

I. UAMS

Introduction or About Faculty Handbook or Foreword:

Welcome to the University of Arkansas for Medical Sciences (UAMS) Faculty Handbook. This handbook was generated as an overview, which has a wealth of information and resources tailored to support the faculty and designed to serve as a compass for them. From institutional policies and procedures to valuable insights on teaching, research, and service components of the institution, this handbook was crafted to empower the faculty with the knowledge and tools necessary for success. As integral and intellectual contributors of our university, your role as a faculty is paramount and we hope that this handbook becomes a valuable companion in navigating the landscape of academia at UAMS.

Academic Senate Faculty Affairs Faculty Handbook Committee:

An ad-hoc committee under the Faculty Affairs Committee, this Committee is responsible for both creating the initial handbook and ensuring that it stays up-to-date. This involves regularly reviewing and updating the content to reflect any changes in policies, procedures, or relevant information.

Message from Chancellor:

Dear Faculty:

Welcome to the University of Arkansas at Medical Sciences. Our faculty here are at the core of the work we do in research, education and patient care. They teach tomorrow's health care professionals, make new discoveries at the forefront of medical research, and serve our patients directly in our hospitals and clinics, and so much more. UAMS is a special place because it has people like you doing necessary and important work every day for the people of Arkansas. You have become a part of something great, and I'm looking forward to the contributions you will make to better health in our state.

The policies and procedures in this Faculty Handbook will familiarize you with the administration and governance at UAMS. These are in line with our core values: integrity, respect, diversity and health equity, teamwork, creativity, excellence and safety. Once you've settled in with your new role, I encourage you to get involved across campus. Join committees. Volunteer. Get involved in leadership. I hope you'll find something both personally and professionally fulfilling. In the meantime, feel free to share any feedback you have. We are always looking to improve.

Thanks for all that you do as a valued member of Team UAMS.

*Sincerely,
Cam Patterson, M.D., MBA*

Message from Provost:

Dear Faculty Colleagues:

I am pleased to welcome you to the University of Arkansas for Medical Sciences, the state's only health sciences university.

A vital ingredient for success in the UAMS mission to improve health, health care and well-being is an engaged and thriving faculty community. This handbook provides information on our requirements and policies — but also the resources available to support success in your career, teaching and scholarly endeavors. Also, I believe it reflects our goals of transparency, shared governance and the importance of interdisciplinary participation to achieving our mission.

From my arrival as an assistant professor just over 30 years ago, I am a proud member of Team UAMS and our faculty. Through my career, I found valued collaborations, colleagues and mentors here by serving on committees, participating in UAMS programs and being active in the life of this institution. I encourage you to get involved in your department, college and around UAMS. Our faculty and campus are enriched by your enthusiasm and expertise, which in turn strengthens the quality of our programs for our learners, our patients and the state that we serve.

Sincerely,

*Stephanie Gardner
Provost and Chief Strategy Officer
Senior Vice Chancellor for Academic Affairs*

A. UAMS Mission and Scope:

i. Mission

The mission of UAMS is to improve the health, health care and well-being of Arkansans and of others in the region, nation and the world by:

- a. Educating current and future health professionals and the public;
- b. Providing high-quality, innovative, patient- and family-centered health care, we do this by providing specialty expertise not routinely available in community settings; and
- c. Advancing knowledge in areas of human health and disease and translating and accelerating discoveries into health improvements.

ii. Scope

- a. UAMS takes its core values of integrity, respect, diversity and health equity, teamwork, safety, creativity and excellence seriously; each supporting the freedom of expression articulated in university policies and routinely practiced by the community.
- b. These values are articulated to constituents in the classroom, in research laboratories and in the scholarship of basic science and health professional literature.

- c. These values are further expressed in the publications to which the faculty and students contribute, and in public forums as well as the many printed and electronic communications tools used throughout the UAMS campuses.
- d. UAMS fosters, encourages and expects honesty, accountability and transparency in pursuit of the highest ethical and professional standards in all that we do.
- e. UAMS takes responsibility for its performance, and engages employees, patients and families, learners and stakeholders in its critical decisions that are timely, complete and accurate.

B. History Synopsis:

i. Humble Beginnings

1. Just a few weeks before Thomas Edison invented the first light bulb in October 1879, eight physicians pooled their money and invested \$5,000 to start the first medical school in Arkansas. The eight founding physicians were led by Dr. P. O. Hooper of Little Rock, and the street where many patients and visitors now enter the UAMS campus is named in his honor.
2. The initial investment of \$625 made by each of the founding physicians now represents nearly \$4 billion in economic impact for the state of Arkansas from UAMS and its affiliates every year.
3. The former Sperindo Restaurant and Hotel in downtown Little Rock served as the first home for what was then known as the Medical Department of Arkansas Industrial University. As enrollment grew into the 20th century, the school was housed in several different locations, including the Old State House in downtown Little Rock. A new medical school was built in the 1930s with funding provided by President Franklin Roosevelt's Public Works Administration. Additional funding was provided by a tax on beer and liquor assessed by the Arkansas state legislature.

ii. Public Support

1. In 1951, Governor Sid McMath used funds from a new cigarette tax to secure \$7.4 million for a new [University Hospital](#) on a 26-acre site on West Markham Street in what was then the outskirts of Little Rock. The University of Arkansas Medical Center moved into the new hospital in 1956. Air conditioning came to patients' rooms 10 years later.
2. UAMS was transformed from a small medical school with a charity hospital into an academic health center and research leader under the direction of Dr. Harry P. Ward, who served as chancellor from 1979 to 2000. The Harry P. Ward Tower, which opened in 1997, is named in his honor. Dr. Ward was succeeded as chancellor by Dr. I. Dodd Wilson in 2000.
3. Building on the foundation laid by Dr. Ward, Dr. Wilson began the most ambitious building program in the institution's history. This round of expansion included nearly \$500 million in building projects begun in 2001 to provide additional space for education, patient care, research and outreach programs.
4. Among the projects was an education building opened in 2008 that the University of Arkansas Board of Trustees named the I. Dodd Wilson Education Building in honor of Wilson, who retired in late 2009. Wilson was succeeded by Dr. Dan Rahn.
5. In early 2009, UAMS opened a new hospital, a 540,000-square-foot facility with 234 adult beds (since expanded to 346 adult beds) and 64 neonatal beds. This facility enables UAMS to create comfort, hope and healing for more patients and families than ever before. Also in 2009, in response to a nationwide shortage of health care professionals, UAMS opened [Northwest Regional Campus](#) in

Fayetteville to help produce more physicians, nurses, pharmacists and other health care professionals.

6. In addition to its state-of-the art hospital and outpatient center, which serves as the center of the institution's now 84-acre campus, UAMS is home to the Colleges of Medicine, Nursing, Pharmacy, Health Professions, Public Health and a Graduate School with growing enrollment of 2,870 students and 799 resident physicians.

iii. UAMS Colleges

UAMS College of Health Professions:

The College of Health Professions (CHP) serves the state of Arkansas as the primary arm of the University of Arkansas in offering programs that provide education, service, and research in allied health professions. In fulfilling its mission, the College of Health Professions offers education and training opportunities for students of the allied health professions to prepare them as graduates to assume the roles of the professional. The College curricula coordinate the professional course work with the arts, humanities, and basic and social sciences into a total educational experience that emphasizes life-long learning in allied health professions. Degrees offered are: Audiology, Clinical Nutrition, Cytology, Dental Hygiene, Diagnostic Medical Sonography, Dietetics, Genetic Counseling, Medical Laboratory Sciences, Nuclear Medicine Imaging Sciences, Occupational Therapy, Physical Therapy, Physician Assistant, Radiologic Imaging Services, Respiratory Care, and Speech-Language Pathology.

UAMS College of Medicine

The mission of the UAMS College of Medicine is to improve health and increase knowledge through innovative teaching, groundbreaking research, state-of-the-art patient care and outstanding service to Arkansas, the nation and the world. It is Arkansas' only M.D. granting medical school and health sciences university. A three-year accelerated M.D. degree track is available at the UAMS Northwest Regional Campus for highly qualified students who plan to practice primary care. Student-centered active-learning curriculum fosters critical thinking. It offers 65 ACGME-accredited residency and fellowship programs with about 700 residents/fellows within the COM. Approximately 150 additional family medicine residents and two sports medicine fellows train at 7 of the UAMS Regional Campuses, where the faculty have COM appointments. Medical Scholars in Public Health post-baccalaureate program, a partnership of the UAMS colleges of Medicine, Public Health and Pharmacy, launched in 2021. Students work toward a Masters in Public Health while preparing for future application and admission to medical school.

UAMS College of Nursing

The UAMS College of Nursing prepares graduates for roles in administration, education, and nursing practice. Degrees offered are: Bachelor of Science in Nursing Program, Master of Nursing Science Program, Doctor of Nursing Practice, and Doctor of Philosophy in Nursing Program. In addition through UAMS Integrated Clinical Enterprise (ICE) they offer a Resource Nurse Program (RNP) to promote clinical excellence, quality and performance improvement, and continuous growth of UAMS professional nurses who provide direct patient care.

UAMS College of Pharmacy

The UAMS COP mission is to improve the health of all by preparing the next generation of pharmacists and scholars to address health needs, producing innovative solutions and optimal outcomes through scientific advancement, and pioneering the adoption and supporting the sustainability of accessible evidence-based pharmacy practice. Degrees offered are: Doctor of Pharmacy, PharmD/MBA, PharmD/MPH, PharmD/PhD. Furthermore, Certificate in Entrepreneurship and Certificate in Nuclear Pharmacy are the two certificate programs available.

UAMS Fay W. Boozman College of Public Health

The mission of the Fay W. Boozman College of Public Health is to improve the health and promote the well-being of individuals, families, and communities in Arkansas through education, research, and service. Degrees offered are: Master of Science in Healthcare Data Analytics, Master of Health Administration, Master of Public Health (MPH) in Biostatistics, Epidemiology, Environmental Health Sciences, Health Behavior and Health Education, Health Policy and Management, and Climate, Rural, and Global Public Health (online only). Doctor of Philosophy in Epidemiology, Health Systems and Services Research, Health Promotion and Prevention Research, as well as Doctor of Public Health (DrPH) in Public Health Leadership.

UAMS Graduate School

UAMS Graduate School enables graduate and professional students to undertake scholarly study and advanced research and prepare for professional work. School offers several graduate programs leading to Graduate Certificates, MS, and PhD degrees. Graduate Program in Interdisciplinary Biomedical Sciences (GPIBS), that after completing a common core curriculum, allows students to select among six different tracks that include Biochemistry and Molecular Biology, Cell Biology and Physiology, Microbiology and Immunology, Neuroscience, Pathobiology, or Pharmacology-Toxicology and Experimental Therapeutics. It also has graduate programs in Bioinformatics, Biomedical Informatics, Clinical Nutrition, Clinical and Translational Sciences, Communication Sciences and Disorders, Epidemiology, Health Promotion and Prevention Research, Health Systems and Services Research, Implementation Science, Nursing Science, Pharmaceutical Science, and Regulatory Sciences.

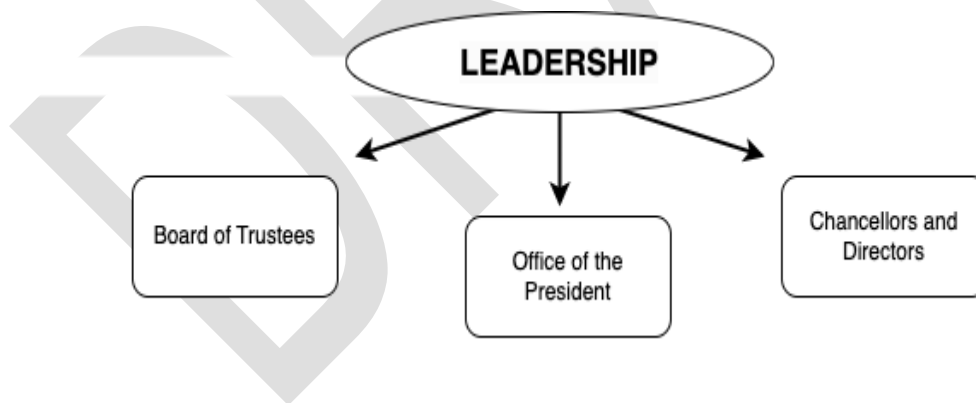
iv. Advanced Institutes

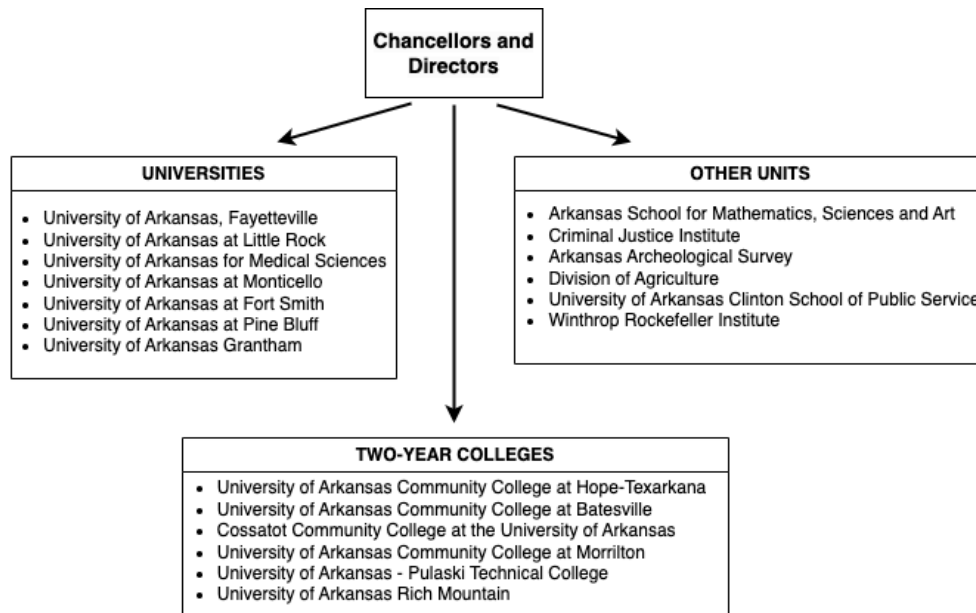
1. The [Winthrop P. Rockefeller Cancer Institute](#) serves as the official cancer research and treatment institution in Arkansas. The [Cancer Institute](#) was founded as the Arkansas Cancer Research Center in 1984 and renamed to honor the late lieutenant governor of Arkansas in 2007. A 12-floor expansion opened in 2010. The [Cancer Institute](#) has more than 130,000 patient visits per year.
2. The [Harvey & Bernice Jones Eye Institute](#) was founded in 1994 and houses the Department of Ophthalmology and the Pat & Willard Walker Eye Research Center. Through a nationwide network, the Arkansas Lions Eye Bank & Laboratory at UAMS provides the gift of sight to more than 400 patients each year.
3. The UAMS [Psychiatric Research Institute](#), adjacent to the main hospital, opened in 2009 and combines psychiatric research and education with inpatient and outpatient care as one of the most innovative psychiatric treatment and research facilities in the nation.

4. The [Jackson T. Stephens Spine & Neurosciences Institute](#) at UAMS is a center for research, education and clinical care related to the spine and features an expansive physical therapy room with special equipment that can measure minute improvements in patients' progress and a wheelchair-accessible swimming pool designed for water therapy.
5. The [Donald W. Reynolds Institute on Aging](#), home to the UAMS [College of Medicine](#) Department of Geriatrics, is one of the most recognized geriatric centers in the nation. The department was established in 1997 and by 2003 was listed in the top 10 geriatrics programs in medical schools by U.S. News and World Report. The [Institute on Aging](#) in 2012 opened a four-floor, 55,000-square-foot expansion, bringing the institute to eight floors. Two months earlier the institute dedicated a 396-foot pedestrian bridge connecting the Reynolds Institute with the nearby [Jackson T. Stephens Spine & Neurosciences Institute](#).
6. In 2011, UAMS established the [Translational Research Institute](#) for stimulating cooperative research that accelerates translation and application of scientific discoveries into clinical and community settings.
7. In 2024, [Institute for Community Health Innovation](#) was established for working with communities to create a better state of health for all. The institute seeks to identify and understand health needs through research and programs and work to create an environment where every person has access to their best health.

II. Governance of University of Arkansas System

A. Organizational chart





B. University Components

The University of Arkansas System administration includes vice presidents for finance, administration, academic affairs and university relations; the general counsel and associates; the internal audit department; the fringe benefits section; and support staff.

- Academic Affairs
- Finance and Administration
- General Counsel
- Internal Audit
- Government Relations
- UA System Office Directory
- Job Opportunities
- UA System Project One
- UA System Open Checkbook
- UA System Office Policies

C. Leadership

- Chancellors
The UA System universities and two-year colleges each have a chancellor as chief executive officer. The titles of the leaders of other affiliated UA System units are listed in the link below. The chancellors and unit leaders are responsible for enforcement of policies and procedures, budgets, regulations and carrying out decisions of the Board of Trustees.
<https://uasys.edu/leadership/chancellors-and-directors/>
- Board of Trustees

The Board of Trustees of the University of Arkansas (U of A) is the main governing body of UAMS. The board is composed of 10 trustees representing each of the state's four congressional districts. Appointed by and responsible to the Board of Trustees, the U of A president manages the offices and executes the policies of the U of A system. Each U of A campus has a chancellor, who reports directly to the president and oversees a cabinet of executive leadership. The Board of Trustees meets at five regular meetings each year, as well as on special occasions as required. Locations of the regular meetings are rotated among campuses and institutes.

The Board of Trustees Policies are established by the Board of Trustees of the U of A and are applicable to the campuses, divisions, and units of the U of A system.

(<https://uasys.edu/policies/board-policies/>)

U of A Systemwide Policies and Procedures are instituted by the U of A president's office to provide guidance and direction to campuses regarding certain administrative subjects. This includes guidance related to existing Board of Trustees Policies and other guidance that cannot be appropriately addressed in Board policy.

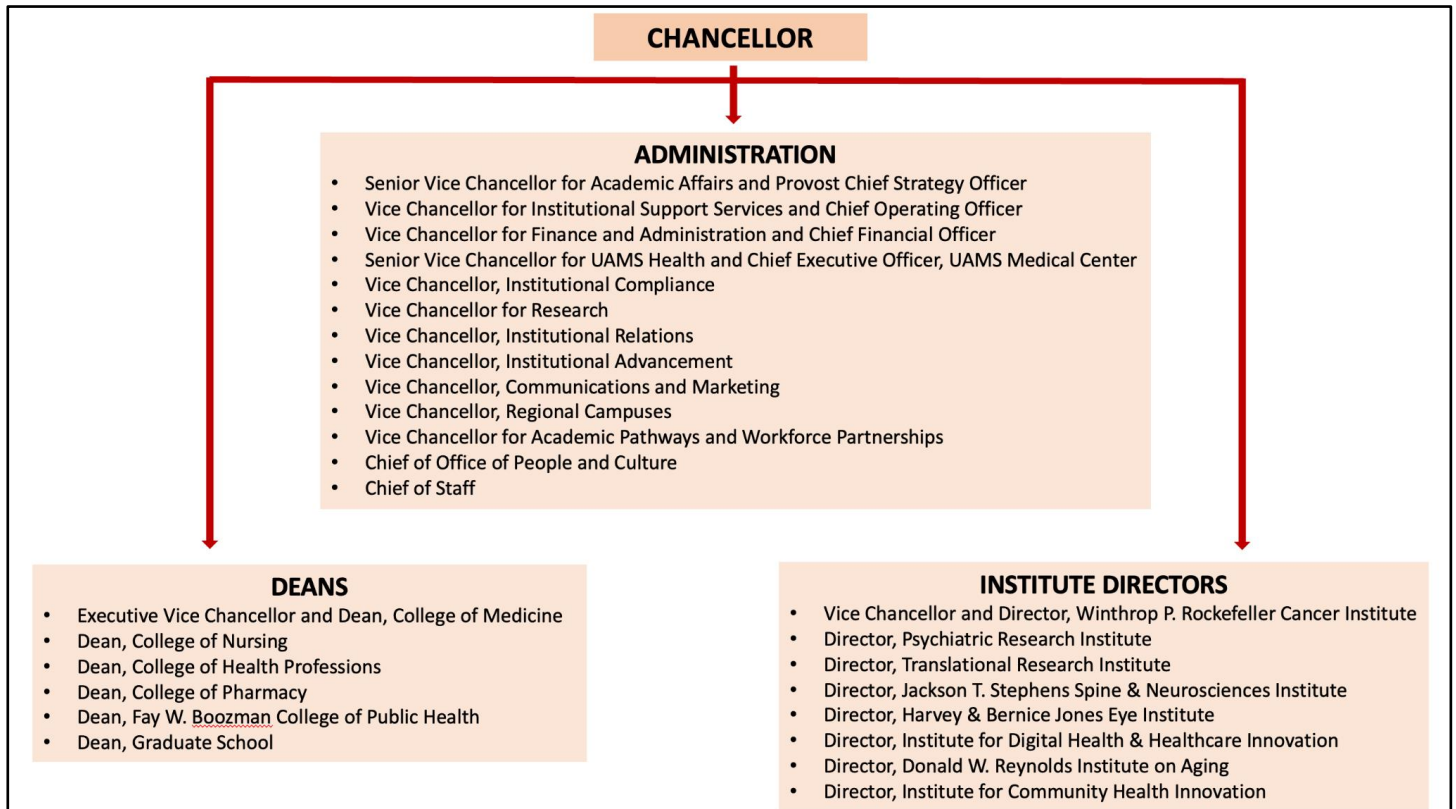
- University of Arkansas System

Since its inception, the University of Arkansas System has developed a tradition of excellence that includes the state's 1871 flagship, land-grant research university; Arkansas's premier institution for medical education, treatment and research; a major metropolitan university; an 1890 land-grant university; two regional universities serving southern and western Arkansas; seven community colleges; two schools of law; a presidential school; a residential math and science high school; a 100 percent-online university and divisions of agriculture, archeology and criminal justice. The individual entities of the UA System maintain cooperative strength as well as diverse offerings that exhibit unmatched economic and social impact to the state.

The UA System provides communities in Arkansas with access to academic and professional opportunities, develops intellectual growth and cultural awareness in its students and provides knowledge and research skills to an ever-changing society. The system enrolls more than 70,000 students, employs over 28,000 and has a total budget of more than \$4 billion. An intrinsic part of the texture and fabric of Arkansas, the UA System is a driving force in the state's economic, educational and cultural advancement.

III. Governance of UAMS

A. Executive Leadership- Chancellor’s Cabinet



Positions held as of January 2024

<https://web.uams.edu/about/leadership/chancellors-office/executive-leadership-chancellors-cabinet/>

Provost’s Office

The Provost and Chief Academic Officer of UAMS provides leadership to coordinate academic programs in partnership with the Deans and other campus officials. The provost oversees a number of departments and programs that promote academic excellence and enrich the campus’ intellectual environment, including Academic Services, Arkansas Commission on Child Abuse, Rape and Domestic Violence, Campus Life and Student Support Services, Center for Health Literacy, Centers for Simulation Education, Continuing Education, Educational Development, a Faculty Center, Interprofessional Education, Office of the University Registrar, the Library, and Institutional Research, Policy, and Accreditation.

Vice Chancellor for Academic Pathways and Workforce Partnerships serves to position the University of Arkansas for Medical Sciences as a national leader in developing strategic workforce partnerships across the state that broaden access to UAMS' academic programs and increase the healthcare workforce as well as partnering with entities across the state, including nonprofit organizations and educational institutions, to develop strategies, programs and initiatives that support the strategic academic access and workforce development goals of UAMS.

Vice Chancellor for Institutional Relations serves as the senior executive liaison with government officials concerning issues and proposed legislation that may affect UAMS funding, education, research, operations and economic development initiatives. The primary role of Institutional Relations is to advocate on behalf of UAMS by building and promoting positive relationships with federal, state, and local policymakers and stakeholders to ensure legislative funding and policy initiatives reflect the needs of UAMS. Legislative and funding priorities will be coordinated through the Office of the Chancellor.

Vice Chancellor for Communications and Marketing leads the office responsible for external and internal communications and marketing at the state's only academic health center and largest public employer. Communications & Marketing also oversees media relations, public relations, social/digital media, executive communications, UAMS publications, advertising, websites and web marketing, multi-media services, video production, publications, media training for faculty and staff, and crisis communications for UAMS. The Vice Chancellor serves as the official UAMS spokesperson, and is the primary contact for national media and for media requests made under the Arkansas Freedom of Information Act.

Vice Chancellor for Clinical Programs and CEO of UAMS Medical Center is responsible for UAMS hospital, outpatient clinics in central Arkansas, digital health clinics, and clinics at regional campuses across the state. He/she also serves as chair of the board of directors of the Baptist Health-UAMS Accountable care Alliance.

The Division of Institutional Advancement is responsible for cultivating private investment to support the UAMS Foundation Fund and advance the threefold mission of UAMS – education, clinical care and research. The Division supports fundraising efforts for all units of UAMS, including its colleges, institutes, centers of excellence and departments. Building strong relationships between friends of UAMS and its programs is key: we engage and involve friends in meaningful relationships with UAMS through one-on-one conversations and special events throughout the year.

Vice Chancellor of Institutional Support Services and COO leads, plans and directs Institutional Support Services and the 434 bed Hospital missions including Campus Operations, Information Technology, Security Support Services, Finance and Administration, Emergency Management, Police, Screening Program and Chief Operating Officer for hospital and state-wide facilities.

Vice Chancellor for Finance & CFO, The Finance Division provides management oversight and coordination of core functions including financial accounting and reporting, budgeting, cost accounting, decision support, treasury operations, revenue cycle, supply chain,

procurement, grants accounting, student accounts and financial aid, and contract services. It is our mission to ensure the financial integrity of UAMS through effective stewardship of resources, to utilize current financial best practices within health care and higher education, to offer exceptional customer service, and to work closely as a business partner with our clinical, research and academic leadership. For a comprehensive view of the Finance Division, we invite you to access the various links on our website which provide further information about our operations and services, reports, publications and financial data, current news and updates on important projects.

Vice Chancellor for Research & Innovation is to provide leadership in formulating and enacting strategies to expand research activities across UAMS. We encourage and support innovative interdisciplinary research to raise the competitiveness of UAMS in securing extramural funding from the state, federal, national and international agencies. Our immediate goal is to elevate UAMS to the next level of research excellence. Together, with an amazing cadre of basic, population-based and clinical researchers, we embark upon broad and challenged missions like reducing health disparities, establishing a leading-edge clinical practices, commercializing our intellectual properties, and attaining designation from the National Cancer Institute for the Winthrop P. Rockefeller Cancer Institute. With a clear direction, effective team management, and unwavering commitments we aim to better the health of Arkansans and of others in the region, nation and the world.

Vice Chancellor for Regional Programs will facilitate and coordinate clinical, education, and research activities throughout the Regional sites across the state. This will be done in collaboration with the Graduate Medical Education (GME) office as well as Service Line leaders.

Vice Chancellor for Compliance & Managing Associate General Counsel is responsible for coordinating and monitoring the efforts and programs of the compliance and legal divisions at UAMS. These two divisions assure that the actions of UAMS and its employees are compliant with all aspects of federal, state and local laws and regulations, as well as UAMS policies. The Vice Chancellor for Compliance & Managing Associate General Counsel will advise the University of Arkansas Board of Trustees, as well as UAMS' officers, administrators, faculty and staff on legal issues affecting the campuses and units of the University, including, but not limited to legal matters involving litigation, contracting, employment, education, and health care.

Vice Chancellor and Chief Officer of the Department of People and Culture is responsible for developing and implementing a Human Resources Strategic Plan consistent with the university's strategic plan, charting a course for change management, process improvements, leadership development, and greater organizational effectiveness for the university.

- **Council of Deans**

This is a monthly meeting of all the Deans together with the Provost for the purpose of discussion of key issues, strategic planning, policy final approvals, etc.

B. Campus Assembly (UA board policy 1210.1)

- **Constitution**

<https://www.uasys.edu/wp-content/uploads/sites/16/2022/06/1210-1-Constitution-of-the-Campus-Assembly-for-UAMS.pdf>

- **Academic Senate**

UAMS Academic Senate provides an organization that will permit a broad base for campus governance. It generates and promotes understanding, collaboration, and a sense of community, while providing a representative forum for the communication and exchange of ideas. The Academic Senate have the authority to make recommendations to the Provost on any matter of faculty affairs or campus-wide concern, including such matters as research facilitation, education, faculty appointment, promotion, tenure, dismissal, and non-reappointment as well as safety, security, salary and compensation, fringe benefits, work schedules, work conditions, job evaluations, grievances, and appeals and broad academic policies and programs at UAMS.

- **Faculty Affairs Committee:** The committee's primary responsibilities encompass the overall support and facilitation of faculty affairs at UAMS. It serves as a platform for the exchange of valuable suggestions, concerns, and complaints within this domain, generating recommendations to the Senate on all faculty issues, as well as educating faculty on the resources, support available to them. The committee's focus areas include the formulation of policies pertaining to the recruitment and retention of faculty, as well as a comprehensive examination of faculty perspectives on incentives, promotion, tenure, and related policies.
- **Members and Elections Committee:** This committee plays a crucial role in ensuring a fair and representative electoral process within the academic community. Tasked with meticulous planning, the committee is responsible for formulating a slate of nominees for each open office, taking care to include a diverse representation from both Colleges and campus-wide appointments. This slate, presented at the final Academic Senate meeting before the election, serves as a foundation for the democratic nomination process.

- **House of Delegates**

The House of Delegates, as the Complements the Faculty Senate when it comes to the shared governance of the university, oversees all faculty, staff and students, and reports to the chancellor's office on matters including traffic, working conditions, fringe benefits, good neighbor policies etc. If a member of Faculty Affairs relay an issue that has something to do with campus safety, fringe benefits or working conditions, this issue could be brought up and the House of Delegates would address it through the house to the chancellor's office or HR. Any faculty, staff or student can attend the meetings and join the house to become a voting member. The composition and responsibilities are listed in the Constitution of the Campus Assembly document 1210.1. The House of Delegates meet as a group monthly during the academic year and the Executive committee meets monthly year round.

C. UAMS Campus-wide Committees:

- **Academic Affairs Advisory Committee**

The Academic Affairs Advisory Committee aims to establish a platform for academic leadership to engage in discussions on pertinent matters, communicate with the broader academic community, and provide guidance to academic administrators. Areas where advice may be sought include course scheduling, budgeting, academic policies, new faculty orientation, annual reports, and outcomes assessment.
- **Academic Emergency Preparedness Committee**

The Academic Emergency Preparedness Committee was originally formed to develop the UAMS All Hazards plan and is charged with bringing forth issues dealing with EP from the Academic side of UAMS. This committee has been on pause since the start of COVID-19, but will be starting activities again soon.
- **Academic Policy Committee**

The Academic Policy Committee is responsible for creating policies that offer guidance on pertinent matters concerning educational programs, processes, student affairs, faculty concerns, and other academic and administrative issues. It assesses and puts forth recommendations for approval by the Council of Deans regarding proposed policies. The committee engages in the creation of new policies, the revision of existing ones, and the review of student and faculty policies at the university level, as published by colleges and the Graduate School. This is done to ensure that the information remains up-to-date and consistent. Additionally, the Academic Policy Committee evaluates policies related to the academic enterprise put forward by UAMS units or individuals.
- **Academic IT Steering Committee**

The purpose of the Academic Information Technology (IT) Steering Committee (AISC) is to provide overall governance and guide planning for academic technologies at UAMS. The committee includes stakeholders and representatives from IT, the colleges, and academic administration. The group is to serve as a mechanism to review, advise, and endorse information technology projects and products related to the UAMS academic mission. The committee also will promote communication of projects to the constituent colleges and technology users to ensure awareness and productivity. The committee will make strategic technology recommendations to the IT Executive Committee (ITEC) that are aligned with UAMS strategic priorities. This will be accomplished through review and approval of academic software and hardware infrastructure purchases and projects greater than or equal to \$25,000 (resource allocation and/or software/technology purchases). Purchases and projects greater than or equal to \$100,000 require ITEC approval.
- **Biosafety Committee**

The Institutional Biosafety Committee (IBC) purpose is to review and evaluate investigator-generated safety protocols for the proposed use of biohazardous agents. Based on this review, the Institutional Biosafety Committee (IBC) shall approve or disapprove the safety protocols with periodic reports to the Safety Coordinating Committee. In addition, the Biosafety Committee shall make recommendations to the Safety Coordinating Committee regarding biohazards that may exist or arise on the UAMS campus.

- **Chancellor's Diversity and Inclusion Committee**

The Chancellor's Diversity and Inclusion Committee is comprised of a cross-section of employees who are devoted to implementing the mission and goals of the UAMS Diversity Initiative. The major goals of the committee is to recognize and cultivate our diversity by implementing cultural awareness and education as well as to promote practical interactive pluralism which advances the well-being and success of each participant in our multicultural community. The committee meets once a month to discuss issues related to diversity awareness on campus.

- **Conflict of Interest Committee**

The Academic Conflict of Interest Committee is a standing committee of UAMS, appointed by the Vice Chancellor for Institutional Compliance. The committee identifies and manages conflicts of interest of Academic Staff Members. The committee consists of not fewer than 7 voting members representing a variety of constituencies at UAMS and a number of non-voting ex-officio members. Members serve renewable 3-year terms. The committee meets monthly and on an ad hoc basis.

See UAMS Administrative Guide policy 4.4.10 for more detail.

Outside Employment requests should be made before engaging in outside activities. They are made here: <https://secure.uams.edu/OutsideEmployment/Login.aspx>

This allows for the appropriate DC and Dean to approve the outside activity and identify/manage any conflict of commitment.

This is not a system owned by the Conflict of Interest (COI) Office. This system does not feed information to the COI system (<https://muse2.uams.edu>). This means that employees must disclose these new interests to the COI system once they have been approved by the appropriate members of leadership. Under the COI policy, all employees are required to update their disclosures to the COI office within 30 days of acquiring or learning of a new interest.

The COI Office and COI Committees do not approve outside employment but do review outside engagements against an Academic Staff Member's funded research and procurement authority at UAMS.

Note: having a personal consulting relationship with a research sponsor is highly likely to be ruled a conflict of interest. Typical management strategies employed by the Academic COI Committee are also in the policy (4.4.10).

Reference guide for Faculty engaging in outside consulting activities:

<https://coi.uams.edu/wp-content/uploads/sites/152/2020/10/UAMS-Consulting-Policies-Summary-final.pdf>

- **Diverse Faculty Program**

This program is designed to identify and meet the needs for faculty development and career success for all faculty as well as creating an inclusive and welcoming faculty community where everyone feels valued and that they belong.

- **Gateway for UAMS Students (GUS) Steering Committee (Student Database)**

The GUS Executive Steering Committee (ESC) assumes executive oversight and provides support for all aspects of the Student Information Systems (SIS) project, serving as the ultimate decision-making authority. ESC sets the overarching goals for the SIS project,

establishes the project structure and governance, approves personnel, roles, responsibilities, scope of the work, funding and timelines for the project. It also gives approval for policy and procedure changes as well as for all major change requests for implementing new business. ESC monitors the progress of the GUS, provides mediation of issues, ensures that all project activities align with expertise-wide goals. ESC establishes a structure and organization to manage the SIS in the future, covering governance, administration and holds final decision-making authority for the SIS project. Members of the committee include, the provost, VC of Finance, VC of IT, associate provost of Academic Affairs, associate provost of Enrollment Services & Academic Administration, assistant VC of IT, and IT project manager and a manager from Academic Computing.

- **Intercollegiate Faculty Council**

It has representatives from Associate Deans in Faculty Affairs/Development across the 5 colleges and the Graduate School. There are representatives from Regional Programs, NW Campus, ACH campus, and the Academic Senate. The council meets monthly to discuss key faculty affairs issues, collaborative faculty development program creation, communication and sharing of programs working at the college level, as well as to address classroom technology issues, class spaces, eLearning technology etc.

- **Institutional Review Board**

The Institutional Review Board (IRB) is established to safeguard the rights of individuals involved in research trials (clinical or social). Whether your research involves conducting a survey in the outpatients clinic or a drug study on the inpatient wards, obtaining approval from the UAMS IRB, facilitated through the CLARA system, is imperative. While the IRB process may involve some length and detail, the UAMS CLARA system has significantly improved the efficiency, simplifying the submission process for our researchers.

- **Institutional Animal Care & Use Committee**

The Institutional Animal Care & Use Committee (IACUC) at the UAMS is dedicated to upholding the highest standards of animal welfare and ensuring the conduct of accurate and valid scientific research. This is achieved through the oversight, coordination, training, guidance, and thorough review of every project involving the use of vertebrate animals. Similar to the procedures employed in monitoring research involving human subjects, the IACUC employs well-established processes for the review and monitoring of animal research, teaching, and testing projects conducted under the university's auspices. The IACUC is responsible for approving, mandating modifications to, or prohibiting the use of vertebrate animals in research, teaching, or testing activities. Beyond reviewing and approving applications and protocol modifications related to animal use, the committee also plays a role in approving alterations to the university's policies governing animal care and use. Additionally, the IACUC conducts both announced and unannounced inspections of locations where animal care and use activities occur.

- **Library Advisory Committee**

The Library Advisory Committee's primary purpose is to act as an advisory body to the Library Director and Library Administration regarding Library policies and issues related to services, collection resources and user needs within the Library's physical space. Committee members advocate for the Library throughout the various mission arms of UAMS. The members are provided an in-depth insider's view into the daily issues and challenges facing

an academic health sciences library. In return their input helps Library Administration stay abreast of ongoing changes in programs and initiatives on campus. Representation on the committee includes all colleges and graduate school, students, Associate Provost for Academics, Academic Affairs, Center for Health Literacy, Educational Student Success Center, Office of Interprofessional Education, Northwest Campus, Research and Innovation, and UAMSHealth. See webpage for additional committee information.

<https://libguides.uams.edu/library-advisory-committee/home>

- **Patents and Copyrights Committee**

The Patent and Copyright Committee functions to implement the University of Arkansas Patent and Copyright Policy (Board Policy 210.1) at UAMS. The Committee provides a review process for disclosures of patent, copyright, and other intellectual property developed by members of the UAMS community. The Committee evaluates the patentability and desirability of obtaining patent or other protection for the submitted disclosures as well as any patent obligations to research sponsors outside of the University. Recommendations by the Committee are submitted to BioVentures.

<https://apps.uams.edu/CopyrightPatents/content/documents/Patent%20and%20Copyright%20Policy%20210.1.pdf>

- **Research Committee**

The UAMS Research Committee (URC) is an advisory group to the Vice Chancellor of Research and Innovation. The URC is composed of 2 members from each of the colleges (i.e. College of Medicine, College of Nursing, College of Pharmacy, College of Public Health, and College of Health Professions), as well as the Dean of the Graduate School, Academic Senate member, and non-voting Division of Research and Innovation, Ex officio members. The Vice Chancellor of Research and Innovation and the Chair of the UAMS Research Committee may invite others to present at URC monthly meetings as appropriate.

- **Teaching and Learning Support Committee**

This committee has representatives from all the colleges to address classroom technology issues, class spaces, eLearning technology etc.. It gives us an opportunity to communicate challenges, vote on changes, and allows colleges to bring up issues.

- **Women's Faculty Development Caucus**

The Women's Caucus was founded in 1989 as a professional development and mentoring program to help women advance their career and assume leadership positions. Our professional development efforts have resulted in an expanding organization that addresses the needs of all UAMS faculty members. We provide leadership training, mentoring/advising, faculty handbook publications, faculty development, and networking opportunities. The Caucus Committees, lead by rotating chairs and co-chairs, are pathways to leadership and provide the energy and effort behind WFDC activities.

D. UAMS Academic Affairs:

The Division of Academic Affairs for the University of Arkansas for Medical Sciences (UAMS) encompasses 16 units. The division is responsible for providing central administration and services in support of the teaching, learning missions of UAMS.

The Provost is the Chief Academic Officer and works with the Deans of the five UAMS colleges and graduate school, along with other institution leaders to maintain and improve the university's academic programs along with the general intellectual environment of the campus. The Provost represents UAMS in external relations involving academic programs, such as the Arkansas Division of Higher Education, accrediting bodies, regulatory agencies and other colleges and universities.

Division Leadership

- Senior Vice Chancellor for Academic Affairs; Provost and Chief Academic Officer; and UAMS Chief Strategy Officer
- Associate Provost for Academics
- Associate Provost for Students and Administration
- Associate Provost for Faculty
- Assistant Provost for Academic Affairs Finance and Administration

Division of Academic Affairs Departments and Units

· Arkansas Commission on Child Abuse, Rape, and Domestic Violence — The Arkansas Commission on Child Abuse, Rape and Domestic Violence is a statewide organization established in 1991 by the state Legislature to enhance the coordination in providing services to victims of child abuse, rape, and domestic violence. ACCARDV is housed within UAMS, which allows for integration and the support of other departments and colleges.

· Campus Life and Student Support Services — The Department of Campus Life is committed to strengthening the campus community and creating an atmosphere that enhances each student's academic experience and connection to UAMS. Activities, facilities and organizations facilitated by this department include: Campus Housing, the Student Center, Associated Student Government, Recognized Student Organizations, Intramural Sports, Social and Interprofessional Events & Activities for students, Student Health Insurance Verification, and the Student Life mobile app.

· Center for Faculty Excellence — The Center for Faculty Excellence offers an array of resources and support for UAMS faculty members at all stages of their career. These resources include the Onboarding Program for new faculty, the Faculty Excellence Seminar series, the Mentorship Program, the Executive Coaching program, the Mediating Disputes program, several leadership development opportunities, the Women's Faculty Development Caucus activities, Promotion & Tenure guidance and support, recognition programs and other resources to help UAMS faculty members succeed.

· Center for Health Literacy — The Center for Health Literacy is a nationally recognized, award-winning interprofessional team of health literacy experts dedicated to improving individual and population health by making health information easy to understand and use. The center provides plain language services to individuals and organizations across the globe who communicate health information with patients and the public. The group includes experts in: Health communication, Health education, Spanish language interpreting and translation, and Community health.

- Centers for Simulation Education — The centers encompass the Center for Clinical Skills, Simulation Center and the Standardized Patients program, offering state-of-the-art medical simulation technology to allow students, residents, fellows and employees to perform assessments and practice their clinical skills in a safe environment while receiving feedback about their encounters. With facilities on both the Little Rock campus and UAMS Northwest Campus in Fayetteville, the centers provide high quality simulation activities with high-tech manikins and standardized patient encounters with persons coached to simulate actual patients.
- Culinary Medicine — Started in 2018, the Culinary Medicine program delivers the Health-Meets-Food curriculum to medical students, as an interprofessional activity for health professions students and in cooking classes for employees and the community in an on-campus teaching kitchen. Culinary medicine combines the art of cooking with the science of healthy diets and nutrition in lessons that equip health professionals with new techniques for counseling patients on eating better.
- Educational & Student Success Center — The Educational & Student Success Center (ESSC) provides teaching and learning support to all UAMS faculty and students. The center, housed on the 3rd floor of the UAMS Library, facilitates faculty development in teaching by offering workshops, facilitated book discussions, teaching consultations, and observations. It also offers student support through academic coaching, peer tutoring, technology assistance, and writing support.
- Institutional Research, Policy, and Accreditation — Institutional Research, Policy, and Accreditation performs administrative functions in support of the academic enterprise – the colleges and the Graduate School – as well as for the UAMS Provost and the campus at large. This includes work to ensure the institution and its academic programs remain accredited and in compliance with academic policies. The department’s many roles also include academic reporting, policy development and program review.
- Library — The Library serves the faculty, staff, and students from its main campus location and resources on the Northwest Campus, Arkansas Children’s and UAMS Regional Campuses across the state. The Library team offers educational and research services and maintains access to a physical and digital collection of books and journals. The Library is also home to the Historical Research Center and the Active Learning Center for team-based learning activities.
- Office of Academic Services — The Office of Academic Services coordinates support services to UAMS faculty, staff, and students on the Little Rock and Northwest campuses. Academic Services is composed of three support divisions: Room Scheduling, Laboratory Support and Instrumentation Repair.
- Office of Continuing Education — The Office of Continuing Education works with UAMS departments and health-related organizations, medical associations or societies, and other organizations to jointly provide accredited continuing education activities. The office also provides conference planning services.
- Office of Educational Development — The Office of Educational Development provides consultation on Blackboard and other eLearning software and tools, as well as houses the Teaching Scholars program for faculty interested in educational research and scholarship. OED services and resources are free to UAMS faculty and include faculty development workshops, Blackboard and Collaborate support, interactive module development, and video recording and editing.

· Office of Interprofessional Education — The office contributes to the curriculum development, scholarship productivity, research infrastructure, and collaborative practice environment across all five UAMS colleges and the graduate school. The office also coordinates an interprofessional curriculum that is a graduation requirement for all UAMS students.

· Office of the University Registrar — The OUR coordinates enrollment/registration and student information services across the UAMS colleges and graduate school. The office also maintains the UAMS Academic Catalog, the academic calendar, facilitates the UAMS Commencement Ceremony.

· Office of Strategy Management — Coordinates accountability and progress on the UAMS 10-year strategic plan, Vision 2029. Also facilitates and leads strategic initiatives for the UAMS Chief Strategy Officer.

· Title IX/ADA Office — The UAMS Title IX/ADA coordinator, working with the colleges, is a central point of contact to coordinate responses to gender equity questions or requests for academic adjustments or accommodations.

Additional Related Units

Division of Research and Innovation — The Division of Research and Innovation provides leadership in formulating and enacting strategies to expand system-wide research activities. As part of that effort, the UAMS Research Committee (composed of representatives from all UAMS colleges, the Academic Senate, and Graduate School) meets monthly to discuss research policy, processes, strategic planning, grant submissions, and collaborative research initiatives.

Translational Research Institute — The Translational Research Institute was established in 2009 under the National Center for Advancing Translational Sciences (NCATS) Clinical and Translational Science Award (CTSA). The institute supports and stimulates research discovery across UAMS and its rapid transfer to interventions that improve the health of individuals and communities.

UAMS Northwest Campus — The UAMS Northwest Regional Campus, in Fayetteville, was established in 2007 to meet the growing demand of health care professionals and to support the growth in the Northwest Arkansas region. Academic programs on the campus include the colleges of Medicine, Pharmacy, Nursing, and Health Professions (Occupational Therapy, Physical Therapy, Genetic Counseling, Radiologic Imaging Sciences, and Diagnostic Medical Sonography)

For More Information

Division website: <https://academicaffairs.uams.edu>

IV. Key Academic Policies

• Accommodation for Students with Disabilities

The ADA/Disability Services office serves as the central point of contact for students with disabilities and evaluates all requests for academic adjustments and accommodations that are needed for equal access to coursework, facilities, programs, and extracurricular activities.

Services are provided for students with all types of disabilities and temporary medical conditions, including pregnancy.

Students have the responsibility to self-identify as a person with a disability with a need for accommodation(s). Students should submit all requests for adjustments, including auxiliary aids, to the ADA / Disability Services Coordinator. Students should review Academic Policy 2.2.5, Student Request for Academic Accommodations, for specific guidance related to the accommodation process.

Faculty have the right to:

- Establish essential requirements for courses, programs, services, or activities
- Assign grades based upon a student's demonstrated mastery of the course content
- Expect a timely notification of any approved accommodations a student requires for equal access
- Engage in an interactive discussion with the ADA Coordinator concerning the reasonableness of any approved accommodation

Faculty have the responsibility to:

- Implement approved accommodations in order to provide equal access to students with disabilities
 - Be informed and cognizant of laws and university policy pertaining to the rights of students with disabilities to equal access and the provision of reasonable accommodations, including auxiliary aids and services
 - Comply with FERPA requirements regarding the confidentiality of student educational records
 - Refrain from sharing disability related information, including accommodation plans, with those who do not have a legitimate educational need to know
- **Addition, deletion, suspension and modification of Academic Programs**

The approval of the Board of Trustees is a requisite for any significant changes to academic programs, such as additions, deletions, suspensions, or substantial modifications. The Board retains the authority to eliminate programs due to factors like low demand, low productivity, changes in the campus's role and scope, or financial exigency, regardless of the President's recommendation. Prior to making decisions, the Board seeks input from relevant campus-wide governance bodies, the Chancellor, and the President. Guidelines for proposing new academic programs must be developed by each campus, gaining approval from the campus governance body, chief academic officer, and Chancellor, before submission to the President. The President, in turn, reports the campus deliberation results and provides recommendations to the Board for action. Established academic programs undergo two types of reviews: an annual report of low productivity programs and periodic substantive evaluations on a rotating schedule not exceeding ten years. The campus establishes guidelines and criteria for these evaluations, approved by the governing body, chief academic officer, and Chancellor, which are then submitted to the President. Recommendations resulting from either type of review are subjected to a thorough process involving faculty, administrative heads, the campus governing body, the chief academic officer, and the Chancellor, with the final recommendations presented to the Board of Trustees for action.
 - **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords all students in higher education institutions certain rights with respect to their education records. Some of these rights are only applicable to students over 18 years of age.

UAMS has identified the University Registrar as the primary campus FERPA compliance officer. Questions or concerns related to FERPA policy application and compliance should be directed to the University Registrar. [FERPA Guide for Faculty and Staff](#)

- **Harassment**

UAMS personnel are expected to support UAMS's mission and core values while creating an inclusive and respectful work environment. The ability of UAMS to meet its mission will increasingly depend on, and be strengthened by, incorporating constructive diversity and inclusion in its faculty and staff. To support UAMS' mission and core values and create an inclusive, respectful work environment, all UAMS personnel shall embody appropriate conduct as outlined here.

Expectations in Interpersonal Relations

Refrain from using abusive, provocative, or profane language, and should avoid creating or being party to a disturbance or physical violence.

Observe the principle of mutual respect in their contacts with patients, visitors, and students, and in their working relationships with faculty and other personnel.

Treat others with dignity, fairness, and impartiality.

Do not engage in horseplay, scuffling, running, throwing objects, immoral or indecent behavior on any UAMS premises.

UAMS personnel or guests should not visit other UAMS personnel in their work areas for non-work related purposes. Official breaks with other UAMS personnel should be taken in designated areas to not disrupt the work area.

Title IX and Title VII Compliance

All employees have a right to work in an environment free of discrimination, which includes freedom from harassment. UAMS takes the safety and security of our students, faculty, staff, non-employees, guests and visitors seriously. Title IX and Title VII compliance is essential to ensuring and promoting a safe and secure environment, optimum for learning, research and creative work. Reporting sexual misconduct is critical to UAMS' timely response to eliminate harassment, prevent recurrences, and address its effects.

Incidents should be reported via the i-safe system at: <https://apps.uams.edu/i-safe/default.aspx>

Anti-Discrimination

The ability of UAMS to meet its mission will increasingly depend on, and be strengthened by, incorporating constructive diversity and inclusion in its employees and students. Any form of racism, bigotry, or discrimination subverts the mission of UAMS and its core values. UAMS is committed to providing a wholesome environment where comprehensive educational, research and employment opportunities are offered to employees, students, and applicants. In both obvious and subtle ways, racism, bigotry, and discrimination adversely affect an individual's ability to function at an optimal level. They also have a

harmful effect on one's ability to study, work, and engage in leisure activities within the University community

UAMS shall institute an on-going program designed to familiarize UAMS personnel with the fundamental principles of cultural humility, implicit bias, and inclusive excellence.

The Division for Diversity, Equity, and Inclusion (DDEI) Office of Intercultural Education will provide UAMS employees with the knowledge and skills to help the University foster inclusive excellence and reach its important goals set forth in our 2029 Strategic Plan relation to diversity, equity, and inclusion.

Deans and division heads, in conjunction with the DDEI Office of Intercultural Education, will lead the implementation of educational programs in their respective areas. The DDEI Office of Intercultural Education will be available, as a primary resource, for consultation in all areas of program development. The DDEI Office of Intercultural Education and DDEI Training and Strategy Advisory Council will lead the development and presentation of educational programs.

All promotional programs designed to solicit funds, provide customer information, or create community goodwill, shall reflect the diversity and inclusion of the University community and the general public. The appropriate dean/division head, or designee, shall review such material prior to publication to ensure the above standard is met.

Production of all faculty handbooks, student handbooks, employee handbooks, as well as any other communication designed to publicize policy and procedure, or any other information, must be written in a manner to promote non discriminatory and tolerant behavior. The appropriate administrative personnel shall review such material prior to publication to ensure the above standard is met as well as compliance with applicable laws referenced above.

Behavior Concerns: If an employee believes they are the victim of discriminatory behavior, they should talk to their department head or report the incident to the Office of Human Resources, Employee Relations, as soon as possible. Employee Relations will hear your claim and investigate the issue. All complaints or allegations of slurs, inscriptions, jokes, or other offensive behavior based on race, color, religion, national origin, creed, service in the uniformed services, status as a protected veteran, sex, age, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation which occur in the workplace or are related to the workplace are violations of this policy. Employees and residents may contact the Office of Human Resources, Employee Relations, should the complainant feel uncomfortable in reporting the incident to the department head. Students should also report complaints to the Associate Dean of their respective college.

Violations of this policy will result in disciplinary action in accordance with the Employee Disciplinary Policy, Administrative Guide Policy 4.4.02, Employee Discipline. Training courses in the Academy for Inclusive Excellence may also be required for those found to be in violation of this policy.

- **Plagiarism**

UAMS has distinct Codes of Academic Integrity for each of its five colleges. Students are required to sign an Honor Code, signifying their commitment to maintaining academic

standards and conducting their work honestly. To understand the specifics regarding plagiarism, academic honesty definitions, and the repercussions for violations, it is recommended to refer to the Code and Honor Council of your respective College. Through the Provost and Executive Vice Chancellor for Academic Affairs, Academic Initiatives and Integrity strives to create a culture of honesty and personal and professional responsibility among University of Arkansas students, faculty, and staff. As a community of scholars we uphold academic integrity as foundational to appropriate conduct within the university setting. Academic Initiatives and Integrity manages outreach efforts for policy education and facilitates the University's process for alleged violations with the All-University Academic Integrity Board.

- **Requirements to Serve as Graduate Faculty**

The initial composition of the Graduate Faculty is detailed in the Statement of Organization, and additional members will be chosen by the Graduate Council based on recommendations from the Committee on Faculty (refer to Graduate Council Committees). Individuals holding Masters or Doctoral degrees are eligible to apply for membership. While the College of their primary appointment assigns academic rank to Graduate Faculty members, there are no specific numerical levels, status distinctions, or classifications associated with their Graduate School activities. Only Graduate Faculty members are authorized to serve as course directors for graduate-level courses, and those with prior research experience are eligible to advise research for graduate credit.

The approval of thesis and dissertation committee assignments is subject to guidelines outlined by the Dean of the Graduate School. These guidelines stipulate that all Graduate Faculty members assigned to such committees must possess previous research experience. Members with an appropriate Master's degree may serve on Master's thesis committees, while those with both an appropriate Master's degree and prior graduate teaching experience, or with an appropriate Doctoral degree, may chair or participate in Master's thesis committees and serve on Doctoral dissertation committees. Faculty with an appropriate Doctoral degree and prior graduate teaching experience as a faculty member may chair or participate in both Master's thesis committees and Doctoral dissertation committees. In each of these cases, teaching experience encompasses classroom teaching, membership on thesis or dissertation committees, or directing students in research projects.

Graduate programs will regularly assess faculty for active participation in graduate education. Those who have not actively engaged in graduate education may, upon the program's request, be removed from the Graduate Faculty roster by the Graduate Council. Individuals affected by this decision have the right to appeal to the Dean of the Graduate School.

V. All Policies Governing Faculty Service: All UAMS

employees, physicians, volunteers, trainees, faculty, and students are subject to applicable federal and state laws, University of Arkansas Board of Trustees Policies (BOT Policies), the UA System Wide Policies and Procedures (UASP), the UAMS Administrative Guide, as well as departmental and office policies and procedures.

- A. UA Board of Trustees Policies:** Board of Trustees Policies are established by the Board of Trustees of the University of Arkansas and applicable to the campuses, divisions and units of the UA System. <https://uasys.edu/policies/board-policies/>
- **Appointment, Promotion, Tenure, Non-reappointment, Dismissal** (UA Board policy 405.1), <https://uasys.edu/board-policy/405-1-appointments-promotion-tenure-non-reappointment-and-dismissal-of-faculty/>
 - Resignation
 - Retirement
 - Retrenchment
 - Political Activity
 - Faculty Pay and Compensation
 - Emeritus Status
 - Tuition waiver
- B. UA System Wide Policies and Procedures:** UA System Wide Policies and Procedures (UASP) are instituted by the President's Office with the purpose of providing guidance and direction to campuses regarding certain administrative subjects. This may include guidance related to existing Board of Trustees Policies and other guidance that cannot be appropriately addressed in Board policy. <https://uasys.edu/policies/ua-system-policies/>
- C. UAMS Policies:** All of UAMS active policies and procedures across the institution are accessible in Compliance 360, a centralized policy management software application. The administrative guide, UAMS Medical Center Policies and Procedures Manual, and many other divisional and departmental policy and procedures manuals are accessible through **the [UAMS Policies and Procedures webpage](#) or secure.compliance360.com**
- **Academic Affairs Policies**
 - **UAMS Initial Faculty Appointments**, policy 2.3.1. Approval process for faculty-related appointments and changes in faculty status, including initial appointments, promotion and tenure. Related policies and procedures included 2.3.6, 2.3.5, 2.3.2
 - **Annual Faculty Review**, UAMS policy 2.3.3. This policy provides the criteria and procedures that will be followed within the annual reviews of UAMS faculty members.
 - **Faculty Grievance Procedure**, UAMS policy 12.5.01
 - **Mediation Policy for Faculty**, UAMS policy 12.5.02
 - **Faculty Phased Retirement program**, UAMS policy 12.5.03
 - **Non-Discrimination**, UAMS policy 2.1.3
 - **Key Human Resource, Compensation, and and Benefit policies**
 - **Faculty Benefits:**
 - i. The UAMS benefit plan is part of the UA System Benefits Group. UAMS benefits include insurance plans (medical, vision, dental and life), maternity plans,

retirement plans, tuition benefits, time off and leave benefits, and others. For a full list of UAMS benefits, visit the UAMS HR website <https://hr.uams.edu/benefits/>

- ii. Tuition discount programs, UAMS policy 4.1.01
- iii. Insurance and Retirement Plans (eligibility and enrollment), UAMS policy 4.1.02
- iv. Leave of absence policies, UAMS policies 4.6.02-6, 4.6.08-9, 4.6.11-14)
- v. For more information about the UA System Benefits Group, visit <https://benefits.uasys.edu/Compensation>
 - Compensation for Faculty and Non-classified staff, is decided at the college level.
 - Incentive pay, UAMS policies 4.2.16
 - Outside (concurrent) Employment, UAMS policy 4.5.32
 - Conflicts of Interest, UAMS policies 4.4.13, 4.4.10, 9.1.02,
 - Remote Work policy, UAMS policy 4.4.22
 - Anti-Discrimination and Affirmative Action, UAMS policies 3.1.10 and 4.5.01
 - Title IX Sex/Gender Based Nondiscrimination, UAMS policy 3.1.48

D. UAMS College Specific Policies and Procedures

- Faculty Workload: service as a UAMS faculty member presumes participation in various duties and responsibilities including teaching, service, scholarship, clinical work and administration. Participation in these areas will vary among faculty, departments, divisions and colleges. Each college adheres to specific policies and procedures for determining faculty workload in order to meet the needs of the department, faculty and college. Workload plans may be accessed online through each college website linked below.
- **UAMS Faculty Promotion and Tenure.** The purpose of the promotion & tenure process is to recognize and reward UAMS faculty members for their accomplishments as well as their contributions in clinics, teaching, scholarship, and leadership service. Each college adheres to a set of guidelines and criteria. Links to each college policy are available on the [Center for Faculty Excellence website](#).
- **Faculty Incentive Plans.** These are decided at the college / department level. Please refer to your college/department-specific incentive plan.
- **College Policies and Procedures:**
 - [COPH Policies](#) and Procedures
 - [CHP Policies](#) and Procedures
 - [COM Policies](#)
 - [CON Policies](#) and Procedures, Sharepoint
 - [COP Policies](#) and Procedures
 - [Graduate Council Policies and Procedures](#)

E. Relations with legislators and members of congress

If faculty needs to lobby or interact with legislators, they should work with the Office of Institutional Relations.