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Academic Affairs and Research

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02-01---Patents

ASU System Policy

Effective Date: December 7, 2012; Revised December 5, 2014

Subject: Patents

1. Purpose

Arkansas State University will secure ownership of and protect both the Originator's and the University's interests in patentable inventions or discoveries.

2. Definitions.

A. Arkansas State University. Arkansas State University (ASU) means all the campuses within the Arkansas State University System, now and in the future.

B. Originator. Originator means any ASU employee or student who in the course of Scholarly Production makes an invention or discovery that is subject to being patented.

C. Scholarly Production. Scholarly Production means any research, creative activity, or development activity which is directly related to the duties and responsibilities for which an employee or student has been compensated by or through ASU or for which the employee or student makes more than incidental use of facilities owned, operated, or controlled by ASU to create the Scholarly Production. The receipt of student financial aid, except for financial aid provided for the purpose of conducting research, creative activity, or development activity, does not constitute student compensation.

D. Incidental Use. Incidental use means occasional utilization of University facilities for limited amounts of time. The use of routinely available office equipment, including computers and commercially available software, and routinely available reference materials constitutes incidental use when used occasionally for limited amounts of time.

E. Patent. Patent means that bundle of legal rights which protect inventions or discoveries.

F. Patentable Inventions or Discoveries. Patentable Inventions or Discoveries shall be defined as set out in the current United States Code. Patentable Inventions or Discoveries include any new and useful process, machine, manufacture, or composition of matter, or any new and useful improvement thereof.

G. Moment of Creation. Moment of creation means that point in time when a Patentable Invention or Discovery is first conceived or recognized by the Originator.

H. Royalty-Free License. Royalty-Free License means a non-exclusive, nontransferable license for ASU's unrestricted use of the Patentable Invention or Discovery for noncommercial educational or research activities, the license being without royalty payments.

I. Net Income. Net Income means the gross income received by the owner of the patentable invention or discovery less the costs for commercialization, patenting, licensing, or obtaining legal protection for the invention or discovery. Salaries or overhead for the Originator or any staff shall not be deducted when calculating Net Income.

J. Sponsored Research. Sponsored Research means Scholarly Production for which ASU has received external or provided internal monetary support.

K. Facilities. Facilities means buildings, equipment, software, reference materials, or other resources provided for the use of students, faculty, and staff but not generally available to the public.

3. Arkansas State University Patent Policy

Arkansas State University is committed to securing immediate ownership of Patentable Inventions or Discoveries created by employees and students in the course of their Scholarly Production at the University. ASU will work with the Originator to commercialize Patentable Inventions or Discoveries to the mutual benefit of the Originator, ASU, and the public. In order to insure that ASU is granted immediate ownership, Originators, as a condition of employment or enrollment, do hereby, make an immediate assignment of all ownership rights in Patentable Inventions and Discoveries to ASU effective at the moment of creation.

To document the immediate assignment required by this policy, Originators also execute a Written Assignment as set out below.

4. Process

A. Written Assignment

As a condition of employment or enrollment, employees and students will confirm in writing at the time of Disclosure their immediate assignment as an Originator of all Patentable Inventions or Discoveries to ASU effective at the moment of creation.

B. Disclosure

All Originators shall furnish a full and complete disclosure of any Patentable Invention or Discovery immediately after the moment of creation to the office designated by the chancellor of that campus to manage research and technology transfer.

C. Review of Disclosures

Each chancellor shall designate a person responsible on that campus for reviewing disclosures who will recommend one of three possible actions following his or her review. ASU may:

1. Retain all ownership rights and develop the Patentable Invention or Discovery for commercialization at ASU's discretion;
 2. Assign all rights to the Originator but retain a Royalty-Free License;
- or
3. Assign all rights to the Originator.

D. Development.

The owner of the Patentable Invention or Discovery bears the responsibility and financial burden of developing and marketing the invention or discovery and all legal fees and other costs related to obtaining and maintaining patent protection, unless otherwise negotiated.

If ASU does not furnish notice of intent to retain ownership rights of the Patentable Invention or Discovery within ninety (90) days after disclosure, the Originator may request that ASU transfer its rights subject to the retention of a Royalty-Free License or assign all rights to the Originator. ASU shall respond within thirty (30) days to the request of the Originator designating which of the three actions in 4.C. will be taken.

If ASU does not file a provisional patent within one (1) year of furnishing notice of intent to retain ownership rights of the Patentable Invention or Discovery, ASU shall assign all rights to the Originator if the Originator so

requests.

If ASU chooses to patent an invention or discovery but takes no steps within two (2) years of disclosure to develop the invention or discovery commercially, the Originator may request that ASU transfer its rights subject to the retention of a Royalty-Free License or assign all rights to the Originator. ASU shall respond within thirty (30) days to the request of the Originator designating which of the three actions in 4.C. will be taken.

E. Distribution of Income

In consideration of the provision of facilities or compensation by ASU to allow Originators to create Patentable Inventions or Discoveries and in consideration of disclosure and immediate assignment of Patentable Inventions or Discoveries by Originators to ASU, Net Income from the commercialization of a Patentable Invention or Discovery will be distributed as follows:

1. For the first ten thousand dollars (\$10,000.00) of Net Income, the Originator, Originator's heirs, successors, or designee shall receive eighty-five percent (85%) of that Net Income with the remaining fifteen percent (15%) belonging to the ASU campus at which the Originator is or was employed or enrolled.
2. Once the ten thousand dollar (\$10,000.00) plateau has been reached, Net Income up to two million dollars (\$2,000,000.00) will be divided fifty percent (50%) to the Originator, Originator's heirs, successors, or designee with fifty percent (50%) belonging to the ASU campus at which the Originator is or was employed or enrolled.
3. Once the two million dollar (\$2,000,000.00) plateau has been reached, Net Income will be divided forty percent (40%) to the Originator, Originator's heirs, successor, or designee with sixty percent (60%) belonging to the ASU campus at which the Originator is or was employed or enrolled.

Net Income will be distributed on an annual basis with payments being made within sixty (60) days after the end of a calendar year in which Net Income from the invention or discovery have accrued.

F. Sponsored Research

Rights to Patentable Inventions or Discoveries produced as a result of Sponsored Research, including research sponsored by the Arkansas State University Research and Development Institute, Inc., are determined by the contractual or grant agreements negotiated between ASU and the sponsor. Federal law controls the disposition of inventions or discoveries made while utilizing federal funds. ASU must comply with all federal laws and agency regulations regarding ownership of inventions or discoveries, including

obtaining immediate assignment of ownership rights from the Originator.

(Adopted by the Arkansas State University Board of Trustees on December 5, 2014, Resolution 14-52. Supercedes policy approved on December 7, 2012, Resolution 12-40, which superceded all sections addressing Patents in the Intellectual Property Policy adopted on February 25, 2005. All remaining sections of the Intellectual Property Policy continue in full force.)

02-02---Misconduct in Research

ASU System Policy

Effective Date: May 4, 2012

Subject: Misconduct in Research

1. Purpose

In recent years, well-publicized cases of misconduct in university research, including fabrication of results, plagiarism, and misrepresentation of findings have aroused concern among research institutions, individual investigators, sponsors of research, professional societies, and the general public. Although verified instances of such dishonest behavior are relatively rare, they raise serious questions about the integrity of the research process and the stewardship of public and private research funds. Institutions of higher education, in particular, enjoy a centuries-old tradition of integrity and objectivity, and cases of dishonesty in research by members of the university community must be dealt with carefully and thoroughly if the institution is to merit continued public confidence and trust.

Certain federal agencies have issued directives requiring awarding institutions to establish procedures for inquiry into, and investigation of, alleged or apparent misconduct in scientific research conducted, funded, or regulated by these agencies. Misconduct in research outside scientific field is equally serious. Accordingly, the following policy is established to apply to all instances of alleged or apparent misconduct in research conducted at any campus of the Arkansas State University System.

The policy applies to all research conducted by faculty, staff members, or students of Arkansas State University System.

2. Definitions

For the purpose of this policy, the following definitions will be employed:

Misconduct. Misconduct will be defined in accordance with the definition required or provided by the agency funding the research. In the event that the funding agency does not require or provide a definition of misconduct, or in the event that the research is not funded by an agency, misconduct is defined as: (1) fabrication, falsification, plagiarism, or other serious deviation from accepted practices in proposing, conducting, or reporting the results of research; (2)

material failure to comply with university or sponsoring agency requirements affecting the conduct of research; or (3) failure to meet other material legal requirements governing research activities.

Inquiry. An inquiry is an informal review of an allegation of misconduct in research for the purpose of determining whether there is reasonable cause to believe that a university employee or student has engaged in such misconduct.

Investigation. An investigation is an in-depth review of an allegation of misconduct in research for the purpose of determining whether or not a university employee or student has engaged in such misconduct.

3. Arkansas State University System Misconduct in Research Policy

The Arkansas State University System will act vigorously to discourage and detect misconduct in research; will take appropriate disciplinary action against any of its employees or students who engage in such misconduct, as revealed by a careful investigation; and will inform and cooperate with those agencies sponsoring research that appear likely to have been affected by such misconduct.

Any individual who believes that he or she has knowledge of an act of misconduct in research by an Arkansas State University employee or student is responsible for communicating this information to the coordinator of organized research for that campus or the Office of the Chancellor. The coordinator of organized research for that campus, or the Chancellor's designee, shall conduct an inquiry and, if warranted, an investigation into the allegation in accordance with that campus's operating procedure. Each campus within the ASU System shall create, utilize, and enforce an operating procedure for inquiry into and investigation of allegations of research misconduct.

(Revised May 4, 2012, Resolution 12-12. Adopted by the Arkansas State University Board of Trustees on June 23, 2009, Resolution 09-26, supercedes the Misconduct in Research Policy of October 11, 1990, and revisions of December 16, 1992.)

02-03--Human Research

Arkansas State University - Jonesboro

Effective Date: 07/01/91

Number: 02-03

Section: Research and Academic Affairs

Subject: Human Research

Persons conducting research at Arkansas State University 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 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 regulation, any systematic activity involving the collection and/or analysis of data on human subjects for the purpose of advancing generalizable 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.

Arkansas State University will maintain an Institutional Review Board for the Protection of Human Subjects (IRB). The IRB has the authority to review any research project involving human subjects that is associated with the university 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 or not any research project constitutes human research, and whether research procedures are ethical, will be made by the IRB.

02-04--Faculty Replacement - Illness and Emergency

Arkansas State University - Jonesboro

Effective Date: 07/01/91

Number: 02-04

Section: Research and Academic Affairs

Subject: Faculty Replacement - Illness and Emergency

Situations which require replacement of faculty due to illness or emergencies are considered on a case-by-case basis by the Provost. Arrangements should, whenever possible, be made prior to surgery or related medical treatment.

02-05-- Extra Compensation for Faculty

Arkansas State University - Jonesboro

Effective Date: 11-15-11

Number: 02-05

Section: Academic Affairs

Subject: Extra Compensation for Faculty

The salary of full-time faculty members, chairs of academic departments, and directors at Arkansas State University is considered as compensation for all regular assigned activities performed in the areas of teaching, research, administration, or service for or in the name of the university. However, the University is aware that these individuals may be called upon from time to time to perform additional tasks which are above and beyond their assigned responsibilities. Full-time faculty members, chairs of academic departments, and directors may be approved to receive additional compensation for assuming such responsibilities. Exceptions to this guideline must be approved by the Chancellor of the University. Activities eligible for extra compensation under this guideline are of two types and all must be self-supporting activities.

Type I. Non-credit activities funded from sources other than the University budget

1. Instructional: courses, workshops, seminars, in-service training, and similar activities.
2. Other: service activities, research assignments, consultation, collaborations, or creative works.

Type II. Off-campus credit courses

General restrictions are applicable to both types:

1. The dean or supervisor must certify that the individual is working a full load and that the activity for which additional compensation is recommended is beyond the normal expectations of the position.
2. The task for extra compensation shall not interfere in any way with the regularly assigned teaching, research, service, advising, or administrative responsibilities of the individual, as certified by the dean/department chair/supervisor. Classes shall not be missed in order to engage in these activities.
3. A request for extra compensation must be approved in advance of the activity by the dean/department chair/supervisor and the appropriate vice chancellor.
4. Extra compensation will not be allowed when a conflict of interest is involved.

Restrictions which apply to Type I activities only are:

1. Regularly assigned activities of one's primary department or a department in the same college do not qualify for additional compensation.

2. Activities must be self-supporting.

Restrictions which apply to Type II Activities only are:

1. A faculty member is limited to one off-campus credit course per contract period for extra compensation. Budgeted university funds may be used for this purpose.

(During summer sessions, individuals are limited to a total teaching load of six credit hours per five-week session, including both on- and off-campus courses.)

2. Monthly line-item maximum salaries may not be exceeded because of payments resulting from extra compensation.

3. The stipend which may be paid for teaching off-campus credit courses may be revised periodically by the Provost and the Vice Chancellor for Finance and Administration and will be limited by the line-item maximum salaries for each rank.

Compensation under this guideline shall be governed by the following:

1. Stipends for extra compensation for both Type I and Type II Activities must be paid at the regular pay period for the time period in which the work is performed. That is, compensation may not be paid during the summer or an interim period for service performed during the academic year.

2. The maximum extra compensation that a faculty member can receive during a contract period for both Type I.A. and I.B. activities is limited to twenty (20) percent of the individual's contracted salary. The maximum extra compensation that a faculty member can receive during the summer for both Type I.A. and I.B. activities is limited to twenty (20) percent of the individual's salary for a full-time summer teaching load.

3. The maximum amount which may be paid as extra compensation for Type I.A. activities IS NOT LIMITED by the individual's line-item maximum salary.

4. The maximum amount which may be paid as extra compensation for Type I.B. activities IS limited by the individual's line-item maximum salary.

Reviewed 11/15/2011.

02-07--Departmental Challenge Exams

Arkansas State University - Jonesboro

Effective Date: 07/01/91

Number: 02-07

Section: Academic Affairs

Subject: Departmental Challenge Exams

Various academic departments administer challenge examinations in specific courses or on certain subject matter areas upon the request of students enrolled in courses at the University. An official form, Request for Credit by Examination, from the Registrar's Office must be completed by the student, and the student must pay a nonrefundable fee for each examination. Challenge examinations must be taken prior to the student's last enrollment preceding graduation.

Credit by departmental challenge examination is not awarded for courses the student has already completed, courses less advanced than those already completed, or courses for which a CLEP examination exists.

Note: Arkansas Act 88 of 1979 - Nursing Students. Arkansas ACT 88 of 1979 provides opportunity for nursing students to obtain college credit by examination. A registered nurse (R.N.), may transfer/challenge up to sixty (60) semester hours credit. A licensed practical nurse (L.P.N.) may challenge up to thirty (30) semester hours credit. Confer with the Dean of the College of Nursing and Health Professions for more information. Reviewed 11/15/2011.

02-08 --Residency Regulations

Arkansas State University - Jonesboro

Effective Date: 08/12/97

Number: 02-08

Section: Academic Affairs

Subject: Residency Regulations

The purpose of these recommendations is to enable the administrative officers of the Arkansas state-supported colleges and universities to make comparable decisions in classifying students as "in-state" or "out-of-state" and to accord fairness and equity to the students and at the same time to protect the interests of Arkansas higher educational institutions, and that of Arkansas taxpayers, from unfounded claims advanced for the purpose of evading payment of proper charges for educational services.

1. No student shall be admitted to a state-supported college or university in Arkansas and be classified as an "in-state" student for student fee purposes unless he or she is a bona fide domiciliary of Arkansas and has resided in this state in that status for at least six consecutive months prior to the beginning of the term or semester for which the fees are to be paid.
2. An out-of-state student enrolled for a full, or substantially full, program of courses or credits at an educational institution is considered to be in Arkansas primarily for the purpose of attending school and not for the purpose of establishing in good faith a true, fixed and permanent home constituting an Arkansas domicile. Continued presence in Arkansas during vacation periods or during a period or periods when not enrolled in an educational institution, where any one such period does not extend for at least 6 continuous months, shall not justify reclassification to an in-state student status.
3. Initial classification as an out-of-state student shall not prejudice the right of that student to be reclassified thereafter for following semesters or terms of enrollment as an in-state-student, provided he or she has actually acquired a bona fide Arkansas domicile and has resided in Arkansas thereafter for six continuous months duration as such domiciliary prior to his or her reclassification by a college or university. In similar manner, an in-state student shall be reclassified for future semesters and terms where his or her domicile is moved to some other state.
 - a. For Arkansas college and university purposes, a local domicile, together with residing here as such for six continuous months or more, is acquired through Arkansas coming to be one's home and his residence as distinguished from a temporary sojourn in Arkansas as a student, and involves the probability of remaining in Arkansas beyond graduation

b. The single fact of residence in Arkansas for at least six continuous months of attendance as a student enrolled in an Arkansas state-supported college or university or in any other colleges or universities in Arkansas, neither constitutes nor necessarily precludes the acquisition of a basis for reclassification, but is a factor to be considered.

4. The responsibility for registering under a proper classification for this purpose is placed upon the student, and it is the duty of each student at each time of registration, if there be any question of his or her proper classification or reclassification for fee purposes, to raise the question of his or her status with the registrar's office in order to have such question settled by the registrar.

a. Any classification initially on enrolling and re-enrolling in a college or university, or any reclassification, made or concurred in by the registrar may be appealed for review and determination to the designated administrative person who, in his discretion, shall conduct informal hearings, receive evidence, and make an investigation as may be appropriate so that he may render a decision with notice thereof to the affected student.

b. Written notice of such appeals procedure shall be provided to each student raising the question of his or her status with the registrar.

5. A student from outside of Arkansas shall have the burden of establishing by proof any claim that he or she is entitled to be treated as an in-state student for fee purposes, and evidence to that effect must be presented in writing, verified under oath by the student. Mere self-serving claims of local domicile and duration of stay are of little weight. A student who knowingly gives erroneous information in an attempt to evade payment of out-of-state fees shall be subject to dismissal from a college or university.

DEFINITIONS AND REGULATIONS

1. "Domicile", in order to constitute one an "in-state" student, means that Arkansas is the legal home and place of permanent living of such student for all purposes, and that the intention to make one's permanent home here has been manifested objectively by good faith acts, and that mere physical presence here is alone insufficient. In this sense, domicile is the equivalent of a legal residence. The rule requires that a domiciliary of Arkansas be also physically present in such domiciliary status in Arkansas for at least six continuous months prior to recognition of that status for fee purposes.

2. For purposes where the student's status is dependent upon the domicile and place of residing of his or her parent or parents, the definition in (1) above shall govern the determination of domicile of the parents. Neither the mere fact of presence in Arkansas with his or her children while the latter are attending a college or university of some other educational institution or institutions in Arkansas, nor the mere ownership of property located in Arkansas is sufficient proof of such local domicile and place of residing, but are to be considered together with all pertinent circumstances.

3. The domicile and legal residence of a minor student is the same as:

a. That of the parents or surviving parent; or

b. That of the parent to whom custody of the minor has been awarded by a divorce or other judicial decree; or

c. That of the parent with whom the minor in fact makes his home, if there has been a separation of parents without judicial award of custody; or

d. That of an adoptive parent, where there has been a legal adoption, even though the natural parents or parent be living; or

e. That of a "natural" guardian, such as grandparent or other close relative with whom the minor in fact makes his home, where the parents are dead or have abandoned the minor.

4. Appointment of a guardian in a state outside of Arkansas will attribute the domicile of the minor student to that of his or her out-of-state guardian.

Establishment of guardianship or adoption for the purpose of evading fees will not be recognized.

5. A minor emancipated by the law of his domicile or on reaching the legal age of majority has the power which any adult has to acquire a different domicile and a different place of residing; however, his prior domicile of origin continues until he clearly establishes a new one. Marriage constitutes emancipation of minors, both male and female.

Note: Act 892 of 1975 states:

All persons of the age of eighteen (18) years shall be considered to have reached the age of majority and be of full age for all purposes, and until the age of eighteen (18) is attained, they shall be considered minors. Any law of the State of Arkansas which presently requires a person to be of a minimum age of twenty-one (21) years to enjoy any privilege or right, or to do any act, or to participate in any event, election or other activity, shall be deemed to require that person to be of a minimum age of eighteen years; except that this Act shall not repeal, amend or otherwise affect any existing laws concerning or in any way relating to beer, wines, spirituous, vinous, or malt liquors, or other alcoholic beverages, and the sale thereof to persons under twenty-one (21) years of age.

□ For either an adult or an emancipated minor to acquire a domicile in this state he must have permanently left his parental home, must have established a legal home (domicile) of permanent character in school here, and resided here for six continuous months as an Arkansas domiciliary, and must have no present definite intent of removing therefrom as of a time certain.

□ Determination of local domicile shall be based on a review of all pertinent factors and circumstances which collectively may reasonably be deemed to objectively manifest a state of mind regarding domicile.

□ Students living in the states bordering Arkansas who receive mail at an Arkansas post office are not domiciliaries of Arkansas.

□ If a member of the Armed Forces is stationed in the State of Arkansas pursuant to military orders, he or she and his or her unemancipated dependents, shall be entitled to classification as in-state for fee paying purposes.

International Students

The following guidelines are to assist University personnel in determining residency

status of nonimmigrant students. The key issue is establishing when the student has the requisite intent to make Arkansas his or her home.

A nonimmigrant alien may establish Arkansas as his or her residence by changing his or her immigration status from nonimmigrant to immigrant, including resident alien. In either case, once a nonimmigrant student submits to the Immigration and Naturalization Service his or her petition for immigrant status, the individual should be evaluated by the same criteria as a resident from another state who is attempting to establish Arkansas residency. The following examples should help in making appropriate determinations.

Permanent Resident Alien, who has lived in Arkansas as a permanent resident alien for five years. Immediately eligible for in-state tuition rates.

Permanent Resident Alien, who moved to Arkansas from another state less than six (6) months ago. Eligible for consideration for in-state tuition rates at the end of six (6) months.

Nonimmigrant Alien Student, who marries Arkansas citizen, does not petition for immigrant status. Not eligible for in-state tuition rates.

Nonimmigrant Alien Student, who marries Arkansas citizen, petitions for permanent resident status. Eligible for consideration for in-state tuition rates six (6) months from date of petition.

Nonimmigrant Alien Student, petitions for permanent resident status. Eligible for consideration for in-state tuition rates six (6) months from date of petition. In other words, after applying for permanent resident status, the student should be evaluated by the same criteria as a student who moved here from another state. These examples are guidelines only. Each residency request must be considered on its own facts. As in all cases considering in-state residency, additional documentation of year-round residence, voter registration, place of filing tax returns, property ownership, driver's license, car registration, marital status, and additional documentation of intent to remain should be considered in determining whether Arkansas residency has been established.

These guidelines for international students are based on opinions from the University's Legal Counsel.

Reviewed 11/15/2011.

02-09--Reassignment of Faculty Workload

Arkansas State University - Jonesboro

Effective Date: 07/01/91

Number: 02-09

Section: Research and Academic Affairs

Subject: Reassignment of Faculty Workload

Research, Creative Projects, Administration And Public Service Reassignment

It is the objective of Arkansas State University (ASU) to foster research, creative activities, and public service of its faculty by providing faculty members an opportunity for reassignment of workload from teaching.

To implement this objective, colleges should file statements of operational procedures with the Office of the Provost. Such statements should define eligibility requirements, proposal guidelines, the proposal review process, submission and decision timelines, and reporting requirements. Each statement is subject to include the following provisions:

1. Reassignments may be approved when (1) the reduction in course offering will still permit student needs to be met, or (2) when uncommitted funds can be used to permit the appointment of a part-time instructor to cover the section from which the full-time faculty member is to be reassigned.
2. There should be a procedure to distribute the reassignments equitably, but strategically.
3. Criteria should be established for awarding the reassignments to the most deserving applicants.
4. A system of departmental and/or college committees should be established to process applications and make recommendations to the chair and dean.
5. Proposals for reassignment must be received and processed in time to allow orderly scheduling and staffing decisions prior to the semester in which the reassignment is requested.
6. Faculty members who receive reassignments are required to submit reports to the Provost after completing the assignment summarizing their achievements, and these reports will be considered in making future reassignments.

For approval of a reassignment request under these procedures, deans should forward the Request for Reassignment for Research, Creative Projects Administration, and Public Service to the Provost.

For each faculty member receiving a reassignment of load from teaching, funds in an amount proportional to the workload reassignment will be transferred from the departmental instructional account to the departmental research, public service, or administration account.

Adopted November 1989.

Chairing Theses

Faculty members who chair masters and specialist theses are eligible for one course load reduction for research or other scholarly work after the completion of three (3) theses.

Reviewed on 11/15/2011.

02-10--Key Provisions of Captioning & Accessibility Operating Procedure-Summary

Arkansas State University

Effective Date: August 18, 2023

Number: 10

Section: 2

Subject: Key Provisions of Captioning & Accessibility Operating Procedure-Summary

Captioning and Accessibility Operating Procedure: Summary and SGOC Document

The following 4 pages present the substantive, prescriptive provisions of Operating Procedure No. 2 10. A copy of the complete procedure, as adopted by the SGOC, follows afterward. The 4-page document following this cover page outlines a brief rationale for the procedure, implementation, and responsibilities of faculty and Access and Accommodations. The SGOC approved policy will provide greater details.

02-12--Endowed Positions

Arkansas State University - Jonesboro

Effective Date: 06/24/2025

Number: 02-12

Section: Academic Affairs and Research

Subject: Endowed Positions

Policy on the Nomination, Appointment, Evaluation, and Renewal of Endowed Positions

1. Purpose

This policy outlines the procedures for the nomination, appointment, evaluation, renewal, and termination of endowed academic positions, as well as the financial and administrative processes associated with such appointments.

2. Nomination and Appointment

Candidates nominated for endowed positions must demonstrate a consistent record of excellence in scholarship, teaching, and service, in alignment with the purpose and intent of the donor.

Initial appointments are made upon nomination by a dean to the Provost. Final approval rests with the Office of the Provost. Upon approval, the appointment must be confirmed through a formal letter of appointment issued annually, outlining the terms and expectations associated with the endowed position.

3. Evaluation

Each individual holding an endowed position will undergo regular evaluation to ensure they continue to meet the high standards associated with the role. The evaluation will focus on performance in scholarship, teaching, service, and any additional criteria specified in the endowed position agreement.

Evaluations are conducted by the dean and reviewed in conjunction with the Office of the Provost. Feedback may also include input from faculty committees, department chairs, or other relevant stakeholders.

4. Renewal and Termination

Endowed positions are subject to a formal review annually. During this review, the individual's performance will be evaluated as described above. Based on the results, the individual may either be reappointed for an additional term or the position may be terminated.

Additionally, a formal letter of renewal or non-renewal will be issued by the Office of the

Provost following each review cycle.

If it is determined that the individual has committed misconduct during their term, the position may be terminated prior to the scheduled renewal review.

5. Financial Management of Endowed Funds

The availability of funds for endowed positions is determined by the Arkansas State University System Foundation. Endowment funds must meet the criteria for being deemed "spendable" before any disbursement may occur. Spendable funds are defined in accordance with Foundation policy, which includes consideration of fund earnings, preservation of the principal, and compliance with donor intent and relevant legal guidelines.

Only when endowed funds have been officially designated as spendable by the ASUS Foundation may they be allocated to support salary supplements, research, or other approved uses associated with the endowed position.

Last revised 6/24/2025