



The University of Arkansas at Pine Bluff  
Faculty/Staff Handbook  
REVISED - SPRING 2023

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THE INFORMATION CONTAINED IN THIS HANDBOOK IS NOT INTENDED  
TO ESTABLISH AN EMPLOYMENT CONTRACT OF ANY KIND OR  
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## Welcome

It's the beginning of a new era for the University of Arkansas at Pine Bluff, and we are excited and honored to welcome you to this institution. We believe it will be a Golden Era of Excellence that is student-focused, success-driven, and mission-based.

We will remain steadfast in our goals to improve customer satisfaction and student success as we seek to increase our recruitment and graduation rates. The University of Arkansas at Pine Bluff has a great history, filled with outstanding students, staff, faculty, proud alumni, supporters and friends. We must honor and embrace that history with a positive outlook, determination and perseverance. Let's all work together to make this year the beginning of the Golden Era of Excellence!



Dr. Laurence B. Alexander  
Chancellor

## Mission

The University of Arkansas at Pine Bluff is a public comprehensive HBCU 1890 ~~Grand-~~ Institution. The University embraces its ~~legend~~ mission of providing cutting edge research, teaching, outreach, and service programs that respond to the social and economic needs of the state and region. Its mission is to promote and sustain excellent academic programs that integrate quality instruction, research, and student learning experiences responsive to the needs of a racially, culturally, and economically diverse student population. Ultimately, the University is dedicated to providing access and ~~opportu~~ opportunity to academically deserving students and producing graduates who are equipped to excel through their contributions and leadership in a 21st century national and global community.



Diversity, Equity, Inclusion and Compliance Mrs. Tonisha N. Davis, Director

Title IX Statement

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance”

*Title IX, Education Amendments of 1972*

*(Title 20 U.S.C. §1681 1972 & 34 C.F.R. Part 106)*

Functions and Responsibilities

To evaluate and investigate discrimination complaints filed by students and staff.

To respond to complaints filed against the University of Arkansas with state and federal agencies and monitor the resolution of such complaints.

To serve as management liaison to governmental enforcement agencies and minority community groups and organizations.

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## Social Media Handles & Policy – Let's Get Connected

## I. EMPLOYMENT CATEGORIES

### A. FACULTY, ADMINISTRATORS AND STAFF

A faculty member is an employee who holds the rank of instructor, assistant professor, associate professor, professor or distinguished professor. Other titles that have faculty status and academic rank are dean of libraries, librarian, associate librarian, assistant librarian, curator, associate curator, assistant curator, instructional development specialist I and II and extension specialist I, III, and IV. Extension specialists hold academic rank only when they are appointed in academic units.

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BOTH THE EMPLOYEE AND THE HIRING DEPARTMENT TO MONITOR THE NUMBER OF HOURS AN EXTRA- HELP EMPLOYEE WORKS. THE HUMAN RESOURCES OFFICE WILL ALSO MONITOR THE NUMBER OF HOURS AN EXTRA-HELP EMPLOYEE WORKS, AND WILL MAKE EVERY EFFORT TO NOTIFY THE DEPARTMENT PRIOR TO THE TIME THE 1,500 HOUR LIMIT WILL BE MET.

## II. EMPLOYMENT POLICIES AND PROCEDURES

### A. DRUG-FREE WORKPLACE

It is the policy of UAPB to maintain an educational





When an employee is involuntarily demoted or voluntarily solicits a demotion, the rate of pay shall be fixed in the lower graded position at a rate equal to six percent less than the employee's rate of pay at the time of demotion for a demotion of one grade, and a maximum of eight percent less than the employee's rate of pay at the time of demotion for a demotion of two or more grades.

**J. TRANSFERS AND LATERAL CHANGES**

Employees transferring from a classified position to another, at the same grade, are eligible to remain at the same salary. Employees transferring from a classified position to another at a higher or lower grade are considered as being promoted or demoted as appropriate. This policy applies to employees transferring between State agencies and/or institutions without a break in service, and employees returning to service within two pay periods after leaving.

**K. USE OF UNIVERSITY NAME (Board of Trustees Policy 100.7)**

The institution's name is used in many contexts and for a wide range of purposes. Use

objectives of UAPB. Conflicts of commitment are situations where employee time and effort given to outside activities and interests interfere with their obligations and responsibilities.

There may be rare occasions when conflicts of interest and commitment are unavoidable; however, the failure to disclose situations that have the potential for or involve actual conflicts of interest or commitment is a violation of policy.

Situations that have the appearance of, potential for or involve actual conflicts of interest or commitment must be reported, in writing, to the employee's immediate supervisor. Written disclosure should be made by the employee before any arrangements, whether verbal or written, are made concerning the conflict. Modification to existing arrangements should be reported as they occur. In addition, continuing arrangements



III. COMPENSATION POLICIES AND PROCEDURES

A. PAYROLL DISTRIBUTION

Payroll is issued semi-monthly on the 15<sup>th</sup> and the last day of each month. If either of these days falls on a Saturday, Sunday, or holiday, checks will be available on the Friday

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miscellaneous deductions do not apply. Payments are separate from regular payroll checks, and do not affect or become a part of an employee's base salary.

#### F. WORKERS COMPENSATION

When an employee is injured while working, the accident should be immediately reported to the supervisor. If medical attention is necessary, the employee will be sent to a physician. If an injury is sustained at night or on a weekend when the physician's office is closed, the employee will be taken to Jefferson Regional Medical Center. Supervisors will instruct the injured employee on procedures for securing treatment. Supervisors or coworkers should not hesitate to call an ambulance where there is evidence of serious injury to a fellow employee. The driver should be directed to take the employee to the nearest hospital emergency facility.

As soon as the employee's physical condition permits, a notarized statement should be filed with the Human Resources Office describing the circumstances of the injury. The statement should answer the questions of WHO, WHAT, WHEN, WHERE, WHY and HOW the injury occurred, and should include the names of all witnesses.

Depending on the nature and extent of the injury, UAPB will file a report of the injury with the Arkansas State Worker's Compensation Commission. In such cases, UAPB will work closely with the employee and supervisor in filing the claim. The department head should make a thorough investigation of the injury and contact the Human Resources Office for the necessary forms within twenty-four (24) hours of the injury. These forms should be completed and returned to the Human Resources Office as soon as possible so they may be mailed to the Public Employee Claims Division of the Arkansas Insurance Department.

#### G. FAIR LABOR STANDARDS ACT

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12 through 20 years	14 hours	21 days
Over 20 years	15 hours	22.5 days

Annual leave is cumulative; however, no employee may have in excess of thirty days (240 hours) on December 31 of each year. Annual leave may not be accumulated during leave without pay when it exceeds ten or more days within a calendar month. Annual leave is granted on the basis of work days, not calendar days. Annual leave must be earned before it can be taken, and is deducted from the employee's accrued leave in increments of not less than one hour.

Upon termination, resignation, retirement, or other action by which a person ceases to be an employee, the amount due an employee from accrued annual leave or holiday leave, not to exceed thirty working days, or sixty (60) working days due to the death of an employee, inclusive of holidays, shall be included in final pay to the employee or employee's estate. NO EMPLOYEE RECEIVING SUCH ADDITIONAL COMPENSATION SHALL RETURN TO UAPB EMPLOYMENT PRIOR TO THE EXPIRATION OF THE PERIOD FOR WHICH THIS ADDITIONAL COMPENSATION WAS RECEIVED.

**B. ANNUAL LEAVE FOR NON-CLASSIFIED EMPLOYEES**

Twelve-month non-classified employees receive 22.5 days of annual leave from the onset of employment, earned at a rate of five hours per month.

Annual leave benefits are granted to all non-classified, non-student employees and part-time appointed employees in proportion to the time worked, provided the employee works half-time or more.

EMPLOYEES WHOSE PERIOD OF EMPLOYMENT IS SCHEDULED TO CHANGE FROM TWELVE -MONTHS TO NINE -MONTHS MUST TAKE ALL ACCRUED LEAVE BEFORE THE END OF THE TWELVE- MONTH PERIOD. AN EMPLOYMENT PERIOD SHALL NOT BE EXTENDED FOR THE PURPOSE OF PAYING AN EMPLOYEE FOR ACCRUED LEAVE, AND NEITHER SHALL LUMP -SUM TERMINAL PAYMENT BE MADE UNLESS AN EMPLOYEE TERMINATES EMPLOYMENT WITH UAPB.

Annual leave is cumulative; however, no employee may have in excess of thirty days (240 hours) on December 31 of each year. Annual leave may not be accumulated during leave without pay when it exceeds ten or more days within a calendar month. Annual leave is granted on the basis of work days, not calendar days. Annual leave must be earned before it can be taken, and is deducted from the employee's accrued leave in increments of at least one hour.



NO EMPLOYEE RECEIVING SUCH ADDITIONAL COMPENSATION SHALL RETURN TO UAPB EMPLOYMENT PRIOR TO THE EXPIRATION OF THE PERIOD FOR WHICH THIS ADDITIONAL COMPENSATION WAS RECEIVED.

Faculty members do not earn annual leave.

### C. SICK LEAVE (ALL EMPLOYEES)

Sick leave is available to employees working 1,000 hours or more per year. Paid sick leave is not granted as vacation leave and can only be used when an employee is unable to work due to sickness, injury or for medical, dental or optical treatment. Sick leave, not to exceed three days per occasion, may also be granted to employees due to the death or serious illness of an immediate family member and for purposes of the Family and Medical Leave Act (FMLA). For purposes of sick leave, an "immediate family member" means an employee's father, mother, sister, brother, husband, wife, child, grandparent, in-law or any individual acting as a parent or guardian of an employee. An employee shall be required to furnish to his/hersupervisor a certificate from an attending physician for five or more consecutive days of sick leave. Applications to use sick leave must be filed within two days after the employee returns to work.

Eligible employees accrue sick leave at the rate of eight hours for each completed month of service up to a maximum of 960 hours. Sick leave may not be accumulated during leave without pay when such leave totals ten or more days within a calendar month. When an employee is laid off for budgetary reasons or the curtailment of activities, and within a six-month period becomes an employee, accrued sick leave may be reinstated. Sick leave is granted on the basis of work days and not calendar days. Sick leave is deducted from the employee's accrual in increments not less than one hour. Workdays such as weekends and holidays falling within a period of sick leave are not charged as sick leave.

Absence due to illness or disability, except for maternity leave, is charged in the following order: sick leave, annual leave, and leave without pay. Employees absent from work due to a temporary occupational injury or illness, and who are entitled to worker's compensation benefits may, upon proper application, utilize accrued sick leave as a supplement to worker's compensation.

Maternity leave will be treated as another leave for sickness or disability, except that an employee who is unable to work because of pregnancy may elect to take a leave of absence without pay to avoid exhausting accumulated annual and sick leave. Upon return from leave, an employee will return to the same or comparable position to the one occupied prior to the leave. An employee must give the supervisor as much notice as possible prior to beginning maternity leave, and at least two weeks notice prior to returning to work. Both notices must be in writing.

## HOLIDAYS

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E. COURT AND JURY LEAVE

An employee who serves as a witness, juror or party litigant shall be entitled to regular compensation in addition to any fees paid by the Court for such services or necessary appearances in any court. Such absences shall not be counted as annual leave. An employee shall give reasonable notice of the summons to the supervisor.

employee's mother, father, sister, brother, husband/wife, child, grandchild, grandparents, in-laws or any individual who has acted as parent or guardian to the employee.

#### H. EDUCATIONAL LEAVE

A full-time employee may be granted educational leave by the President of the University of Arkansas System when an employee will continue in the service of UAPB, or when there is a written contract. The amount of salary paid during this period will be agreed upon by an employee and the President or Chancellor, but may not in any case exceed an employee's regular salary.

#### I. WORKERS COMPENSATION

If an employee is injured or becomes ill due to a work-related incident, the (eg)-44w.5d ( )Tj 0.24 0 n( a)4

L. VOTING

In most communities, polls remain open long enough to allow an employee time to vote before or after working hours. In cases of extreme hardship, such as having to travel a great distance to a polling place, an employee will be permitted to report to work late, or to leave early in order to vote. The time permitted for this purpose will not reduce an employee's leave or pay. If it is necessary for an employee to be away from the office for this purpose, the employee must notify his/her immediate supervisor prior to election day.

M. LEAVE REPORTING

All leave taken must be reported using a standard form available from the Human Resources Office or website. The leave report must be signed by the employee and supervisor, and be retained by the department for five years.

V. EMPLOYEE BENEFITS

A. HEALTH INSURANCE (Board of Trustees Policy 430.1)

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An employee may purchase additional life insurance at the employee's expense. Enrollment must be accomplished within thirty days after an employee's first day of work, unless proof of insurability is provided. Additional or optional life insurance increases an employee's coverage and the amount dispersed to the designated beneficiary. An employee may purchase dependent life insurance for a spouse or other eligible dependent.

Accidental death and dismemberment insurance is available to eligible employees and dependents. If an employee or a covered dependent dies as the result of an accident on or off the job, the beneficiary will receive 4 (nd (i)-2 o( s)-1op(i)f)3itnd (i)-2 404 Tc10 u4 ( s)-4 (ndg







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In the event the chancellor determines that the grievance will be addressed by a committee, the chancellor shall forward the grievance, along with all relevant materials, to the chair of the Employee Hearing Committee with a written request that the Committee consider the grievance.

**C. ACADEMIC EMPLOYEE COMPLAINT RESOLUTION**

For purposes of these procedures, an “academic employee” is an employee holding the faculty rank of instructor, assistant professor, associate professor, professor, distinguished professor; graduate assistant or lecturer; and an employee who performs duties, full or part-time, directly related to instructional and/or research functions.

A “grievance” means a dispute concerning the terms and conditions of employment arising from an administrative decision the employee alleges is in violation of rights under, or a failure to apply, established personnel regulations, policies or practices, or which results from a misinterpretation or misapplication thereof. These procedures do not include matters concerning non-appointment Tw 2.6 / TTs3 (di)-2 (s)-1 mlisalteure or (pr)3 (nTw 2.



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If an employee wants to terminate employment with UAPB, the employee should give a least two weeks advanced notice to the



Probationary Period: The

Year: Year will be either a fiscal year (July 1 through June 30 next) or an academic year (fall and spring semesters of the same fiscal year), unless otherwise designated.

## II. APPOINTMENTS

The following principles shall apply to appointments to faculty positions:

### A. General

Appointments shall be for a specified period of time not to exceed one fiscal year. Except for appointments to faculty positions for summer school, appointments shall not extend beyond the end of a fiscal year.

Recommendations for appointments to the faculty will be made by the departmental chairperson after consultation with the departmental faculty concerned and subject to the approval of the dean, chief academic officer, and chief executive officer of the campus, who alone shall make the final recommendation for appointment. (See definition of appointment, Page I.)

### B. Initial Appointment

Criteria and procedures for the initial appointment of all faculty members on a campus shall be adopted by the faculty at campus through its governance structure; the deans and chief academic officer of the campus shall have an opportunity to give their advice.



Criteria and procedures for successive appointments of all faculty members on a campus shall be adopted by the faculty of that campus through its governance structure; the deans and chief academic officer of the campus shall have an opportunity to give their advice regarding these criteria and procedures; these criteria and procedures must be submitted to the Chancellor of the campus and the President for approval. More detailed criteria and procedures may be adopted by the faculty and chairperson of each academic unit; these criteria and procedures shall be submitted to the dean, the chief academic officer of the campus, the Chancellor of the campus, and the President for approval.

<sup>1</sup>For the purpose of this policy, and in referenced ~~and~~ involving professional librarians, extension specialists, instructional development specialists, or museum curators, the terms "chairperson," "administrative officer," and "administrator" refer to the director or head librarian.

### III. PROMOTION

Promotion in academic rank shall be based primarily on the accomplishments of the individual while in the most recent rank. No minimum time in rank is required before a faculty member is eligible for promotion, nor is there a maximum time an individual may remain in a given rank except as limited by Sections IV.A.4. and IV.A.11. However, individual accomplishments and potential for continued value to the University are required for promotion.

Recommendations for promotions shall originate with the chairperson, who shall inform the faculty members who are being considered for promotion and shall give them the opportunity to submit material which they believe will facilitate consideration of their competence and performance. Each campus shall provide for the submission of peer





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11. An individual in a tenure-track position who was not awarded tenure with any of the first six academic years or fiscal year appointments must be evaluated as specified in Section IV.A.6. during the sixth appointment. If he or she is not approved for tenure, the seventh appointment shall be a terminal appointment.
12. A faculty or staff member holding tenure rights may be dismissed for cause only after the procedures prescribed in Section V.C. have been followed. A tenured person notified that he or she will be so dismissed will, except in cases of moral turpitude, be given notice of dismissal twelve months prior to termination of employment. This provision does not create an award of severance pay. The dismissed employee shall continue to receive his or her salary and benefits for the full performance of University responsibilities and duties assigned for the period between dismissal notice and final termination.

University professors who are not offered a next successive appointment for the period following the expiration of a current appointment.

The appointment of a non-tenured faculty member may be terminated effective at the end of the appointment period, at the option of either the individual or the University.

A chairperson, dean, or chief academic officer who decides not to recommend a non-tenured faculty member for reappointment shall notify him or her in writing in accordance with the following schedule and shall enclose a copy of this section with the letter of non reappointment:

Not later than March 1 of the first year of service, if the appointment expires at the end of that year; or at least three months in advance of its termination if the appointment terminates during the first calendar year of continuous employment.

Not later than December 15 of the second year of service, if the appointment expires at the end of that year; or at least six months in advance of its termination if an appointment terminates during the second calendar year of continuous employment.

At least twelve months before the expiration of the terminal appointment after two or more consecutive academic, fiscal, or calendar years in the institution. The terminal appointment will be for the academic or fiscal year, according to the appointment last held by the individual.

The individual, upon being notified that he or she will not be reappointed, may request an interview within ten working days after receipt of the notice, first with the dean of the school or college, or other appropriate administrators, then, if the employee requests it, within an additional five working days, with the chief academic officer of the campus. The dean of the school or college, or other administrator and the chief academic officer jointly will, within ten working days, make the final decision on any request that the decision be reconsidered.

Department chairpersons and other employees of that campus may be requested to participate in their individual capacities in the interviews by the individual concerned by the chief academic officer, or by the dean or other appropriate administrator.

If the individual does not request these interviews within the time limits stated above after receipt of notification of non-reappointment, the matters shall be considered closed.

### C. DISMISSAL

This section applies to all faculty members.

#### 1. Preliminary Proceedings

When a chairperson or dean has reason to consider a decision to dismiss a person who hasten her rights or an untenured faculty member prior to the expiration of an

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#### 4. Hearing Committee

The faculty of each campus shall establish a systematically rotated panel of faculty from which hearing committees can be drawn. To hear a particular case a committee, selected from the panel in accordance with campus policies, shall be

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exercise reasonable efforts to protect the rights of the parties in the reception of evidence.

#### 6. Consideration by Hearing Committee

The committee shall formulate its recommendation in private, on the basis of the hearing. Before doing so, it shall give opportunity to the individual and chief executive officer of the campus or his or her designated representative to make oral statements before it. If written arguments are desired, the committee may request them. (The 1985 Act, P.L. 400-15 (2) 512 ETJEM9 (p. 06) 26 CH (002) 312 282 The format



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IX. CAMPUS SERVICES

A. SECURITY  
The Police and





E.Elections

1. Election of these offices will be held in April of each year. Officers will take office July 1 for a term of one year.
2. A nominating committee, appointed by the chairman, will propose nominees to be included on the ballot. Nominations will also be accepted from the floor.
3. A simple majority of the Assembly members present is required for the election of officers provided a quorum (simple majority) is present.
4. In addition to the chairman and vice chairman, seven Senators at large will be nominated by the committee and elected by the Assembly to serve a one-year term in the Senate. The Senators at-large will take office on July 1.
5. The 25 student representatives to the Assembly will be elected by the Student Senate at a meeting to be held in September. These representatives will be elected from the student body as a whole. The names and addresses of those elected will be submitted to the chairman of the Assembly not later than October 1, at which time they will take office.

**A. MEMBERSHIP**

Members of the Senate are drawn from the Assembly, and include both ex-officio and elected members. Elected members have the right of voice and vote. Ex-officio members have the right of voice only.

1. Ex-Officio Members: Ex-Officio members are the Chancellor, Vice Chancellors, Deans and Directors
2. Elected Members
  - a. Each academic department elects one of its own members
  - b. Seven Assembly members are elected by the Assembly as Senate representatives at-large
3. Four student assembly members elected by the Student Senate

**B. ELECTIONS**

Elections are held in April of each school year for departmental representatives and members at-large, and in September for student members.

1. Departmental Representatives: The president of the Senate will notify each department head in the Department Handbook -6 (en)-u3,

hoc committees to perform special services as needed and will sit as an ex-officio, non-voting member on all committees.

5. The parliamentarian will serve as chairman of the Senate Rules Committee, the members of which will be appointed by the president. The Rules Committee will establish procedures for the conduct of meetings. (.)]TJ ( )T j -0.004 Tc 0.004 - ( to)]TJ



8. Minutes: The president of the Senate is responsible for ensuring prompt publication and distribution of the minutes of Senate meetings.

9. Minutes will be forwarded promptly to the Chancellor and senators, with a copy deposited in the John Watson Library. Each senator in turn, is responsible for disseminating information within his/her department, including posting the minutes on departmental bulletin boards.

10. Summaries of meetings will be made available to all campus offices promptly after each meeting.



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- a. Vice Chancellor for Academic Affairs or designee who will chair the committee
  - b. Dean of the School of Education
  - c. University Librarian
  - d. One teacher/educator, excluding department chairperson, from each of the following areas:
    1. Agriculture
    2. Human Sciences
    3. Industrial Technology
  - e. A teacher/educator, excluding department chairperson, from each of the following areas:
    1. Early Childhood
    2. Secondary Education (two representatives)
    3. Middle School
    4. Health, Physical Education & Recreation
  - f. One academic advisor for teacher education majors from each of the following departments:
    1. Department of Art
    2. Department of Biology
    3. Department of Business & Economics
    4. Department of Chemistry
    5. Department of English, Speech & Drama
    6. Department of Social and Behavioral Sciences
    7. Department of Mathematics
    8. Department of Music
    9. One student majoring in education from each of the following areas:
      - a. School of Agriculture, Fisheries & Human Sciences
      - b. School of Business & Management
      - c. School of Science & Technology
      - d. Division of Military Science
      - e. School of Education
6. Student Academic Appeals Committee: The Student Appeals Committee will hear individual student grievances relating to academic probation, suspension and curriculum. Committee findings and recommendations will be forwarded to the appropriate office for review and disposition. The committee will be chaired by a senior faculty member and will be composed of the following:
- a. Five faculty members, one representative from each school
  - b. Three students. One representative from the aggrieved student's major department

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19. Homecoming Committee: The Homecoming Committee plans, coordinates and executes all activities pertaining to the annual homecoming celebration. The committee will be composed of the following:
- a. Two representatives from the Physical Plant area
  - b. Two representatives from the Department of Public Safety
  - c. Two representatives from the Music Department
  - d. Two representatives from the Industrial Technology Department
  - e. One representative from Athletics
  - f. One representative from the Department of Public Relations
  - g. Two representatives from the Student Union
  - h. Two representatives from Student Government Association
  - i. Ten faculty members
  - j. Five staff members
  - k. One representative from Finance and Administration
  - l. Four students
20. Library Committee: The Library Committee advises the librarian on services and policies for the University and the Pine Bluff Community. The committee interprets library service concepts to potential users; supports local, state, and national library services; reviews assessment reports on library development and facilities long range planning to assure excellence in library services. The committee will be composed of the following:
- a. One teaching faculty representative from each academic school
  - b. Two students
  - c. One library staff member
  - d. One community representative (usually a public librarian)
  - e. One librarian
  - f. One Associate Library Director (ex-officio)
  - g. One representative from the Office of Student Affairs
  - h. One Finance and Administration representative
21. Promotion and Tenure Committee: The Faculty/Staff Promotion and Tenure Committee is responsible for reviewing and updating general procedures and policies concerning promotion and tenure at UAPB. The committee will be composed of the following:
- a. One Personnel Office representative
  - b. One senator from each of the schools
  - c. Two senators from the Staff-at-Large positions
  - d. One representative from Academic Affairs
22. Retirement Committee: The Retirement Committee is responsible for ascertaining the individuals scheduled for retirement, making arrangements for recognizing their contribution to the University, and coordinating the recognition



ceremony. This committee will be appointed by the Committee on Committees.  
The committee will be composed of the following

- a. Two representatives from each school
- b. Two representatives from the staff
- c. One representative from personnel

23. Catastrophic Leave Committee: The Catastrophic Leave Committee shall be comprised of not fewer than three members. Committee members, including a Chairperson/Secretary, shall be appointed by the Chancellor and shall serve a length of time desired.

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## Important Numbers

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Department of Health, Physical  
Education & Recreation

870-575-8655

The following section is an addendum to the Faculty Handbook.