

Dear College Faculty,

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

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

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

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

Sincerely,

Dr. Corbet Lamkin  
Chancellor

## **Equal Employment Opportunity/Affirmative Action Policy Statement**

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

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

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## **COLLEGE HISTORY**

Southern Arkansas University Tech, Camden was created on April 5, 1967, as Southwest Technical Institute by Act 534 of the General Assembly of Arkansas. The purpose of the institute was to provide a technically trained workforce for the growing Highland Industrial Park where it was located. Seventy acres of land and six buildings were donated by the Brown Foundation of Houston, Texas, which had purchased the Schumacher Naval Ammunition Depot for use as Highland Industrial Park. Financing for renovation and equipping the facility was made possible by a grant from the U.S. Economic Development Administration. The State Board of Education operated the school until 1975 when, by an Act of the Arkansas Legislature, Southwest Technical Institute became Southern Arkansas University Tech, under the governance of the Board of Trustees of Southern Arkansas University. With this change, the college came under the jurisdiction of the Arkansas Department of Higher Education to grant the Associate of Arts and Associate of Science degrees as well as the Associate of Applied Science degree.

Since 1967, the college has moved from being a major residential, dorm-filled, two-year technical campus in South Arkansas to a diversified technical and university parallel campus serving two groups of students - local students who enroll in a combination of technical and college programs and statewide students who participate in high-tech degree and advanced certificate programs.

Today, Southern Arkansas University Tech is the leader in high tech education. It has been designated as the Technical Center of Excellence in Computer Integrated Manufacturing by the Arkansas Business Council and as Arkansas' member of the Consortium for Manufacturing Competitiveness of the Southern Technology Council.

## **COLLEGE VISION**

Leading Arkansas in Economic and Educational Transformation

## **COLLEGE VALUES**

- Every employee and his/her contribution to the institution.
- Each person served or seeking service.
- Personal and professional honesty and integrity.
- The trust and confidence placed in us by our constituencies.
- A caring, learning environment that promotes access, scholarship, innovation, and the success of all students.
- A climate that reflects a deep appreciation and acceptance of diversity.
- Accountability on all levels that is reflected in wise stewardship of public resources.
- Collaborative and cooperative partnerships that improve the quality of life for those served.
- Innovation and the ability to meet the changing needs of our constituencies.
- The history of SAU Tech and its contributions.

## COLLEGE MISSION STATEMENT

Southern Arkansas University Tech is a two-year college emphasizing technical education. The College is committed to providing quality educational programs delivered through various technologies and methodologies to meet the needs of its constituencies. The College accomplishes its mission through technical career programs, transfer curricula, continuing education, workforce education, transitional education, and administrative, student, and community services.

## INSTITUTIONAL GOALS

**Goal #1: Student Success – To provide every student the opportunity to acquire the knowledge and abilities to lead a fulfilled life as a learner, a citizen, and a member of the workforce.**

1. Grow and sustain on-campus enrollment as well s enrollment through alternate delivery methods.
  - a. Review and enhance recruiting activities to promote on-campus enrollment.
  - b. Explore flexible schedules for course offerings to accommodate the needs of students.
  - c. Assess current online offerings and if the need is present augment current offerings with new, relevant programs and/or courses.
  - d. Investigate the feasibility of alternate delivery methods such as webcasts and hybrid courses.
  - e. Review and enhance retention strategies to increase the number of students persisting to a certificate degree.
2. Continue to enhance the College's assessment of student learning model to improve student success.
  - a. Support college personnel's attendance to relevant assessment conferences, workshops, NCA meetings, etc which will help maintain the focus on the College's assessment of student learning program and use assessment results to enhance programs.
  - b. Develop a process to share assessment results and to systematically use assessment results to improve student learning.
  - c. Continue to utilize the TracDat software to support the College's assessment plan and to facilitate the use of assessment data for planning and improvement.
3. Provide a positive and rewarding college experience through a variety of activities and cultural events.
  - a. Improve on-campus life by continuing and expanding diverse cultural and student life events.
  - b. Increase extracurricular options that enhance student engagement with the College.
4. Advance student achievement through counseling, advising, mentoring, and tutoring.
  - a. Continue to seek innovative student success support services.
  - b. Review and enhance the College's mentoring program.
  - c. Establish a tutoring center to assist under-prepared students to achieve

- academic success.
    - d. Develop a process to evaluate the effectiveness of student support services.
- 5. Facilitate the transition of students into the College.
  - a. Foster relationships with high school students participating in the Career Academy and the Concurrent Credit Program to improve the transition of those students to the College.
  - b. Foster relationships with students who are eligible for supporting programs such as Career Pathways and Adult Education to enhance their ability to achieve academic success.
  - c. Review and enhance the orientation process for non-traditional students.
  - d. Continue to provide and expand opportunities for prospective students to participate in on-campus activities and events designed to showcase the College and its programs.
- 6. Facilitate the transition of students from the College, either to SAU Magnolia (or other higher learning institutions) or into the workforce.
  - a. Develop and implement processes to increase the transfer rate for students attaining an associate degree from the College
  - b. Pursue scholarship opportunities for students transferring from SAUT to other colleges.
  - c. Continue to develop Memorandums of Understanding (MOUs) with other institutions.
  - d. Develop and implement career planning and job placement services and monitor and track their effectiveness.
- 7. Develop and implement strategies to support students in transitional courses to achieve their educational goals.
  - a. Investigate and implement alternate methods for delivering transitional courses.
  - b. Evaluate the effectiveness of transitional programs to meet the requirements of Arkansas Act 971.
  - c. Develop and implement processes that encourage students taking transitional courses to systematically interact with mentors and tutors.

**Goal #2: Access to Higher Education – To provide access to affordable comprehensive, community, and technical college education.**

- 1. Examine and develop programs that are relevant to student needs and economic growth.
  - a. Review program offerings and revise to address economic growth.
  - b. Support and promote the identified Centers of Excellence: Teacher Education, Nursing Technology Training, Multimedia, Aviation Maintenance, Business Administration & Computer Tech Training, Arkansas Fire Training Academy, Arkansas Environmental Academy, Workforce Development.
- 2. Strengthen partnerships with public school to enhance the high school concurrent credit program.
  - a. Adhere to National Alliance of concurrent Enrollment Partnerships (NACEP) guidelines to provide college faculty/high school faculty professional development.
  - b. Adhere to NACEP guidelines concerning the alignment of high school courses to college courses within the College's Concurrent Credit Program offerings.

- c. Continue and enhance interaction among college administrators and high school administrators to address issues relating to the College's Concurrent Credit Program.
- 3. Develop strategies to reduce financial burdens for students.
  - a. Monitor tuition and fees to ensure the generation of sufficient resources but to also accommodate student access to the College.
  - b. Continue to seek sources of financial aid to assist students.
  - c. Continue to develop and enhance programs to educate prospective students about financial aid options at the College.
  - d. Ensure equitable allocation of scholarship funds by becoming actively involved in the establishment of policies and procedures for the distribution of the proceeds from the Arkansas State lottery.
- 4. Continue to develop partnerships to support literacy to better prepare students to be successful in college.
  - a. Continue the partnership with the Camden Area Boys and Girls Club to develop an after-hours secondary school program.
  - b. Continue the partnership with the Ouachita County Area Rock 'N Read Program to provide books to each child born in Ouachita County for the first five years of his/her life.
  - c. Continue the partnership with the News in Education program to provide the *Camden News* to area schools.
  - d. Continue the partnership with the area Literacy Council.

**Goal #3: Quality Programs – To deliver relevant, high-quality instruction, programs, and services that meet the changing needs of students and society.**

- 1. Continue the development of a comprehensive institutional effectiveness program by maintaining accreditation through AQIP.
  - a. Through the development of the College's System Portfolio, identify and address performance indicators leading to institutional effectiveness.
  - b. Continue to encourage campus-wide participation in the identification and implementation of future Action Projects.
- 2. Assess and enhance the quality of academic programs.
  - a. Comply with the Arkansas Department of Higher Education's Academic Program Review Process.
  - b. Continue and enhance the use of program advisory committees for all technical programs.
- 3. Continue to develop, evaluate, and improve services to respond to the needs of students and other customers in the College's service area.
  - a. Seek funding sources for additional student housing.
  - b. Seek grant funds to provide services for underprepared, low socioeconomic, first generation students.
  - c. Investigate the feasibility of outsourcing the bookstore operations.
  - d. Continue to support and enhance a physical and technological environment that supports learning.
  - e. Promote awareness and knowledge of programs and services the College has to offer.

**Goal #4: Accountability and Institutional Effectiveness – To make effectiveness, transparency, and accountability the hallmarks of all the College’s activities.**

1. Promote a supportive learning and working environment where all voices are heard and valued.
  - a. Foster and promote the importance of faculty and staff organizations as a means of providing input in decision-making and as a means of disseminating relevant information to employees.
  - b. Continue to sponsor the *Chancellor’s Brown Bag* lunch with employees and the *Chancellor’s Social* with students as opportunities for dialogue about issues relating to employees/students.
  - c. Continue to support the Administrative Council, which includes representative from the faculty and staff organizations, as a means of employee participation in decision-making.
  - d. Communicate effectively through the timely dissemination of information to faculty, staff, and students and to other constituents of the College.
2. Provide responsible stewardship for the effective management of the College’s financial, human, and physical resources.
  - a. Continue to enhance the human resources orientation program and other human resources support services.
  - b. Continue to comply with state and federal guidelines relevant to financial management.
  - c. Foster and promote compliance with College policies regarding stewardship of campus assets.
  - d. Periodically, review and revise the facility/equipment use policies, and advise employees of the policies on a regular basis.
3. Develop processes to systematically evaluate and address the College’s risk and liability.
  - a. Research best practices for risk management and stay abreast of current risk management issues through involvement in State Organization of Risk Management (S.T.O.R.M.).
  - b. Enhance and expand the College’s risk management tools to include the Vice Chancellor’s Council.
  - c. Enhance employee training on risk and liability to include issues such as environmental control, labor laws, freedom of information, etc.
  - d. Develop a written disaster recovery plan and an emergency management plan.

**GOAL #5: Resource Development (Human/Financial/Physical) – To seek Financial, physical, and human resources to support the development and ongoing improvement of the College’s programs and services.**

1. Develop and maintain a workforce of quality, diverse faculty and staff who can provide adequate support for students at all educational levels.

- a. Continue to provide and emphasize the importance of professional development and recertification opportunities for faculty and staff.
  - b. Develop strategies to enhance the diversity of the faculty and staff to reflect the College's service area.
2. Assess and identify the need for additional facilities (on and off campus), the necessity for existing facilities improvement, and need for grounds beautification and maintenance in order to support the mission of the College.
- a. Develop a facilities master plan, which includes proposed new facilities, proposed remodeling of facilities, and proposed campus beautification projects.
  - b. Promote the facilities master plan among the College's constituents.
3. Examine and evaluate revenue sources to optimize the College's financial resources.
- a. Maximize state and federal funds through the annual budgeting process.
  - b. Explore and pursue alternate funding sources.
  - c. Examine fee structure on a regular basis.
  - d. Strengthen the College's relationship with the Foundation and enhance its supporting role of the College.

**GOAL #6: Partnerships, Collaborative Efforts, and Workforce and Economic Development –To develop partnerships to provide continuing education, community services, and workforce training to address the economic development needs of the College's Constituencies.**

- 1. Become a significant contributor toward economic development and workforce development in the region.
  - a. Maintain and enhance partnerships with economic development agencies within the College's service area and throughout the state.
  - b. Continue and expand non-credit programs to meet the needs of business and industry within the College's service area.
  - c. Maintain and enhance relationships with workforce training consortiums.
- 2. Expand community service and education through outreach programs and cultural activities.
  - a. Enhance and support community cultural activities.
  - b. Revitalize the college's community education program and provide facilities in downtown Camden for community education activities.
  - c. Expand the college's community education program to other communities within the College's service area.

## POLICIES AND PROCEDURES FOR FACULTY

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

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

### Intellectual Property Rights

College employees and students are encouraged to publish copyright, invent and patent materials and objects of their creation that will contribute to the advancement of knowledge. While encouraging the employees and students of the College to publish and invent to further the advancement of knowledge, the College must protect its interest as well as its personnel in regards to publications, inventions, discoveries, trade secrets disclosure, and other work that has monetary value. (See appendices for additional information.)

## COLLEGE POLICIES AND PROCEDURES

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

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

## FACULTY RESPONSIBILITIES

### Duties of Faculty Members

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

1. Teach courses assigned by the Vice Chancellor for Academic Affairs.
2. Participate in activities such as orientation, convocation, in-service sessions, meetings, and called meetings.
3. Participate in all committee assignments.
4. Compile, administer and grade examinations.
5. Serve as a faculty mentor for students.
6. Keep students informed as to their progress.
7. Devote a minimum of forty (40) hours per week to professional responsibilities. Meet all assigned class periods unless excused by the Vice Chancellor for Academic Affairs. Post class and office hours for student convenience.
8. Be available an average of two (2) hours per day at times convenient to students.
9. Encourage student use of support services.
10. Counsel with students regarding frequent absences, failures, or necessary make-up work. Intervene early.
11. Promote college programs and curricula.
12. Keep syllabi and professional skills current.
13. During the first week of instruction, inform students, in writing, about course requirements, testing, assignments, and grading practices.
14. Follow procedures related to the Registrar's Office.
15. Review the College catalog and suggest revisions.
16. Follow the approved procedure for requisitioning textbooks.
17. Substitute for colleagues when necessary.
18. Cooperate with evaluation procedures.
19. Participate in library collection development for discipline.
20. Keep abreast of current developments in discipline.
21. Sponsor or assist in sponsoring student organizations.
22. Participate in college marketing and recruitment activities.
23. Participate in assessment activities.
24. Serve on AQIP.
25. Perform other duties as assigned by the Vice Chancellor for Academic Affairs.

## **CONTRACT EMPLOYMENT**

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

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

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

## HIRING OF FULL-TIME FACULTY

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

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

The Vice Chancellor for Academic Affairs shall appoint a screening committee and chairperson. After committee members review the applications, the committee shall select the top candidates. The number of candidates is reduced to those the committee wishes to interview. The committee shall agree on a topic or topics that each candidate will be asked to "teach" to the committee within the time limit not to exceed 30 minutes. The Human Resources Office will call all candidates to schedule appointments for the interview and informs the candidate of the topic to be taught.

The personal interview will begin with the candidate presenting the assigned topic or topics. Following the "teach," the committee will ask the candidates the standard interview questions and the job specific interview questions that have been agreed upon.

After all candidates are interviewed, the committee discusses the merits of each and makes a recommendation to the Vice Chancellor for Academic Affairs. The Human Resources Office will provide a Referral for Interview form to the committee chairperson. The committee chairperson will complete a form for each candidate. The Vice Chancellor for Academic Affairs will review the top candidates and approve or reject the recommendation. If approved, the Vice Chancellor for Academic Affairs will return all Referral for Interview forms to the Human Resources Office along with the name of the individual chosen. The Human Resources Director will ensure that all proper procedures were followed and forward all forms to the Chancellor for approval to issue a contract. If rejected, the committee will reconsider the other candidates and send a new recommendation. If none of the candidates are considered satisfactory, the position will be re-advertised.

If approved by the Chancellor, the Chancellor and the Human Resources Director will establish the salary that will be offered. The Human Resources Director will make the contract offer to the successful candidate.

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

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

## **TEACHING LOADS**

### **TEACHING OVERLOAD COMPENSATION FOR FACULTY AND STAFF**

The salary for teaching a three-credit hour course as an overload will be \$1,700 with an Associate's degree, \$1,900 with a Bachelor's degree, \$2,100 with a Master's degree, and \$2,400 with a Terminal degree.

Salary for a one-credit hour course will be one-third the salary of a three-credit hour course. Salary for a two-credit hour course will be two-thirds the salary of a three-credit hour course. Salary for a four-credit hour course will be one and one-third the salary of a three-credit hour course.

Faculty should be limited to one overload course per semester, and only under extremely unusual circumstances should an individual have two overload classes. A second overload course will only be considered if it is initiated by the Vice Chancellor for Academic Affairs and received the prior approval of the Chancellor. If a second overload course is approved, the instructor will receive the same overload rate for the second course. A laboratory associated with a lecture and a single course of more than three hours will be considered as only one overload course. Salary for one-credit hour science laboratories will be two-thirds the salary of a three-hour credit course. When the classes do not reach the required standard enrollment levels, instructors will be compensated at a rate proportional to the enrollment.

The salary for providing college supervision for student teachers/practicum students will be calculated at one-sixth times the appropriate overload pay amount. For example, one-sixth (one student) times \$2,400 would be \$400 per student supervised. Faculty will only receive overload pay for supervising student teachers/practicum students if the supervision of the students places them in an overload status.

Overload courses will be those courses that are added above the normal assigned load of a particular faculty member with lecture hours being counted first and then laboratory hours.

Independent Study compensation is a flat \$200 per student per course.

### **STAFF TEACHING OVERLOAD COURSES**

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

Staff should not teach more than one course in a semester. Exception to this policy requires prior approval of the immediate supervisor, the Vice Chancellor of the area, the Vice Chancellor for Academic Affairs, and the Chancellor.

Prior to the appointment of a staff member to teach an overload, the Vice Chancellor of the area must approve the appointment and the Human Resources Office must be contacted to insure that such appointment will not violate salary or duty assignment regulations of the State Office of Personnel Management and/or the Fair Labor Standards Act.

Staff teaching in an adjunct capacity will be paid in accordance with the *Employment of Part-Time and Temporary Faculty Policy*.

### **COMPENSATION FOR TEACHING WEB-BASED, ONLINE CLASSES**

If the off-campus distance education online class is taught above the faculty's normal course load, the compensation will be based on the *Faculty Teaching Overload Policy*. Online course revisions and course development are considered part of the faculty standard load and are non-compensable.

### **ENROLLMENT STANDARDS**

The minimum class enrollments for fall, spring, and summer courses will be:

General Education	10
Technical Education	8
Basic Skills	8
Allied Health	6

Any exception to the minimum class size must be requested by the Department Faculty and approved by the Vice Chancellor for Academic Affairs.

## **EMPLOYMENT OF PART-TIME AND TEMPORARY FACULTY**

The salary for teaching a part-time course will be \$1,700 with an Associate's degree, \$1,900 with a Bachelor's degree, \$2,100 with a Master's degree, and \$2,400 with a Terminal degree.

Southern Arkansas University Tech may employ individuals for temporary appointments on a part-time basis to teach courses due to faculty shortages and/or emerging needs. An individual employed on a part-time basis will not normally teach more than 50% of the normal full time load during any term.

Exceptions to this policy require prior approval from the Vice Chancellor for Academic Affairs and the Chancellor. The following provisions shall apply:

- Offers of employment are issued in writing by the Chancellor.
- Part-time faculty hired to teach a specific course in order to meet a temporary institution need are designated as adjunct faculty.
- Employment must be in the name of an individual.
- When employed more than half-time for an extended period, the individual may be placed in a benefits eligible instructor slot on a 50%, 75% or 100% appointment.
- Part-time and/or temporary faculty are non-benefit eligible positions. SAU Tech pays only the mandatory employee contributions.
- Privileges normally extended:
  - College ID card;
  - Admission to College activities;
  - Library use;
  - Parking permit.
- Privileges normally excluded:
  - Assigned office;
  - Catalog recognition;
  - Inclusion in commencement.

Salary for one-credit hour laboratories will two-thirds the salary of a three-hour credit course.

An adjunct instructor supervising a nursing clinical will be paid \$20 per hour.

The College reserves the right to pro-rate the salary of part-time instructors should the adjunct

instructor not meet with the students the required class time.

Prior to employment, the Vice Chancellor for Academic Affairs will submit a request to hire to the Chancellor and Human Resources Office and obtain a transcript of the highest degree attained along with any other data necessary for internal and external data reporting.

### **EVALUATION OF PART-TIME FACULTY**

Adjunct faculty will be evaluated each semester under the direction of the Vice Chancellor for Academic Affairs in a manner similar to regular faculty if feasible.

### **COMPENSATION FOR TEACHING SUMMER TERM(S)**

Summer term course offerings are based on student demand for specific courses and the prospect of sufficient enrollment; therefore, summer employment for any faculty member is not guaranteed. Each department, in conjunction with the Vice Chancellor for Academic Affairs, after determining program needs, selects summer term course offerings and the faculty member to teach each course. The Vice Chancellor for Academic Affairs has final authority over the scheduling of classes.

Summer school classes will be compensated at a rate of 6% of employee's annual contract amount per course taught.

## **FACULTY EVALUATION**

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

### **Faculty Evaluation Committee**

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

### **Frequency of Evaluation**

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

After the initial two years, student evaluations will continue for every class. During the third and fourth years, the Vice Chancellor for Academic Affairs or designee will observe the instructor once each year. After the fourth year, faculty will not be observed unless deemed necessary by the Vice Chancellor for Academic Affairs. Faculty will continue to submit self-evaluations each year, and the department chairperson will evaluate faculty based upon student evaluations, self-evaluations, assessment data, student success data, and professional development.

### **Classroom Visits**

The classroom visits by the Vice Chancellor for Academic Affairs or designee may be unannounced and may or may not be for the entire class period.

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

### **Student Evaluations**

Student evaluations will be conducted in every class each semester. The department secretaries will be responsible for assembling and distributing evaluations. The Office of Planning, Assessment and Research will process completed forms. Three copies of the statistical results and student comments will be prepared. One copy will be given to the instructor, one to the department chairperson, and one to the Vice Chancellor for Academic Affairs for filing. The Chancellor will receive summary copy for all faculty.

## **Evaluation Procedures**

The Vice Chancellor for Academic Affairs or designee will discuss the results of the instructor's self-evaluation, classroom visitations, assessment data, student success data, and the results of the latest available student evaluation of instruction report with the instructor. Areas of strengths and areas needing improvement are noted. Goals and deadlines for improvement are set if necessary. The instructor and the evaluator must sign the Professional Evaluation of Instruction form. Differences of opinion should be noted. The completed form is filed with the Vice Chancellor for Academic Affairs.

## **Alleged Unjust Appraisal Appeals Procedure for Faculty**

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

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

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

## **Evaluation Deadlines**

Faculty evaluations will be completed by February 15.

## **Notification of Non-Reappointment**

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

## **Reasons for Non-Reappointment**

Faculty members who are notified of non-reappointment have ten (10) working days after receiving written notification to file a written appeal to the Vice Chancellor for Academic Affairs for a statement of reasons for non-reappointment. After receiving such request the Vice Chancellor for

Academic Affairs will respond in writing within ten (10) working days.

### **Appeal and Review by Chancellor**

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

## **FACULTY SALARIES**

### **Placement on the Salary Schedule for New Faculty**

The faculty salary schedule will state a beginning salary level for each degree category. Salaries for faculty employed in excess of nine months will be prorated on a per month average of the ninth month salary stated on the faculty salary schedule. For placement on the current salary schedule, no more than ten years of full-time teaching experience at other accredited colleges or schools may be counted. Faculty members receive \$350 for each year of such experience. Faculty teaching in transfer programs must hold a masters degree and conform to the minimum standards of the Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools and the Arkansas Department of Higher Education requirements.

For faculty teaching in technical disciplines, years of work experience directly related to the teaching field that exceeds the published minimum requirements will be evaluated for salary placement. In addition, technical certifications will be considered for salary placement.

### **Placement on the Salary Schedule upon Completion of Additional Degrees**

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

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

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

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

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

## **ACADEMIC FREEDOM AND ACADEMIC RESPONSIBILITY**

### **Academic Freedom**

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

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

### **Academic Responsibility**

The fundamental responsibility of the faculty members as teachers and scholars require maintenance of competence in their fields of specialization and exhibition of such competence in lectures, discussions, or publications. Faculty members are expected to cover the contents in the approved course syllabus for all courses assigned.

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

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

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

## **FACULTY SENATE**

The SAU Tech Faculty Senate is established as a self-governing organization upon the suggestion of The Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools. Membership in the Faculty Senate is defined by its constitution. The Faculty Senate appoints faculty members to College committees when requested by the administration. The Faculty Senate exists to provide faculty input into institutional decision-making and policy and procedure development.

## **FACULTY TRAVEL**

The Faculty Senate approves all faculty travel. Faculty members wishing to travel for professional development purposes should apply to the Faculty Senate.

## **GRIEVANCE PROCEDURE**

Refer to the Employee Policy and Procedures Manual.

## **INSTRUCTIONAL RESPONSIBILITIES**

### **Course Syllabi**

Faculty should review his/her course syllabi each time the course(s) is taught. The current syllabus for each course must be filed in the Vice Chancellor for Academic Affairs' office and each division chairperson must have updated syllabi available for faculty use.

### **Curriculum Development Procedure**

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

### **Textbook Adoption**

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

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

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

## **Conflict of Interest**

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

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

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

## **Faculty Office Hours**

Full-time instructors are expected to devote no less than forty (40) hours per week to his/her duties. At least ten (10) hours per week of posted office hours should be scheduled at times convenient to the instructor's students. An instructor teaching an evening class, for instance, should schedule office time for conferences in the evening. Instructors must post, outside their offices, a schedule of his/her class and office hours. Copies of faculty schedules should be given to the instructional administrator and Vice Chancellor for Academic Affairs. Office hours should be announced in class. If unable to keep office hours, instructors should leave a note to that effect and indicate when they will return.

## **Evening Classes**

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

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

## **Record Keeping**

The grade book is the key to record keeping. Therefore, it should contain student names, attendance, and grades. The grade book is the property of the College and must be returned to the Vice Chancellor for Academic Affairs or designee at the end of the semester or college year.

## **Class Rosters**

The Registrar prepares class rosters. Students not listed on the official roster must be informed immediately. Students should not be added to classes after the first week of the semester without instructor approval. Rosters are to be promptly returned to the Registrar so that grades may be mailed.

## **Student Attendance**

Students are expected to attend all classes for which they are registered. Makeup of work, when permitted, for classes missed, will be arranged with the instructor. Students who have not made such arrangements and who have absences greater than the number permitted may be dropped from the class.

Each faculty member will process a Class Absence Report for students who have attendance difficulties. The Class Absence Report is processed as follows:

- A. The Class Absence Report is completed by the faculty member.
- B. The student's copy of the form is mailed to the student and Counselor's copy is forwarded to the Counselor's Office.
- C. Two copies of the form are maintained by the faculty member.
- D. If the student does not respond by the date indicated, the faculty member will forward the appropriate copy of the form to the Registrar's Office, which will initiate drop procedures.

## **Release of Grades**

Releasing grades in such a manner that students can identify each other's grade (e.g., by social security number, by student initials) is illegal without the written consent of the students.

## **Classroom Assignments**

Classes should be taught in the rooms assigned. Instructors should contact the appropriate instructional administrator to request a room change if desired. A Change in Class Schedule form should be completed and distributed accordingly when classroom changes are for the duration of the semester.

## **Student Employees**

Instructional administrators may hire student assistants to aid faculty in clerical and other non-professional tasks.

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

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

## **Medical Emergencies**

For a medical emergency, call ext. 4517 for the security officer. If the phone is busy, or if there is no answer, call the security radio by dialing 574-4582, enter radio number 03 and request the security officer.

Please give this information:

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

## **Class Guest Speakers**

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

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

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

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

## **Out-of-Town Classes**

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

## **Student Organizations**

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

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

The major responsibilities of faculty sponsors include the following:

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

## **Appropriate Use of Hand-held and Wireless Technology**

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

hand-held or wireless technology that disrupts learning opportunities, degrades the learning environment, or promotes academic dishonesty or illegal activities.

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

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

## Intellectual Property Rights

College employees and students are encouraged to publish, copyright, invent and patent materials and objects of their creation that will contribute to the advancement of knowledge. While encouraging the employees and students of the College to publish and invent to further the advancement of knowledge, the College must protect its interest as well as its personnel in regards to publications, inventions, discoveries, trade secrets disclosure, and other work that has monetary value.

**General** The procedures governing intellectual property shall apply to all persons employed by the College and to anyone using college facilities and/or resources whether with or without supervision of College personnel. The procedures shall apply to intellectual property of all types regardless of whether patentable, except written work that is not produced as a part of the assigned work responsibilities of the author.

**Disclosure** Any employee or student who intends to create materials or objects developed wholly or partially using College time, equipment, materials, or facilities, and who intends to copyright, patent, or otherwise merchandise those materials or objects shall inform the Chancellor of that intent. The Chancellor will initiate an institutional review of scientific and technological disclosures, including consideration of ownership and appropriate legal protection with final approval of this resting with the Chancellor. This institutional review shall be complete within sixty (60) days of the initial receipt of intent.

**Ownership** It shall be the policy of Southern Arkansas University Tech that all ownership rights shall remain with the creator, unless:

- (1) the material is prepared by specific contractual agreement in writing with the College or as a specific College assignment, regarded as "work for hire".
- (2) the College makes the enterprise possible through extra or special support directly for that purpose.
- (3) the effort leading to intellectual property is sponsored in whole or in part by a third party, but only as may be required by the third party.

Nothing in the specification regarding contractual agreements, "work for hire," extra special college support, or third-party sponsorship shall prohibit a decision by the College to award intellectual property ownership solely to the creator.

An employee's obligation to teach and/or pursue scholarship or creative work, or to carry out obligations accepted in sabbatical or difference-in-pay leave proposals shall not be interpreted as a specific contractual agreement, nor as extra or special college support unless specified in advance and in writing. In addition, materials customarily created within and for teaching assignments are not subject to college claim of intellectual material ownership unless all parties agree in advance of development in writing.

**Copyright or Patent** Copyright ownership or patents on all material, including inventions, disclosures, trade secrets, and computer software, that are developed under the terms of this procedure shall be determined in accordance with the terms of the agreement.

**Royalty** It is the intent of the college that any employee developing materials, etc., under Participation the terms of this procedure will be permitted to participate in any royalties received. The College's share of any gross royalties or income resulting from intellectual property owned by the College shall be divided as follows:

Prior to the recovery of SAU Tech costs:  
Author(s) 25%  
SAU Tech 75%

After recovery of SAU Tech costs:  
Author(s) 50%  
SAU Tech 50%

Any gross royalties or income resulting from intellectual property developed under this procedure, but owned by the author, shall be divided as follows:

Prior to recovery of SAU Tech costs:  
Author(s) 25%  
SAU Tech 75%

After recovery of SAU Tech costs:  
Author(s) 100%

Authors of intellectual works what are not owned by the College, or for which the college has no outstanding expenses, own the copyrights of their own works and are free to publish them, register the copyright and receive any revenues, which may result.

Note: For the purposes of this policy, tuition, fees and books are not considered a part of royalties.

### **COPYRIGHT AGREEMENT AND ASSIGNMENT**

This agreement is between the Chancellor of Southern Arkansas University Tech on behalf of Southern Arkansas University Tech and \_\_\_\_\_ [hereafter "Author(s)"].

Whereas it is the policy of SAU Tech to disclaim copyrights to the Works produced by its employees created during the course of their employment except as stated in the Intellectual Property Rights Policy; and

Whereas the parties agree that an exception [work for hire/substantial college support/third party funding] applies to a specific Work (to be) created by the Author(s) and SAU Tech claims a copyright interest in the Work;

Now, therefore, in consideration of the mutual promises contained herein, the parties agree as follows:

2. The "Work" for purposes of this agreement is described as:

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3. The Author(s) agree(s) that all right, title, and interest in the Work, including subsidiary rights and the right to maintain copyright in the name of Southern Arkansas University Tech, is, or shall be by assignment through this agreement, exclusively vested with SAU Tech.
4. The Author(s) warrant:
  1. That the Work does not infringe any valid copyright or other proprietary right of any other person;
  2. That the Author(s) have the power to convey all rights granted and assigned in this Agreement;
  3. That the Work contains no libelous, defamatory or other unlawful material and Author(s) (jointly and severally) agree(s) to hold SAU Tech harmless from any claim, suit or proceedings based on the grounds that the Work contains such harmful matter, and agrees to indemnify SAU Tech for reasonable expenses incurred in defending, settling, or otherwise responding to such claims; and
  4. That the Copyrighted has not been assigned previously nor the Work published.
5. If the Work includes any copyrighted material not in the public domain, the Author(s) will obtain permissions for the use of such material, and provide copies of such permissions to SAU tech before the Work is published. The cost of obtaining the permissions shall be borne by the [Author(s)/SAU Tech] [choose one].
6. If SAU Tech intends to revise or publish future editions of the Work, it hereby grants the right of first refusal to the Author(s) to modify or edit the Work on behalf of SAU Tech as long as SAU Tech employs the author. If Author(s) do(es) not provide an acceptable revision within a reasonable time or should Author(s) be deceased, unable or unwilling to revise the Work, SAU Tech may have the revision or edition prepared and may deduct the authorship cost from the Author's royalties. SAU Tech agrees that the Author(s) shall have an opportunity to read and correct the edited or modified manuscript in proof if the Author(s) so request(s) in writing within ten(10) days of the completed revisions or edition by SAU Tech. SAU Tech will consult with Author(s) when the Work is considered for uses other than the ones for which they were produced. If SAU Tech continues the sue of the Work or authorizes its use by others contrary to the recommendation of the Author(s), SAU Tech shall not advertise or present the Work as the work of the Author.

7. The Author(s) will not, without written consent of SAU Tech, publish any abridged or other version of the Work, any derivative work, or any Work of a similar character tending to interfere with sales of the Work covered by the Agreement. Such consent will be unreasonably withheld.

8. When the Work is complete and acceptable for publication, SAU Tech shall perform, at its discretion, reasonable efforts to market the Work.

9. A royalty statement shall be prepared by SAU Tech as of [date] of each year of publication, and within \_\_\_\_\_ days thereafter SAU Tech shall pay the appropriate royalty based on the following schedule:

Prior to recovery of SAU Tech costs:

Author(s) 25%  
SAU Tech 75%

After recovery of SAU Tech costs:

Author(s) 50%  
SAU Tech 50%

\*Note: Multiple authors share this amount as agreed to among themselves and give written notice to SAU Tech of their agreement.

The distribution of royalties to Author(s) shall continue under the terms of this Agreement regardless of the Author(s) termination of employment with the SAU Tech.

1. If SAU Tech determines that further publication of the Work is not desired it shall have the right to terminate this Agreement by sending written notification to the Author(s). Upon such termination, the Author(s) may request in writing that SAU Tech assign the copyrights to the Author(s). Approval of such request will not be unreasonably withheld.
2. This agreement and its attachments, if any, incorporated herein, constitute the entire understanding between the parties with respect to the subject matter hereof, supersedes any and all prior understandings and agreements, oral and written, relating hereto, and may be amended at any time only in a writing signed by both parties.
3. The delay or failure of any party to exercise any of its rights under this Agreement for a breach thereof shall not be deemed to be a waiver of such rights, nor shall the same be deemed to be a waiver of any subsequent breach, either of the same provision or otherwise.
4. This Agreement shall be governed by and construed under the laws of the State of Arkansas, which shall be the forum for any lawsuits arising from or incident to this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates indicated below.

For SAU Tech:

Author(s):

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_