Operational Management - Scheduling, Staffing, & Records

Efficient scheduling, equitable staffing, and accurate records management support the department’s teaching, research, and service missions while ensuring compliance with institutional policy.

- Faculty Handbook
- Finding University People, Offices & Resources
- Human Resources & Payroll – EPAF Resources
- Knowledge Base Best Practices
- A-State Operating Procedures
- Office of the Provost - Operating Procedures | Academic Integrity
- Office of the Provost - Operating Procedures | Provost's Inclement Weather
- Office of the Provost - Operating Procedures | Volunteer Memorandum of Understanding

Faculty Handbook

II.B.1. Teaching Load (Pg. 26-27)

II.B.2. Overloads (Pg. 27-28)

II.B.3. Reassignment of Faculty Workload–Research, Creative (Pg. 28-30)

II.E. Summer School Appointments (Pg.35 - 36)

II.F. Continuing Performance Evaluation – Pg. 36

II.G. Annual Performance Evaluation (Include II.G.1. and II.G.2.) – Pg. 36- 37

II.H. Schedules of Classes – Pg.40

V.P.2.a. Faculty Replacement–Illness and Emergency – Pg. 127

View online source material:

- Faculty Handbook | Astate Knowledge Base

Finding University People, Offices & Resources

With the transition to A-State's new website, the former A–Z Index is no longer available. The following resources can help faculty and staff locate university personnel, offices, contact information, services, and other commonly used resources.

Faculty, Staff & Office Directories

Faculty & Staff Directory

Campus Offices Directory

University Resources & Services

Faculty & Staff Resources: A central starting point for commonly used employee resources, including academic calendars, teaching and instructional support, university policies, forms, Human Resources, and other faculty and staff services.

A-State Knowledge Base: Access university procedures, instructional guides, technical support information, and departmental resources. The Knowledge Base includes information maintained by various university offices and departments.

Pack Portal: Access university systems, applications, announcements, and other resources available to A-State faculty and staff.

Campus Locations

Campus Maps & Directions: Campus maps and directions to university buildings and facilities can be accessed through the footer of the A-State website.

Human Resources & Payroll – EPAF Resources

View online source material:

- Payroll Services | EPAF
- Payroll Services | EPAF Guides

Knowledge Base Best Practices

View source material:

Knowledge Base Guide

A-State Operating Procedures

View online source material:

- Academic Affairs | Operating Procedures

Office of the Provost - Operating Procedures | Academic Integrity

View online source material:

Academic Affairs | Academic Integrity

Office of the Provost - Operating Procedures | Provost's Inclement Weather

ASU System | Inclement Weather Operating Procedure

During periods of inclement weather, the Office of the Provost at Arkansas State University asks the A-State community to be flexible and responsible regarding classes and assignments.

In the Event the University remains open

All classes will continue as scheduled.

Online Instruction and Power or Connectivity Issues

In the event of power or connectivity issues, faculty should be prepared to allow extra time as necessary for online coursework.

Commuter Students

Commuter students are encouraged to use good judgment in deciding whether to drive to campus during inclement weather. Student safety is important to A-State, but we cannot account for the local circumstances of every student when a decision to open or close the university is made.

Student Communication Responsibility

When the decision is made not to travel to campus under this policy, it is the responsibility of the student to immediately contact each professor upon return to explain the circumstances and to determine the need to complete any missed assignments.

Missed Assignments and Coursework

Students who are not able to safely travel to campus are responsible for all missed assignments during inclement weather within a time frame to be determined by the professor. When notified by a student that they are unable to safely commute, professors are asked to honor the absence as excused and not impose any attendance penalty.

Faculty Cancellation

If a faculty member cannot travel and cannot conduct class, they should alert their chair/dean as soon as possible and notify students of changes.

In the Event the University is Closed

Face-to-Face Courses

When the university is closed due to inclement weather, all face-to-face classes are cancelled.

To remain in compliance with U.S. Department of Education, Higher Learning Commission, and Arkansas Division of Higher Education course modality definitions, faculty cannot change the modality of their face-to-face classes to online delivery due to inclement weather. Only classes originally designated for online modality can continue during inclement weather closures.

Online Instruction

During times of university closure, online courses continue as usual. In the event of power or connectivity issues, faculty should be prepared to allow extra time as necessary for online coursework.

In the Event the University Opens Late and or Closes Early

As a reminder to faculty and students, on days with delayed opening, “all academic classes regularly scheduled to begin prior to the delayed opening time will be cancelled and will not meet”. Similarly, on days with 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 a specified time.”

Inclement Weather Related Announcements and Updates

Regarding inclement weather alerts, Arkansas State reminds all students that official announcements will be made only through official university communications. The official university homepage, AState.edu, is supplemented by the verified university social media accounts -- on Facebook (Facebook.com/ArkansasState) and X (formerly Twitter) (@ArkansasState).

Email communication for emergency and weather alerts is provided to the official AState.edu issued faculty and staff or student accounts. Individuals who have signed up for text alerts will also receive notices of opening and closures.

Updated January 19, 2024

Office of the Provost - Operating Procedures | Volunteer Memorandum of Understanding

A Volunteer Memorandum of Understanding (MOU) must be completed before an individual begins providing volunteer services on behalf of the department or university.

Volunteer candidates should first complete the appropriate vetting and approval process required by the department. Once approved, the department should submit the applicable Volunteer MOU documentation.

Because volunteer roles and requirements vary across campus, each department may maintain its own Volunteer MOU form and approval process. If your department does not have an established Volunteer MOU form or process, please contact the Office of the Provost for assistance.