

UCA correspondence regarding Chen

## Tom Courtway - Update

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**From:** Tom Courtway  
**To:** Board of Trustees  
**Date:** 11/2/2011 5:21 PM  
**Subject:** Update  
**CC:** Jack Gillean; Katie Henry  
**Attachments:** chen.letter.homeland.security.11.2.11.pdf; chen.letter.grahn.11.2.11.pdf

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Dear Members of the Board:

Today, Dr. Alex Chen was re-assigned and is now a professor in the College of Business. I am attaching a letter from Dr. Grahn to him. The letter is self-explanatory. Also, we notified the Department of Homeland Security of the allegations and our investigation. The letter is also attached.

Finally, Ms. Hale-Shelton is continuing her requests under the Freedom of Information Act for matters related to Dr. Chen. We have released Dr. Grahn's letter to her along with other documentation concerning the job search when he was hired and other matters. One item we discovered in our review of the hiring was that the university paid his moving expenses to Conway and the total cost (reimbursement to him) was slightly in excess of \$16,000.

Please let me know if you have any questions.

Tom C.



University of  
Central Arkansas

PROVOST &  
VICE PRESIDENT  
FOR ACADEMIC  
AFFAIRS

November 2, 2011

Dr. Alex Chen  
885 Arcadian Point Dr.  
Conway, AR 72034

Delivered Via: e-mail and U.S. mail

Dear Dr. Chen:

The purpose of this letter is to advise you of your employment status. Effective immediately, I am reassigning you from your position as the Associate Vice President for International Engagement. You will return to your faculty position in the Department of Marketing and Management. Your salary will be adjusted to \$90,000 to reflect the change from a 12-month administrative assignment to a 9-month faculty assignment. Please contact Dr. Joe Cangelosi to obtain details of where to report to work tomorrow morning.

The University's review of issues in International Engagement will continue. You will be notified about the outcome of the review at a later date.

Sincerely,

Lance Grahn, Ph.D.  
Provost and Vice President for Academic Affairs

c: Dean Cantrell  
Associate Dean Casey  
Chair Cangelosi



University of  
Central Arkansas  
OFFICE OF THE  
PRESIDENT

November 2, 2011

U.S. Citizenship and Immigration Services  
New Orleans Field Office  
1250 Poydras Suite 325  
New Orleans, LA 70113

Re: University of Central Arkansas Report on Foreign Student Workers

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Dear Madam/Sir:

The purpose of this correspondence is to notify you of a potential issue at the University of Central Arkansas ("UCA") located in Conway, Arkansas. In late summer of 2011, UCA's Human Resources department was notified of a concern regarding foreign student workers, in particular Chinese student workers, working on campus in the Department of International Engagement. Allegedly, the students were working in excess of the hours allowed by their visa status (F-1). In some cases, this work was without compensation. For example, students were purportedly asked to make contact with institutions of higher education in China for the purpose of recruiting students. Due to the time difference between Arkansas and China, the students were allegedly working late into the evening and early morning hours.

After this anonymous report was received by Human Resources, Ms. Laura Young, Assistant Provost for Finance, notified Dr. Alexander Chen, the Associate Vice President for International Engagement during this time, that students were only to work the number of hours allowed pursuant to their visa status.

In September of 2011, the General Counsel's office received a report from a different employee in International Engagement of students being required to work more hours than allowed by their visas. Subsequently, the Provost's and General Counsel's offices reviewed the matter. On October 14, 2011, Dr. Chen was placed on administrative leave in order to allow an unimpeded review to occur. (The review involved several issues regarding International Engagement, one of which was the issue related to student workers.)

As part of the review, two former student workers and a current graduate assistant were interviewed about their work experience in International Engagement. One of the students admitted to working in the office in excess of sixty (60) hours during at least one week of the summer of 2011. However, he stated that he was “volunteering his time,” and he thought he was receiving a benefit from Dr. Chen because Dr. Chen helped him with his English skills, writing, homework, etc., and that his volunteer efforts would increase his likelihood of getting a future job upon graduation. The other student worker and graduate assistant denied working in excess of the amount of hours allowed by their visas. However, the Assistant Provost and Associate General Counsel were not confident that the students were entirely forthcoming.

On October 25, 2011, a set of questions was provided to Dr. Chen asking about several issues regarding International Engagement. Some of those questions relate to the issue of working students in excess of the amount of hours allowed by their visas. The following day, Dr. Chen provided a written response to those questions. With regard to the student workers, Dr. Chen stated that he did not ask students to work more than twenty (20) hours a week. The questions and answers pertaining to the student workers are attached as “Exhibit 1.”

On October 30, 2011, a news article in the *Arkansas Democrat Gazette* quoted a current UCA student, Zhao Han, who performed some work for Dr. Chen during the spring semester of 2011. The Provost’s and General Counsel’s offices did not interview this student because she was not on the payroll, and they were not aware that she had performed any work for International Engagement. The following is an excerpt from the article, which is attached to this letter as “Exhibit 2”:

Zhao Han, a UCA Student from the Inner Mongolian region of China, said Friday that Chen asked her in March to help him by doing a promotional video aimed at recruiting international students. “It took me a long time to edit. He didn’t understand how hard it was to get a video production done,” said Zhao, a senior broadcast journalism major.

She said she was late with the video, and, “He wasn’t satisfied with my work. So he said I’m not reliable and I’m not qualified, so he’s not paying me.”

Zhao pointed out that Chen had never promised to pay her and that she viewed her effort as volunteer work.

A fellow student from the United States told Zhao that she should get paid. Still she said, “I was scared to ask for money from him [Chen].”

“There’s a cultural thing involved,” Zhao said. “I just didn’t ask for anything from him.”

She said that last summer Chen asked her to do another promotional video.

“He said, ‘Give me a presentation, a proposal about how you want to do this’...But I refused after I thought about it...My concern was I [wouldn’t] have time.”

...

“That’s what he told students---that if you want to work for me, you have to volunteer first,” she said.

...

Zhao said she knew of two Chinese students who did volunteer work for Chen for one semester without pay. She did not know their exact hours but said the earliest they got to work was 7 a.m. and that they sometimes worked late—as late as 2 a.m., though that was unusual, she said.

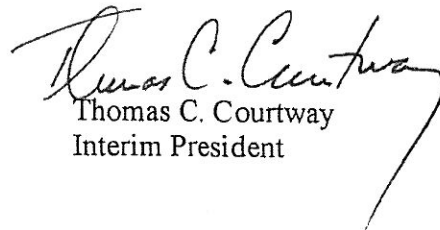
On November 1, 2011, Ms. Laura Young spoke with a former student worker in International Engagement who now lives out-of-state. This student stated that Dr. Chen often required students to work hours in excess of the amount allowed. For example, he noted that he stopped by the Office of International Engagement on several weekends, and students were in the office working. Also, he is quoted as stating that students were “definitely asked to work way more than 20 hours a week.”

As of November 2, 2011, Dr. Chen has been reassigned from his administrative role as Associate Vice President for International Engagement to a tenured faculty position in the College of Business. In addition, UCA plans to develop a formal policy to prohibit international student workers from working or volunteering in excess of the hours permitted by their visa status.

Now that the concerns expressed by the staff members have been reviewed by UCA with additional reporting by the *Arkansas Democrat Gazette*, the University respectfully requests your guidance, if any, regarding what additional steps should be taken to resolve this matter.

If I can be of further assistance, please feel free to contact me at (501) 450-3170 or by e-mail at [tcourtway@uca.edu](mailto:tcourtway@uca.edu)

Sincerely,



Thomas C. Courtway  
Interim President

Possible Issues in International Programs involving Dr. Alexander Chen  
October 25, 2011

1. International students working in excess of maximum hours allowed by law

It has been reported that international students have frequently worked in excess of 20 hours per week, including when the students are enrolled in classes. Indications are that at times students worked at the International House in the evenings to contact Chinese students or universities. Reports detail that you have yelled at students often and blamed them for managing tasks or events incorrectly. Please answer the following questions relating to these issues:

- a. Did you allow students to work in excess of the hours allowed by their student visas?
- b. Did you allow students to volunteer for additional hours?
- c. Did you instruct students to come up to the International House at 8 or 9 pm and have them stay until midnight or 1:00 am to contact Chinese students or universities?
- d. Did students feel pressure that a job recommendation from you would be tied to completion of tasks requiring these extra hours?
- e. Did you call students "stupid"?
- f. Did you raise your voice at students when you were unhappy with their work?
- g. Were you unhappy with the agenda for the Taiwanese visitors? If so, how did you present your displeasure to the student that worked on the agenda?
- h. Did you come to meet with a student at the International House at about 10:30 pm on the Sunday night before your trip to Mexico for the purpose of reviewing a powerpoint presentation for the trip? If so, how long did you stay working the student that evening?

"Exhibit 1"

I do not have access to my computer. My response is based on my best recollection and memory. I will be glad to provide more information should I get access to my computer.

1. International Students working in excess of 20 hours

- a. No. I did not ask students to work for more than 20 hours. If they have to work in the evening, they can skip working on the following day. I have told them consistently that they are not supposed to work for more than 20 hours a week. This semester, Armstrong Hang Yang goes to classes and studies in the library. He comes in to work every afternoon from 1 or 1:30 to 4:30. Most of them are project oriented, they do not answer phones or do other domestic works. If he doesn't have project to do, they will study in the office or go to library. If anyone is working in the evening, this person will be allowed to skip the second day or on the another days.
- b. Yes, I did use volunteer worker in last fall semester. After Laura Young told me legal issues, I stopped it immediately. I did not ask students to volunteer for me since. This semester, we have a few students wanted to volunteer. I asked Sara Parrot to look into legal issues and work with them. I did not meet with students or asked them to work for me.
- c. Yes, I did ask students to come to work at 8am so we can discuss problems and issue occasionally. After 8 or 8:30, they will leave for library or go to somewhere to study. Due to the time zone difference, they may have to come back to work from 8 pm to 11 pm if we have to communicate with partner schools in China. Sometimes, students like to study after they finished their phone calls. I allowed them to stay and study in the office. As I said that I did not have students to work for more than 20 hours. Armstrong likes to study in the office from 8 am. To avoid unnecessary confusion, I asked him to study in library and not to show up until after his lunch.
- d. I do not know what causes students feel pressured? I do not use job recommendation to ask them to do extra work. On the contrary, I spent a lot of time patiently to show them how to get things done correctly and appropriately.
- e. I never call student "stupid". I always told them that their work is good but not quite correct. On the contrary, I showed them how to do spreadsheet, tables, and many other things. I sometimes even helped them with their homework. I do not treat them as employees and never treated them without respects. Most of students made significant improvements and enhancements in their grades, speaking, and writing.
- f. No, I have been frustrated by quality of work they did from time to time. As a good educator, I spent numerous times to work with them and show them how to do things properly.
- g. I was dissatisfied with the agenda. I coached Jerry Want to finish a good agenda after we work together. I spent a lot of time to teach him how to do things professionally in format and content.
- h. We did not come to work on late Sunday. Jerry Wang was taking some classes, sometimes, he came to office to study not to work for me. I worked with Jerry on Monday morning on PPT for my Mexico trip.



... a whistle-blower

Exhibit 2

Inside  
Judge limits  
access to  
priest's records.  
PAGE 2B

# ARKANSAS

Arkansas Democrat-Gazette

ARKANSAS ONLINE WWW.ARKANSASONLINE.COM

SUNDAY, OCTOBER 30, 2011

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**PAUSED FOR A MOMENT**  
On Friday in Malvern, Rosen will hold a 5 p.m. reading at the Hot Spring County Library, and the film will screen at the Ritz Theatre at 7:30 p.m. Saturday.

Another local connection? Foley's friend Little Rock attorney Brad Hendricks ensured that Foley received a proper headstone on his grave in Austin.

**IRONIC NOTE:** When '60s British teen idol Peter Noone performed with Herman's Hermits at the University of Central Arkansas in Conway on Thursday, his impersonation of Johnny Cash's "Ring of Fire" was dead-on. His focusing on Cash wasn't surprising.

But when Noone launched into "The Battle of New Orleans," it surprised those who knew the story

## Foreign students in U.S. face penalties if work rules broken

DEBRA HALE-SHELTON  
ARKANSAS DEMOCRAT-GAZETTE

**CONWAY** — When international students work longer hours at on-campus jobs than visa regulations allow, severe consequences can follow for the college or university and the students.

"A violation of status such as unauthorized employment ... is considered extremely serious," said Audra Johnston, associate director for international students and scholars at the University of Arkansas at Fayetteville.

University of Central Arkansas trustee Bobby

Reynolds said last week that officials are investigating whether Alex Chen, a UCA administrator, has made some international students work more than legally allowed.

Chen, associate vice president for international engagement, has been on paid administrative leave since Oct. 14 as school officials review the Office of International Programs.

Chen joined UCA in 2010. In an e-mail Saturday, he did not address any specific issues. But he wrote, "The whole case is still under investigation. ... I will respect and

hope that UCA will do a fair and thorough investigation to prove my innocence and reputation. I do not want to make any inappropriate comments that may affect UCA as well as my whole family. I still have two children in Colleges. I have to be extremely careful ... not to lose my job."

Interim President Tom Courtney has declined to discuss the matter. A text message he sent Oct. 14 to trustees and released to the Arkansas Democrat-Gazette under the Arkansas Freedom of Information Act said, "Over

See **STUDENTS**, Page 9B

## NLR levy brings up possibility

JAKE SANDLIN  
ARKANSAS DEMOCRAT-GAZETTE

There's no mention in campaign literature for North Little Rock's city sales tax election Nov. 8 about relocating the Arkansas State Fairgrounds, but creating an area big enough to hold the fairgrounds or other amenities remains part of the strategy.

North Little Rock will ask voters to approve a 1 percent sales tax proposed in two parts: a 0.5 percent permanent tax to be divided evenly between capital improvements and general operations, and a 0.5 percent tax that would expire March 31, 2017 for capital improvements.

Early voting will be con-

ducted from 10 a.m.-5 p.m. Tuesday-Friday in the 1st Library at 28th and Or streets.

Campaign fliers call for a million a year from the tax-improvements portion of the tax revenue to go to construction of "a jobs business park," defined as an area for economic and development opportunity.

The tax is projected to \$15.5 million per year if full 1 percent is passed. That doesn't necessarily mean a plan exists to reroute the fairgrounds and the annual State Fair from I-49 to about 2,000 acres that North Little Rock wants to buy, Mayor Patrick J. ...

See **TAX**, Page 9B

# Students

• Continued from Page 1B  
 the past few weeks, we have had several complaints from the Office of International Programs and, in particular, about Dr. Alex Chen."

Visa regulations generally allow international students to work a maximum of 20 hours per week on campus when school is in session. Such students may work more when during annual breaks "as long as they are enrolling full-time the next semester," according to the U.S. Immigration and Customs Enforcement's website.

Off-campus work is a separate matter.

Johnston said the visa regulations limit students' work time "to help ensure they have the majority of their time free for study and that the visa category is not abused where people come to the United States pretending to be students but really to work."

Johnston said schools are supposed to report any students working more than their visas allow to the U.S. Department of Homeland Security, whether the work takes place on or off campus.

"If Homeland Security were to review our program

... and if they determined that we knew violations were occurring and we failed to report them, that could be a cause for Homeland Security to withdraw our school's approval to enroll foreign students," Johnston said.

The students also can find themselves in trouble, Johnston added.

"If it comes to light that the student exceeded the number of hours per week, there are still consequences for the student, regardless [of whether] it was at the behest of someone in a position of authority," Johnston said.

"The consequences for the students are very serious, and they're very unforgiving," Johnston said, referring to federal officials.

Jack Gilllean, UCAs' chief of staff and interim general counsel, said Friday that UCAs has not filed any reports with Homeland Security in the past year about international students falling out of compliance with visas because of work hours.

He said in an e-mail that UCAs has reported five to 10 students who fell out of compliance by not maintaining at least 12 hours of course credit per semester.

Temple Black, a spokesman for the New Orleans office of the Department of

Homeland Security, said he could not comment on the legal effect of UCAs' situation without more information.

Martin DeJesus, a longtime immigration attorney and criminal defense lawyer in Little Rock, said if students were "forced" to do extra work and not compensated for it, "I don't think they're in violation of their visa status."

"At that point, they're a victim," DeJesus said.

Volunteer work would not be considered a job under visa regulations, DeJesus added.

"If they're compensated, that's a little different. I think it [the issue] turns largely on that," he said.

Zhao Han, a UCAs student from the Inner Mongolia region of China, said Friday that Chen asked her in March to help him by doing a promotional video aimed at recruiting international students.

"It took me a long time to edit. He didn't understand how hard it was to get a video production done," said Zhao, a senior broadcast journalism major.

She said she was late with the video, and, "He wasn't satisfied with my work. So he said I'm not reliable and I'm not qualified, so he's not paying me."

Zhao pointed out that Chen had never promised to pay her

and that she viewed her effort as volunteer work.

A fellow student from the

United States told Zhao that she should get paid. Still, she said, "I was scared to ask for money from him [Chen]."

"There's a culture thing involved," Zhao said. "I just didn't ask for anything from him."

She said that last summer Chen asked her to do another promotional video.

"He said, 'Give me a presentation, a proposal about how you want to do this.' ... But I refused after I thought about it. ... My concern was I [wouldn't] have time."

Chen again didn't promise any pay, Zhao said. She recalled that Chen said, "Well, you have to show me your ability first."

This time, she e-mailed Chen and said she would not do another video, she said, and he did not reply.

"He's a great talker," Zhao said. "He would brag about himself, telling the students how great he is, he had a good reputation, and we could learn a great deal from him. So he makes students want to work

for him."

Zhao said she knew Chen asked at least two other students to do volunteer work.

"That's what he told students — that if you want to work for me, you have to volunteer first," she said.

"Most students, they don't understand" that they do not have to be "tested" first, she said. "They're just trying to get as much experience as they can" for their resumes. "They're just trying to learn something from him."

Zhao said she knew of two Chinese students who did volunteer work for Chen for one semester without pay. She did not know their exact hours but said the earliest they got to work was 7 a.m. and that they sometimes worked late — as late as 2 a.m., though that was unusual, she said.

In Fayetteville, Johnston said she knows of cases where students have worked too much but that she did not know of any case where a faculty member had successfully persuaded a student to work illegally.

"Are there students out there working the extra hours" where supervisors are pushing them to do so?, she asked. "Probably so," she said.

Johnston said many international students probably "would be reluctant to act in

a kind of whistle-blower capacity."

"First of all, they're in a country that's not their own," she said. "Compound that, especially if it's someone in a position of authority [pressuring them] ... it would be unimaginable for them to think about reporting that person."

Johnston said one solution for students who accumulate too many work hours is to leave the country, be homesick with visa officials about what happened and seek reinstatement so they can return to the United States.

"Many of the students have come back successfully," she said.

But one problem with that scenario is that it's expensive to travel between countries, Defesus said.

"If you have to leave in the middle of your studies, that's even worse," he said. "There's no guarantee you're going to be able to come back" because the granting of a visa is a discretionary act by the government.



David L. Baker, M.D., FACS  
 No Stitch Cataract Surgery  
 1-800-305-EYES

## Tom Courtway - Bill Brazil/Alex Chen

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**From:** Jack Gillean  
**To:** Courtway, Tom; Grahn, Lance; Henry, Katie; Young, Laura  
**Date:** 10/31/2011 2:21 PM  
**Subject:** Bill Brazil/Alex Chen

---

All,

I just spoke with Bill Brazil about the Chen matter.

Bill suggests 4 things in an effort to settle this matter. He offers the following:

1. Dr. Chen will immediately resign from his administrative role as the Associate Vice President for International Engagement.
2. Dr. Chen would then return to his tenured faculty assignment.
3. The university would clear his personnel file of anything about this review.
4. The university will provide Dr. Chen a "clean" recommendation for future employment.

He states that Dr. Chen will agree not to discuss this matter with any reporter or media outlet at any time in the future. He also notes that Dr. Chen would expect an appropriate cut in pay because of the move from 12 to 9 months.

There seems to be plenty of opportunity here. What are your respective thoughts?

Jack Gillean  
Chief of Staff  
201 Donaghey Ave.  
Wingo 207  
Conway, AR 72035  
501/450-3170  
Fax 501/450-5003  
e-mail: jgillean@uca.edu

## Tom Courtway - Alex Chen

---

**From:** Jack Gillean  
**To:** Courtway, Tom; Grahn, Lance; Henry, Katie; Young, Laura  
**Date:** 11/2/2011 9:08 AM  
**Subject:** Alex Chen

---

All,

Mr. Brazil has requested that we cancel our meeting with Dr. Chen at 1:00.

His preference is that we send Dr. Chen a letter with a copy to Brazil advising him of his employment status. So, I will finalize a letter and circulate in a few minutes. My plan is to address issues one and two specifically. I will also clearly indicate that our review will continue and that any other issues addressed with him at a later date as appropriate.

If you have any concerns, please let me know.

Jack Gillean  
Chief of Staff  
201 Donaghey Ave.  
Wingo 207  
Conway, AR 72035  
501/450-3170  
Fax 501/450-5003  
e-mail: jgillean@uca.edu



**From:** Lance Grahn <lanceg@uca.edu>  
**To:** LYoung@uca.edu  
**CC:** JGillean@uca.edu, KHenry@uca.edu, TCourtway@uca.edu  
**Date:** 10/31/2011 3:15 PM  
**Subject:** Re: Bill Brazil/Alex Chen

All, I would say take advantage of the opportunity at all four points in Brazil's offer. Laura, yes, please let Pat and Joe know of the likely occurrence and that it will probably happen quickly.

This seems to me to be an outcome that couldn't be much better given all that is in play

Thanks.

Sent from my iPhone  
Lance

On Oct 31, 2011, at 2:42 PM, "Laura Young" <LYoung@uca.edu> wrote:

> I am available to discuss as soon as this afternoon if possible.  
>  
> I defer to the Provost, but we may need to get an update on the departmental position based on the recent events. Lance, do you agree, and if so, how would you like to proceed? If you want me to contact the department or college, just let me know.  
>  
> Laura  
>  
>>>> Tom Courtway 10/31/2011 2:27 PM >>>>  
> Let's discuss as soon as we can.  
>  
> Tom C.  
>  
>>>> Jack Gillean 10/31/2011 2:21 PM >>>>  
> All,  
>  
> I just spoke with Bill Brazil about the Chen matter.  
>  
> Bill suggests 4 things in an effort to settle this matter. He offers the following:  
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> 3. The university would clear his personnel file of anything about this review.  
>  
> 4. The university will provide Dr. Chen a "clean" recommendation for future employment.  
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>  
> There seems to be plenty of opportunity here. What are your respective thoughts?  
>  
>  
>  
>

>  
>  
> Jack Gillean  
> Chief of Staff  
> 201 Donaghey Ave.  
> Wingo 207  
> Conway, AR 72035  
> 501/450-3170  
> Fax 501/450-5003  
> e-mail: [jgillean@uca.edu](mailto:jgillean@uca.edu)

## Tom Courtway - Draft letter to Alex Chen

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**From:** Jack Gillean  
**To:** Courtway, Tom; Gillis, Graham; Grahn, Lance; Henry, Katie; Young, Laura  
**Date:** 11/2/2011 11:24 AM  
**Subject:** Draft letter to Alex Chen  
**Attachments:** Chen.Alex.docx

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All,

I have attached a draft letter to Dr. Chen. It is for Lance's signature at this moment, but I am open to other thoughts on that.

Feel free to offer any and all suggestions for improvement.

I believe the letter should be e-mail as well as mailed to him. The e-mail might also mention return of his UCA-issued cell phone.

Jack Gillean  
Chief of Staff  
201 Donaghey Ave.  
Wingo 207  
Conway, AR 72035  
501/450-3170  
Fax 501/450-5003  
e-mail: [jgillean@uca.edu](mailto:jgillean@uca.edu)

November 2, 2011

Dr. Alex Chen  
885 Arcadian Point Dr.  
Conway, AR 72034

Delivered Via: e-mail and U.S. mail

Dear Dr. Chen:

The purpose of this letter is to advise you of your employment status. Effective immediately, I am reassigning you from your position as the Associate Vice President for International Engagement. You will return to your faculty position in the Department of Marketing and Management. Your salary will be adjusted to reflect the change from a 12-month to a 9-month assignment. Please contact Dr. Joe Cangelosi to obtain details of where to report to work tomorrow morning.

The University's review of issues in International Engagement will continue. You will be notified about the outcome of the review at a later date.

Sincerely,

Lance Grahn



**From:** Katie Henry  
**To:** bamo@conwaycorp.net; alex.n.chen@gmail.com  
**CC:** Laura Young; Jack Gillean; Lance Grahn; Tom Courtway  
**Date:** 11/2/2011 2:51 PM  
**Subject:** Letter from Dr. Lance Grahn  
**Attachments:** AlexChen-EmploymentStatusLetter.pdf

Dr. Chen,

Attached is a letter from Dr. Lance Grahn regarding your employment status. Please be aware that you will need to return your university-issued cell phone and all remaining University keys in your possession, including the keys to Torreyson West and the Confucius Institute, to the UCA Police Department tomorrow.

Thanks,

Katie

Katie L. Henry  
University of Central Arkansas  
Associate General Counsel  
501.450.5007  
khenry@uca.edu



University of  
Central Arkansas

PROVOST &  
VICE PRESIDENT  
FOR ACADEMIC  
AFFAIRS

November 2, 2011

Dr. Alex Chen  
885 Arcadian Point Dr.  
Conway, AR 72034

Delivered Via: e-mail and U.S. mail

Dear Dr. Chen:

The purpose of this letter is to advise you of your employment status. Effective immediately, I am reassigning you from your position as the Associate Vice President for International Engagement. You will return to your faculty position in the Department of Marketing and Management. Your salary will be adjusted to \$90,000 to reflect the change from a 12-month administrative assignment to a 9-month faculty assignment. Please contact Dr. Joe Cangelosi to obtain details of where to report to work tomorrow morning.

The University's review of issues in International Engagement will continue. You will be notified about the outcome of the review at a later date.

Sincerely,

A handwritten signature in black ink that reads "Lance Grahn". The signature is fluid and cursive.

Lance Grahn, Ph.D.  
Provost and Vice President for Academic Affairs

c: Dean Cantrell  
Associate Dean Casey  
Chair Cangelosi

**From:** Katie Henry  
**To:** Alex Chen  
**CC:** Laura Young; Jack Gillean; Lance Grahn; Tom Courtway; <bamo@conwayco...>  
**Date:** 11/2/2011 4:24 PM  
**Subject:** Re: Letter from Dr. Lance Grahn

Regarding the keys and moving your personal items out of your office, please contact Ms. Laura Young to set up a time, and she can meet you at the international house.

Thank you.

>>> Alex Chen <[alex.n.chen@gmail.com](mailto:alex.n.chen@gmail.com)> 11/2/2011 4:08 PM >>>  
Katie:

I will leave my cell phone to UCA police. I keep my keys in my office that I cannot get access to. We have to take care of key issues later.

Thanks

Alex

Sent from my iPhone

On Nov 2, 2011, at 2:51 PM, "Katie Henry" <[khenry@uca.edu](mailto:khenry@uca.edu)> wrote:

> Dr. Chen,  
>  
> Attached is a letter from Dr. Lance Grahn regarding your employment status. Please be aware that you will need to return your university-issued cell phone and all remaining University keys in your possession, including the keys to Torreyson West and the Confucius Institute, to the UCA Police Department tomorrow.  
>  
> Thanks,  
>  
> Katie  
>  
>  
> Katie L. Henry  
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