

Arkansas State University - Jonesboro

Effective Date: 07/01/93

Number: 07-06

Section: Human Resources

Subject: Employment Practices

Arkansas State University seeks to employ individuals who demonstrate high professional competencies, perform their responsibilities efficiently, and function as team members. Applicants are interviewed, screened, and employed without regard to sex, race, color, creed, age, handicap, or national origin.

Personnel policies apply to all employees of the university, generally. Employees are also subject to policies outlined in specific manuals, such as the Faculty Handbook, when applicable. While the Assistant Vice Chancellor for Human Resources administers the overall policy, it is the responsibility of the individual supervisor to oversee employees on a day-to-day basis.

It is the responsibility of college deans, department chairs and other supervisors to promote the overall mission of the university while adhering to the personnel policies and procedures including Affirmative Action and Equal Employment Opportunity.

The following outlines how the University reinstates employment of faculty members involved in long-term disability cases.

1. When a faculty member goes on long-term disability, he/she terminates his/her faculty relationship with the university, thereby relinquishing salary, rank, and tenure.
2. The faculty member retains a relationship with the university to the extent that the university continues to pay disability premiums.
3. Should the health of the individual on long-term disability improve to the point that he/she is certified qualified for employment, the university is relieved of its obligation to support his/her disability premiums.
4. Should a formerly disabled faculty member apply for a position at the university, he/she will be evaluated on the same basis as every other job applicant.
5. If the university chooses to re-employ a formerly disabled faculty member, questions of beginning salary, rank and tenure will be decided by the Chancellor of the University on the basis of recommendations from the chair, the dean and the VCAAR.

Revised on 05/31/13.