquidated amounts due and payable by the employee to the University for any reason. Amounts owed by the employee may include, but are not limited to, parking charges and fines, rent, tuition, fees, and other charges, as well as travel advance overages and other charges or category of payroll deductions approved by the President. In the case of involuntary set off the University may apply the offset, and then pay the net amount remaining to the employee in full satisfaction of their wages or other amount due as follows:

1. If the amounts owed by the employee to the University were the result of money advanced to the employee or misappropriation by the employee of money or personal property belonging to the University, the University may set off amounts owed to the University against all wages or other money owed to the employee.
2. In all other cases of offsets against an employee's wages, the University may only set off amounts owed the University against those wages which are above the statutory minimum hourly wage.
3. If the amounts owed to student employees constitute payments for work-study or are student loans under a program guaranteed or established by the U.S. Government, any set off shall be subject to laws and regulations governing those programs.
4. The university may set off amounts owed to the University against any other sums owed by an employee.

Subject to the above limitations, each Chancellor, through the business officers of that campus, may develop a repayment plan with an employee for successive offsets so that the entire amount owed to the University is not set off on a single occasion; provided, however, that no such plan shall be developed in the instance of any final settlement of accounts, such as where a final check for wages for a terminating employee may be involved.

4.2.J Moving Expenses

[Fayetteville Policies and Procedures 411.1](#) (Revised June 30, 2015)

Arkansas Code 19-4-522 (e) allows the payment of employee moving expenses from state funds by institutions of higher education. Within the fiscal limitations of departmental units of the University of Arkansas a dean, director, or department head may pay up to 10% of the annual salary in moving expenses for new faculty or professional staff employees. Review [Fayetteville Policies and Procedures 411.1](#) (Revised June 30, 2015) for additional guidelines.

4.3. Business Affairs Regulations

4.3.A Purchasing

All purchases paid by funds under university control are to be made through the Purchasing Office via an approved procurement method such as electronic requisition, Pcard, Workday, or other Ecommerce solution. Only purchases authorized by this authority are legal obligations of the university; all others are personal liabilities. For more information see <http://procurement.uark.edu/>.

4.3.B Contract Signature Authority

Authority to bind the University of Arkansas to other than purchase order obligations rests with the President or their designee. All contracts are to be forwarded to the Business Affairs Office for review and approval.

Contracting authority is specifically identified in [Fayetteville Policies and Procedures 220.0](#) (Revised March 26, 2020).

4.3.C Conflict of Interest

State law and University of Arkansas [Board of Trustees Policy 330.1](#) provides that the university shall not, without

approval of the Chancellor, enter into a contract with a current or former state employee or any entity in which any current or former state employee holds any position of control, or holds any ownership interest of ten percent or greater. For more information see the following links: [Fayetteville Policies and Procedures 404.0](#) (Revised March 27, 2024), [Board Policy 330.1](#) (Revised September 18, 1998) and [subchapter seven of the state procurement law](#).

Transactions \$25,000 and over require additional conflict of interest disclosure as directed by Governor's Executive Order 98-04. Consult Business Affairs for further information.

4.3.D Sale or Disposal of University Property

Sale of any item of property, equipment or land must be handled by the Office of Business Affairs. No state property may be sold, traded, cannibalized, or otherwise disposed of without proper authorization. For more information see <https://financial-affairs.uark.edu/surplus-warehouse>.

4.3.E Sale of Books

Under university policy, faculty are not permitted to sell books or other instructional materials, including class packets to students. When students are required to purchase books or other instructional materials in any academic program, the instructor in charge should arrange for sale of the required articles through the University Bookstore.

4.3.F Textbook Adoption Policy

In 2007 the Arkansas 86th General Assembly enacted legislation that established new regulations relating to the adoption and sale of textbooks and course materials. See [Academic Policy Series 1406.30](#) (Revised March 27, 2024).

4.3.G Travel

The University of Arkansas travel policies are derived from the Internal Revenue Service, State of Arkansas Travel Regulations, University of Arkansas System Policies, University of Arkansas, Fayetteville, policies, and industry best practice. The travel website at <https://travel.uark.edu/> provides an overview of the travel policy and process, including allowable expenses and restrictions, airfare advance purchase requirements, and pre- and post-travel requirements. The travel process starts with the traveler notifying the department of their travel plans and once approved, the traveler will complete the pre-travel requirements as set by their department. After traveling, the traveler or department's administrative assistant will create an Expense Report (ER).

Employees who travel on university business and at university expense may apply for a cash advance. Before requesting a cash advance, be sure to review the [Travel Advance Policy](#).

- Per State of Arkansas Travel Regulations, expense reports for individual trips where a cash advance has been requested are to be submitted for approval within fifteen (15) working days after the return of the trip.
- A cash advance is a loan to the travelers and thus is considered an outstanding invoice until it is reconciled. Cash advances are a privilege and must be utilized appropriately.
- Cash advances are only available to travelers without University Travel Cards for expenses that cannot be purchased using a university-issued credit card. Expenses such as airfare, lodging, registration fees and local car rentals are not eligible for cash advances. Allowable cash advance expenses include, but are not limited to, anticipated meals, anticipated mileage expense at the state-stipulated rate if you are using your own vehicle for travel.
- You may request and receive a travel advance of up to 50% for domestic travel and 75% for international travel of your total authorized, estimated reimbursable travel expenses.

Expense Reports for travel should be submitted within 15 days of the trip end date with the noted State exceptions of Individual International/Group Travel (30 days) and Complex (ten participants or greater) Group Travel (60 days).

Reimbursement requests submitted 60 days or more after the travel end date will not be accepted without adequate justification from the Department Chair/Director. Any exceptions to these deadlines must be approved by the Travel Office in writing before submission.

Airfare Advance Purchase Requirement

Airfare should be purchased at least 14 days in advance of the trip. Any purchase that does not meet this criterion will require adequate justification as to the reason and necessity for the purchase less than 14 days prior to travel.

T-Card Eligibility

Employees who regularly travel on university business may be eligible for a Traveler T-Card if the employee and their department elect. The employee will have the option of charging airfare, registration, hotel, car rental, meals, and other travel

related expenses to their T-Card. The T-Card is not allowed to be used for non-travel related services, membership fees (unless it cannot be separated from conference registration) or local official functions (within their official station).

Credit card reconciliation not provided to the Travel Office within 60 days are subject to invoicing the credit card holder or the payee.

Meal Allowance

The State of Arkansas allows for an employee to be reimbursed for actual meal expenses incurred during travel (including 15% gratuity), but not to exceed the maximum allowance which is set by the [Federal per diem limits](#).

Meals Included in Conference Registration

Meals provided during a conference are not eligible expenses for reimbursement or Travel Card usage. If meals are being reimbursed, deduct the appropriate amount as shown under the Meals and Incidental Expenses (M&IE) breakdown at: <https://www.gsa.gov/travel-resources>. A copy of the conference agenda or schedule will need to be included in the documentation provided for reimbursement.

Allowances may be made in writing to allow the traveler to claim meal reimbursement if any of the conditions below are met:

1. The traveler is unable to consume the meal provided because of medical requirements or religious beliefs;
2. The traveler purchased substitute meal(s) in order to satisfy their medical requirements or religious beliefs;
3. The traveler was unable to take part in the provided meal due to the conflict of official business. If given approval, approvals should be given prior to travel or during the travel event via email.

Transportation Expenses

When a personal vehicle is used for university business, the employee will be reimbursed official mileage currently at the rate of \$0.52 per mile. State regulations require use of the most economical means of travel (airfare, rental car, university vehicle, or personal vehicle).

If a traveler requires accommodation due to a specific condition, an accommodation letter from the Office of Equal Opportunity and Compliance must be attached to the Expense Report.

If a rental car is chosen as the means of travel, the State mandated contract must be used. The only exception made is in the event that one of the State contract dealers is unavailable at the destination or the type/size vehicle needed is unavailable.

Note: First class airline tickets are not allowed unless it becomes more cost effective for the university. Up to business class tickets are permitted if the trip involves travel where one leg of the journey is approximately 8 hours in duration, and business class should be purchased for the 8-hour leg only. The cost of preferred seating should not be selected by travelers unless no other seating is available and must be justified in writing with the reimbursement request. Reimbursement of bag fees is limited to one bag per trip unless documentation is made regarding the necessity of additional bags. Overweight baggage will not be reimbursed.

Required Receipts

Travelers are required to retain receipts as follows: detailed airfare itinerary, registration receipt, itemized hotel receipt, itemized car rental receipt, taxi/shuttle, parking, gas receipts, and any miscellaneous purchases.

International Travel

International Travel for employees, students, and guests funded by the University of Arkansas, is a multi-step process. The traveler must register and be approved by Hogs Abroad, as well as attach the Export Control Form to the Pre-Travel Authorization, to ensure that all necessary permissions and documentation are in place before expenses are incurred.

4.3.H Use of the University of Arkansas Name

The name of the University of Arkansas is used in a great many official business contexts and for a wide range of purposes. It is important to the institution that the use of the name "University of Arkansas" be limited to activities that are in fact activities of the university.

The following broad clarifications are applicable to most uses of the name of the university.

1. Public Appearance

Public appearances by individual faculty, staff, and students almost inevitably involve use of the name of the university. Beyond the normal care which such responsibility imposes, there are certain specific policies which have been established. Students must, in order to be involved in extracurricular activities, meet eligibility requirements of the campus in which they are enrolled. Appearances in intercollegiate athletics are subject to rules of the NCAA. When university representatives appear on commercially sponsored radio and television programs, they should be identified as guests. Appearances on unsponsored radio and television programs are considered simply as public appearances and impose only normal obligations on the participant for responsibility and good taste.

2. Sponsorship of Activities

When the name of the university is used in connection with seminars, institutes, conferences, workshops, short courses, and other such activities, the university shall in fact be a sponsor, cooperating through an extension or departmental unit.

3. Public Statements

The chancellor of the university, through authority delegated to the office of university relations, is responsible for official statements affecting the university. News releases affecting the university system should be submitted to the office of the president, through the campus office of university relations.

Please see [UA System Board Policy 100.7, "Use of University Name and Trademarks,"](#) (Revised August 21, 2019) for more information.

4.3.I Use of the Official University Logo and Other Trademarks

Information on applications of the official University of Arkansas graphic identity is covered by [Fayetteville Policies and Procedures 208.0](#) (Revised February 20, 2015), which states the following:

A graphic identity, or logo, allows the university community to achieve clarity and effectiveness in communications and develop a greater awareness of the university as a whole. It distinguishes publications, official Web sites, advertising materials, correspondence and other communications from other institutions and universities.

It is vital that the university strictly protect the application of its brand identity internally and externally. To this end, the office of university relations maintains graphic identity guidelines for use of the official logo and wordmark of the University of Arkansas. All applications of the university's graphic identity must meet these guidelines whether administered by campus departments and units, or by an agency, freelancer, or other contract service provider. Interpretation of questions about the guidelines or applications not covered at the discretion of the Office of University Relations.

Graphic identity guidelines are available at brand.uark.edu online.

The trademark licensing program at the University of Arkansas regulates, promotes, and protects the use of the university's name and identifying trademarks when used on products, promotions, advertising and other forms of internal and external communications. These marks include the official university logo (the tower and shield) and spirit logo (the running Razorback) and other identifying marks or logos, and identifying names like "Razorbacks," "Hogs," and "University of Arkansas."

Approval of marks and logos for merchandise or retail sale must be obtained from the office of trademark licensing. Products purchased by the university for resale, such as athletic concessions, bookstore, or departmental fundraising merchandise must be purchased from licensed sources with royalties paid.

More trademark licensing information is available [online](#) or at 479-575-4412.

Any individual or office producing printed materials bearing the official University of Arkansas logo must obtain permission to print from the office of university relations, in accordance with [Fayetteville Policies and Procedures 213.2](#) (Revised May 15, 2014). Direct all questions to University Relations, Davis Hall, 1030 W. Maple Street, 479-575-5555 or urelinfo@uark.edu.

4.3.J University Publications and Stationery Guidelines

While the University of Arkansas traditionally has allowed freedom for departments and programs to generate their own publications and communications, there are guidelines that must be followed. Graphic identity guidelines are available at brand.uark.edu.

Coordination with university relations is required before proceeding with the following:

1. Publications that use an official university logo which are intended for audiences that communicate a general message about the university, including any material to be distributed to news media.
2. Web pages that represent the university in any official capacity. More information is available at <https://brand.uark.edu/>, as well as [Fayetteville Policies and Procedures 225.0](#) (Revised May 15, 2014).

Non-official web sites, including those created and maintained by registered student organizations (RSOs), faculty class or course informational pages, and personal pages are exempt from this policy, but must still adhere to state and federal guidelines regarding accessibility. These sites, however, are restricted from using any University of Arkansas institutional graphic identity that might construe a site and its content as being officially endorsed by the university.

3. Academic publications that promote specific courses and programs.
4. Admissions or related publications intended for prospective students.
5. Any deviations from guidelines published in the graphic identity guidelines.

Graphic identity guidance is available online including information about the use of the university logo and seal, the printing of university stationery, and related matters. Official university stationery and business cards must be purchased through PMCS-Print. Direct all questions to university relations, Davis Hall, 1030 W. Maple Street, 479-575-5555 or urelinfo@uark.edu.

4.4. Facilities

4.4.A Use of University Facilities

[Board Policy 705.1](#) (Revised May 23, 2019)

University facilities, grounds, and other resources (collectively “facilities”) exist for the purpose of fulfilling the University’s broad educational objectives, including its primary educational mission of teaching, research, and public service; promoting a robust exchange and critical evaluation of diverse viewpoints; and fostering economic development and community involvement. When not required for its organized educational programming or official functions, University facilities may be made available for extracurricular use to colleges, departments, and other organizational units of the University; to organizations composed exclusively of faculty and staff; to organizations that exist solely for the benefit of the University; and to recognized student organizations with the approval of the faculty advisor.

When a facility is not in use for a regularly scheduled educational activity or for an extracurricular activity by one of the University organizations listed above, pursuant to policies or procedures tailored to the educational objectives of the University adopted by each campus or unit, such facilities may be made available for use by individual or informal groups of students as part of their overall educational experience, or by other persons or entities if such use serves institutional objectives. For example, it is an objective of the University to provide opportunities for University and broader communities to see and hear leaders from throughout the state, nation, and world. Speeches and debates by or on behalf of candidates for office may be scheduled in University facilities under arrangements that allow reasonable opportunities for opposing candidates or points of view, although campaign fundraising is not permitted and University imagery shall not be used for campaign advertising. It must be made clear that the University does not support or oppose the views or candidacies of such individuals. Any such use is secondary to and shall not interfere with the primary purposes and functions to which University facilities are dedicated.

See [Fayetteville Policies and Procedures, 708.0](#) (Revised April 29, 2024) and [UA System Policy 715.1](#) (Revised May 23, 2019)

Many facilities are available throughout the campus, including conference rooms, auditoriums, and meeting rooms of various kinds. Facilities are typically scheduled through the office of the dean or director responsible for the facility or building. Depending upon use, fees may be charged for some activities.

4.4.B Building Executives - Major Duties and Responsibilities

[Fayetteville Policies and Procedures 702.1](#) (Revised May 16, 2014)

The building executive for each campus facility is the main contact person for that facility. Individuals in the building will contact the building executive relative to problems and concerns, and the building executive will coordinate with Facilities Management, or other University department, to address issues. The building executive will also serve as a key contact for Facilities Management in providing feedback on the condition of academic and administrative space, helping to determine building priorities and identify problems. See the complete policy at the website for a summary of some of the major duties and responsibilities of a building executive at [Fayetteville Policies and Procedures 702.1](#) (Revised May 16, 2014).

4.4.C Use of Roofs and Exterior Walls of Buildings

[UA System Policy 720.1](#) (Revised March 17, 2022)

Roofs of buildings and exterior walls of buildings are not intended for general uses. The aforementioned areas shall only be accessible to University employees, such as facilities personnel, having a need directly associated with their work on behalf of the University. They may be accessible for members of the faculty and their students in connection with a regularly-scheduled curriculum course that requires such access (e.g., Astronomy class, Electrical Engineering Antennae Laboratory, etc.), but only after establishing with the director of facilities management for the campus or unit those areas that may be utilized safely.

No rooftop machinery, equipment, antennae, greenhouse, rappelling anchors (temporary or permanent), or other property shall be installed on roofs or roof edges without express permission from the director of facilities management for the particular campus.

Unless required for emergencies or authorized emergency management training exercises, rappelling using University buildings is specifically prohibited.

4.4.D Keys: Authorization, Issue, Return, and Replacement

[Fayetteville Policies and Procedures 409.3](#) (Revised April 7, 2015)

Keys for university buildings and rooms, except student housing and food service, are issued by the Key Office located within Facilities Management, with customer access through the Service Center entrance and parking located on Mitchell Street.

- **Key Authorization** - In order for an individual to be issued keys, the person must present to the Key Office staff a completed Key Authorization card manually signed by the appropriate official authorized to approve the issuance of keys for that particular area and a University of Arkansas identification card. The Key Office maintains a signature file of deans, directors, and department heads who control authorization of access to buildings or parts of buildings. More than one authorization signature may be required for some areas.
 - Authorization signatures must be manual; a stamped signature will not be accepted.
 - When the authorizing individual is temporarily unavailable, a letter on office letterhead designating temporary authority to another person will be accepted in the Key Office. The letter must contain beginning and ending dates, the signature of the person temporarily authorized to sign for keys, and the signature of the authorizing individual.
 - If there are changes in personnel who have signature authorization for specific areas or changes in the areas, the Key Office should be notified immediately and furnished with new authorization signatures and buildings or areas. Forms to indicate changes are available in the Key Office.
- **Key Issuance** - The individual to be issued the key must present to the Key Office staff a completed Key Authorization Card manually signed by the appropriate official authorized to approve the issuance of keys for that particular area and a University of Arkansas identification card. The individual receiving the key(s) must:
 - Personally pick up the key(s);
 - Present their valid University of Arkansas identification card;
 - Sign the card acknowledging receipt and responsibility for the use of the key(s);
 - Key(s) must be picked up within 30 days of card issuance or card becomes invalid.
- Keys are issued to individuals **only**, not to departments. All keys issued become the responsibility of the individual.

Key Return - Upon the employee's termination or transfer, or the student's graduation, keys must be promptly returned to the Key Office, not the employee's department or the student's college. Keys are issued to the person (not the function, department, or college). The key holder of record must return the keys to ensure there is no question as to what keys were originally issued and which keys are being returned. The key holder will receive a receipt acknowledging what keys were in fact returned. **NOTE: keys are not transferable.** Upon termination, faculty and staff final paychecks may have deductions made if all keys are not returned. A student's transcript may be held until all keys are returned.
- **Lost, Stolen, or Damaged Keys & Openers**- Key/Gate Openers that have not been returned within 60 days of the expected return date shall be declared lost or stolen and reported to the UA Police Department. The Key Office shall require a report copy before issuing replacement keys/units.
 - The Key Holders of Record are responsible for security deposits and replacement fees as posted on the FAMA website: [Departmental Rates & Fees | Facilities Management | University of Arkansas \(uark.edu\)](#).
 - Lost or stolen keys and gate openers will result in forfeiture of the original security deposit to cover replacement costs.

- The key holder or the employees' department may be held responsible for additional expenses due to lost keys, such as theft of university property, damage to facilities, and costs to re-key facilities.
- A lost or stolen 'Building Master' key may trigger a Work Order for rekeying of the facility. The department of the Authorizing Agent shall provide the required Work Tag. Facilities Management will perform rekeying of educational and general-purpose facilities.

Key Holders are responsible for battery replacement in gate openers.

Any duplication of a university key is strictly prohibited.

If you have questions or need further information, please contact keyofc@uark.edu or call 575-2255.

4.5. Workplace Policies

4.5.A Inclement Weather Policy and Emergency Procedures

In the event of Inclement Weather or Emergencies, the university recognizes the need to address how such conditions may affect the overall operations of the institution.

Detailed information on operations of the campus during inclement weather can be found in [Fayetteville Policies and Procedures 210.0](#) (Revised July 5, 2023). [Fayetteville Policies and Procedures 211.0](#) (Revised April 3, 2023) details weather emergency procedures. Also see the inclement weather web site at <https://safety.uark.edu/inclement-weather/>.

Class cancellations made when the university is open or when an inclement weather day has been declared must be made consistent with [Academic Policy 1858.10](#) (Revised November 21, 2022) and [Procedures 210.0](#) (Revised July 5, 2023). To ensure compliance with the federal definition of the credit hour (APS 1200.40), instructors are expected to make up missed class time using recorded lectures, assignments, readings, instructional materials, or other alternative forms of instruction.

University Relations staff will have primary responsibility for communicating the inclement weather decision. Immediately following the decision, the director of strategic communications will contact staff members and being to:

- Send an Inclement Weather message through the emergency alert system to all members of the campus community via text, email, and voice messages. Faculty must provide their cell phone numbers in Workday to receive emergency alerts.
- Post the message on the campus weather hotline (479-575-7000) and the university switchboard at 575-2000 for recorded announcements about closings.
- Send messages via social media (X and Facebook)
- Contact campus media (KUAF Radio, UATV and KXUA) and other local radio and television stations.

If the university remains open, no announcement will be made.

4.5.B Environmental Health and Safety

The Office of Environmental Health and Safety (EHS) supports the University's education and research missions by providing necessary services and assistance across all campus communities. , EHS provides fire and life safety, biological safety, radiological safety (ionizing and non-ionizing radiation), chemical safety, and occupational safety support and services campus-wide by performing evaluations to anticipate, recognize, and recommend controls for workplace hazards that can affect the health and well-being of students, faculty, and staff. EHS service and support encompasses compliance polices and programming, hazardous materials management; chemical handling and storage hazardous waste disposal (chemical, biological, and radiological), laboratory and shop safety audits, building safety code compliance, fire prevention, in-door air quality and workplace hazard assessments, accident and incident reporting and investigation, emergency response, and safety training. For environmental health and safety assistance, contact EHS at ehs@uark.edu or (479) 575-5448, or visit the website at <http://ehs.uark.edu>.

4.5.C On-the-Job-Injury: Workers' Compensation

(Arkansas Code Ann. §11-9-101 et seq.)

If you become injured or ill while you are at work due to a work-related incident, you may be eligible to receive Workers' Compensation. Workers' Compensation is available to you by law to ensure that you get appropriate and reasonable medical care for injuries or illnesses sustained while you are on the job. Should your injury or illness require that you

take an extended period of absence from work, you may be eligible for disability benefits through Workers' Compensation. Workers' Compensation claims are submitted to the Office of Risk Management.

Determination and payment of claims is made by the Public Employee Claims Division located in Little Rock. Workers' Compensation leave benefits and Family and Medical Leave can run concurrently and Workers' Compensation leave can count against an employee's FMLA leave entitlement.

For the Procedure for Reporting and Treatment of an On-the-Job Injury of Illness, please see <https://risk.uark.edu/workers-compensation.php>.

4.5.D Disturbances and Demonstrations

University regulations prohibit activities which (1) interfere with campus order and access, the normal functioning of the university, or the rights of other members of the university community; (2) result in injury to individuals on campus, damage to individual or university property, or unauthorized attempted or actual entry into university buildings; and (3) present a clear and impending threat to the safety of individuals, to university property, or to the university community in general. See Act 328 of 1967 and [Board Policy 220.1](#) (Revised November 18, 1977).

4.5.E Alcohol Policy

Dispensing and consuming alcoholic beverages on state property is strictly prohibited (except for special consideration provided to students aged 21 years or over, who are allowed to consume alcoholic beverages in the privacy of their rooms, in selected residence halls). The consumption of alcoholic beverages on university property or during working hours is prohibited, as is intoxication while on duty as an employee. See [Board Policy 705.2](#) (Revised November 16, 2022) and [Fayetteville Policies and Procedures 700.50](#) (Revised October 2, 2018).

4.5.F Smoking Policy / Tobacco Use Policy

[Fayetteville Policies and Procedures, 724.0](#) (Revised August 1, 2010)

I. Purpose

The purpose of this policy is to prohibit smoking and tobacco use on the University of Arkansas Campus and to implement Act 734, the Clean Air on Campus Act of 2009.1

II. Background

Each year, approximately 440,000 people die prematurely of diseases caused by smoking, accounting for one out of every five deaths in the United States (CDC 2003). Use of cigarettes, smokeless tobacco, cigars, pipes, and other tobacco products lead to disease and death. Tobacco use and secondhand smoke have been identified by the Surgeon General to be the cause of preventable diseases. In addition to causing direct health hazards, smoking and smokeless tobacco use contribute to institutional costs in other ways, including fire damage, cleaning and maintenance costs, and costs associated with employee and student absenteeism, health care, and medical insurance. Accordingly, the University of Arkansas actively seeks to create a campus environment that is completely free of tobacco use and secondhand smoke. Furthermore, the Arkansas Clean Air on Campus Act prohibits smoking on each campus of state-supported institutions of higher education.

III. Policy

- A. Smoking and the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, and other tobacco products), as well as the use of electronic cigarettes, by students, faculty, staff, contractors, and visitors, are prohibited on all property owned or operated by the University of Arkansas.
- B. Smoking and the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, and other tobacco products), as well as the use of electronic cigarettes, are prohibited at all times:
 1. On and within all property, including buildings, grounds, and athletic facilities, owned or operated by the University of Arkansas;
 2. On and within all vehicles on University property, and on and within all University vehicles at any location.
- C. The University prohibits campus-controlled advertising, as well as the sale or free sampling of, tobacco or smoking-related products on campus.
- D. Littering campus with remains of tobacco or smoking-related products is prohibited.
- E. All those attending public events, such as conferences, meetings, public lectures, social events, cultural events, and sporting events using University facilities shall be required to abide by this policy; organizers shall communicate this policy to attendees and shall enforce the policy.
- F. Campus organizations are discouraged from accepting money or gifts from tobacco companies.

IV. Communication of Policy

This policy will be communicated to the campus community via the University web site. In addition, references to this policy will be added to the University's faculty handbook, staff handbook, and student handbook or catalog of studies. In addition, information regarding this policy shall be communicated to each guest of the University upon request. Each building will display a decal that states "Tobacco Free Facility." However, tobacco-free zones apply on all property owned or operated by the University, whether or not signs are posted; no ashtrays or smoking shelters will be permitted.

V. Tobacco Use Cessation Programs

The University of Arkansas is committed to support all University of Arkansas students and employees who wish to stop using tobacco products. Assistance to students, faculty, and staff to overcome addiction to tobacco products, such as referral to cessation services, is available through Human Resources and the Pat Walker Health Center.

VI. Compliance

- A. All University of Arkansas students, faculty, staff, contractors and visitors to campus are expected to comply with this policy and state law. Members of the campus community are empowered to respectfully inform others about the policy to enhance awareness and encourage compliance and may report violations to the University of Arkansas Police Department (UAPD).
- B. Smoking on University property: pursuant to state law, persons smoking on property owned or operated by the University may be issued a citation by UAPD.
- C. Other violations: persons engaging in other use of tobacco products or electronic cigarettes in violation of this policy will be subject to the following:
 1. Students will be referred to the University's student disciplinary process.
 2. Employees will be referred to their respective units for progressive discipline.
 3. Contractors will be referred to their respective employers for appropriate action.
 4. Visitors will be required to leave the campus; failure to cooperate may lead to a citation or arrest.
- D. No person who makes a complaint of a violation of this policy or who furnishes information concerning a violation of this policy shall be discriminated or retaliated against in any manner.

VII. Statutory Penalties

As of August 1, 2010, pursuant to state law, persons convicted of smoking on campus are subject to a fine of not less than \$100 and not more than \$500.

4.5.G Drug-Free Workplace Policy

(U.S. Drug Free Workplace Act of 1988; Governor's Executive Order 89-2)

State agencies, boards, commissions and institutions are required to certify that they are in compliance with the Drug Free Workplace Act of 1988. All employees are required, on or before the first day of work, to read and sign an acknowledgment of receipt of information about the University's drug-free workplace policy (see also 2.31). The text of that policy follows:

Drug Free Workplace Policy

In order to promote a healthy, safe, and productive work and learning environment, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance (including being under the influence of a controlled substance), in the University's workplace or while on duty is prohibited. Any employees violating this policy will be subject to discipline up to and including termination. The specifics of this policy are as follows:

Any employee who uses, possesses, gives or in any way transfers a controlled substance, or is determined to be under the influence of a controlled substance, while on duty or on University premises will be subject to discipline up to and including termination.

The term "controlled substance" means any drug listed in 21 U.S.C. § 812 as further defined in 21 CFR §§ 1308.11 - 1308.15. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, and PCP. They also include legal drugs, such as opioids, which are not prescribed for the individual using them by a licensed physician.

As a matter of University policy, all employees must report to their supervisor, within 24 hours or at the earliest possible opportunity thereafter, any criminal arrests, criminal charges, criminal convictions, or other dispositions, excluding misdemeanor traffic offenses punishable only by fine.

Upon receiving notice of an employee's conviction of a criminal drug statute occurring in the workplace, the University must provide written notice within 10 calendar days to the appropriate person or office in the Federal agency from which it

receives a contract or grant. For this purpose, a conviction means a finding of guilt, including a plea of nolo contendere (no contest), or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or state criminal drug statutes. The notice must include the convicted employee's position title and grant or contract identification number. The University must notify the appropriate Federal contact regardless of how it is informed of the employee's conviction (i.e., by the employee, a co-worker, the newspaper, etc.)¹

In furtherance of its commitment to providing a drug-free workplace, the University has established a drug testing program that consists of (1) pre-employment substance abuse testing for specified positions, (2) suspicion-based substance abuse testing, and (3) periodic substance abuse testing for specified positions. Pre-employment and periodic substance abuse testing will be performed for positions that have been designated under the Fayetteville Policies and Procedures 402.1.

Suspicion-based tests will be performed on employees who are suspected of being in an impaired state while on duty. Refusal to submit to drug screening, or screening results that indicate abuse of drugs or alcohol, is cause for termination or withdrawal of an offer for employment. Additional information about the University's commitment to providing a drug-free workplace can be found in Fayetteville Policies and Procedures 402.2 Substance Abuse Testing and Campus Implementation of the Drug-Free Workplace Act and Drug-Free Schools and Communities Act; Medical Marijuana. See [Fayetteville Policies and Procedures 402.2](#) (December 16, 2019).

Employees are required to abide by this policy as a condition of employment. If an employee violates this policy, he or she will be subject to discipline up to and including termination. Alternatively, at the University's discretion, the University may require the employee to successfully finish a drug- program sponsored by an approved private or governmental institution.

Further information about controlled substances and about the health risks associated with the use and abuse of alcohol and other drugs is available from Human Resources and the Pat Walker Health Center. Information about locally available sources of substance-abuse counseling is available from the Pat Walker Health Center and from the Employee Assistance Program.

4.5.H Campus Violence Policy

[Fayetteville Policies and Procedures 416.0](#) (Revised February 6, 2017)

The University of Arkansas is committed to providing a safe learning, living, and working environment for its students, faculty, staff, affiliates, and visitors. In this regard, the University of Arkansas will take reasonable action to provide an environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior whether it occurs on campus or at off-campus locations under the control of the University. It is the policy of the University of Arkansas that campus violence in any form is unacceptable. Any form of violence by a member of the University community will be cause for disciplinary action up to and including dismissal consistent with applicable University policies and may also result in criminal prosecution, if federal, state or local laws are violated. Campus violence committed or threatened by an individual(s) from outside of the University community will be appropriately handled by the University of Arkansas Police Department and sent for referral to available legal processes where necessary. For procedures on reporting and action, see [Fayetteville Policies and Procedures 416.0](#) (Revised February 6, 2017).

4.6. Campus Services

4.6.A University Bookstore

The University Bookstore located in the Garland Center offers a large selection of new, used, digital, and rental textbooks, reference books and general reading books, and special orders are welcome. The bookstore also carries art, engineering, architectural and school supplies. The Bookstore also provides a full line of graduation products for sale and rental, a full-service Clinique cosmetics counter, as well as a full-service coffee bar to our offerings. The departmental supplies area offers items to UA departments at state contract prices and handles special orders. Textbook orders must be turned in for the summer and fall semesters by April 1, and spring semester orders by November 1. For information regarding textbook orders, call 575-3010 and see [Academic Policy 1406.30](#) (Revised March 27, 2014).

¹ Once notified by the employee, the supervisor will report the conviction immediately to the vice chancellor to whom she or he reports. If applicable, the vice chancellor so notified will convey the information, on behalf of the University, within the required ten-day period, to the U.S. agency with whom the federal contract in question is held.

4.6.B The Tech Store

The Tech Store carries hardware, software, parts and supplies at contractual and academic discounted prices. University of Arkansas Faculty and Staff qualify to purchase Adobe, Microsoft, Apple, Dell, HP and many other brands at prices 2-80% off MSRP. Employee purchases may be made by payroll deduction. To peruse products or learn more about the Tech Store please visit <https://its.uark.edu/software-equipment/tech-store/index.php> for more information. The Tech Store Service Center provides A+ certified, Apple and Dell authorized technicians who can provide warranty work on Apple and Dell and handle non-warranty services like OS reloads, Data Back-up, logic board replacements, etc., please visit <https://its.uark.edu/software-equipment/tech-store/service-center.php>.

4.6.C The Razorback Shops

The Razorback Shops offer clothing, gifts, memorabilia items, cards and snacks. Special orders are welcome.

For charge account information, call the Bookstore office at 575-2156. For further details on Bookstore services and special opportunities, visit the University Bookstore website at <http://bookstore.uark.edu/>.

Discounts - Faculty and staff receive a 10 percent discount on books (new, used, and general reading), supplies, clothing, gifts and sundries. There are no discounts on food, magazines, or on faculty/staff tech store purchases.

4.6.D Print, Mail, Copy Solutions (PMC Solutions)

Printing and copying services are available to the campus community through a high-volume printing facility, the Copy & Ship Center located in the Union and departmental copiers located throughout the campus. The high-volume print/copy unit is located at 1580 W. Mitchell Street where there is convenient visitor parking on the south side of the building. Services offered from this facility include high-quality color and black & white digital imaging, silk screen t-shirt printing, large format imaging and dry-mounting of posters, bindery services such as folding, trimming, perforating and numbering plus coil, comb, saddle-stitch and perfect-bound binding. We offer free estimates as well as free pick-up and delivery. For additional information, please call 575-2404 or email pmcs@uark.edu.

PMC Solutions is also your source for promotional products. If you need giveaways for recruitment, conferences or any other event, give us a call and we will find the items you need. Call Shanda at 479-575-2404 and let us help.

The Student Union Location:

Mailing Services is located on the first floor of the Student Union and provides delivery, pick-up, and processing of the university's United States Postal Service or USPS mail. Pick-up, delivery and processing of interdepartmental mail is also included in this service. We process non-profit mailings, maintain prepay accounts and manage university permits through USPS, offer suggestions for the cheapest and most efficient methods for departmental mailings. Anyone can purchase stamps, envelopes or shipping boxes, or express mail services at our full-service Post Office. Customers can send faxes or have documents scanned to e-mail. For more information about our Mailing Services, please call (479) 575-5649 or visit our website at <https://pmcs.uark.edu/mail/index.php>.

Also located on the first floor of the Student Union is our Copy & Ship Center where we offer discounted pricing for departmental and staff shipping needs including FedEx, UPS, and DHL. We also process quick copy jobs either in black and white or full color, or we can perform small, complete binding jobs. Larger binding jobs can be dropped off at our Union location but are processed at our Mitchell Street facility. Once completed, we in turn deliver the finished binding job to the customer, or we can hold it for the customer to pick up at a more convenient time. For more information on our Copy & Ship Center, please call (479) 575-7670.

4.6.E Transit System

Razorback Transit provides fare-free fixed route bus and paratransit service to all University of Arkansas students, faculty, staff and the general public during all hours of operation. Razorback Transit buses are ADA accessible and are air-conditioned.

Peak Service is provided Monday through Saturday from 7:00 a.m. to 11:00 p.m. throughout the Fall and Spring semesters (mid- August to mid- May). Finals Friday Service is Peak Service provided from 7:00 a.m. to 6:00 p.m.

Non-Peak Service is provided from 7:00 a.m. to 6:00 p.m. Monday through Saturday during Summer, Fall, Winter, and Spring Breaks.

Transit service is not provided on official University of Arkansas holidays or during inclement weather closures. Transit service information, the Transit Days of Operation Calendar, and printable maps/schedules are available at [Transit Services](#). Real-time tracking of our routes is available at <https://uark.passiogo.com/>. The Passio GO app is also available in Android and iOS native apps. Passio will provide the most current information on daily Transit Service alerts. If you need assistance, please call (479) 575-7433(RIDE).

4.6.F Parking on Campus

Regulations for parking and traffic control, with appropriate penalties for violations, have been approved by the Board of Trustees. Any person who parks a vehicle on campus must register their vehicle with the Transit and Parking Department or park at a parking meter and pay the posted meter fee. Copies of regulations and parking maps indicating authorized parking zones are available on the internet at <http://parking.uark.edu>. Faculty/Staff ePermits and Reserved ePermits should be purchased/renewed using a payroll deduction plan or credit card on the internet at <https://myparkingaccount.uark.edu>. Faculty hosting events on or inviting guests to campus are responsible for coordinating parking for their guests through the Transit and Parking Department. Departments can register their guests using a meter code, available from Transit and Parking, or the Flowbird Application available online or via phone. Call 575-PARK (7275) for further information.

Parking information is also available on the web at <http://parking.uark.edu/>.

See also A.C.A 25-17-307 and Fayetteville Policies and Procedures [320.0](#) (Revised May 25, 2014) and [320.1](#) (Revised September 26, 2016).

4.6.G Razorback Identification Cards

The Campus Card Office is located in the Arkansas Union 380. All U of A ID cards are issued from this office. The office is open Monday through Friday 8am to 5pm. If accommodations are needed outside of these hours, please contact us at 479-575-7563 or e-mail us at idcard@uark.edu.

For all faculty and staff, there is no charge for your first Razorback ID. If your Razorback ID card is lost or stolen there is an \$24 fee to replace it. You will be required to pay \$24 for the replacement.

What will you need to get a U of A ID card?

- Check with your department Human Resources representative. They will be able to verify if a 9 digit, UAConnect University ID number has been generated that will be used for the employees Razorback ID card. The employee ID is a 7 digit Workday number and does not go on your Razorback ID card. If you do not have a U of A ID number in UAConnect, you should continue to check UA Connect for the number. If the number does not show after 48 business hours, you should contact Human Resources.
- New faculty and staff members must present government-issued identification such as driver's license, passport, or military ID *and*
- A faculty staff authorization form signed by your supervisor.
- You can find the authorization form online at <http://campuscardoffice.uark.edu>. Click on the forms button midway down the page.

What can I do with a Razorback ID card?

A faculty or staff member may use ID cards in accordance with their designated faculty/staff position. Faculty or staff who are also students can use their card as students without a faculty or staff designation. In those instances, faculty or staff may pay the student card fee. These cards have student faculty or student staff designations. For new faculty student or staff student designation cards, there is a \$24 for the first card fee and \$24 fee for lost or stolen cards. The student faculty or staff fee is not paid for by Human Resources.

- The University Key Office will require the faculty or staff member to present their Razorback ID card for checking out keys.
- Many campus buildings use your Razorback ID card for security access.
- A Razorback ID card is required for using Razorback\$, a faculty staff meal plan and dining dollars.

What are Razorback\$?

Razorback\$ is an account tied to your Razorback ID card. You may add money to this account and use it to purchase items on and off campus. Chartwells, the dining provider to campus, gives a 5% discount when you pay with Razorback\$. Only Chartwells gives a 5% discount for paying with Razorback\$. A list of locations accepting Razorback\$ can be seen at <https://campuscardoffice.uark.edu/on-campus-merchants.php>. Deposits can be made to Razorback\$ at

<https://campuscardoffice.uark.edu/on-campus-merchants.php> with Visa, MasterCard, Discover and American Express. For any questions, please call 479-575-7563 or visit our website at <https://campuscardoffice.uark.edu/razorbucks.php>.

4.6H Lost and Found Operating Procedures

Facilities Management Central Supply has been designated as the central repository and controlling agency responsible for lost and found property for the University campus. Other departments on campus may have their own lost and found designation for the department. For inquiries, call **(479) 575-4494** or e-mail lost@uark.edu.

Campus Lost & Found is located in Facilities Management Central Supply at 521 S. Razorback Road, Fayetteville, AR 72701. Business hours are 7:30am to 4:00pm, Monday through Friday.

5. Policies on Employment, Student Records, Sexual Assault and Sexual Harassment

5.1 Federal Laws and Executive Orders

The Following apply to the operation of all units of the university: Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin by educational programs receiving federal funds.

Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, prohibits discrimination in employment (including hiring, upgrading, salaries, fringe benefits, training, and other conditions of employment) on the basis of race, color, religion, national origin, or sex.

The Civil Rights Act of 1991 amends the provisions of the ADEA, and the ADA, bringing together prohibition of discrimination on the basis of age for persons over 40 and disability.

Executive Order 11246, as amended by Executive Orders 11375 and 12086, prohibits discrimination in employment by federal contractors on the basis of race, color, religion, national origin, or sex.

The Equal Pay Act of 1963 prohibits discrimination in salaries on the basis of sex. Title IX of the Education Amendments of 1972 (Higher Education Act) prohibits discrimination on the basis of sex against students or others in education programs or activities.

Title VII (Section 799A) and Title VIII (Section 845) of the Public Health Service Act, as amended by the Comprehensive Health Manpower Training Act, and the Nurse Training Amendment Act of 1971, prohibit discrimination based on sex in admission of students to federally assisted health personnel training programs and in employment practices in these programs.

The Age Discrimination in Employment Act covers people over the age of 40 and forbids discrimination on the basis of age unless age is a bona fide occupational qualification.

The Rehabilitation Act of 1973 prohibits discrimination in employment of qualified individuals with disabilities. The same act prohibits discrimination against students with disabilities.

The Americans with Disabilities Act of 1990, as amended, also prohibits discrimination against students, employees, and the general public on the basis of disabilities.

The Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, prohibits discrimination against qualified disabled veterans and veterans of the Vietnam era. If you are a Vietnam-era veteran, a disabled veteran, or if you have a disability that requires accommodation, please notify the Office of Equal Opportunity and Compliance and/or the Center for Educational Access regarding your status.

The Pregnant Workers Fairness Act prohibits discrimination based on pregnancy, childbirth, or related medical conditions in all aspects of the application process and the employment relationship.

5.2 Non-Discrimination; Equal Opportunity

It is the policy of the University of Arkansas to provide an educational and work environment in which thought, creativity, and growth are stimulated, and in which individuals are free to realize their full potential through equal opportunity. The University should be a place of work and study, which is free of all forms of discrimination and exploitation. Therefore, it is the policy of the University of Arkansas, to prohibit discrimination and to make every effort to eliminate discrimination

Therefore, the University of Arkansas is committed to providing equal opportunity for all students and applicants for admission and for all employees and applicants for employment regardless of race/color; national or ethnic origin; age; religion; disability; sex; sexual orientation; gender; gender identity and expression; marital or parental status; military or veteran status; genetic information; and any other characteristic protected under applicable university policy, state or federal law/executive order.

The University's policy prohibiting discrimination is contained in [Fayetteville Policies and Procedures 214.1](#) (Revised August 21, 2020) ("Discrimination (Including Discriminatory Harassment) – Employment, Education, Programs and Services").

Except as described below or in specific University policies, the policies and procedures related to discrimination (including discriminatory harassment) for students, employees, affiliates, subcontractors, on-site contractual staff, agency employees, applicants for employment, third parties or community members, visitors to campus and others participating in campus programs or receiving campus services, are coordinated by the Office of Equal Opportunity and Compliance (OEOC). Contact information is as follows:

Office of Equal Opportunity, Compliance and Title IX (OEOC)
Attn: Compliance Officer
4 West Avenue Annex (346 N. West Avenue) University of Arkansas
Fayetteville, AR 72701
(479) 575-4019 (office)
(479) 575-3646 (td)
Email: titlevii@uark.edu

In addition, the Equal Employment Opportunity Commission may be contacted by phone at: (800) 669-4000 or you may visit their website at <https://www.eeoc.gov/>.

5.3 Sex Discrimination, Sexual Harassment and Sexual Assault Policy

The University of Arkansas does not discriminate on the basis of sex in the operation of its education programs, including admissions and employment. Further, the University should be a place of work and study for students, faculty, and staff, which is free of all forms of sexual intimidation and exploitation. Therefore, it is the policy of the University of Arkansas to prohibit sexual harassment of its students, faculty, and staff and to make every effort to eliminate sexual harassment in the University.

Sexual harassment is a form of sex discrimination prohibited by Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Sexual assault is an extreme form of sexual harassment. Sexual assault is also a crime, defined by the Arkansas criminal code.

The University's policy prohibiting discrimination based on sex or gender, including prohibiting sexual harassment and sexual assault, is contained in Fayetteville Policies and Procedures 418.1 ("Title IX Policy for Complaints of Sexual Assault and Other Forms of Sexual Harassment"), which can be found at [Fayetteville Policies and Procedures 418.1](#) (Revised September 25, 2023). Such discrimination is also prohibited under Fayetteville Policies and Procedures 214.1 ("Discrimination (Including Discriminatory Harassment) – Employment, Education, Programs and Services"), which can be found at [Fayetteville Policies and Procedures 214.1](#) (Revised August 21, 2020).

Reports and complaints regarding sex discrimination, including sexual harassment, sexual assault, relationship violence, stalking, and similar conduct should be made to the University's Title IX Coordinator:

Title IX Office
Attn: Title IX Coordinator
125 Administration Building
University of Arkansas
Fayetteville, AR 72701
Phone: (479) 575-7111
Email: titleix@uark.edu
Website: <https://titleix.uark.edu>

In addition, the U.S. Department of Education, Office of Civil Rights, may be contacted by phone at 800-421-3481 or by email at ocr@ed.gov.

In some instances, sexual harassment may constitute both a violation of University policy and criminal activity. The University grievance process is not a substitute for instituting legal action. The University encourages individuals to report

alleged sexual misconduct promptly to campus officials AND to law enforcement authorities, where appropriate. Individuals may file a report directly with local law enforcement agencies by dialing 911. Individuals may also contact any of the following for assistance in filing a report with local law enforcement:

University Police Department
155 S. Razorback Road
Fayetteville, AR 72701
479-575-2222

Fayetteville Police Department
1800 N. Stephen Carr Memorial Blvd
Fayetteville, AR 72704
479-587-3555

5.4 Personally Identifiable Student Records

The university adheres to the requirements of the Family Educational Rights and Privacy Act (FERPA) as amended, 20 U.S.C. § 1232g, and its implementing regulations codified in Title 34, Part 99 of the Code of Federal Regulations. Under this act, students have a right of access to personal records, may challenge the content of records, and have the assurance that their records will be kept confidential. There are exceptions to these regulations which must be carefully observed and documented. See [UA System Policy 515.1](#) (Revised May 25, 2024) and the [Catalog of Studies](#) for additional information.

Archived Handbooks

[2023 Faculty Handbook](#)

[2022 Faculty Handbook](#)

[2021 Faculty Handbook](#)

[2020 Faculty Handbook](#)

[2019 Faculty Handbook](#)

[2016 Faculty Handbook](#)

[2015 Faculty Handbook](#)

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