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Welcome

This site is a collection of web link resources for UAMS faculty that includes *selected* links to the University of Arkansas Board of Trustees Policies Statements, UAMS Administrative Guide Policies and Procedures, and UAMS Administrative Memoranda.

The sets of links are not intended to be exhaustive lists, but rather those most commonly sought by UAMS faculty. Where appropriate, links to the original source are provided for those who wish to conduct more thorough searches, as well as links to resources for further information, such as campus departments.

While not a replacement for the UAMS Faculty Handbook, this site does serve as a guide for answering many of the same questions.

We hope you will find the site useful, and encourage feedback on how we might improve this site ([CLICK HERE](#) to submit feedback) or use the "contact us" link at the left.

Information on this site is updated and added on a regular basis, so check back often for new listings. If there is a listing that you could not find, let us know so that we can consider adding it!

Faculty Resources

- A. **University of Arkansas System Administration**
General information about the UA System, its campuses and affiliates, the UA Board of Trustees and UA System directory.
- B. **University of Arkansas for Medical Sciences**
General information, mission and vision statements, the UAMS organizational chart, a brief history of UAMS and link to the Chancellor's Office, campus reports, and maps.
- C. **Policies** - links to the official policy sources for both UA policies enacted by the Board of Trustees, and university-specific policies approved by campus leaders for UAMS faculty.
 1. **UA Board of Trustees Policy Statements Governing Faculty Service**
 2. **UAMS Policies Governing Faculty Service**
 3. **UAMS Leave Policies**
 4. **UAMS Employment Policies, Procedures and Services**

5. **Immigration Policies and Services**
 6. **UAMS Policies Concerning Equal Employment Opportunities and Student Records**
 7. **UAMS HIPAA Policies and Services**
 8. **UAMS Policies on Research and Grant Awards**
- D. **Diversity**
- E. **Support Units and Services / Educational Support Policies**
- F. **UAMS Alumni, Fraternal and Professional Organizations**

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A. University of Arkansas System Administration

- [About the University](#)
- [Campuses and Affiliates](#)
- [Board of Trustees](#)
- [Directory](#)



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B. University of Arkansas for Medical Sciences

[About UAMS](#)

[Mission and Vision Statement](#)

[Organizational Chart](#)

[A Brief History of UAMS](#)

- UAMS Historical Timelines
 - [Animated](#)
 - [Static](#)

[Chancellor's Office](#)

- [Economic Impact Study](#)
- [Strategic Plan](#)

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[FAQs about UAMS](#)



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C. [UA Board of Trustees Policies](#)

1. *Selected Policies Governing Faculty Service*

[Addition, Deletion, Suspension and Modification of Academic Programs](#) (Board Policy 620.1)

[Appointments, Promotion, Tenure, Non-Reappointment, and Dismissal of Faculty](#) (Board Policy 405.1)

[Authorization to Offset Amounts Due University](#) (Board Policy 405.2)

[Contracting Authority](#) (Board Policy 300.1)

[Emeritus Status](#) (Board Policy 475.1)

[Employment Periods](#) (Board Policy 405.4)

[Nepotism](#) (Board Policy 410.1)

[Outside Employment of Faculty for Compensation](#) (Board Policy 450.1)

[Patents and Copyrights](#) (Board Policy 210.1)

[Political Activity](#) (Board Policy 465.1)

[Promotion and Tenure Polices](#) (College of Medicine)

[Resignations of Employment](#) (Board Policy 405.3)

[Retirement Age](#) (Board Policy 425.4)

[Retrenchment and Academic Planning Retrenchment](#) (Board Policy 405.5)

[University of Arkansas Retirement Program](#) (Board Policy 425.5)

The complete listing of University of Arkansas Board of Trustee Policy Statements may be found at <http://www.uark.edu/admin/vcfainfo/botpolicies/>.



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UAMS Campus Policies in the Administrative Guide

2. *Selected Policies Governing Faculty Service and Responsibilities*

[Academic Visit Status for UAMS Campus \(with Appointment Form\)](#) (Admin Policy 12.0.00)

[Appointment of Academic Personnel](#) (Admin Memorandum 410.1)

[COM Faculty Grievance Procedure](#) (June, 2006)

[Distribution of Royalties From Patents, Copyrights and Licenses](#) (Admin Policy 12.1.05)

[Drug Testing](#) (Admin Policy 3.1.14)

[Early Retirement of Tenured Faculty](#) (Admin Memorandum 430.2)

[Employee Assistance Program](#) (Admin Policy 3.1.09)

[Employee Basic Code of Conduct](#) (Admin Policy 4.4.01)

[Ethical Conduct/Gift Policy](#) (Admin Policy 4.4.09)

[Ethical Standards in Research](#) (Admin Policy 12.1.04)

[Extra Compensation](#) (Admin Memorandum 440.2)

[Honorariums](#) (Admin Guide 5.1.06)

[Implementation of Board Policy on Political Activity](#) (Admin Memorandum 455.1)

[Lump Sum Terminal Pay](#) (Admin Memorandum 440.4)

[Media Relations \(UAMS Medical Center\)](#) (Admin Policy 14.01.01)

[Outside Employment for Faculty and Staff members for Compensation](#) (Admin Memorandum 440.7)

[Policy on Conflict of Commitment and Conflict of Interest](#)

[Policy Governing Service of Volunteer Faculty](#) (Admin Memorandum 410.3)

[Recommendation for Tenure](#) (Admin Memorandum 420.1)

[Review of Promotion and Tenure Criteria](#) (Admin Memorandum 421.2)

[Services for "Non-Employees" \(Academic Visitors\)](#) (Admin Policy 4.5.28)

[UAMS Institutional Policy on the Use of Copyrighted Materials](#) (Admin Memorandum 12.0.2)

[Voluntary Early Retirement for Non-Tenured Faculty and Staff](#) (Admin Policy 4.1.16)

The complete UAMS Administrative Guide may be found at <http://uams.edu/AdminGuide/index.html>



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3. UAMS Leave Policies

[Annual Leave/Vacation](#) (Admin Policy 4.6.04)

[Attendance at Professional Meetings](#)

[Catastrophic Leave](#) (Admin Policy 4.6.07)

[Court and Jury Duty Leave](#) (Admin Policy 4.6.06)

[Educational Leave](#) (Admin Policy 4.6.10)

[Family Medical Leave](#) (Admin Policy 4.6.11)

[Holidays](#) (Admin Policy 4.6.02)

[Inclement Weather](#) (Admin Policy 3.1.02)

[Leave of Absence Without Pay](#) (Admin Policy 4.6.08)

[Military Leave](#) (Admin Policy 4.6.05)

[Off Campus Duty Assignments](#) (Admin Memorandum 435.4)

[Sick Leave](#) (Admin Policy 4.6.03)

[Voting Time](#) (Admin Policy 4.06.09)

A complete listing of leave policies in the UAMS Administrative Guide may be found at <http://uams.edu/AdminGuide/index.html#4.6>



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4. UAMS Employment Policies, Procedures and Services

[Affirmative Action](#) (Admin Policy 4.5.01)

[Americans with Disabilities Act](#) (Admin Policy 3.1.12)

[Anti-Discrimination](#) (Admin Policy 3.1.10)

[Basic Code of Conduct](#) (Admin Policy 4.4.01)

[Bookstore Services](#) (Admin Policy 11.1.07)

[Campus Motor Pool Vehicle Checkout](#) (Admin Policy 11.1.06)

[Career Service Recognition Award](#) (Admin Policy 4.2.08)

[Compensatory Time](#) (Admin Policy 4.2.02)

[Drug-Free Workplace](#) (Admin Policy 4.4.05)

[Excess Effort Hours](#) (Admin Policy 4.2.11)

[Flex Schedules](#) (Admin Policy 4.2.03)

[Garnishment and Salary Liens](#) (Admin Memorandum 440.9)

[Garnishment and Salary Lien Procedure](#) (Admin Policy 4.3.09)

[Keys Requests and Transfers](#) (Admin Policy 11.1.04)

[Personal Data Change](#) (Admin Policy 4.5.15)

[Post Employment Medical Screening](#) (Admin Policy 4.5.18)

[Substance Abuse](#) (Admin Policy 4.4.06)

[Travel and Reimbursement](#) (Admin Policy Section 8.4)

[UAMS ID Badge Issuance and Replacement](#) (Admin Policy 11.3.05)

[Use of University Facilities](#) (Admin Memorandum 715.1)

[Use of Roofs and Exterior Walls](#) (Admin Memorandum 720.1)

[Workplace Violence Prevention Plan](#) (Admin Policy 11.3.07)

A complete listing of Employment Policies in the UAMS Administrative Guide may

be found at <http://uams.edu/AdminGuide/index.html#Human%20Resources>



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5. *Immigration Policies and Services*

[Employment of Immigrants and Aliens](#) (Admin Policy 4.5.25)

[Immigration Reform and Control Act of 1986](#) (Admin Policy 4.5.26)

Assistance and additional information on immigration issues is available through the Human Resources Department. Please visit their web site at <http://www.uams.edu/ohr/Imm.asp>.



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6. UAMS Policies Concerning Equal Employment Opportunities and Student Records

[Affirmative Action](#) (Admin Policy 4.5.01)

[Americans with Disabilities Act](#) (Admin Policy 4.4.08)

[Anti-Discrimination: Race, Color, Gender, Age, Sexual Orientation, Religion, National Origin or Disability](#) (Admin Policy 3.1.10)

[Policy Prohibiting Sexual Harassment](#) (Admin Policy 3.1.05)

A complete listing of employment policies in the UAMS Administrative Guide may be found at <http://uams.edu/AdminGuide/index.html%Human20Resources>



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7. [UAMS HIPAA Policies and Services](#)

[Accounting for Disclosure](#) (Admin Guide 3.1.26)

[Business Associate Policy](#) (Admin Guide 3.1.33)

[Confidentiality Policy](#) (Admin Guide 3.1.15)

[Creating Revision of UAMS Policies Involving HIPAA Administrative, Security or Privacy Requirements](#) (Admin Guide 3.1.39)

[De Identification of Protected Health Information and Limited Data Set Information](#) (Admin Guide 3.1.31)

[HIPAA Education and Training](#) (Admin Guide 3.1.30)

[HIPAA Research Policy](#) (Admin Guide 3.1.27)

[Information Access or Transfers and Terminations](#) (Admin Guide 3.1.41)

[Minimum Necessary Policy](#) (Admin Guide 3.1.25)

[Mitigation of Uses/Disclosures in Violation of HIPAA](#) (Admin Guide 3.1.22)

[Mobile Device Safeguards](#) (Admin Guide 3.1.17)

[Notice of Privacy Practices](#) (Admin Guide 3.1.21)

[Patient Information Restriction Requests](#) (Admin Guide 3.1.34)

[Patient Request to Amend Medical Records or PHI](#) (Admin Guide 3.1.32)

[Policy on Use of PHI for Fundraising](#) (Admin Guide 3.1.35)

[Psychotherapy Notes Policy](#) (Admin Guide 3.1.24)

[Request for Alternative Method of Communications of Protected Health Information](#) (Admin Guide 3.1.18)

[Releasing of Patient Directory Information](#) (Admin Guide 3.1.20)

[Reporting of HIPAA Violations](#) (Admin Guide 3.1.23)

[Request for Extracts](#) (Admin Guide 3.1.29)

[Safeguarding Protected Health Information](#) (Admin Guide 3.1.38)

[Use and Disclosure of PHI and Medical Records](#) (Admin Guide 3.1.28)

[Use of PHI for Marketing](#) (Admin Guide 3.1.36)

[Verification of Identity](#) (Admin Guide 3.1.37)

[Working from Home](#) (Admin Guide 3.1.40)

Assistance and more information is available through the UAMS [HIPAA Office](#) (<http://hipaa.uams.edu/>).



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8. *UAMS Policies on Research and Grant Awards*

[Authority of the Institutional Review Board](#) (Executive Memorandum)

[Compensation for Employee Participation in Research](#) (Admin Policy 4.2.13)

[Distribution of Royalties from Patents, Copyrights and Licenses](#) (Admin Policy :

[Ethical Standards in Research and Procedure](#) (Admin Policy 12.1.04)

[Grants and Contracts Proposal/Award Procedures](#) (Admin Policy 12.1.01)

[Mandatory Education Policy for Investigators/Study Personnel Participating in Subject Research Projects](#) (Admin Policy 12.1.06)

[Responsibilities of the Central Administration](#) (Admin Policy 12.1.02)

[Responsibilities of the Principal Investigators](#) (Admin Policy 12.1.03)

The complete UAMS Administrative Guide may be found at <http://uams.edu/AdminGuide/index.html>

Other References and Resources

[IRB Policies and Procedures](#) - Guide to research compliance

[Investigator's Handbook](#) - Guide to conducting research on campus

Research Administration and Support Units

A number of units are available to UAMS faculty involved in research, including those located at the VA and Arkansas Children's Hospital, including:

[Arkansas Children's Hospital Research Institute](#)

[Automated Research Information Administrator \(ARIA\)](#)

[General Clinical Research Center](#)

[Institutional Review Board \(Human Subject review\)](#)

[Office of Clinical Trials](#)

[Office of Grants & Scientific Publications](#)

[Office of Research and Sponsored Programs](#)

[Office of Research Compliance](#)

[UAMS Patient and Copyright Disclosure Committee](#)



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D. Diversity

[Diversity Committee, UAMS](#)

[Center for Diversity Affairs, COM](#)

[UAMS Health Disparities Task Force Brochure](#)



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E. Support Units and Services

Educational Support Policies

- [Audio-Visual Services](#) (Admin Policy 12.2.01)
- [Digital Imaging Services](#) (Admin Policy 12.2.03)
- [Graphics and Medical Art](#) (Admin Policy 12.2.04)
- [Instructional Equipment Repair](#) (Admin Policy 12.2.02)
- [Instructional Television](#) (Admin Policy 12.2.05)
- [Photographic Services](#) (Admin Policy 12.2.06)
- [Printing Services](#) (Admin Policy 12.2.07)
- [Use of Images](#) (Admin Policy 12.2.08)
- [UAMS Institutional Policy on the Use of Copyrighted Materials](#) (Admin Memorandum 12.0.2)

University-wide Instruction Support Units

[Academic Computing](#)

[Clinical Skills Center](#)

[Office of Academic Services](#)

[Office of Educational Development \(OED\)](#)

[OED Service Policies](#) - Policies related to the provision of academic support services

[UAMS Library](#)

[Learning Resource Center](#) - Teaching Research Center, Teaching & Technology Committee, Friday @ Noon Series

[Teaching Resource Center](#)

[ACH Library](#)

Each college also features support and services for its teaching faculty. For more information please contact your Dean's office.

Other

- [Computer Training Center](#) - classroom training on campus information systems
- [Creative Services](#) - ID badges, business cards, stationary, printing, scientific posters
- [Employee Assistance Program](#) - employee counseling services
- [Employee/Student Health Clinic](#) - health screenings and records
- [Fitness Center](#) - employee & student weight & aerobic fitness area
- [Information Technology](#) - computer support
- [Parking](#) - Apply for paid parking on campus
- [Telecommunications](#) - telephone, wireless phone, blackberries
- [Professional Staff Office](#) - Medical licensing and credentialing
- [Web Mail](#) - Access UAMS Outlook email from a web browser.
- Special Primary Care Services for Employees and Their Families (Preferred Primary Care Clinic 686-6560)



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F. UAMS Alumni, Fraternal and Professional Organizations

[UAMS Development and Alumni Affairs](#)

[COM Caduceus Club](#)

[COM Faculty Support Service](#)

[COM Women's Faculty Development Caucus](#)

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[Faculty Affairs Office Information Sheet](#)

[College of Medicine "Calendar of Academic Citizenship"](#)

[College of Medicine - Educator Information and Resources](#)

[Computer Training Center](#) - Classroom training on campus information systems

[Creative Services](#) - ID badges, business cards, stationary, printing, scientific posters

[Employee Assistance Program](#) - Employee counseling services

[Employee/Student Health Clinic](#) - Health screenings and records

[FIGS Handbook](#) - *The Absolutely Unofficial Faculty Handbook* (COM)

[Fitness Center](#) - Employee & student weight & aerobic fitness area

[Hospital Handbook](#) - Human Resources staff handbook

[Information Technology Home Page](#) - Campus computer support

[Institutional Review Board \(IRB\)](#) - Review board approving all research involving human subjects

[Office of Grants and Scientific Publications](#) - Scientific and grant writing resource

[Parking](#) - Apply for paid parking on campus

[Professional Staff Office](#) - Medical licensing and credentialing

[Telecommunications](#) - Telephone, wireless phone, blackberries

[Web Mail](#) - Access UAMS Outlook email from a web browser.

[Campus online directory](#) - Look up phone numbers, email addresses, slot numbers for staff and student

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