

Delete

- [Administration](#)
- [Emergency Medical Procedures](#)
- [Inclement Weather](#)
- [Drug-Free Workplace](#)
- [Unlawful Use of Drugs and Alcohol on Campus](#)
- [Smoking of Tobacco Products](#)
- [Political Campaigns](#)
- [Naming of Facilities and Programs](#)
- [Allocation of Space in Facilities](#)
- [Presenting Matters to the Board of Trustees](#)
- [Honorary Degrees](#)
- [Emeritus Status](#)
- [Affirmative Action](#)
- [Family Educational Rights and Privacy Act \(FERPA\)](#)
- [Freedom of Expression Operating Procedure](#)
- [Relocation Allowance for New Faculty and Professional Staff](#)
- [Pets on Campus](#)
- [Public Art](#)
- [Relocation Allowance for New Faculty and Professional Staff](#)

Administration

- [03-01---Emergency Medical Procedures](#)
- [03-02---Inclement Weather](#)
- [03-03---Drug-Free Workplace](#)
- [03-04---Unlawful Use of Drugs and Alcohol on Campus](#)
- [03-05---Smoking of Tobacco Products](#)
- [03-06---Political Campaigns](#)
- [03-07---Naming of Facilities](#)
- [03-08---Allocation of Space in Facilities](#)
- [03-09---Presenting Matters to the Board of Trustees](#)
- [03-10---Honorary Degrees](#)
- [03-11---A-State Emeritus Status Policy](#)
 - [Intent to Seek Emeritus Status form](#)
 - [ASU System Policy](#)
- [03-12---Affirmative Action](#)
- [03-13---Family Educational Rights and Privacy Act \(FERPA\)](#)
- [03-14---Freedom of Expression Operating Procedure](#)
- [03-15---Relocation Allowance for New Faculty and Professional Staff](#)
- [03-16---Pets on Campus](#)
- [03-17---Public Art](#)

Emergency Medical Procedures

03-01 — Emergency Medical Procedures

- **Arkansas State University - Jonesboro**
- **Effective Date:** 07/01/97
- **Number:** 03-01
- **Section:** Administration
- **Subject:** Emergency Medical Procedures
- The purpose of this guideline is to establish procedures to be followed whenever a medical emergency exists on University property. A medical emergency may be defined as an urgent need for assistance or relief.
- **A Life Threatening Medical Emergency exists when an individual is:**
 1. Unresponsive
 2. Difficulty breathing
 3. Chest pain
 4. Profuse bleeding
 5. Seizure
 6. Other serious bodily injury
- **If you are assisting in an emergency situation, follow these procedures:**
 - If individual is unresponsive:**
 1. Call 9-911
 2. Identify yourself
 3. Provide building name, floor number and room number
 4. Provide type of emergency
 5. Call University Police Department at 972-2093
 6. Assess the client's breathing. This can be done quickly by looking at the rising and falling of the chest.
 7. Tap the client's shoulder and ask, "Are you OK?" to judge responsiveness.
 8. If not breathing, or having difficulty breathing, position head in a neutral, slightly tilted back position.
 9. Assess pulse. If there is no pulse and the client is not breathing, start CPR. (IT IS RECOMMENDED THAT FACULTY AND STAFF SEEK CPR CERTIFICATION.)
Contact EH&S at 972-2862 to inquire about certification.
 10. Remain with the individual until emergency personnel arrive.
 11. Do not attempt to move the individual unless there is a possibility of additional danger.
 - If individual is responsive:** (answers questions and able to make rational decisions)
 1. Call 9-911
 2. Identify yourself
 3. Provide building name, floor number and room number
 4. Provide type of emergency

5. Call the University Police Department at 972-2093
6. Let him/her decide whether or not to be transported by the ambulance.
7. Encourage the individual to seek treatment from their health care provider.

NOTE: Arkansas State University does not assume responsibility for payment of ambulance services, emergency room fees, prescriptions, or any other medical treatment.

Always care for the one in need as you would want to be cared for.

All accidents must be reported to the Environmental Health and Safety Department at 972-2862 and to the University Police at 972-2093. An accident report form should be completed and sent to Environmental Health and Safety.

Adopted by President's Council December 18, 1995.

Reviewed on 05/16/13.

Inclement Weather

- **03-02 — Inclement Weather**

- **Arkansas State University - Jonesboro**
 - **Effective Date:** 07/01/96
 - **Number:** 03-02
 - **Section:** Administration
 - **Subject:** Inclement Weather
 - The University remains open for all academic classes and all other services during inclement weather except in extreme circumstances. Any decision to close the University or to delay or cancel classes is made solely by the Chancellor. The University will notify the local news media to publicize the closing. All those who travel to the campus should use good judgment in making travel arrangements during inclement weather.
 - On those occasions when severe weather occurs and the University remains open, all employees are expected to meet their employment obligations and to arrive for work on time. Employees are expected to notify appropriate administrative personnel of the inability to get to campus or of a late arrival.
 - In the unusual event that the University is closed, employees of designated departments providing essential services are expected to report to work. Such departments include but are not limited to University Police Department, Facilities Management, Food Services and Student Affairs Maintenance. Employees uncertain of whether their presence is required should contact their supervisors.
 - Individual departments are responsible for designating "weather or event essential personnel" and ensuring that all such employees are aware of their responsibilities.
 - In general, inclement weather may affect the operating status of the University in three possible ways as detailed below:
 - A. Delayed Opening:** During a delayed opening, University officials will publicly announce the specific time at which the University will open. All academic classes regularly scheduled to begin prior to the delayed opening time will be cancelled and will not meet; all remaining day and evening classes will commence at their regularly scheduled time. All offices and regular business operations will open at the specified delayed time.
- Under a delayed opening, the delayed opening time will apply to all University classes, offices and regular business operations and will be determined with each incident of inclement weather. Employees who are not identified as "weather or event essential personnel" are expected to arrive at work by the designated opening time; if they do so, they will not be charged for late arrival. Any employees, other than weather or event essential personnel, arriving after the designated time will be charged the full amount from the designated starting time until their arrival. Employees, other than weather or event essential personnel, who do not come to work will be charged for the time from the designated start time until the end of that day's regularly scheduled time.

Employees whose shift begins after the delayed opening time should report to work as regularly scheduled. Employees designated as "weather or event essential personnel" should report by their regularly scheduled start time regardless of the announced delayed opening, unless advised otherwise by their supervisor. "Weather or event essential personnel" arriving after their scheduled start time will be charged the full amount of time that they are late, and employees not coming to work will be charged a full day's absence. Weather or event essential personnel who fail to report may receive disciplinary action.

B. Early Dismissal: In the event of an "Early Dismissal", the University will cease all academic classes and regular business operations at a publicly announced time. In such an event, all remaining day and evening classes will be cancelled after the specified time.

In the event of an Early Dismissal, the designated Early Dismissal time for University classes, offices and business operations will be determined with each incident of inclement weather. Employees who are not identified as "weather or event essential personnel" will be dismissed to go home and will not be charged any leave for the balance of the employee's work day. Employees who leave earlier than the designated dismissal time will be charged leave for the full amount of time that they are absent prior to the dismissal time and employees who do not come to work will be charged for all time they are absent until the designated dismissal time.

"Weather or event essential personnel" are expected to remain at work as regularly scheduled, unless otherwise directed by their supervisor. Employees who have not been identified as "weather or event essential personnel" who have shifts beginning after the designated early dismissal time should not report to work.

C. Closure: In the event of a "Closure," all day and evening classes will be cancelled. All offices and regular business operations will be closed.

If inclement weather conditions warrant a decision to cancel classes and close offices and regular business operations, employees who have not been designated as "weather or event essential personnel" should not report to work, and will not be charged any leave. Weather or event essential personnel are expected to report to work as regularly scheduled, unless otherwise directed by their supervisor.

◦ Weekends

If inclement weather occurs during a weekend, University officials will determine if a delayed opening, early dismissal or closure is necessary, as applicable to weekend operations. Non-weather essential personnel and "weather or event essential personnel" will follow the appropriate procedures (as listed above) for the respective situation.

◦ Athletics and Other Special Events

Upon the determination of the Chancellor, in consultation with appropriate University officials, certain previously scheduled public events such as athletic contests or artistic performances may be conducted during times of University closure. Weather or event essential personnel will be expected to report to work as regularly

scheduled, unless otherwise directed by their supervisor.

- **Compensation for Weather or Event Essential Personnel**

Non-exempt classified staff designated as weather or event essential personnel who report to work at their scheduled time when the University is closed due to inclement conditions will receive the equivalent compensatory time for hours worked under 40 hours per week, to be taken at a later date as approved by their supervisor.

Non-exempt classified staff designated as weather or event essential personnel who report to work at their scheduled time when the University is closed due to inclement conditions will receive compensatory time at time and a half for all hours worked over 40 hours per week.

Exempt classified and non-classified employees who are designated as weather essential in response to inclement weather situations will receive equivalent hour-for-hour time off for all hours worked in relation to the inclement weather.

Any classified or non-classified employee who is designated as weather or event essential but does not work during an inclement weather event will not receive additional time off and will be charged annual leave for the time missed if their presence was required during the inclement weather event.

Only employees designated as weather or event essential personnel will receive additional time off at a later date when the University's operating status is affected by inclement weather.

Individuals who work during inclement weather will record their time through the official University timekeeping system. Exempt classified and non-exempt employees will record their time in the same manner as classified non-exempt staff, except that all time will be recorded as equivalent hour-for-hour, regardless of the number of hours worked over 40 hours per week.

Approved by Executive Council on 11/12/2014.

Drug-Free Workplace

- **03-03 — Drug-Free Workplace**

- **ASU System Policy**
- **Effective Date:** December 11, 2009
- **Subject:** Arkansas State University System Drug Policy

- **1. Purpose**

The Arkansas State University System seeks to maintain an educational and working environment free from the influence of unlawful drugs.

- **2. Arkansas State University System Drug Policy**

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on any property owned or maintained by Arkansas State University or as a part of university activity is strictly prohibited. This policy is adopted to comply with all current laws and regulations relating to the Federal Drug-Free Schools and Communities Act and the Drug-Free Workplace Act.

- **3. Process**

A. Employees and students are encouraged to attend events which occur on campuses periodically designed to make the campus community aware of the dangers of drug abuse.

B. Employees who believe that they need drug counseling or rehabilitation are urged to contact an Employee Assistance Program or other medical facilities offering appropriate services. In order to determine whether services of this type are covered by university insurance, contact the Human Resources Department.

C. Employees working for the institution under the provisions of a federal grant are required to abide by this policy and to notify the Chancellor's Office within five (5) days of any criminal drug statute conviction for a violation occurring in connection with their employment.

D. Employees and students who violate this policy are subject to appropriate disciplinary action, up to and including termination. The university may refer violations to the appropriate state and federal authorities for criminal prosecution.

E. Each campus shall biennially review their drug abuse prevention program to determine its effectiveness and implement needed changes.

F. Each campus shall biennially review their disciplinary sanctions to ensure they are consistently enforced.

(Adopted by the Arkansas State University Board of Trustees on December 11, 2009, Resolution 09-91, Supersedes Drug-Free Workplace Policy of April 27, 1989, and the Unlawful Use of Drugs and Alcohol on Campus Policy of October 11, 1990.)

Unlawful Use of Drugs and Alcohol on Campus

- **03-04 — Unlawful Use of Drugs and Alcohol on Campus**

- **ASU System Policy**
- **Effective Date:** December 11, 2009
- **Subject:** Arkansas State University System Drug Policy

- **1. Purpose**

The Arkansas State University System seeks to maintain an educational and working environment free from the influence of unlawful drugs.

- **2. Arkansas State University System Drug Policy**

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on any property owned or maintained by Arkansas State University or as a part of university activity is strictly prohibited. This policy is adopted to comply with all current laws and regulations relating to the Federal Drug-Free Schools and Communities Act and the Drug-Free Workplace Act.

- **3. Process**

A. Employees and students are encouraged to attend events which occur on campuses periodically designed to make the campus community aware of the dangers of drug abuse.

B. Employees who believe that they need drug counseling or rehabilitation are urged to contact an Employee Assistance Program or other medical facilities offering appropriate services. In order to determine whether services of this type are covered by university insurance, contact the Human Resources Department.

C. Employees working for the institution under the provisions of a federal grant are required to abide by this policy and to notify the Chancellor's Office within five (5) days of any criminal drug statute conviction for a violation occurring in connection with their employment.

D. Employees and students who violate this policy are subject to appropriate disciplinary action, up to and including termination. The university may refer violations to the appropriate state and federal authorities for criminal prosecution.

E. Each campus shall biennially review their drug abuse prevention program to determine its effectiveness and implement needed changes.

F. Each campus shall biennially review their disciplinary sanctions to ensure they are consistently enforced.

(Adopted by the Arkansas State University Board of Trustees on December 11, 2009, Resolution 09-91, Supercedes Drug-Free Workplace Policy of April 27, 1989, and the Unlawful Use of Drugs and Alcohol on Campus Policy of October 11, 1990.)

Smoking of Tobacco Products

- **03-05 — Smoking of Tobacco Products**

- **Arkansas State University - Jonesboro**
- **Effective Date:** 08/01/10
- **Number:** 03-05
- **Section:** Administration
- **Subject:** Smoking of Tobacco Products
- Smoking is prohibited on the campuses of state-supported institutions of higher education in accordance with A.C.A. 6-60-801, et. seq., known as the Clean Air on Campus Act. Smoking is defined as inhaling, exhaling, burning, or carrying any of the following: (a) lighted tobacco products, including cigarettes, cigars, and pipes; and (b) other lighted combustible plant material. Arkansas State University-Jonesboro also bans smokeless tobacco and all vaping devices including electronic cigarettes. This prohibition covers all buildings and property of Arkansas State University. This operating procedure sets out the enforcement procedures which will be followed by the University.

- **Compliance**

It is the responsibility of all members of the ASU community and visitors to comply with the Clean Air on Campus Act and Jonesboro Operating Procedures. Violations will be dealt with in a manner that is consistent with the law and university procedures. There will be no reprisals against anyone reporting violations of the Act.

- **Enforcement of Clean Air on Campus Act and Jonesboro Operating Procedure**

1. Anyone observed violating or suspected of being in violation of the Clean Air on Campus Act or Jonesboro Operating Procedure may initially be given a respectful verbal warning.
2. If university police determine that an offense has occurred, an officer will issue a written warning. This will allow the violator to review the Act and Operating Procedure and adhere to them in the future. In addition to the written warning, if the violator is a faculty, staff, or student member of ASU, the violation will be reported to the employee's supervisor or to the Office of Student Conduct.
3. University police will issue a citation to District Court on the second or subsequent offense. In addition to the citation, if the violator is a faculty, staff, or student member of ASU, the violation will be reported to the employee's supervisor or to the Office of Student Conduct.

Approved by Dr. Hudson on 12/17/2014. Revised on 02/23/2015.

Political Campaigns

- **03-06 — Political Campaigns**

- **Arkansas State University - Jonesboro**

- **Effective Date:** 07/01/91

- **Number:** 03-06

- **Section:** Administration

- **Subject:** Political Campaigns

- Involvement by University faculty and staff in political campaigns is entirely appropriate and reflects the fact that the University is a center of lively debate. Active people inevitably play important roles in discussion of public policy questions. While involvement in campaigns is appropriate, the following guidelines must be adhered to:

1. Personnel should not use University offices, equipment (telephones, computers, typewriters, etc.), and supplies in conjunction with a political campaign.
2. Those involved in campaigns should make it clear that they speak as individuals rather than as representatives of the University.
3. The activities should not interfere with the regular teaching, research, service or advising responsibilities of individuals.
4. Placing political advertisements of any kind is prohibited on state-owned property. This includes automobiles, building interiors/exterior, and grounds.

Naming of Facilities and Programs

- **03-07 — Naming of Facilities and Programs**

- **ASU System Policy**
- **Effective Date:** 10/05/94; Revised 12/12/08
- **Subject:** Naming of Facilities and Programs

- **1. Purpose**

The Arkansas State University Board of Trustees retains unto itself the right to name facilities and programs on all constituent campuses of the System. The board names facilities and programs to honor the achievements and contributions of individuals associated with the university.

- **2. Arkansas State University System Naming of Facilities and Programs Policy**

The Arkansas State University Board of Trustees names facilities and programs on the constituent campuses under two circumstances:

A. A person or entity has provided long-term service and exceptional leadership to the university; or

B. A person or entity has made significant monetary contribution to construction, operations, academics, activities, or other programs of the university.

It is intended that the naming of facilities or programs shall be in perpetuity; however, the board retains the right to alter the naming in the event of significant alteration or demolition to the facility, significant alteration or elimination of the program, circumstances surrounding the honoree which would bring disrespect to the university, requirements of applicable law, or changes in the policies, procedures, or strategic objectives of the board.

If appropriate, when the naming is altered, attention will be given to other forms of recognition in substitution for the original honor which may include transferring the name to another facility, displaying a plaque or nameplate from the previous facility at an appropriate alternate location, adding the honoree's name to a permanent recognition registry in a prominent location, or other suitable recognition.

- **3. Definitions**

Facilities include buildings, rooms, foyers, lobbies, labs, patios, gardens, or any subdivision of the physical plant of a campus. Programs include colleges, departments, courses of study, deanships, chairs, professorships, fellowships, lectureships, performances, or any other subdivision of or activities sponsored by the

institutional or academic units of a campus. Student scholarships are not considered programs within the meaning of this policy and are established and managed by the ASU Foundation, Inc.

◦ 4. Criteria

In the circumstance where the board names a facility or program for a person or entity in the absence of monetary contribution, the following criteria shall be considered before such naming shall be bestowed:

A. The length and quality of the contribution of the individual or entity and the overall long-term impact the individual or entity has had on the history of the institution; and

B. The significance of the relationship of the individual or entity to the program to be operated in the facility.

In the circumstance where the board names a facility or program for a person or entity based on monetary contribution, the following criteria shall be considered before such naming shall be bestowed:

A. For the naming of a facility, the contribution should be

1. One-half the cost of any construction or renovation; or
2. An amount sufficient to endow one-half of the operations cost.

B. For the naming of a program, the contribution should be

1. An amount sufficient to fund annually an amount equal to one-fourth of the operations of a college, department, program of study, or other institutional or academic unit;
2. An amount sufficient to fund annually an amount equal to one-fourth of the salary and benefits of a dean, chair, professorship, or other employment position; or
3. An amount sufficient to fund annually an amount equal to one-fourth of the total expenses for fellowships, lectureships, performances, or other activities.

C. In conjunction with an organized capital campaign, monetary contributions sufficient to support the naming of a facility or program shall be as set out in a schedule approved by the board.

The board retains the right to exercise its discretion to name facilities or programs under criteria different than above when such naming is determined to be in the best interest of the university.

◦ 5. Process

Any individual, group, or entity may propose the naming of facilities or programs to the chancellor for the campus on which the facility or program is located. The chancellor shall conduct a due diligence review of the person or entity in whose honor the naming is proposed. The chancellor shall confirm that no conflict of interest or ethical prohibition exists to the proposed naming, that the above criteria has been met, and that the naming is in the best interest of the university. If the chancellor agrees with the proposal, he or she will submit a written recommendation to the president of the system with supporting information. If the president agrees

with the proposal, he or she will present the proposal to the Board of Trustees for consideration.

(Adopted by Board of Trustees Resolution on October 5, 1994; Revised December 12, 2008, Resolution 08-82)

Allocation of Space in Facilities

- **03-08 — Allocation of Space in Facilities**

- **Arkansas State University - Jonesboro**
- **Effective Date:** 11/23/96
- **Number:** 03-08
- **Section:** Administration
- **Subject:** Facilities - Allocation of Space
- The allocation of space in University facilities and modification of facility space assignments is a function of the Buildings, Grounds and Facilities Committee. Membership consists of the Executive Staff; one dean appointed annually by the Academic Deans Council; one chair appointed annually by the Chair's Council; the Assistant Vice Chancellor for Facilities Management; two faculty members appointed annually by the Faculty Senate; the chair of the Disability Services Committee; two staff members appointed annually by the Staff Senate; one undergraduate student appointed annually by the SGA; and one graduate student appointed annually by the GSC. The committee elects a chair at the beginning of each academic year. Meetings of the committee are called by the chair. The committee reports to the Vice Chancellor for Finance and Administration.

- **Procedures**

Requests for allocation of facility space or modification of facility space assignments are submitted to the Facilities Management - Planning and Design Services Department through one of the following channels:

1. The Provost.
2. The Vice Chancellor for Finance and Administration.
3. The Vice Chancellor for University Advancement.
4. The Vice Chancellor for Student Affairs.

Facilities Management will submit the request to the Buildings, Grounds, and Facilities Committee with appropriate space diagrams, occupancies, utilization, etc. as may be required by the Committee.

Recommendations are made to the Vice Chancellor for Finance and Administration.
Revised on 11/15/2011.

Presenting Matters to the Board of Trustees

- **03-09 — Presenting Matters to the Board of Trustees**

- **ASU System Policy**
- **Effective Date:** May 15, 2009
- **Subject:** Presenting Matters to the Board of Trustees

- **1. Purpose**

The Board of Trustees is charged with the management and control of the Arkansas State University System. In order to provide information pertinent to the board's decision making process, individuals may request to be placed on the agenda at board meetings.

- **2. Arkansas State University System Presenting Matters to the Board of Trustees Policy**

The Arkansas State University Board of Trustees will place on the agenda matters pertinent to the welfare of the ASU System.

- **3. Process**

A. Matters for consideration at meetings of the Board of Trustees must appear on the official agenda, except for emergencies which are defined in Section E below.

B. Matters for the agenda shall be submitted to the president of the system at least (14) days prior to the meeting of the board during which they are to be considered.

C. An individual desiring to present a matter to the board shall submit to the president of the system a written petition requesting to be placed on the agenda.

The written petition shall include the following information:

1. Name, address and telephone number of petitioner
2. Subject of petition
3. Review of discussions held with the university's administrative staff to achieve relief germane to the matter to be considered, including confirmation that all official procedures of the university have been exhausted prior to the petition
4. Names of others who are participating in the petition and those whose interests will be affected
5. Whether an oral presentation to the board is being requested

D. The president may accept or decline the petition for board consideration.

I. If declined, the petitioner may appeal to the chair of the board by forwarding to the chair the petition previously submitted. The decision of the chair of the Board of Trustees is final.

E. An emergency situation as referred to in Section A above shall be determined by the president of the system or the chair of the Board of Trustees. If a situation is ascertained to be an emergency, the time period in Section B shall be waived.

F. Members of the Board of Trustees reserve the right to place matters on the agenda at any time.

(Adopted by the Arkansas State University Board of Trustees on May 15, 2009, Resolution 09-29, supercedes the Presenting Matters to the Board of Trustees Policy of April 7, 1973.)

Honorary Degrees

- **03-10 — Honorary Degrees**

- **ASU System Policy**
- **Effective Date:** 07/01/91; Revised 12/12/08
- **Subject:** Honorary Degree

- **1. Purpose**

The honorary degree is the highest academic honor bestowed by the Board of Trustees. The degree is awarded during a commencement ceremony at the discretion of the board in recognition of extraordinary achievement. The honorary degree is not equivalent to or a replacement for an earned degree.

- **2. Arkansas State University System Honorary Degree Policy**

An honorary degree is awarded to persons who serve as models worthy of emulation and respect. Nominees must have achieved the highest levels of excellence as scholars, artists, professionals, philanthropists, or public servants, and must have demonstrated personal integrity and concern for the public good.

Except in extraordinary circumstances, no more than four honorary degrees will be awarded in any academic year.

- **3. Types of Honorary Degrees**

Honorary Doctorate degrees may be awarded in the following fields:

1. Doctor of Humane Letters
2. Doctor of Literature
3. Doctor of Public Service
4. Doctor of Science
5. Doctor of Music
6. Doctor of Fine Arts
7. Doctor of Laws

Honorary Associate degrees may be awarded in fields taught at the campus at which the honorary degree is awarded.

- **4. Process**

A. Each campus within the Arkansas State University System shall establish an Honorary Degree Committee.

B. The Honorary Degree Committee shall entertain nominations for an honorary degree. Nominations must contain supporting materials establishing the eligibility of the nominee. The committee shall make any recommendation for the award of an

honorary degree to the chancellor.

C. The chancellor shall review the recommendation, including all supporting materials, and if he or she concurs, shall submit the nomination to the president of the Arkansas State University System.

D. The president shall review the nomination packet and, if he or she concurs, shall submit the nomination to the Board of Trustees. In order that the board may have sufficient time to review the supporting materials, all nominations must be submitted to the Board of Trustees a minimum of thirty (30) days prior to the board meeting immediately preceding the commencement exercise at which the honorary degree will be awarded.

E. The Board of Trustees shall make the decision whether to award the honorary degree. The Board of Trustees shall have the right to award honorary degrees on its own nomination.

(Adopted by the Arkansas State University Board of Trustees on December 12, 2008, Resolution 08-81.)

Emeritus Status

- **03-11 — Emeritus Status**

- **Arkansas State University - Jonesboro**
- **Effective Date:** 07/01/97
- **Number:** 03-11
- **Section:** Administration
- **Subject:** Emeritus Status
- Emeritus status is an honorary status that may be awarded to retiring faculty or staff in recognition of distinguished service to Arkansas State University.

- **Eligibility**

To be eligible for emeritus status, individuals must:

- Be retiring after completing at least ten (10) calendar or academic years of full-time service to the University;
- Be in good standing with the University; and,
- Have provided distinguished service as determined by the individual's department or unit.

Distinguished service may be demonstrated by, but is not limited to, the following:

- Extraordinary contributions to the University and/or academic discipline;
- Commitment to service activities;
- Active scholarship; and/or
- Devotion to teaching.

- **Recommendation and Approval process**

- Individuals who elect to seek emeritus status must submit a completed Intent to Seek Emeritus Status Form to their chair or immediate supervisor (see attached);
- Supervisors will forward the Forms of all recommended individuals to the dean or unit administrator;
- The dean/unit administrator will forward the Forms of all recommended individuals to the appropriate vice chancellor;
- Vice chancellors will forward the Forms of all recommended individuals to Human Resources;
- Human Resources will verify years of service and University standing, and forward all recommended individuals who meet eligibility guidelines to the Chancellor for final review and conferral of emeritus status. Emeritus status is conferred once each year at the end of the spring semester, and will become effective on July 1 for individuals who have retired prior to that date.

- **Privileges Conferred**

- The addition of "Emeritus" to the rank or title held at the time of retirement;
- Use of the Dean B. Ellis Library facilities and electronic resources under the same conditions applicable to employees;
- Eligibility to purchase a faculty/staff parking decal;
- Use of recreational facilities under the same conditions applicable to employees;
- Opportunity to purchase tickets for University athletic and cultural events at discounted rates; and,
- Any other privileges the University may deem appropriate.

◦ Rehires

If an emeritus faculty/staff is rehired in a benefit-eligible permanent position, all privileges associated with the person's emeritus status will be suspended until such employment ends. The faculty/staff member's emeritus status will be reinstated upon conclusion of service in the benefit-eligible permanent position.

◦ Responsibilities and Conditions

- Emeritus faculty/staff may not use University resources to (i) campaign or advocate for personal or political interests, or (ii) conduct for-profit business activities.
- Emeritus faculty/staff may only have access to confidential student, personnel, or other official records to the extent required and authorized within the scope of an approved University activity and allowed by law.
- Emeritus faculty/staff may neither (i) purport to represent the University in any matter, nor (ii) bind the University to any commitment or obligation, contractual or otherwise, absent written prior approval from the appropriate vice chancellor.
- Emeritus faculty/staff may only exercise their privileges in accordance with current University policies.

◦ Revocation of Emeritus Status

- This section is intended to confirm the existing "at will" nature of emeritus status and applies to all individuals who currently hold emeritus status.
- At the sole discretion of the University, emeritus status may be revoked at any time. Without limiting such discretion, revocation may occur, among other things, when it is determined that the individual's conduct, before or after receiving the emeritus designation, conflicts with the intent and spirit of the designation, is disruptive to the University's mission, and/or causes harm to the University's reputation.
- The appropriate vice chancellor is authorized to make the final recommendation to the Chancellor to revoke emeritus status. The Chancellor will make the final decision and will inform the affected individual, as well as the appropriate unit head or department chair, associate dean, dean, or administrative officer for informational purposes.

- An appeal of this decision may be made in writing to the Chancellor who will make the final decision on the appeal. The appeal must be made within 10 University business days after receiving notification of the revocation.

Click the link below for the PDF form

[Intent to Seek Emeritus PDF](#)

◦ Draft Intent to Seek Emeritus Status Form

STATE

ARKANSAS STATE

UNIVERSITY

Intent to Seek Emeritus Status

Individuals who elect to seek emeritus status must submit this completed form to their chair or immediate supervisor.

Name	Employee ID	Date
Title	Department/Unit	Hire Date

Below, briefly describe how you have demonstrated distinguished service during your employment at Arkansas State University in the space below (a CV/resume may be attached). Distinguished service may be demonstrated by, but is not limited to, the following:

- Extraordinary contributions to the University and/or academic discipline;
- Commitment to service activities;
- Active scholarship; and/or,
- Devotion to teaching.

To be completed by Human Resources:

Individual is retiring after completing at least ten (10) calendar or academic years of full-time service to the University:

☐ Yes ☐ No

Individual is in good standing with the University:

☐ Yes ☐ No

Signature	Date
Applicant:	
Chair/Supervisor:	
Dean/Unit Administrator:	
Vice Chancellor:	
Human Resources:	
Chancellor:	

- **Emeritus Benefits 2.82 — Emeritus Status** - [ASU System Policy](#)
 - **ASU System Policy**
 - **Effective Date:** September 2, 2022
 - **Subject:** Emeritus Status
 - **Category:** Emeritus Benefits 2.82
 - All faculty and staff members, with academic rank and who have rendered ten or more years of full-time service to an Arkansas State University System institution at the time of their retirement, and who are in good standing, are declared to have, and shall have, emeritus status, with special gratitude and honor granted from the Board of Trustees and the System President, with all the privileges, which the administration may bestow at its discretion. This policy is administered by the Chancellor of each ASU System institution. (Adopted by the Arkansas State University Board of Trustees on August 8, 1997, Resolution 97-23, revised September 2, 2022, Resolution 22-36)

Affirmative Action

- **03-12 — Affirmative Action**

- **ASU System Policy**
- **Effective Date:** September 25, 2009
- **Subject:** Affirmative Action

- **1. Purpose**

The Arkansas State University System is committed to the goal of equal opportunity for all.

- **2. Arkansas State University System Affirmative Action Policy**

The Arkansas State University System takes affirmative action to recruit, retain, and advance minority students and employees.

- **3. Process**

The day to day supervision of the Arkansas State University System's compliance efforts is delegated to the system program coordinator for affirmative action. The duties include, but are not limited to, developing policy statements, affirmative action programs and plans, internal and external communication techniques, assisting the identification and resolution of problems related to equal opportunity and affirmative action, and designing and implementing reporting systems that will measure the effectiveness of the system's affirmative action program and the degree to which the system attains its goals.

The system president, chancellors, vice chancellors, deans, directors, departmental officers, supervisors, and other personnel responsible for hiring employees and recruiting students share a responsibility to support the system's equal opportunity and affirmative action program and to provide leadership in achieving its goals. This plan will be reviewed each year and an annual report will be prepared outlining the progress made toward achieving goals of the plan. Areas addressed should include the recruitment of minority faculty, administrators, and staff, and the recruitment of minority students at the undergraduate and graduate levels.

(Adopted by the Arkansas State University Board of Trustees on September 25, 2009, Resolution 09-17, supercedes the Affirmative Action Policy of January 25, 1994.)

Family Educational Rights and Privacy Act (FERPA)

- **03-13 — Family Educational Rights and Privacy Act (FERPA)**

- **ASU System Policy**
- **Effective Date:** September 2, 2022
- **Subject:** Family Educational Rights and Privacy Act

- **1. Purpose**

The Arkansas State University System will comply with the Family Educational Rights and Privacy Act (FERPA).

- **2. Definitions**

Arkansas State University System. "The Arkansas State University System" (ASU System) includes all member institutions, as of now and in the future.

Student. "Student" means an individual who attends or has attended classes at an ASU System institution. This policy does not apply to the records of applicants for admission who are not accepted to an ASU System institution and does not apply to applicants who are accepted but choose not to attend.

Education Record. "Education Records" are those records, files, documents, and other materials, which contain information directly related to a student and which are maintained by the ASU System or a person acting for the ASU System.

Directory Information. "Directory Information" is designated to be the student's name; local and permanent physical addresses; electronic mail addresses; telephone listings; photographs and electronic images; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; and the most recent previous educational agency or institution attended by the student.

- **3. Arkansas State University System Family Educational Rights and Privacy Act Policy**

The Family Educational Rights and Privacy Act requires that institutions of higher education strictly protect the privacy rights of all students who are or who have been in attendance. Information contained in the student's education records can be shared only with those persons or entities specified within the Act. The law also provides that students have the right to review their education records for the purpose of making any necessary corrections. The Office of the Registrar at each member institution maintains a copy of the full text of FERPA, posts electronic information on FERPA, and processes all FERPA requests and challenges. The ASU

System will utilize the following process to implement the provisions of the Family Educational Rights and Privacy Act.

◦ 4. Process

A. Disclosure of Education Records

I. Disclosure with Student Consent. A student may consent, in writing, to the disclosure of education records. The student's written consent must be signed, dated, and specify which records are to be disclosed, to whom, and for what purpose. The consent must be delivered to the Office of the Registrar at the ASU System institution where the student is or was enrolled. The student may retract the consent, in writing, at any time. Proper proof of identity may be required by the Registrar's Office before consent is retracted.

II. Disclosure without Student Consent. An ASU System member institution may disclose education records, without the student's written consent, to any school official with a legitimate educational interest. School officials include administrators, supervisors, faculty members, instructors, support staff, members of the Board of Trustees, persons or companies with whom the ASU System or the relevant member institution has contracted or appointed for special tasks (e.g. National Student Clearinghouse), and University committee members. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, an ASU System institution may disclose education records, without consent, to officials of another college or school in which a student seeks or intends to enroll.

Disclosure, without student consent, may also be given to other persons and entities, as allowed by FERPA and its implementing regulations.

Faculty sponsors of registered honor societies may have access to student education records for the sole purpose of determining eligibility for membership, on the basis that they are acting in an official University capacity that is integral to the educational function of the ASU System institution.

The parents of students may exercise rights under FERPA if the student is claimed as a dependent by the parents for income tax purposes. Dependency must be proven by submission of a copy of income tax returns.

B. Disclosure of Directory Information

Directory information may be disclosed to any person or entity, without student consent, unless the student submits a completed request form for non-disclosure of directory information to the Office of the Registrar at the ASU System institution where the student is enrolled. The written request for non-disclosure of directory information may be submitted at any time.

If a student elects not to allow disclosure of directory information, the ASU System cannot share information regarding the student with any person or entity, including prospective employers, licensing agencies, government agencies, the media, and

others, except as otherwise allowed by FERPA and its implementing regulations. The student may retract the directory information non-disclosure, in writing, at any time. Proper proof of identity may be required by the Registrar's Office before the directory information non-disclosure is retracted.

C. Inspection, Review, and Correction of Education Records

Students have the right to inspect and review their education records, except for specific exclusions contained within the Family Educational Rights and Privacy Act. A student should contact the Office of the Registrar to arrange for inspection, review, and correction of an education record. The Registrar may charge a fee for copies of any education records.

D. Ownership of Education Records

Education records are the property of the relevant ASU System institution. Education records, including transcripts and diplomas, will not be released to any student who has a delinquent financial obligation to an ASU System institution.

(Adopted by the Arkansas State University System Board of Trustees on December 11, 2009, Resolution 09-94; revised September 20, 2019, Resolution 19-34; revised September 2, 2022, Resolution 22-37)

Freedom of Expression Operating Procedure

- **03-14 — Freedom of Expression Operating Procedure**

- **Effective Date:** July 24, 2019
- **Subject:** Freedom of Expression Operating Procedure

- **1. Purpose**

This Operating Procedure is adopted to comply with Act 184 of 2019 as well as the First Amendment of the United States Constitution.

- **2. Definitions**

This Operating Procedure adopts and incorporates the terms and definitions set forth in Section 6-60-1003 of Act 184 of 2019.

- **3. Freedom of Expression**

Expressive activities are allowed on all outdoor areas of campus subject to the reasonable time, place, and manner restrictions set forth in this Operating Procedure as well as all applicable state and federal laws. The campus shall not create free speech zones or other designated outdoor areas of campus outside of which expressive activities are prohibited. The campus maintains a position of neutrality as to the content of any protected speech.

- **4. Outdoor Areas of Campus**

All outdoor areas of campus shall be deemed a public forum for members of the campus community. This does not include outdoor areas where access by a majority of members of the campus community is restricted.

- **5. Expressive Activities**

Expressive Activities are those enumerated by Act 184 as well as all forms of expression protected by the First Amendment to the United States Constitution.

- **6. Lawful Limitations on Expressive Activities**

Members of the campus community who want to engage in noncommercial expressive activities may do so freely in the outdoor areas of campus so long as that member's conduct is 1) not unlawful, 2) does not materially and substantially disrupt the functioning of a state supported institution and 3) does not materially and

substantially disrupt another person's expressive activity.

◦ **7. Freedom of Association**

The campus shall not deny a student organization any benefit or privilege that is available to another other student organization or otherwise discriminate against an organization based on the expression of that organization.

◦ **8. Use of Campus Property for University Sponsored Activities and Events**

All outdoor areas, owned and operated by the campus, shall be made available for use by the University for University sponsored activities and events. Official university activities and events on campus have precedence over all other events and activities taking place on campus. Any expressive activity that occurs at a location reserved for a University sponsored activity or event shall be accommodated at another outdoor area of campus so long as the accommodation is consistent with this policy.

◦ **9. Prohibited Activities**

The right to engage in Expressive Activities under this Operating Procedure does not include the right to engage in the following:

- Obstructing vehicular or pedestrian traffic.
- Engaging in unlawful activity.
- Engaging in activities that create a clear and present threat to public safety.
- Engaging in true threats and expression directed to provoke imminent lawless actions and likely to produce imminent lawless actions.
- Engaging in unlawful harassment.
- Utilizing sound amplification devices.
- Posting materials on University property.

◦ **10. Damage to Property owned by the Campus**

Any damage to campus property caused by individuals and/or groups engaging in Expressive Activity are the financial responsibility of the individuals and/or groups who caused the damage to the property.

◦ **11. Commercial Speech**

This policy does not apply to commercial speech. Off-campus individuals and organizations are not allowed to conduct or solicit commercial sales or distribute commercial pamphlets, handbills, circulars, newspaper, magazine and other written material on campus. Parties having a contract with the campus authorizing commercial advertising shall be allowed to distribute or post commercial material in accordance with the terms of their contract.

Act 184 of 2019:

<http://www.arkleg.state.ar.us/assembly/2019/2019R/Acts/Act184.pdf>

Relocation Allowance for New Faculty and Professional Staff

- **03-15 — Relocation Allowance for New Faculty and Professional Staff**

- **Arkansas State University - Jonesboro**

- **Effective Date:** August 2, 2004

- **Number:** 03-15

- **Section:** Administration

- **Subject:** Relocation Allowance for New Faculty and Professional Staff

- To outline allowable relocation costs and to clarify non-allowable costs:

Arkansas Code 19-4-522 (5) (e) allows the payment of employee moving expenses from state funds by institutions of higher education. Within the fiscal limitations of departmental units of Arkansas State University a dean, director, or department head may pay an amount equivalent to up to 10% of the annual salary in moving expenses for new faculty or professional staff employees. The President, Chancellor, or a Vice Chancellor may authorize payments greater than this amount. The terms of agreement for payment of moving expenses should be included in the letter of appointment. The University's obligation applies to the movement of a "household" and does not constitute a separate allowance to each member of a family employed by the University.

- **A. Allowable Costs:**

1. Moving the employee's household goods and personal effects.
2. Travel, including lodging but not meals, from the former residence to the new residence. This includes one night of lodging upon arrival at the new home destination. Subsequent nights of lodging are the responsibility of the employee.
3. Since it is often more economical to ship books by parcel post, individuals should investigate this possibility and should keep receipts to submit with their request for reimbursement.
4. If the faculty or professional member elects to move himself/herself (U- Haul, etc.) rather than utilizing commercial movers, receipts should be kept for vehicle or trailer rental charges, gasoline and oil purchases, toll charges, and special labor charges (other than the faculty or professional himself/herself) required in assisting with loading and unloading.

- **B. The University does not share in the following costs:**

1. Storage of personal effects at either end of the move.
2. Additional insurance coverage over and above than normally carried by commercial moving companies.

3. Moving of household effects and personal books, not professional books, from an address other than the home address from which the individual is moving.
4. Tipping
5. Any subsequent moves from temporary to permanent housing not made within 6 months of the original move, nor agreed to upfront in writing as part of the employment offer.

- Move scheduling should be done as soon as possible upon acceptance of employment, within one year from start of employment. Three written moving estimates must be secured for any amounts over \$20,000.

Payment will be made directly to the moving company by the university, or reimbursement for moving household goods and personal effects may be made to the employee, up to the amount authorized for the move. Original receipts are required for all reimbursements.

Procurement Services will not resolve any problems encountered with any moving companies. Regardless of how the employee manages a household move, moving expense payments to vendors of ASU employees must follow University Procedures. During the move, the moving company may ask for guidance from the employee being moved. The employee being moved must understand that verbal instructions to the moving company may constitute a contract. ASU will not pay for verbal charges outside the written contract, and the employee will be solely liable. The moving employee needs to exercise caution to avoid this personal additional expense. When in doubt concerning a request from the moving company, call Procurement Services at 870-972-2028 for assistance.

- **THE FOLLOWING STEPS SHOULD BE FOLLOWED WHEN HOUSEHOLD GOODS MOVING SERVICES ARE REQUIRED.**

1. Inform your new employee in writing of the allotted amount the department is willing to pay for moving expenses.
2. The new employee must attain three bids for any estimate over the \$20,000 threshold. Once they have received the cost estimates and selected the moving company, they should contact their ASU department with the information. The department should then follow through with an approved requisition to Procurement Services with the following information:
 - A. Name and phone number of employee moving;
 - B. Name of contracted moving company and quote number, if applicable
 - C. Date of move and any pertinent particulars needed to ensure a successful move;
 - D. Copies of three the estimates (if over \$20,000) or a written quote for submittal (if under \$20,000). The employee should assure that the estimates/quote are within the authorized budget before the move takes place. Any questions should be directed to Procurement Services before the employee signs the contract.
 - E. Location employee is coming from and moving to.

Revised on 12/06/2022.

Pets on Campus

- **03-16 — Pets on Campus**

- **Arkansas State University - Jonesboro**
- **Effective Date:** 12/19/03
- **Number:** 03-16
- **Section:** Administration
- **Subject:** Pets on Campus
- In the interest of promoting greater personal safety, a more healthful environment and increased maintenance efficiency in campus educational, administrative, and general- purpose buildings, and on the campus grounds surrounding these facilities, pets shall not be allowed inside buildings with the exceptions of service animals for people with disabilities; animals, fish, fowl or reptiles under control of, and used by academic departments for approved teaching and/or research purposes and those animals, fish, fowl or reptiles used in approved performances. Where exceptions apply, appropriate signage shall be posted. All pets on the grounds must be on a leash. Pet owners are responsible for cleaning up after their pets. Unattended animals will be turned over to the city animal control officers.
- Primary responsibility for implementing this policy shall rest with the following:
 - Academic deans, department heads, and faculty for academic, academic support and research space assigned to their respective college and/or department;
 - Directors and department heads for administrative and administrative support and research space assigned to their respective function;
 - Personnel of the Department of Public Safety and/or the Facilities Management Department for unassigned space, general-purpose facilities and campus grounds.
- Uncooperative staff members will be referred to their respective department head, director, or administrator; students will be referred to the Judicial Board; and faculty members will be referred to their department head and/or the dean of their college for appropriate action.

This procedure does not affect policies now in existence as published and enforced by auxiliary activities such as Residence Life, Residence Dining, and University Housing.

Approved by the Board of Trustees on December 19, 2003, Resolution 03-51.

Reviewed on 05/23/13.

Public Art

- **03-17 — Public Art**

- **Arkansas State University - Jonesboro**

- | | |
|---|------------|
| Effective Date: | 01/22/2010 |
| Number: | 03-17 |
| Section: Administration Subject: Public Art | |

- For the purposes of this procedure, public art is defined as work of aesthetic merit created for long term/permanent exhibition on the campus of Arkansas State University- Jonesboro and exterior to all campus buildings. Art is considered permanent if it is installed with no anticipated time limit or duration.

- **Operating Procedure**

The display of artwork in areas open to the public enriches the cultural environment of the campus and thereby enhances the university's role in teaching, research and service.

The Public Art Committee does not presume any authority over works of art, photographs, reproductions, posters or other displays that faculty and staff place on view in their offices or that colleges or departments install in their offices, classrooms, labs, studios, or common interior spaces.

This procedure does not apply to student or faculty art installations with a defined time limit, which are covered by separate guidelines and coordinated by the Department of Art and the College of Fine Arts.

This procedure does not apply to the Bradbury Gallery or the Fine Arts Center Gallery. Nor does it pertain to the university's permanent art collection or the ASUJ Museum collection. Nor does it pertain to works of art already installed on the ASUJ campus.

- **The Public Art Committee (PAC)**

The Public Art Committee is an ad hoc committee established to review specific proposals for public art with the purpose of recommending to the Chancellor approval, suggestions for modification, or rejection of the public art and/or its site selection.

- **Committee Membership**

- Dean of the College of Fine Arts
 - Chair of the Department of Art
 - Director of the Bradbury Gallery
 - Member of the University Buildings, Grounds and Facilities Committee

- University Landscape Architect
- Faculty Senate representative
- SGA representative
- Other members as appropriate given the proposal and site

◦ Process

The PAC is advisory to the Chancellor. Recommendations of the PAC shall be upon a vote of the majority of members convened.

The Chancellor will consult with the Dean of the College of Fine Arts, the Chair of the Department of Art, and the Director of the Bradbury Gallery and secure a consensus opinion on the aesthetic merit of the proposed work. The Chancellor will consult with the PAC, and others as appropriate for site approval. Prior to the approval or denial of the permanent installation of a work of art (as defined above) on the ASUJ campus, the Chancellor will meet with the PAC for discussion and to secure a consensus opinion on the work, site and other pertinent considerations.

Upon the consensus opinion reached by the PAC and the Chancellor of ASUJ the following options will apply:

- The proposal is approved and work may commence.
- The aesthetic and technical/engineering merits of the proposal are approved, but the site needs to be altered. New site or site modifications must be established prior to approval. Upon approval of the site or site modifications, work may commence.
- The aesthetic merits of the proposal and the site are approved, but the technical/engineering standards need to be altered. New technical/engineering standards must be established prior to approval. Upon approval of the new technical/engineering standards, work may commence.
- Neither the site nor the work is approved. The proposal is denied and the work will not be installed on the ASUJ campus. This consensus opinion is final and is not open to appeal.

Projects not completed within the agreed upon timeline would need to be resubmitted for approval. Upon approval, work may continue with a newly established timeline. If denied, the work must be removed at the artist's/donor's expense. This consensus opinion is final and is not open to appeal.

◦ Guidelines for Review

1. **Aesthetic Merit:** Is the proposed gift an artwork with strong aesthetic merit? Aesthetic merit refers to the application of sound formal design principles as well as clearly articulated conceptual framework.
2. **Technical Quality:** Is there evidence of professional working methods that will support long-term care and conservation efforts? Being work intended for extended exposure to the elements, is the work fabricated to professional standards and capable of withstanding wind, rain, snow, ice, intense heat and high humidity? Is the work structurally engineered to insure the safety of the viewing public?

3. An appropriate site shall be available.

◦ Site

Will the work occupy a significant site on campus, for example an entrance to the campus or a major building or renovation project? How well does the proposed work complement the site both aesthetically and conceptually? What impact will the proposed artwork have on the environment? That is, how will it affect animal habitats, erosion, drainage and other environmental features?

◦ Recognition

ASUJ will provide appropriate recognition of the donors of works of art, unless said donors wish to remain anonymous. Works of public art, as defined above, must have a plaque placed near the work that recognizes the donor(s), unless said donors wish to remain anonymous, the artist(s) and/or designer(s), as well as the title, media and date(s) of the work.

◦ Procedure

The PAC does not wish to discourage the submission of proposals by establishing a rigid format; therefore, the following list is meant only as a guide to help those wishing to put forward work(s) for consideration by the Public Art Committee.

Further, it is recommended that interested parties wishing to offer works of art to ASUJ community consider making an initial inquiry via letter to the Chancellor prior to the submission of a complete proposal. Submission of a letter of intent would facilitate the scheduling and convening of the Public Art committee, and allow for a review of potential sites on campus.

The suggested format for proposals is as follows:

1. A. Cover letter stating the nature of the proposal (donation of existing work, commission of new work, loan or permanent gift);
2. B. List of contact information for all parties involved (names, addresses, phone numbers, e-mail addresses);
3. C. Slides and/or photographs of the work(s) to be considered (if extant), and/or plans and/or drawings of the proposed new work(s);
4. D. A written description of the work(s) to be considered. Address the following areas:
 - 1. Aesthetic merit;
 - 2. Technical and engineering quality;
 - 3. Site analysis;
 - 4. Analysis of liability;
 - 5. Budget;
 - 6. Plans for recognition (or desire for anonymity) of the donor(s);
 - 7. Maintenance and preservation plan;
 - 8. Installation plan;
 - 9. Time-line for implementation;

5. E. A Resume or curriculum vitae of each artist(s), member of the design team and professional fabricator.
6. F. Other support materials such as catalogs or reviews.

Adopted by SGOC 09FA-38 - Rev. 1/22/10

Relocation Allowance for New Faculty and Professional Staff

- **03-15 — Relocation Allowance for New Faculty and Professional Staff**

- **Arkansas State University - Jonesboro**

- **Effective Date:** August 2, 2004

- **Number:** 03-15

- **Section:** Administration

- **Subject:** Relocation Allowance for New Faculty and Professional Staff

- To outline allowable relocation costs and to clarify non-allowable costs:

Arkansas Code 19-4-522 (5) (e) allows the payment of employee moving expenses from state funds by institutions of higher education. Within the fiscal limitations of departmental units of Arkansas State University a dean, director, or department head may pay an amount equivalent to up to 10% of the annual salary in moving expenses for new faculty or professional staff employees. The President, Chancellor, or a Vice Chancellor may authorize payments greater than this amount. The terms of agreement for payment of moving expenses should be included in the letter of appointment. The University's obligation applies to the movement of a "household" and does not constitute a separate allowance to each member of a family employed by the University.

- **A. Allowable Costs:**

1. Moving the employee's household goods and personal effects.
2. Travel, including lodging but not meals, from the former residence to the new residence. This includes one night of lodging upon arrival at the new home destination. Subsequent nights of lodging are the responsibility of the employee.
3. Since it is often more economical to ship books by parcel post, individuals should investigate this possibility and should keep receipts to submit with their request for reimbursement.
4. If the faculty or professional member elects to move himself/herself (U- Haul, etc.) rather than utilizing commercial movers, receipts should be kept for vehicle or trailer rental charges, gasoline and oil purchases, toll charges, and special labor charges (other than the faculty or professional himself/herself) required in assisting with loading and unloading.

- **B. The University does not share in the following costs:**

1. Storage of personal effects at either end of the move.
2. Additional insurance coverage over and above than normally carried by commercial moving companies.

3. Moving of household effects and personal books, not professional books, from an address other than the home address from which the individual is moving.
4. Tipping
5. Any subsequent moves from temporary to permanent housing not made within 6 months of the original move, nor agreed to upfront in writing as part of the employment offer.

- Move scheduling should be done as soon as possible upon acceptance of employment, within one year from start of employment. Three written moving estimates must be secured for any amounts over \$20,000.

Payment will be made directly to the moving company by the university, or reimbursement for moving household goods and personal effects may be made to the employee, up to the amount authorized for the move. Original receipts are required for all reimbursements.

Procurement Services will not resolve any problems encountered with any moving companies. Regardless of how the employee manages a household move, moving expense payments to vendors of ASU employees must follow University Procedures. During the move, the moving company may ask for guidance from the employee being moved. The employee being moved must understand that verbal instructions to the moving company may constitute a contract. ASU will not pay for verbal charges outside the written contract, and the employee will be solely liable. The moving employee needs to exercise caution to avoid this personal additional expense. When in doubt concerning a request from the moving company, call Procurement Services at 870-972-2028 for assistance.

- **THE FOLLOWING STEPS SHOULD BE FOLLOWED WHEN HOUSEHOLD GOODS MOVING SERVICES ARE REQUIRED.**

1. Inform your new employee in writing of the allotted amount the department is willing to pay for moving expenses.
2. The new employee must attain three bids for any estimate over the \$20,000 threshold. Once they have received the cost estimates and selected the moving company, they should contact their ASU department with the information. The department should then follow through with an approved requisition to Procurement Services with the following information:
 - A. Name and phone number of employee moving;
 - B. Name of contracted moving company and quote number, if applicable
 - C. Date of move and any pertinent particulars needed to ensure a successful move;
 - D. Copies of three the estimates (if over \$20,000) or a written quote for submittal (if under \$20,000). The employee should assure that the estimates/quote are within the authorized budget before the move takes place. Any questions should be directed to Procurement Services before the employee signs the contract.
 - E. Location employee is coming from and moving to.

Revised on 12/06/2022.