UNIVERSITY OF ARKANSAS
PULASKI TECH

Faculty Handbook

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UA-PTC Faculty Handbook

The Faculty Handbook for the University of Arkansas - Pulaski Technical College provides a brief review of important policies and procedures for faculty and administrators. Information for the handbook has been gathered from various sources including Board of Trustees policy statements, University of Arkansas System wide Policies, UA - Pulaski Technical College Policies and Procedures, and others.

The Faculty Handbook is ancillary to the Employee Manual. Policies and procedures found in the Employee Manual and online apply to both faculty and staff. More detailed information may be sourced from the UA-PTC website at https://uaptc.edu/policies or https://uaptc.edu/human-resources/employee-manual.

Questions or comments about the Faculty Handbook may be sent to the Office of Provost at:

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Mission, Vision, Values

University of Arkansas – Pulaski Technical College, a comprehensive two-year college, offers associate degree and certificate programs for students who plan to transfer to four-year colleges and universities and/or for career preparation and advancement.

UA-PTC's Mission, Vision, and Value Statements serve as a foundation for driving the College's defined strategies and culture towards positive outcomes in the future. UA-PTC is a student-centric institution that works to connect the talent, knowledge, and resources needed to promote student success and economic growth in central Arkansas and beyond. In order to further these efforts, UA-PTC's Mission, Vision, and Values Statements are as follows:

Mission

University of Arkansas – Pulaski Technical College provides access to high-quality education that promotes student learning and enables individuals to develop to their fullest potential.

Vision

Empowering lives through learning and service.

Values

Students First: UA-PTC keeps students at the center of all we do.

Learning: UA-PTC commits to life-long learning that enhances individual and community development.

Excellence: UA-PTC strives for continual improvement and innovation to realize the highest potential of students, employees, and the College.

Integrity: UA-PTC acts with honesty and principle.

Inclusiveness: UA-PTC promotes a diverse and inclusive culture.

Community: UA-PTC fosters campus and community collaborations through open communication and relationship building.

1.20 History

UA-PTC 's history dates back to October 1945 when it was established as the Little Rock Vocational School under the supervision of the Little Rock Public Schools. In October 1969, administration of the school was transferred to the Arkansas Board of Vocational Education and the school was named Pulaski Vocational Technical School.

Early in the 1970s, 137 acres declared surplus by the Veterans Administration were transferred to the North Little Rock School District and Pulaski Vocational Technical School was given 40 acres for a new school site. Pulaski Vo-Tech moved from 14th and Scott streets in Little Rock to its present location in January 1976.

When the Arkansas General Assembly created the Arkansas Technical and Community College System in 1991, Pulaski Technical College was created along with 12 other technical colleges under the coordination of the Arkansas Board of Higher Education.

In 2017, the College formally joined the University of Arkansas System. The College is governed by the University of Arkansas System Board of Trustees and a seven-member Board of Visitors, appointed by the governor, and derives its support largely from student tuition and fees and legislative appropriations.

1.30 Accreditation

UA-PTC is accredited by The Higher Learning Commission of the North Central Association of College and Schools.

Many programs offered by the College are also accredited or certified by third party entities. A full listing can be found in the Academic College Catalog.

Details about Accreditation, Accreditation Pathways, and HLC Resources may be found at: https://uaptc.edu/accreditation

1.40 Our Strategic Priorities

In 2017, the University of Arkansas – Pulaski Technical College implemented ***Engaged in Excellence***, UA-PTC's 2017-2021 Strategic Plan. Building upon the History and tradition of the UA-PTC campus, the plan maps a collective vision and path to ensure the institution realizes its full potential in the coming years.

Strategic Planning defines direction and extends processes for allocating resources and guiding implementation. In addition to culture, organizational strategy is driven by mission, vision, and values.

The complete Strategic Plan may be found at: https://uaptc.edu/strategic-plan

1.50 Academic Master Plan 2018-2022

Building upon the strategic plan, the Academic Master Plan 2018-2022, further blueprints the student first focus of UA-PTC through intentional instructional and academic initiatives.

The major objectives of the UA-Pulaski Technical College Academic Master Plan are as follows:

- Provide a framework for the improvement of academic and support programs
- Set academic priorities to guide resource allocation and program development decisions
- Align the Academic Master Plan with UA-PTC's Strategic Plan and Higher Learning Commission's Standard Pathway
- Identify major academic and student success initiatives that will drive unit and infrastructure planning and budgeting
- Establish criteria for success to gauge our progress

The complete Strategic Plan and the Academic Master Plan may be accessed at: https://uaptc.edu/docs/default-source/institutional-research-planning-and-effectiveness-section/ua-ptc-academic-master-plan.pdf?sfvrsn=d3ae4eee_2

1.60 UA-PTC SHARED GOVERNANCE

The administration, faculty, and staff of UA - Pulaski Technical College have a long history of productive collaboration on various committees. Shared Governance at UA-PTC is guided by the Higher Learning Commission's Statement on Shared Governance that asks for policies and procedures to engage internal constituencies in governance. These internal stakeholders include the governing board, administration, faculty, staff, and students

Through the collaborative efforts of shared governance, administration, faculty, staff and students set academic requirements, policy, and processes through effective structures.

Further information on shared governance may be found on the college website: https://www.uaptc.edu/governance

1.70 FACULTY ROLE IN SHARED GOVERNANCE

UA - Pulaski Technical College relies on a committee structure to provide the necessary vehicle for shared governance. The administration, faculty, and staff of UA - Pulaski Technical College have a long history of productive collaboration on various committees. These efforts have proven the value and demonstrated the challenges of committee work. With the exception of the Chancellor's Executive Council, faculty is represented in all committees and through Faculty Senate, has direct access to the chancellor of the college.

Additionally, faculty members from each academic division comprise half the Academic Affairs Standing Committee (AASC). The AASC is responsible for reviewing all proposals affecting learning at the college and making recommendations to the president through the Quality Council. Areas of purview for the AASC include curriculum, planning, operations, strategic alliances, assessment, faculty involvement, programs, distance learning, professional development, and library. Other examples of faculty involvement include, but are not limited to:

1. Faculty from each academic division are represented on all committees, sub-committees, and working groups in the committee structure.

2 Faculty members from each academic division comprise more than 80% of each sub-committee of the Academic Affairs Standing Committee.

3. Faculty members from each academic division, along with the president of Faculty Senate, sit on the college Quality Council, which serves as the hub of the decision-making process passing information and recommendations to the president and the board of trustees.

4. Through the Academic Planning Sub-Committee, faculty drives the creation, implementation, and evaluation of the Academic Master Plan.

Further information on Faculty Senate may be found on the college website: https://www.uaptc.edu/faculty-senate

Academic Policies and Procedures

2.10 Academic Freedom and Responsibility

UA - PTC recognizes academic freedom as an essential component to the development of knowledge and understanding. The college encourages and protects freedom of inquiry in research, publication, teaching, learning, and the free exchange of ideas. Academic freedom does not protect all speech and faculty members are expected to recognize that accuracy, forthrightness, integrity, dignity, and civility are required as college employees and as men and women of learning. They should not represent themselves, without authorization, as speaking for UA-PTC.

The college acknowledges the principles set out in the "Statement of Professional Ethics" (1987) and the 1940 "Statement on Academic Freedom" as adopted by the American Association of College Professors.

See: UA-PTC AR 404.1.1 [5.1D] and [BP 626 Sep 2014 Academic Freedom]

2.11 Student Evaluation of Faculty

Student evaluation of faculty is conducted as a part of the continuing process of faculty development. Procedures for student evaluation of faculty are established by the department and/or college under college guidelines. Student evaluations are a component of the annual faculty performance review, merit salary recommendations and promotion and rank. Student evaluations will be administered by deans, department chairs, program directors, faculty other than the one teaching the course, departmental administrative staff or online as needed.

ATTACH: Standardized Course Evaluation Procedure

2.12 Student Grievance

In the event a student files a grievance, the faculty member has rights and responsibilities to provide written documentation and/or testimony (see "Student Grievance Procedures" in the Student Handbook).

UA Systemwide Policies and Procedures: Student Complaint Procedure: UASP 525.1

https://www.uasys.edu/wp-content/uploads/sites/16/2016/04/UASP-525.1-Student-Complaint-Procedure.pdf

2.20 Human Research

Persons conducting research at UA - PTC are required to maintain high ethical standards in their treatment of human subjects. All researchers must abide by the basic ethical principles specified in the Belmont Report, including (a) equitable selection of subjects; (b) voluntary, informed consent from subjects; (c) minimization of acceptable risk; and (d) confidentiality in maintaining and reporting research data. Individual researchers are also required to follow the ethical standards established for human research in their respective academic disciplines.

Under the terms of this policy, any systematic activity involving the collection and/or analysis of data on human subjects for the purpose of advancing general knowledge qualifies as human research, unless this activity is specifically exempted by current federal regulations. Collection of information on students for routine educational or administrative purposes does not constitute human research, nor does course work assigned to students for the sole purpose of demonstrating established methodologies. The IRB has the authority to review any research project involving human subjects that is associated with the college in any way. Based upon ethical considerations, the IRB can approve, require modification, suspend or terminate any research project under its jurisdiction. The final determination of whether any research project constitutes human research, and whether research procedures are ethical, will be made by the IRB.

2.30 Faculty Workload

The work of the university faculty in teaching, research and creative activity, administration, and service is professional in character and does not, therefore, conform to an exact pattern such as the eight-hour day or the forty-hour week. However, so that there may be consistency, equity, and some basis for judgment of workloads and assignments and for comparison with other institutions and state agencies, the standards summarized here will be used. The basic element of faculty work assignments is a load hour, which is based on the contact and preparation time for one class hour (50 minutes) per week for a semester or an equivalent amount of time for other kinds of scheduled activity. Included for each of these work units is the classroom contact time, the time for class preparation, grading, office hours and other work with students outside class. Generally, fifteen (15) load hours per semester constitutes the typical work assignment of a full-time faculty member teaching lecture courses. However, individual load hours will vary considerably in nature (if not, theoretically, in number). Work assignments typically include assigned teaching and advising, and service or administration, in varying proportions.

2.31 Teaching Overloads

On-campus overloads:

Occasionally, because of scheduling conflicts or unexpected extended faculty vacancies, overload teaching assignments may become necessary. On those occasions when a faculty overload becomes.

necessary, a faculty member may need to teach a load that is more than the customary stated load for their college or discipline. Care should be taken to limit overload teaching, particularly for pre-rank faculty. Assignment of overload courses to full-time faculty will follow the course assignment policy as adopted by Faculty Senate in consideration of experience, credentialing, and student learning outcomes.

2.32 Summer School Appointments

Summer school enrollment is not as large in some departments as the enrollment during the academic year; therefore, employment on the summer school faculty is not available to all faculty members who may wish to teach. The tentative number of faculty members to be employed during the summer session is determined by the estimated student demand in each department with decisions made by dean and the Provost.

Full-time faculty will be given preference for summer classes based in order on rank, expertise, department, and seniority.

https://www.uaptc.edu/docs/default-source/policies/final/400/435-1-1-salary-levels-for-summer-faculty-employment.pdf?sfvrsn=ecef64be_2

2.35 Attendance of Faculty at Commencement and Convocation

It is the faculty's professional responsibility to help make commencement a rewarding and memorable experience for UA-PTC graduates and their families. Faculty participation in the commencement exercise of his or her college is expected. If a faculty member is unable to attend, he or she should contact the chair of the department, school dean, and the Provost.

UA-PTC Policy 604: Faculty Commencement and Convocation Attendance

2.36 Faculty Campus Presence

As part of their college service as full-time faculty members, Faculty are expected to divide their time between teaching duties [including course preparation, instructing, assessing, etc.] as well as campus governance and service, academically related public service, and student advising. Faculty are also responsible maintaining program and professional currency in their field through professional development activities.

The professional activities of the full-time instructor require at least forty (40) hours a week on average during the contract period. While many of these activities take place at scheduled times, such as class meeting times and office hours, others may occur after hours or on weekends, such as evening classes or communication and activities with online courses.

In general, the minimum campus presence for full-time faculty will accommodate course schedules, assessment, office hours, advisement and other instructional duties. Other professional duties and responsibilities will require may require additional presence on campus from time to time.

UA-PTC, Academic Policy 623, Campus Presence:

https://www.uaptc.edu/docs/default-source/policies/final/600/623-campus-presence-by-full-time-faculty.pdf?sfvrsn=1b547093_2

2.37 Faculty Office Hours

Faculty office hours are an effective tool to promote student-faculty interaction, a benchmark for enhancing student learning. To be effective, students need to have an awareness of their instructors' hours of availability as well as an understanding of how faculty office hours may be used for student success.

At a minimum, Faculty office hours should be clearly posted at your office door, the appropriate location in the Course Syllabus, and the Course Blackboard Shell. Instructors with distant learning courses should have scheduled availability by phone, internet, or another appropriate digital communications platform.

Faculty Related Personnel Policies

3.1 New Faculty Appointments

New faculty members will be informed of their rights and obligations as faculty members by the department chairs, program directors or deans and directed to the current Faculty Handbook of Policies and Procedures. New faculty members will be advised that performance will be subject to annual review by department chair and each academic school's dean (referred heretofore as our comprehensive Faculty Evaluation Plan—FEP). All new faculty members will attend New Faculty Orientation.

UA Board of Trustees Policy: 405.1 March 29, 2018 (Revised)

https://www.uasys.edu/wp-content/uploads/sites/16/2018/04/405.1-Appts-Promotion-Tenure-etc.pdf

UA-PTC Procedure Number: UA-PTC AR 405.1.1 January 1, 2019 (Aligned)

https://uaptc.edu/docs/default-source/policies/final/400/405-1-1-appointment-non-reappointment-and-dismissal-of-faculty-evaluations.pdf?sfvrsn=e7cae112_2

3.12 Selection of Faculty

When the appropriate administrative officers determine that a faculty position is vacant or needs to be created, the department will establish a search committee that will assist in recruiting the new faculty member. The search committee members may be selected as the department chooses. The committee should be broadly representative of the faculty in that department and within disciplines, including both ranked and non-ranked faculty members. No more than twenty five percent of the committee will be made up of non-ranked faculty members or non-college employees. Committee members will reflect diversity.

The search committee has several responsibilities including the following:

1. Developing the qualifications: The committee, in conjunction with academic administration, will specify knowledge, skills, and abilities sought in the new faculty member, including area of specialization, degrees completed, and special abilities. The committee will consider the goals of achieving diversity.

2. Conducting the search: The College will advertise the position and will solicit recommendations or nominations of candidates from a variety of sources.

3. Initial screening: The committee will narrow the field of qualified applicants and recommend to the department chair those who should be given further consideration. The department chair, after consultation with the department search committee, will prepare a list of candidates for interviews and present that list to the dean, and then to the Provost. The interview list may be supplemented from the applicant pool by recommendations from the dean, the Provost and or the affirmative action coordinator.

4. Interviewing: The committee should have an opportunity to meet with all candidates who come to the campus for interviews. Interviews should be scheduled to give as many of the faculty as possible an opportunity to meet and evaluate the candidates. Prior to and during the interview, the expectations of

the College, requirements of the job, and economic prospects for the position should be set forth clearly and positively.

Governor's Executive Order 98-04: All interviewing job applicants must complete a copy of (1) Employee Disclosure and Certification Form and (2) Employee Disclosure Requirements Notice during the interview process. These forms are to be submitted to the office of the Provost for review. No offer of employment may be made prior to this approval process. Applicants for all positions including part-time and temporary but excluding student workers must comply with this process.

5. Selection: After the interviews have been completed, the committee will make recommendations to the dean. In cases where there is a lack of consensus between the department and administration concerning the final selection, the chair of the faculty search committee will be responsible for outlining faculty views in a memorandum and sending it to the Provost, with copies to the dean and the department chair. The Provost will have final responsibility for recommending faculty appointments to the Chancellor for review and approval or rejection by the Board of Trustees.

UA-PTC Procedure AR405.1.1, Appointment, Non-Reappointment, and Dismissal of Faculty; Evaluations (5.1 A,B,C, Procedure): https://www.uaptc.edu/docs/default-source/policies/final/400/405-1-1-appointment-non-reappointment-and-dismissal-of-faculty-evaluations.pdf?sfvrsn=e7cae112_2

3.13 Annual Review of Faculty

An annual review of the work of each faculty member shall be made on the basis of assigned duties and in accordance to criteria and procedures adopted by UA-PTC. Completion of the evaluation process in a timely manner, meeting all criteria established by UA-PTC, will directly impact the supervisor's evaluation.
See the UA-PTC Evaluation Plan for details.

UA-PTC Procedure AR405.1.1, Appointment, Non-Reappointment, and Dismissal of Faculty; Evaluations (5.1 G, Procedure): https://www.uaptc.edu/docs/default-source/policies/final/400/405-1-1-appointment-non-reappointment-and-dismissal-of-faculty-evaluations.pdf?sfvrsn=e7cae112_2

For statutory information regarding annual review of faculty members, see: Arkansas statute (ACA 6-63-104) and Arkansas Higher Education Coordinating Board (AHECB) policy 5.5.

3.20 Faculty Credentials

Following HLC guidelines, all faculty and academic administrative staff are required to have appropriate credentials for their position, and to have official transcripts of all appropriate academic work and/or accreditor approved professional certifications on file in the office of Human Resources. Faculty must hold degrees, from an institution accredited by an accrediting agency recognized by the U.S. Department of Education, CHEA, or from institutions with comparable status, or recognition in other countries. Certifications must be from an accreditor approved credentialing agency that certifies the practitioner meets the standards set by that agency.

HLC Guidelines: Determining Qualified Faculty Through HLC's Criteria for Accreditation and Assumed Practices http://download.hlcommission.org/FacultyGuidelines_2016_OPB.pdf

Minimum Faculty Qualifications: Policy Number 406.0, Jan 1, 2019 https://uaptc.edu/docs/default-source/policies/final/400/406-0-minimum-faculty-qualifications-policy.pdf?sfvrsn=98f8ea29_2

Minimum Faculty Qualifications Procedure: Procedure Number 406.1, Jan 1, 2019 https://uaptc.edu/docs/default-source/policies/final/400/406-1-minimum-faculty-qualifications-procedure.pdf?sfvrsn=98857abb_2

3.21 Adjunct Faculty

Individuals whose education and professional experience enhance the teaching, research, or service programs of the college may receive appointments as adjunct faculty. Neither adjunct faculty, nor visiting or emergency hire faculty, are eligible for rank. Adjunct-faculty appointments are made for a specified period (e.g. one semester) and neither the College nor the individual has a commitment for renewal. Unless the terms of appointment specify otherwise, college policies on promotion, rank, non-reappointment, leave, and off-campus duty assignment do not apply to adjunct faculty. (see section III. Promotion and Rank Policies and Procedures).

3.30 Outside Employment

Faculty are encouraged to engage in consulting or other related professional projects when such outside work contributes to their professional growth, enhances their opportunities for research, or augments the public service effort of the College. Outside business interests, employment, or vocation should not in any way interfere with service to the College. As a general rule, college resources (including facilities, supplies, and equipment) shall not be used for personal gain. However, in certain projects which accrue to the mutual benefit of the College and the individual faculty member, a contract for reimbursement to the College may be entered into in order to provide access to university resources. Outside employment must comply with the Conflict of Interest Policy of the college. Written approval from department head and/or dean shall be obtained in advance of such outside employment. Each dean or similar officer shall keep records on outside employment by personnel in his/her college or administrative unit and shall prepare an annual report on such outside employment. The report should include actual time spent during the reporting period. Such records shall be reviewed periodically by the appropriate administrators and shall be submitted to the Chancellor by September 30 of each year. It is the employee's responsibility to make clear that, with respect to the outside employment, he/she is not acting as an agent or representative of the College. College facilities or property shall not be used. Prior approval is also required for concurrent employment with another university unit or state agency, pursuant to Arkansas Code Ann. § 19-4-1604 & Arkansas Code Ann. § 6-63-307.

UA Board Policy, 450.1, March 30, 2016: https://www.uasys.edu/wp-content/uploads/sites/16/2016/05/0450_1-Outside-Employment-Concurrent-Emplmt.pdf

UA Policy for Reporting of Income from Other State Agencies: UASP 440.10 Apr 26, 2016 https://www.uasys.edu/wp-content/uploads/sites/16/2018/04/UASP-440.10-Reporting-of-Income-from-Other-State-Agencies.pdf

3.40 Promotion and Rank Policies

Introduction

The faculty job description describes the basic duties of all faculty. It is the policy of UA-PTC that faculty who demonstrate excellence in multiple areas of service to the College will be eligible to apply for an advancement of rank through the following Promotion and Rank system.

Care shall be taken to ensure that each faculty member is familiar with its contents, and the department chairperson or other appropriate official shall supply a copy to each new member.

Definition of Terms

For purposes of this policy, the following definitions shall apply:

Appointment: An appointment is employment by written contract ("Notice of Appointment") by the Board of Trustees of an individual in a given capacity for a specified time period at a stated salary. An appointment is valid only when the appointment form is approved and signed by the Chancellor of the College or the Chancellor's designee in accordance with authority delegated by the Board of Trustees, and the Notice of Appointment is signed by the individual being appointed and returned to the specified College official.

Cause: "Cause" is defined as dismissal for conduct which demonstrates that the faculty member lacks the ability or willingness to perform his or her duties or to fulfill his or her responsibilities to the College; examples of such conduct include (but are not limited to) incompetence, neglect of duty, intellectual dishonesty, or moral turpitude such as an admission and/or conviction of a felonious act. "Cause" also includes two annual performance evaluations designated as overall "unsatisfactory"; specifics related to this policy are detailed further below.

Dismissal: Dismissal is severance from employment for cause. Termination by notice, expiration of appointment or non-reappointment, or due to job abandonment is not a dismissal.

Non-Reappointment: Non-reappointment means that a non-ranked faculty member is not offered a next successive contract for employment at the end of a stated appointment period. It is effected by a written notice sent no later than the week prior to Spring Break of the Spring semester.

Probationary Period: The probationary period is the time a faculty member spends under appointments for full-time services in a promotion and rank-track position prior to being awarded rank.

Promotion: Promotion is advancement based on merit to a higher rank or title. All promotions must be approved by the Board of Trustees and become effective with the next year's appointment following action of the Board of Trustees, unless a different effective date is approved by the Board for a specific case.

Rank: Rank refers to faculty standing as awarded by the Promotion and Rank Committee (PRC) recognizing excellence in a faculty member. Certain ranks enjoy added benefits to employment including salary increases, course reduction, and sabbatical privileges. A ranked faculty member will be dismissed only for adequate cause after administrative due process as specified in section IV., Faculty Grievance Policies and Procedures.

Resignation: Resignation is voluntary termination of employment by an employee. The dean or director of the unit to which the employee is assigned is authorized by the Board of Trustees to accept the resignation.

Termination: Termination is the general term to describe severance of employment from UA-PTC. Termination may be by resignation, retirement, dismissal, non-reappointment, or expiration of appointment.

https://www.uasys.edu/wp-content/uploads/sites/16/2018/04/405.1-Appts-Promotion-Tenure-etc.pdf

Non-Promotion and Rank Track

Adjunct Instructor:

Faculty members hired on a temporary, semester-to-semester basis are designated as an Adjunct Instructor. This is a teaching-centric, one-semester, renewable part-time position; there will be no expectation of successive appointments.

Visiting Instructor:

Faculty members hired on a full-time, one-semester basis are designated as a Visiting Instructor. This is a teaching-centric, one-semester, renewable full-time position.

Instructor:

Faculty members either hired in advertised Non-Promotion and Rank Track post-implementation date May 15, 2020, or faculty members hired prior to implementation date August 17, 2020 who opt out of the Promotion and Rank Track, will be designated as an Instructor. This is a teaching-centric, one-year, renewable full-time position; there will be no expectation of successive appointments or raises other than as provided through approved adjusted cost-of-living appropriations. Faculty members in this post may apply for the Promotion and Rank Track (Assistant Professor) if a position has been advertised.

Promotion and Rank Track (Academic or Technical/Professional

Assistant Professor or *Advanced Instructor*:

This position is a teaching, service, and scholarship-centric, full-time position. The position is a seven-year (maximum), non-renewable, probationary Promotion and Rank Track position.

Associate Professor or *Senior Instructor*:

The rank of Associate Professor or Senior Instructor is a teaching, service, and scholarship-centric, full-time position. Faculty promoted to this rank will have expectation of continuous contracts unless notified by required termination date for termination for cause.

Professor or *Master Instructor*:

The rank of Professor or Master Instructor is a teaching, service, and scholarship-centric, full-time position. Faculty promoted to this rank will have expectation of continuous contracts unless notified by required termination date for a termination for cause.

General Faculty Responsibilities Under Promotion and Rank System

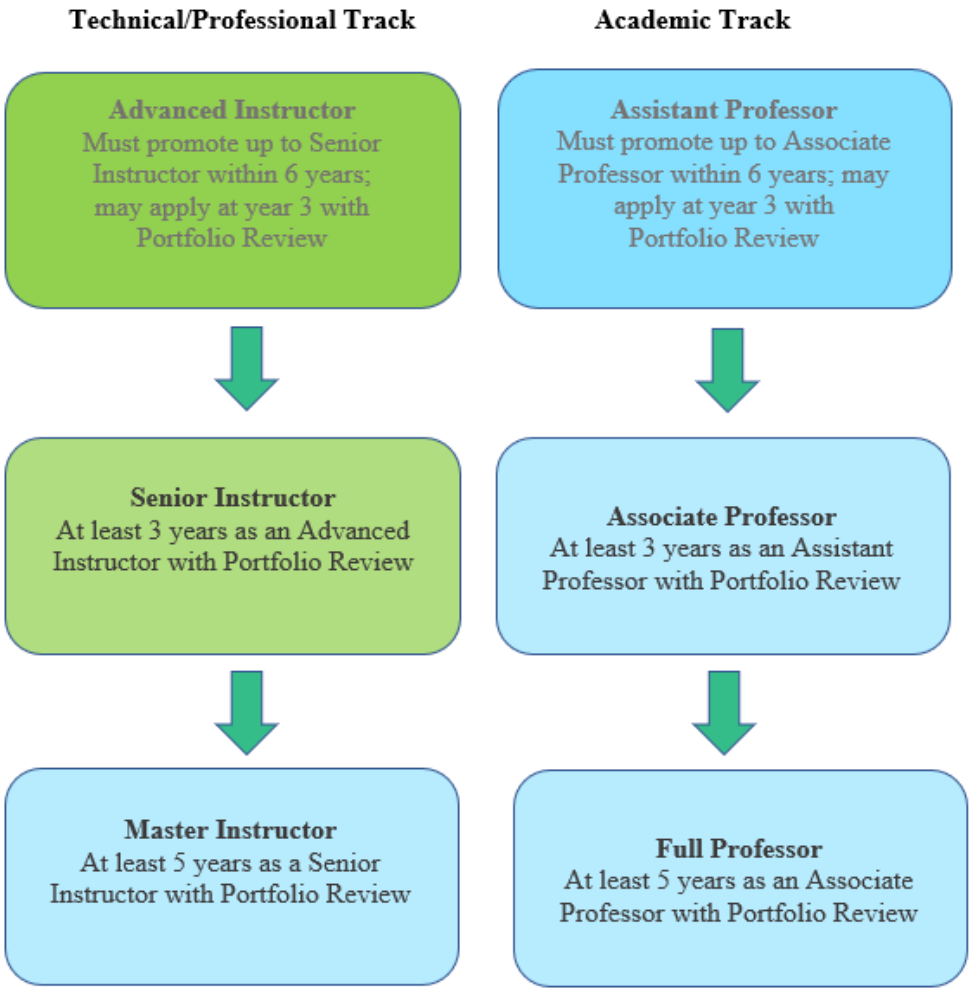
Full-time instructors enjoy the rights and responsibilities outlined in the UA-PTC Faculty Handbook in general, including but not limited to those pertaining to appointments, dismissals, annual review, and faculty excellence awards.

Each faculty member who accepts a full-time appointment accepts an obligation to render a measure of service to UA-PTC which is appropriate to such an appointment. Faculty members are available for student advisement, consultation with colleagues, and participation in governance and committee work. Therefore, while not restricted by a rigid schedule of work hours, a faculty member should recognize the full-time commitment of his or her position.

In recognition of the importance of effective faculty participation in UA-PTC governance, each full-time faculty member is expected to be personally involved through attendance at, and participation in, meetings of committees, departments, student services, and, as appropriate, the Faculty Senate.

Ranks and Metric:

For the **Promotion and Rank Track**, the following ranks will be used:



Qualifications of Rank for Faculty in Academic Promotion and Rank Track:

The following general qualifications have been established for faculty at the master's level or above:

1. **Assistant Professor**
    a. Earned doctorate or master's degree (may or may not teach transfer courses, an instructor must have a minimum of a master's degree and 18 graduate hours in subject area)
    b. Will have six years to complete process for promotion and rank to Associate Professor

2. **Associate Professor**
    a. Earned doctorate, specialist, masters or other advanced academic degree (to teach transfer courses, an instructor must have a minimum of a master's degree and 18 graduate hours in subject area) and at least three (3) years completed at a minimum of teaching at the Assistant Professor level at UA-PTC or the equivalent experience elsewhere (applications may be made during the third year to be effective after three years)
    b. Documented illustration of outstanding contribution to higher education through such avenues as teaching, service, and other creative scholarly achievements
    c. Completion of *Recommendation for Promotion and Rank* portfolio including satisfactory peer and supervisory evaluations
    d. Evaluation of *Recommendation for Promotion and Rank* portfolio by Promotion and Rank Committee
    e. Promotion recommendation by chair, dean and Provost

3. **Professor**
    a. Earned doctorate or terminal degree preferred; specialist, masters or other advanced academic degree (to teach transfer courses, an instructor must have a minimum of a master's degree and 18 graduate hours in subject area) and at least five (5) completed years of teaching at the Associate Professor level at UA-PTC or the equivalent experience elsewhere (applications may be made during the fifth year to be effective after five years)
    b. Documented illustration of outstanding contribution to higher education through such avenues as teaching, service, and other creative scholarly achievements
    c. Completion of *Recommendation for Promotion and Rank* portfolio including satisfactory peer and supervisory evaluations
    d. Evaluation of *Recommendation for Promotion and Rank* portfolio by Promotion and Rank Committee
    e. Promotion recommendation by chair, dean and Provost

Establishment of the above qualifications and guidelines for faculty does not preclude their waiver in circumstances deemed exceptional by the Provost, Chancellor, or the Board of Trustees.

Qualifications of Rank for Faculty in the Technical/Professional Promotion and Rank Track

The following general qualifications have been established for faculty members who teach technical/professional courses:

1. **Advanced Instructor**
    a. Completion of an associate's degree or higher.
    b. Attainment of certification/licensure in his/her technical/occupational specialty and/or completion of recognized competency exam
    c. Documented course work in teaching and satisfactory peer and supervisory evaluations.
    d. Will have six years to complete process for promotion and rank to Senior Instructor

2. **Senior Instructor**
    a. Completion of a bachelor's degree or higher and continued attainment or renewal of certifications/licensure/accreditations appropriate to their specialty area and at least three (3) completed years of teaching experience at the Advanced Instructor level at UA-PTC or the equivalent experience elsewhere (applications may be made during the third year to be effective after three years)
    b. Evidence of beginning the process of specialty program accreditation
    c. Exceptional qualifications as determined by the Promotion and Rank Committee
    d. Satisfactory peer and supervisory evaluations
    e. Completion of *Recommendation for Promotion and Rank* portfolio (including satisfactory evaluations and credential evidence)
    f. Evaluation of *Recommendation for Promotion and Rank* portfolio by Promotion and Rank Committee
    g. Promotion recommendation by chair, dean and Provost

3. **Master Instructor**
    a. Earned master's degree or higher preferred, completion of a bachelor's degree or higher and continued attainment or renewal certifications/licensure/accreditations appropriate to their specialty area and at least five (5) completed years of teaching experience at the Senior Instructor level at UA-PTC or the equivalent experience elsewhere (applications may be made during the fifth year to be effective after five years)
    b. Exceptional qualifications as determined by the Promotion and Rank Committee
    c. Attainment of specialty program accreditation and/or re-accreditation
    d. Outstanding contributions to the technical/occupational higher education field through such avenues as serving as a consultant, service on a specialty credential board or committee, service as a specialty evaluation team member or other documented service
    e. Satisfactory peer and supervisory evaluations
    f. Completion of *Recommendation for Promotion and Rank* portfolio (including satisfactory evaluations and credential evidence)

g. Evaluation of *Recommendation for Promotion and Rank* portfolio by Promotion and Rank Committee.
h. Promotion recommendation by chair, dean and Provost

Establishment of the above qualifications and guidelines for the Technical/Professional faculty does not preclude their waiver in circumstances deemed exceptional by the Provost, Chancellor, or the Board of Trustees.

For All Ranks

Upon date of adoption of Promotion and Rank system, all full-time faculty currently employed will be given credit for experience already accumulated as a UA-PTC faculty member. No faculty member will be awarded rank based solely on length of employment. However, those who have been full-time instructors for at least three years at the time the policy is enacted may apply for the immediate advancement to Associate Professor/Senior Instructor.

Link for Procedures and Process Attached (Rank and Promotion Committee to complete :

3.51 Copyright Policy

University of Arkansas - Pulaski Technical College is an institution that values integrity in intellectual discourse. As such, the College is committed to adhering to applicable laws regarding intellectual property and copyright including the United States Copyright Act, 17 U.S.C. 101 et seq. See UA-PTC Policy 490.6 for more information regarding the Copyright Policy.

UA-PTC Policy 490.6: Copyright Policy, MAR 3, 2019: https://uaptc.edu/docs/default-source/policies/final/400/490-6-copyright.pdf?sfvrsn=bf4e4671_2

3.52 Intellectual Property Policy

The creativity of human beings is manifested in fields as diverse as science and technology, literature and the humanities, and the fine and applied arts. Creators of intellectual property utilize legal vehicles that make possible the ownership and control of some of the fruits of this creativity, providing an incentive to be creative and to make such fruits public. As a result of the increased cooperation in research and development between universities and businesses, the volume of intellectual property being created in universities has increased significantly. This increase has made apparent the complexity of the issues related to the ownership, control and use of such property. UA-PTC's Intellectual Property Policy is published on the College's website.

UA-PTC Policy 690: Intellectual Property, Sep 2014:

https://www.uaptc.edu/docs/default-source/policies/final/600/690-intellectual-property.pdf?sfvrsn=94dad51a_2

3.53 Computing Ethics

UA - PTC invests substantial and sufficient resources to acquire and operate information technology (IT) assets, such as hardware, software, and Internet connections. The College has a responsibility to manage its resources in the most efficient and effective manner possible and in compliance with all laws, regulations, and sound business practices. Effective management of information technology resources will assure students, faculty, and staff adequate access to information and technology over the long term. UA-PTC's Appropriate Use of Information and Technology Resources policy is published on the College's website. These regulations apply to any individual accessing UA-PTC information technology infrastructure and associated resources.

Because UA-PTC is an agency of the state of Arkansas, all information produced by or stored on college owned computers is subject to a request for disclosure under the Arkansas Freedom of Information Act. UA-PTC is the owner of all information stored on college-owned computers and has the legal right and obligation to access any and all computer information. A college employee should have no expectation of privacy regarding any information stored on a college computer.

For further guidelines and information regarding use of computing systems and information technology at UA-PTC see UA-PTC Procedure 330, Technology Use Policy, August 2019: https://www.uaptc.edu/docs/default-source/policies/final/300/330-technology-use.pdf?sfvrsn=ee215f76_2