

SOUTHEAST ARKANSAS COLLEGE

FACULTY and STAFF

HANDBOOK

2013 - 2014

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1. General Employment Considerations

Unless indicated otherwise, all employees are subject to the policies of this Handbook. Adjunct faculty, part-time, and temporary employees must adhere to the professional conduct of this Handbook, though they may not be subject to the specific benefits and specific requirements of full-time employees.

1.1. Employment at Will – Arkansas is an at-will employment state.

1.2. Definition of Terms

1.2.1. Administration (non-classified) – President and Vice Presidents

1.2.2. Professional Staff (other non-classified administrative support staff) – Deans, Counselors, Program Directors, Coordinators and Department Heads

1.2.3. Faculty (non-classified) - includes 9 to 12-month instructors and 2 month summer contract Faculty.

1.2.4. Support Staff (classified) - includes all employees who support the administration, professional staff and faculty.

1.2.5. Extra Help Employee (classified) / **Adjunct Faculty** (non-classified) - refers to an individual hired on a temporary or part-time basis. An extra help employee is subject to a 29 hours per week limit and does not receive any benefits (i.e., retirement, insurance, annual or sick leave). Adjunct Faculty may teach up to 9 hours fall & spring and 6 hours summer.

1.2.6. Classified Employee - includes all members of the staff who support the faculty and administration. The positions and pay for these positions is tied to the State Pay Plan. This includes, but is not limited to, clerical, secretarial, maintenance, auxiliary services, grants and certain mid-level management positions.

1.2.7. Non-classified Employees - includes members of the staff who fill administrative or professional positions and whose positions are approved through the Arkansas Department of Higher Ed or Grants.

1.3. Adherence to Fair Employment Practices - Southeast Arkansas College does not discriminate against any employee on the basis of race, color, sex, religion, national origin, or handicap.

1.4. Affirmative Action Policy – Southeast Arkansas College is an equal opportunity/affirmative action employer. Decisions relating to employment, student admission or other functions, operations or activities are made without regard to race, color, sex, religion, national origin, age or disability of qualified handicapped individuals. The College is in compliance with Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act of 1990

(ADA). All members of the faculty, staff and student body are expected to assist with and adhere to all related statutes and laws dealing with this policy. The President of the college is responsible for implementing this policy through appropriate personnel.

- 1.5. Americans with Disabilities Act** – The Americans with Disabilities Act (ADA), extends previous legislation and adds a broad array of employment and access rights to disabled citizens. The ADA applies to all employment related activities and is intended to ensure a level of service to disabled individuals that is equivalent to the level of service provided to those without disabilities. Additional information is available from the Disability Counselor.
- 1.6. Organizational Structure** - The organizational chart is a diagrammed illustration of administrative authority and responsibility and is a guide to institutional activity. It outlines the reporting structure of the College and its major units (e.g., Academics, Nursing & Allied Health, Student Affairs, Fiscal Affairs, College Affairs and College Wide Organizational Chart). Every effort is made to keep the College Organizational Charts updated as changes to our organization take place. See College Website under [Faculty & Staff Handbook](#)
- 1.7. Representation of the College** - College officials and members of the faculty or staff may be delegated by the Board or the President to represent the College on appropriate occasions. No such delegate, however, may commit the College to any doctrine, policy, financial matter, or action without first obtaining the approval of the President, or when appropriate, the Board.
- 1.8. Responsibilities of College Personnel** - It is the responsibility of all personnel employed by the College to assist the Southeast Arkansas College Board of Trustees in efforts to create greater understanding between the College and the community and practice professional conduct. Each employee of Southeast Arkansas College shall be responsible to the Board through his/her immediate supervisor and the President.
- 1.8.1. Dress Code** - SEARK College is a business, therefore, employees are expected to exhibit professionalism in their dress. All clothing worn by SEARK employees should reflect a professional image of a public employee. All employees must wear their picture identification badge while on campus.

Clothing: Faculty and staff must dress professionally and use conservative, business-like taste in selecting clothes that are worn. Extreme styles, excessively tight, revealing, and fad-type clothing must be avoided. Business suits/dresses or well-coordinated slacks with collared shirts or blouses are considered acceptable.

On a day-to-day basis, the following are NOT considered appropriate for faculty/staff dress except for approved departments: torn denim or T-Shirts, exercise sweat suits, sport tank tops, halter dresses and tops, strapless dresses (unless with a jacket), excessively short skirts/dresses, shirts with inappropriate print or cartoon figures. Un-tucked blouses/shirts should be long enough to not expose the midriff when bending or reaching. Any exceptions to this policy will be handled through the departments Vice President.

SEARK administration may recognize certain unique situations that require flexibility, such as allowing employees to wear jeans, t-shirts and tennis shoes for assignments involving manual labor (such as Physical Plant Staff, Campus Events, Special Days etc...or Scrubs for Nursing & Allied Health Faculty).

Any disagreements over enforcement of this policy should be worked out first, between the employee and the appropriate supervisor; second, among the employee, supervisor, and the appropriate vice president.

Hair styles: Hair must be clean and neat in a business like style. Beards and moustaches must be well groomed.

Footwear: Safety, comfort and appearance are main considerations for acceptable footwear. Shoes must be clean and reflect a business style appropriate to your department. Crocs or beach-style/rubber flip-flops are not appropriate.

Body Art: Visible tattoos and body piercings must be within reasonable business guidelines. Excessive and offensive tattoos must be covered.

- 1.9. Committees** - Faculty and staff may be assigned to serve on various committees. All employees are expected to attend assigned committee meetings as part of their employment.
- 1.10. Code of Ethics** - Employees at Southeast Arkansas College will be oriented on the Code of Ethics Policy and will sign a document to that effect at the time of employment and when updated.
- 1.11. Conflicts of Interest** - Each employee of the College has an obligation to report any personal financial interest in any enterprise that also does business with the College, and these disclosures must be made to the President and reported to the Board. It shall be a violation of this provision for any employee of the College to accept any personal gift, gratuity, or reward from any person, firm, or corporation having a business relationship with the institution.
- 1.11.1. Engaging in Outside Employment** - No full-time employee of the College shall engage in any outside employment, which, in the judgment of the administration, reflects unprofessionally against the faculty or the College image, is considered unethical, or interferes with the employee's regular duties.

SEARK employees cannot receive duplicate payment for the same hour internally or externally. Acceptance of outside employment during the working day and receiving compensation while working the same time at SEARK is prohibited.

Any employment with another State of Arkansas agency, college, university or school must be disclosed on a Employment Disclosure Form to insure that State salary maximums are not exceeded. See Website Employee Disclosure Form under [Faculty & Staff Handbook](#)

- 1.11.2. Pecuniary Interest in Contracts** - An employee of the College shall not have a direct

financial interest in any contract for supplies or services to the College, other than the services for which he/she is under contract.

1.11.3. Political Activities Southeast Arkansas College state employees can, should, and are encouraged to participate in the election process so long as assistance to candidates is rendered on the employee's own time and state property is not involved. Employees are not to endorse candidates, including the Governor, in their official capacity as state employees.

Arkansas state law prohibits state employees from devoting time or labor during usual working hours toward the campaign of candidates for office or for the nomination to an office. Political banners, posters or literature should never be allowed to be displayed on or in any state office. Political bumper stickers or decals should never be displayed on or in state cars.

This policy is not intended to limit free and objective discussion in the classroom of all ballot issues where appropriate, nor is it intended to limit the right of a faculty member to align actively in any political activity outside the classroom. This policy is not intended to limit the right of an employee to be an adviser (and therefore, a partisan member, if desired) of a properly constituted political club on campus.

1.12. Grievance Procedures – See Policy on College Website Employee Forms under [Faculty Staff Handbook](#)

1.13. Reduction in Force - Reductions in force may be caused by:

- (a) declining or reduced enrollments overall or in a given individual program,
- (b) reduced appropriations or tax collections,
- (c) reduced workload, or
- (d) other conditions that may require personnel reductions.

Professional level personnel reductions may be effected by:

- (a) withdrawal of overload assignments,
- (b) increased student-teacher ratios,
- (c) not filling personnel vacancies,
- (d) reassignments within the College,
- (e) employee termination, or
- (f) increasing assigned credit hour workload.

Employees so terminated may be given some preference in rehiring when conditions permit employment of persons with their qualifications.

1.14. Applying for a Different Position - Position vacancies will be posted on the College's website, campus bulletin boards, internal e-mail and may be publicized in local and state newspapers and journals. Any qualified applicant may apply for a vacant position; however, a separate College application must be submitted for each position sought and all proper application requirements met.

Selection for the position shall be made on the basis of merit, education, and experience. If all of these factors are deemed equal, length of service at Southeast Arkansas College will be considered.

- 1.15. Regular Work Day** - The regular work day for employees is from 8:00 a.m. to 5:00 p.m., or an equivalent, based upon the needs of the College. All administrative offices are open from 8:00 a.m. to 5:00 p.m., Monday through Friday, during the regular school term. Unless otherwise, allowed by supervisor.

In order to best meet the needs of the college, a flexible schedule of regular daily working hours is permitted. Such variance in the employee's schedule must be approved by the immediate supervisor and appropriate area Vice President.

- 1.16. Holidays** - The following 12 holidays will be observed in accordance with the academic calendar:

1. New Year's Day
2. Martin Luther King/Robert E. Lee Day
3. Memorial Day
4. Independence Day
5. Labor Day
6. Thanksgiving Day
7. (Day after Thanksgiving by Governor)
8. Christmas Eve
9. Christmas Day

In addition to academic calendar holidays the full-time 12-month employees will also receive the following holidays: Note: These holidays may be observed on a date other than the actual holiday in accordance with the academic calendar.

10. Presidents' Day
11. Veterans' Day
12. Employee's Birthday - (Must be taken before next birthday or forfeited.)

- 1.17. Alternative Summer Work Schedule** - The President is granted the authority to alter these conditions during the institution's summer sessions provided that each full-time, non-teaching employee is scheduled to work 40 hours each week and essential services are maintained.

- 1.18. Paychecks of Employees** - Pay for all full-time and adjunct employees is by direct deposit. Employees are paid semi-monthly according to the schedule established by the College. Time sheet employees are paid bi-weekly.

1.19. Benefits

- 1.19.1. Sick Leave** - Sick leave is a privilege, not an entitlement. A leave request is not approved until signed by the supervisor. If unauthorized leave is taken, leave without pay will be in effect. Sick leave cannot be used until the first working day of the month after it has been

earned. Employees may not borrow from anticipated future accruals. Failure to notify the immediate supervisor or to report absence due to illness or injury may result in leave without pay and/or suspension/termination. Notification of absence due to illness shall be given as soon as possible on the first day of absence to the employee's supervisor. Failure to properly notify his/her supervisor may result in leave without pay and/or suspension/termination.

Employees accrue sick leave at the rate of one (1) day or eight (8) hours for each complete month of service. The maximum sick leave accrual is 120 days or 960 hours at calendar year-end. An employee shall not earn sick leave when on leave without pay for ten (10) or more cumulative days within a calendar month.

Sick leave may be used for only the following purposes:

- When the employee is unable to work because of sickness, injury; medical, dental, or optical treatment.
- Death or serious illness of a member of the employee's immediate family. Immediate family is defined as the father, mother, sister, brother, spouse, child, grandparents, grandchild, in-laws, or any individual acting as a parent or guardian of an employee.
- Nine-month faculty can use a maximum of 8 hours of sick leave per fall/spring semester at their discretion for personal business with prior approval from their supervisor.
- Full-time employees who are of retirement age per state definition and formally indicate they are retiring are entitled to payment of unused sick leave based upon a schedule outlined in the DFA Policy and Procedures Manual.
- The College reserves the right to change or stop the Sick Leave at Retirement Compensation Program if the need is determined by the Board of Trustees.
- Employees continue to earn sick leave at the normal accrual rate when they are on sick leave or annual leave unless ten or more days of Leave Without Pay are taken in a calendar month.
- Sick leave is granted on the basis of workdays, not calendar days. Non-work days, such as holidays and weekends, are not charged as sick leave.
- Approved absences due to sick leave, except in the case of maternity leave, shall be charged in the following order: (1) earned sick leave, (2) comp time, (3) earned annual leave/birthday leave and (4) leave without pay.
- Employees who are on sick leave for five (5) or more consecutive days must furnish a certificate of illness from an attending physician. If the supervisor notes a pattern of sick leave usage or suspects abuse of sick leave, a doctor's written verification may be requested of the employee at any time.

- Accrued sick leave will be restored to any employee's credit if he/she returns to State employment within six (6) months of termination. This provision shall apply only if the employee was terminated due to budgetary reasons or curtailment of work activities.
- Requests to use sick leave for purposes of medical, dental, or optical examinations, hospital stays, funerals, etc., shall be made in advance whenever possible. Application for sick leave is to be filed on the first working day upon return.
- If an employee fails to make proper notification for use of sick leave or attempts to use sick leave for reasons other than stated above, such absences may result in leave without pay and/or disciplinary action, up to and including suspension/termination. Such determination shall be made by the appropriate supervisor and with a recommendation to the President.
- When an employee transfers between State agencies and/or State supported institutions which are covered by the Uniform Attendance and Leave Policy Act (ACA §21-4-201 *et. Seq.*), they are possibly entitled to a transfer of the unused portion of his/her annual and sick leave.
- The amount of leave to be transferred shall not exceed the accrual limits established in the Uniform Attendance and Leave Policy Act (ACA §21-4-201 *et. Seq.*). The receiving agency will be responsible for verifying the employee's accrued leave with the relinquishing agency.

1.19.2. Children's Educational Activities Leave (CEAL) – All full-time state employees shall be entitled to eight (8) total hours of leave, regardless of the number of children, during any one (1) calendar year for the purpose of attending or assisting with the educational activities of a child. Children's Educational Activities Leave that is unused may not be carried over to the next year. Children's Educational Activities Leave is not compensable to the state employee at the time of retirement. Proof of attending an educational activity is required at the time the leave is requested.

1.19.3. Definitions as used in this section:

Child -- person enrolled in pre-kindergarten through grade 12 or is over the age of 18 and declared mentally disabled and/or declared legally incompetent who has the following relation to a state employee:

- a. Natural Child
- b. Adopted Child
- c. Stepchild
- d. Foster Child
- e. Grandchild
- f. Ward of the state employee
- g. Any other legal capacity where the state employee is acting as a parent for the child.

Educational Activity means any school-sponsored activity including without limitations:

- a. A Parent-Teacher Conference
- b. Participation in school sponsored tutoring

- c. Participation in school sponsored volunteer program
- d. A field trip
- e. A classroom program
- f. A school committee meeting
- g. An academic competition
- h. Assisting with athletic, music or theater programs

1.19.4. Leave Without Pay - Employees may not take leave without pay until all their annual leave has been exhausted, except in the cases of maternity leave and agency disciplinary leave without pay. In the case of maternity leave, such employee may elect to take leave without pay, without exhausting accumulated annual and sick leave. In the case of disciplinary leave without pay, the agency may place an employee in a leave without pay status in accordance with the agency's written and publicized personnel policies.

1.19.5. Maternity Leave - Maternity leave is to be treated as any other leave for sickness or disability. However, the employee may elect to take a leave of absence without pay without exhausting accumulated annual and sick leave.

1.19.6. Family Medical Leave Policy – Southeast Arkansas College follows the federally mandated Family and Medical Leave Act (FMLA). Policies and procedures for FMLA are available through the offices of Human Resources or on Employee Forms under [Faculty & Staff Handbook](#).

1.19.7. Absence for Jury Duty and Court Appearances - No deduction shall be made from the salary of an employee for compensation the employee receives for appearing at jury duty in any court in this state when the reasons for such appearances are not personal to the employee.

A leave form indicating leave for jury duty must be submitted along with the appropriate court documentation to the employee's supervisor prior to the absence for jury duty or court appearance.

1.19.8. Absence for Military Leave and Re-Employment of Veterans - Leave for military duty will be granted pursuant to the Arkansas Department of Finance and Administration, Office of Personnel Management, Policy and Procedures Manual. A copy of these rules and regulations will be provided to employees upon request.

1.19.9. Group Insurance for Employees - Southeast Arkansas College offers a variety of voluntary insurance plans to all new full-time employees which include, but are not limited to, the following: Medical, Dental, Life, Cancer, and Disability. New employees have **31 days** from the date of hire to enroll.

Note: When on officially granted unpaid leave of absence, an employee will be required to pay the College the cost of premiums. This amount will include the employee's portion as well as the College's portion. Otherwise, the coverage will expire.

1.19.10. Retirement Plans - Southeast Arkansas College offers several retirement plans to all fulltime employees. Different variables affect which plan will be offered to the employee. The retirement plans currently in effect are:

Arkansas Teacher Retirement, if eligible

Alternate Retirement Plan

TIAA/CREF

Arkansas Public Employees Retirement System

Note: Additional information may be obtained from the Personnel Office.

1.19.11. Other Benefit Offerings – contact Personnel Office for complete list.

1.19.12. Exemption of Tuition – Employees, their spouse and eligible dependents may qualify for tuition exemption. Policies and procedures for the Tuition Exemption are available through the offices of Human Resources or on www.seark.edu.

1.19.13. Awards and Recognition Pay - Each year an outstanding faculty, staff, alumnus, and academic all star are selected and given a stipend of \$250.00. The recipients are honored at award ceremonies at the Arkansas Association of Two-Year Colleges' annual convention.

1.19.14. Expenditure of College Funds - All expenditures of College funds must be authorized by the appropriate administrator and are subject to all state purchasing procedures. For questions, contact the SEARK purchasing officer in Business Services or refer to Website [Purchasing Procedures](#).

1.19.15. Authority - The Board of Trustees directs and authorizes the President of the College to approve expenditures for official functions consistent with the mission and image of the College, providing the term official functions consists of the following activities: official institutional committees and advisory groups; official external committee and advisory groups; receptions, honors, and awards; faculty and staff functions; and, miscellaneous functions consistent with the mission of the College.

1.20. Travel

1.20.1. Attendance at Professional Meetings - The immediate supervisor and the appropriate Vice President must approve an employee's plans to attend a workshop, seminar, conference, convention or make professional presentations. All plans are subject to the final approval of the President.

1.20.2. Authorization of Travel - Travel by faculty and staff is encouraged when it is intended to promote the professional growth of the College. The opportunity to attend professional meetings will be distributed as broadly as possible. Additionally, administrative leave and travel may be approved for attendance at educational and professional meetings and other activities deemed necessary by the President. See College Website [Employee Forms](#)

1.20.3. Reimbursement for Travel Expenses - Staff members shall be reimbursed for

authorized personal expenses incurred while on official trips for the College. Official trips are those with prior approval. When feasible and available, College owned vehicles should be used rather than private vehicles. If a State automobile is not available, mileage for use of personal automobile will be reimbursed per mile as per state travel policy. All mileage is to be computed from the shortest distance to the destination from and to the employee's duty station. Meals and lodging are to be reimbursed according to state travel policy. See College Website [Employee Forms](#)

Vehicle reservations should be made with the Building and Grounds Supervisor at least 48 hours in advance when possible. Vehicles should be picked up from their regular parking area and returned to that location when the trip is completed. All trash and personal items must be removed from the vehicle and vehicle must be refueled before it is returned.

No equipment or vehicles, owned or leased by the College, are to be used by employees, students or other persons beyond their intended legal purpose for the personal benefit or financial gain of any individual. Any questions of intended legal purpose will be determined by the President.

In order to receive mileage reimbursement, an employee must fill out a form, through the Purchasing Agent's office, that is sent to the state for approval based upon the employee's driving record. Employees must have a valid Arkansas Driver's License, proof of personal automobile liability insurance on file and use a seat belt to meet state guidelines to drive a College vehicle.

Smoking is not allowed in College vehicles.

When authorized expenses are incurred, the employee will file a travel reimbursement request with the supervising administrator. Reimbursement for meals and lodging cannot exceed the maximum amount allowed for state employees.

- 1.21. Professional Development** - Employees of the College are encouraged to seek improvement within their area of expertise. The College may provide a budget for reimbursement of professional development costs. To qualify for reimbursement, faculty and staff must receive approval from their immediate supervisor, appropriate vice president, and president of the College at least two weeks before the scheduled course/seminar. The activity must be pertinent to the skills/knowledge area in which the person is employed and fit into the overall mission and plans of the College. Attending professional development activities is a privilege and must not interfere with institutional responsibilities for which the employee is compensated.
- 1.22. Membership in Professional Organizations** – Employees are encouraged to participate in professional organizations at local, state, or national levels as departmental budgets permit.
- 1.23. Use of Audiovisual Equipment** - A limited amount of audiovisual equipment is available

from the Library for instructor use, including TV/VCRs, overhead projectors, laptop computers and digital still and video cameras. Equipment may only be checked out by College faculty or staff. Technology Services staff will be available to set-up necessary equipment and provide any necessary instruction in its use. Library staff will assist with equipment and instruction located in their area.

- 1.24. Arkansas Freedom of Information Act** - The FOIA defines public records to include data compilations in any form required by law to be kept or otherwise kept, which constitute a record of the performance or lack of performance of official functions which are, or should be, carried out by a public official or employee [or] a governmental agency...@ Ark. Code Ann. §25-19-1031(1). All records maintained in public offices or by public employees within the scope of their employment are presumed to be public records. Various exceptions apply.

College electronic files, including email files, are part of the Arkansas Freedom of Information Act (AFOIA), Ark. Code Ann. §25-19-101 et seq.

- 1.25. Technology Usage and Copyright Policies** – These policies apply to all technology users at Southeast Arkansas College. All technology users must carefully review and adhere to the Technology Use Policy. Inappropriate use or violations of the policy may result in loss of these privileges.

1.25.1. Appropriate Use of Technology

The College provides technology services for educational purposes and to facilitate activities necessary for the efficient operation of the College. The College intends that this technology be used in a manner which is conducive to learning, is free of illegal acts and shows respect for the rights and dignities of others.

- 1.25.2. Technology as a Required Resource and Privilege** - Appropriate uses of technology include:

- Accessing the Internet for curriculum related research and information gathering;
- Utility and applications software that accomplish tasks and fulfill class functions;
- Communication and collaboration between users and/or other appropriate entities;
- Access to the Internet for up-to-date information published by SEARK College, other state agencies, and various other providers of information that may be necessary in order to complete assigned tasks;
- Activities or projects that support assignments of students (i.e., word processing programs, spreadsheet programs, various educational tools, etc...)

- 1.25.3 Privacy of Information** - SEARK College reserves the right to monitor and/or log all network activity with or without notice, including e-mail and all web site communication. Users should have no expectation of privacy in the use of these resources.

- 1.25.4. Use of State Technology and Equipment** - Use of any and all State-owned equipment and supplies shall be restricted to official state use only. Unauthorized or personal use of equipment or supplies may be grounds for dismissal.

1.25.5. User Restrictions – Technology users will not excessively use the agency network, computer systems, and servers including access to the use of the Internet and other information resources during regular class hours for business unrelated to the class or operation of the college.

1.25.6. Unacceptable Uses - The following general uses are prohibited, including but not limited to:

- Interference with the security or operation of the computer systems;
- Vandalizing equipment, software, or hardware;
- Attempting to alter or gain access to unauthorized files or systems;
- Using technology in a way that interferes with class or work obligations;
- Violating the rights of others by publishing or displaying any information that is defamatory, obscene, known to be inaccurate or false, profane, or threatening.
- It is unacceptable for a user to use, submit, publish, display, or transmit on the network or on any computer system any information which:
 - ✓ Violates or infringes on the rights of any other person, including the right to privacy;
 - ✓ Contains defamatory, false, inaccurate, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive, or otherwise biased, discriminatory, or illegal material;
 - ✓ Inhibits other users from using the system or the efficiency of the computer systems;
 - ✓ Uses the system for any illegal purpose.
 - ✓ Conduct any non-governmental-related fund raising or public relations activities
 - ✓ Engage in any activity for personal financial gain, such as buying or selling of commodities or services with a profit motive;
 - ✓ Visit and/or participate in chat rooms not designed for professional interactions specifically related to one’s job.

1.25.7. Electronic Mail (E-mail) - E-mail is considered network activity and as such is subject to all policies regarding acceptable/unacceptable uses of the Internet. The user should not consider e-mail to be either private or secure.

1.25.8. E-mail Guidelines - It is the responsibility of users to use their account in accordance with established guidelines and in such a way that does not interfere with their duties.

1.25.9. E-mail Storage - Messages no longer needed must be periodically purged from personal storage areas. If e-mail storage gets too large, ability to send messages is stopped until some e-mail is deleted.

1.25.10. Copyright Guidelines – Users must honor copyright laws regarding protected commercial software used at the agency.

1.25.11. Compliance With Copyright Laws - It is the intent of the College to comply with the U.S. Copyright Law. Employees are prohibited from copying copyrighted work unless the action is authorized by:

- (a) specific exemptions in the copyright law,
- (b) the principle of fair use,
- (c) the fair-use guidelines, or
- (d) licenses or written permission from the copyright owner.

The College will not be responsible for the cost of any legal action taken against any user that violates such laws regardless of the situation or the intent or purpose of the user.

1.25.12. Enforcement and Penalties - SEARK users are responsible for complying with this policy.

Penalties for noncompliance include, but are not limited to:

- Suspension or usage restrictions of Internet service and email/messaging services.
- Internal disciplinary measures, including disciplinary action such as suspension, termination or expulsion.
- Initiation of criminal or civil action, if appropriate.

In compliance with the Digital Millennium Copyright Act, The Designated Agent may be reached at dmca@seark.edu

1.25.13. Confidentiality of Student Records Educational Records – Records containing information directly related to a student are confidential and protected from public disclosure by the Family Educational Rights and Privacy Act (FERPA) and the Arkansas Freedom of Information Act. No one shall access any such records maintained in an electronic format or disclose or distribute their contents in any manner inconsistent with federal and state law and College regulations.

1.26. Civil Rights Acts

1.26.1. Title VI of the Civil Rights Act of 1964 – It is the policy of the Southeast Arkansas College that no person shall be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity of the College on the grounds of race, or national origin.

1.26.2. Title VII of the Civil Rights Act of 1964 – It is the policy of the Southeast Arkansas College that it shall not discriminate against any person with respect to employment, discharge, compensation, terms, conditions, or privileges of employment, because of such person's race, color, religion, sex, or national origin.

1.26.3. Sexual Harassment Policy – Harassment on the basis of sex is illegal and a violation of Title VII of the Civil Rights Act of 1964, as amended. This policy defines sexual harassment and establishes a procedure whereby alleged sexually harassed faculty, staff, and students may lodge a complaint immediately and confidentially. See College Website Sexual Harassment Policy under [Faculty & Staff Handbook](#)

1.26.4. Title IX – Education Amendments of 1972 – It is the policy of Southeast Arkansas College that no person shall, on the basis of sex be denied admission, or be subjected to discrimination in admission. In determining whether a person satisfies any policy or criterion for admission, the College shall not give preference to one person over another on the basis of sex.

1.26.5. Rehabilitation Act of 1973 – Southeast Arkansas College does not discriminate in admission to, or access to, or treatment of, or employment in, its programs or activities on the basis of handicapped status. This commitment is made by the College and is in accordance with Section 504 of the Rehabilitation Act of 1973.

1.27. Drug Free Workplace Policy and Procedures - It is the policy of Southeast Arkansas College that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is prohibited while in the workplace, on college premises, or as part of any college sponsored activities. Workplace also includes vehicles owned, rented or leased by Southeast Arkansas College. Any person while under the influence of illegal drugs or alcohol must not enter the campus. Any person violating this rule will be subject to disciplinary or legal action or both as deemed appropriate for the situation.

Southeast Arkansas College does not differentiate between drug or alcohol users, pushers, or sellers. Any person who gives, or in any way transfers a controlled substance as defined by the law or alcohol to another person, or sells or manufactures a controlled substance while on the college premises, will be subject to disciplinary and/or legal action up to and including suspension or termination.

The term controlled substance refers to any drug not prescribed for the individual by the licensed health care practitioner, the illegal use of which violates State and Federal regulations. It also includes legal drugs prescribed by a licensed health care practitioner but are being abused.

Employees must notify his or her division dean or other appropriate supervisor in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such a conviction.

The Division Chair or Dean, or supervisor of the employee shall immediately convey this information, through appropriate channels, to the supervisor to whom he or she reports. If the convicted employee is engaged in a project funded by federal monies, the aforementioned supervisor will notify the granting or contracting agency within ten days after receiving notice of the conviction. An employee who is convicted under any criminal drug statute for a violation occurring in the workplace is required to successfully complete a drug counseling or rehabilitation program. Additional sanctions, including termination of employment, may be imposed for the first-time and/or repeated convictions.

Adherence to the terms of this policy is a condition of employment at SEARK and, in particular, of those engaged in work funded by a federal grant or contract.

1.28. Use of Tobacco – Arkansas requires a smoking ban at all public institutions of higher education effective 8-1-10. See Clean Air on Campus Act of 2009. The college prohibits the use of tobacco in any form on the college campus.

1.29. Sales to Students - Members of the teaching staff shall not have personal interest in the sale of books, instruments, lecture notes, or similar materials for the explicit purpose of monetary gain. An instructor, however, acting as an authorized agent of the Vice President for Fiscal Affairs or the bookstore manager, may collect fees or sell textbooks, supplies, or other materials to students enrolled in off-campus classes. Monies are to be handled in a manner prescribed by the Vice President for Fiscal Affairs.

1.30. Soliciting on Campus - Only recognized campus organizations with prior approval of the Vice President for Student Affairs may solicit funds.

1.31. Check Cashing - The College will not cash personal or two-party checks.

1.32. Requests for Maintenance - Requests for maintenance work should be submitted in writing or by e-mail to the Director of the Physical Plant.

1.33. Convocation - Each fall and spring semester full-time faculty and staff are required to attend a pre-semester convocation, which ordinarily is conducted prior to the beginning of classes.

1.34. Attendance at Commencement\Graduation – Members of the full-time faculty (9 or 12 month) and staff must sign in and participate in proper academic attire unless previously excused by the Vice President for Academic Affairs or President.

Members of the staff must sign in and work or take part in the Commencement Day exercises unless previously excused by Departmental Vice President.

Failure to take part in Commencement could result in loss of pay or benefits.

2. Faculty Employment Issues

2.1. Appointment to the Faculty - Positions will be filled after a search for potential candidates.

A search committee appointed by the appropriate Vice President, Chair, Director, or Coordinator who will make a recommendation to the President will review candidates and/or resumes. Southeast Arkansas College is an Equal Opportunity/Affirmative Action employer.

2.2. Filing of Credentials - It is the responsibility of each member of the administration and faculty to have current credentials (including a resume) on file in the personnel office. These credentials are records of information. Official transcripts must be mailed from awarding institution directly to Human Resources. Failure to provide needed credentials may result in the termination of contractual agreements.

2.3. Faculty Letter of Appointment - Returning faculty will be provided a Letter of Intent prior to the end of the spring semester of the current year. A Letter of Appointment for the next school year will be provided in early July. The letter will specify the faculty member's proposed salary for the coming year, contingent upon the availability of funds. A separate agreement may be issued for extra duties, overload teaching assignments, and the summer session. Some changes in the letter of appointment may be required to insure conformity with established salary provisions, length of time served under the letter of appointment, or changes due to academic advancement. In order to qualify for advancement due to additional education, a faculty member must submit written notification to the Vice President for Academic Affairs then to the President. An official transcript of additional work must also be presented before the advancement becomes effective. The Letter of Appointment states that those signing agree to abide by all policies, rules, and regulations established by the Board. The president or their designee is authorized to sign all Letters of Appointment.

2.3.1. Acceptance of Letter of Appointment - In order for the administration to effectively plan, it is imperative that letters be returned by the date indicated in the letter. Failure to comply with this provision automatically voids the appointment.

2.4. Compensation and Benefits –

2.4.1. Review of Compensation - The administration will review compensation of employees to determine that amounts are adequate to attract, hold, and fairly compensate the caliber of faculty and non-classified personnel essential to an educational program of excellence.

2.4.2. Implementation of Salary Schedule - Advancement from step-to-step on the salary schedules will not be automatic with each year's experience. Instead, movement will be contingent upon satisfactory completion of each year's work performance, professional growth, and the availability of funds (Salary Schedule was suspended 7-1-2011). Determination of salaries for all personnel who are moved from one level to another will be left to the discretion of the administration.

2.4.3. Determination of Individual Salaries - The administration of the College shall be responsible for placing members of the faculty and staff at the appropriate level.

2.5. Attendance - Faculty members are responsible for holding every session of each course for the full, scheduled time. If an instructor must be absent or late for any reason, he/she should call the appropriate Dean or Chair/Coordinator the night before, when possible, or before 7:30 a.m. Only illness or emergencies warrant missing a class. Bereavement is considered an emergency. Other leave will be without pay. Instructors teaching an evening class should contact the Dean, Supervisor, Assistant or Vice President of Academic Affairs several hours in advance, if he/she cannot be present for class.

2.5.1. Regular Work Week - As state employees, all full-time college employees are required to

work at least a 40-hour week, excluding meals. Faculty are required to be on campus 35 hours per week. Meal breaks will not be less than 30 minutes or more than 60 minutes each. Breaks will be limited to 15 minutes each - morning, afternoon or evening. The regular work week for 9-month faculty is a minimum 35 scheduled hours per week on-campus excluding meals, and 5 off-campus hours to be used for college purposes. The 35 hours per week on-campus schedule must include a minimum of 10 posted office hours when faculty are available for student conferences and other college activities. Faculty teaching in non-credit and short-term credit programs normally adheres to a regular 40-hour workweek schedule as approved by the immediate supervisor.

2.6. Calendar of the Academic Year - The academic calendar consists of two standard semesters that includes 3 sessions and one summer semester with 3 terms any abbreviated terms as approved for the catalog. A copy of the school calendar indicating the normal school terms and the staff holidays appears on the college website under [Academic Calendar as changes occur](#) and in the catalog.

2.7. Administrative Guidelines Related to Teaching Loads and Overload Compensation –

2.7.1. Introduction – These guidelines are designed to apply to any person(s) who engages in instructional activities under the auspices of the College. For the purpose of these guidelines, overload applies to a teaching overload of any full-time faculty member over 15 hours.

Adjunct refers to an individual employed to teach one or more credit or non-credit courses. Adjunct instructors are generally referred to as individuals employed to teach 9 hours or less in a regular semester and 6 hours or less in summer.

Prep is short for academic preparation. A course, or multiple sections of the same course, is one academic preparation. When evaluating teaching load, 15 lecture contact hours (50 minutes per clock hour) each semester equals one semester credit hour.

When evaluating teaching load, 2 science lab contact hours (50 minutes per clock hour) equals one semester credit hour load of a lecture class. The instructional year has three semesters: fall, spring, and summer. For the purpose of calculating instructional load every semester will be viewed as a whole unit.

The scheduling/acceptance of a teaching overload is optional based upon mutual agreement between the College administration and the full-time instructor or full-time College employee.

Distance education courses (CIV and Internet) with at least 18 students have the same weight as lecture courses in the overall load of a faculty member. Distance education courses with less than 18 will be considered individually when calculating teaching load by the Vice President of Academic Affairs. The College will be sensitive in scheduling classes (when possible) to meet personal requests made in writing and in advance of the class scheduling process.

The College reserves the right to cancel a class when: (a) fewer than 10 students enroll, (b) a qualified instructor is not available, (c) necessary facilities, equipment or materials are not available, or (d) for reasons which would otherwise make the teaching and learning in the class inefficient or ineffective.

SEARK employees cannot receive duplicate payment for the same hour internally or externally. Acceptance of outside employment during the working day and receiving compensation while working the same time at SEARK is prohibited.

Any employment with another State of Arkansas agency, college, university or school must be disclosed on a Concurrent Employment form to insure that State salary maximums are not exceeded.

2.7.2. Administrative Guidelines –

2.7.3. Teaching Load - A normal full-time faculty-teaching load each regular (fall, spring) semester is 15 semester credit hours with three or fewer preps. All classes taught within the confines of a semester, regardless of how scheduled (day/evening, 8-week/16-week, etc.), are considered together when determining teaching load and overload compensation.

2.7.4. Teaching Load Prep - A normal faculty-teaching load of 15 semester credit hours is reduced to 12 hours when four preps are reached. Nothing extra is awarded for the 5th, 6th, and 7th prep. Extra compensation is awarded again at the 8th prep and subsequently in multiples of four. Course sections that are taught by distance education methods are not considered for additional preps. If an extra class is assigned that necessitates an overload in terms of hours, while at the same time necessitating four or more preps, then compensation for the overload, as well as the preps, will be paid.

2.7.5. Work Week - Full-time faculties are required to maintain a 35-hour workweek during the contracted duty period. Overload responsibilities must be considered extraneous to the 35 hours of required teaching/office hours. If an instructor is carrying a six-hour overload, for example, then six hours must be added to the 35-hour week commitment bringing the total weekly responsibility to 41 hours. Student interaction, committee assignments, and other duties that are quality indicators shall not be compromised for the sake of teaching load.

2.7.6. Teaching Overloads - Full-time faculties are generally 9-month contractual employees. The maximum teaching overload for a full-time faculty member is 9 semester credit hours during the duration of a regular (fall, spring) semester.

2.7.7 Twelve Month Faculty Teaching Loads - When a full-time faculty member is a 12-month contractual employee, the teaching load is set at 9 semester credit hours for the summer semester (summer sessions 1, 2, 3, 4, etc.). Overload maximums for full-time, 12-month faculty is 3 semester credit hours or a total of 12 semester credit hours for the summer semester.

2.7.8. Adjunct Maximum Teaching Loads - The maximum teaching load for part-time and

adjunct faculty is 9 semester credit hours during the duration of a regular (fall, spring) semester. The maximum teaching load for part-time and adjunct faculty is 6 semester credit hours during the duration of the summer semester (summer sessions 1, 2, 3, 4, etc.).

- 2.7.9. Department Chair Teaching Loads** - The standard teaching load for Department Chairpersons will be nine semester credit hours.
- 2.7.10. Dean Teaching Loads** - The standard teaching load for Departmental Deans will be six semester credit hours or other assigned duties.
- 2.7.11. Technical Course Loads** - Loads for technical courses are calculated the same as other courses. Chairs should consult the catalogue for the number of contact hours that are lab and lecture and calculate accordingly. Vice President will consider contact hours calculations in determining teaching loads.
- 2.7.12. Non-Credit Instruction** - Non-credit instruction is generally paid per clock hour. A maximum teaching load for non-credit instruction is 15 clock hours per week. The Division Dean or Division Chair and Vice President for Academic Affairs must approve exceptions to these guidelines.
- 2.7.13. Pro Rated Classes** - Classes with fewer than 10 students may be pro-rated for calculating load purposes. A class, for example, with only 8 students may be evaluated at 8/10 the load value of a class with 10 or more students. Likewise, faculty with a total load of fewer than 60 students may not be eligible for overload compensation.
- 2.7.14. Combined or Stacked Class Load** - Combined or stacked classes (taught at the same time) count as one class and one preparation. Classes, which are team-taught, (two instructors) are pro-rated accordingly (50/50) as to course prep, credit hour load calculation and/or overload compensation, assuming equal participation by each instructor.
- 2.7.15. Internships** - Internship work experience courses and community service learning courses are treated as lab courses (1/2 the value of lecture courses) in assessing faculty loads. As usual, this is based on 10 or more students.
- 2.7.16. Independent Study** - The College generally discourages compensation for Independent Study. The College makes every effort to provide comprehensive schedules to benefit students with varying course scheduling demands. When independent study is unavoidable, compensation is \$50.00 per student.
- 2.7.17. Other Assigned Duties** - Upon advice by the Vice President for Academic Affairs and approval by the President, alterations to teaching loads may be made due to the assignment of administrative duties, accreditation standards, or other academic or load considerations.
- 2.7.18. Non-Faculty Instruction** - Academically qualified College personnel who are not

faculty may be asked to teach a course(s). To qualify for additional compensation, the full-time employee must teach the course outside normal business hours (8:00 a.m. – 5:00 p.m.) or have a special work schedule that is approved by the President. Compensation will be paid according to adjunct or overload policy.

2.7.19. Class Size Overloading - Compensation is not granted for class size overloading.

Classroom headcount is not necessarily a positive or negative factor in the learning environment. Overloading, in the context of the classroom, occurs when there are too many students for the seating capacity of the room, for needed lab equipment such as microscopes and computers, or for other educational considerations that directly impact instructional outcomes. An overloaded class shall be addressed by leveling (putting some of the students in smaller sections), splitting (creating a new section of the class), adding seats or equipment, or other pedagogically sound methods.

2.7.20. Compressed Interactive Video Compensation - When faculty are teaching a course in a compressed interactive video (CIV) studio and additionally has one or more receiving sites, classes of one to ten students will be compensated at \$500.00 per each receiving site.

2.7.21. Internet Courses - Internet courses may be counted the same as a classroom course for the purpose of determining faculty-teaching load. Instructors with fewer than 10 Internet students per course section will be compensated at a rate of \$83.33 per student) until the maximum of \$1,500 is reached. Maximum enrollment in a specific section of an Internet course is the same as in person lecture courses.

NOTE: Full compensation per semester credit hour of instruction is \$500.00 for a minimum of 10 students per class. Pro-rated compensation for a class of fewer than 10 is calculated at the rate of 1/10 of the \$500.00.00 or \$50.00 per student

2.8. Evaluation of Faculty - Each faculty member is evaluated annually. Evaluations of the faculty are conducted by the administration and by the students to identify strengths of the faculty for reinforcement and to identify areas that may need improvement. Peer evaluation and self-evaluation are also utilized as evaluation tools. The objective of faculty evaluation is to maintain the best instructional environment possible.

The College evaluates faculty using the following procedure:

Each faculty member, full-time and adjunct, is evaluated during his or her first semester of instruction. Semester evaluations continue for all faculty until an initial satisfactory evaluation is achieved. Regular adjunct faculty continue to be evaluated annually. However, following an initial satisfactory evaluation, full-time faculty members may be evaluated bi-annually, or as indicated, based on previous performance, by the Division Dean/Chair or Coordinator.

The Annual Review Process includes:

- Direct Observation by the Division Dean/Chair or Coordinator, as designated
- Student Evaluation of Instruction
- An Evaluation Conference, which includes the establishment of personal and

professional goals with the faculty member.

2.8.1. Direct Observation by the Division Dean/Chair or Coordinator – The Division Dean/Chair or Coordinator observes instructors once each year, by appointment. The Division Dean/Chair or Coordinator observes new instructors, full-time and adjunct, within the first month of instruction. A scored evaluation tool, using a Likert Scale, is completed by the Division Dean/Chair or Coordinator for documentation purposes. The Division Dean/Chair or Coordinator provides the instructor with feedback following the observation—either immediately on-site or by appointment at a later date. A copy of the Departmental rating of faculty is forwarded to the Vice President for Academic Affairs.

2.8.2. Student Evaluation of Instruction - Student evaluation of instruction is coordinated with the direct observation of instructors in order to establish a more complete picture of instructor performance in meeting student outcomes. The Division Dean/Chair or Coordinator provides the Office of Institutional Effectiveness with the names, course and section number of faculty to be evaluated for the current semester. The Office of Institutional Effectiveness collects the evaluation results and forwards them to the Division Dean/Chair or Vice President for Academic Affairs.

2.8.3. Annual Evaluation Conference - The Division Dean/Chair or Coordinator will schedule a time for an annual evaluation conference with each full-time and adjunct faculty member. During this conference the results of the student and coordinator observations will be discussed. The Student Evaluation of Instruction and Classroom Observation validate instructor performance and provide documentation for contract renewal.

If complaints focusing on course content, instructor behavior, or language proficiency are received at any time during the semester, the Division Dean/Chair and/or the VP for Academic Affairs conduct an immediate investigation. Documentation gathered may be considered in determining instructor contract renewal and/or disciplinary action. The VP for Academic Affairs would be notified and participate in the counseling and the determination of an appropriate plan of action. Information is shared with the President as warranted.

2.8.4. Dismissal/Non-reappointment of Faculty - The Faculty Letter of Appointment takes precedence over any agreement or contracts made prior to the date of the Letter of Appointment and may be terminated at any time.

Arkansas is an “at will state”.

Causes for dismissal or non-reappointment of faculty may be, but is not limited to, wilful violation of a State or Federal law, use of alcohol during working hours, drug abuse, felony admission and/or conviction, inability to satisfactorily perform assigned duties and responsibilities, failure to follow and adhere to college policies, neglect of duties, insubordination, failure to follow the chain of command/organizational chart, failure to keep current and maintain competency in one's field, general inaccuracy, dishonesty, misconduct that

negatively affects College operations or reputation. In the event of dismissal/non-reappointment, faculty will be notified as soon as possible.

The Board may also elect to close a program with low enrollment. In these cases, the employee will be advised of the intent to close the program as soon as possible.

2.9. Faculty Leave –

2.9.1. Absence for Illness and Vacation

2.9.1.1. Sick Leave - See *General Employment Considerations* section 1.19.1. concerning Sick Leave for guidelines.

2.9.1.2. Vacation – Only full-time 12-month faculty members accrue annual leave. See current Faculty Calendar for specified contract days and recesses.

2.9.1.3. Faculty Personal Day (9-month faculty only) - See **General Employment Considerations** section 1.19.1. Sick Leave for guidelines.

2.9.1.4. Absence for Sabbatical – see 2.11.3 **Sabbatical** for procedure.

2.9.1.5. Child Education Activity Leave (CEAL) - See **General Employment Considerations** section 1.19.2 concerning CEAL for guidelines.

2.10. Faculty Responsibilities - The College is committed to understanding and improving the learning opportunities and environments provided to our students. Faculty must be able to document the relationship between assessment of and improvement in student learning. As evidence of teaching effectiveness and student academic achievement, faculty is required to participate in assessment activities. These responsibilities include, but are not limited to, engaging in individual course, program and institutional assessment activities. The Assessment Advisory Team directs all assessment activities.

2.10.1. Recognition of Academic Freedom - In the development of knowledge, research endeavors, and creative activities, faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. They must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs. Academic freedoms must be subject to the self-restraints imposed by good judgment. The faculty member must fulfill his/her responsibilities to society and to the profession by manifesting academic competence, scholarly discretion, and good judgment. The principle of academic freedom will not protect an incompetent or negligent faculty member, nor will it prevent the institution from making proper efforts to evaluate the work of each and every professional staff member. Faculty members are expected to recognize that accuracy, forthrightness, integrity, dignity, and civility befit their association with the college and their position as men and women of learning. No staff member shall represent Southeast Arkansas College without authorization.

2.10.2. Teaching Effectiveness - Faculty must always be well prepared, start and end all scheduled classes on time, and deliver quality instruction in each class assigned.

2.10.3. Academic Advising - The faculty is responsible for the academic advising, registration, and orientation of students. All faculty will post and keep a minimum of 10 office hours per week. The faculty will assist in the selection of appropriate placement in courses and will offer needed counsel.

2.10.4. Course/Departmental Syllabi - A course/departmental syllabus is on file with the Division Dean/Chairs and during the first week of class, the instructor shall ensure that each student has access to and understands their current syllabus. An up-to-date syllabus will be prepared for each course in the curriculum. The syllabus will contain:

- a. Instructor's name
- b. Location and time of class
- c. Location of office and office hours
- d. Instructor's contact information:
- e. Course title and section number
- f. Course description
- g. Required textbook(s) and materials
- h. Instructional methods
- i. Statement on assessment of learning
- j. Attendance policy
- k. Academic dishonesty policy
- l. Grading and testing procedures
- m. Unit objectives stated in behavioral terms
- n. Term objectives stated in competency terms
- o. Schedule of term assignments and activities
- p. Make-up policy
- q. Student w/ disability policy(ADA)

The Vice President for Academic Affairs, Vice President for Nursing and Allied Health and Deans will verify that syllabus are posted on Moodle, contain all information listed above and are available to students. This departmental syllabus is to be used as the common syllabus by all instructors who teach a given course.

Non-standard syllabi may be necessary for courses delivered over the Internet.

2.10.5. Assignment of Grades - Instructors are responsible for posting grades through WebAdvisor by the time designated by the Registrar's Office at the end of the semester. Student grade reports are available online through WebAdvisor at the end of the semester. Instructors are expected to use good judgment and fair methods in determining grades and must communicate to their classes the basis for grading, standards of attendance, and the nature of assignments.

Letter grades granted by the college are explained in the catalog. Grades cannot be sent or posted through email. Grades cannot be posted by personally identifiable information, such as social security numbers or ID numbers, so that no student's rights are violated as specified in the Family Education Rights and Privacy Act (the Buckley Amendment).

Incomplete grades (I) cannot be given without completing the Incomplete Grade Contract, see website under [Admission Apply Now](#) prior to the end of the term. Incomplete grades must be completed within one month from the last day of class.

2.10.6. Class Rolls and Reports - It is important to maintain accurate attendance records concerning each student in an official class roll book. Verification rosters must be turned into the Registrar's Office by the dates required by the Registrar each semester. Verification rosters must be accurate with no errors. Students must be listed on the roster to attend class. Students who attend class must be marked accurately. Students who do not attend class must also be marked accurately.

2.10.7. Selection of Textbooks – Prior to selection of a textbook, faculty members should discuss textbooks with their Division Dean/Chair and the Vice President for Academic Affairs, in order to improve book selection or to override adoption policies. A single required set of textbooks must be approved for use in all course sections. If faculty and Division Dean cannot decide, the Vice President for Academic Affairs will break the tie.

Textbooks are adopted annually during the spring semester in order to be used in the fall semester. Changes cannot be made in the middle of a school year. When textbooks are adopted it should be for 2 year periods unless the technology or research makes them obsolete. Faculty will be encouraged to adopt free electronic books where possible.

Adjunct instructors will use and place on the syllabus, the same textbooks that are adopted by full-time faculty.

If a text is listed as required on the syllabus, it has been stocked in the bookstore at the instructors' or departments' request and must be purchased and used.

2.10.8. Student Discipline – All disciplinary matters should be referred to the Vice President for Student Affairs. Academic dishonesty such as plagiarism or cheating should be handled by the instructor when possible.

Students who are not following directions or are threatening the health, well-being, or learning environment of the class should be asked to leave the class and the matter reported to the Vice President for Student Affairs immediately. If the student does not follow the instructor's directions, Campus Security should be called at (870-557-4211) or Extension 4911. Students should not be arbitrarily permanently suspended by the instructor from the class until they have spoken to the Vice President for Student Affairs.

If a student is suspected of possessing an unlawful weapon or is under the influence of drugs or alcohol, Campus Security should be notified immediately. Staff members are not allowed to search students or their personal property. Law enforcement authorities may be notified and written documentation of the incident will be prepared.

2.10.9. Classroom Care and Maintenance - Instructors are often required to share classroom space. Classrooms and work-areas should be left in a good and organized condition. Whiteboards should be erased and lights should be turned off when the room is not in use. Eating, drinking, smoking, and the use of any other form of tobacco are not allowed in classrooms. Technology equipment should be turned off at completion of the class.

2.10.10. Responsibilities for Departmental Equipment - Each department is charged with proper maintenance and will be held accountable for equipment purchased and issued to the instructor's department. This equipment must be inventoried annually and must also be inventoried upon the termination or exit of an instructor. Any inventory discrepancy should be reported to the Business Office.

No equipment is to be removed from the College campus without the written permission of a Vice President or the President or their designee. A [Removal of Inventory Form](#) is to be completed whenever equipment is moved from one location to another and turned into the Director of Physical Plant.

2.10.11. Performance of Other Duties - From time to time the faculty may be called upon to work on projects and activities other than their teaching assignments. Such activities may include recruiting and advising students, serving on faculty committees, and performing other duties in College-related functions.

2.10.12. Academic Recordkeeping – Faculty are expected to maintain appropriate academic and attendance records daily either on paper or electronically. Faculty need to be able to produce daily attendance as well as academic records upon request. These records should be kept for five years and are subject to review by Legislative Audit.

2.11. Policies and Regulations –

2.11.1. Independent Study Policy – Independent Study Courses are College courses whose objectives can be appropriately and effectively achieved on an independent study basis. Courses which require lab, clinical or other supervised work experience are generally not deemed suitable for independent study. Students seeking to take a course by independent study must obtain the approval of his/her instructor, advisor, department chair, and the Vice President of Academic Affairs. See College Website [Admission Apply Now](#) for Independent Study Request Form

2.11.1.1. Conditions of Independent Study – Approval may be granted for enrollment in an independent study course under any of the following conditions: 1) If a student is enrolled in the last semester of his/her program and a required course is not offered in the schedule; 2) If a

student is in a program of study that is being eliminated and needs to complete time-sensitive required courses; 3) If a student is enrolled in a required course having only one section and that course lacks sufficient enrollment for the class to continue; and/or 4) If a student experiences academic duress because of conditions deemed extenuating and worthy by the Vice President for Academic Affairs.

2.11.2. Approval of Field Trips - Field trips should be approved by the administration one week in advance of the trip, when possible. If transportation is required the Director of Physical Plant should be contacted two weeks in advance, when possible. Field trips (transporting or requiring students to participate) for a campus sponsored activity are scheduled by using the appropriate form available from the Division Dean / Chairs / Coordinators. See [Travel Assumption of Risk & Release of Liability Form](#) under Faculty & Staff Handbook

2.11.3 Faculty Sabbatical - Any faculty member who has rendered service to the College for at least seven consecutive years may be granted a leave of absence not to exceed one year. Upon the recommendation of the President of the College, and approval by the Board, this leave of absence may be granted for the purpose of permitting study or travel, which will benefit the College and enrich instruction to the students.

While on sabbatical leave, the faculty member may receive a stipend of up to one-half of his/her salary for the previous year. However, benefits do not automatically continue while on sabbatical. When applying for sabbatical, it is imperative the applicant visit with the Vice President for Fiscal Affairs to arrange continuation of benefits. In addition, any faculty member who has rendered service to the College for at least four consecutive years may be granted a leave of absence not to exceed one semester. Upon the recommendation of the President of the College, this leave of absence is also granted for the purpose of permitting study or travel, which will benefit the College and enrich instruction to the students. Faculty members may receive a stipend of up to one-half of his/her semester's salary for the previous academic year. Time spent on sabbatical leave or leave of absence for educational purposes shall count as regular service on the salary schedule.

Any faculty member who files an Application for Sabbatical Leave shall, at the same time, file an affidavit stating that he/she will remain in the employ of the College for at least two years following the return from the leave of absence, unless prevented by ill health, unavoidable conditions, or the College's decision to release the employee.

Failure for other reasons to return for the two-year period will automatically make the person liable for return of all, or part, of the sabbatical stipend equal to the percent of time not completed. No more than five percent of the faculty of the College may be granted sabbatical leave at one time. In case more applications are received than can be granted, the College administration will determine who will receive sabbatical leave.

Sabbatical leave will be granted only when sufficient funds are available to pay the stipend and employ qualified adjunct faculty to teach in the absence of the faculty member who is on leave.

Service to Southeast Arkansas College shall count toward time eligibility requirements for sabbatical leave.

3. Staff Employment Issues

This section pertains to 12-month classified staff and non-classified/12-month faculty. Salaries for classified positions are set by the State Pay Plan. Normally, salary increases occur through raises passed by the legislature. The current pay plan information can be found at <http://www.state.ar.us>.

3.1. Employment of Classified Personnel - Classified personnel shall meet the eligibility requirements of the State Office of Personnel Management. The administrator under whom the classified person will work shall appoint a search committee to interview the prospective applicants and make recommendations to the College President for final approval, without verification by the Board. The College President will advise the Board of any personnel changes at the next Board meeting. Part-time classified employees will be hired using the same process as used to hire classified personnel.

3.2. Employment of Non-Classified 12-month faculty/staff - This classification of employee is typically an administrator, professional staff or faculty member. The selection of this employee is accomplished through a committee interview.

3.3. Attendance - Classified employees are expected to work an 8-hour day and a 40- hour week. If an employee must be absent or late for any reason, he/she should contact the immediate supervisor or designee the night before, if possible, or before 7:30 a.m. Violation of the attendance policy involving unscheduled absence or tardiness for whatever reason and absences or tardiness that exhibits a pattern, including excessiveness in either case, will result in disciplinary action and possible termination.

3.4. Overtime Work, Overtime Pay and Compensatory Time-Off - The State of Arkansas has declared that overtime pay for state employees is the least desirable method of compensation of overtime work. Consequently, the College does not utilize overtime pay as a method of compensation. Non-exempt employees, which include the classified support staff of the College, are eligible for compensatory time. Exempt, classified employees do not earn Compensatory time. Compensatory time is defined as time earned for work performed in excess of forty (40) hours in the workweek. Compensatory time may not be earned in less than fifteen (15) minute increments. All employees performing qualifying non-exempt work within a workweek accrue compensatory time at a rate of one and one half (1 ½) times the number of hours worked in excess of 40 hours. Non-exempt employees are eligible for compensatory time in lieu of overtime payment. Further, it is held to be the policy of the State of Arkansas that any overtime work necessary to the continued effective operations of the state shall be managed in the most efficient and economic manner possible. Consequently, all overtime work for compensatory time must be approved in advance and in writing by the appropriate senior administrative official of the College. When possible, the practice of temporarily altering the employee's regular work schedule to provide equivalent time off within a workweek is

preferable to compensatory time. A workweek is defined to be between 12:00 a.m. Sunday morning and 11:59 p.m. Saturday night.

3.5. Compensatory Time - Compensatory time is defined as time earned for work performed in excess of 40 hours in the workweek. Compensatory time may not be earned in less than fifteen (15) minute increments. If an employee has a balance of Compensatory time, it must be used prior to using annual leave. Compensatory time is reflected on a Leave Form Request under Other and a notation should be made that the employee is using comp time.

3.6. Sick Leave Policy - See General Employment Considerations section 1.19.1 for guidelines regarding sick leave.

3.7. Vacation (Annual Leave) - Annual leave applies to full-time 12-month employees. Vacation periods must be scheduled at the convenience of the College. There may be blackout times that vacation leave may not be taken. Vacations must be scheduled at least five working days before the vacation is to begin. Failure to properly schedule vacations may result in the request being denied. If unauthorized leave is taken, leave without pay is in effect. Employees on 12-month assignments are entitled to annual leave with full pay calculated on the basis of the following accrual schedule:

0 - 3	years service	8 hours per month	(12	days annually)
4 - 5	years service	10 hours per month	(15	days annually)
6 - 12	years service	12 hours per month	(18	days annually)
13 - 20	years service	14 hours per month	(21	days annually)
Over 20	years service	15 hours per month	(22.5	days annually)

Annual leave is cumulative; however, no more than 30 days (240 hours) annual leave shall be carried forward to any new calendar year. **(Employees begin to accrue leave time after completing one month's service.)**

When an employee leaves the institution by reason of resignation, retirement, or termination, the unused annual leave, subject to approval, may be liquidated by a lump-sum payment not to exceed 30 working days. Unused accumulated annual leave of a deceased employee will be payable to either the estate of the deceased or an individual authorized to receive the payment.

3.8. Career Service Recognition Payments - Employees of Southeast Arkansas College and non-faculty employees shall become eligible for annual career service recognition payments upon completion of ten (10) or more years of State service in either elected positions or classified or non-classified regular full-time position or positions.

3.8.1. Years of Service Annual Payment –

10 through 14 years	of State service	\$600
15 through 19 years	of State service	\$700
20 through 24 years	of State service	\$800
25 or more years	of State service	\$900

Employees become eligible to receive career service recognition payments on their career service credit date. Employees who have received career service payments in previous biennium shall receive payments on their career service credit date or their increase eligibility date, whichever occurs first within the fiscal year. Payments to non-classified employees shall be made on the anniversary of the employee's latest hire date.

3.9. Evaluation - The employee's immediate supervisor shall make an annual evaluation of the services of each employee. The evaluation shall be made in writing on a standard form provided by the Personnel Office and shall include an examination of personnel relationships, job competency, performance of assigned tasks, work, and personal habits. The supervisor shall discuss the evaluation with the employee and shall state to the employee the criteria used in the evaluation. This evaluation shall be done at the employee's six month anniversary date and every June thereafter. Copies of this evaluation shall be submitted to the employee and to the personnel office for placement in the employee's permanent record. Should the employee wish to have a review of the evaluation, a request in writing should be made to the President.

3.10. Transfer - A request for transfer from one office or department to another position may be originated with the administration, by the employee, or may be requested by the employer or his/her Division Dean/Chair. The President shall make final approval of the transfer.

3.11. Dismissal Probationary or Temporary Employees - Employees hired on a six-month probationary or temporary basis may be dismissed without prior notice during the probationary or temporary period without the right of appeal.

Personnel employed on a regular or non-probationary basis may be given two weeks' notice of dismissal, except in those cases where, in the judgment of the president, the welfare of the college demands immediate dismissal. Twelve-month non-classified faculty/staff employment is on a year-by-year basis.

4. Federal Policies and Employee Rights

4.1 Sexual Harassment Policy – See Website under Faculty & Staff Handbook [Sexual Harassment Policy](#)

Harassment on the basis of sex is illegal and a violation of Title VII of the Civil Rights Act of 1964, as amended. This policy defines sexual harassment and establishes a procedure whereby alleged sexually harassed faculty, staff, and students may lodge a complaint immediately and confidentially to the Human Resources Office for informal resolution or to the EEOC Officer to address formal written complaints.

1. Policy

- a. The Southeast Arkansas College is committed to the maintenance of a working and academic environment free from all forms of sexual harassment. Sexual harassment is a violation of the College policy as well as state and federal law and is neither permitted nor condoned.
- b. It is also a violation of the Southeast Arkansas College's Policy against

sexual harassment for any employee or student at the College to attempt in any way to retaliate against a person who makes a claim of sexual harassment.

- c. Any individual found to have violated the College's policy against sexual harassment will be subject to appropriate disciplinary action including, but not limited to, reprimand, suspension, termination, or expulsion. Any disciplinary action taken will depend upon the severity of the offense.

2. Definition: Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a. Submission to, or toleration of, such conduct on or off campus is made a term or condition of instruction, employment, or participation in other College activities;
- b. Submission to, or refection of, such conduct by an individual is used as a basis for evaluation in making employment or academic decisions affecting the individual; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or employment performance or creating an intimidating, hostile, or offensive college environment.

3. Procedures. Employees who believe that they have been sexually harassed should first seek an informal resolution of this problem as outlined below. If that is not effective, such individuals then should pursue formal resolution of their complaint. All complaints must be made within thirty (30) days of the alleged harassment.

- a. Informal Resolution: Employees who believe that they have been subject to sexual harassment should report the problem promptly to Personnel/Human Resources. The person to whom the complaint is made shall promptly begin an impartial investigation. If a mutually agreeable answer or settlement has not been obtained within fourteen (14) calendar days from the date of the complaint, the complainant may initiate the formal complaint procedure.

During all informal attempts to resolve a problem, to the extent practicable, efforts will be made to keep the identity of the complainant confidential. No person who reports or files a grievance involving sexual harassment will be required to solely or independently confront any person allegedly conducting or causing any action believed to be sexual harassment.

- b. Formal Complaint Resolution: If a problem cannot be resolved through informal attempts at conciliation and the complainant wishes to pursue the matter further, he or she must file a formal written complaint on the Grievance Policy and Procedure Forms and turn it into EEOC Officer, who will then notify the President.

- c. All formal complaints will be given a full, impartial, and timely investigation. During such investigations, while every effort will be made to protect the privacy rights of all parties, confidentiality cannot be guaranteed.

4. Sanctions. If investigation of a reported occurrence of sexual harassment reveals that the complaint is without reasonable foundation, both parties will be so informed and will also be informed that no further action is warranted. If, however, an individual is found to have violated the College's policy against sexual harassment, the investigating body

will recommend disciplinary action appropriate to the severity of the offense, including, but not limited to, reprimand, suspension, reassignment of responsibilities, termination of employment, or expulsion from the College.

4.2 Title IX - Education Amendments of 1972

It is the policy of the Southeast Arkansas College that no person shall, on the basis of sex, be denied admission, or be subjected to discrimination in admission and/or employment. In determining whether a person satisfies any policy or criterion for admission and employment, the College shall not give preference to one person over another on the basis of sex.

The College shall not apply any rule concerning the parental, family, or marital status of a student which treats persons differently on the basis of sex; shall not discriminate against or exclude any person on the basis of pregnancy, childbirth, termination of pregnancy, or recovery there from, or establish or follow any rule or practice which so discriminates or excludes; shall treat disabilities related to pregnancy, childbirth, termination of pregnancy, or recovery there from in the same manner and under the same policies as any other temporary disability or physical condition; and shall not make pre-admission and employment inquiry as to the marital status of an applicant for admission and employment, including whether such applicant is Miss or Mrs.

The College shall not exclude any person, on the basis of sex, from participation in any academic, extracurricular, research, occupational training, or other education program or activity.

4.3 Rehabilitation Act of 1973

Southeast Arkansas College does not discriminate in admission to, or access to, or treatment of, or employment in, its programs or activities on the basis of handicapped status. This commitment is made by the College and is in accordance with Section 504 of the Rehabilitation Act of 1973. Section 504 guidelines include the following:

1. The College must not exclude, on the basis of handicap, any qualified handicapped student from participation in any academic, research, occupational training, health insurance, counseling, financial aid, physical education, athletics, recreation, transportation, other extracurricular, or other postsecondary education program.
2. The College must make modifications to academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating, on the basis of handicap, against a qualified handicapped student.
3. The College must not impose upon handicapped student's rules, such as the prohibition of tape recorders in classrooms or dog guides in campus buildings that have the effect of limiting the participation of handicapped students in a program.

4. The College must provide methods of evaluating the achievement of students who have a handicap that impairs sensory, manual, or speaking skills as will best ensure that the results of the evaluation represents the student's achievement in the course, rather than reflecting the student's impaired sensory, manual, or speaking skills (except where such skills are the factors that the test purports to measure).
5. The College must take necessary steps to ensure that no handicapped student is denied access to a program because of the absence of educational auxiliary aids.
6. In providing financial assistance to qualified handicapped persons, the College may not, on the basis of handicap, provide less assistance than is provided to non-handicapped persons.
7. In providing personal, academic, or vocational counseling, guidance, or placement services to students, the College must provide these without discrimination on the basis of handicap.

4.4 Family Educational Rights and Privacy Act

It is the policy of the Southeast Arkansas College to comply with the provisions of the Family Educational Rights and Privacy Act (FERPA) and to inform students of their rights under FERPA. The following notice of student rights under FERPA shall be given on an annual basis to students. A student at the Southeast Arkansas College has the following rights with regard to his or her education records:

1. To inspect and review all education records pertaining to him or her.
 2. That the following information, which is considered to be directory information, will be subject to public disclosure unless the student informs the Registrar in writing before the end of the first week of classes each semester that he or she does not want any or all of these types of information designated as directory information:
 - student's name
 - major field of study
 - participation in officially recognized school activities
 - dates of attendance
 - degrees and awards received
 - the most recent school attended by the student.
 3. To request the amendment of his or her education records to ensure that they are not inaccurate, misleading, or otherwise in violation of his or her privacy or other rights.
 4. To consent to disclosure of personally identifiable information contained in his or her education records, except to the extent that FERPA authorized disclosure without consent.
 5. To file a complaint with the U.S. Department of Education concerning the alleged failure by the College to comply with the requirements of FERPA.
 6. To obtain a copy of the College's FERPA policy upon payment of a copying fee.
- See Website under Catalog [Privacy Rights Students](#) for FERPA Policy.

5. Emergency Policy and Procedures

- 5.1 **Emergency Procedures** – The following guidelines apply to emergency conditions on campus. It is not possible to establish procedures for every type of emergency, but these guidelines cover many emergency or hazardous situations. Please review them frequently so that you will be prepared in an emergency. Everyone should sign on to E2 Campus to receive emergency notifications.

To Report an Emergency

- Call **870-557-4211 or Extension 4911** (Campus Security on duty)
- For Police, Fire, Ambulance call **911**
- Be ready to provide type of emergency, location, phone number and your name
- Do not hang up until help arrives or until it is safe to do so

Active Shooter on Campus

- Call 911
- Call 870-557-4211 or Extension 4911 (Campus Security on duty)
- Lock down in place

In Case of Fire

- Fire Exits- A fire escape plan are posted in all buildings and on bulletin boards
- Activate fire alarms
- Notify students and visitors and leave the building by closest exit
- Do not use elevator
- Move away from the building and do not reenter until directed by police or fire department or college staff
- Call 911

Medical Emergency

- Get help immediately
- Talk to injured person to see if medical assistance is required
- If the victim does not respond call 911 and 870-557-4211 or Extension 4911 (Campus Security on duty)
- Provide first aid assistance to responder's level of training
- Stay on the line until help arrives or it is safe to hang up
- Provide information to emergency personnel on phone and Campus Security.
- Campus Security will direct emergency services to the correct building and nearest entrance

Weather Related Emergency

- Seek shelter in place if necessary (bathrooms, hallways and away from windows)
- Take personal belongings with you and follow staff instructions if your instructed shelter in buildings
- Evacuate if instructed in a safe orderly manner

Bomb Threats

- Notify Campus Security at once
- Be as specific as possible when relaying what the caller said

Motor Vehicle Accidents on Campus

- Call Campus Security (870-557-4211) or Extension 4911

Accidents Without Injuries

- If an accident or other emergency occurs in the classroom lab, or shop, take appropriate actions in responding to the situation. Report the event and the actions taken to Campus Security as soon as possible

Emergency Evacuation

- Faculty members are responsible for checking rooms for remaining students before leaving themselves. Faculty members & Building Captains (Vice Presidents, Deans, Department Chairs or Directors) in each building should direct students to the nearest exit and should assist handicapped students.

5.2 Policies

5.2.1 Accidents and Emergencies - All accidents, emergencies and injuries occurring on campus or during a campus sponsored activity must be reported to Campus Security at 4911. (See College Website - Worker's Compensation Forms under Faculty & Staff Handbook)

5.2.2 Emergency Situations

Tornado Alert Policy- In the event of a tornado warning, instruct all students to go into the halls, away from glass windows and doors.

Fire Exits- A fire escape plan are posted in all buildings and on bulletin boards

Bomb Threat- The fire escape route should be followed in the event of the evacuation of the building. Instructors should check to see that all students leave immediately and move away from the buildings.

Accidents Without Injuries - If an accident or other emergency occurs in the classroom lab, or shop, take appropriate actions in responding to the situation. Report the event and the actions taken to Campus Security as soon as possible.

5.2.3 Emergency Evacuation - In the event of fire, bomb threat or other emergency requiring evacuation of a building, faculty should ensure the orderly exit of all students immediately. Faculty members are responsible for checking rooms for remaining students before leaving themselves. Faculty members & Building Captains (Vice Presidents, Deans, Department Chairs or Directors) in each building should direct students to the nearest exit and should assist handicapped students.