

2025 UA System General Counsel Updates

Faculty and Staff Handbook - Archived Changes

This archive preserves the handbook changes that were displayed on the UAFS Faculty and Staff Handbook Changes webpage immediately before the 2026 update list was published. The archived entries below reflect the dates and wording shown on that webpage.

General University Information (U)

Effective Date	Section	Summary of Update
November 2025	U.1	Updated wording in third paragraph to "changes will be updated on the university website" for consistency with the next paragraph.
November 2025	U.1	Updated second to last paragraph to add "UA System policies"
February 2026	U.6	Removal of previous content and replacement with UA Board Policy 405.1 section IV.A.14
November 2025	U.8.7.3	Changed "will" to "may" in fifth paragraph
November 2025	U.8.9.3.1	Changed to "public" records in the first sentence. Removed "within three business days" in the third sentence.
November 2025	U.8.11.1	Changed "will" to "may" in fourth sentence.
November 2025	U.8.16.4	Changed "will" to "may" in the last paragraph.
November 2025	U.8.16.4.1	Changed references to Act 562 to Ark. Code Ann. § 5-73-122. Added "for those holding a concealed carry endorsement" to first sentence and second paragraph. Changed "exceptions" to "restrictions" in the third paragraph. Changed "will" to "may" in the Sanctions section.
November 2025	U.8.16.6	Removed reference to Arkansas State Personnel Policy & Governor's Policy Directive #7
November 2025	U.8.17.2	Added to last bullet " using university property"

General Employee Information (E)

Effective Date	Section	Summary of Update
November 2025	E.1.1.3	Added reference to UA Board Policy 475.1
November 2025	E.1.3.2	Added reference to UASP 440.8
November 2025	E.1.4.2	Changed from vice chancellors to Vice Chancellor for Finance and Administration in first paragraph and added reference to UASP 300.1. Add "Of these," to second sentence in first paragraph. Removed "If an employee is involuntarily terminated during the contracted term, the remainder of the contracted salary will be paid unless the employee is dismissed for cause." from second paragraph.
November 2025	E.1.4.3	Removed "Tenured faculty have one-year contracts. Contracts are rolled forward annually except under the following circumstances: (1) tenured faculty members may be dismissed for cause or (2) contracts may be terminated due to the necessity for financial retrenchment or the deletion of the program or courses of instruction for which they were hired. Such terminations are conducted in accordance with UAFS policies and UA Board Policies 405.1, 405.5, and 620.1." and added "Tenure is the right of continuous appointment. Once granted, tenure ceases to exist only based on reasons listed in UA Board Policies 405.1, 405.5, and 620.1."

Effective Date	Section	Summary of Update
November 2025	E.2.6	Removed "Under the Arkansas Freedom of Information Act, any citizen of the state of Arkansas may inspect and copy personnel records except to the extent that disclosure would constitute a clearly unwarranted invasion of personal privacy. Before others are allowed to inspect or copy an employee's records, the following types of information will be removed: Social Security and income tax information, medical and insurance status, unlisted telephone numbers and addresses not intended for publication, and scholastic or academic records (transcripts). Job performance records, including performance evaluations, are disclosed only if there has been a final administrative resolution of a suspension or termination proceeding at which the records formed the basis for the suspension or termination and there is a compelling public interest in the disclosure. Within 24 hours of receiving a request for inspection of personnel records, the university will determine whether the records are subject to disclosure and make every effort to notify the employee of the request and determination. The employee, requestor, or custodian may seek an opinion from the attorney general about whether the records are subject to disclosure." per UA General Counsel.
November 2025	E.2.8.11.2	Changed first bullet from "Provide a copy of this policy" to "Provide a copy of this policy and a copy of the Arkansas Student Due Process and Protection Act, codified at Ark. Code Ann. § 6-60-1401 et seq." per UA General Counsel model policy.
November 2025	E.2.8.23	Updated the definition of Sexual Assault to match the UA General Counsel model policy.
November 2025	E.2.8.24	Updated training to "at least every three (3) years" per UA General Counsel model policy.
November 2025	E.2.9.4	Added "under the influence and/or". Removed "An employee will be deemed to be impaired by alcohol if that employee has a blood alcohol concentration of 0.04 percent or greater." per UA General Counsel. Removed "have an alcohol concentration of 0.02 percent or greater but less than 0.04 percent in any authorized alcohol test " and changed to "be under the influence and/or impaired". Removed "administration of the test" and changed to "removal from duty."
November 2025	E.2.9.5	Removed "an alcohol concentration of less than 0.02 percent and be evaluated and released by a substance abuse professional (SAP)." and changed to "under the influence and/or impaired." Removed "(The university also reserves the right to require return to duty and follow-up testing of an employee who has an alcohol test indicating an alcohol concentration of 0.02 percent or greater but less than 0.04 percent based on an SAP's recommendations.)"
November 2025	E.2.9.6	Changed "Having an alcohol concentration of 0.04 percent or greater in any authorized alcohol test." to "Being under the influence and/or impaired at work."
November 2025	E.2.12	Added "or suitable conflict of interest management plan cannot be arranged" to first sentence of third paragraph. Removed "one employee must resign (or be reassigned) immediately" and changed to "immediately a conflict of interest management plan must be put in place or one employee must immediately be reassigned or resign"
November 2025	E.2.14	Removal of language and replaced with link to UAFS Policy 402.15
November 2025	E.2.16	Removed entire section on Job Sharing per UA General Counsel and the Uniform Classification and Compensation Act.
November 2025	E.3.3.2	Removed "Annual leave and foreseeable sick leave (doctor's appointments, planned medical procedures, etc.) must be submitted in advance. Otherwise sick leave requests should be submitted immediately upon returning to work."
November 2025	E.3.3.3	Added "Annual leave and foreseeable sick leave (doctor's appointments, planned medical procedures, etc.) must be submitted in advance. Otherwise sick leave requests should be submitted immediately upon returning to work."
November 2025	E.3.3.4	Changed "will" to "may" in first sentence
November 2025	E.3.8	Removed citation to ACA § 21-5-1101 because it no longer applies to Higher Education.
November 2025	E.4.3	Removed references to catastrophic leave.
November 2025	E.4.5.1	Added "(3) to bond with the employee's child (including an adopted child) or child placed for foster care within 12 months following a birth, adoption, or placement for foster care." to align with January 2026 changes to UABP.

Effective Date	Section	Summary of Update
November 2025	E.4.5.2	Added "When an employee is laid off due to budgetary reasons or curtailment of university activities and within six months again becomes an employee of the university, accrued sick leave may be restored to his/her credit." to align with language in UABP that was missing from UAFS Handbook.
November 2025	E.4.5.3	Updated sentence on immediate family shall mean to match language in E.4.5.1 and UA Board Policy.
November 2025	E.4.5.4	Added "to Human Resources" to first sentence of last paragraph. Added "be sent to Human Resources" in second sentence of last paragraph. Changed "will" to "may" in last paragraph. Added "of the employee or family member" and "or acceptable documentation of a birth, adoption, or placement for foster care." to second paragraph under numbered list in order to align with January 2026 updates to UABP.
November 2025	E.4.5.5	Changed "carry out their job responsibilities" to "perform the essential functions of the job". Changed section number to E.4.5.7 to accommodate move of maternity and bonding to section E.4.5.
January 2026	E.4.8	Removed reference to "paid or unpaid" since FMLA in and of itself is unpaid. Also corrected wording and definitions to be in line with UASP, UABP, and FMLA.
January 2026	E.4.8.2	Changes made to correct discrepancies between handbook, UASP, UABP, and FMLA.
January 2026	E.4.8.3	Removed reference to catastrophic leave. Removed "Comp Time Leave may be counted as part of employee's FMLA entitlement if the employee requests to use their comp time to receive pay for an FMLA reason." in second paragraph since Comp Time Leave must be used before annual leave and is not optional. Removed statement regarding disciplinary action related to absences in third paragraph.
November 2025	E.4.10-18	Modified section numbering with removal of Catastrophic Leave Bank Program section (Program ended on December 31, 2025) and move of maternity leave under E.4.5.
November 2025	E.4.9	Removed "to give deposition in a court or hearing" per UA General Counsel.
November 2025	E.4.10	Removed "Children's Educational Activities Leave may not be used to attend sports activities."
February 2026	E.4.14	Revised section to link to UABP 420.6 to ensure compliance with UABP.
January 2026	E.4.16	Changes to language to match UABP made after discussion and decision from cabinet.
February 2026	E.5.6.1	Edits made to align language with UASP 445.1 and UABP 440.1 as well as modifications to the waiver process with implementation of Workday Student.
February 2026	E.5.6.3	Added "UAFS" before fees in first sentence.
February 2026	E.6.3	Removed citation to Governor's Directive #5 because it is not relevant.
November 2025	E.6.5	Removed "one of the employee's superiors or to an" from the last sentence of the last paragraph before bullet point list.
November 2025	E.6.7.1	Removed "As a general rule, no other information in an education record can be disclosed without consent of the student."
November 2025	E.6.8	Removed "university documents, with some exceptions, are considered" and changed to "all". Added ",except as otherwise provided by law," in first sentence. Removed "Records covered by the act include data compilations in any format, including papers, microfilm, microfiche, computer disks and tapes, email, and audio and video recordings." and replaced with "Public records are defined as "writings, recorded sounds, films, tapes, electronic or computer-based information, or data compilations in any medium required by law to be kept or otherwise kept that constitute a record of performance or lack of performance of official functions"".
December 2025	E.6.10.1	Added "(including candidates running for office)" to the first sentence and added "Candidates running for office" to the listed of information to send to the Chancellor's Office.
November 2025	E.6.12	Changed "shall" to "may" in the second to last paragraph.
November 2025	E.6.13	Added references to UASP 300.3 and UASP 380.1
November 2025	E.6.19.7	Removed "to the applicable vice chancellor" and changed to "on an as needed basis" in third paragraph.

Effective Date	Section	Summary of Update
November 2025	E.7.2	Added reference to E.2.8.24 Discrimination and Harassment Not Covered Under Title IX Policy
November 2025	E.7.2.2	Added "termination for cause;" to first paragraph.
November 2025	E.7.3.2	Removed "failing to report to work and not contacting the supervisor"
November 2025	E.7.4	This is a duplication of E.8.3.4. Changed section to reference E.8.3.4.
November 2025	E.8.1.3	Removed "the last day an employee works or the" from the second paragraph.
November 2025	E.8.3.3	Added "or to UAFS property or activities"
November 2025	E.8.4	Removed "If retrenchment makes it necessary to eliminate jobs or reduce the workforce, employees will receive written notice in accordance with UA Board Policy 405.4." per UA General Counsel.
November 2025	E.8.8	Added "for cause as defined by UA Board Policy 405.6 or designated as ineligible by the campus" to the last sentence of the first paragraph. Removed as the paragraph "An employee who has been dismissed for cause or who has been designated by their campus, unit, or division as not eligible for rehire shall not be eligible for re-employment within any of the University of Arkansas System's campuses, units, or divisions." and added "within any of the University of Arkansas System's campuses, units, or divisions" to the last sentence.

Faculty Policies and Procedures (F)

Effective Date	Section	Summary of Update
November 2025	F.1.4	Updated reference to University of Arkansas System Board Extra Compensation Policy to UASP 440.2 with link to policy.
November 2025	F.1.5.1	Added "for research and professional development release time" to the second sentence.
November 2025	F.1.8	Added "for less than 12-month faculty" to third sentence of first paragraph.
November 2025	F.1.14.1	Removed "maternity" and changed to just paternal leave.
November 2025	F.2.4	Updated to Arkansas Code citation.
November 2025	F.2.7.3	Changed "Instructors" to "Faculty" in the second sentence.
November 2025	F.2.10.1	Removed "This legislation requires that for" in first sentence. Removed "and for compliance with the legislation" from the second sentence. Removed "by this legislation" from the first sentence of the second paragraph. Removed (Act 175) from title.
November 2025	F.2.10.4.1	Changed reference to Arkansas Code. Added "or anything of value" to end of the first sentence. Changed "this legislation" to "Arkansas law" in first sentence.
November 2025	F.2.10.4.2	Changed reference to Arkansas Code and removed "Consistent with this legislation" from first sentence.
November 2025	F.2.10.4.3	Changed reference to Arkansas Code and added UA Board Policy 450.1. Changed "non-classified administrative staff" to "full-time, exempt staff (including, but not limited to, Senior Administrators)" in the first sentence.
November 2025	F.3.5.3	Updated to "See UAFS Travel Services webpage for more information" and linked to https://uafs.edu/about/offices-and-services/finance-and-administration/travel-services.php .
November 2025	F.3.6.5	Changed "a period of time as statutorily required or, in the absence of a specific law, at least twice the length of the off-campus duty assignment" to "at least one year following end of the assignment" per UASP 435.4. Added "and benefits" to second sentence.
November 2025	F.3.6.7	Added "The provost will provide a copy of the report to the chancellor who will then provide a copy to the system president."

Source webpage: <https://uafs.edu/about/offices-and-services/human-resources/faculty-and-staff-handbook/current.php>